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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 25<sup>th</sup> November 2021

**Attendees**

Ram Ramamoorthy (RR) – chair  
Anila Asif (AA)  
Hakan Bilen (HB)  
Jodie Cameron (JC)  
Michael Herrmann (MH)  
Vlad Ivan (VI)  
Mohsen Khadem (MK)  
Zhibin Li (ZL)  
Cris Lu (CL)  
Ruaridh Mon-Williams (RMW)  
Cristian Novotny (CN)  
Joanne Pennie (JP)  
Steph Smith (SS)  
Steve Tonneau (ST)

Apologies: Stefano Albrecht, Bob Fisher, Taku Komura,  
Serena Lambley, Alex Lascarides, Michael Mistry,  
Suzanne Perry, Laura Sevilla-Lara, Kartic Subr Barbara  
Webb

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**Place**  
G.03, IF

**Time**  
2pm

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**1. Minutes of last meeting**

Minutes from the last meeting were agreed as accurate.

**2. Matters arising**

Student desk allocation

It was agreed there should be clearer/easier to access guidance on this policy available on the website. Bob to raise with Mary Cryan.

**BF**

Academic Advisory Committee

Barbara attended the Academic Advisory Committee for the Robotarium as UoE representative and has requested a copy of the slides from that meeting to present to the group. As yet, they have not come through, Barbara will chase those up.

**BW**

Barbara was the only UoE representative with 10 Heriot Watt academics. Barbara will raise the question why the committee is

**BW**

not more focussed (with fewer people from HWU) to engender better discussions.

### **3. Arrangements during co-vid**

No new announcements to discuss.

### **4. Arrivals and departures**

#### Postdocs

Zeeshan Babar – supervisor: Steve Tonneau

Mohammad Mohades Kasaei – supervisor: Alex Li

Ruoshi Wen – supervisor: Alex Li

David Hanley – supervisor: Mohsen Khadem

Abhishek Kaushik – supervisor: Mohsen Khadem

Keyhan Kouhkiloui – supervisor: Mohsen Khadem

#### PhD

Xiaofeng Mao – supervisor: Alex Li

#### Mphil

Yucheng Xu – supervisor Alex Li

### **5. New grants and proposals, research opportunities**

No new grants or proposals to announce.

New CDT calls are expected to be announced in mid-late 2022.

This topic will also be discussed further at the IPAB Faculty Day, which is scheduled to take place in February.

### **6. Budget and resources**

#### Publication fees

Publication costs can be significant, in the region of around £2000 for some journals. So, PI's responsible for papers requiring this should make a plan before embarking on the publication, based on grants and UOAF.

Payment of the fees from the IPAB G account will be considered in exceptional circumstances on a case by case basis.

#### G account travel/conference support applications

A high number of the applications for funding from the IPAB G account are submitted retrospectively.

In cases where support from this funding source is needed, it

should be applied for in advance (at least a few months before the event), using the IPAB funding support application form.

Applications should only be submitted where other sources of funding have been considered and exhausted (grants, conference volunteering schemes, discussing other possible options with supervisor etc.).

Joanne and Steph will discuss/review the current process and forms.

JP/SS

## **7. Business development**

Laura Sevilla-Lara - Facebook project  
Hakan Bilen – Toyota studentships

### Dyson Studentship

Cristian was pleased to announce that the Dyson Studentship is now finally signed off.

### School Industry Advisory Board

The Advisory Board will undergo a restructuring review. It is highly likely that Institute members will be contacted for comments/input – staff should respond and engage if asked.

### Cristian on leave

Cristian is scheduled to take a period of leave in January. Details of the work allocation in his absence will follow in due course.

## **8. IPAB webpage**

News items and website updates should be sent to the admin team to action.

## **9. Teaching**

### Duty allocation

Staff should expect to hear from Ram to discuss the allocation of duties (School meetings are taking place in Dec-Jan).

## **10. IPAB space**

No updates.

## **11. IPAB seminars and workshops**

No issues discussed.

## 12. Student issues

Ruaridh attends as the new student representative.

No IPAB related issues raised.

## 13. Admin issues

No admin issues.

## 14. Socials

### Christmas event

It was agreed that due to the co-vid related restrictions in place, there will not be an Institute wide Christmas social event this year.

### Faculty Away Day

The faculty day has been scheduled for Thursday, 3<sup>rd</sup> February 2022. Timings and details of the day will issue in due course. We may have an institute dinner associated with this event, subject to possible H & S restrictions at this time.

## 15. Directors business

### School of Engineering/IDCOM – potential collaboration

Ram will invite IDCom colleagues to appear in the IPAB seminar series.

RR

## 16. A.O.B

### IPAB people page

Admin staff photographs should appear on the people page to help new members easily identify who is who. Steph to arrange.

SS

## 17. Date of next meeting

- No meeting in December due to Christmas closure, the next meeting is scheduled to take place Thursday 27<sup>th</sup> January.