
Meeting
IPAB Staff Meeting

Date
Thursday, 29th October 2020

Attendees

Barbara Webb (BW) – chair
Ruta Bader (RB)
Hakan Bilen (HB)
Jodie Cameron (JC)
Bob Fisher (BF)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Taku Komura (TK)
Serena Lambley (SL)
Anna Lantouri (AL)
Chris Lu (CL)
Michael Mistry (MM)
Cristian Novotny (CN)
Ram Ramamoorthy (RR)
Kartic Subr (KS)
Sethu Vijayakumar (SV)

Apologies: Michael Herrmann, Alex Lascarides, Zhibin Li

Place	Time
MS Teams (online)	2pm

1. Minutes of last meeting

Minutes from the last meeting were agreed as accurate.

2. Matters arising

No matters arising.

3. Arrangements for Covid-19

No new arrangements announced/issues discussed.

4. Arrivals and Departures

Leaver

Sanghyun Kim – Post Doc

5. New Grants and proposals, research opportunities

Sethu – EU Harmony (Robots in Hospitals)

Ram - UKRI Trustworthy Autonomous Systems (TAS) Node in Governance & Regulation

6. Budget and Resources

Portfolio Managers

Following Ruta's commencement of maternity leave, Joanne Pennie and Fiona Williams will take on the IPAB portfolio manager duties.

School Finance Managers

The line management of School finance managers has now moved from within Schools to the college, Director of Finance. For Informatics, this change refers to Evgenia Teplechuk's role.

This is a college led change which has been implemented University wide. There's currently no information to share as to what this change will mean from within Informatics, as soon as Janet knows more, she/Joy will advise.

Expenditure budget

IPAB allocated £55,000 expenditure budget. These budgets are agreed and allocated by the School/college and are not based on Institute income (budget set is less than what the institute would have if based on an income basis).

Janet and Ram to meet separately to discuss budget reporting needs/wants for future staff meetings.

7. Business Development

Kawada – working with Vlad (framework)

Honda – still awaiting feedback, will continue chasing

Touchlab – working with Sethu and Vlad on potential collaboration

ORCA Fairspace extensions – working alongside Sethu

Quamatic – working with Stefano (consultancy engagement)

8. IPAB webpage

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

9. Teaching

IVC

Due to a change in expected return date, Laura is unable commit to delivering IVC. As approx 80 have already signed up, it would be preferable if this course can continue. Oisin does not have the capacity to take this on. Volunteers to assist should contact Barbara directly.

Curriculum decolonizing

Viajy Nagarajan will be running school wide workshops. Staff should look out for further details issuing shortly.

10. IPAB Affiliation – Ram Ramamoorthy

Kia Nazarpour (IANC) and Siddharth Narayanaswamy (AIAI) have requested affiliation with IPAB. As both of have relevant expertise, there were no objections from the group.

11. IPAB space

Desk allocation within labs

Some IPAB students have been allocated desks within the labs. As the labs operate under stricter health and safety guidelines, Vald raised the question whether or not those students should be expected to adhere to these increased guidelines, it was agreed they should be.

Access

There are different access rights applied to cards which depend on the need of each individual. Lab access is not automatic and needs to be requested by the lab manager.

The access request process is currently not consistent and at times leads to lengthy and unnecessary email exchanges between various teams, Barbara will look into this.

12. IPAB workshops and seminars

Pre-recorded talks can be submitted for those who report time zone differences being an issue.

BW

13. Student Issues

No student representative present.

14. Admin issues

No admin issues raised.

15. Socials

Given the current government guidelines on socialising, an online format for the Christmas social event may be considered. Discuss options further at next meeting.

16. Directors Business

Huawei Visitor Scheme - academics

This scheme will run, no further detail at this point but staff should look out for more information which will be circulated soon.

17. AOB

SWOT analysis was discussed at the strategy meeting. Institutes reported back similar (and predictable) points.

18. Date of next meeting

The next meeting is scheduled to take place Thursday, 26th November 2020 at 2pm.