
Meeting
IPAB Staff Meeting

Date
Thursday, 22nd September 2022

Attendees

Ram Ramamoorthy (RR) – chair
Ruta Bader (RB)
Jodie Cameron (JC)
Michael Herrmann (MH)
Ruaridh Mon-Williams (RMW)
Cristian Novotny (CN)
Joanne Pennie (JP)
Karolin Reh (KR)
Laura Sevilla-Lara (LSL)
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)
Amir Vaxman (AV)

Apologies: Bob Fisher, Chris Lu, Stefano Albrecht, Alex Lascarides, Sethu Vijayakumar, Hakan Bilen

Place
G.07(a), IF

Time
2pm

1. Minutes of last meeting

Minutes from the last meeting were agreed as accurate.

2. Matters arising

Ram will issue an email to IPAB highlighting the main travel funding policy points.

Ram

3. Arrivals and Departures

Research Associate

Osmar Cedron – Supervisor: Kartic Subr

Students

Maggie (Xinyue) Hao – Supervisor: Laura Sevilla-Lara
Peter Fagan (RAD CDT) – Supervisor: Ram Ramamoorthy
Aditya Kamireddypalli – Supervisor: Ram Ramamoorthy
Quanyi Li – Supervisor: Ram Ramamoorthy

Leavers

Henry Gouk (PDRA): RAEng Fellowship

Visitors

Silvia Bucci (3 months from IIT, Torina, Italy)

Host: Tim Hospedales

Yinbing Tian (12 months from BUPT, China)

Host: Tim Hospedales

4. New grants and proposals, research opportunities

Applications

Laura is preparing an application for an Industry Fellowship. This will likely go in for the Feb 2023 deadline.

RAS CDT

The current working plan is to focus the CDT III bid on TAS issues and impediments to field deployability. This has been discussed at CDT Exec and the current plan is for this bid to be led by Ram (UoE) and Katya (HWU), with others on the Exec continuing to be CoIs.

Perdita has set-up a 1 page proposals/bids preparation initiative, please see SharePoint link:

<https://uoe.sharepoint.com/sites/Informaticsgrantapplications/>

5. Budget and Resources

Port-folio Manager changes

Following Joanne Pennie's departure from Informatics, Ruta Bader will take over the port-folio manager role for IPAB.

The portfolio team will be minus a full-time member of staff for a period of time while the recruitment process concludes (in the new year?). As the team will be under additional pressure during this time, please allow for this in your project planning and contact them well in advance.

People and Money: Procurement

The procurement element of the P & M system has now launched. Port-folio managers, finance admins and institute admins are learning the new processes and patience is appreciated while they navigate their way through the guidance and system.

6. Business Development

CENSIS Project (Laura and Keith): Funding concerns (Laura and Cristian to discuss further)

ZZ Com (Chris Lu) – moving into industry space within Bayes Centre.

7. IPAB Webpage

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

8. Teaching

No teaching updates

New course proposals

Initial discussions regarding new course proposals should always start with the DoI. Sharon Goldwater should also be consulted (even if informally).

9. IPAB space

Body scanner/VR lab space

Current space primarily being taken up by the body scanner. However, with Taku's moving to part time and the minimal use of this equipment, we want to start using this space for other activities of the graphics group. Kartic to coordinate a discussion involving Bob, Amir and Changjian.

Kartic

10. IPAB seminars and workshops

2022/2023 workshop schedule

The new schedule has now been updated on the IPAB events webpage.

Invited speakers

Invited seminar speakers are encouraged – this can include external examiners.

11. Student issues

Student survey

Ruaridh has submitted a survey to PhD students, based on student wellbeing. Completion rates were relatively low (around 12 at

time of meeting). Ruaridh will share the survey results when the survey closes.

Ruaridh

PGR champion

Laura advised she currently holds the position of PGR champion and is a point of contact for students who want/need to talk to someone out with the supervisory line. Ruaridh will share this with his student colleagues.

Ruaridh

12. Admin issues

The admin team welcome back Jodie Cameron who has returned to her previous role as admin support. Jodie can be found in room 1.33, IF.

13. Socials

Institute socials

The recent IPAB social was a success and feedback suggests this would be a welcome monthly event. Organisation would need to be student-led. Ram open suggestions.

IPAB lunches

Poor attendance so far – Steve will try again to encourage attendance.

Steve

Festive lunch

Steph to add to agenda for discussion at the next staff meeting.

Steph

14. Directors Business

Annual update to Institute SWOT

Ram to draw up initial draft (based on last year's document) and share with staff.

Ram

Update on staff and faculty recruitment

Lab manager – offer made and candidate has accepted. Expected start date will likely be sometime in January. In the JD this role has been explicitly defined to have IPAB-wide responsibility, taking care of all IPAB-related equipment and being involved in projects across multiple labs. Grant proposals should explicitly include lab manager time (Ruta, as portfolio manager, should look for this when costing).

Robotics chair – Jane will raise this at the next University Executive meeting. Once approved there, we expect interviews can be held

around Christmas time, with a view to having someone join later in the next year.

Lectureship post – approved as a “Dowry post” alongside the above Chair position. So, recruitment process for this post will commence after the Chair recruitment has been finalised.

15. A.O.B

Bayes noise issues

It was reported that the noise bleed from events held in Bayes ground floor event space disrupts those working within the open areas on the upper levels. It was agreed that as this is due to building design there is no easy fix. Noise cancelling headphones could be an option, students can discuss this further with their supervisors.

16. Date of next meeting

Next meeting is scheduled for Thursday, 27th October at 2pm. The student review meeting is scheduled to take place from 1pm (only teaching staff required for this part).