Meeting	Date
IPAB Staff Meeting	Thursday, 30th September 2021

Attendees
Ram Ramamoorthy (RR) - chair
Stefano Albrecht (SA)
Hakan Bilen (HB)
Michael Herrmann (MH)
Vlad Ivan (VI)
Taku Komura (TK)
Serena Lambley (SL)
Zhibin Li (ZL)
Michael Mistry (MM)
Joanne Pennie (JP)
Laura Sevilla-Lara (LS)
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)
Barbara Webb (BW)

Apologies: Sethu Vijayakumar, Bob Fisher, Jodie
Cameron, Cris Lu, Mohsen Khadem, Cristian Novotny,
Tim Hospedales

Place	Time
MS Teams	2pm

1. **Minutes of last meeting**

   Minutes from the last meeting were agreed as accurate.

2. **Matters arising**

Student rep required for EDI committee and staff meeting – faculty to email student groups to identify a volunteer.	**ALL**
PGR Champion - Ram will circulate an email to the IPAB PGR community to advise them of Laura's new role.	**Ram**

3. **Arrangements during co-vid**

   Forum/Bayes meeting rooms
   In-person meetings within the Forum and Bayes have resumed.
   An email was issued on 22nd September from the facilities team
   which outlines guidelines which must be followed when

booking/using the rooms.

Labs
A new subpage called 'Using Robotics Laboratories and Equipment' has been added to the local information section of the IPAB website. Vlad will use this space to share lab updates and procedures.

Hybrid seminars
Currently, G.07(a) is the only suitable space to consider using for seminars and workshops in a hybrid format. Steph to check availability of G.07(a) for this purpose. **UPDATE:** Computing support colleagues have advised that the Hybrid option is not ready for use yet. Seminars will continue online meantime.

4. **Arrivals and departures**

New student arrivals
Zhaocheng Liu- supervisor: Zhibin Li
Gen Li – supervisor: Laura Sevilla-Lara
Aruna Raman – supervisor: Barbara Webb

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

Additional Turing funding (focussing on Human Robotic Interaction) – Ram to send Steph the details.

Stefano Albrecht submitted proposal to Mirella Lapata, ELIAI (also considered for potential combined project with Huawei).

6. **Budget and resources**

2021/22 budget

The expenditure based budget for IPAB for the 2021/22 year has been set at £60,000. This amount includes £5000.00 from SRF to cover robotarium costs (repairs etc). Evgenia has confirmed the allocated budget will not be increased but business cases can be submitted to Joy where additional funding may be required. Potential cases for additional funding should be discussed with Ram and Joanne in the first instance.

Finance administrator post
Following the departure of Anna Lantouri, Anila Asif (currently Informatics Procurement Team admin) will take up the finance administrator vacant post with effect from 1st November.

VAT audit
No details have yet been confirmed regarding the VAT audit. SharePoint is up to date with the relevant documents so there are no concerns should sample requests be asked for during this audit.

Internships
Human Resources are currently working on an internship job description which will mean internships can be offered as staff contracts over 3 months rather than 2 months casual payments. More details will follow in due course.

7. **Business development**

   Apologies from Cristian Novotny.

8. **IPAB webpage**

   There are ongoing discussions with Kasia, Vijay and others on creating a more systematic procedure for selecting, presenting and reporting scientific stories. Ideas and thoughts on this are welcomed and should be sent directly to Kasia and Vijay.

9. **Teaching**

   Curriculum review
   The next BoS meeting is scheduled for 13th October. Ram will send a draft of the review document to Sharon by the end of the week to consider if this is ready to be presented at the 13th October.

   Strategy Committee update

   IGS will be introducing a new entry point model for incoming students who require a visa. Details of the new model will be announced by IGS once finalised and will be communicated via the IGS website and an email from Nigel Topham.

   Cover for unexpected/extended absences
   Course organisers are required to nominate a back-up person who will be available to cover courses in the instance of an unexpected/extended absence. Ram will share a spreadsheet for course organisers to update with the relevant nomination detail.

   ALL

10. **IPAB space**

    No issues raised.

11. IPAB seminars and workshops

Apologies from Jodie.

Currently, the admin team arrange the logistics and announcements of seminars and workshops. It is desirable for many reasons, including EDI and evidence in our Athena Swan submission, for an academic to have oversight of all invitations and scheduling.
Kartic Subr has agreed to take on this role. Everyone organising a new seminar should inform him as well, when approaching admin team to set up the seminar talk.

12. Student issues

No student representative. No issues raised.

13. Admin issues

Admin office move
There are plans to move the level 2 and level 4 admin offices into one space (as yet, the new location is still to be confirmed). There were no objections to the move. It was noted however that the current arrangement of one allocated administrator per institute would continue to be the preference.

14. Socials

Plans for a year end IPAB away day/event. Ram liaising with Steph on options.

Ram/ Steph

15. Directors business

No issues raised.

16. A.O.B

CDT Conference
The CDT conference will take place on 1st October. Michael Mistry encouraged the group to attend and participate in feedback sessions and, in particular, the poster sessions.

Interviews – Lecturer/Reader post
Interviews for the post in graphics & simulation will take place 20 & 21st Oct. There are 6 interview candidates, who will each have a

research interview, deliver a research talk and an actual interview. Volunteer needed to assist with research talk (capturing feedback). Hakan volunteered for this task.

17. Date of next meeting

- The next meeting is scheduled to take place 28th October 2021 @ 2pm