
Meeting
IPAB Staff Meeting

Date
Thursday, 24th November 2016

Attendees

Barbara Webb (BW)
Joanne Pennie (JP)
Sethu Vijayakumar (SV)
Taku Komura (TK)
Kartic Subr (KS)
Michael Herrmann (MH)
Pavlos Andreadis (PA)
Bob Fisher (BF)
Timothy Hospedales (TH)
Maurice Fallon (MF)
Michael Mistry (MM)
Alex Li (AL)
Vladimir Ivan (VI)
Steph Smith (SS)

Place
1.16, IF

Time
2pm

1. Minutes of last meeting

The minutes from the last meeting were accurate with no amendments required.

2. Matters arising

No matters arising.

3. Arrivals and departures

Visitors

Marcelo Saval Calvo (visiting from University of Alicante). Hosted by Bob Fisher.

Florent Le Moel (visiting from Universite Toulouse III – Paul Sabatier). Hosted by Barbara Webb.

Leavers

Paul Ardin

Balasz Szigeti

Antoine Wystrach (Dec 2016)

Emanuela Del Dottore

4. New Grants and Proposals

No new grants to report.

5. Budget and Resources

Joanne provided an overview of the IPAB figures (copy of handout available).

Hitachi

- The Hitachi carry forward has been approved by Martin Wright.

School expenses policy

- Purchases totalling £100.00 or more should be made by the procurement officer, Mohammed Javid. Requests for such purchases should be raised via the computing support request form,
- Purchases less than £100.00 should be made by the level admin team. Requests for purchases should be raised via an email to level1admin@inf.ed.ac.uk.

It is recognised that occasions will arise where a direct purchase is required. Staff were reminded that approval should be sought prior to making any purchases to avoid the risk of claims being rejected.

6. IPAB webpage

News items for inclusion on the webpage:

- Sethu's visit to India and discussion with PM, Teresa May
- Bob appointed as 1 of 2 UK representatives for Int. Asso. of Pattern Recognition

Steph will liaise with Cat Andrade (CDT administrator) to include relevant ECR news items in the IPAB website.

SS

SS

7. Teaching

Computer Vision post

Computer Vision advert is out with a closing date of 15th January 2017.

Bob will circulate the details to staff who are encouraged to share with appropriate contacts/potential applicants. **BF**

Future adverts

The school will also be advertising posts in Human Robot Interaction (joint IPAB and ILCC) and in Medical Imaging.

Board of Studies proposals

Staff were advised that the preferred deadline for proposals going forward to the Board of Studies is the 18th January 2017 meeting. This allows for time for consideration and any amendments.

The outcome of discussions (subsequent to the last meeting) regarding teaching was that a new MSc course in 'Image and Vision Computing' (IVC) aimed as a general introduction to computer vision and graphics will be proposed .

R:SS will be modified to correspondingly reduce the C.V. content.

SV and MM also propose to extend SLMC to be a 20 credit course. **SV, MM**

Some other minor changes to courses (e.g. numbers of assignments, weight of coursework) may need BoS approval.

TH agreed to take forward preparation of the IVC description for the next BoS. **TH**

8. IPAB space within the new building

Barbara provided an update on progress within the new building:

- Robots labs will be located on ground floor (likely to be G.03 contents, field and ANYmal robots) and first floor (likely to be Inspace contents and ceiling suspended robot)
- Access between Forum and new building currently only on 3rd floor
- 5 IPAB staff offices will be located on 1st floor (University standard size)
- Staff offices will have student spaces located nearby
- Volunteers for relocation invited (MF and MM expressed a keen interest in moving over)

Vlad suggested an equipment mapping exercise to check everything will fit and see how much space is left over. Vlad will take forward.

VI

9. IPAB workshops and seminars

Radim Tylecek will take over as workshop co-ordinator when Kostas leaves the role at the end of December. Steph will liaise with Kostas and Radim to arrange a handover.

10. Student Issues

A request for hot chocolate to be supplied by the school was put forward to the Deputy School Administrator.

SS

Update: This request has been rejected and Pavlos has been informed.

11. Computing Issues

Installing programmes on DICE machines

The installation of programmes onto DICE machines is a possibility. Requests must be made to computing support via the computing support form.

Computing support

The group agreed that as IPAB operates systems which are not typically used through-out the School, the technical support available via the computing support team is limited. This is an issue which requires further discussion. Maurice agreed to draft up some wording for Barbara to formally present at strategy committee.

MF

12. Admin issues

No admin issues.

13. Socials/Festive celebrations 2016

The institute festive celebrations will take place on Tuesday, 13th December at 4pm in MF1. This will be a joint event with CDT/RAS. Steph will liaise with Cat to finalise arrangements.

SS

Game suggestions and ideas for entertainment are welcomed.

14. Directors Business

No issues raised.

15. AOB

The institute membership to euRobotics has now lapsed. The group agreed that due to high membership fees it was not cost sufficient to re-apply for membership at this time.

16. Date of next meeting/2017 schedule

The date of the next meeting will be 26th January 2017 (note there will be no meeting in December).

IPAB staff meetings for 2017 will continue to take place on a monthly basis. The last Thursday of each month at 2pm within the Forum was agreed. Steph will issue the new schedule in due course.

SS