
Meeting
IPAB Staff Meeting

Date
Thursday, 23rd February 2017

Attendees

Barbara Webb (BW)
Michael Mistry (MM)
John McAleese (JMc)
Vladimir Ivan (VI)
Pavlos Andreadis (PA)
Bob Fisher (BF)
Maurice Fallon (MF)
Kartic Subr (KS)
Michael Herrmann (MH)
Timothy Hospedales (TH)
Ram Ramamoorthy (RR)
Heather Low (HL)
Joanne Pennie (JP)
Sethu Vijayakumar (SV)
Alex Li (AL)
Steph Smith (SS)

Place
1.16, IF

Time
2pm

1. Minutes of last meeting

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

2. Matters arising

No issues raised under matters arising.

3. Arrivals and departures

IVC post

There was a good response to the advert, with 6 candidates selected. Candidate talks will be held 30th and 31st March. Attendance is encouraged and candidate feedback is also welcomed.

1 host per candidate is required (as Taku, Bob and Barbara are on the recruitment panel, they are not permitted to take on this role). The host role is to promote Edinburgh and answer candidate

BW

questions (on an informal basis, this is not part of the selection process). Meal costs will be reimbursed. Barbara will co-ordinate.

CDT Administrator post

An administrator post is now vacant within CDT following the departure of Cat Andrade. Support will be split between Edinburgh and Heriot-Watt. The Edinburgh post is part-time (17.5 hours per week). It is anticipated that interviews will take place early April.

4. New grants, proposals and research opportunities

No issues raised.

5. Budget and Resources

Travel requests

CDT travel enquiries/assistance should be directed to the CDT admin team (Neil Heatly until the admin vacancy is filled).

All other travel requests should continue to be sent to level 1 admin team.

6. Business Development

No issues raised.

7. IPAB webpage

News items to be included on webpage:

- Successful Minimal final review
- Balzs Szigeti, Davide Modolo, Paul Ardin completed PhD's.
- Sethu will be involved in Science Festival (13th April) – include Science Festival link

SS

8. Teaching

Teaching allocation

Teaching allocation will be discussed further at a future meeting. This should be added to the agenda for the next meeting.

SS

Sabbaticals

Michael Herrmann will be on sabbatical from September 2017.

Bob Fisher will continue teaching the distance learning course during his sabbatical period.

9. IPAB space

Michael Mistry and Timothy Hospedales have now joined IPAB on level 1. Michael is based in room 1.22(A) and Tim is in room 1.06 (A). We hope that Kartic Subr follows from level 2 to level 1 shortly.

10. IPAB workshops and seminars

Level 1 admin are responsible for advertising the workshops and seminars. These events should continue to appear on the IPAB webpage, reception area display screen and the University events page.

11. Student Issues

No issues raised.

12. Computing Issues

No issues raised.

13. Admin issues

No issues raised.

14. Socials

A 1 day social event in May-June will be considered. Steph will liaise with Barbara.

SS

15. Directors Business

European Robotics Forum (ERF)

ERF will take place in Edinburgh (EICC) between March 22-24, Sethu has been appointed as programme chairperson.

A request for lab tours for interested delegates has been mentioned. Sethu will advise appropriate parties in due course if this will go ahead (management of the tours themselves will be carried out by conference organisers and will not impact on IPAB staff/students).

SV

16. AOB

Maurice Fallon's departure

Attending his last staff meeting prior to taking up a new post in Oxford, Maurice Fallon recorded his thanks to colleagues for their support during his time with IPAB. The group wish Maurice well in his new role and thanked him for his contribution to IPAB.

PG selector role

This role of PG selector will become available as Michael Herrmann goes on sabbatical. Alex Li expressed an interest in putting himself forward for this role. Alex will discuss further with Michael.

AL

17. Date of next meeting

There will be no meeting in March 2017. The date of the next meeting will be 27th April 2017 at 2pm.