Meeting	Date
IPAB Staff Meeting	Thursday, 30th April 2020

Attendees

Stefano Albrecht (SA)
Keyhan Babarahmati (KB)
Ruta Bader (RB)
Hakan Bilen (HB)
Jodie Cameron (JC)
Bob Fisher (BF)
Michael Herrmann (MH)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Taku Komura (TK)
Alex Lascarides (AL)
Zhibin Li (ZL)
Cristian Novotny (CN)
Ram Ramamoorthy (RR)
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)
Barbara Webb (BW) – Chair

Place	Time
MS Teams (online)	2pm

1. **Minutes of last meeting**

   Minutes from the last meeting were agreed as accurate.

2. **Matters arising**

   GPU

   It was agreed there needs to be an institute wide practise for sharing institute equipment.

   Laura has requested input from all staff, only one response received so far. All staff reminded to respond.

3. **Arrangements for Covid-19**

   <u>Student contact and interaction</u>
   As all school buildings and labs remain in total lockdown, the emotional wellbeing of students must remain a priority. The opportunity for social interaction should be explored and promoted where possible. In addition to the group specific arrangements, the following events are also in place/planned.

   - IPAB Tea - Thursdays @ 4pm (Michael Herrmann will issue reminder about this events **MH**

   - IPUB Virtual (Vlad will coordinate) **VI**

   <u>Emergency building access</u>
   There are currently no known formal arrangements in place for emergency/one-off access to the building or labs if needed. Barbara will liaise with Jane to discuss. **BW**

4. **Arrivals and Departures**

   <u>Internships</u>
   Despite the lockdown situation, home internships working remotely can still be arranged. There are practices in place for ID documents to be checked and authorised online.   All checks must be carried out prior to the intern start date.

   ATAS office is closed due to the covid-19 situation – there is no provision for tier 2 visas etc to be arrange at this time.

   <u>Recruitment Talks</u>
   Lecturer in Biomedical Artificial Intelligence – 30th April
   Chair in Design Informatics – 5th May

   The successful candidates selected for the above mentioned post will likely be associated with IPAB. Any comments or feedback on candidates are welcomed and can be sent to Barbara.

5. **New Grants and Proposals, Research Opportunities**

   Barbara – submitted two pre-grant proposals.

   Vlad – MEMMO extension

   Vlad – plans to submit proposal for Principle Innovation Award. If anyone would like to collaborate/submit as a team, interested parties can contact Vlad directly to discuss further.

Cost extensions
The process to apply for cost extensions can be lengthy. PI's should contact Ruta immediately if an extension is likely to be required.

6. **Budget and Resources**

Budget carry-over
Approval for a budget carry-over into the next financial year is being considered. Ruta will update the group in due course.

Equipment purchases related to home working
IPAB funding requests for small items to assist with home working may be considered (headsets etc). Requests should be sent to Barbara.

Larger items such as printers would involve a commitment to future spends for repairs and replacement cartridges etc and would unlikely be approved.

A school budget has also been set-up to assist with costs incurred with re-location to home working due to covid-19 (office chairs, wifi dongles, network cables etc). Requests should be submitted via a computer support ticket (any purchases must be approved in advance). Alastair Scobie's email of 24th March refers.

7. **Business Development**

Rofco conference call regarding research and consultancy workshop ideas. Date and attendees to be discussed further – Cristian will update as necessary.

Dyson – exploring PhD studentship possibilities.

8. **IPAB webpage**

News items
BW - Robots with insect brains – Perspective in Science   **SS**
MK – successful Fellowship

Institute Twitter
Mohsen suggests an institute Twitter account – Steph will look   **SS**
into this.

9. **Teaching**

   Course reductions
   As a result of the covid-19 situation, from semester 1 next academic year, a reduced number of courses will run. Courses which do run must be in a format where students do not need to be physically present. A re-assignment of teaching duties will be required to ensure delivery of courses on offer.

   Campus/class attendance will likely still be subject to social distancing conditions (2 meter distance, face masks etc). Exact arrangements/requirements have yet to be confirmed.

   Barbara will issue email to all staff with the information she has received so far. If anyone has questions, they can contact Barbara directly.

   Bob has expertise in converting courses and would be happy to discuss/share experience.

   Ad-hoc meeting with teaching staff will be scheduled if necessary to discuss in further detail.

   Teaching day
   The planned teaching day will be replaced by week long virtual workshop beginning 15th May.

10. **IPAB space**

    No issues discussed.

11. **IPAB Seminars**

    Where possible, workshops should continue to go ahead virtually.

12. **Student issues**

    Keyhan will consider ideas virtual meetings/gatherings for students.   **KB**

13. **Admin Issues**

    No admin issues raised.

14. **Socials**

    Where possible, social events which can be held virtually should

continue to take place.

15. Directors Business
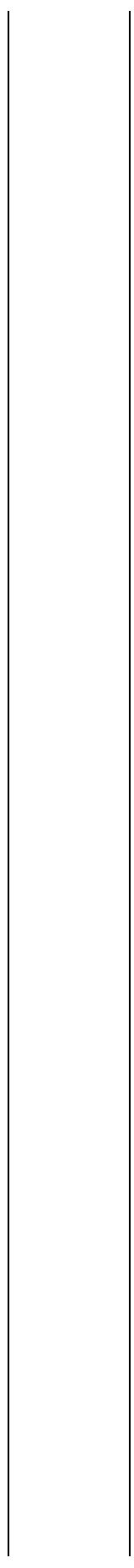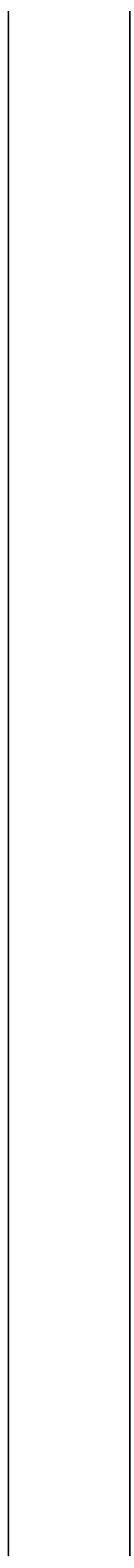
No items raised.

16. AOB

ECCV Conference – August 2020
It has been confirmed ECCV will now take place as an online event. The dates, 23-28 August remain unchanged. The total number of attendees is expected to rise. Full details will follow in due course.

17. Date of Next Meeting

The next meeting is scheduled to take place Thursday, 28th May 2020 at 2pm (remotely if lockdown is still in place).