

**IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes**  
**Daejeon Convention Center, Daejeon, South Korea (IROS 2016)**  
**9:00am – 5:00pm, October 15, 2016**

**1) Meeting Called to Order**

09:00am (KST, Korea Standard Time; Daejeon, South Korea)

Agenda and full reports can be found at <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=5592>

**2) Report on Past Minutes**

Report on [past AdCom meeting minutes](#) from the AdCom Meeting held at ICRA 2016 in Stockholm on May 21, 2016 (Distributed to AdCom via email) considered approved after no objections were received by the secretary.

**3) Roll Call and Introductions**

- The 18 Elected Members (Voting Members):
  - **Term ending 12/31/16:** Toshio Fukuda, Seth Hutchinson, Dong-Soo Kwon, Bradley Nelson, Hong Qiao, Hong Zhang
  - **Term ending 12/31/17:** Wolfram Burgard, Yasushi Nakauchi, Richard Vaughan, Zhi Dong Wang
  - **Term ending 12/31/18:** Gianluca Antonelli, François Chaumette, Peter Corke, Bill Hamel, Max Q.H. Meng
- **Student AdCom member (with vote):** Megan Emmons (Student Representative)
- **RAS Junior Past President (with vote):** Raja Chatila
- **ExCom (Voting Members):** Satoshi Tadokoro (President), Ning Xi (President-Elect), Torsten Kroeger (Secretary), Yasushi Nakauchi (Treasurer)
- **ExCom (Non-Voting Members):** Ron Lumia (VP FAB), Erwin Prassler (VP IAB), Jing Xiao (VP MAB), Eugenio Guglielmelli (VP PAB), Kevin Lynch (Parliamentarian), Fumihito Arai (VP TAB)
- **Other Attendees (Non-Voting):** Kathy Colabaugh (IEEE), Amy Reeder (IEEE), Jairo Ramirez (IEEE), Alicia Zupeck (IEEE MCE), David Orin (Senior Past-President), Nancy Amato (Chair, EPSB), Frank Park (Chair, Ad Hoc Committee on Election Rules), Raj Madhavan (RAS SIGHT)
- **Absent:** Martin Buss (VP CAB), Lydia Kavraki (AdCom member), Danica Kragic (AdCom member), Carme Torras (AdCom member)

**4) Approval of Agenda (including Consent Agenda and Standing Orders)**

The motion to update the descriptions of the Saridis Leadership Award and Distinguished Service Award was moved the action agenda. The rest of the agenda was approved by unanimous consent, including Consent Agenda's Motions:

- a. CAB Motion: Approve RAS Conference Sponsorship as detailed by CAB ([list of approved conferences](#))
- b. FAB Motion: Approve the [2017 RAS Budget](#)
- c. Discontinuation of Technical Committee: TC on Networked Robotics
- d. Chapter Grant Approval List ([list](#))
- e. 2017 CERMA Projects ([list](#))
- f. Motion to update the descriptions of all ICRA Best Paper Awards

**5) State of the Society (Satoshi Tadokoro)**

[Link to slides](#)

**Notes:** Presentation of the [Society Review Report](#).

**Discussion:**

- Constitutional amendment not approved
- Impressive work on the Society Review Report

## **6) Conference Activities Board (Torsten Kroeger)**

[Link to slides](#)

**Notes:** Reports from subcommittees, new resources for conference organizers, introducing fees for technically co-sponsored conferences, introducing discounted conference registration fees for RAS members, success of ICRA-X.

**Discussion:**

- Competitions issues with refunds of teams
- Competitions, discussion about continuity

## **7) Publications Activities Board (Eugenio Guglielmelli)**

[Link to slides](#)

**Notes:** Michael Y. WANG new T-ASE EiC, update on Representatives\Editors\Associate Editors, update on RA-L including RA-L IROS option, overviews and updates on publications results, rankings, and indexes.

**Discussion:**

- IEEE Transactions/Journal of Medical Robotics and Bionics (T-MRB): Because the keyword “robotics” is contained in the journal title and the journal is shared between RAS and EMBS, RAS should make sure to stay in control and actively participate in the leadership of the journal.
- The impact factors of T-RO and RAM have decreased in JCR2015.
  - o Why did this happen?
    - References to the Journal of Soft Robotics, and why
  - o Consider an initiative to increase the impact factor again

## **8) Industrial Activities Board (Erwin Prassler)**

[Link to slides](#)

**Notes:** Summaries of IAB events, awards, forums, special tracks, boot camps; Delphi study by Dominik Boesl.

## **9) Coffee Break**

## **10) Member Activities Board (Jing Xiao)**

[Link to slides](#)

**Notes:** Updates on RAS numbers, chapter activities, Distinguished Lecture Program, Technical Education Program, Young Reviewers Program, luncheons, student activities, Women in Engineering events.

## **11) Technical Activities Board (Fumihito Arai)**

[Link to slides](#)

**Notes:** Four new CERMA initiatives, 13 TCs approved in 2016, 14 TCs to be reviewed 2017, TC on Networked Robotics to be discontinued.

**Discussion:** Recommendation to add CERMA results the RAS website

## **12) Financial Activities Board (Ron Lumia)**

[Link to slides](#)

**Notes:** FAB process, and basic operational rules, new budget process for AdCom.

**Discussion:**

- Cause of the 2015 loss
- How can we prevent from future losses
- We do not know the income per conference --> conference management tool

### **13) Treasurer's Report (Yasushi Nakauchi)**

[Link to slides](#)

**Notes:** 2015 Financial Results budget vs. actual, 2016 Financial Results budget vs. actual, 2016 Q2 Report, 2015 Journals income, 2015 Conference income, reimbursement procedures

**Discussion:**

- Question about the decrease of income from periodicals in the past two years. Cause: IEEE has changed the rules and charges more
- Question about the largest expense item: committees. Cause: travel reimbursements of committees like ExCom and AdCom
- Discussion about transferring money from filled conference accounts to the RAS account before closing the conference account.

### **14) Nominations Committee (Raja Chatila)**

[Link to slides](#)

**Notes:** Information about the Election Geographical Distribution, the VP election process, and the President election process.

**Discussion:** A discussion with several proposals for moving forward with geographical distribution of President-Elect candidates was initiated. While all AdCom members had the goal of finding and establishing a fair solution, no conclusion was drawn.

### **15) Lunch Break**

### **16) Long Range Planning Committee (Ning Xi)**

[Link to slides](#)

**Notes:** Planning of the 2017 LRPC retreat and activities.

**Discussion:** None.

### **17) Electronic Products and Services Board (Nancy Amato)**

[Link to slides](#)

**Notes:** Updates on infrastructure, TC Microsites, IEEE RAS Resource Center, Robotics History Project, EPSB funding.

**Discussion:**

- Discussion and clarification about the selected list of speakers selected for the teasers.

### **18) IROS 2016 Report (Kwon)**

**Notes:** None.

**Discussion:** AdCom thanks the organizers of the IROS 2016, which has been a successful and very well-perceived conference.

### **19) RAS Awards Committee (David Orin)**

[Link to slides](#)

**Notes:** Summary and updates on award nomination procedures, New IEEE ICRA Best Paper Award on Multi-Robot Systems.

**Discussion:**

- Recommendation to establish a better distinction between the different RAS awards

**20) Ad Hoc Committee on Election Rules (Frank Park)**

[Link to slides](#)

**Notes:** Presentation of survey (“Should results should RAS AdCom election vote counts be made public?”)

**Discussion:**

- Question about whether further action is required; answer: no.
- Question about common procedures in other IEEE societies. Answer: The IEEE Computer Society publishes overall numbers in a non-detailed way (e.g., not resolved by Region).

**21) RAS SIGHT (Raj Madhavan)**

[Link to slides](#)

**Notes:** Overview of humanitarian robotics and automation technology challenges, IEEE RAS–SIGHT Humanitarian Robotics & Automation Technology Challenge, new SIGHT website.

**Discussion:** None.

**22) Coffee Break**

**23) Introduction to the Voting Procedures and Discussions About Motions (Torsten Kroeger)**

**24) Motion to define RAS' mission and vision at the AdCom meeting at ICRA 2017 (Satoshi Tadokoro)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**25) Motion that ‘Adhoc Committee on Society Mission and Vision’ is created to propose the M&V to AdCom for approval. The President appoint the committee members (Satoshi Tadokoro)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**26) Motion to develop a MOU with RoboCup for RAS membership promotion for mutual benefit (Satoshi Tadokoro)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**27) Motion that RAS changes the Bylaw so that EPSB be a RAS Board, of which chair is a Vice President and an ExCom member (Satoshi Tadokoro)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**28) Motion: To organize two paired RAM and TSM special issues on “Integrating Socio-Ethical Approaches into Robotics Developments” (RAM) and on “Robots with Socio-ethical Implications” (T&S Magazine), to be jointly distributed to IEEE RAS and SSIT membership via QMags. To allocate \$1200 on 2017 RAS budget, for the RAS subscribers to receive the QMags copy of the paired issue of the T&S Magazine (Eugenio Guglielmelli)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**29) Motion to activate the RA-L IROS Conference Option starting from IROS 2017 (Eugenio Guglielmelli)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**30) Motion to provide one-time free RAS memberships at RoboCup 2017 (Jing Xiao)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**31) Motion to make the budget for supporting ICRA-X recurrent from 2017 to 2019, in the amount of \$10,000 per year (Jing Xiao)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**32) Motion to approve a one-time budget of \$3,000 is requested to facilitate networking events for Life Members at ICRA and IROS in 2017 (Jing Xiao)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**33) Motion to establish the IEEE ICRA Best Paper Award on Multi-Robot Systems to be sponsored by Amazon Robotics (David Orin)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**34) Motion to replenish the Pioneer in Robotics and Automation Award Fund with the IEEE Foundation (David Orin)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**35) Motion to update the descriptions of the Saridis Leadership Award and Distinguished Service Award (David Orin)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**36) Motion to increase the budget of RAS-SIGHT by up to \$25,000 to enable RAS members to participate in and contribute to humanitarian activities of societal benefit across all regions of IEEE (Raj Madhavan)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**37) Motion to Improve Process for Funding Projects and Activities (Bill Hamel)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**38) Motion to support the members in standard defining activities to attend meetings of study groups and working groups in the period of 2017 to 2019 with travel grants of up to \$10K per year (Erwin Prassler)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**39) Motion to support up to 10 finalists with a travel grant of \$1.5K each to participate in the Entrepreneurship Forum and Start-up Contest EFSC in the period of 2017 to 2019 (Erwin Prassler)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**40) Motion to support the establishment of the IEEE RAS Resource Center (Nancy Amato)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**41) Motion to allocate up to USD \$20,000 for travel grants enabling participation by RAS members at ICRA 2017 who would otherwise not be able to attend (Nancy Amato)**

[Link to the full description of the motion](#)

**Vote:** passes by majority.

**42) Motion to Extend the meeting by 10 minutes (Kroeger)**

**Vote:** passes by majority.

**43) Discussion: Meeting schedule for preparing AdCom agendas (Kroeger)**

Goal making the preparation of meeting schedules of AdCom meetings more efficient for AdCom members by finishing all board meeting by Thursday, prepare and send out the agenda with all motions, presentations, and attachments by Thursday evening, so that AdCom members have one extra day to prepare for the AdCOM meeting on Saturday.

**44) Other/New Business**

The discussion about the geographical distribution of President-Elect candidates continued, however, no conclusion was drawn.

**45) Next AdCom Meeting**

June 3, 2017 in Singapore (ICRA 2017 Venue)

**46) End of Meeting**

Meeting adjourned: October 15, 2016 at 17:16 CET

Minutes recorded by Torsten Kroeger, RAS Secretary