

IEEE RAS Spring 2011 AdCom Meeting Minutes

May 14, 2011
Shanghai, China

Attendees

ExCom (Voting members of AdCom)

Kazuhiro Kosuge (President)
David Orin (President-Elect)
Bruno Siciliano (Junior Past President)
Kevin Lynch (Secretary)
Xiaoping Yun (Treasurer)

ExCom (Non-voting)

Bill Hamel (VP Financial Activities)
John Hollerbach (VP Technical Activities)
Peter Luh (VP Publication Activities)
Nikos Papanikolopoulos (VP Conference Activities)
Stefano Stramigioli (VP Member Activities)
Alex Zelinsky (VP Industrial Activities)

AdCom (Voting)

Nancy Amato (2011)
Fumihito Arai (2011)
Antonio Bicchi (2011)
Aude Billard (2011)
George Lee (2011)
Martin Buss (2012)
Dani Kragic (2012)
Jean-Paul Laumond (2012)
Jing Xiao (2012)
Peter Corke (2013)
Toshio Fukuda (2013)
Cecilia Laschi (2013)
Brad Nelson (2013)
Lynne Parker (2013)
Shigeki Sugano (2013)
Tamas Haidegger (Chair of Student Activities)

Other non-voting attendees

Kathy Colabaugh (IEEE)
Alessandro De Luca
Ruediger Dillmann
Hubert Filsijn
Zexiang Li
Ron Lumia
Tony Maciejewski (Parliamentarian)
Raj Madhavan
Vincenzo Piuri (IEEE Division X Director)
Roland Siegwart
Roz Snyder (IEEE)
Satoshi Tadokoro
Olaf van Zandwijk

Jianwei Zhang
Yuan Zheng

Absent

Hideki Hashimoto (2011)
Hugh Durrant-Whyte (2012)
Vijay Kumar (2012)

All reports and motions presented at the meeting can be found on the IEEE RAS website at <http://meetings.ieee-ras.org/>. Only significant discussion and results outside of the reports is recorded.

1 Introduction

1.1 Call to Order (Kazuhiro Kosuge)

The meeting was called to order at 09:00.

1.2 Roll Call (Kevin Lynch)

Attendees briefly introduced themselves.

1.3 Approval of Past Minutes (Kevin Lynch)

Past minutes had been approved by email.

1.4 Visit of the IEEE Division X Director (Kazuhiro Kosuge)

Kazuhiro Kosuge introduced Vincenzo Piuri, Division X Director, who spoke about IEEE and Division X. Director Piuri attended the rest of the meeting.

1.5 Overview and Procedures (Kevin Lynch)

Kevin Lynch briefly described the meeting agenda, the IEEE RAS governing documents (Constitution, Bylaws, and Policies and Procedures), and the alternating for-against policy for discussion to be enforced should the meeting run behind schedule.

1.6 State of the Society (Kazuhiro Kosuge)

Kazuhiro Kosuge gave a brief report on the state of the society, including the positive trend in membership.

2 Vice President Elections

2.1 Vice President Elections (Bruno Siciliano)

Bruno Siciliano introduced the six candidates for the Vice President positions during the 2012-13 term of President-Elect David Orin:

VP of Conference Activities: Nikos Papanikolopoulos
VP of Financial Activities: Tony Maciejewski

VP of Industrial Activities: Raj Madhavan
VP of Member Activities: Stefano Stramigioli
VP of Publication Activities: Alessandro De Luca
VP of Technical Activities: Satoshi Tadokoro

Siciliano also introduced Ron Lumia as the Treasurer for Orin's term, though this position is appointed and does not require a vote.

According to the Bylaws (Article II, Section 5), the Nominations Committee submits to AdCom at least one candidate for each Vice President office. According to the Policies and Procedures Manual (Section 1.4.2), the Nominations Committee submits exactly one candidate for each office. These candidates are chosen by the President-Elect with feedback from the Nominations Committee. A brief statement and biographical information for each candidate is distributed to the voting AdCom members more than 30 days in advance of the election. The election for each office consists of a confirmation vote, and a majority of votes is required for confirmation. In case of a failure to confirm, the President-Elect will propose another candidate.

Each candidate spoke for about four minutes (presentations can be found at <http://meetings.ieee-ras.org/>), followed by approximately two minutes of questions from AdCom. After each candidate's presentation, Kevin Lynch distributed ballots to each of the voting members of AdCom. The ballots were counted by Roz Snyder and Kathy Colabaugh and the results reported to Kevin Lynch.

Later in the meeting, Kazuhiro Kosuge announced that all VP-Elect candidates had been confirmed.

3 Selection of the ICRA 2016 Venue

3.1 Selection of the ICRA 2016 Venue (Nikos Papanikolopoulos)

According to a motion passed by AdCom in Spring of 2008, the ICRA venue is to be chosen five years in advance by AdCom. The first ICRA venue to be so decided is the ICRA 2016 venue, to be decided at this Spring 2011 AdCom meeting.

Nikos Papanikolopoulos introduced the two finalist venues for ICRA 2016: Zurich, Switzerland, and Stockholm, Sweden, presented by the proposed General Chairs, Roland Siegwart and Danica Kragic, respectively. Each candidate General Chair gave a brief proposal (included with the meeting documents) and took questions from AdCom. After the presentations and questions, people closely affiliated with the proposals were asked to leave the room to allow for a discussion. Since voting members of AdCom were part of each proposal, this led to discussion as to the propriety of asking voting members not to be involved in the discussion. In the end, members of the proposed Senior Organizing Committees left the room.

After a brief discussion, the full voting AdCom reconvened, and Kevin Lynch distributed ballots to each voting member. The ballots were counted by Roz Snyder and Kathy Colabaugh, and the results reported to Lynch, who also performed a confirmation count. The results were reported to Kazuhiro Kosuge.

After the report on ICRA 2011 by Zexiang Li later in the agenda, Kosuge announced that Stockholm, Sweden, would be the venue for ICRA 2016.

Toshio Fukuda then moved that General and Program Chairs of proposed ICRA venues not be allowed to vote on the venue, even though they are otherwise voting members of AdCom. This motion was seconded by Shigeki Sugano. Kazuhiro Kosuge moved to table the motion until we could check on conformance with IEEE rules. This motion was seconded by George Lee. Fukuda suggested a friendly amendment to the original motion to make it conditional on conformance with IEEE rules, which led Kosuge and Lee to withdraw their motion to table. The amended original motion was voted on and failed.

George Lee then moved that, in future, the Conference Activities Board provide a more detailed analysis of the candidate venues, to help AdCom make more informed decisions. After some discussion, Lee withdrew the motion. The issue will be taken up by the Conference Activities Board.

4 Reports

4.1 ICRA 2011 Report (Zexiang Li)

Before Zexiang Li's report on ICRA 2011, Kazuhiro Kosuge announced that all VP candidates had been confirmed (see section 2.1). After the report, Kosuge announced that Stockholm had been selected as the venue for ICRA 2016 (see section 3.1).

4.2 Conference Activities Board (Nikos Papanikolopoulos)

Nikos Papanikolopoulos mentioned the issue of plagiarism and tools to detect it, including iThenticate and its possible integration with paperplaza. Jing Xiao suggested that we make greater effort to reduce plagiarized papers by educating with more explicit instructions on our submission sites.

4.3 CFP for ICRA 2017 (Nikos Papanikolopoulos)

Proposals for ICRA 2017 in Asia/Oceania will be solicited in the magazine and the email newsletter.

4.4 ICRA 2012 Report (Nikos Papanikolopoulos)

After the ICRA 2012 report, Fumihito Arai suggested that ICRA interactive sessions be categorized so that they are easier to navigate.

4.5 Publications Activities Board (Peter Luh)

Peter Luh announced that Ken Goldberg would be the new EiC of the Transactions on Automation Science and Engineering.

After Luh's presentation, Antonio Bicchi suggested that we lower page charges on papers that are beyond the standard length. Bill Hamel suggested that page charges could be lower for RAS members.

4.6 Lunch

4.7 Member Activities Board (Stefano Stramigioli)

4.8 Industrial Activities Board (Raj Madhavan for Alex Zelinsky)

4.9 Technical Activities Board (John Hollerbach)

4.10 Treasurer's Report (Xiaoping Yun)

4.11 Financial Activities Board (Bill Hamel)

5 Consent Agenda

The agenda was modified so that remaining reports, which have no motions attached, would be presented after the Consent Agenda and Discussion Agenda. This would ensure that voting members that cannot stay until the end of the meeting have a chance to vote on motions.

The following motion was passed by consent. More details on the motions can be found at <http://meetings.ieee-ras.org/>.

[11-S-01] (Papanikolopoulos) Move to approve the sponsorship or co-sponsoring or technical co-sponsorship of the attached 17 conferences.

6 Discussion Agenda

More details on the motions can be found at <http://meetings.ieee-ras.org/>.

[11-S-02] (Madhavan) I move to provide \$10k per year for three years for developing IEEE Standards in robotics, starting in 2012. This will support the organization of two workshops per year.

RESULT: Approved.

[11-S-03] (Hollerbach) I move that a DL request can originate from a MAB chapter or from a Technical Committee. The identification of a DL will be done by the appropriate Technical Committee. This identification will be done on a case-by-case basis. There will not be a fixed pool of DLs. Each DL's travel cost will be fully supported, up to \$3K. The DL Award will be retired, and its \$1K budget will be added to the current annual \$20K DL budget.

RESULT: Approved.

Notes: There was some discussion about how to handle DL requests administratively. Timeliness of the response to a request should be balanced with competitiveness and balance across all requests.

[11-S-04] (Hollerbach) MAB and TAB MOVE TO CREATE A RAS TECHNICAL EDUCATION PROGRAM. THIS PROGRAM WILL BE OVERSEEN BY MAB AND TAB. THE PROGRAM WILL COORDINATE UP TO 3 SCHOOLS A YEAR, ONE IN EACH OF THE RAS GEOGRAPHICAL REGIONS. THE PROGRAM BUDGET WILL BE \$80K per YEAR:

1. ONE SCHOOL WILL BE FINANCED UP TO \$40K
2. THE TWO OTHER SCHOOLS WILL BE FINANCED PARTIALLY UP TO \$20K PER SCHOOL PER YEAR
3. THE LOCATION OF THE \$40K SCHOOL WILL ROTATE ANNUALLY AROUND THE 3 REGIONS IN A ROUND ROBIN FASHION AS ICRA DOES.

MAB AND TAB WILL DEVELOP GUIDELINES FOR THE SCHOOLS' FORMAT, STRUCTURE, ORGANISATION AND SELECTION PROCEDURES.

RESULT: Approved.

Notes: There was some discussion about how the funds will be split between the two boards, MAB and TAB. Guidelines will be developed.

[11-S-05] (Stramigioli) I MOVE TO ALLOCATE \$3K PER YEAR FOR RAS PROMOTIONAL MATERIAL FOR MEMBERSHIP DEVELOPMENT TO BE DISTRIBUTED AT RAS (CO)SPONSORED CONFERENCES.

RESULT: Approved.

Notes: There was general sentiment that these small promotional gifts should be useful or "green" and not just add to the waste stream.

[11-S-06] (Stramigioli) I MOVE TO ALLOCATE A BUDGET FOR COMPETITIONS FOR THE AD HOC COMMITTEE ON COMPETITIONS OF \$20K FOR 2012.

RESULT: Approved.

[11-S-07] (Papanikolopoulos) I move that at least one member of the organizing committee of any RAS financially sponsored or co-sponsored conference be required to attend at least one RAS POCO or an IEEE POCO before their proposed event.

RESULT: Approved.

Notes: There was some discussion about whether organizers should be required to attend a specific amount of time in advance of their conference. This was left unspecified due to different lead times of conferences.

[11-S-08] (Papanikolopoulos) I move to allocate \$5k for partially covering the meeting expenses of conference organizers participating in the pending 2011 RAS POCO, and \$5k for partially covering the meeting expenses of conference organizers participating in the pending 2012 RAS POCO.

RESULT: Approved.

[11-S-09] (Papanikolopoulos) I move that the Society signs up for the IEEE Enhanced Plagiarism Resolution Service (fee-based) and establishes an ad hoc RAS Publications Ethics Committee under the Society President.

RESULT: Approved.

7 New Business

There was no new business.

8 Reports, Part 2

8.1 Long Range Planning Committee (David Orin)

8.2 Nominations Committee (Bruno Siciliano)

8.3 Electronic Products and Services Board (Stefano Stramigioli)

8.4 Awards Committee (Bill Hamel for Tzyh-Jong Tarn)

9 Next AdCom Meeting

The next AdCom meeting will be held after IROS 2011 on Saturday, October 1, in San Francisco.

The meeting was adjourned at 16:30.

Minutes recorded by RAS Secretary Kevin Lynch.