

MINUTES (Approved at March 8 2023 Meeting)

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting

Saturday, October 28, 2022

8:00 am – 5:00 pm (hybrid)

1) Meeting Called to Order, and Welcome (Mombaur)

2) Roll Call and Review of Consent Agenda (Mombaur)

- **ATTENDEES:**
- **16 Elected Members (Voting Members)**
 - **Class of 2022:** Alin Albu-Shaeffer, Yasuhisa Hirata, Cecilia Laschi, Marcelo Ang,
 - **Class of 2023:** Tamim Asfour, Maria Pia Fanti (virtual), Yoshihiko Nakamura, Kevin Lynch (virtual), Michael Yu Wang, Aleksandra Faust
 - **Class of 2024:** Arash Ajoudani, Nancy Amato, Fumihito Arai, Karinne Ramirez Amaro, Inna Sharf, Kenji Suzuki
- **6 Society Officers (Voting Members):** Frank Park, Katja Mombaur, Tony Maciejewski, Aude Billard, Seth Hutchinson, Enrica Tricomi
- **10 Non Voting Members:** Wolfram Burgard, Patrick M. Wensing, Paul Oh (virtual), Bram Vanderborght (Virtual), Hiromi Mochiyama, Andra Keay, Todd Murphey (virtual), Kyujin Cho, Andreas Mueller, Stefano Stramigioli
- **Guests:** Hyungpil Moon (Virtual), Shugen Ma, Y Nakauchi, Kaspar Althoefer
- **IEEE STAFF:** Randi Sumner, Faith Agnew, Paul Goldberg, Dillian Waldron

3) Approval of Agenda (Mombaur): Approved

The agenda and full reports can be found at

- <https://agd.ieee.org/mpt/Agenda.aspx?eid=17922>

4) Welcome and Agenda Details (Mombaur, Park)

5) IROS 2022 Wrap-Up (S Ma, Y Nakauchi)

Participants

- Advanced Registers: 2823 (out of 3313)
- W/T: 67
- Exhibitors: 378

- Robot Competition Attendees: 111
 - VIP: 73
 - On-site registers (Conference with W/T): 308
 - TOTAL: 3796 Onsite (along with 873 online)
- 1,765 Oral presentations in 205 sessions
 - 20 Physical sessions and 3 Virtual sessions
 - 124 Poster presentations in 2 sessions
 - 3 Plenary talks for the conference
 - 15 Keynotes for the conference
 - 2 Plenary talks for 35 Anniversary forum
 - 2 Keynotes for 35 Anniversary forum
 - 1 Special lecture on the COVID-19 issue
 - 37 Workshops and 6 Tutorials
 - 9 Competitions (4 on-site and 5 online)
 - 4 Special forums

Budget and Interim Financial Report

Thanks to many in-person participants from abroad, the revenue reaches to 4.6 Million JPY which is 1.5-times larger than the budget revenue. The total expenses also increase and are estimated to reach to 4.1 Million JPY which is 1.7-times larger than the budget expenses, mainly due to the cost for the hybrid conference format and stop COVID- 19 spread countermeasures. The estimated surplus is 0.5 Million JPY which is almost same as the budget surplus

REVENUE	Interim	Budget
	Total Amount(JPY)	Total Amount(JPY)
Registration	388,504,900	269,572,000
Exhibition	68,435,000	25,000,000
Grants	9,500,000	5,000,000
Total Income	466,439,900	299,572,000
	(JPY)	(JPY)

EXPENSES	Interim	Budget
	Total Amount(JPY)	Total Amount(JPY)
Management/Service	12,645,000	9,401,150
Registration Expense	15,937,750	12,000,000
Promotion	3,330,000	2,200,000
Exhibition Expense	10,736,940	5,000,000

Proceedings	3,000,000	4,000,000
Conf. Local Arrang.	76,113,379	87,000,000
Social Events	126,629,465	71,355,000
Program	5,040,000	4,200,000
Conf. Admin.	133,041,164	27,808,600
Committee	25,875,066	20,000,000
Total Expenses	412,348,763	242,964,750
	(JPY)	(JPY)

Surplus	Interim	Budget
Total Surplus	54,091,137	56,607,250
Surpl as % of Exp	(JPY)	(JPY)
	13%	23%

6) IROS MoU status (Lynch)

Background

When Prof. Toshio Fukuda first conceived of the International Conference on Intelligent Robots and Systems (IROS) in the late 1980s, the IEEE Robotics and Automation Society (RAS) did not yet exist. RAS was established in 1989, on the foundation of the IEEE Robotics and Automation Council. To financially sponsor the first IROS, Prof. Fukuda approached Japanese societies and the president of the IEEE Industrial Electronics Society (IES), Prof. Fumio Harashima. Prof. Harashima and IES agreed to cosponsor IROS, and the first IROS was held in 1988. It has been held every year since, first venturing outside Japan in 1992

IROS has had, for many years, much stronger support and much greater participation from RAS than from IES.

RAS appreciates IES' initial investment in IROS, and we do not fault their leadership or membership for being less active in IROS than RAS' leadership and membership. This was a natural evolution according to the interests of the two societies and the major themes of IROS.

With all of this as prelude, RAS believes that a 50/0 IROS financial sponsorship between RAS/IES would be most reflective of the current reality, most beneficial to IROS, most beneficial to the robotics community, most beneficial to IEEE, and therefore the best solution for any future MoU, at least until the reality of IROS changes significantly. IES

would remain a technical co-sponsor if it wishes, and therefore would still have its logo associated with the conference. RAS welcomes any support and involvement from IES. Because it is important that we sign a new MoU as soon as possible to give the IROS 2024 organizers a document that allows them to negotiate contracts, however, RAS is willing to agree to a 45/5 IROS financial cosponsorship between RAS/IES if the MoU can be signed by a date (TBD) in 2023.

7) PAB Motions

Motion: TRO one time page increase

- This motion will provide the funds to enable IEEE T-RO to reduce its publication backlog

Motion: Resolved that allocation of up to 90,000 USD in funds for T-RO to get a one-time page increase up to a total of 5000 pages for 2023 be approved.

MOTION PASSED

Motion: RAM redesign and digital editions

- This motion will provide the funds to enable IEEE RAM to create and execute a redesign of IEEE Robotics & Automation Magazine to make the Magazine more visually appealing, with a modern updated presentation and brand
 - This will incur a one-time cost of an estimated \$5,280
- Moreover, this motion will provide the funds to produce and distribute a digital edition of RAM for engaging reading experience with a website
 - Using PageRaft by NxtBook Media
 - This will incur a recurring annual cost an estimated \$5,270

Motion: Resolved that allocation of up to 6,000 USD to support RAM re-design by IEEE Publication in 2022 and an annual budget up to 10,000 USD for a digital edition of RAM starting 2023 be approved.

MOTION PASSED

8) CAB Motion – funding for Quadruped Challenge

- Situation:
 - Resourcing competitions is a “pain point” for many GCs
 - Wide variation in sponsorship, visibility and sustainability
 - Attracts young students, researchers, and media
- Target:
 - Create Challenge goal with a 5-year life
 - Make platform agnostic and attract a broad range of roboticists

- Propose:
 - Quadruped-based Challenge spanning varied terrain (Year 1) to multi-quadruped loco-manipulation (Year 5)

Motion: To allocate up to USD 50K (for Year 1 pilot for 2022-2023) for supporting the Quadruped Challenge committee and competition participants

- Up to \$10k for the design of the physical arena and simulator
- Up to \$30k for the committee to set up the Challenge site
- Up to \$10k for supporting Challenge participants e.g. prize and travel

MOTION PASSED

9) MSB Motion – Social Media Consultancy funding

- Social media is an important channel to interact with our members and the broader general public. We need improved processes, tools and training to make the RAS social media accounts (Twitter, Facebook, LinkedIn) more professional. Contracting with a professional social media consultancy company would assist in realizing these objectives, and support staff and volunteers.
- Will provide proper tools, processes and training to RAS staff and volunteers to increase content and level of professionalism on RAS social media channels. Process is RAS centered, with a channel audit on analytics and RAS identity. Structure strategy will be performed with RAS social media management (flow, roles and documentation) followed with trainings per channel.
- Milestone:
 - Creating the pipeline for collecting posts for the RAS social media channels
 - Formatting them with the guidelines documentation for RAS staff, the boards and volunteers.
 - Hiring RAS staff social media support is ongoing.

Motion: Resolved that contract with GAGA as social media support shall be approved, at a rate of 16040€ + Taxes for a period of 6 months

MOTION PASSED

10) MAB Motions

- WIE chairs travel support
 - At the moment there is no travelling support for the chairs of the Women in Engineering Committee (WiE) to attend the major IEEE-RAS conferences where the WiE committee organize an event. Therefore, the WiE chairs cannot know how to improve their networking and outreach activities. Furthermore, the WiE chairs don't have any control over fixing issues that could occur during the event.

Motion: MAB moves to allocate up to 10K USD annually for 2023-2025 to cover

the travel expenses (including registration fees) of at least one of the chairs of the RAS-WiE committee to attend the three major flagship conferences (IROS/CASE/ICRA) where there is a WiE event for the next three years

MOTION PASSED

- RAS IDEA travel support
 - The purpose of this motion is to facilitate access for minorities to participate maybe for the first time in one of the major IEEE RAS conferences, i.e. ICRA/IROS/CASE. This new Inclusion, Diversity, and Equity Award (IDEA) will provide support in the form of travel compensation.
 - In exchange, the people supported are obliged to assist and actively be involved in the organization team of one of the IEEE RAS WiE Events.
 - Furthermore raise awareness of the underrepresented minorities (which include gender, race, seniority, nationality, etc.). This award will provide visibility to the awardees and they will be encouraged to present their latest achievements in a novel Diversity Forum or in participation in a forum.

Motion: To request up to 30K USD annually for 2023-2025 to cover travel costs of three recipients of a new IEEE RAS Inclusion, Diversity, and Equity Travel Support to attend the three major flagship conferences (ICRA/IROS/CASE)

MOTION PASSED

- Improvement of robots.ieee.org
 - The robots.ieee.org website currently contains a total of 223 robots. Of this, more than half of the robots (117) are developed in the USA. The country with the next highest number of robots is Japan (38).
 - Each robot also provides an interactive 3D view, therefore photographers may need to visit the site to photograph the robot from each angle. Move infos [HERE](#)

Motion: Resolved that allocation of up to 40K (10K+15K+15K) USD in total for 2023-2025 to hire a professional contractor(s) to improve the diversity and accessibility of robots.ieee.org

MOTION PASSED

- DL Digital Recording support (joint motion with MSB)
 - RAS's new Distinguished Lecturer Program is seeing increased utilization. There are now roughly 75 Distinguished Lecturers identified and the number of lecture requests for 2019 is roughly 20, compared to just a few in previous years.
 - We would like to have a quality recording of a lecture by the DLs that we can post on the RAS resource center, the RAS YouTube channel, and link to from their DL profile.
 - Many institutions have recording studios available for distance education. We would like

to provide up to USD 1,000 for a DL to record their talks at their institution. We would like to record 10-20 lectures in 2022.

- After approval by representatives from MSB and MAB, the talks will be placed on the RAS resource center, the RAS YouTube channel, and linked to from the speaker's DL profile.

Motion: To make an allocation of up to USD 10K annually for 2022-2023 for recording talks by Distinguished Lecturers in studio settings

MOTION PASSED

- Support of RAS contributors to its mission
- The Mission of IEEE RAS is NOT to make money unboundedly, but to take actions in the interest of the field we are a NO-profit organisation.
- There have been years of critics by many people considering IEEE RAS not using the big money they have in the interest of the mission for which RAS exists and this is really bad also for our image.
- An (almost) automatic system and a committee reviewing it will be formed under MAB to take care that a support program is put in place.
- More details can be found [HERE](#)

Motion: To annually allocate up to 50% of the previous year's "RAS operational surplus" for support for mission-related activities to any robotics and automation content creators and mission supporters.(authors or workshop organizers, reviewers etc.) The program will start pending approval by the AdCom of the detailed strategy, implementation, and operation of the program

MOTION PASSED

11) TAB Motions

- Funds for highly active TCs
- Funds will be used to establish an incentive mechanism for high performing TCs. These funds will help these TCs to grow further and improve visibility for both the technical area and for RAS.
- Increase the maximum use of the allowable portion of the conference surplus for the special TCs (as defined in the RAS financial operation documents) from the current 50% to 70% for TC fully owned conferences.
- Provide \$4,000 of TC operating funds to special TCs, which can be used for organizing activities at IROS, ICRA, CASE and financially co-sponsored conferences.
- This incentive mechanism will help these high performing TCs grow further and improve visibility. In addition, this incentive will also motivate the inactive TCs to be more active in organizing valuable activities for RAS.
- High performing TCs that have well established communities and activities will be awarded the status of "Special TC." This status will provide them with a mechanism for further growth, improved visibility and support from RAS.
- Guidelines and requirements for becoming a Special TC will align with the TC review process; these guidelines will include such items as: wide community involvement and

engagement, activities such as workshops, journals and conferences and involvement in RAS journals.

Motion: Provide \$4,000 of TC operating funds for 2023-2025 annually to high performing TCs, which can only be used for organizing activities at IROS, ICRA, CASE and 100% financially sponsored conferences

MOTION PASSED

- Conference surplus to TCs from their own events
- TCs must apply or be pre-approved through the TAB review process to get the status of "Special TC". Guidelines and requirements for these high performing TCs will include: wide community involvement and engagement, activities such as workshops, tutorials, conferences, and involvement in RAS journals.
- Each approved TC will be asked to submit a TC incentives fund request using a google form at least four weeks before the planned activities. TAB members will evaluate these requests and provide feedback to the TCs. The implementation period will run through IROS 2026. After three years of implementation, we will reassess and resubmit a financial motion.

Motion: Increase the maximum use of the allowable portion of the conference surplus for the TCs (as defined in the RAS financial operation documents) from the current 50% to 70% for TC fully owned conferences

MOTION PASSED

12) Bylaws Changes Round 2 (Mombaur/Wensing)

- First round of bylaw updates has been approved at ICRA 2022 AdCom
- New version has passed all steps of announcement and approval and is now published, see attachment
- Two more rounds are necessary
 - Today: some changes to board compositions, language, minor reorganization
 - ICRA 2023: more changes in committees, TAB structure, chair/co-chair roles; will be coordinated with changes in policies & procedures, operating manuals of boards.
- Board composition changes for FAB and CAB
- Mentioned explicitly in each case that President is board member (per constitution)
- Clarified that at least one voting AdCom member
- Minor structure change: extra bylaw for FAB
- Small language changes, such as VP CAB -> VP for Conference Activities

13) FAB Overview of Financial Motions (Mochiyama)

14) State of RAS (Park)

- Higher Level Goals

- Improving Operational Efficiency
 - Allocating operational budgets to our Boards and Committees
- Giving Back to our membership
 - Spending more wisely and efficiently and in a more predictable manner
- Better engaging with Industry
 - New Journal: *Robotics and Automation Practice*
 - Entrepreneurship: More content, resources, events
 - (to do) Career network events at ICRA
- Conferences
 - Increased Staff support
 - ICRA Steering Committee
- Publications
 - Improving Efficiency of our various editorial boards
- Technical Activities
 - From Clusters to Technical Communities
- Education
 - Pilot Course

15) CAB Report (Oh)

- ICRA Steering Committee
 - Serena Ivaldi, Chair/George Pappas, Co-Chair
- CAB-F
 - Conference approval Process
 - Transparency, Shared Governance, and Efficiency
- CAB-O
 - ICRA Awards and Access to Talent
- CAB-P
 - Clarivate and Paper Plaza Keywords
 - Clarivate slow indexing addressed; PP keywords updated
 - Custody chain and timeline flowchart completed
- CAB-C
 - Competitions and Future
 - ICRA/IROS GC struggle with space for competitions
Value between various types of live events (professional, industrial, government) and online/virtual isn't clear
 - CAB-C drafted SWAT Report on Competitions
- Motion: Discounted registration rate for RAS Members at RAS conferences
All RAS Fully-sponsored conferences should provide 3 tiers of registration (RAS member, IEEE member, non-member) for all registration types (e.g., student, non-student; early, regular, on-site, etc.)

The RAS member registration rate should be the lowest rate and at least 10% less than the next highest rate

MOTION PASSED

16) PAB Report (Murphey)

- Acceptance rates of flagship journals holding steady; Acceptance rates of other journals are going down, looking good
- Impact Factors are going up, there is room for improvement
- Editorial Boards need improvement in gender distribution
- PAB 2022 Priorities
 - Impact Factor and Clarivate
 - New Journals
 - Robotics and Automation Practice
 - Transactions on Field Robotics
 - Conference Management
 - Update on Journal-to-Conference management in Papercept
 - Open Access
 - Journals and conferences meeting agency mandates
 - Updates to multimedia and social media in RAS publications

17) FAB Report and Treasurer's Report (Mochiyama/Maciejewski)

- The actual YTD Net (Revenue minus Expense) of All Products is \$1.2M larger than the YTD budget due to the larger net of Conference Events
- Many items of Cost Centers have not been reflected yet, but still have a room from Actual to YTD Budget (\$1M).
- The annual operating surplus of this year \$872K may be very conservative in considering the current status of RAS.
- FAB Action Items
 - Revise FAB composition (- Journal EiCs, + LRPC, +AVPs for smooth transition to a next generation) * Partially FAB Approved, Bylaws change will be needed
 - Set a better FAB Schedule for collecting more financial motions, especially those related to new initiatives
 - Make a RAS Finance Operation Guide for processing finance-related matters quickly and appropriately
 - Consider more flexible budget for each Board
 - Make a RAS Finance Model for better prediction
 - Collaborate with CAB-F for better support of conference activities
 - Collect the achievement reports of past projects for better finance accountability

18) TAB Report (Cho)

- TAB Current Status
 - TC Operating Guide draft ready and updating
 - TC Co-chair update request procedure established (ICRA 2022)
 - TC Website update request procedure established (ICRA 2022)
 - TC Cluster Meetings Started (IROS 2022) – Hugo Rodrigue
 - At IROS 2022, Key themes of each cluster identified
 - TC Operating Fund distributed – Biyun Xie
 - Triennial Review done bimonthly, online – Yasuhisa Hirata
- Plans for ICRA 2023
 - Establish Technical Communities (by ICRA 2023)
 - Establish Technical Cluster Forum (by ICRA 2023)
 - Cluster Meetings & Dinner
- Clusters
 - Robotics Foundation
 - Automation
 - Health and Medical Robotics
 - Robots for Unstructured Environments
 - Human Centered and Lifelike Robots
 - Proposal of Cluster Chairs and Associate chairs to promote inter-TC interaction
- TC Operating Fund
 - Allocated \$100,00 for fund, \$2000 for each TC. More than \$2,000 available with approval of TAB
 - Funds to be used to rejuvenate and empower TC's
 - Best use is to fund meetings of TC's at IROS, ICRA (share a meal, plan events, socialize)
 - All events must be IEEE RAS financially sponsored
 - Received 21 requests for designated fund, approved 15
 - Received 5 requests for extra funds, approved 3
 - Remaining balance of \$65k
- TC Triennial Review
 - To be completed by January 2023
 - New Schedules will have TCs from same clusters in review
 - New Report Format
 - Active TC's should be promoted and differentiated from other TCs
 - Role models, better visibility, sustainable community, Lead TC clusters
 - Offer benefits – Conference surplus sharing of 70%, Operating fund of \$4K, more roles in RAS (Awards, Editorial Board, etc)
- Other TAB ideas under development
 - New TCs with lifetime of 6 years
 - Downgrading to Working Group or Technical group, instead of rejecting renewal
 - Annual Review with survey of simple yes/no questions

- TC as a hub of activities (connect TCs with best paper nominations; SE, AE nominations)

19) MAB Report (Stramigioli)

- MAB restructuring
 - Suggestions/input welcome
- ICT Infrastructure
- MAB Main Points
 - Working to bring words into facts “Our mission is to serve the field and not make money” (see proposed motion)
 - RAS SIGHT is too specific and could be a better subset of Member Services for Societal Impact (see motion)
 - Problems identified related to IT infrastructure (communication, tracking of execution of activities, administration of approved motions) support and a plan is being developed
- Propose to terminate RAS SIGHT committee
 - Difficult to find volunteers to serve on SIGHT
 - No requests of any kind the matter
 - Needs could possibly be served by Ad Hoc

Motion: Approve to terminate SIGHT as committee under MAB and find a liaison when needed to represent RAS at IEEE SIGHT level when needed

MOTION PASSED

20) MSB Report (Vanderborght)

- Status: Youtube videos for RAS articles
 - Content is on IEEE eXplore, but accessibility is an issue and videos very poor
 - Challenge with platforms like vimeo and youtube is no link back to eXplore
- Social Media Updates
 - Ambassadors at IROS 2022
 - Very active, many posts on FB, Twitter, and LinkedIn
 - Need to create social media funnel
 - Urgent need for social media staff
 - Motion approved for Gaga social media consultancy to work with RAS Staff

21) IAB Report (Keay)

- Standards Committee – lead by AVP C. Schlenoff
 - 2 International Standards Coordination Meetings in conjunction with other orgs. Plus 4 Active standards, 10 working groups, and 1 request to form working group
- Data & Roadmaps Committee – lead by AVP Hallie Siegel
 - 52 Robotics/AI Roadmaps on IAB website embedded database

- Funded industry report to be delivered in 2023
 - Subscribed to databases, industry-wide all for case studies
- Entrepreneurship Committee – lead by AVP Tamas Haidegger
- Entrepreneurship and Investor forums at ICRA 2022 successful
- No IAB events planned for CASE or ICRA 2022
- Planning underway for ICRA and IROS 2023
- Entrepreneurship Education
- Gaps identified; 6 videos with IVs created; Survey going out to startups, contractors, OEMs; 3 content providers identified; proposed in-person workshops
- IAB Industry Subcommittees – AVP, Jim Ostrowski/Derek Philips (temp)
 - 8 defined, 4 active but still small
 - IAB has mapped Industry Subcommittees to TC Clusters
 - Developing new styles of events to support industry networking
 - IAB Survey for Sponsors/Exhibitors at RAS conferences
 - RAS annual sponsorships
 - Best practices for conference organizers re: Industry/Exhibitor/Startups/Forums
- Issues: inability to spend money easily; IAB Industry members lack familiarity with RAS; Lack of communication and out-of-date resources
- Proposals: templates/guides for spending; new incentives for industry participation; Updated IT platforms with access to IAB members for continuity; continuous feedback from industry via surveys; continuity of industry connection at one contact point

22) Educational Activities Committee (Mueller)

- Immediate Tasks
 - Consolidate and coordinate existing RAS education activities previously under MAB
 - Create online resources, particularly in the form of MOOCs like those offered by Coursera and EdX – moving away from CEMRA program
- Midterm Task – Explore and develop new educational initiatives, programs and content that serve our members and the robotics community at large.
-
- Technical Educational Program
 - Three TEP proposals for 2023
 - 2 from Region 2 (Tunisia, Poland); 1 from Region 3 (India); 1 online
 - Total approved funds USD \$55,098
- Seed funding of USD \$50k to develop 1 – 2 online courses on specialized topics for which there is high demand; primary target audiences are grad students and industry researchers; Deliver first version of course content by June 2023; support from IEEE Education

- Working on connections with other committees: SAC, IAB, MSB
 - RAS TC on Model-Based optimization for Robotics has started working to produce educational resources for peer review

23) Brief update from Wolfram Burgard on 2022 RAS Awards Committee – delayed but moving forward

24) Update on ICRA 2023

- May 29 – June 2, ExCEL London
Motto: Embracing the Future: Making Robots for Humans
- 3119 paper submissions; 110 Workshop proposals; 10 tutorial proposals; RA-L/T-RO papers to be confirmed later this year
 - All Papers will be presented as posters, unless come from a journal or have won a best paper award.
 - All presenters are expected to do so in-person
 - Paper presentations will be done once in morning, then again in afternoon to accommodate schedules of virtual attendees
- Interim budget showing 15% surplus
- Contracts between IEEE/PCO/ExCel signed
- Sponsorship/Exhibition acquisition strategy implemented
 - Target for industry is 1,000,000 + VAT (already at 450 + VAT in signed pledges)
- Anticipate over 5,000 paid participants at ICRA 2023
- Banquet Event “Bring London to ExCel”
- VIP Dinner at St. Paul’s Cathedral
- Action Items
 - SPC meeting in London in January 2023 (hybrid, some members online, others in-person)
 - Ongoing updates on website, and social media channels
 - Organization of forums, outreach activities, finalization of social events
 - Call for volunteers

25) Discussion about Conference issues

Reduced registration fees for RAS members at our conferences – has been touched in CAB.
Will it be implemented in London?

1. **Conference proceedings/app**
 - infovaya not satisfactory due to internet issues
 - proceedings should be available to participants before start of conference
 - Digest slide helpful for orientation
2. **Coordination between conference organizers and RAS**

- Better coordination and communication required e.g. for RAS organized events
- Passing information from one conference to next; standard guidelines?
- Supporting communication & event organization by suitable IT infrastructure?

26) Final Discussion topic (Billard)

- Issue: How we perceive our publications and whether we want to move to a different model
- Broad range of issues:
 - Trouble finding enough qualified reviewers
 - Are the people we publish bringing really novel knowledge
 - Can people truly have time to read everything we publish

Point of publication is to transfer knowledge.

- Main questions:
 - how do we make sure that what's gets published is actually correct
 - do we have a review board for checking the code
 - we have another review board to make sure that some of the data is uploaded and shared as it's done in biology.

Other concerns: Added value of conference papers, rapidity of publication of conference papers v journal papers

This will be discussed further at January planning meeting.

Meeting adjourned

