MINUTES (Approved at October 6 2023 AdCom Meeting at IROS)

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting

Saturday, June 3, 2023, 9 am – 5pm BST
Excel London

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

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

ATTENDEES:
1. **16 Elected Members (Voting Members)**
   o **Term ending 12/31/23:** Tamim Asfour, Maria Pia Fanti, Aleksandra Faust, Yoshihiko Nakamura (absent), Angela Schoellig, Michael Yu Wang
   o **Term ending 12/31/24:** Arash Ajoudani, Nancy Amato, Fumihito Arai, Karinne Ramirez Amaro, Inna Sharf (absent), Kenji Suzuki
   o **Term ending 12/31/25:** Sabine Hauert, Yasuhisa Hirata, Lydia Kavraki, Eiichi Yoshida, Hong Zhang
2. **6 Society Officers (Voting Members):**
   o **Student AdCom Member** (with Vote): Enrica Tricomi
   o **RAS Junior Past President** (with Vote): Seth Hutchinson
   o **ExCom** (voting members): Frank Park (President), Katja Mombaur (Secretary), Tony Maciejewski (Treasurer), Aude Billard (President Elect)
3. **8 ExCom Members (Non-voting Members of AdCom)**
   o Paul Oh (VP CAB), Bram Vanderborght (VP MSB), Hiromi Mochiyama (VP FAB), Andra Keay, (VP IAB), Stefano Stamigioli (VP MAB), Todd Murphey (VP PAB), Kyujin Cho (VP TAB), Patrick Wensing (Parliamentarian)
4. **Other Attendees** (Non-Voting): Wolfram Burgard (Senior Past President), Serena Ivaldi (AVP MAB), George Pappas (ICRA 2022 General Co-Chair), Kaspar Althoefer (ICRA 2022 General Co-Chair), Helge Wurdeman (ICRA 2022 Co-General Co-Chair), Jackrit Suthakorn (ICRA 2027 - Bangkok, Thailand Team), Daral Mae (ICRA 2027 - Bangkok, Thailand Team), Nantida Nillahoot (ICRA 2027 - Bangkok, Thailand Team), Hyungpil Moon (ICRA 2027 - Seoul, Korea Team), Ayoung Kim (ICRA 2027 - Seoul, Korea Team), Matthew Howard (MAB AVP), Serena Ivaldi (MAB AVP & ICRA Steering Committee), Pascal Meissner, Chad Jenkins (incoming VP CAB - virtual), Darwin Caldwel (incoming VP CAB - virtual), Jing Xiao (incoming VP FAB - virtual), Ludovic Righetti (incoming VP Media Services), Satoshi Tadokoro, Jen Jen Chung (incoming Secretary), Toshio Fukuda (IEEE Past President, 2020), Jim Schmiedeler (IROS 2023 General Chair - virtual)
5. **IEEE Staff:** Terence Martinez (IEEE RAS Executive Director), Faith Agnew (RAS Operations Manager), Amy Reeder (RAS Program Specialist), Paul Goldberg (RAS Program Specialist), Lukrecija Lelong (IEEE MCE), Katie Sullivan (IEEE MCE), Randi Sumner (IEEE TA)

3) Approval of Agenda (Mombaur): Approved
(Including Consent Agenda and Standing Orders)
- Full agenda can be found at https://agd.ieee.org/mpt/Agenda.aspx?eid=18186

4) State of the Society (Park)
- Reminder of mission of Society
- Report town hall
- Report ongoing initiatives

5) Motion: Elevate Educational Activities Committee to Educational Activities Board
- EAC will be elevated and become an independent board (EAB Education activities Board), will not longer report to MAB
- The EAC Chair will be replaced by a VP Educational Activities and will serve as voting member of ExCom

Motion: Approve to elevate the Educational Activities Committee to the Educational Activities Board (Motion passed)

6) ICRA 2023 Wrap Up (Althoefer)
- ICRA 2023 in London has been very successfully completed with record numbers of participation (6480 participant, of which 5640 came in person), 127 exhibitors, 12 competitions, 58 workshops etc. See detailed report in slides.

7 - 9) VP-Elect 2024 - 2026 Selection (Hutchinson/ Billard)
- Introduction of all candidates for VP positions with short presentations
- Q &A Session with candidates
- Discussion in executive session
- Adcom Vote: All VP candidates are approved by Adcom

10-13) ICRA 2027 Site Selection (P. Oh)
- Presentations of proposal teams for ICRA 2027 Bangkok and ICRA 2027 in Seoul
- Presentation of ICRA Steering Committee about candidates & site visits
- Discussion in executive session
- **AdCom** – Closed vote about conference site
- Team Seoul, Korea selected for ICRA 2027

24) (moved up in agenda) RAS Adhoc Committee on Governance and Restructuring (Preliminary status) (Kröger)
- AdHoc on Governance and Restructuring committee presentation
- Main comments & points of discussion:
    - How to better inform Adcom and increase communications between ExCom and AdCom
    - Industrial Advisory committee for RAS
    - Accountability/tracking of past motions status

- o need for a budget per board with yearly planning and activity tracking for each board (templates required)
- o More staff needed! Dedicated staff for each board (% FTE)

15) Financial Activities Board and Treasurer's Report (Mochiyama/T Maciejewski)
- RAS Financial Status:
  - o 2022 grand total $3.7M
  - o 50% of this ($1.85M) can be spent in 2023 (for new projects, will be resource for member support program)
  - o net of 2023 annual budget $1.91M
  - o 2023 operational surplus is $0.76M

16) Publication Activities Board (Murphey)
- Update on RAS Reps at other journals
- RAS publications: impact factors and time to publication
- Update on plans for new journal: IEEE Robotics and Automation Practice
- Multimedia: guide for preparation of good videos; hosting outside IEEE e.g. on youtube ok

17) Conference Activities Board (Oh)
Publication presentations have mainly been interpreted as oral presentation
- Conference only and RA-L submissions have been increasing
- Prices for the conference fluctuate
- Most of the revenue comes from paper downloads not the conference surplus
- Plan to try to freeze registration price for 3 years and increase with inflation after
- Working with TAB to increase ties between 100% FSCs and the Technical Committees

18) Media Services Board (Vanderborght)
- Established the types of posts for social media we need and the frequency
- Need a dedicated social media manager
- Planning to use MSB discretionary fund to pay for BA for the IT system

19) Industrial Activities Board (Keay)
- IAB Activities overview
- Brochures, banners, and t-shirts were a success
- Planning an entrepreneurship course
- Industry report hopefully done by IROS includes case studies and global data
- Hoping to improve conditions for exhibitors (exhibitor breakfast, access to social events)

20) Member Activities Board (Stramigioli)
- Reorganization of committees in MAB:
  - o Human Rights Committee moved out of MAB and will be a standing committee reporting to the President

- o Life Member Committee to become part of Member Services Committee, new designated person for this purpose
- o Membership, Admissions and Retention Committee will move to staff
- o Young reviewers program to be moved under PAB

21) Technical Activities Board (Cho)
- New membership system going well but still having issues with eNotice
- New initiative of student representatives in the TCs created a committee and will begin with the automation cluster first then expand
- Established a categorization of super TCs

22) Educational Activities Committee (Müller)
- 3 summer schools approved (1 is tentative pending further details)
- 2 interviews for the robot history project were done at ICRA
- 2 Mooc lectures already planned

23) RAS Awards Committee (Burgart)
- Need more Fellow candidates - number of awardees is dependent on number of nominees
- Propose to create a nominations committee for some of the awards below
- Propose most active technical committee award nominations under TAB
- The chapter of the year awards nominations under MAB

26) IROS 2023 Update (Schmiedeler)
- Theme is next generation of robotics
- Focusing on up and coming names rather than well established ones
- Expecting ~1300 papers
- 48 workshops and tutorials
- Career fair details still being worked out
- Tours of the new robotics institute at university of michigan and a ford factory are planned
- Workshops are $55 for students, prices are for both days

27) Overview of Financial Motions

29) Site Visit Travel Support (ICRA Steering Committee) (Oh)
Motion: To allocate up to USD 20K per year to cover airfare, lodging, (i.e. IEEE travel policies for Adcom/Excom) for 3-years (ICRA 2028, 2029, and 2030) for ICRA Steering Committee (SC) Site Visit. **(Motion passed)**

30) IEEE MCE Operational Support for ICRA Steering Committee (Oh)
Motion: To allocate up to USD 16K/year for 3-years (effective June 2023) of MCE Operational Support for ICRA Steering Committee. **(Motion passed**)

31) IEEE MCE as default PCO (ICRA Steering Committee) (Oh)
Motion: To allocate up to USD 35K/year for 3-years (2024, 2025, 2026) to have MCE as a default ICRA PCO to Support, Guide and Advise the Chair, OC and all contracted staff/suppliers in event management and recommendations for ICRA arrangements. **(Motion passed**)

32) EAC Reallocation Funds (Müller)
Motion: Approve to reallocate USD 5,000 USD of the USD 50,000 allocated in August 2022 for the recording of interviews for the Robotics History Project (**Motion passed)**

33) EAC/TEP Budget (Müller)
Motion: EAC requests USD 200K in annual funding for 2024- 2026 for the RAS Technical Education Program to fund Technical Education Programs up to a maximum of USD 25K each **(Motion passed).**

34) Approve RAS Career Services Platform (Müller)
Goal is to establish a professional RAS career services platform to serve our members who are seeking careers in robotics and automation, and to companies and organizations recruiting for talent.
Motion: To approve up to USD 120K (subject to IEEE approval) drawn from RAS reserves and operational surplus to create an RAS career services platform **(Motion passed).**

35) Approve RAS University Platform (Müller)
RAS Education Activities Committee/Board intends to create an education platform to serve RAS and the broader robotics and automation community.
he funding will be drawn from RAS reserves and operational surplus and will be used to develop a digital platform.
Motion: Motion: To approve up to USD 500K (subject to IEEE approval) drawn from RAS reserves and operational surplus to create an RAS University education platform (**Motion passed)**.

36) Increase IDEA Program Funding (Stramigioli)
IDEA- Inclusion, Diversity, Equity, & Accessibility – Fund has been created last year with a yearly budget of 30K. Due to the big success the following is a request to upgrade the existing motion to 100K (so additial 70K per year).
Motion: To allocate up to 100K USD annually for 2023-2025 to cover travel costs of a new IEEE RAS Inclusion, Diversity, and Equity Travel Support to attend the three major flagship conferences (ICRA/IROS/CASE) and RAS full-sponsored conferences following IEEE travel policies. **(Motion passed)**

37) RAS Member Support Program:
Approve to Start the Member Support Program on the basis of the prepared Strategic Operation and Implementation (SOI) as the usage of the 50% surplus.
An amount equal to 50% of the conference registration fees for one author of each accepted paper who is IEEE RAS Member (**Passed)**

38) Long Range Planning Committee
- Reviewing, editing:
    - New way to ensure that we have enough reviewers and that reviewers actually work to review
    - combine the AE lists of ICRA and IROS
- Sustainability: Plan to identify a company to create a CO_2 report on RAS activities
- DIE:
    - Motion to replace the word race on the website with ethnicity – *Passed*
    - Motion to require conference to display the RAS Diversity statement - *Passed*

39-41)
Discussions:
- IEEE DEI & Conferences
- Other

42) Other/New Business (Park)

43) Meeting Adjourned (Mombaur)