

## APPROVED MINUTES

**IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes**  
**Room El Prado, Melia Castila Hotel, Madrid, Spain (IROS 2018)**  
**09:00 – 18:00, October 6, 2018**

**1) Meeting Called to Order**

09:00 (Madrid, Spain Time)

Agenda and full reports can be found at:

<https://tawapps.ieee.org/mpt/Agenda.aspx?eid=12140>

**2) Roll Call and Introductions**

• **14 Elected Members (Voting Members)**

- **Term ending 12/31/18:** Gianluca Antonelli, François Chaumette, Peter Corke, Bill Hamel, Max Meng (absent), Carme Torras (absent)
- **Term ending 12/31/19:** Antonio Bicchi, Yasuhisa Hasegawa, Seth Hutchinson, Dong Soo Kwon, Tony Maciejewski, Hong Qiao
- **Term ending 12/31/20:** Minoru Asada, Tamim Asfour, Maria Pia Fanti (absent), Kazuhiro Kosuge, Richard Vaughan, Jing Xiao

• **Student AdCom Member (with Vote):** Geoff Nagy

• **RAS Junior Past President (with Vote):** Satoshi Tadokoro

• **ExCom (voting members):** Wolfram Burgard (President), Hong Zhang (Secretary), Venkat Krovi (Treasurer)

• **ExCom (Non-Voting Members):** Torsten Kroeger (VP CAB), Yasushi Nakauchi (VP FAB), Dominik Boesl (VP IAB), Nancy Amato (VP MAB), Eugenio Guglielmelli (VP PAB - absent), Lianqing Liu (VP TAB), Zhidong Wang (Chair EPSB), and Paul Oh (Parliamentarian)

• **Other Attendees (Non-Voting):** Raja Chatila (Senior Past President), Kathy Colabaugh (IEEE RAS Operations Manager), Amy Reeder (IEEE RAS Society Program Specialist), Jairo Ramirez (IEEE RAS Program Coordinator), and Kelly Smith (IEEE MCE), Fred Schindler, Marie Hunter, Rich Jannuzzi, Kelly Smith (IEEE RAS Finance), Jade Moskovitz, Sandra Faust, Kyu Jin Cho (Associate VP PAB), Carlos Balaguer (IROS 2018 General Chair)

**3) Report on Past Minutes (Zhang)**

Minutes of the Special Meeting held on March 30, 2018 were approved in an Executive Session.

**4) Report on Past Minutes (Zhang)**

[Minutes of AdCom Meeting at ICRA 2018](#) in Brisbane were approved.

**5) Approval of Agenda Including Consent Agenda and Standing Orders (Zhang)**

**6) State of the Society Report (Burgard)**

Wolfram Burgard, President of RAS, gave a report on the state of the society (no slides).

**7) President-Elect Candidate Selection (Tadokoro)**

Satoshi Takodoro, junior past-president of RAS and chair of the RAS nomination committee, introduced the two candidates for RAS president-elect, Seth Hutchinson from Georgia Institute of Technology and Tony Maciejewski from Colorado State University.

([Link to slides](#))

**8) President-Elect Candidate Presentation (Hutchinson)**

Hutchinson gave his candidate [presentation](#) and answered questions.

**9) President-Elect Candidate Presentation (Maciejewski)**

Maciejewski gave his candidate [presentation](#) and answered questions.

**10) RAS President-Elect Evaluation and Vote (Tadokoro)**

Seth Hutchinson was elected as RAS President-Elect by AdCom.

**11) Coffee Break (Zhang)**

**12) CAB Report (Kroeger)**

Torsten Kroeger, RAS VP Conferences, presented the report on conference activities ([link to slides](#)).

**13) PAB Report (Cho)**

Kyu-Jin Cho, Associate VP of RAS PAB, presented the report on publication activities, on behalf of Eugenio Guglielmelli, RAS VP Publications ([link to slides](#)).

**14) IAB Report (Boesl)**

Dominik Boesl, RAS VP industrial Activities, presented a report on behalf of IAB ([link to slides](#)).

**15) MAB Report (Amato)**

Nancy Amato, RAS VP Member Activities, presented a report on behalf of MAB ([link to slides](#)).

**16) TAB Report (Liu)**

Lianqing Liu, RAS VP Technical Activities, presented his report on behalf of TAB ([link to slides](#)).

**17) EPSB Report (Wang)**

Zhidong Wang presented the report of RAS Electronic Products and Services Board ([link to slides](#)).

**18) FAB Report (Nakauchi)**

Yasushi Nakauchi presented his report on RAS financial activities ([link to slides](#)).

**19) Treasurer's Report (Krovi)**

RAS Treasurer Venkat Krovi presented his report ([link to slides](#)).

**20) Lunch (Zhang)**

**21) Long-Range Planning Committee Report (Burgard)**

Wolfram Burgard, RAS President RAS and LRPC Chair, gave a report of LRPC ([link to slides](#)).

**22) Nomination Committee Report (Todokoro)**

Satoshi Tadokoro presented his report of the RAS Nomination Committee ([link to slides](#)).

**23) RAS Awards Committee Report (Chatila)**

Raja Chatila presented on half of the RAS Awards Committee ([link to slides](#)).

**24) Ad Hoc Committee Report (Hamel)**

Bill Hamel, Chair of RAS Ad Hoc Committee on Government Interactions, gave a report on the committee ([link to slides](#)). The [motion](#) to elevate this ad hoc committee to standing committee was passed.

**25) IROS 2018 Wrap Up (Balaguer)**

Carlos Balaguer, General Chair of IROS 2018, gave a wrap-up report on IROS 2018 ([link to slides](#)).

**26) Coffee Break (Zhang)**

**27) RAS Motions (Zhang)**

**28) Financial Overview of Motions (Nakauchi)**

Yasushi Nakauchi, VP Finance, gave an overview of motions with financial impact to be voted on ([link to slides](#)).

**29) New ICRA Robot Mechanism and Design Best Paper Award (Chatila)**

([link to slides](#))

Detailed Motion: a new IEEE ICRA Robot Mechanisms and Design Best Paper Award sponsored by Moog be established for one year. Final approval is contingent upon commitment of support of \$2,000 for the award prize (\$1,000) and related expenses.

Vote: passed by majority

**30) New CASE Best Healthcare Automation Best Paper Award (Chatila)**

([link to slides](#))

Detailed Motion: a new IEEE CASE Healthcare Automation Best Paper Award sponsored by Tmirob be established for one year. Final approval is contingent upon commitment of support of \$2,000 for the award prize (\$1,000) and related expenses.

Vote: passed by majority

**31) New ICRA Milestone Award (Chatila)**

[\(link to slides\)](#)

Detailed Motion: Move to establish annual ICRA Milestone Paper Award sponsored by RAS, at one ICRA registration cost plus one (travel per) AdCom travel policy per winning paper.

Vote: passed by majority

**32) Matching RAS Foundation Fund Donations and Donate Button (Chatila)**

[\(link to slides\)](#)

Detailed Motion (Part 1): Move to contribute at year end up to the amount of donations received by RAS Foundation fund in the year, if RAS operational surplus allows.

Vote: passed by Majority

Detailed Motion (Part 2): Create a donate button on the IEEE RAS site

Vote: passed by majority

**33) Support for Competitions at ICRA (Kroeger)**

[\(link to slides\)](#)

Detailed Motion: Move to allocate up to \$10,000 per year for three years (2019-2021) to the CAB Competitions Committee for planning, organizing, and supporting competition organizers.

Vote: passed by Majority

**34) Mobile App Development (Kroeger)**

[\(link to slides\)](#)

Detailed Motion: Move to allocate up to \$30,000 per year for three years (2019-2021) to support RAS-specific developments of the InfoVaya mobile app for ICRA (\$15K) and IROS (\$15,000).

Vote: passed by majority

**35) Conference Over-Length Page Charges (Kroeger)**

[\(link to slides\)](#)

Detailed Motion: Beginning with ICRA 2019, remove over-length page charges for paper submissions of fully-sponsored RAS conferences.

Vote: passed by majority

**Motion to Extend the Meeting Till 17:30 (Zhang)**

Vote: passed by majority

**36) Renewal of CEMRA Projects for 2019-2021 (Liu)**

[\(link to slides\)](#)

Detailed Motion: Motion to allocate up to \$50,000 per year in 2019-2021 for 3 years and for up to \$10,000 per project for TCs and/or Education Committee of MAB and/or EPSB to create educational material in robotics and automation.

Vote: passed by majority

**37) Global Delphi Study on Future of Robotics 2050+ (Boesl)**

[\(link to slides\)](#)

Detailed Motion: Move to approve funds of up to \$25,000 to support the realization of the Global Delphi study on Future of Robotics in 2050+.

Vote: passed by majority

**38) Two Standard-Harmonization Workshops Per Year (Boesl)**

[\(link to slides\)](#)

Detailed Motion: To approve funds of up to \$30,000 per year subject to annual review based on a submitted report to organize two annual workshops in 2019 to 2021 for the definition of a Global RAS Standardization Strategy (GRASS) and to foster standard harmonization efforts.

Vote: passed by majority

**39) Definition of a RAS Branding and Outreach Roadmap (Boesl)**

[\(link to slides\)](#)

Detailed Motion: Move to approve funds of up to \$15,000 to support the definition of a RAS Branding & Outreach Roadmap/PR Strategy.

Vote: passed by majority

**Motion to Extend the Meeting Till 18:00 (Zhang)**

Vote: passed by majority

#### **40) Renewal of Entrepreneurship Workshop (Boesl)**

[\(link to slides\)](#)

Detailed Motion: Move to allocate up to \$10,000 per year for three years (2019-2021) for IAB to hold at least one conference workshop that focuses on entrepreneurship and dissemination through the Robotics and Automation Magazine (RAM)

Vote: passed by majority

#### **41) Renewal of Industrial Forum (Boesl)**

[\(link to slides\)](#)

Detailed Motion: Move to allocate up to \$5,000 per year for three years (2019-2021) for IAB to re-establish the Industrial Forum, held annually at ICRA and occupying a half-day slot.

Vote: passed by majority

#### **42) Translational Research Track (Boesl)**

[\(link to slides\)](#)

Detailed Motion: To set up a dedicated Translational Research Track to be run at ICRA and IROS for three years (2019-2021) for IAB to provide travel support to attend a Translational Research Track at ICRA & IROS.

Vote: tabled for next AdCom at ICRA 2019

#### **43) Other/New Business (Zhang)**

#### **44) Elimination of IEEE Conference Organizer Compliance Training (Corke)**

[\(link to slides\)](#)

Detailed Motion: Move that RAS AdCom request that the IEEE TAB Management Committee (TMC) engage IEEE legal in a formal request into how they accomplish their compliance training goals. Specifically, the AdCom requests that compliance training for conference organizers be re-examined.

Vote: passed by majority

#### **45) Increase Membership and Readership, and Reduce Surplus (Burgard)**

[\(link to slides\)](#)

Detailed Motion (Part I): Move that RAS VP-FAB, VP-PUB and Treasurer investigate the impact of making T-RO and T-ASE Open Access as of (date to be determined) with a publication fee reduced to zero (or a percentage of the official IEEE rate) for RAS members

Vote: passed by majority

Detailed Motion (Part II): Move to reduce expected conference surplus from 20% and report

to be given at the next AdCom meeting at ICRA 2019 for decision.

Vote: passed by majority

**46) Next AdCom Meeting (Zhang)**

The next AdCom meeting will be held on May 25, 2019 in Montreal, Madrid after ICRA 2019.

**47) Meeting Adjourned at 18:00, October 6, 2018**