

**IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes**  
**Stockholm City Conference Centre, Stockholm, Sweden (ICRA 2016)**  
**9:00am – 5:00pm, May 21, 2016**

**1) Meeting Called to Order**

09:00am (CET ,Central European Time; Stockholm, Sweden)

Agenda and full reports can be found at <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=5172>

**2) Report on Past Minutes**

Report on [Past AdCom meeting minutes](#) from the AdCom Meeting held in IROS 2015 in Hamburg on October 3, 2015 (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, Lydia Kavraki, Danica Kragic, Yasushi Nakauchi, Richard Vaughan, Zhi Dong Wang
  - **Term ending 12/31/18:** Gianluca Antonelli, François Chaumette, Peter Corke, Bill Hamel, Max Q.H. Meng, Carme Torras
- **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), Martin Buss (VP CAB), Fumihito Arai (VP TAB)
- **Other Attendees (Non-Voting):** Kathy Colabaugh (IEEE), Amy Reeder (IEEE), David Orin (Senior Past-President), Nancy Amato (Chair, EPSB)
- **Guests:** Alicia Zupeck (IEEE), Christian Smith (ICRA 2016 Finance Chair), Stéphane Régnier (ICRA 2020, Paris), Kaspar Alhoefer (ICRA 2020, London), Helge Wurdemann (ICRA 2020, London), Ken Goldberg (EiC T-ASE)
- **Absent:** N/A

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

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: Move to approve the Journal page counts, Publication pricing, and Member Fees ([publication pricing](#))
- c. Approval of new Technical Committees ([proposals](#)):
  - TC on Wearable Robotics
  - TC on Cyborg and Bionic Systems
- d. Chapter Grant Approval List ([list](#))
- e. Technical Education Program (Summer Schools) Approval List ([list](#))

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

[Link to slides](#)

Presentation covered topics such as

- increasing membership numbers,
- RAS is the fifth largest IEEE Society in size,
- new chapters,
- IEEE and RAS membership fees,
- the society's new journal, The Robotics and Automation Letters,
- ICRA-X (TED program for local chapters),
- SIGHT (Special Interest Group on Humanitarian Technology),
- sponsorship of competitions,
- additional journals/transactions,
- Ad-hoc Committee of Governmental Interaction, and
- RAS industrial leadership.

**Discussion:** None.

## 6) ICRA 2016 (Danica Kragic and Christian Smith)

[Link to slides](#)

**Notes:** Submitted papers (incl. RA-L): 2358; accepted: ~840; extra pages: 777; acceptance rate: 36%; attendance: 1798 full registrations (as of May 18); nine sponsors, 35 exhibitors; comfortable conference surplus.

**Discussion:** None.

## 7-10) ICRA 2020 Site Selection (Martin Buss)

**Notes:** Paris, France pitched by Stéphane Régnier (GC); London, UK pitched by Kaspar Althoefer (GC)

**Ballot vote result:** Paris for ICRA 2020

**Discussion:** London proposal was perceived as very strong, and the team was encouraged to submit an application for IROS 2021 (to be held in Europe).

## 11) Coffee Break

## 12) Conference Activities Board (Martin Buss)

[Link to slides](#)

**Notes:** New CAB structure with works well; separation in technical (T), financial (F), operational (O), and publication (P) boards; proposal for a centralized conference management tool; ICRA-X at ICRA 2016 and ICRA 2017; preparation of an checklist for (ICRA) conferences.

**Discussion:** None.

## 13) Conference Survey Evaluations (Kevin Lynch)

[Link to slides](#)

**Notes:** Summary post-conference surveys from IROS 2014, ICRA 2015, and IROS 2015; focus on different presentation formats; conclusion: no single format emerged as clearly preferred to the others.

**Discussion:** None.

## 14) Publications Activities Board (Eugenio Guglielmelli)

[Link to slides](#)

**Notes:** Updates on fully sponsored and co-sponsored publications; overview of RA Letters (total of 440 submissions; 345 through ICRA); papers published in RA-L were public within Xplore before ICRA 2016; next steps for RA-L consolidation taking into account further conferences; new T-RO Editors and AEs; updates on co-sponsored journals; RAS has the lowest ratio of periodical papers published per Society member (2.25% in 2013) across all technical IEEE Societies (10.34%); to align to these standards, RAS should publish 1000 additional papers per year; proposal for New Periodicals co-sponsored with EMBS (EMBS LOI for a new “EMBS Trans. on Biorobotics and Bionics (T-BRB)”); proposals for “IEEE Transactions on Medical Robotics (T-MR)” and IEEE Transactions on Bionics (T-Bionics).

**Discussion:** None.

### 15) T-ASE (Ken Goldberg)

[Link to slides](#)

**Notes:** New trends in automation: IoT, CPS, cloud robotics and automation, smart logistics, home automation, human-centered automation, additive manufacturing; improvements between 2011 and 2016:

- papers per year: 180 → 1000,
- impact factor: 1.39 → 2.48,
- AEs from Industry: 1 → 6, and
- time from submission to acceptance: 7 months → 1.4 months;

Announcement of the next T-ASE EiC: [Michael Yu WANG](#).

**Discussion:** Recommendation from AdCom: Stronger connection between T-ASE and other RAS journals; very positive reception of the impact factor.

### 16) Industrial Activities Board (Erwin Prassler)

[Link to slides](#)

**Notes:** Updates on the IERA award; Entrepreneurship Forum and Startup Contest at IROS 2015 and 2016; RAS at [CES](#); new initiative: Boot camps for entrepreneurs in robotics; Delphi study report about “A Comprehensive View on the Future of Robotics”.

**Discussion:** Encouragement from AdCom to have a stronger link to the RAS website, so that the presented IAB activities and initiatives become more visible within the society.

### 17) Member Activities Board (Jing Xiao)

[Link to slides](#)

**Notes:** New member of MAB, membership overview and updates; increasing number of female members; report from the Second Chapter Chairs Workshop; ICRA-X public forum; eleven chapter grant proposals (eight recommended for funding); international collaboration between chapters; updates on the Distinguished Lecture Program (DLP); 2017 Technical Education Program (TEP): updates and proposals; updates on the Young Reviewers Program (YRP); RAS Young Professionals updates; Young Professionals Luncheon with Danica Kragic and Dmitry Berenson; updates on the student activities committee (SAC): There are 134 RAS student chapters with more than 30 forming in the past twelve months; updates on the RAS Women in Engineering (WiE) Committee.

**Discussion:** Lunch with leaders: AdCom recommends to

- establish a policy for selecting the leaders,
- announce LwL events on the RAS website, and
- ensure leader diversity from the entire society covering multiple fields.

### 18) Lunch Break

## 19) AdCom and ExCom Photos

## 20) Technical Activities Board (Fumihito Arai)

[Link to slides](#)

**Notes:** 38 TCs (as of Jan 2016); updates on CERMA projects (Creation of Educational Material in Robotics and Automation); CERMA posters at ICRA 2016; updates on the triennial TC review; two new TC approved by TAB (“Wearable Robotics” and “Cyborg and Bionic Systems”); update on TAB activities.

**Discussion:** None.

## 21) Financial Activities Board (Ron Lumia)

[Link to slides](#)

**Notes:** Updates on RAS’ current budget and finance situation and strategy; spending rules; overview of new and recurring expenses; suggestions for improvements of FAB procedures.

**Discussion:**

- Question from AdCom: Drop in income from journals in 2013. Why?
  - Explanation through journal and paper revenue. Suggestion: Invite representative from IEEE to report about the procedures; IEEE has changed the algorithm how to compute revenue from periodicals (about three years ago). We do not yet have information about the expected income from RA-L. Most likely, we will have a deficit in the next few years until the first surplus will come in.

## 22) Treasurer's Report (Yasushi Nakauchi)

[Link to slides](#)

**Notes:** Financial results (budget vs. actual, unaudited); periodical income; conference income; 2016 budget; updates and reminders about reimbursement procedures.

**Discussion:** Remark: ICRA 2015 finances are have not yet been closed (but can close)

## 23) Nominations Committee (Raja Chatila)

[Link to slides](#)

**Notes:** Updates on AdCom members, election procedures, and geographical distributions; schedule and action items for the 2017 elections.

**Discussion:** None.

## 24) RAS Awards Committee (David Orin)

[Link to slides](#)

**Notes:** Two new publication awards (IEEE Robotics & Automation Magazine Best Paper Award and IEEE Robotics and Automation Letters Best Paper Award); new ICRA conference award (ICRA Best Paper Award on Human-Robot Interaction).

**Discussion:**

- Conversation how about awards are split in case of multiple recipients
  - Awards are split equally among recipients
- How are RAS awards ranked if compared with other IEEE societies?
  - No conclusion.

## 25) Long Range Planning Committee (Ning Xi)

[Link to slides](#)

**Notes:** Updates on LRPC members; action schedule and plan; LRPC meeting in Jan 2017.

**Discussion:** None.

## **26) AdHoc Committee on Election Rules (Frank Park)**

[Link to slides](#)

**Notes:** Based on the results of the past three AdCom elections, the committee concludes that the current rules are working as intended and adhere to the society's principles of diversity and direct representation in elections. The committee recommends that the rules not be altered.

**Discussion:**

- AdCom recommends simulating different rule variations and presenting the results.
- AdCom recommends that the rules should be simplified (if possible).
- Proposed motion: Numbers of the election results to be made public (see full description below)

## **27) IEEE Ethics Initiative (Raja Chatila)**

[Link to slides](#)

**Notes:** Update on the "[IEEE Standards Association Introduces Global Initiative for Ethical Considerations in the Design of Autonomous Systems](#)" can committees involved.

**Discussion:** None.

## **28) Additional RAS Staff (Satoshi Tadokoro and Ron Lumia, executive session)**

**Notes:** Presentation of a proposal to hire one more IEEE staff member to support Kathy Colabaugh and Amy Reeder; description of the need for the society and the financial consequences of hiring a third staff member.

**Discussion:** AdCom recommends to ExCom to prepare an overview of responsibilities of RAS staff members until the next AdCom meeting.

## **29) Motion: To Allocate Recurring funding to Hire an Additional Full-time RAS Administrative Support Staff Member (Satoshi Tadokoro and Ron Lumia, executive session)**

**Vote:** passes by majority.

## **30) Coffee Break**

## **31) IEEE Internet of Things (IoT) Technical Community (Satoshi Tadokoro)**

[Link to slides](#)

**Notes:** Update on [IEEE's IoT Initiative](#) and its relevance to RAS.

**Discussion:** None.

## **32) Introduction to the Voting Procedures and Discussions about Motions**

## **33) Motion: To renew J-MEMS Agreement with IEEE IES and EDS (PAB, E. Guglielmelli)**

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

**Vote:** passes by majority.

## **34) Motion: To submit LOI to IEEE TAB to Launch the IEEE Transactions on Medical Robotics (PAB, E. Guglielmelli)**

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

**Vote:** passes by majority.

## **35) Motion: To Join the EMBS Proposal to Launch the IEEE Transactions on Bionics (PAB, E. Guglielmelli)**

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

**Vote:** passes by majority.

**36) Motion: Travel Grants for Finalists of EFSC 2016 (IAB, E. Prassler)**

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

**Vote:** passes by majority.

**37) Motion: Support for Organizing the First Boot Camp for Entrepreneurs in Robotics (IAB, E. Prassler)**

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

Friendly amendment: Recording and streaming of the event to society members.

**Vote:** does not pass.

**38) Motion: To Allow the RAS President Approving Additional \$5K up or up to 10% of Original Budget for Running a Project in Case of Unpredicted Cost (recurring) (S. Tadokoro)**

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

**Vote:** passes by majority.

**39) Motion: To Approve the Necessary Budget of Up to \$9K for RAS to be a Participating Member of IoT (S. Tadokoro)**

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

**Vote:** passes by majority.

**40) Motion: To Establish an Adhoc RAS Life Members Committee (LM-Comm) in Members Activity Board (S. Tadokoro)**

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

**Vote:** passes by majority.

**41) Motion: RAS Long Range Planning Committee requests total \$50K to support RAS Strategic Planning Meeting co-located with ExCom meeting in January 2017 (N. Xi)**

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

**Vote:** passes by majority.

**42) Motion: To Approve One-time Support for Up to \$30K to Implement a Centralized Conference Management Tool to Monitor, Handle, and Evaluate all RAS-sponsored Conferences (PASSED) (CAB, M. Buss)**

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

**Vote:** passes by majority.

**43) Motion: To Allocate Up to US\$35,000 for Travel Grants Enabling Participation by RAS Members at CASE 2016 Who Would Otherwise not Be Able to Attend (CAB, M. Buss/N. Amato)**

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

**Vote:** passes by majority.

**44) Motion: To discontinue the ICRA Best Video Award, effective immediately (D. Orin)**

**Vote:** passes by majority.

**45) Announcement of the new ICRA Editor-in-Chief (starting 2018) (Satoshi Tadokoro)**

Kevin Lynch was announced at the new ICRA Editor-in-Chief.

**46) Other/New Business**

AdCom recommends to ExCom to improve presentations and proposals that have a financial impact.

**47) Provide actual results to AdCom for each candidate in RAS AdCom election (Toshio Fukuda)**

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

**Vote:** tabled.

**48) President to appoint a committee to discuss the consequences of publishing RAS election results to society members (Raja Chatila)**

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

**Vote:** passes by majority.

**49) Next Adcom Meeting**

October 15, 2016 in Daejeon, Korea (IROS 2016 Venue)

**50) End of Meeting**

Meeting adjourned: May 21, 2016 at 17:03 CET

Minutes recorded by Torsten Kroeger, RAS Secretary