

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes
9:00 AM – 5:00PM, October, 3, 2015
Radisson Blu, Hamburg Germany (IROS 2015)

1. Meeting Called to Order 09:00 (CET Central European Time; Hamburg, Germany)

Agenda and full reports can be found on: <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=4293>

2. Roll Call

The 18 Elected Members (Voting Members):

Term Ending 12/31/15: Martin Buss, Bill Hamel, Max Meng, Ning Xi, Kazuhito Yokoi, Jianwei Zhang

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

Student AdCom member (with vote): Lauren Miller (Student Representative)

RAS Junior Past President (with vote): David Orin

Excom (Voting Members): Raja Chatila (President), Satoshi Tadokoro (President-Elect), Paul Oh (Secretary), Ron Lumia (Treasurer)

Excom (Non-Voting Members): Tony Maciejewski (VP FAB), Raj Madhavan (VP IAB), Jing Xiao (VP MAB), Antonio Bicchi (VP PAB), Kevin Lynch (Parliamentarian), Oussama Khatib (VP CAB), Fumihito Arai (VP TAB)

Other Attendees (Non-Voting): Kathy Colabaugh (IEEE), Amy Reeder (IEEE), Kuzuhiro Kosuge (Senior Past-President), Nancy Amato (Chair, EPSB)

Guests: Lynne Parker, Erwin Prassler, Torsten Kroeger, Alicia Zupeck

Absent: see yellow highlights: Lydia Kavraki, Lauren Miller

3. Report on Past Minutes

Report on past minutes from the May 31, 2015 AdCom Meeting held in ICRA Seattle (distributed to AdCom via email) considered approved after no objections were received by the secretary.

4. Approval of Agenda (including Consent Agenda)

Agenda was approved by unanimous consent, including Consent Agenda's Motions:

- a. RAS Conference Sponsorship Approval List
- b. Technical Committee on Robocup (at ICRA 2015, the TC was discussed positively, but forgot to actually vote for its approval)
- c. Chapter Grant Approval
- d. TAB/MAB CEMRA (Creation of Educational Material in RA)

5. State-of-the-Society Address (President Raja Chatila)

Presentation covered topics such as increasing membership numbers, new chapters, budget requests, last 2-year highlights (e.g. RAS 25th Anniversary; Jan 2015 Strategic Planning Meeting; industrial outreach like entrepreneurship, start-ups; SIGHT, competitions; Young Reviewers Program; RA-Letters; Constitution & Bylaws revisions; AAAI/IEEE Shakey; UN World Conference on Disaster Risk Reduction (WCDRR); and government International Advanced Robotics Program (IARP) cooperation

Discussion: RAS has grown and good signs of cooperation with other societies (e.g. Controls), and perhaps delegating visits to new chapters.

6. PAB Report (Antonio Bicchi)

Highlights: RA-Letters 365 submissions; Motions to discuss/vote: (1) RAM editorial assistant; (2) publication page increases; (3) 20% financial co-sponsorship of Trans of Cognitive and Developmental Systems

Discussion: T-MECH has 8 free pages and 12 max pages; remove Toshio Fukuda's AT&T reference

7. IAB Report (Raj Madhavan)

Highlights: Entrepreneurship Forum and Startup Competition (EFSC) held at IROS 2015; Standards published; Industry Forums; RAM Articles; and Outreach. VP comment: Outreach needs continued effort or face missed opportunities in the future.

Discussion: IREX in Japan as possible outreach in future. Question on Africa involvement: RAM article from South Africa was published.

8. MAB (Jing Xiao)

Highlights: RAS membership increasing (growth in all regions); ICRA 2015 1st Chapter Chairs Workshop; Chapter Map and Distinguished Lectures; Technical Education Program (TEP) – formulating policy for use of RAS funds to better serve RAS members; Young Reviewers Program (YRP) executive committee established, website launched and luncheon held; Student Activities Committee (SAC) regional reps named, call for new chair/co-chairs sent out; RAS Branding (see motion for vote)

Discussion: Updating of the number of chapters

9. IROS 2015 (Jianwei Zhang, IROS General Chair)

Highlights: Government forum, Futurist forum, Entrepreneurship Forum and Startup Competition, Citizen's Forum (English and German speakers), Robot Playground, 62 Exhibitors, 2134 submissions (45% acceptance rate), 165 sessions in 15 parallel tracks, 2400+ registrations, 1400+ workshops, 200+ exhibitors, photos reflect positive impressions.

Discussion: Raja and Adcom congratulate Jianwei and IROS Organization Committee on IROS 2015's success.

10. Coffee Break

11. President-Elect Election (David Orin)

Highlights: secret ballot, majority of votes, no proxies. 24 voting members (22 are present),

Discussion: None

12-15 Candidate Presentations

- A. Oussama Khatib
- B. Tony Maciejewski
- C. Lynne Parker
- D. Ning Xi

16. President-Elect Election Discussion and Vote

Highlights: Comments started at 12:13. Vote 1 on four candidates concluded at 12:24 with no clear majority; Vote 2 on three candidates concluded at 12:28 with no clear majority; Vote 3 on two candidates concluded at 12:33 resulting in Ning Xi as President-elect

Discussion: None

17. Lunch

18. TAB (Fumihito Arai)

Highlights: Creation of Educational Material in RA (CERMA) projects. Call for 2017 projects resulted in 7 submissions (results: 4 invited and 3 declined): service robots; mobile robot programming using ROS; try-a-bot; underwater robots. 3-year review of TCs is ongoing.

Discussion: None

19. CAB Report (Oussama Khatib)

Highlights: 4 proposals for ICRA 2020 resulted in 2 finalists (Paris and London). Ron Lumia discussed issue of conference surplus, suggesting a concentration account, a part of which can go into the next conference for specific purposes (e.g. travel support for those in developing countries).

Discussion: May be issues with IEEE re: conference surplus.

20. FAB (Tony Maciejewski)

Highlights: RAS should consider submitting proposal for IEEE Initiatives (by partnering with another society, \$40K-\$100K+ could be available). Motions to vote: \$10K for IEEE Foundation History Center Fund. Accountability (for those receiving \$5K+) need to report outcomes

Discussion: None

21. Treasurer (Ron Lumia)

Highlights: RAS has \$364.3K surplus in 2014. 2015 Q2 projection is \$9K surplus. 2016 Projection is \$193K surplus.

Discussion: Question about unspent money from approved initiatives. Answer is that there's no accurate way of calculating the amount of unspent money before the end of the fiscal year.

22. EPSB (Nancy Amato)

Highlights: RAS Member Communities (e.g. SAC and WIE) can create a hub (for news/events) on the RAS website. RAS Conference Website Template (ICRA 2015 was initial prototype) available. Young Reviewers Program: web-based system ready for use. TC microsite template to be ready before ICRA 2016.

Discussion: None

23. Coffee Break

24. Awards Committee (Kazuhiro Kosuge)

Highlights: Presented 3 motions: RAM Best Paper Award; RA-Letters Best Paper; and HRI Best Paper

Discussion: Companies are sponsoring awards at relatively low-cost to them. Awards Committee studied this issue: (1) do we want an award in a topic; (2) how to finance it. Perhaps establish policy/standards about company sponsored awards (along specific themes e.g. HRI)

25. LRPC (Satoshi Tadokoro)

Highlights: Brainstorming began Jan 2015 in San Francisco. Some ideas: Entrepreneurship promotion; ICRA-X; New Positions for Young Professionals; Promotion of Robotics/RAS to government

Discussion: None

26. SIGHT (Raj Madhavan)

Highlights: First society in IEEE to have a SIGHT; 2015 Projects (1) teaching English with conversational robot agents in rural Africa, and (2) fire-detecting drones; 2015 Call for Proposals on Challenges; ICRDRR formed in SIGHT

Discussion: Question: about ethical issues about robots interacting with children. Answer: money given to university as an award and university handles ethics.

27. Discussion Agenda (Paul Oh)

The following 12 motions were discussed and put to a vote by Adcom. Relevant documents can be found on <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=3753>

1. [Motion – Awards – K. Kosuge] \$1K for an IEEE Robotics & Automation Magazine (RAM) Best Paper Award, re-occurring annually, to be shared by all co-authors, and one certificate per co-author

Vote: Passed by majority

2. [Motion – Awards – K. Kosuge] \$1K for an IEEE Robotics & Automation Letters (RA-L) Best Paper Award, re-occurring annually, to be shared by all co-authors, and one certificate per co-author

Vote: Passed by majority

3. [Motion – Awards – K. Kosuge] \$1K for a Best Paper Award in the area of Human Robot Interaction, re-occurring annually at ICRA, to be shared by all co-authors, and one certificate per co-author. In the exceptional case that two papers are deemed worthy, the authors of each paper will share a \$500 prize equally.

Vote: Passed by majority

4. [Motion – FAB – T. Maciejewski] RAS do a one-time transfer of \$10K to the IEEE History Center Fund for documenting the history of IEEE since 1984

Vote: Passed by majority

5. [Motion – EPSB – N. Amato] EPSB moves to request up to USD 25,000 from the 2015 RAS operational surplus to contract with IEEEtv to create approximately 10 video teasers/shorts for the robotics history project.

Vote: Passed by majority

6. [Motion – MAB – J. Xiao] MAB requests to allocate up to \$30K to be spent in 2015 using calendar year surplus to fund RAS branding activities (\$20K for branding and \$10K for brochures)

Vote: Passed by majority

7. [Motion – PAB – A. Bicchi] PAB requests a \$32K annual allocation for Robotics & Magazine (RAM) editorial assistant

Vote: Passed by majority

8. [Motion – PAB – A. Bicchi] PAB requests to modify the length of papers published in RAS T-RO and T-ASE to 12 pages, with maximum 8 extra pages at a charge, for regular papers, and to 6 pages, with maximum 2 extra pages at a charge, for short papers. To also modify the length of papers published in RAM to 9, with maximum 7 extra pages at a charge.

Vote: Passed by majority

9. [Motion – PAB – A. Bicchi] RAS undertakes financial co-sponsorship of IEEE Transaction on Cognitive Developmental Systems (T-CDS) with 20% shareholder ownership

Vote: Passed by majority

10. [Motion – LRPC – S. Tadokoro] To establish a RAS Adhoc Committee on Governmental Interaction for 5 years in 2016-2020

Vote: Passed by majority

11. [Motion – TC on Energy, Environment and Safety – T. Fukuda] motions for a one time request of up to \$30K, to be spent in 2015, to host a Symposium on the Philippines Disaster Evaluation and perform related field trips and site studies.

Friendly amendment: change “Symposium” to “Workshop”

Vote: Passed by majority

12. [Motion – TC on Energy, Environment and Safety – T. Fukuda] motion for a one time request of up to \$25K, to be spent in 2016, to support travel to Nepal and perform disaster site-related studies.

Vote: Wasn't seconded

28. Other/New Business (Raja Chatila)

None

29. Next Adcom Meeting

Note: Adcom Meeting to be held Stockholm, Sweden ICRA 2016, May 21, 2016

Discussion: None

30. End of Meeting

Meeting adjourned: 10/03/15 at 18:07 (CET Central European Time; Hamburg, Germany)

Minutes recorded by Paul Oh, RAS Secretary