

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes
Marina Bay Sands Expo and Convention Centre, 2017Singapore (ICRA 2017)
9:00am – 5:00pm, June 3, 2017

1) Meeting Called to Order

09:00am (SGT, Singapore Time; Singapore)

Agenda and full reports can be found at <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=9887>

2) Report on Past Minutes

Report on past [AdCom meeting minutes](#) from the AdCom Meeting held at IROS 2016 in Daejeon on October 15, 2016 considered approved after no objections were received by the secretary.

3) Roll Call and Introductions

- The 18 Elected Members (Voting Members):
 - **Term ending 12/31/17:** Wolfram Burgard, 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
 - **Term ending 12/31/19:** Antonio Bicchi, Yasuhisa Hasegawa, Seth Hutchinson, Dong-Soo Kwon
- **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), Fumihito Arai (VP TAB)
- **Other Attendees (Non-Voting):** Toshio Fukuda (IEEE Division X Director), Kathy Colabaugh (IEEE), Amy Reeder (IEEE), Jairo Ramirez (IEEE), Alicia Zupeck (IEEE MCE), Nancy Amato (Chair, EPSB), Raj Madhavan (RAS SIGHT), Dominik Boesl (VP Candidate), Lianqing Liu (VP Candidate), Kazuya Yoshida (ICRA 2021, Sendai), Eiichi Yoshida (ICRA 2021, Sendai), Yumiko Ando (ICRA 2021, Sendai), Makiha Kurata (ICRA 2021, Sendai), Yumiko Nakoo (ICRA 2021, Sendai), Dénes Ákos Nagy (Student Activities Co-Chair), Antonelia Benvenuto (IEEE RAM Editorial Assistant)
- **Absent:** Tony Maciejewski (AdCom member), Hong Qiao (AdCom member), Lydia Kavraki (Adcom member), Danica Kragic (Adcom member)

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

Ten Motions were moved from the consent agenda to the action agenda:

- President Motion: Ambassador Program to send RAS representatives to RAS sponsored events and other major events related to RA
- President Motion: Continuation of ExCom Travel Support to ICRA and IROS Conferences
- MAB Motion: Technical Education Program (Summer Schools) Approval List
- CAB Motion: Budget for ICRA competition team travel support
- IAB Motion: Travel grants for members of study groups and working groups of standard activities (2018-2020)
- TAB Motion: CEMRA Project (Creation of Educational Material in RA) in 2019 and 2020

- RAS SIGHT Motion: Funding of RAS Special Interest Group on Humanitarian Technology for a period of three years
- EPSB Motion: RAS Website Support To provide support for website maintenance and small projects
- MAB Motion: Support the Distinguished Lecture Program (Xiao)
- CAB Motion: Budget to support a “third” CAB meeting that is needed for conference decisions

5) State of the Society (Tadokoro)

[Link to slides](#)

6) Vice President Candidate Selection (Chatila)

7) Torsten Kroeger for VP Conference Activities Board

8) Yasushi Nakauchi for VP Financial Activities Board

9) Dominik Boesl for VP Industrial Activities Board

10) Nancy Amato for VP Member Activities Board

11) Eugenio Guglielmelli for VP Publications Activities Board

12) Lianqing Liu for VP Technical Activities Board

13) VP Candidate - Evaluation and Vote (Chatila)

Result: All six candidates were approved.

14) ICRA 2021 Proposal Introduction (Buss)

15) ICRA 2021 Proposal - Sendai, Japan (Yoshida)

16) ICRA 2021 Proposal - Xi'an, China (Meng)

17) ICRA 2021 - Evaluation and Vote (Buss)

Result: The venue of ICRA 2021 will be in Xi'an, China.

18) Coffee Break (Kroeger)

19) Financial Activities Board (Lumia)

[Link to slides](#)

Discussion: The FAB report unveiled to AdCom that RAS is currently being audited by a third-party company, which is causing an unplanned and unexpected cost of tentatively US\$300,000 in 2016 and US\$500,000 in 2017. AdCom was not aware of this audit until today and is asking for the reason. The given answer is that IEEE seems to have found a problem with the budget of one of RAS's conferences, so that then a full financial audit of the entire IEEE Robotics and Automation Society and all of its activities was initiated. There will be an IEEE Board of Directors meeting in June. The RAS President was notified by IEEE in December 2016, and audit started in February 2017. The President cannot share the notification or any further details about the audit, because associated personal, sensitive, and confidential information including names of individuals can not be shared at this point. AdCom requests more information about the timeline and the reason of the audit and challenges the high costs of the outsourced audit. AdCom insists that such important information has to be shared earlier. AdCom strongly opposes IEEE decisions and actions regarding this audit. AdCom asks, whether IEEE could have asked for several quotes in order to save significant amounts of RAS's money and assets. If the cost of the audits leads to a deficit, it will be paid out of RAS's financial reserves.

20) Introduction to the Voting Procedures and Overview of Motions with Financial Impact (Kroeger)

21) Motion to request the president provides the AdCom with a detailed timeline of all the communications related to the outsourced audit of our society (Corke)

Detailed Motion: I move to request the president provides the AdCom with a detailed timeline of all the communications related to the outsourced audit of our society.

Financial Impact: None.

Vote: passes by majority.

22) Motion to request that the president requests information from the IEEE board of governors about the process and justification, that can be shared with AdCom, for the outsourced audit, the rationale for the society covering these costs, and justification of these costs. (Corke)

Vote: This motion was tabled.

23) Motion to improve today's efficiency of today's AdCom meeting by allowing reports to be skipped or reduced to the most essential or most relevant items. (Bicchi)

Detailed Motion: Motion to improve today's efficiency of today's AdCom meeting by allowing reports to be skipped or reduced to the most essential or most relevant items.

Financial Impact: None.

Vote: passes by majority.

24) Lunch Break (Kroeger)

25) Treasurer's Report (Nakauchi)

[Link to slides](#)

26) Conference Activities Board (Buss)

[Link to slides](#)

27) Publication Activities Board (Guglielmelli)

[Link to slides](#)

28) Industrial Activities Board (Prassler)

[Link to slides](#)

29) Member Activities Board (Xiao)

[Link to slides](#)

30) Technical Activities Board (Arai)

[Link to slides](#)

31) Nominations Committee (Chatila)

[Link to slides](#)

32) Long Range Planning Committee (Xi)

[Link to slides](#)

33) Ad Hoc Committee on Governmental Interaction (Hamel)

[Link to slides](#)

34) RAS Awards Committee (Lynch)

[Link to slides](#)

35) RAS SIGHT (Madhavan)

[Link to slides](#)

36) Robotics and Automation Research and Practice Ethics Committee (Madhavan)

[Link to slides](#)

37) Coffee Break (Kroeger)

38) AdCom and ExCom Photo (Colabaugh)

39) IAB Motion: Travel grants for finalists of Entrepreneurship Forum and Start-up EFSC Contest 2018-2020 (Prassler)

Detailed Motion: IAB moves to support up to 10 finalists with a travel grant of \$1.5K each to participate in the Entrepreneurship Forum and Start-up Contest EFSC in the period of 2018 to 2020.

Financial Impact: \$15,000 per year in 2018-2020

Vote: passes by majority.

40) RARPEC Motion: 2017 Ethics Forum at IROS (Speaker travel support) (Madhavan)

Detailed Motion: RARPEC requests a budget of up to \$7500 for 2017 to organize a Forum at IROS'17 centered on current topics related to regulations, public policy, and ethics as related to robotics and automation.

Financial Impact: \$7,500 in 2017

Vote: passes by majority.

41) President Motion: IEEE Transaction on Haptics Best Paper Award (Tadokoro)

Vote: This motion was tabled (cf. item 60).

42) PAB Motion: Transition from Technical to Financial co-sponsorship of the IEEE Transactions on Haptics (Guglielmelli)

Detailed Motion: To increase RAS financial share of the IEEE Transactions on Haptics from 45% to 90%, as of January 1, 2018.

Financial Impact: No direct financial impact.

Vote: passes by majority.

43) PAB Motion: Technical co-sponsorship of the new IEEE Transactions on Technology and Society (Guglielmelli)

Detailed Motion: RAS to become a technical co-sponsor of the new IEEE Transactions on Technology and Society

Financial Impact: No direct financial impact.

Vote: passes by majority.

44) ICRA 2017 Wrap Up (Chen)

45) President Motion: Ambassador Program to send RAS representatives to RAS sponsored events and other major events related to RA (Tadokoro)

Detailed Motion: To allocate up to \$30K/year in 2018-2020 to send ambassadors as representatives of RAS, to RAS-sponsoring event to show the support and presence of RAS, and to major events related to RA without RAS sponsorship to promote RAS influence.

- Proposed amount: Up to \$30K/year (\$1.5K average/event x 20)
- Joint Initiative of multiple boards: President, CAB, MAB, TAB

Financial Impact: \$30,000 per year in 2018-2020

Vote: passes by majority.

46) President Motion: Continuation of ExCom Travel Support to ICRA and IROS Conferences (Tadokoro)

This motion was withdrawn.

47) MAB Motion: Technical Education Program (Summer Schools) Approval List (Xiao)

The 2018 Winter School on Humanoid Robot Programming was approved.

48) CAB Motion: Budget for ICRA competition team travel support (Buss)

Detailed Motion: Motion to support ICRA competition teams with travel support with \$40K/year (2018-2020).

Financial Impact: \$40,000 per year in 2018-2020

Vote: passes by majority.

49) IAB Motion: Travel grants for members of study groups and working groups of standard activities (2018-2020) (Prassler)

Detailed Motion: IAB moves to support the members in standard defining activities to attend meetings of study groups and working groups in the period of 2018 to 2020 with travel grants of up to \$10K per year.

Financial Impact: \$10,000 per year in 2018-2020

Vote: passes by majority.

50) TAB Motion: CEMRA Project (Creation of Educational Material in RA) in 2019 and 2020 (Arai)

Detailed Motion: TAB requests budget up to \$60K (for 2019, 2020) to continue CEMRA Project (Creation of Educational Material in RA). IEEE RAS will fund about 10,000 USD for each project for one year. Up to three projects will be accepted in 2019 and 2020.

Financial Impact: \$30,000 per year in 2019-2020

Vote: failed by majority.

51) RAS SIGHT Motion: Funding of RAS Special Interest Group on Humanitarian Technology for a period of three years (Madhavan)

Detailed Motion: RAS-SIGHT requests a budget of up to \$35,000 per year for 3 years to enable RAS members to participate in and contribute to humanitarian activities of societal benefit across all regions of IEEE through the organization of existing Challenges (Humanitarian Robotics and Automation Technology Challenge and support for Minesweepers Competition) and two new challenges in Nepal and Peru, and by providing funds for small and large projects (up to \$2500 & \$5000, respectively)

Financial Impact: \$35K per year in 2018-2020

Vote: passes by majority.

52) EPSB Motion: RAS Website Support to provide support for website maintenance and small projects (Amato)

Detailed Motion: EPSB moves to allocate USD 5,000 per year for three years (2018, 2019, and 2020) to provide support for RAS website maintenance and small projects.

Financial Impact: \$5,000 per year in 2018-2020

Vote: passes by majority.

53) MAB Motion: Support to RAS Technical Education Program (Xiao)

Detailed Motion: Support one summer/winter school in each of the three geographical regions with the amount up to \$25K per year, with the total funding per year up to \$75K, for three years (2018-2020).

Financial Impact: \$25,000 per year in 2018-2020

Vote: passes by majority.

54) MAB Motion: Support the Distinguished Lecture Program (Xiao)

Detailed Motion: Provide each Distinguished Lecturer up to \$3K in travel support, with the total funding of \$21K per year for the Distinguished Lecture Program, for three years (2018-2020).

Financial Impact: 21,000 per year in 2018-2020

Vote: passes by majority.

55) CAB Motion: Budget to support a "third" CAB meeting that is needed for conference decisions (Buss)

Detailed Motion: To allocate annual funding of \$25,000 for a "third" CAB meeting (2018-2020).

Financial Impact: \$25,000 per year in 2018-2020

Vote: passes by majority.

56) AwdCom Motion I (establish the IEEE Transactions on Haptics Best Application Paper Award to be sponsored by Alps Electric Co) (Lynch)

Detailed Motion: Move that we establish the IEEE Transactions on Haptics Best Application Paper Award to be sponsored by Alps Electric Co. Final approval is contingent upon completion of a gift agreement with a commitment of support for at least five years. There is no net financial impact to RAS.

Financial Impact: None.

Vote: passes by majority.

57) AwdCom Motion II (approval of the sponsorship of the IEEE CASE Best Student Paper Award by the academic family of Prof. Yu-Chi Ho) (Lynch)

Detailed Motion: Move that sponsorship of the IEEE CASE Best Student Paper Award by the academic family of Prof. Yu-Chi (Larry) Ho be approved. Final approval is contingent upon commitment of support of \$2K per year for five years for the annual award prize (\$1K) and related expenses.

Financial Impact: None.

Vote: passes by majority.

58) AwdCom Motion III (RAS establish a fund with the IEEE Foundation to cover RAS awards, student grants, and other outreach) (Lynch)

Detailed Motion: Move that RAS establish a fund with the IEEE Foundation to cover RAS awards, student grants, and other outreach. Tentative title: IEEE Robotics & Automation Society Award, Student Grant, and Outreach Fund. The final title should maximize our flexibility.

Financial Impact: None.

Vote: passes by majority.

59) AwdCom Motion IV (change the name of the IERA Award to "IEEE/IFR Innovation and Entrepreneurship in Robotics and Automation Award") (Lynch)

Detailed Motion: Move that the title of the IEEE/IFR IERA Award be changed as follows:
Current title: IEEE/IFR Invention and Entrepreneurship in Robotics and Automation Award
New title: IEEE/IFR Innovation and Entrepreneurship in Robotics and Automation Award

Financial Impact: None.

Vote: passes by majority.

60) President Motion: IEEE Transaction on Haptics Best Paper Award (Tadokoro)

Detailed Motion: Move that we establish the IEEE Transactions on Haptics Best Paper Award. The prize of \$1K per year will be funded by RAS.

- Budget allocated: \$1K/year
- Period: 10 years in 2018-2027

Financial Impact: \$1,000 per year in 2018-2027

Vote: passes by majority.

61) Other/New Business (Kroeger)

62) Motion to extend the meeting by 15 minutes (Kroeger)

Vote: passes by majority.

63) Motion to request that ExCom provides, at the IROS 2017 AdCom meeting, an improved travel reimbursement policy based on equity between all volunteers in AdCom and ExCom positions (Corke)

Detailed Motion: I move to request that ExCom provides, at the IROS 2017 AdCom meeting, an improved travel reimbursement policy based on equity between all volunteers in AdCom and ExCom positions.

Financial Impact: None.

Vote: passes by majority.

64) Motion to request that ExCom provides, at the IROS 2017 AdCom meeting, an improved travel reimbursement policy based on distance to be travelled (rather than poorly defined “regions”) (Corke)

Detailed Motion: I move to request that ExCom provides, at the IROS 2017 AdCom meeting, an improved travel reimbursement policy based on distance to be travelled (rather than poorly defined “regions”).

Financial Impact: None.

Vote: passes by majority.

65) Motion to request the President forms a working group to report, at the IROS 2017 AdCom meeting, on policies and procedures to improve the conduct of AdCom meetings (Corke)

Detailed Motion: I move to request the President forms a working group to report, at the IROS 2017 AdCom meeting, on policies and procedures to improve the conduct of AdCom meetings. Including, but not limited to: strategies to better manage time during the meetings to allow for proper scrutiny and debate of proposals, and minimum standards for the high-quality and concise information provided to voting members.

Financial Impact: None.

Vote: passes by majority.

66) Next AdCom Meeting

29 September 2017 in Vancouver, Canada (IROS 2017 Venue)

67) End of Meeting

Meeting adjourned: June 3, 2017 at 17:15 SGT

Minutes recorded by Torsten Kroeger, RAS Secretary