

IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes
Vancouver Convention Centre, Vancouver, Canada (IROS 2017)
9:00am – 5:00pm, September 29, 2017

1) Meeting Called to Order

09:00am (PDT, Pacific Daylight Time; Canada)

Agenda and full reports can be found at <https://tawapps.ieee.org/mpt/Agenda.aspx?eid=10477>

2) Roll Call and Introductions

- The 18 Elected Members (Voting Members):
 - **Term ending 12/31/17:** Wolfram Burgard, Kazuhiro Kosuge, Richard Vaughan, Zhi Dong Wang
 - **Term ending 12/31/18:** François Chaumette, Peter Corke, Bill Hamel, Max Q.H. Meng
 - **Term ending 12/31/19:** Antonio Bicchi, Yasuhisa Hasegawa, Seth Hutchinson, Dong-Soo Kwon, Tony Maciejewski, Hong Qiao
- **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), Martin Buss (VP CAB), Erwin Prassler (VP IAB), Jing Xiao (VP MAB), Eugenio Guglielmelli (VP PAB, attending remotely), Kevin Lynch (Parliamentarian), Fumihito Arai (VP TAB)
- **Other Attendees (Non-Voting):** Kathy Colabaugh (IEEE), Amy Reeder (IEEE), Jairo Ramirez (IEEE), Nancy Amato (Chair, EPSB), Raj Madhavan (RAS SIGHT), David Orin (Senior Past President), Mary Ward Callan (IEEE), Marie Hunter (IEEE), Lianqing Liu (Associate VP TAB), Kyu Jin Cho (Associate VP PAB), Hong Zhang (General Chair IROS 2017), George Lee, Alessandro De Luca, Denes Nagy
- **Absent:** Lydia Kavraki (AdCom member), Danica Kragic (AdCom member), Carme Torras (AdCom member), Gianluca Antonelli (AdCom member)

3) Report on Past Minutes

Report on past [AdCom meeting minutes](#) from the AdCom Meeting held at ICRA 2017 in Singapore on June 3, 2017 considered approved after no objections were received by the secretary.

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

Agenda approved unanimously

5) State of the Society (Tadokoro)

[Link to slides](#)

Membership is growing, yet many in robotics community still do not know about IEEE RAS; need participation from all in community members (top researchers, mid researchers, engineers, businesses); discussion: more focus on pricing models, better organization.

6) State of IEEE Technical Activities (Ward Callan)

[Link to slides](#)

7) RAS President-elect Candidate Selection (Chatila)

[Link to slides](#)

8) Antonio Bicchi

[Link to slides](#)

9) Wolfram Burgard

[Link to slides](#)

10) RAS President-elect - Evaluation and Vote (Chatila, executive session)

Wolfram Burgard was elected as RAS President-elect.

11) Timeline of communications for the outsourced audit of RAS (Tadokoro, executive session)

12) Coffee Break (Kroeger)

13) Ad Hoc on AdCom Meeting Improvements (Tadokoro)

[Link to slides](#)

- Strategies to better manage time
- Allow time for discussion and debate
- Allow time for motions from the floor
- Improve quality standards for information provided to AdCom

14) Ad Hoc to re-evaluate the RAS Travel Reimbursement Policy (Lumia)

[Link to slides](#)

Reimbursement based on distance traveled or Region; suggestion: AdCom members get reimbursed for two nights plus flight plus misc. cost = Total Reimbursement of \$2,200

Recommended by AdCom: up to \$2,500 + up to four nights reimbursement (cf. **34**) below)

15) Financial Activities Board (Lumia)

[Link to slides](#)

16) Treasurer's Report (Nakauchi)

[Link to slides](#)

17) Conference Activities Board (Buss)

[Link to slides](#)

Discussion about the program and paper presentation format of ICRA 2018.

18) Publication Activities Board (Guglielmelli, presented remotely)

[Link to slides](#)

Discussion about whether RA-L is taking potential content from RAM and T-RO

19) Member Activities Board (Xiao)

[Link to slides](#)

20) Lunch Break (Kroeger)

19) Industrial Activities Board (Prassler)

[Link to slides](#)

22) Technical Activities Board (Arai)

[Link to slides](#)

23) Electronic Products and Services Board (Amato)

[Link to slides](#)

24) Nominations Committee (Chatila)

[Link to slides](#)

25) Long Range Planning Committee (Xi)

[Link to slides](#)

26) Ad Hoc Committee on Governmental Interaction (Hamel)

[Link to slides](#)

27) RAS Awards Committee (Orin)

[Link to slides](#)

Discussion about the selection of the Haptics Best Paper and the Haptics Best Application Awards. Regarding the IEEE ICRA 2018 Award for the Most Cited Paper from 1988/1998/2008: Will this be a continued award? It is expected that the three-decade recognition becomes one award (cycle will catch up in nine years).

28) RAS SIGHT (Madhavan)

[Link to slides](#)

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

[Link to slides](#)

Discussion about the novelty of this committee. What is the focus of this committee? Who is the audience? It is not about research only. Not an academic conversation. Meant to involve industry and government. Goal: publications/content/presentations of this committee should be open to the public, and it should involve SMEs. The committee should participate in the creation of media content, outreach materials, and video content.

30) Coffee Break (Kroeger)

31) IROS 2017 Report (Zhang)

[Link to slides](#)

Discussion about posters/abstract-only submission at IROS: numbers and how to gauge quality.

32) Request for Feedback and Discussion Items from AdCom (Tadokoro)

33) Introduction to RAS Motions (Kroeger)

34) New AdCom Reimbursement Policy (Lumia)

[Link to slides](#)

Discussion: increase number of hotel nights to up to four nights. Maximum reimbursement of \$2500

Detailed Motion: The maximum reimbursement for AdCom will be \$2500, regardless of region, with up to four nights of hotel supported. This level of support will begin January 1, 2018.

Financial Impact: >\$60K, beginning in 2018, depends on meeting locations

Vote: passes by majority.

35) Awards for the Most Influential Paper from ICRA 1988/1998/2008 (Orin)

[Link to slides](#)

Discussion: Most Influential Paper (name change) to include more data than just citations; how to select? What are the criteria? Winner should be selected by the RAS Awards Committee, not the conference award committee. Then: No longer a conference award. It is an RAS-level award. MUST be a previously published ICRA paper.

Detailed Motion: Move that we offer the Awards for the Most Influential Paper from ICRA 1988/1998/2008 for one-time offerings in 2018 to be presented at ICRA 2018. No monetary prize is associated with each of the three awards. The awards will be evaluated after ICRA 2018 for continuance as permanent offerings.

Financial Impact: None.

Vote: passes by majority.

36) IEEE ICRA Best Paper Award on Unmanned Aerial Vehicles (Orin)

[Link to slides](#)

Detailed Motion: Move that we establish the IEEE ICRA Best Paper Award on Unmanned Aerial Vehicles to be sponsored by Cooperative Research Centre for Trusted Autonomous Systems. Final approval is contingent upon completion of a gift agreement with a commitment of support for at least five years.

Financial Impact: None.

Vote: passes by majority.

37) Motion to implement the schedule of board and committee meetings and upload of documents (Tadokoro)

[Link to slides](#)

Discussion: More of a policy statement, what happens if s/o does not meet the schedule? If you agree to become an ExCom member, you agree to abide by policy. This statement should be sent out periodically to remind members of expectation.

Detailed Motion: To move to implement the schedule of board and committee meetings and upload of documents as shown in the table

Financial Impact: None.

Vote: passes by majority.

38) Move that we use precise and inclusive language to describe the dates of events in our bylaws, policies & procedures, reports, motions, minutes and website (Corke)

[Link to slides](#)

Discussion: As a replacement, remove the words spring, summer, fall, winter from official documents as they could vary depending on geographical location.

Detailed Motion: Move that remove the terms spring, summer, fall and winter in our bylaws, policies & procedures, reports, motions, minutes and website.

Financial Impact: None.

Vote: passes by majority.

39) Move For any paper accepted to T-RO, the authors will be offered the opportunity to present it at an upcoming ICRA conference (Lynch/Park)

[Link to slides](#)

Discussion: The spirit of motion is that you get ONE opportunity to present your TRO paper at ICRA, if you don't take your opportunity, you cannot try again. Adds to pressure on acceptance rates; suggestion that none of these papers are eligible for best paper awards; Will other journals follow? May lead to a tremendous increase in submissions; need to focus on Automation aspect as well.

Detailed Motion: For any paper accepted to T-RO, the authors will be offered the opportunity to present it at one upcoming ICRA conference, provided much of the paper's content has not been previously presented at a conference in conjunction with a published paper. Details will be decided by PAB and CAB for implementation beginning with ICRA 2019.

Financial Impact: No direct impact.

Vote: passes by majority.

40) Move to approve Budget of up to \$15K to Support Robotics and Automation Research and Practice Ethics Committee (RARPEC) (Chatila/Madhavan)

[Link to slides](#)

Discussion: Should this only happen at RAS conferences, in particular flagship conferences, or could this also be organized anywhere? Modification of the motion to include RAS flagship conferences.

Detailed Motion: RARPEC requests a budget of up to US\$ 15 000 /year for three years (2018-2020)towards travel expenses of participating speakers to attend RARPEC organized Forums and events including at Flagship RAS conferences (ICRA/IROS/CASE)

Financial Impact: \$15K/year for three years.

Vote: passes by majority.

41) Other/New Business (Kroeger)

Comments about the discussion in the executive session of morning.

42) Next AdCom Meeting (Kroeger)

May 26, 2018 in Brisbane, Australia (ICRA 2018 Venue).

43) End of Meeting (Kroeger)

Meeting adjourned: September 29, 2017 at 16:50 PDT

Minutes recorded by Torsten Kroeger, RAS Secretary.