

**IEEE Robotics and Automation Society Administrative Committee Meeting Minutes**  
**8:00AM – 4:00PM, October 13, 2012**  
**Fenix 3, Hotel Tivoli Marina, Vilamoura, Portugal**

**1. Roll Call**

**Adcom:**

Class of 2012: Martin Buss, Danica Kragic, Jean-Paul Laumond, Jing Xiao

Class of 2013: Toshio Fukuda, Cecilia Laschi, Brad Nelson, Lynne Parker, Shigeki Sugano

Class of 2014: Nancy Amato, Fumihito Arai, Antonio Bicchi, Wolfram Burgard, Oussama Khatib, Robin Murphy

Student Representative: Laura Margheri

**Excom (Voting Members):**

David Orin (President), Raja Chatila (President-Elect), Kazuhiro Kosuge (Junior Past President), Frank Park (Secretary), Ron Lumia (Treasurer)

**Excom (Non-Voting Members):**

Nikos Papanikolopoulos (VP CAB), Tony Maciejewski (VP FAB), Stefano Stramigioli (VP MAB), Alessandro De Luca (VP PAB), Satoshi Tadokoro (VP TAB), Xiaoping Yun (Parliamentarian)

**Other Attendees:**

IEEE: Bruno Siciliano (Senior Past President), Kathy Colabaugh (IEEE), Rachel Warnick (IEEE), Peter Luh (chair of ad hoc automation committee), Anibal de Almeida (IROS 2012 general chair), Urbano Nunes (IROS 2012 general co-chair), Eugenio Guglielmelli (IROS 2012 program chair), Markus Vincze (ICRA 2013 program chair), Tamas Heidegger, Yoshihiko Nakamura.

**Absent:**

Hugh Durrant-Whyte (Adcom Class of 2012), Vijay Kumar (Adcom Class of 2012), Peter Corke (Adcom Class of 2013).

**2. Report on Past Minutes**

Report on past minutes from the May 2012 AdCom Meeting (approved by AdCom via email, June 2012).

**3. State of the Society Address (President David Orin)**

**4. Reports by RAS Boards and Committees**

**4.1.** Conference Activities Board Report (Nikos Papanikolopoulos)

**4.2.** IROS 2012 Report (Anibal de Almeida)

**4.3.** Publications Activities Board Report (Alessandro De Luca)

**4.4.** Industrial Activities Board Report (Raj Madhavan)

**4.5.** Technical Activities Board Report (Satoshi Tadokoro)

**4.6.** Member Activities Board Report (Stefano Stramigioli)

**4.7.** Financial Activities Board Report (Anthony Maciejewski)

**4.8.** Treasurer's Report (Ronald Lumia)

**4.9.** Electronic Products and Services Board (Nancy Amato)

**4.10.** Awards Committee Report (Bruno Siciliano)

**4.11.** Nominations Committee Report (Kazuhiro Kosuge)

**4.12.** Ad Hoc Committee on Automation Report (Peter Luh)

**4.13.** Long Range Planning Committee Report (Raja Chatila)

**4.14.** ICRA 2013 Report (Markus Vincze)

## 5. Consent Agenda Motions

The following motions were put to a single vote by Adcom, without discussion (relevant documents available on <http://meetings.ieee-ras.org>):

**5.1. [Motion]** To approve the formation of three new technical committees: (1) TC on robotics and automation in nuclear facilities; (2) TC on model-based optimization for robotics; (3) TC on soft robotics. (Satoshi Tadokoro)

**5.2. [Motion]** To approve the name change of an existing RAS technical committee, from "Technical Committee on Roboethics" (old) to "Technical Committee on Robot Ethics" (new). (Satoshi Tadokoro)

**5.3. [Motion]** To approve the attached list of RAS-sponsored conferences. (N. Papanikolopoulos)

**5.4. [Motion]** To approve RAS technical co-sponsorship of the new electronic-only IEEE Transactions on Control of Network Systems (T-CNS), sponsored by the Control Systems Society (Alessandro De Luca)

**Status: Accepted**

*Votings: 2012-10-13 12:40 (Consent agenda motions 5.1 – 5.4) – yes: 20 ( 100%), no: 0 (0%), abs:0 (0%)*

The following consent agenda item was moved to the discussion agenda at the request of AdCom member Toshio Fukuda: To approve the two RAS Summer School proposals: (1) International Summer School on Social Human-Robot Interaction, Cambridge, United Kingdom, 9-13 September 2013; (2) Telerobotics, Keio University, Hiyoshi Campus, Japan, 8-12 July 2013. (Stefano Stramigioli)

## 6. Discussion Agenda Motions

The following motions were discussed and put to a vote by Adcom (relevant documents and vote tallies available at <http://meetings.ieee-ras.org>):

**6.1. [Motion]** To vote independently on each of the two RAS Summer School proposals: (1) International Summer School on Social Human-Robot Interaction, Cambridge, United Kingdom, 9-13 September 2013; (2) Telerobotics, Keio University, Hiyoshi Campus, Japan, 8-12 July 2013. (Stefano Stramigioli)

**Status: Accepted by unanimous voice approval**

**6.2. [Motion]** To approve the following RAS Summer School proposal: International Summer School on Social Human-Robot Interaction, Cambridge, United Kingdom, 9-13 September 2013. (Stefano Stramigioli)

**Status: Accepted**

*Votings: 2012-10-13 12:50 ([MAB] Approval of RAS Summer Schools) - yes: 19 (95%), no: 0 (0%), abs:1 ( 5%)*

**6.3.[Motion]** To approve the following RAS Summer School proposal: Telerobotics, Keio University, Hiyoshi Campus, Japan, 8-12 July 2013. (Stefano Stramigioli)

**Status: Accepted**

*Votings: 2012-10-13 12:55 ([MAB] Approval of RAS Summer Schools) - yes: 18( 90%), no: 0(0%), abs:2 ( 10%)*

**6.4.[Motion]** To allocate up to USD 10K in funds to create a promotional video for IEEE RAS (Stefano Stramigioli)

**Status: Accepted**

*Votings: 2012-10-13 13:00 ([MAB] IEEE RAS Promotional Video) - yes: 20 (100%), no: 0 (0%), abs: 0 (0%)*

**6.5. [Motion]** To allocate USD 10K funds for the distribution of vouchers to Society members, to be used expressly for purchasing the IEEE Spectrum Robotics App. (Stefano Stramigioli)

**Status: Accepted**

*Votings: 2012-10-13 13:05 ([MAB] RAS Member Vouchers for Spectrum Robotics App) - yes: 18 (90%), no: 0 (0%), abs:2( 10%)*

**6.6. [Motion]** To require that any AdCom-approved initiative with a funding level of USD 5K or greater must report to the AdCom the following year, and demonstrate the impact of their initiative on the RAS mission using an appropriate metric. (Anthony Maciejewski)

**Status: Accepted**

*Votings: 2012-10-13 13:15 ([FAB] Reports to AdCom for Funded Initiatives) - yes: 20 (100%), no: 0 (0%), abs: 0 (0%)*

**6.7. [Motion]** To authorize the Financial Activities Board to create a prioritized list of initiatives provided by the RAS board vice presidents, to be submitted to AdCom for pre-approval of potential funding. The ExCom, in consultation with FAB, is authorized to select items from this list to expedite funding between AdCom meetings. (Anthony Maciejewski)

**Status: Accepted**

*Votings: 2012-10-13 13:20 ([FAB] Prioritized List of Initiatives Requesting Funding) - yes: 20 (100%), no: 0 (0%), abs: 0 (0%)*

**6.8. [Motion]** To adopt the following policies governing ICRA site selection: (i) Make a preliminary selection of each ICRA site five years in advance, with full budget approval to be made within two years of preliminary selection; (ii) Adopt revised format (attached) for CAB evaluation of bid proposals; (iii) Adopt revised guidelines (attached) for bid presentations to AdCom; (iv) Adopt revised voting rules (attached) for ICRA site selection.

(Nikos Papanikolopoulos)

**Status: Rejected**

*Votings: 2012-10-13 13:25 ([CAB] ICRA Site Selection Procedures) - yes: 5 (26.3%), no:12 ( 63.2%), abs:2 ( 10.5%)*

**6.9. [Motion]** To adopt the following policy governing ICRA site selection: Select each ICRA site four years in advance, rather than the current five years. (Nikos Papanikolopoulos)

**Status: Accepted**

*Votings: 2012-10-13 13:30 ([CAB] ICRA Site Selection Procedures) - yes: 12 (60%), no:5 (25%), abs:3 (15%).*

**6.10. [Motion]** To adopt the following policies governing ICRA site selection: (i) Adopt revised format (attached) for CAB evaluation of bid proposals; (ii) Adopt revised guidelines (attached) for bid presentations to AdCom; (iii) Adopt revised voting rules (attached) for ICRA site selection. (Nikos Papanikolopoulos)

**Status: Accepted**

*Votings: 2012-10-13 13:35 ([CAB] ICRA Site Selection Procedures) - yes: 20 (100%), no: 0 (0%), abs: 0 (0%)*

**6.11. [Motion]** To award ICRA 2018 to the Asia-Pacific region, and to continue the current society practice of rotating among three geographic regions for subsequent ICRA's. (Nikos Papanikolopoulos)

*Votings: 2012-10-13 13:50 ([CAB] ICRA 2018 Site Selection) - yes:17 (85%), no: 0 (0%), abs:3 (15%)*

**6.12. [Motion]** To award ICRA 2018 to a site in Australia or New Zealand. (Nikos Papanikolopoulos)

**Status: Accepted**

*Votings: 2012-10-13 13:55 ([CAB] ICRA 2018 Site Selection) - yes: 16 (84.2%), no: 0 (0%), abs: 3 (15.8%)*

## **7. New Business/Other**

**7.1.** Report on activities of RAS Special Interest Group on Humanitarian Technologies (Raj Madhavan))

**7.2.** Discussion and motion from the floor on the need to change the rules for AdCom elections, to better maintain the balance between direct regional representation for RAS constituents and at-large members who make significant contributions to the Society (at-large members are currently elected without regard to their regional affiliation).

**7.3.[Motion]** To charge the Constitution and Bylaws Committee to propose revisions to Standing Rule 1.3 and any related rules regarding the election of AdCom members, for the purpose of increasing direct representation by region, to take effect for the next AdCom election in 2013. (Antonio Bicchi)

**Status: Accepted**

*Votings: 2012-10-13 15:00 (Changes to AdCom Election Rules) - yes: 14 (73.7%), no: 2 (10.5%), abs: 3 (15.8%).*

## **8. Announcement of the Next AdCom Meeting**

9:00-17:00, Saturday, May 11, 2013, Karlsruhe, Germany (ICRA 2013)

**MEETING ADJOURNED AT 16:15**

## Attachment: List of RAS-Approved Conferences and Workshops

### Conferences Sponsorship (2012) 2012 Fall AdCom

Conf. No.	Meeting Name	Meeting Location	Meeting Date	Name/Affiliation/Email	Proposal Submission	Approval Date	IEEE RAS Sponsorship	Other Organizational Units	Notes
12-33	The 21st IEEE International Symposium on Robot and Human Interactive Communication (ROMAN2012)	Paris France	Sept. 9-13	Pierre BLAZEVIC ISTY France pierre.blazevic@uvsq.fr	Aug. 2 2012	Aug.8 (CB) 2012 Oct. 13 (AdCom) 2012	Co-Sponsor (50%)	RSJ (Co Sponsor) -50%	IEEE#30341 Budget received

### Conferences Sponsorship (2013)

Conf. No.	Meeting Name	Meeting Location	Meeting Date	Name/Affiliation/Email	Proposal Submission	Approval Date	IEEE RAS Sponsorship	Other Organizational Units	Notes
13-10	2013 IEEE Workshop on Advanced Robotics and its Social Impacts (ARSO)	Tokyo Japan	Nov. 5-9	Nobuto Matsuhira Shibaura Institute of Technology Japan matsuhir@shibaura-it.ac.jp	May 15 2012	Oct. 12 (CB) Oct. 13 (AdCom) 2012	Sole-Sponsor (100%)		IEEE#21183 Budget received
13-11	2013 IEEE 13th International Conference on Rehabilitation Robotics (ICORR 2013)	Seattle USA	July 24-26	Theodore Milner McGill University Canada theodore.milner@mcgill.ca	May 3 2012	Oct. 12 (CB) Oct. 13 (AdCom) 2012	Co-Sponsor (50%)	IEEE EMB (Co Sponsor) -50%	IEEE#21102 Budget received

13-12	2013 European Conference on Mobile Robots (ECMR)	Barcelona Spain	Sept. 25-27	Juan Andrade -Cetto CSIC -UPC Spain cetto@iri.upc.edu	June 14 2012	Oct. 12 (CB) Oct. 13 (AdCom) 2012	Technical Co-Sponsor	Institut de Robòtica i Informàtica Industrial (Sole-Sponsor)	IEEE#21310 Rough Budget NOT received
13-13	52nd Annual Conference of the Society of Instrument and Control Engineers of Japan (SICE2013)	Nagoya Japan	Sept. 17-20	Goroh Obinata Nagoya university Japan obinata@esi.nagoya -u.ac.jp	August 8 2012	Oct. 12 (CB) Oct. 13 (AdCom) 2012	Technical Co-Sponsor	IEEE IES & CS & RAS (Technical Sponsor) SICE (Sponsor) -100% ICROS (Technical Sponsor) ISA (Technical Sponsor)	IEEE#30404 Rough Budget received G&A fee Waiver
13-14	2013 18th International Conference on Methods & Models in Automation & Robotics (MMAR)	Miedzyzdroje Poland	Aug. 27-30	Zbigniew Emirsajlow west Pomeranian University of Technology Poland zbigniew.emirsajlow@zut.edu.pl	August 13 2012	Oct. 12 (CB) Oct. 13 (AdCom) 2012	Technical Co-Sponsor	IEEE-CS (Technical Sponsor) West Pomeranian University of Technology (Sole Sponsor)	IEEE#30434 Rough Budget received
13-15	2013 9th Workshop on Robot Motion and Control (RoMoCo)	Wasowo Poland	June 26-28	Krzysztof Kozłowski Poznan University of Technology Poland krzysztof.kozlowski@put.poznan.pl	Sept. 29 2012	Oct. 12 (CB) Oct. 13 (AdCom) 2012	Technical Co-Sponsor	IEEE-CS (Technical Co-Sponsor) Posan University of Technology (Sole Sponsor)	IEEE#30680 Rough Budget received
13-16	16th International Conference on Advanced Robotics (ICAR2013)	Montevideo Uruguay	Nov. 25-29	Paolo Fiorini, PhD University of Verona Italy paolo.fiorini@univr.it	October 9 2012	Oct. 12 (CB) Oct. 13 (AdCom) 2012	Technical Co-Sponsor	ICAR Organizing Committee (Sole Sponsor)	IEEE#30749 Budget received

## **Attachment: Revised Policies and Procedures for ICRA Site Selection**

1. Each ICRA site is selected four years in advance, at the annual AdCom meeting during ICRA.
2. CAB will review and evaluate the ICRA bid proposals, and report on the strengths and weaknesses of each to the AdCom. Each proposal will be rated as highly competitive, competitive, or not competitive with respect to various evaluation criteria, e.g., organization, location and logistics, financial planning, impact and legacy. A summary report prepared by the CAB VP will accompany the evaluations.
3. Bid presentations to AdCom should adhere to the following guidelines:
  1. The general chair or program chair for each bid will make a short oral presentation (10 minutes) followed by discussion (10 minutes). Other members of the bid team may be present, but only to answer questions directed to them during the discussion.
  2. The organizers (i.e., the general chair, program chair, finance chair, and any others directly involved in the writing of proposals) of other bid teams must leave the room during competing bid presentations.
  3. Following all the presentations, the CAB vice president presents the CAB evaluation of each of the bid proposals.
  4. It is not appropriate to distribute any gifts or promotional items to AdCom members.
4. The AdCom vote on site selection will proceed according to the following rules:
  1. All voting AdCom members may cast a vote regardless of their involvement in any of the proposals. Only members present at the meeting can vote.
  2. A majority of votes cast is required for site selection. If no site receives a majority vote, the site with the least number of votes shall be dropped and a new vote taken. In the case of a tie for the least number of votes, a runoff between those two sites will be held to decide which one will be dropped for the next round of voting.
  3. All voting will be done by secret ballot, and a designated two-member tally committee will count the ballots and report the results to AdCom.