

IEEE Robotics and Automation Society Administrative Committee Meeting Minutes
9:00AM – 5:00PM, May 11, 2013
Konzerthaus, Kleiner Saal, Kongresszentrum, Karlsruhe, Germany

1. Roll Call

Adcom:

Class of 2013: Peter Corke, 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
Class of 2015: Martin Buss, Bill Hamel, Max Meng, Ning Xi, Kazuhito Yokoi, Jianwei Zhang
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):

Tony Maciejewski (VP FAB), Raj Madhavan (VP IAB), Stefano Stramigioli (VP MAB), Alessandro De Luca (VP PAB), Satoshi Tadokoro (VP TAB), Kevin Lynch (Parliamentarian)

Other Attendees:

Bruno Siciliano (Senior Past President), Jayne Cerone (IEEE), Kathy Colabaugh (IEEE), Rachel Warnick (IEEE), Alicia Zupeck (IEEE), Peter Luh (Chair of Ad Hoc Committee on Automation), Ruediger Dillmann (ICRA 2013 General Chair), Markus Vincze (ICRA 2013 Program Chair), Ken Goldberg (EiC T-ASE), Jing Xiao, George Lee, Fan-Tien Cheng, Mengchu Zhou.

Absent:

Nikos Papanikolopoulos (VP CAB).

2. Report on Past Minutes

Report on past minutes from the 13 October 2012 AdCom Meeting (approved by AdCom via email on 15 November 2012).

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

4. Vice President Candidate Confirmations

Presentations and Q/A with VP candidates (Raj Madhavan (IAB), Antonio Bicchi (PAB), Satoshi Tadokoro (TAB), Jing Xiao (MAB), Tony Maciejewski (FAB), Oussama Khatib (CAB)) followed by Adcom confirmation vote.

Status: All VP candidates approved.

5. Reports by RAS Boards and Committees

- 5.1.** Conference Activities Board Report (Kevin Lynch)
- 5.2.** Publications Activities Board Report (Alessandro De Luca)
- 5.3.** Technical Activities Board Report (Satoshi Tadokoro)
- 5.4.** Industrial Activities Board Report (Raj Madhavan)
- 5.5.** Member Activities Board Report (Stefano Stramigioli)
- 5.6.** Financial Activities Board Report (Anthony Maciejewski)
- 5.7.** Treasurer's Report (Ronald Lumia)
- 5.8.** Electronic Products and Services Board (Nancy Amato)
- 5.9.** Awards Committee Report (Bruno Siciliano)

- 5.10. Nominations Committee Report (Kazuhiro Kosuge)
- 5.11. Ad Hoc Committee on Automation Report (Peter Luh)
- 5.12. Long Range Planning Committee Report (Raja Chatila)
- 5.13. RAS Robotics History Project (Peter Corke)
- 5.14. ICRA 2013 Report (Markus Vincze)
- 5.15. IROS 2013 Report (Shigeki Sugano)

6. Consent Agenda Motions

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

- 6.1. **[Motion]** To approve the attached list (below) of RAS-sponsored conferences and workshops (N. Papanikolopoulos)
- 6.2. **[Motion]** To amend and edit parts of the Conference Editorial Board Charter as attached below. (N. Papanikolopoulos)
- 6.3. **[Motion]** To approve the formation of a new technical committee on Automation in Health Care Management. (S. Tadokoro)
- 6.4. **[Motion]** To reserve \$2,000 per year to cover travel and accommodations expenses for an IEEE RAS representative to attend an IEEE Women in Engineering event. (S. Stramigioli)
- 6.5 **[Motion]** To support additional Robots for Ipad app campaigns for 2013, with two offers at \$5,000 each. (S. Stramigioli)

Status: Accepted

7. Discussion Agenda Motions

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

- 7.1. **[Motion]** To approve RAS technical and financial co-sponsorship of the new IEEE/CAA Journal of Automatica Sinica (J-AS), subject to final approval by the RAS ExCom.

Status: Accepted

- 7.2. **[Motion]** To conduct BY SECRET BALLOT all votes directly relevant to any forthcoming proposal before 5pm, May 11, 2013 (Karlsruhe time) involving RAS Adcom elections policies and procedures changes. (1) Vote tallies will NOT be announced; the chair of the meeting will only announce whether the motion has passed or failed. (2) Each voting member must submit an anonymous ballot that clearly indicates whether the vote is "yes", "no," or "abstain." (3) The tellers will open and count the ballots, and report whether the motion has passed or failed to the chair of the meeting. The tellers are designated prior to the voting, and must be attendees without voting privileges.

Status: Accepted

- 7.3. **[Motion]** To approve the proposed changes [below] in the rules and policies governing Adcom elections. The nominations committee should field a set of candidates that complies with the new election policy. [Friendly Amendment] The new election process is to be re-evaluated following the 2015 Adcom election cycle. In 2015 an ad hoc committee will be established to review the impact of the process, and if necessary to make proposals to modify the process for the 2016 Adcom elections.

[REVISED RULES AND POLICIES FOR ADCOM ELECTIONS]

Each RAS voting member receives a ballot according to the member's geographic area. Assuming the member is from GA-X, the ballot consists of two parts.

PART 1 - CHOOSING THE AT-LARGE REPRESENTATIVE: All candidates from all three GAs are listed. Each member can vote for up to two candidates.

1. The candidate receiving the most votes is declared At-Large Rep1.
2. The candidate receiving the next highest number of votes, from a different GA than that of At-Large Rep1, is then declared At-Large Rep2.

PART 2 - CHOOSING THE GA-X REPRESENTATIVE(S): All candidates from GA-X are listed.

1. After Part 1 of the ballots have been tallied and the newly elected at-large Adcom Reps have been selected,
2. The countries represented by the newly constituted 14 elected voting Adcom members (the 2 newly elected At-Large Reps, and the 12 Adcom members in the middle of their terms) are then determined, and

3. A table listing the total number of elected voting Adcom members for each country (as projected for the subsequent year) is made.
4. If GA-X has one vacancy, then each member can vote for up to two candidates. Any candidate from a country that satisfies both of the following two conditions is considered ineligible to become GA-X Rep1:
 1. The country has five or more Adcom members as listed in the table;
 2. One of the newly elected At-Large Reps is from that country.
5. Among the eligible candidates, the top vote-getter is declared GA-X Rep1.
6. If GA-X has two vacancies, then each member can vote for up to three candidates. Any candidate from a country that satisfies both of the following two conditions is considered ineligible to become GA-X Rep1 or Rep2:
 - 6.1. The country has five or more Adcom members as listed in the table;
 - 6.2. One of the newly elected At-Large Reps is from that country.
7. The top eligible vote-getter is declared GA-X Rep1. The next highest eligible vote-getter from a different country than that of GA-X Rep1 is declared GA-X Rep2.

Status: Accepted

7.4.[Motion] To appoint an ad hoc committee to review the constitution and bylaws and policies and procedures regarding Adcom elections, and if appropriate, to make proposals for modifications.

Status: Accepted

7.5. [Motion] That RAS-SIGHT will reserve \$10K to pursue education, industry, and technical partnerships.

Status: Accepted

7.6. [Motion] That RAS will reserve \$14K to support a new robotics competition organized by the African Robotics Network (AFRON) to seed funding for AFRON to develop the "Ultra-Affordable robot project."

Status: Accepted

7.7. [Motion] To add an allocation of \$20K to the yearly budget for the Competitions Committee subject to budget approval by MAB and FAB and verification of expenditure.

Status: Accepted

7.8. [Motion] To allocate \$50K/year in 2014-2018 for 5 years for TCs and/or Education Committee of MAB to create Educational Material in robotics and automation.

Status: Accepted

7.9. [Motion] To reserve \$5,000 to organize events on entrepreneurship, career fairs, and outreach activities at trade shows in collaboration with other professional organizations.

Status: Accepted

7.10. [Motion] To reserve \$2,500 for expenses related to the robotics caucus event on "Robots and Job Creation" to be held in mid-late June 2013 in Washington, D.C.

Status: Accepted

7.11. [Motion] To allocate USD 20,000 for new website projects, purchasing domain names for 100% sponsored RAS conferences, and upgrading web services. This is a one time request, and is in addition to the annual maintenance allocation of USD 10,000/year

Status: Accepted

8. New Business/Other

None.

9. Announcement of the Next AdCom Meeting

9:00-17:00, November 8, 2013, Tokyo, Japan (IROS 2013)

MEETING ADJOURNED AT 17:30

Conferences Sponsorship (2013) 2013 Spring AdCom

Conf. No.	Meeting Name	Meeting Location	Meeting Date	Name/Affiliation/Email	Proposal Submission	Approval Date	IEEE RAS Sponsorship	Other Organizational Units	Notes
13-17	2013 IEEE/RAS International Conference on Humanoid Robots (Humanoids)	Atlanta USA	Oct. 16-18	Mike Stilman mstilman@cc.gatech.edu Georgia Institute of Technology USA	Nov. 21 2012	Jan.27 (CB) 2013 May 11 (AdCom)	Sole-Sponsor (100%)		IEEE#31017 Budget received
13-18	2013 IEEE/SICE International Symposium on System Integration (SII2013)	Kobe Japan	Dec. 15-17	Zhiwei Luo Kobe University Japan luo@gold.kobe-u.ac.jp	Oct. 24 2012	Jan.27 (CB) 2013 May 11 (AdCom)	Co-Sponsor (25%)	IEEE IES (25%) SICE (50%)	IEEE#30811 Budget received
13-19	The 10th International Conference on Ubiquitous Robots and Ambient Intelligence (URAI)	Jeju Korea	Oct. 30-Nov. 2	Hyoung Ryeol Choi Sungkyunkwan University Korea hrchoi@me.skku.ac.kr	Jan. 12 2013	Jan.27 (CB) 2013 May 11 (AdCom) 2013	Technical Co-Sponsor	Korea Robotics Society (100%) RSJ (Technical) RST (Technical) Chinese Inst. of Measurement Technology	IEEE#31118 Rough Budget received
13-20	2013 IEEE Conference on Technologies for Practical Robot Applications (TePRA2013)	Woburn USA	April 22-23	Michael Gennart Worcester Polytechnic Institute USA michaelg@wpi.edu	Nov. 20 2012	Jan.27 (CB) 2013 May 11 (AdCom)	Technical Co-Sponsor	IEEE Boston Section (100%)	IEEE#31209 Rough Budget received
13-21	2013 International Conference on Informatics in Control, Automation and Robotics (ICINCO)	Reykjavik Iceland	July 29-31	Jean-Louis Ferrier University of Angers France jean-louis.ferrier@univ-angers.fr	Nov. 20 2012	Jan.27 (CB) 2013 May 11 (AdCom) 2013	Technical Co-Sponsor	Inst. for Systems and Technologies of Information, Control & Communication (100%)	IEEE#31527 Rough Budget received
13-22	2013 13th International Conference on Control, Automaton and Systems (ICCAS2013)	Gwangju Korea	Oct. 20-23	Jong-Oh Park Chonnam National University Korea conference@iccas.org	Dec. 13 2012	Jan.27 (CB) 2013 May 11 (AdCom)	Technical Co-Sponsor	IEEE CSS, IES (Technical) ICROS (100%)	IEEE#31155 Rough Budget received
13-23	2013 IEEE International Conference on Information and Automation (IEEE ICIA2013)	Yinchuan China	Aug. 26-28	Max Q.-H. Meng Chinese University of Hong Kong China max.meng@ieee.org	Jan.16 2013	Jan.27 (CB) 2013 May 11 (AdCom)	Co-Sponsor (30%)	Shandong University (70%)	IEEE#31444 Budget received
13-24	13th International Conference on Autonomous Robot Systems (Robotica2013)	Lisbon Portugal	April 24-25	Joao Manuel Ferreira Calado Instituto Superior de Engenharia de Lisboa Portugal jcalado@dem.isel.ipl.pt	March 29 2013	April.20 (CB) 2013 May 11 (AdCom) 2013	Technical Co-Sponsor	SPR - Sociedade Portuguesa de Robótica (100%)	IEEE#31530 Rough Budget received
13-25	2013 IEEE International Symposium on Robot and Human Interactive Communication (ROMAN)	Gyeongju Korea	Aug. 26-29	Young-Jo Cho ETRI Korea youngjo@etri.re.kr	March 26 2013	April.4 (CB) 2013 May 11 (AdCom)	Co-Sponsor (50%)	KROS (25%) RSJ (25%)	IEEE#31571 Budget received
13-26	The 3rd Annual IEEE International Conference on Cyber Technology in Automation, Control, and Intelligent Systems	Nanjing China	May 26-29	Gary G. Feng City University of Hong Kong China megfeng@cityu.edu.hk	Feb. 1 2013	May 10 (CB) 2013 May 11 (AdCom)	Co-Sponsor (50%)	CUHK (50%)	IEEE#32116 Budget received
13-27	44th International Symposium on Robotics (ISR2013)	Seoul Korea	Oct. 24-26	Ju-Jang Lee KAIST Korea jjlee@ee.kaist.ac.kr	Feb. 1 2013	May 10 (CB) 2013 May 11 (AdCom)	Technical Co-Sponsor	ICROS (100%)	IEEE#31195 Rough Budget received
13-28	2013 IEEE International Conference on Robotics and Biomimetics (ROBIO)	Shenzhen China	Dec. 12-14	Max Q.-H. Meng Chinese University of Hong Kong China max.meng@ieee.org	May. 9 2013	May 10 (CB) 2013 May 11 (AdCom)	Co-Sponsor (25%)	Harbin Institute of Technology (75%)	IEEE#31540 Budget received
13-29	2013 IEEE International Conference on Automation and Logistics (ICAL)	Yinchuan China	Aug. 26-28	Max Q.-H. Meng Chinese University of Hong Kong China max.meng@ieee.org	May. 9 2013	May 10 (CB) 2013 May 11 (AdCom)	Co-Sponsor (30%)	Henan University of Science and Technology (70.%)	IEEE#32274 Budget received

Charter of the RAS Conference Editorial Board

I. Scope of the CEB

1. The CEB is in charge of providing quality reviews and acceptance/rejection suggestions for papers submitted to IEEE Int. Conf. on Robotics and Automation (ICRA);
2. A goal of CEB will be to provide consistency over years for what concerns the minimum number of reviews, their constructive nature, their confidentiality and fairness.

II. Structure of the CEB

1. The CEB consists of an Editor-in-Chief (EiC), several Editors (Eds) and Associate Editors (AEs).
2. The number of Editors and Associate Editors is decided on the basis of the number of submissions to be handled, considering a maximum of 15 papers assigned per AE per year, ~~and a maximum of 15 AEs supervised per Editor~~¹.
3. Each AE is supervised by an Ed, to whom they report. ~~The AEs are recruited by each Ed, and are selected~~ ~~The choice of the supervising Ed is made~~² on the basis of expertise and topics covered. In exceptional cases, an AE may report to more than one Ed.
- ~~3-4~~4. Editors are supervised by the EiC.

III. Appointment of CEB members

1. The Editor-in-Chief (EIC) is appointed by the President of IEEE RAS, upon recommendation by the Steering Committee for Technical Programs (SCTP) ~~and endorsement by the Vice President for Conference Activities~~³.
2. The Editors will be proposed by the EiC, ~~in consultation with the Program Chair of the upcoming conference~~⁴, and will be appointed by a committee of six, consisting of the Associate Vice President of Conference Activities for the SCTP, the Vice President for Publication Activities and the Vice President for Technical Activities or their delegated Associate Vice Presidents, the EIC of the Transactions on Robotics, the EIC of

¹ Rationale: Restricting the number of AEs per Editor makes it difficult to increase the number of AEs as a function of the number of papers submitted. Editors handling more than 15 AEs has not presented a problem.

² Rationale: The process works better when Eds recruit AEs whom they know, and whom they know will do a good job, rather than having AEs be assigned to the Eds. A good working relationship between the Ed and AEs is necessary to ensure quick responses when issues arise.

³ This corrects a discrepancy with the By-Laws. This phrase is in the By-Laws, and is apparently consistent with the actual motion that was passed by the AdCom.

⁴ The Program Chair of the upcoming ICRA conference should have the ability to make recommendations of new Eds to the EiC.

Transactions on Automation Science and Engineering, and the EIC of the Robotics and Automation Magazine.

3. The Associate Editors will be appointed by the EiC, upon consultation with the Editors. Individual applications to the AE position will be considered. It will be required to submit a CV and evidence of the ability to review and overview referees.
4. The appointments above will be made according to the criteria of scientific and managerial abilities of individuals, taking into consideration also a balance in expertise and regional distribution.
5. ~~All members~~The EiC and Eds⁵ of the CEB will serve a term of three years, renewable once. AEs serve yearly terms, renewable as needed based on need and good performance. Performance will be reviewed every year and terms may be shortened if performance is inadequate. The review for AEs will be conducted by the Editor-in-Chief and Editors of the CEB. The review for the Editors will be performed by the EiC with the selection committee mentioned above. The SCTP will review the performance of the EIC.

IV. Operation of the CEB

1. The EiC and the Editors prepare and maintain a list of keywords adequately describing the technical scope of the Conference. The number and breadth of the keywords will be such that roughly an even number of submissions will be associated to each.
2. Based upon matching of keywords, and taking in consideration an even balance of the workload, submitted papers will be assigned by the EiC to the Eds.
3. Eds assign papers to AEs in their area, on the basis of keywords and load balancing.
4. AEs will solicit at least two external reviews per paper from experts of their choice. The AEs will inform reviewers of the requirements on timeliness, accuracy and constructiveness of reviews, and will supervise so that these are met by the reviews. AEs do not provide reviews for the papers themselves. Based on the reviews and on their own reading of the submitted paper, the AEs will make a recommendation about acceptance or rejection, accompanied by a report briefly summarizing the reviews and providing thorough motivations for the decision to the authors.
The summary rejection of a paper may be proposed by the AE assigned to that paper. The AE writes a review justifying the summary rejection, and transmits the summary rejection to the appropriate Editor. If the Editor approves the rejection, then the paper is summarily rejected without further review. If there is any disagreement or uncertainty, the paper is sent out for review.
5. The AE's recommendation will be overviewed by the supervising Eds, who will be responsible for checking that the quality standards of the review process (including number and depth of reviews, significance of AE's report) have been met. The Eds will

⁵ Rationale: It is desirable to allow Editors to select new AEs each year, rather than having to use the current contingent of AEs. As new Eds join the board and the keyword responsibilities change amongst the Editors, it is also difficult to re-assign the AEs to the Eds in a way that ensures good distribution of keywords. It is also quite difficult to manage this, since there is no automated tool for assigning AEs to Editors in a meaningful way (which is especially important as the number of AEs grows beyond 250). It also helps ensure the good working relationship between Eds and AEs, when the Eds recruit the AEs whom they know will do a good job, rather than being assigned reviewers.

issue a brief statement for each recommendation, whereby the correctness and completeness of the reviewing procedure is endorsed.

6. The EiC will supervise the whole process, collect data and statistics, and provide the conference's Program Committee (PC) with a comprehensive and organized set of data on submissions and their reviews.
7. The final decision on acceptance or rejection will be made by the ICRA conference's Program Committee (PC). The EiC will support the PC by providing information on the review process, technical support with data retrieval and presentation, and by participating to meetings of the PC.
8. The PC Chair will be in charge of interfacing with the authors, sending them the decisions, and dealing with possible requests for clarification and complaints. The EiC will provide data and evidence to support the EiC in this phase.

V. Interaction with the Conference's Program Committee (PC)

1. A typical PC would be formed the order of 20 members, effectively acting as an executive body;
2. The PC sets the target acceptance rate and makes the final decision about acceptance or rejection for all of the papers which have not been summarily rejected.
3. The PC handles all aspects of organizing the conference, such as forming the technical program, assigning papers to sessions, special sessions, invited talks, videos, best papers, and 6 workshops and tutorials.
4. ~~About a month before~~Prior to the PC meeting, the EIC of the CEB and the PC chair will ~~meet face to face for a 1-2 day meeting. They will~~go over the results of the review process, identifying particularly those papers which are borderline or otherwise require further PC scrutiny.
5. ~~Afterwards, and during the month before the PC meeting, the~~The PC chair distributes papers to PC members and possibly Technical Committee (TC) chairs for session formation and decisions about borderline papers.
6. The Program Chair will consider the opportunity to recruit members from the TC Chairs into the PC, upon consultation with the VP for Technical Activities.
7. The EIC of the CEB and ~~(if possible)~~ his/her assistant will attend the PC meeting.

VI. Costs

1. The RAS will pay for a part-time assistant to the Editor-in-Chief
2. The RAS will pay for the EiC and his/her assistant or other CEB members to attend CEB and other society meetings as it may be required
3. A conference will pay for the travel expenses of the Editor-in-Chief and his/her assistant to attend the PC meeting or other meetings as it may be required by the PC Chair.
- 3.

⁶⁶ ~~The schedule does not allow for such a meeting a month before the PC meeting. There simply is not that much time between the submission due date and the PC meeting.~~

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