**UNAPPROVED MINUTES**

**IEEE Robotics and Automation Society Administrative Committee (AdCom) Meeting Minutes**

**VIRTUAL MEETING**

**09:00 – 12:00 EDT, October 2nd, 2021**

1. **Meeting Called to Order, and Welcome**

09:00 EDT (GMT-4)

1. **Roll Call and Review of the Consent Agenda (Fiorini)**

• **18 Elected Members (Voting Members)**

o **Term ending 12/31/21:** Kaspar Althoefer, Gianluca Antonelli~~,~~ Fumihito Arai, Megan

Emmons, Kenji Suzuki, and Richard Voyles

o **Term ending 12/31/22:** ~~Alin Albu-Schaeffer~~, Marcelo Ang, Jaydev Desai, Yasuhisa Hasegawa, Yasuhisa Hirata, Cecilia Laschi

o **Term ending 12/31/23:** Tamim Asfour, Maria Pia Fanti, Aleksandra Faust~~,~~ Yoshihiko Nakamura, Angela Schoellig. Michael Yu Wang

* **Student AdCom Member (With Vote):** Cara Nunez
* **RAS Junior Past President (With Vote):** Wolfram Burgard
* **ExCom (Voting Members):** Seth Hutchinson (President), Paolo Fiorini (Secretary), Venkat Krovi (Treasurer), and Frank Park (President Elect)
* **ExCom (Non-Voting** Members**):** Torsten Kroeger (VP CAB), Yasushi Nakauchi (VP FAB),

Robert Ambrose ~~(~~VP IAB), Nancy Amato (VP MAB), Aude Billard (VP PAB), Tony Maciejewski (VP TAB), Zhidong Wang (VP EPSB), Satoshi Tadokoro (SR Past President), and Hong Zhang (Parliamentarian)

* **Other Attendees (Non-Voting):** Paul Oh (VP-elect CAB), Hiromi Mochiyama (VP-elect FAB),), Bram Vanderborght (VP-elect EPSB), Andrea Keay (VP-elect IAB), Stefano Stramigioli (VP-elect MAB), Kyujin Cho (VP-elect TAB) ). Libor Preucil (IROS 2021 General Chair), Ken Goldberg (Chair Cesar Committee).
* **IEEE Staff:** Randi Sumner (IEEE Senior Director), Kathy Colabaugh (IEEE RAS Operations Manager), Amy Reeder (IEEE RAS Society Program Specialist), Alexis Simoes (IEEE RAS Program Coordinator), Lukrecija Lelong (IEEE RAS Society).

**24 voting members attending - need 12 affirmative votes to pass motions**

1. **Approval of Agenda (Fiorini): Approved**

The agenda and the full reports can be found at <https://agd.ieee.org/mpt/Agenda.aspx?eid=17351>

1. **State of the Society (Hutchinson).**
* Conference sizes are enormous. Increase in submissions to all RAS pubs, need for more reviewers. Members 14K+, number of TCs has increased. Video presentations and educational materials have exploded and covid has helped with this. New companies in industry, and IAB is taking a strategic view on how to interact with industry.
* Approved staffing for Executive Director, and will use an external search firm, job description is currently being finalized. Once the search firm has a list of candidates, interviews will be conducted by a search committee made up of IEEE staff (Mary Ward Callan and Randi Sumner) and 5 volunteers- Frank, Seth, Nancy, Aude, Tony. Trying to find the best way to include adcom and their feedback in this process
* Bylaws being revised
* November meeting to choose president elect
1. **CAB: Highlights and New Initiatives (Kroeger)**
* 9 fully, 17 financially co, 45 technically sponsored-71 total. Less than usually, but expecting more as the world starts to open up
* Icra 2026 europe- vienna or milan
* TPIC
* IEEE conference quality committee
* IEEE RAS conference Portal- will start working with an external vendor
* Establish ICRA steering committee- charter drafted. The work will be handed down from CAB to ICRA steering committee
* Moving forward- simplified CAB structure
* Mobile app development- two additional years of support for Infovaya
* Q&A- accountability and feedback, should deliver more feedback to teams as to why they were not chosen to improve process
* Number of members on steering committee(12), but possibly identify key people from past and current conferences
1. **IAB: Highlights and New Initiatives (Ambrose)**
* Go after emerging markets where robotics may be arriving in the future. RAS to be an advisor to make transition. Mapped sector to TAB committees. Restarted Industrial Forums. Focus on construction and the food industry.
* New standards activities continue to grow. 10 active, 4 published, 2 expected to be published next year
* Delphi study- FAB will not continue to fund additional work in 2021 and 2022, will finish up our role in this. Previously funded $60k to this project
1. **EPSB: Highlights and New Initiatives (Wang)**
* Currently working on ICRA/ IROS plenary and keynotes editing and promoting. Tons of youtube views on our econtent. Working on icra 2021 plenary and keynotes. Youtube has 225 videos, organized as 31 playlists- 1905 subscribers. Total 45K views.
* CASE 2021 wants to establish a private youtube channel
1. **MAB: Highlights and New Initiatives (Amato)**
* Education committee was approved to move out of MAB
* Developing countries faculty engagement program. 6 teams awarded
* Robotics History Project- finished with the first phase. Should be an ongoing project for many many years.
* Member survey- sent to all active RAS members with reasonable response rate. Preferred continuing education is web based on demand. Cared that we have peer reviewed content. Important that it is inclusive and accessible. Quick review time is very important. Cared about improving impact factor and review quality. About half didnt care if we were inclusive. Most members likely do not know who leadership is.
* Next steps- determine the need for further analysis. WIE study on gender diversity and have D&I action items for each RAS board.
1. **PAB: Highlights and New Initiatives (Billard)**
* Presentation of RAS journal papers at RAS conferences- all papers from journals must be given an opportunity to be presented at next ICRA, IROS OR CASE. starting with ICRA 2022. Expect ~60 papers and should grow over the years
* Preferably to submit to journals first and then can be presented at conferences. There will be time windows for options to present. People will always have 2-3 choices. Lead time will be about 4 months and at most 9 months.
* 4-7 months +4 months for conference presentation form submission to acceptance
* High impact factors and low acceptance rate
* RAL papers are only eligible for RAL awards, TRO for TRO awards, etc. (not conference awards)
* Gender distribution- 15% of women in the entire community. In general doing well considering this.
* Submissions vs. reviews. Lots of trouble finding reviewers. Do people review as much as they submit- NO. 84% reviewed less than they submitted. 70% submitted papers and did not review at all over 4 year period. ~32,000 people did not review at all. 50% submitted only one paper. About 8K people do not review while submitting several papers yearly. 6k people review and have not submitted any papers (30%)
* Need more awareness that we need to review, even if you submit a paper as a co-author
* Help finding reviewers using automated tools, merging SE and AE boards database in order to track better and monitor people who submit to conference after conference.
* VP of PAB should have more overview on conference publications.
* Q&A- can we recognize reviewers with awards
1. **TAB: Highlights and New Initiatives (Maciejewski)**
* Four additional tab meetings each year for triennial review
* New TC database. Includes conferences sponsored, reviews, url webpages, newsletters. Demographic information as well.
* DL site to include information associated with the TCs
* Need to find better ways of communicating TC information with people outside of TCs
* Most TCs are very active.
* Desire for diversity and require to report on diversity within the committee.
* Need more interaction with educational committee for materials
* Many TCs sponsor conferences
1. **FAB: Highlights and New Initiatives (Nakauchi, Krovi)**
* Financial status of the society is good.
* Despite covid challenges, the society did remarkably well. Conferences took a small hit compared to budgeted performance, but in the whole we have $919K available for spending in this year.
* Small growth in membership
* Conference surplus has gone down but proceedings has gone up.
* $14million in reserves as on 2020
* Hiring 3 new staff members ~$535K/year- 1 Executive Director and 2 KNW-B Staff, $265K, $135k (2)
* Reserves are increasing over the years and it is difficult to access these after they are in the reserves.
* All trends are that we will continue to grow and staff support will only enhance the performance
1. **Break (Fiorini):** till 11.55
2. **IROS 2021 Report (Preucil)**
* IROS completely online, on demand system with live interaction. Fast search functionality, downloading, streaming
* 60% of workshops were well done, but some were disorganized
* 2.821 paper submissions. 45% acceptance rate
* Technical sessions were very well attended.
* Registration 2500+
1. **CESAR Report (Goldberg)**
* Committee to explore synergies between Automation and Robotics
* When robotics and automation both come together it is when they become applied
* Automation is the same as real-world robotics
* Growth in industrial robotics, smart buildings, logistics, home automation
* Woven City- Japan
* Some pushback against the idea of automation
* New parallel organization = FAURAS
* Expand CASE Confernece
* Form a partnership between RAS and AUTOMATE. Panel from RAS at Automate and they will have panel at CASE
1. **Awards Committee Report (Tadokoro)**
* Expecting new fellows announced in November
* Revision of ICRA best Paper awards.requirements need revision.
* RAS fellow committees. Nominates fellows from ras to submit nomination by march 1st deadline and RAs needs to evaluate. Committee helps with technical part, and has short time to finish by the middle of june for evaluation.
* Need more balance as far as members from robotics and automation community, age, gender diversity
1. **Nominations Committee Report (Burgard)**
* To select pres elect and adcom
* 2023 is 50% women, 50% men
* 2024 candidates for adcom has reached 50% female
* President elect candidates 2022- Aude Billard & Eugenio Guglielmelli
* Achievements- top level candidates, increased diversity
1. **RAS Motions (Fiorini):** motions below 10K are in the consent agenda.
2. **Motions with Financial Impact (Nakauci)**
3. **CAB Motion (Kroeger): Passed**
* Motion 1: Mobile App development, CAB, this is for two additional years of support. Beginning in 2022 provide up to $30K per year for two years to support RAS specific developments for the Infovaya mobile app. ($15K for ICRA, $15K for IROS)
1. **PAB Motion (Billard): Passed**
* Motion 2: PAB- Support of Open Access RAM tutorial Papers. No direct financial impact. RAM publishes tutorial articles and receives attention. Proposal is that tutorial articles that are popular (ALREADY PUBLISHED) and are currently behind a paywall to be Open Access. The amount of download income to loss is difficult to calculate in Xplore algorithm. Other IEEE transactions make selected articles OA for some time.
	+ To allocate an annual budget for 3 years for RAM to make 10 published tutorial papers per year as OA.
1. **PAB Motion (Billard): Passed**
* Motion 3:PAB- to further support a previously approved motion. Allocate annual budget of up to $15K per year for to years for Free Open Access Publication of up to 5 papers per year starting from RAM March 2022 issue
1. **IAB Motion (Ambrose): Passed**
* Motion 4: IAB. To support standards committee with $40K per year for travel grants to include students as well.
1. **IAB Motion (Ambrose): Passed**
* Motion 5: IAB. to support industry conferences/ forums with $10k in 2021 and $40k in the period of 2022-2024.
1. **IAB Motion (Ambrose): Passed**
* Motion 6: IAB. Moves to approve a budget up to $45k/ per year in 2022-2024 to support startup showcases at ICRA, IROS, CASE, startup bootcamp. Partnership will be sought with the IEEE Entrepreneurship group
1. **Other/New Business (Fiorini):** No new business
2. **Next Adcom Meetings (Fiorini):** 20 November 2021 Virtual meeting
3. **Meeting Adjourned (Fiorini):** 12.25 pm EDT