



Management Committee Meeting
October 12th 2004, 09:30 a.m. - 04:30 p.m.
Barcelona, Campus I, Universitat Pompeu Fabra

(Revision 1.9 July 4, 2005)

notes taken by **Alessandra Ceccherelli**

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1 Introduction

The Third Management Committee Meeting of the Cost287 - **ConGAS** action has taken place on October 12th 2004, in Barcelona at the Pompeu Fabra University.

List of delegates taking part to this MCM:

	Name	Country
1.	Nicola Bernardini	Italy
2.	Daniel Arfib	France
3.	Roberto Bresin	Sweden
4.	Alessandra Ceccherelli (scientific secretary)	Italy
5.	Sofia Dahl	Sweden
6.	Rolf Inge Godøy	Norway
7.	Karl Kristoffer Jensen	Denmark
8.	Sergi Jordá	Spain
9.	Martin Kaltenbrunner (Xavier Serra replacing delegate)	Spain
10.	Jan Knopke (Marcelo Wanderley's replacing delegate)	Canada
11.	Marc Leman	Belgium
12.	Thomas Moeslund	Denmark
13.	Kia C. Ng	UK
14.	Sile O'Modhrain	Ireland
15.	Sandra Pauletto (Andy Hunt's replacing delegate)	UK
16.	Tapio Takala	Finland
17.	Gualtiero Volpe (Antonio Camurri's replacing delegate)	Italy

Bernardini introduces the two Danish delegates, who are taking part to a Cost287 - **ConGAS** MC meeting for the first time.

2 Adoption of the Agenda

The Agenda is submitted with these topics:

1. Adoption of the Agenda
2. Approval of the Minutes of the January 09th 2004 MC Meeting
3. 2004-2005 Activity Plan/Budget illustration and discussion
4. WG reports and plans by the respective WG Chairpersons:
 - WG1:** Daniel Arfib
 - WG2:** Kia Ng
 - WG3:** Sandra Pauletto (Andy Hunt's replacing delegate)
5. TWG1(Book) and TWG2 (Website) Kick-off
6. List of existing research groups in Cost287 - **ConGAS** countries
7. Dissemination activities (newsletter, leaflet, publication)
8. Next MC meetings
9. Any other business

Two additional points are suggested for addition: new potential Switzerland's national delegates (added after point 6) and STSM's request status (added after point 3).

Decision: The Committee approves the Agenda proposed and the changes suggested.

3 Approval of the January 09th 2004 MC Minutes

Bernardini proceeds to read the minutes of the previous meeting.

Decision: After some minor corrections all delegates approve the minutes unanimously.

4 Activity Plan/Budget illustration and discussion

A couple of months after the previous MC meeting, ESF solved several points unclear at that time.

In the last few months another interesting event has taken place which has contributed to clarify many administrative question about the management of COST actions. During the TIST-IST chairpersons meeting 2004 (Bucharest 29 June-2 July) has been explained that COST is now configured as a big SSA (Specific Supported Action) coordinated by ESF.

This consideration somehow changes the methodology to define the annual budget presented to

ESF.

For the next year Cost287 - **ConGAS** foresees to finance two workshops, allocating 3000 € for each. The forecast of expense for each MCM (14,200 €) results by calculating the largest delegates' participation (2 delegate for every country, for 14 countries); for the WGM instead, considered as meetings for scientific themes indepth analysis, the possibility of a two days meeting is given, for an average number of 6-7 participants. The TWG are set up as narrow groups whose work is substantially to practically realize the aims planned during MCM and defined from the WGM.

About STSM, considering the requests up to today and the remaining from 2003-2004, Short-Term Scientific Missions foreseen are seven, for which it will be allocated up to a maximum of 2000 €. Regarding the destination of the funds for the sponsorship of events an annual plan of the scientific interest appointments should be defined opportunetely.

The destination of any unused funds that may remain will be defined in the course of the next MCM in Vannes (May 2005), with priority for the organization of a further CONGAS workshop and publication of materials.

The Cost287 - **ConGAS** annual budget for the 2004-2005 is discussed for final approval

The total amount of money requested from the 1st of July 2004 to the 30th of June 2005 is (83,000.00 €)

Decision: Budget and Activity Plan for 2004-2005 are approved.

5 STSM assessment

Three new candidates have submitted their workplans for STSMs. The workplans are read and evaluated.

- **Hembing Li**, PhD student at Gent University. Her thesis is centred on making a physical model of the *Guqin*, a Chinese musical instrument, and modelling the typical gestural techniques of portamento playing using dedicated software available at Helsinki Unversity of Technology (HUT). Her STSM is therefore articulated in two phases: first phase for the recording and presentation of work; second phase for the implementation of gesture catalogue and testing.
- **Till Bovermann** is involved in setting up a tangible desk (tDesk) which is an ongoing project at Neuroinformatics Group, Bielefeld University. His STSM aims to partitipate to the one week workshop on tangible gesture desks organized by the Universitat Pompeu Fabra, to exchange frameworks on interactive data exploration systems and investigate different gesture types for the exploration of virtual data spaces.
- **Enrico Costanza** developed a framework for implementing tangible interfaces based on computer vision at Media Lab Europe. The purpose of his STSM is visit the UPF laboratories in Barcelona to further investigate tangible interfaces for music applications aiming at identifying opportunities for longer term research projects.

Heming Li's mission consists into a first visit to build a physical model of the ancient Chinese instrument *Guqin*, and a second visit for making the recording. It is not usual to allow two different grants to the same candidate, but in this case it's necessary to complete the project. The MC approves this double scientific mission.

After the evaluation and assessment on STSM's, it's proposed to add a web page dedicated to the STSM workplans illustration edited by the candidates themselves.

Decision: All the proposed STSM are approved to the unanimity. The STSM candidate web page will be set up and each workplan and final report will be put on line on the Cost287 - ConGAS site.

5.1 STSM budget

The Committee discusses about the definition of a general rule for an average budget per mission: an amount of 150€ as daily allowance is proposed. The rule must however consider the country of destination of the mission, therefore travel and accomodation expenses can be slightly higher.

Decision: A general rule for the STSM budget is established.

6 WG reports

The WG Chairpersons relate about the current activity of each Working Group.

- WG1 report by Daniel Arfib
- WG2 report by Kia Ng
- WG3 report by Sandra Pauletto (replacing Andy Hunt)

The reports will soon be available on the Cost287 - ConGAS web site, <http://www.cost287.org>.

7 TWG1 (Book) and TWG2 (Website) Kick-Off

TWGs were thought as small groups of people able to quickly take decisions and practically realize the objectives decided within the Working Groups: a book and a website.

Another question is that the TWG focuses are better defined and that the Working Groups identify the TWG members within themselves (which will take care of conveying output and issues of each WG within each TWG).

The TWG1-Book will be composed by the following delegates:

- Marc Leman
- Marcelo Wanderley

- Andy Hunt
- Kia Ng
- Gualtiero Volpe

The TWG2-WEBsite will be composed by:

- Thomas Hermann
- Mikael Fernström
- Nicola Bernardini
- Sandra Pauletto

Leader: Marc Leman for TWG1, Sandra Pauletto for TWG2

Decision: TWGs and TWGs' leader are voted and approved by the Committee.

8 List of existing research groups in Cost287 - ConGAS countries

Each WG has a person in charge to realize specific objectives contributing to a specific scientific field, bearing in mind the national environment (the committee is a group of national delegates, representatives for their own national scientific situations). We need to be able to describe the national situation to better define an European framework for the Musical Gesture research field. Cost287 - **ConGAS** should map the European panorama collecting information on Scientific Institution, existing bibliographies, researches status in each COST country. Every delegate will have the responsibility to contact the research institutes of his country, collecting and validating all the accessible information and giving them back on a specific page of the Cost287 - **ConGAS** Web site.

After the individuation of a relevant National Institutions list, each delegate will contact and invite them to give a brief description of their activities.

Thus, a HTML template form, will be downloadable from the Cost287 - **ConGAS** site, by the Institution itself, with: Institution name, address, staff, field of research, activities, suggested links. The HTML form properly filled will be sent by the Institution to its COST national delegate for the validation, then published on the Cost287 - **ConGAS** web site.

Thomas Moeslund (Denmark) being a part of an EC network on face and gesture called FGNET, presents the networks to the Cost287 - **ConGAS** MC. FGNET is not very different from a COST action except that resources are available to collect, annotate, and disseminate relevant benchmark data (databases) for the research community to work on. As the data are free and easily accessible they might be of interest to some of Cost287 - **ConGAS** members. Moeslund suggests to add the FGNET, as a useful resource, to one of ConGAS' web-sites.

(Maybe WG2?)

The URL is <http://www-prima.inrialpes.fr/FGnet/>.

Decision:An HTML form to investigate the National Research Institution status will be realized and distributed. The FGnet will be linked from the Cost287 - **ConGAS** WG2 web site.

9 New suggested Swiss delegates for Cost287 - **ConGAS** action (preliminary discussion)

The Swiss delegates are no longer involved in Cost287 - **ConGAS** : new national delegates are required as Switzerland is still part of the Cost287 - **ConGAS** Action. The names that are come up:

- Nadia Thalmann, Swiss Federal Institute of Technology(EPFL), Director
- Gerald Bennet, Swiss Center for Computer Music, Hochschule für Musik in Zurich
- Giampaolo Evangelista, EPFL, Losanna (?)
- Guerino Mazzola, University of Zurich (?)
- Sébastien Marcel, IDIAP (www.idiap.ch/marcel)

Michel Ansorge has to inform the MCM about other potential Swiss delegates selected by Switzerland itself.

Decision:The MC will try to contact some candidates Swiss delegates.

10 Dissemination activities (newsletter, leaflet, publication)

A draft of flyer to promote the Cost287 - **ConGAS** activity is presented. The leaflet will promote the Cost287 - **ConGAS** scientific structure and general purposes, a brief description of the Cost287 - **ConGAS** action, participants countries and delegates' name list. It will be printed in A4 format, using the official Cost287 - **ConGAS** colors, the same as the logo: blue and white.

Further step for dissemination activity:

- a quarterly Cost287 - **ConGAS** newsletter;
- draft the structure of the Cost287 - **ConGAS** book and share the responsibility of each section/chapter among the WG, building up "collaborative chapters".

The "editorial team" for the Cost287 - **ConGAS** Book will be composed by one member representative for each WG, the TWG1-Book leader, and by the WGs Chairpersons.

Decision:A newsletter will be sent within the end of the year. A first meeting of the editorial team will take place in Oslo, during the WG1 meeting.

11 Next MC meetings

The next MC meeting will be held in Vannes, during the 6th International Gesture Workshop.

12 Final Decisions

1. next MCM will be held in Vannes on the 21th of May, 2005, with an open Cost287 - **ConGAS** session in Gesture Workshop;
2. a call for submissions for STSM will published on the web site;
3. leaflet will be print within the end of November;
4. a draft html form for collecting data of Research National Institutions will be realized.

The meeting closes at 04:30 p.m.