



**Management Committee Meeting  
January 09th 2004, 10:30 a.m. - 04:45 p.m.  
Bielefeld, Department of Computer Science  
Bielefeld University**

(Revision 1.8 October 28, 2004)

notes taken by **Alessandra Ceccherelli**

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## 1 Introduction

The MCM has taken place on January 09th 2004, 10:30 a.m. - 06:00 p.m. in the Department of Computer Science of Bielefeld University, Bielefeld Germany.

The delegates taking part to this MCM are:

- Nicola Bernardini, Italy
- Daniel Arfib, France
- Roberto Bresin, Sweden
- Bert Bongers, Netherlands
- Alessandra Ceccherelli (Scientific Secretary), Italy
- Mikael Fernström, Ireland
- Rolf Inge Godoy, Norway
- Thomas Hermann, Germany
- Andy Hunt, UK
- Gunnar Johannsen, Germany
- Martin Kaltenbrunner (Xavier Serra and Sergi Jorda's replacing delegate), Spain
- Kia C Ng, UK
- Sile O'Modhrain, Ireland
- Davide Rocchesso (Antonio Camurri's replacing delegate), Italy
- Lauri Savioja, Finland
- Jan Tro, Norway

## 2 Adoption of the Agenda

The Agenda is submitted with these topics:

1. Adoption of the Agenda
2. Approval of the Minutes of the April 18th 2003 MC Meeting
3. Administrative Communication (Nicola Bernardini)
4. WG reports by the respective WG Chairpersons:
  - WG1:** Daniel Arfib
  - WG2:** Kia Ng
  - WG3:** Andy Hunt
5. Website status report (Nicola Bernardini)
6. Proposal for action structure changes (Nicola Bernardini)
7. Organization of the activities for 2004, budget administration
8. Next MC meetings
9. Any other business

A specific discussion devoted to the way to publicize, select and approve Short Term Scientific Missions (STSM) is suggested for addition. Delegate Kaltenbrunner asks to move the discussion of point 8. earlier on in the meeting.

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

## 3 Approval of the April 18th 2003 MC Minutes

Bernardini introduces the new Scientific Secretary who will substitute Nicola Giosmin beginning from this MCM, Alessandra Ceccherelli, and proceeds to read the minutes of the previous meeting.

The MC suggests to substitute the verb "to force" with "to collaborate with" at the point 6 (TWGs) inside the sentence "Tro notices that it is possible to force some existing European conferences in order to invite experts useful for the project". At the point 7 of the minutes (Next MC Meeting) the sentence starting with "They decide to organize..." is changed into "They propose to organize it towards the end of 2003, if possible in Barcelona".

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

## 4 Administrative Communication

Bernardini introduces the administrative situation and summarizes the current state of the budget. The host institution was changed a year ago from Centro Tempo Reale to Media Innovation Unit - Firenze Tecnologia, thereby moving the administrative responsibility to the latter institution. The total amount of money allocated from the 1st of July 2003 to the 30th of June 2004 (51,454.00 €) should have already been transferred to the host institution bank account, to allow the host institution the direct management of expert and delegate travel expenses.

The ESF sent a letter to the old host institution on November 26 2003 apologizing for the delay of the bank transfer, due to the large number of administrative issues related to the COST Scientific Secretariat transfer from the European Commission to the ESF itself.

Thus, theoretically the ESF itself is directly responsible for the action's reimbursement at the moment. In this situation, reimbursement of travel expenses etc. is done directly by the COST Secretariat, a time consuming and complicated operation which could be simplified delegating the administration of the budget to the host institution. Moreover, during the last working group in Stockholm many new countries expressed their interest to participate to the Cost287 - **ConGAS** action. Since COST actions are state membership driven, new signatory countries should correspond directly to a budget increase. In the November 26 letter, the ESF expressed instead a budget that was about 254,00 € less than the budget previously approved in Brussels.

Bernardini also reports about a mail received from Swiss delegate Klaus Scherer who has been refused a previously accorded extra fund of 10.000 Swiss francs for internal national coordination. Prof.Scherer stated in his letter that without this extra fund the swiss participation risks to be a purely formal one devoid of scientific interest and is therefore ready to resign from his delegate position if this issue does not get handled by Swiss authorities.

Irish delegate Sile O'Modhrain asks about the possibility of stopping the activity planning until the administrative situation is clarified. However, the MC's decision is to go forward and to define future Working Group meetings and MCMs until the end of the administrative year.

Decision: The MC agrees on the following steps in order to solve the situation:

1. Contact the COST TIST Scientific Secretary, Peter Wintlev-Jensen, to clarify the budget situation;
2. Write a letter to ask Dr.Tony Meyer (ESF COST Coordinator) about the responsibility of the budget administration and timing of bank transfers (if the budget is expected to be managed by the host institution, and, in that case, when the bank transfer is supposed to be done);
3. If no adequate response is obtained, contact other COST TIST Chairmen to get other suggestions and/or coordinate common actions with them.

The MC proposes to inform each national COST delegate if the outcome of these actions is not successful.

## 5 Short Term Scientific Missions

According to the request of some delegates a short definition of STSM is provided by Nicola Bernardini: a short period to be spent by a post-graduate student in a foreign laboratory and Cost287 - **ConGAS** will cover the travel expenses up to 1.500 €.

At the moment there are five post-graduate students interested in applying for a STSM:

- Loïc Kessous
- Stella Paschalidou
- Sandra Pauletto
- Martin Kaltenbrunner
- Richard Sage

These candidates are to be evaluated by the Management Committee.

Before starting the STSMs, it is necessary to clarify some administrative issues: how many STSMs are allowed per year; what is the budget devoted to them; whether this budget is an extra budget. These topics are strictly related to the administrative subject previously discussed, and it should be answered in full in the administrative clarification.

The committee agrees that an action of promotion and diffusion is needed. It is consequently decided to put an application form on the Cost287 - **ConGAS** web site. It is also proposed to give visibility to those projects within the next workshop or during a specific meeting.

Ng proposes to arrange a mission in order to let a single student visit different laboratories for a very short period, testing different devices and collecting different benchmarking data for each. O'Modhrain suggests to interpret the STSM as a group of students staying in the same lab for a while, doing different experiences.

Decision: The committee decides to collect all candidate submissions formally sent to the MC mailing list, filling the form that will be available as soon as possible on the Cost287 - **ConGAS** web site. Evaluation and selection will be the following steps. An unofficial deadline is also established by the end of the second week after the present Meeting (January 23rd, 2004).

Ng's and O'Modhrain's proposals will be submitted to MC mailing list for evaluation too.

## 6 WG reports

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

- WG1 report by Daniel Arfib:

The last WG1 was held in Marseille on the 27th-28th of November, 2003. The outcome decision was to build a multimedia database and collect an exhaustive bibliography on the subjects addressed by WG1.

- WG2 report by Kia Ng

The WG2 report was centered around four relevant points:

- How could each WG contribute to the WG1 Bibliography project?
- It would be interesting to collect data from different hardware in different labs (STSM could provide the means to do that)
- Dissemination: papers mentioning Cost287 - **ConGAS** in the Frankfurt conference
- Cost287 - **ConGAS** Symposium on Gesture Interfaces for Multimedia Systems will be organized on the 29th of march during the "AISB2004 Convention: Motion, Emotion and Cognition".

- WG3 report by Andy Hunt

During the First WG3 meeting (Genova, 18th April 2003) the topics of interests and possible actions for WG3 were defined. The target areas are: Music/Arts, Science and Data, Social, Technical, and an additional category to understand complex systems. Among the possible actions the WG3 indicates:

- Multimedia Database, collecting research that use human gestures to control electronic sound and multimedia.
- Funding leverage M-V Cost287 - **ConGAS** Conference, including tutorials, performances and workshops
- Special Issue Journal, linked to the Conference above

A Second WG3 meeting took place during the SMAC 03 conference (Stockholm, August 6th 2003). Topics mentioned on the previous meeting were discussed with the following results:

- Thomas Hermann presented a Swiki based web-database, as a possible Multimedia Database, that could be hosted in Bielefeld. Projects and authors can be added very easily and interactively, using web forms.
- Discussion about a Cost287 - **ConGAS** performance that bring together approaches from arts and science. Ng offered to host such an event at the Leeds Interdisciplinary Centre for Scientific Research in music, in April 2004.

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

## 7 Website status report (Nicola Bernardini)

Bernardini exposes the Cost287 - **ConGAS** web site contents and functionalities (<http://www.cost287-congas.org>). It has been built with a Free Software application (Zope) that allows different people to manage contents by creating multiple accounts.

An explanation on the web site management will be put on line.

Some delegates ask about the possibility of having a multilingual web site.

Decision: The maintainance of such a site is a difficult task, so it is decided to translate only the introduction to the Cost287 - **ConGAS** action first.

As the site will publish all the documents written within the Cost287 - **ConGAS** action, the licensing issue has to be clarified. The decision taken is that the licensing adopted for the contents of the website will be the CreativeCommons Attribution-ShareAlike licensing (<http://creativecommons.org/licenses/by-sa/1.0/>) except where expressly noted. Furthermore, all documents produced by Cost287 - **ConGAS** will be public (i.e. put on the website) except where expressly specified.

Rocchesso asks to collect the DAFx action (COST-G6) documentation and to put it on the web site too, as the DAFx action's website is often off-line and it is not maintained any longer.

Decision: The MC agrees on the above.

## 8 Proposal for action structure changes (Nicola Bernardini)

Bernardini introduces the TWGs subject.

During the last MCM in Genova the creation of Transversal Working Group (TWG) was introduced. This subject was discussed in Stockholm too. The Working Groups' tasks is to define the conceptual issues of the Cost287 - **ConGAS** action, similar to thematic areas, and the output of the action.

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, a website, an activity of dissemination, and standards definition. Bernardini's proposal is to ask the COST OFFICE to officially insert the TWG definition and finalities into the Cost287 - **ConGAS** MoU in order to give TWG the authorization to use the COST budget for their purposes.

Some delegates' opinion is that since every change takes a long time and lots of energies, it would be better to concentrate on the conceptual issues instead of dedicating so much time to administrative and organizational matters. However, the definition of the TWG chairpersons remains quite urgent in the general opinion.

It is proposed that each Working Group will be more responsible not only from the theoretical point of view, but also in the realization of its practical output; another question is that the transversal 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).

Decision: The committee agrees on the above issues.

## **9 Organization of the activities for 2004, budget administration**

Each Working Group should try to plan future workshops, milestones, thematic aspirations to a longer term, while also take the responsibility to present materials. It would be a good point if 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 situation).

In this context, the previously discussed and agreed proposition is to make workshops to be an occasion to show the state-of-the-art of European research on the field of the Gesture-controlled audio systems.

Decision: It is also decided to:

- produce a quarterly Cost287 - **ConGAS** newsletter;
- produce a flyer with the specific budget devoted to the dissemination;
- start programming the 2004-2005 activities;
- draft the structure of the Cost287 - **ConGAS** book and share the responsibility of each section/chapter among the WG.

The next WG1 meeting should take place in Oslo in September-October 2004.

The next WG2 meeting will take place in Leeds on March 30th 2004. On that occasion, a Cost287 - **ConGAS** Symposium on Gesture Interfaces for Multimedia Systems will be organized in Leeds on the 29th of March during the "AISB2004 Convention: Motion, Emotion and Cognition". A special hands-on session will include EyesWeb ([www.eyesweb.org](http://www.eyesweb.org)), VICON ([www.vicon.com](http://www.vicon.com)) and others. The abstract submission deadline is the 1st of Feb 2004.

## **10 Next MC meetings**

The next MC meeting will be held in Barcelona. The delegates suggest to organize a workshop open to the public, to present the laboratories inside the University of Barcelona and to invite scientists from other Spanish laboratories to expose their works and methodologies. It could also be a good occasion for a STSM presentation and promotion.

The Spanish delegate Kaltenbrunner renews the availability of the University Pompeu Fabra in this sense. The following dates are fixed: June 28th (workshop) and 29th (MCM) 2004.

## 11 Final Decisions

1. next MCM will be held in Barcelona on the 29th of June, 2004;
2. next MCM will be held in conjunction with an open Cost287 - **ConGAS** workshop;
3. candidate submissions for STSM will be collected via e-mail and evaluated before the next MCM

The meeting closes at 04:45 p.m.