

Cost287 - ConGAS

"Gesture Controlled Audio Systems"

Inaugural Management Committee Meeting
10th March 2003, 10:00-18:00
Bruxelles, Avenue de Beaulieu 33, Ground Floor Room 54

MINUTES OF THE MEETING

notes taken by Nicola Giosmin
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On the 10th of March the following people met for the the inaugural Management Committee Meeting of CONGAS (COST action 287):

Peter Wintlev-Jensen
Michael Fernström
Jan Tro
Rolf-Inge Godoy
Bert Bongers
Daniel Arfib
Nicola Bernardini
Thomas Hermann
Andy Hunt
Kia C Ng
Gunnar Johannsen
Roberto Bresin
Marc Leman
Vesa Välimäki
Todor Todoroff
Nicola Giosmin

The meeting is held in Bruxelles in Room 54 of the Avenue de Beaulieu 33 EC Building.

The meeting starts at 11:00AM.

Mr. Peter Wintlev-Jensen (Scientific COST-TIST secretariat) introduces the session by welcoming everybody and giving a brief introduction to COST and COST-TIST. COST-TIST is a funding line of the EC in the scientific field. The scope of COST-TIST is extremely broad. Meetings are useful to coordinate the whole group participating in a COST action: during the meetings the attendees decide how to go on with the action's work. Wintlev-Jensen clarified that COST does not fund research. A detailed description of the components of COST (CSO, TC, ecc...) followed. He also suggested to have 2 MC in one year: these can be associated to workshops in order to save money. Non-COST countries must pay for their participation, and non-MC delegates may be invited as experts if needed. At any rate if experts from non-COST countries want to participate more frequently they should find proper funding from their own country. Wintlev-Jensen concludes his presentation by stating that the present meeting was organized using last year funding: the funding of COST is currently being reorganized. In the future, the funding of COST actions will come from the ESF (Europe Science Foundation). Contracts between the EC and the ESF are being signed right now, so currently all COST-TIST actions are running on last year's budget: as soon as contracts are signed this year's budget will be available, but this may well not happen before the end of the year anyway.

Nicola Bernardini thanks everybody for making the effort of getting to Bruxelles and also Mr. Peter Wintlev-Jensen and Mr. Michel Ansorge for the considerable help that they gave during the presentation of Cost287 - **ConGAS**. Bernardini apologizes for the fact that this MC meeting was organized in such a short time, and noted that not all countries made it in time to sign the action. So he suggests to organize another MC meeting in Genova on April 18th 2003, right at the end of the Gesture Workshop 2003 (a strictly related event) where more delegates might be present.

The delegates agree.

Wintlev-Jensen stresses again that since COST-TIST is using last year funds, there might not be money any longer to organize another meeting until when the ESF will have reorganized the funding of COST-TIST, which may well be at the end of 2003.

It is decided to postpone the discussion of this issue until the afternoon.

Wintlev-Jensen then introduces the election of the Chairman. The delegates vote unanimously by hand raising and elect Nicola Bernardini as Chairman of the Cost287 - **ConGAS** action.

Bernardini then proposes Daniel Arfib as Vice-Chairman. The delegates vote unanimously by hand raising and elect Daniel Arfib as Vice-Chairman of the Cost287 - **ConGAS** action.

Bernardini then proposes Nicola Giosmin as scientific secretary. The delegates approve unanimously.

Arfib asks whether the Cost287 - **ConGAS** COST-TIST contract is an annual contract. Wintlev-Jensen replies that it is a simple grant: other partners may associate to the action at any time.

Gunnar Johannsen insists to define whether there should be a meeting in Genova or not. Wintlev-Jensen reminds the delegates once again that the action might not be able to have

more meetings this year, if all the money is used now.

Marc Leman proposes an alternative meeting during SMAC03 in Stockholm in August. Arfib proposes to be as quick as possible in organizing the meeting, because of the importance of keeping the project alive in the next months. Starting the project now and then leaving it off for months would make it difficult to restart again later on.

Kia Ng proposes another possible MC date in Leeds in September.

Arfib states that another possibility would be the Résonance Festival in Paris in October 2003.

The meeting is then reported to 01:30 PM.

The meeting resumes at 01:45 PM.

Bernardini proposes to use the following 15 minutes to conclude the discussion on the Genova MC meeting.

Wintlev-Jensen suggests to organize the meeting later because money might then be lacking for the rest of 2003.

Mikael Fernström outlines that in Genova most of delegates will already be there. If the money does not get used completely then another meeting may be organized.

Bert Bongers suggests to organize two smaller workshops.

Rolf-Inge Godoy stresses the importance to have a meeting now in order to clarify ideas and purposes

Arfib stresses the fact that Cost287 - **ConGAS** needs to be very visible, and that Genova is the proper place to this end.

Bernardini proposes to present the project to the attendees of the Gesture Workshop and then hold the meeting. He asks who plans to be there and whether there are going to be papers presented by the Cost287 - **ConGAS** delegates: Arfib, Godoy, Leman, Bresin, Hermann. It is calculated that other people will be there for sure: Antonio Camurri, Sofia Dahl, etc. So, the idea of having an MC meeting in Genova seems to be appropriate.

Johannsen proposes to make it as soon as possible: in Genova, to give a strong impetus to this action.

Fernström agrees and proposes then to pressure the EC to obtain more budget for future meetings within 2003.

Todor Todoroff proposes the hypothesis to start the WGs right away and then add other delegates as countries sign the action. And then to organize another MC.

Bernardini replies that WGs work well if the project has already started. He agrees with Johannsen and Fernström in doing the MC in Genova and then apply for more money.

Jan Tro agrees with the idea of holding the MC in Genova, but proposes to figure out an alternative plan if the MC in Genova does not happen.

Roberto Bresin proposes SMAC03 in August as an alternative plan.

Bernardini asks how many delegates will participate to SMAC03. 5 delegates raise their hands. He states that SMAC03 could be a good alternative plan. A list is then made of all participants to Genova and Stockholm. Point 8 of the Agenda is then picked up, and Bernardini explains the objectives and functioning modes of Cost287 - **ConGAS** (Working Groups, etc.).

Thomas Hermann asks whether it is possible to participate to more than one WG.

Bernardini replies that everyone is welcome to participate to as many WG as she/he feels like to. However, WGs imply work, so responsible choices must be made.

Arfib proposes to elaborate two strategies:

1. The WG hold common meetings
2. At the end they give each other the minutes

He stresses the importance of focusing on the kind of communication and the objectives of the project.

Bongers asks whether a website will be available.

Bernardini states that a domain name has already been acquired: www.cost287-congas.org. He declares that a website will be constructed soon. He proposes to use only Free Software when exchanging documents.

The delegates decide to use HTML as a common format for exchanging documents.

Bernardini proposes to prepare a list of all the delegates dividing by WGs (the list is provided as an attachment to these minutes: cf.A, p.6. In building the list, he proposes to mark whoever wants to propose her/his name as candidate Chairman for each WG. He then proposes to all candidates to present the work of their institutions and their countries related to Cost287 - **ConGAS**. Presentations then follow in the order: Fernström, Tro, Godoy, Bongers, Arfib, Bernardini, Leman, Todoroff, Välimäki, Bresin, Johannsen, Herrmann, Hunt, Ng.

Bernardini then asks the attendees about their agreement on the participation of Canada to Cost287 - **ConGAS**.

All delegates agree unanimously.

Bernardini then goes on with infrastructure organization details: he asks the MC whether all agree to set up a website and make all documentation about the action public.

Vesa Välimäki proposes to put links to activities in each countries.

Bernardini proposes a set of 5 different mailing lists:

1. a closed list for the MC (mc@cost287-congas.org)
2. an open list for generic Cost287 - **ConGAS** information (congas@cost287-congas.org)
3. 3 mailing lists for the different WGs

Bongers proposes to use a single list.

Bresin proposes to use a single list with proper subject tagging for working groups etc.

Arfib proposes to use a closed mailing list for MC information, and a single open list for the rest.

The delegates agree on this solution.

Tro stresses out that mirrors should be made to avoid access problems.

Bernardini proposes to use the Zope web-engine that makes mirroring very easy.

Johannsen proposes to inform the delegates that did not attend the meeting in Bruxelles about the WGs, so that they can start considering to adhere or not to each WG.

Todoroff proposes to think about transversal subsets to join together the different WGs.

Bernardini asks the attendees to think about the organization of future Cost287 - **ConGAS** conferences and workshops.

Arfib stresses that there are already some established conferences on Music Gesture: NIME - the Gesture Workshop starts to have an important feature for music.

So, Bernardini proposes to organize Cost287 - **ConGAS** day-long meetings during these events, without organizing another conference or event. Cost287 - **ConGAS** can contribute to these conference.

Bernardini introduces the discussion of the Short Term Scientific Missions (STSM). In other actions STSM were also used to organize functional workshops with postgraduate students and they worked very well. Arfib stresses that these are easy to organize, and that there can be 7/8 STSM per year, and Bernardini states that the money allocated to STSM is lost if it is not used.

Hermann asks how the money is allocated in a COST action.

Wintlev-Jensen replies that money is allocated on a per-country basis but it is provided to the host organization to reimburse traveling costs of MC delegates, a per diem of 150 Euros per delegate, and then for STSMs and experts. COST actions can also request contributions to the organization of a conference or a workshop.

The MC meeting closes at 18:00.

A. Working Group Participation

Name	WG1 Capture/Analysis methods and technology	WG2 Gesture devices implementations	WG3 Integrated Apps
Nicola Bernardini			++
Daniel Arfib	⊕	+	+
Rolf Inge Godøy	++		+
Jan Tro	++		
Thomas Herrmann		+	++
Andy Hunt	+		++ ⊕ ??
Kia Ng	+	⊕	
Gunnar Johannsen	++		++
Roberto Bresin			++
Sofia Dahl	++		
Marc Leman	++		
Vesa Välimäki	+	+	++
Lauri Sarioja	++		++
Todor Todoroff	+	++	⊕ ??
Bert Bongers	++	+	
Michael Fernström	(+)	++	+

Symbols:

+ : interested

++ : very interested

⊕ : head WG candidate