



**Management Committee Meeting
May 10th 2006, 10:00 a.m. - 04:00 p.m.
University of Leeds, Leeds UK**

(Revision 0.1 February 4, 2007)

notes taken by Alessandra Ceccherelli

ale@miu-ft.org

1 Introduction

The Sixth Management Committee Meeting of the Cost287 - **ConGAS** action has taken place on May 10th 2006, in Leeds, at the University of Leeds (UK).

Attendance List of participants:

	Name	Country
1.	Nicola Bernardini	Italy
2.	Daniel Arfib	France
3.	Roberto Bresin	Sweden
4.	Alessandra Ceccherelli (scientific secretary)	Italy
5.	Alain Crevoisier	Switzerland
6.	Mikael Fernström	Ireland
7.	Sylvie Gibet	France
8.	Rolf Inge Godøy	Norway
9.	Thomas Hermann	Germany
10.	Andy Hunt	United Kingdom
11.	Gunnar Johannsen	Germany
12.	Kia Ng	United Kingdom
13.	Sandra Pauletto	United Kingdom
14.	Tapio Takala	Finland
15.	Hilmar Thordarson	Iceland
16.	Jan Tro	Norway

Bernardini welcomes the participants, then introduces Alain Crevoisier, new Swiss delegate, nominated in March 2006, who is taking part in a Cost287 - **ConGAS** MC meeting for the first time.

Dr. Crevoisier works as researcher for the Center for Engineering and Technology Transfer

(CeTT), at University of Applied Sciences of West Switzerland. He also works as sound installation artist with Butoh dancers. He is also involved in "Tangible Acoustic Interfaces for Computer-Human Interaction (TAI-CHI)¹", a project funded under the Sixth Framework Programme of the EC.

2 Adoption of the Agenda

The proposed Agenda is submitted:

1. Adoption of the Agenda
2. Presentation and introduction of new countries and delegates
3. Approval of the Minutes of the November 23rd 2005 MC - Salerno
4. Progress Report 2005-2006
5. 2006-2007 Budget (official COST communication)
6. 2006-2007 Activity Plan:
 - Administrative hosting change
 - Action Extension Request (to end of June 2007)
7. TWG leader reports
8. Future projects stemming out of the Cost287-ConGAS action (COST-TIST and FP7)
9. Dissemination activities (newsletter, publication, participation to conferences, workshops)
10. Next meetings (MC, WG, TWG)
11. Any other business

Decision: The Committee approves the Agenda proposed and suggests to anticipate the TWGs discussion in order to let Dr. Sandra Pauletto, who has to leave late in the morning, to take part to the discussion.

3 Approval of the Minutes of the November 23rd 2005 MC - Salerno

Bernardini reads the past MC meeting's minutes with no relevant comment from the Committee.

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

¹<http://www.taichi.cf.ac.uk/>

4 TWG leader reports

TWG2-web report

Nicola Bernardini exposes some consideration about Cost287 - **ConGAS** website architecture and proposes to evaluate a migration to a different platform/web application in order to easily manage forms and data collection validation and publication, such as **Plone**², a web content management system, or **Drupal**³, an open source content management platform with integrated wiki inside.

A good example of Drupal application is <http://www.soundandmusiccomputing.org>, a portal maintained by the University of Verona which is a long term availability website but which has also a quick availability of data (very good from the point of view of the end users). The idea is to have a direct link inside Sound Music Computing to Cost287 - **ConGAS** which could be a separate section. DAFX will be probably part of this website too.

Many decisions have to be taken: Is it worth to use a different web application (this could take a while)? Who is going to maintain the Cost287 - **ConGAS** website after the administrative migration? Of course, the migration and maintainance of the website is connected to the host migration which is going to be defined very soon. If we decide to keep the website as it is, we have to handle manually the data collected but, for sure, they have to be displayed as soon as possible.

Another possibility is to migrate only the data collection section.

TWG1-book report

A detailed outline of the Cost287 - **ConGAS** books has been sent to Routledge publisher, but they refused our proposal.

Other publishers could be: Ashgate, Springer, Focal Press, Oxford University Press.

The TWG1 suggests to redraft a new proposal to submit to a new publisher (the best candidate is probably Ashgate) and a new TWG1-book agenda as follow:

- September 30th 2006, First draft of Chapters;
- Each book editor informs all principal authors of new schedule;
- Editorial Board, early October 2006 (instead of beginning of September, as planned);
- Book meeting in Oslo, December 2006.

Following this rescheduling proposal the Editorial Board will not be held in Ghent, but in a place more reachable for all 4 participants: the three book editors and the TWG1 leader. The

²<http://plone.org/>

³<http://drupal.org/>

date should be from 6th to 15th of October (to be confirmed through the mailing list).

About the event in Oslo, organized by the WG1, it could be a 2 days scientific meeting devoted to Cost287 - **ConGAS** topics in an open session.

Oslo Seminar - Program proposal:

Day 1	11/30/2006, afternoon	Open session - lecture presentation
Day 2	12/01/2006, all day	Open session - Cost287 - ConGAS topics
Day 3	12/02/2006, morning	Open session - Cost287 - ConGAS topics

Decision: Kia Ng is going to contact Ashgate as soon as possible, with the old book outline. Then he refers to the Committee. The new book-schedule is accepted. A draft schedule for the meeting in Oslo is also proposed and accepted.

5 2006-2007 Budget (official COST communication)

Bernardini refers the updates related to 2006-2007 budget and exposes the new COST rules for budget management.

The request we submitted for 2006-2007 was €71,000.00, but the action has been granted a €58,700.00 budget until March 2007 (when the action ends). Hence we will redraft a new budget taking into consideration the new COST rules for the budget allocation:

- Secretariat overhead is capped by 15% of actual expenses;
- Maximum €5,000.00 for maximum one Workshop/Seminar per annum, or double this figure if Final Meeting;
- Meetings and STSM allocations were based in the past on the number of signatory countries.

Decision: Redraft 2006-2007 Budget allocation.

6 2006-2007 Activity Plan

6.1 Administrative hosting change

As already discussed during the last MC meetings, Firenze Tecnologia will not be the host institution for Cost287 for the last year of the action (July 2006-March 2007). This has entailed

a long internal process in order to find a new administrative host and make sure that the new institution would be appropriately informed of the duties connected to hosting a COST action. This also implies a change in the Scientific Secretariat of the action, as Alessandra Ceccherelli (Scientific Secretary) will be no longer under contract in Firenze Tecnologia since the end of June 2006.

The only hosting candidate we received is from DIST-University of Genova, which is also in Italy, so the fiscal problems we previously had will not change, but nobody else was available to host the action.

Decision: The new Cost287 - **ConGAS** host Institution will be DIST-University of Genova, from July 2006.

6.2 Action Extension Request (to end of June 2007)

The action is supposed to end in March 2007. The decision made by the MC to create a book in three volumes, under a general title "Sound-Gestures", is a huge task which is progressing nicely, therefore the realization, revision and publication of books will only be completed in May or June 2007.

Moreover, since the last MC meeting we were thinking to organize a significant final event in the occasion of Reykjavik arts Festival which is run every year in June, and should include a larger Cost287 - **ConGAS** conference to increase the diffusion of the actions and stimulate spin off created during the action. Therefore we have sent an informal request to our rapporteur and we are about to present to the CSO a request for a 3 month extension.

Decision: A formal request to extend the action until June 2007 will be sent as soon as possible to the COST CSO.

7 Future projects stemming out of the Cost287-ConGAS action (COST-TIST and FP7)

During the last MC meeting it was proposed to outline a new COST Action proposal. Davide Rocchesso (University of Verona, Italy) will be willing to draft the proposal and chair a new Action devoted to Sound Interaction Design, a new subject in which research is at the beginning.

After having asked the collaboration of other Cost287 - **ConGAS** national delegates, Mikael Fernström (IR), Thomas Hermann (D), Rolf Inge Godøy (NO) and Andy Hunt(UK) expressed their interest in the new Action and they will work together with Rocchesso. The proposal will be prepared within the deadlines, published on the COST website.

Decision: The Cost287 - **ConGAS** follow up will be devoted to Sound Interaction Design. A core group is defined in order to draft the proposal.

8 Dissemination activities (newsletter, publication, participation to conferences, workshops)

A problem on announcement calls for STSM indicates that it is not clear either what is the call deadline nor what is the exact procedure for participating. We need a clearer communication over the web site and mailing lists.

Decision: Information on STSM participation will be better planned

9 Next MC meetings

The next Cost287 - ConGAS meeting will be held in Oslo, at the end of November. On that occasion a public operative meeting is proposed, to give some key indications from each Cost287 - ConGAS book editors. Two possible topics: Mechanics and Sound; Gesture interchange file format (M. Paradis' speech). A Management Committee is not foreseen at that time. The next MC meeting will be held in York (January 2007) and/or, if the Action time will be extended, in Reykjavik (June 2007), during the last Cost287 - ConGAS event.

10 Final Decisions

1. Redraft 2006-2007 budget;
2. Put online the data collected on audio-gesture research and scientists;
3. An extension of 3 months of the Action period will be asked to COST CSO;
4. A clearer strategy on communication for all STSMs issues will be adopted;
5. Next meeting: scientific meeting in Oslo (NO), late November 2006, MC meeting in York, February 2007.

The meeting closes at 04:00 p.m.