



Management Committee Meeting
November 23rd 2005, 09:30 a.m. - 04:30 p.m.
University of Salerno, Salerno ITALY

(Revision 1.7 July 13, 2006)

notes taken by **Alessandra Ceccherelli**

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1 Introduction

The Fifth Management Committee Meeting of the Cost287 - **ConGAS** action has taken place on November 23rd 2005, in Salerno, at the University of Salerno.

Attendance List of participants:

| | Name | Country |
|-----|---|----------------|
| 1. | Nicola Bernardini | Italy |
| 2. | Daniel Arfib | France |
| 3. | Alvaro Barbosa | Portugal |
| 4. | Roberto Bresin | Sweden |
| 5. | Alessandra Ceccherelli (scientific secretary) | Italy |
| 6. | Sophia Dahl | Sweden |
| 7. | Rolf Inge Godøy | Norway |
| 8. | Thomas Hermann | Germany |
| 9. | Karl Kristoffer Jensen | Denmark |
| 10. | Gunnar Johannsen | Germany |
| 11. | Sergi Jorda | Spain |
| 12. | Marc Leman | Belgium |
| 13. | Kia C. Ng | UK |
| 14. | Tapio Takala | Finland |
| 15. | Luis Teixeira | Portugal |
| 16. | Jab Tro | Norway |
| 17. | Gualtiero Volpe | Italy |
| 18. | Marcelo Wanderley | Canada |

Bernardini welcomes the participants, then introduces Luis Teixeira and Alvaro Barbosa, Portuguese delegates, who are taking part to a Cost287 - **ConGAS** MC meeting for the first time.

2 Adoption of the Agenda

The proposed Agenda is submitted, with an additional point, "*Report on the administrative situation*" :

1. Adoption of the Agenda
2. Presentation and introduction of new countries and delegates
3. Approval of the Minutes of the May 21st 2005 MC - Vannes
4. Report on the administrative situation
5. Progress Report 2004-2005
6. 2005-2006 Budget (official COST communication)
7. 2005-2006 Activity Plan: proposal for a future plan of activities
8. TWGs leader reports
9. List of existing research groups in Cost287-ConGAS countries
10. Future projects stemming out of the Cost287-ConGAS action (COST-TIST and FP7)
11. Dissemination activities (newsletter, publication, participation to conferences, work-shops)
12. Next meetings (MC, WG, TWG)
13. Any other business

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

3 Presentation and introduction of new countries and delegates

Prof. Luis Teixeira and Prof. Alvaro Barbosa are the new national delegates for Portugal. Teixeira presented the state-of-the-art of national activity research related to Cost287 - **ConGAS** in Portugal, focusing on educational, artistic, commercial activities at the Universidade C atolica Portuguesa and at CITAR (Research Center for Arts and Science Technology).

Austria is the next country who is going to join Cost287 - **ConGAS** . The request has been submitted in June.

4 Approval of the May 21st 2005 MC Minutes

Corrections made to the previous MC meeting minutes:

- The meeting in Oslo will be organized by the University of Oslo instead of the NOTAM, in November 2006

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

5 Report on the administrative situation

Proposal: Moving the administrative / budgetary management of Action 287 to another country

Bernardini exposes some considerations on our host institution's related issues. The Cost287 - ConGAS administration through Firenze Tecnologia is not manageable any longer, connected to the fact that Firenze Tecnologia is a sort of "commercial enterprise" (not an academic institution) and as such all money handling undergoes the Italian fiscal legislation. The Italian fiscal law imposes the taxation of every reward and contribution to foreigners for duties, events and participations developed in Italy, when they are not hired by the company (Firenze Tecnologia) itself.

Unfortunately in the Italian fiscal system the concept of "reimbursement" as fixed rate refund doesn't exist, and therefore it is impossible to pay an allowance without a corresponding receipt of payment for either meal and accommodation: it is always considered as salary.

The discussion involved the COST office too and no better solutions were found:

1) Keeping the administrative / budgetary management of Action 287 in Italy, in a non-commercial institution, possibly an academic partner, provided that this solution clearly evacuates the present difficulties.

2) Moving the administrative / budgetary management of Action 287 to another country. In this case, collect in first instance candidates from countries, possibly among those who have hosted the Secretariat of former or running COST Actions.

As the 65% of annual grant has been already transferred to Firenze Tecnologia the change of hosting institution should happen in July 2006.

Decision: The delegates will ask to their Institutions about the possibility of hosting the Cost287-ConGAS Secretariat. Then they report back to the Chair.

6 Progress Report 2004-2005

The Progress Report 2004-2005 has been submitted at the end of the fiscal year.

After the last Vitznau joint MC-Chairs / TC-TIST meeting in July we received a written Report by our rapporteur Prof. Michel Ansorge:

- GLOBAL APPRAISAL: Very positive

- RECOMMENDATIONS:

- further improve the cooperation with other Actions
- Establishing links with EU FP6 consortia dealing with connected subjects (e.g. ambient intelligence, assistive technologies, etc.)
- Strengthen the focus

7 2005-2006 Budget - COST communication

Bernardini exposes some considerations on current 2005-2006 budget and refers COST communications in order to set up the next budget proposal.

The current budget items have been allocated and approved during the last MC meeting in Vannes:

| | |
|--------------------------|--------------------|
| Scientific Secretariat | 13,000.00 € |
| Workshops and Seminars | 7,000.00 € |
| ICMC | 1,000.00 € |
| SMC | 1,500.00 € |
| GIMS | 3,000.00 € |
| NIME | 1,500.00 € |
| Posters and Publications | 500.00 € |
| Meetings | 34,768.00 € |
| STSMs (5) | 10,000.00 € |
| TOTAL | 65,268.00 € |

Up to today we organized a first Cost287 - ConGAS seminar in Barcelona but we probably under-spend for this sponsorship: ICMC could ask less than 1,000.00 €.

About budget plans for future activities and seminars, during the last MC meeting the decision was to split up the workshops/seminars amount into several smaller contributions, financing different activities and increasing the Cost287 - ConGAS dissemination.

It is necessary to better plan the sponsorships conditions: registration fees reduction, invite keynote speakers, etc.

For the Cost287 - **ConGAS** seminar in June at NIME06 conference it is proposed to organize an entire day with invited keynote speakers, for example: Alain Berthoz (Collège de France), Marc Jeannerod (Institut des Sciences LYON), Jean Decety (Institute for Learning and Brain Sciences University of Washington).

The STSM's budget has been almost completely allocated: 8,000.00€ out of 10,000.00€ planned. Then there will be another call for STSM submission at the beginning of the year 2006.

An important communication from COST is related to budget plan implementation: in the next fiscal year (2006-2007) the Secretariat budget has to be not over the 15% of the total annual grant.

Decision: Send the final 2005-2006 Budget to COST Office, publish a new STSM call for submission on the website and contact NIME06 organizers.

8 2005-2006 Activity Plan: proposal for a future plan of activities

The Activity plans for the current and also for the next year have been drafted during the previous meeting. Only an additional meeting for the Editorial board has been added to the 2006-2007 plans, in order to deeply discuss the Book issues.

Plan of Activities 2005-2006

| DATE | EVENT | COST287 ACTIVITIES |
|------------------------|---------------------------|---------------------------------------|
| November-December 2005 | AXMEDIS, Florence (Italy) | Cost287 - ConGAS participation |
| 9-10 May 2006 | GIMS06, Leeds | WG2, MC meeting, COST287 Seminar |
| 4-8 June 2006 | NIME06, IRCAM, Paris | COST287 Seminar |

Plan of Activities 2006-2007

| DATE | EVENT | COST287 ACTIVITIES |
|----------------------|--|-------------------------------------|
| early September 2006 | Ghent University, Belgium | Editorial Board meeting |
| early November 2006 | University of Oslo, Oslo (Norway) | MC and Seminar + WG1 |
| January 2007 | Interactive Sonification Workshop, York (UK) | WGs + TWGs meetings' termination |
| early June 2007 | Arts Festival, Reykjavik, Iceland | Cost287 - ConGAS Final Event |

Decision: The Activity plan 2005-2006 will be sent to the COST Office. The 2006-2007 plan will be sent to the MC mailing list.

9 TWG's reports and plans by the respective TWG Chairpersons

The MC meeting has been partly dedicated to the ConGAS Book project as the TWG1-book meeting was held the day before (November 22nd 2005). Marc Leman's report contains the notes of that meeting.

TWG1: Marc Leman's presentation

Important dates and deadlines to be highlighted from the TWG1-book agenda:

- 15 March 2006: Book Internal review
- 15 April 2006: Chapter 1, version 0.1, submission to the Book Editors and Marc Leman (as template chapter)
- 15 June 2006: Version 0.1 other chapters submission
- September 2006: Editorial Meeting in Ghent before/after the "International Summer School in Systematic Musicology (ISSM 2006)"
- December 2006: Book final version

TWG2: Thomas Hermann's presentation

Thomas Hermann has shown the minutes (written by Sandra Pauletto and uploaded on the Cost287 - **ConGAS** website) of TWG2 previous meeting, held the 16th of June in Padova, focused on how implementing the website as interactive tool for Cost287 - **ConGAS** users.

He also presented the next TWG2 actions:

- to have a script to create an html webpage from the html forms
- to debate designs for these html, to make templates for that
- to have these pages integrated in the Cost287 - **ConGAS** website
- to send a reminder to delegates by new year concerning networking activity deadline
- to solve technical problems around the Zwiki functionality
- to draft an initial version of our Cost287 - **ConGAS** wiki

10 List of existing research groups in Cost287-ConGAS countries

Following the decisions taken during the previous MC meeting, two online web forms have been put on the Cost287 - **ConGAS** website to collect data on researchers and projects dealing

with the Cost287 - **ConGAS** scientific fields of study. Some data has already start to be collected. Second steps should be the validation by the national delegates and publication on the Cost287 - **ConGAS** website.

Thomas Hermann presented the latest steps that the German delegates have undertaken to gather a network. In result the first forms have been filled!

A template e-mail has been distributed by Alessandra (sketched by Thomas Hermann and Gunnar Johannsen), and national delegates are expected now to start a similar dissemination and networking. The deadline is the end of February 2006.

Decision: Each delegate should send an e-mail (based on the German template) to the national institutes, within the end of February 2006.

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

The Cost287 - **ConGAS** action will end in 2007, from this experience we can see an emerging community which we would coordinate. We can continue shifting the focus on Interactive Sonification or Sound Interaction Design, as we have had sufficient evidence that this is a general "future" trend even within Cost287 - **ConGAS** so we might start discuss whether this is a viable follow-up within COST-TIST.

Other possible subjects for a new COST Action are: Audio Design, Music Design, or even a multidisciplinary field as the strong interdisciplinarity is currently not fully exploited yet and better networking in Europe is certainly highly needed.

Moreover COST actions are a very good tool to coordinate national efforts - which supposedly should already be in place somehow.

Our rapporteur, Prof. Michael Ansorge, is a really well prepared person and favorable to help us in drafting a good proposal.

We can think about a new subject for a possible new COST Action and outline it precisely as much as possible.

A possible outline to submit a future COST proposal by the end of the Cost287 - **ConGAS** action is the following:

- Draft a proposal for a new Action outlining the main purpose.
- Send it to the Rapporteur
- The Rapporteur asks to develop better the proposal (The support of COST is very good in the submission process)
- The proposal obtains the COST signature office

Another possibility is to ask for a Cost287 - **ConGAS** extension, but it could take more work than make another Action. No all delegates are into Sonification. For example, Cost287 - **ConGAS** itself was born from DAFx with a change of representative national delegates.

A possible extension time could be just a short prolongation of 3 months to better complete all activities.

Moreover the new subject should be well evaluated: Sound Design is relatively new in engineering field and involves many other applications, such as Automotive, Medical, Games.

On one hand Sonification and Sound Design are not musical issues, but exclude somehow artistic aspects. On the other hand there are many applications and possible developments related to Sound Design.

So we can also think of two different and collaborative Actions, in Telecommunications and Humanities for example: COST is the perfect tool to get some important thing started.

Other opportunities will come from the 7th Framework Programme (2007-2013) but we still don't know how the instruments created for FP6 are going to be changed:

- Integrated projects: integrates a critical mass of activities (research, demonstration, training, innovation, management) and resources (staff, skills, competences, finances, infrastructure, equipment etc.). This instrument is good for more specialized projects.

- NoE (Networks of Excellence): is an instrument for directly tackling the fragmentation of research activities in Europe in a given thematic area. Larger frameworks but with some organization problems and not better funded (the huge amount granted is subdivided into the number of partners)

- STREP (Specific Targeted Research Projects) for the improvement of existing or developing new products, processes or services, or to contribute to meet the needs of society or Community policies.

Marie Curie Networks - or similar networks - could be also considered for the implementation of human potential and Education: the pedagogical side is still to be improved.

The link to industry research and a connection with industries needs also to be taken into consideration.

Decision: From January 2006 we start to collect comments and proposals from each national delegate. Draft a new COST proposal and study the Network of Excellence in FP7.

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

A big format poster (70x100 cm) has been printed last month (October 2005) in 20 copies. The cost of graphic design and concept for Cost287 - **ConGAS** poster and brochures, is 2.000 € in total, apart from printing costs. This amount includes the web implementation and website maintenance for two years (2004-2006).

Further step for dissemination activity:

- Restore the quarterly Cost287 - **ConGAS** newsletter

- Print more copies of the poster
- Funding other Cost287 - **ConGAS** participation and workshops

Next supported workshops and allocations for the present fiscal year 2005-2006 (as stated by the last MC meeting):

| Event | Date | Allocated amount |
|--------|-----------|---|
| GIMS06 | May 2006 | 3,000.00 € (Cost287 - ConGAS workshop) |
| NIME06 | June 2006 | 1,500.00 € (participation) |

Decision: Restore the newsletter within the end of the year. Support Cost287 - **ConGAS** dissemination activities.

13 Next MC meetings

The next MC meeting will be held in Leeds, during the GIMS 06, the 8th or 10th of May 2006.

14 Final Decisions

1. The Budget Plan 2005-2006 will be submitted to the COST Office;
2. The draft schedule for 2006-2007 will be sent around as soon as possible;
3. Some web development for collecting data on research activities will be improved;
4. An extension of 3 months of the Action period will be asked to COST CSO;
5. A new call for submissions for STSM will be published on the web site;
6. Next MC meeting: Leeds(UK), the 8th or 10th of May 2006

The meeting closes at 04:30 p.m.