



Management Committee Meeting
Vannes 21st 2005, 09:30 a.m. - 04:30 p.m.
Berder Island, Vannes, University of Bretagne Sud

(Revision 1.5 June 13, 2006)

notes taken by Alessandra Ceccherelli

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1 Introduction

The Fourth Management Committee Meeting of the Cost287 - **ConGAS** action has taken place on May 21st 2005, in Vannes, at the University of Bretagne Sud.

Attendance List of participants:

	Name	Country
1.	Nicola Bernardini	Italy
2.	Daniel Arfib	France
3.	Bert Bongers	Netherlands
4.	Roberto Bresin	Sweden
5.	Alessandra Ceccherelli (scientific secretary)	Italy
6.	Sylvie Gibet	France
7.	Rolf Inge Godøy	Norway
8.	Thomas Hermann	Germany
9.	Andy Hunt	UK
10.	Karl Kristoffer Jensen	Denmark
11.	Gunnar Johannsen	Germany
12.	Martin Kaltenbrunner (Xavier Serra replacing delegate)	Spain
13.	Thomas Moeslund	Denmark
14.	Kia C. Ng	UK
15.	Tapio Takala	Finland
16.	Hilmar Thordarson	Iceland

Bernardini welcomes the participants, then introduces Hilmar Thordarson, Icelandic delegate, who is taking part to a Cost287 - **ConGAS** MC meeting for the first time.

2 Adoption of the Agenda

The proposed Agenda is submitted, after having slightly changed the order of points, as follows:

1. Adoption of the Agenda
2. Approval of the Minutes of 10/12/2004 Barcelona - MC Meeting
3. Budget 2005-2006 (official COST communication)
4. WG reports and plans by the respective WG Chairpersons.
5. 2005-2006 Activity Plan: proposal for future plan of activities
6. STSM's request status (Giordano, Ibrahim, Williamson)
7. Progress Report 2004-2005: Dissemination Results (Scientific and Technical cooperation, Transfer of results)
8. TWG1 (Book) and TWG2 (Website) next meeting
9. New COST Country in Cost287 - **ConGAS** : Austria New potential Switzerland's national delegates
10. List of existing research groups in Cost287 - **ConGAS** countries
11. Dissemination activities (newsletter, leaflet, publication)
12. Next MC meeting
13. Any other business

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

3 Approval of the January 09th 2004 MC Minutes

Corrections made to the previous MC meeting minutes:

- The TWG2 leader is Sandra Pauletto instead of Thomas Hermann,
- The Swiss delegates point was a "preliminary discussion" from which potential delegates' names list came up, that could be communicate to COST. The point should therefore be named "New suggested (instead of "potential") Swiss delegates".

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

4 2005-2006 Budget - COST communication

Bernardini exposes some considerations on 2004-2005 budget status and refers COST communications in order to set up the next budget proposal.

The administrative present situation was already drafted during the York WG3 meeting in March, pointing out the risk of under spending the annual budget and probably loose money: we have to ask to the COST Office if there is any possibility to transfer money from 2004-2005 budget to the next year, or alternatevely, in case of overspending, if we can "transfer the deficit".

It is necessary to better plan the expenditure for meetings and fix the MC meetings date for better planning and proposing. The ideal situation should be spending the 65% of the annual grant within the month of March having drafted at the same time a quite realistic schedule for the year to come. An optimization of meetings' organization should also be considered, linking WGs, TWGs and MCs meetings each other and with other International initiatives where Cost287 - **ConGAS** delegates are going to be involved. The actual trend is that WGs, that are smaller groups, spend more than expected and MCs spend less than planned. We should try either to better plan the meeting costs letting know in advance the individual plan of estimate travel costs, and, on the other hand, to save money for travel, organizing WGs/TWGs meetings in conjunction with MCs meeting.

Another aspect to be considered in budget planning is how to distribute sponsorships: up to this year for co-financed workshops and seminars we always stated 3,000 eur, that is the limit over which we have to ask COST authorization. But we can split this amount up into several smaller contributions, financing different activities and increasing the Cost287 - **ConGAS** dissemination.

Finally, two additional administrative rules have been recently added to COST guidelines. Since this year COST guidelines give the possibility of allocating 2,000 eur for the website management and improvement. This is particularly interesting for TWG2-web proposals. Moreover there is a COST special policy in costs management for publications, that are not to be considered as a part of actions' annual grant.

The new guidelines and the Publications policy are available both from the COST and Cost287 - **ConGAS** websites.

5 WG's reports and plans by the respective WG Chairpersons

WG1: Daniel Arfib's presentation

Past events: WG1 meeting in Oslo, December 2004.

Book 1. Subject: Basic of gesture and sound.

Chapters are illustrated, with author and contents for each chapter (see Marc Leman report of Oslo WG1 meeting).

WG1 activities: Since December, WG1 has developed its website, uploading contributions (pdf files), software information, methodology, possible definition of "Gesture" (what is a gesture? How to capture it? What can be done with...).

Arfib and Godøy have proposed two different outlines. Contents overlapping should be avoided sharing and making visible the structure and contents of each book and identifying a General Editor to coordinate the editorial board: the proposed Editor is Marc Leman, TWG1-book leader.

On the other hand each book must have an editor who prepares a very good book proposal, including final chapter, and contact the Publisher. The Sub Editors proposed are: Rolf Godøy for Book1; Kia Ng for Book2, Andy Hunt for Book3.

WG2: Kia Ng's presentation

Past activities: Several dissemination activities (invited visits and meeting on WG2 - McGill University, Canada; ICSRiM, University of Leeds...).

Upcoming events: WG2 meeting in Leeds, June 05.

Book 2. Subject: How to capture/process/represent "gesture"? (Platforms, Measurement and methodologies)

Kia Ng outlines the Book 2 structure consisting in three parts (as reported by Marc Leman, in the Oslo-WG1 meeting minutes): 1. *Hardware and Software Platforms*, 2. *Research Methodologies*, 3. *Experiments, annotation and evaluation*.

WG3: Andy Hunt's presentation

Past events: Interactive Sonification Workshop (January 2004), WG3 York (March 2005)

Forthcoming activities: STSMs, Multimedia Database coordination, EU projects (Marie Curie) for the use of Interactive Sonification to enhance the detection of anti-personnel landmines.

Book 3. Subject: "Applications and Technologies".

Book structure overview: The book will be structured in three part (10-13 chapters): Part A (*Analysis and Scientific Applications*), Part B (*Performance and Entertainment Applications*), Part C (*Medical and Social Applications*).

In order to protect the authors' intellectual property, contents will not be available online, but they should be shared by mailing list. Therefore provisional (not final!) contents should be available from the WG3 website, as a sort of web-marketing strategy for potential readers.

Decision: Sub-editors unanimously voted by the MC: Rolf Godøy for Book1; Kia Ng for Book2; Andy Hunt for Book3. A General Editor is unanimously identified: Marc Leman.

6 2005-2006 Activity Plan: proposal for a future plan of activities

Future international events up to 2007 and possible Cost287 - ConGAS initiatives are:

DATE	EVENT	COST287 ACTIVITIES
July 2005	Interactive Music Network, Vienna (Wedelmusic)	Cost287 - ConGAS presentation
September 9th 2005	ICMC05, Barcelona (Spain)	Cost287 - ConGAS presentation
November 24-26 2005	SMC05, Salerno (Italy)	TWGs + MC meeting + Cost287 - ConGAS presentation
November-December 2005	AXMEDIS, Florence (Italy)	
May 2006	GIMS, Leeds	WG2 + MC meeting
June 2006	NIME06, IRCAM, Paris	
early November 2006	University of Oslo (Norway)	
January 2007	Interactive Sonification Workshop, York (UK)	final WGs + TWGs meeting
early June 2007	Arts Festival, Reykjavik Iceland	Cost287 - ConGAS final event

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

7 STSM's request status

There is still a remaining grant for one STSM funding. KTH's candidature of Bruno Giordano has to be voted, whom workplan, available on the web since April, is now proposed to the MC for evaluation. After have read the workplan the MC approves Giordano's STSM.

There are new STSM candidatures that will be shifted to 2005-2006: Asri Ibrahim and John Williamson.

Deadlines for collecting STSM applications are stated: the 1st of July 2005 and the 1st of January 2006. The collected workplans and budget requests will be put online on the Cost287 - ConGAS STSM web page. Then an e-mail voting procedure will be started.

Decision: Deadlines for 2005-2006 STSM submissions: July 1st 2005 and January 1st 2006. The e-mail voting procedure is adopted.

8 Progress report 2004-2005, Section 6: Trasfer of Results

Looking at the imminent submission of the Progress Report 2004-2005, we would need to collect information in order to build up Section 6.4, "Scientific and Technical Cooperation" ¹, and Section 6.5, "Transfer of Results" ².

Contributions from delegates are collected in the following paragraphs (inserted in the Progress Report):

Scientific and Technical Cooperation:

"Working liaison with other COST Actions in the field of telecommunications and teleinformatics and other scientific communities:

- *COST 219-ter Action "Accessibility for All to services and terminals for next generation mobile networks". Participation of Cost287 Chairperson Nicola Bernardini to 219-ter MCM Copenhagen, October 19th 2004.*
- *a collaboration has been established with the AISB Society for the Study of Artificial Intelligence and the Simulation of Behavior ³ during the 1st Cost287 - ConGAS Workshop in Leeds.*
- *Strong links are being made with the ICAD Community on Auditory Display ⁴. "*

Transfer of Results:

"During its current research activities in the context of Gestural Audio Control WG3 started a contact with a motion capture company named Lukotronic ⁵. Within this connection, WG3 extended their software system with an OpenSoundControl export module to significantly facilitate the creation of real-time systems. The interface is in principle capable of sending information according to the TUIO protocol, developed during a Cost287 - ConGAS STSM by Till Bovermann.

WG2 established several contacts with related industries particularly on sensor acquisition devices such as iCubeX and AtoMIC and La Kitchen, and motion tracking companies including VICON Ltd."

Moreover the WG3 is linked with the Interactive Sonification Workshop, which focuses on integrated applications using sound and tactile feedback. The Workshop has its own proceedings, and WG3 has provisional acceptance to re-work the papers (and invite others) for a special issue of IEEE Multimedia.

¹(Description: List briefly cooperation and contacts established with scientific institutions, with other research programmes, especially in the EU framework programme, and with potential users)

²(Description: List briefly cooperation and contacts established with the Commission, with normalization and standardization bodies and with operators and manufacturers)

³<http://www.aisb.org.uk>

⁴www.icad.org

⁵www.lukotronic.com

Decision: Sections 6.4 and 6.5 will be integrated with the updated information within the Progress Report 2004-2005.

9 TWG1 and TWG2 next meetings

The next TWG1-Book meeting will be held in Bielefeld, the TWG2-Web in Padova, in June 2005.

The considerations on the budget allocation expressed above, clearly show the necessity of planning TWGs meeting together with a WG or an MC meeting, in order to save money for travel. Two TWGs per year are planned.

Following TWG1 and TWG2 meetings should be held both in Salerno, in the occasion of the fifth Cost287 - **ConGAS** MC meeting.

Decision: Next TWG1 and TWG2 meetings are planned.

10 New Cost Countries

The interest expressed by Portugal in joining Cost287 - **ConGAS** action seems not have had success (we did not receive any signal from COST Office).

In the meantime we identified a new COST country interested in being part of ConGAS: Austria.

Martin Kaltenbrunner and Guenter Geiger (both Austrian researchers) should soon contact their National COST Coordinator, proposing themselves as national delegates for Cost287 - **ConGAS**.

Switzerland. In a message dated 8th of December our Rapporteur, Michel Ansorge, wrote that Switzerland was about to find a new delegate and they needed 2 months more to arrange everything.

Up to today (May 2005) no other message has confirmed neither modified this information. We should send to the attention of our Rapporteur the Swiss potential delegates list discussed in Barcelona.

Finally we should ask about how to finance Canada, which is a non-COST country participating to Cost287 - **ConGAS** but it is not eligible for reimbursement: that give as a consequence a low participation of Canadian delegates to the Cost287 - **ConGAS** initiatives. We can ask whether we can anyhow link Cost287 - **ConGAS** to ERA-CAN, an European project that strengthen cooperation between Canada and EU.

Decision: Contact Michel Ansorge about Switzerland and about possible external source of reimbursements for Canadian delegates.

11 List of existing research groups in Cost287 - ConGAS countries

In Barcelona it was proposed and approved that Cost287 - **ConGAS** would start collecting data on National research groups in Cost287 - **ConGAS** countries.

We now have to put online a web form to collect data, validate it by the national delegate and publish it on the Cost287 - **ConGAS** website. This will be the focus of the next TWG2 meeting. A good example is the HUMAINE portal ⁶: after a preliminary validation, anyone is allowed to create an individual account and to update its own web page (this is the solution adopted by the Network of Excellence).

What we want to put in this section of our portal? How can we improve it?

- Put online collected data from Institutions, researchers and projects dealing with the Cost287 - **ConGAS** scientific field of study.
- Make available Cost287 - **ConGAS** presentations (pdf files and slides) from the Cost287 - **ConGAS** website.
- Make downloadable videos of seminars and any other initiative.
- Link our portal to other COST actions closest to us.
- Acquiring a more significant domain name.

Decision: TWG2 will deeply and technically discuss the treatments of data in order to set up a comprehensive picture of initiatives related to Audio Gesture in Europe.

12 Dissemination activities (newsletter, leaflet, publication)

A descriptive flyer to promote the Cost287 - **ConGAS** activity has been printed and distributed to Cost287 - **ConGAS** delegates.

Further step for dissemination activity:

- restore the quarterly Cost287 - **ConGAS** newsletter (the last was sent in January 2005);
- other materials to be realized with the remaining fund for publications (about 300 eur);
- more co-financed workshops

A poster will be printed within September with the remaining fund already allocated for publications in the last budget.

⁶<http://emotion-research.net>

Supported workshops and allocations for the 2005-2006 Activity Plan and Budget:

Event	Date	Allocated amount
ICMC	September 2005	1,000 eur
SMC05	November 2005	1,500 eur
GIMS	May 2006	3,000 eur (Cost287 - ConGAS workshop)
NIME06	June 2006	1,500 eur
	Total	7,000 eur

Decision:A newsletter will be sent within the end of the year. A poster will be printed. Several Cost287 - **ConGAS** supported activities are planned.

13 Next MC meetings

The next MC meeting will be held in Salerno, during the SMC05 Sound and Music Computing, the 23rd of November 2005.

14 Final Decisions

1. the Activity Plan 2005-2006 and the draft schedule for the 2006-2007 will be sent around as soon as possible;
2. a call for submissions for STSM will be published on the web site;
3. a Cost287 - **ConGAS** Poster will be printed;
4. next MC meeting: Salerno (IT), 23rd of November 2005

The meeting closes at 04:30 p.m.