

Draft Minutes of the kick-off meeting

COST Action 2102

Cross-Modal Analysis of Verbal and Non-verbal Communication

Friday, December 1st, 2006 Brussels

1. Welcome

The participants of the inaugural meeting of COST Action 2102 were welcomed by Dr. Ferreira, the responsible Science Officer for the Action.

The first part of the meeting was chaired by Dr. Ferreira, including the election of a Chairperson for the Action, which was carried out under agenda item 8.

2. Approval of agenda

The draft agenda for the kick-off meeting was adopted without any amendments. (Annex 1)

3. Presentation of the delegations

The delegates presented themselves in a “tour de table”. (Annex 2)

4. General information on COST mechanism and the Annual Grant Scheme

Dr. Ferreira gave a brief orientation on the COST mechanism presenting the general framework created to promote the scientific and technical co-operation in Europe. Relevant information can be found on the COST-website at: <http://www.cost.esf.org/>

The participants were informed about COST and the current situation in general and the COST Actions in the field of Information and Communication Technologies (ICT).

The Science Officer informed the delegates about the principles and procedures related to the COST Actions and about the possibilities of getting activities funded from the COST budget. Dr. Ferreira informed about the reimbursement rules and regulations as well as the process. The following relevant documents can be found at the official Web-site of COST:

- Rules and procedures for implementing COST Actions
- Financing of COST activities from the COST budget
- Information Guide for the implementation of Short Term Scientific Missions in the COST Framework

5. Status of the Cost Action

CSO approval date: 27/06/2006

Entry into force: 20/09/2006

End of Action: 30/11/2010

Total number of Signatories at date: 17

6. **Agreement on the internal rules of procedure for the Management Committee of the COST Action**

The Rules of Procedure for the Management Committee (Annex 3) were discussed and agreed upon.

7. **Election of the Chair and Vice-Chair of the Management Committee**

The following MC members were unanimously elected for managing the Cost Action 2102:

- ✚ **Chair:** Prof. Anna Esposito from the Second University of Naples, Caserta, and the International Institute for Advanced Scientific Studies (IIASS), Vietri, Italy
- ✚ **Vice-Chair:** Prof. Eric Keller from the Université de Lausanne, Lausanne, Switzerland
- ✚ **Secretary:** Prof. Marcos Faundez-Zanuy from the Escola Universitaria Politecnica de Mataro (EUPMT), Barcelona, Spain

8. **Election of the Institution-Holder**

Dr. Esposito's Institution. The *International Institute for Advanced Scientific Studies* (IIASS) Vietri, Italy was unanimously elected as Grant-Holder for COST Action 2102 (although it must be checked on possible restrictions on flat reimbursement rules applied in Italy).

Dr. Ferreira passed the Presidency of the meeting to Dr. Esposito.

The Science Officer, Professor *Afonso FERREIRA* from Office 15, COST Office, Brussels, Belgium, participated to the presentation of the Action by the proponent, Professor *Anna Esposito*, after chaired the first part of the kick-off meeting.

The Rapporteur, Professor *Guntars Balodis* from Riga Technical University, Riga, Latvia participated to the meeting discussion.

The Administrative Officer, *Gabriela CRISTEA* from Office 00, COST Office, Brussels, Belgium, was in charge of the administrative staff and the organization of the meeting.

9. **Working plan for the implementation of the Memorandum of Understanding**

Anna presents the background and the objectives of the Action. This information is contained in the Memorandum of Understanding (MoU) published on the web site:

http://www.cost.esf.org/index.php?id=177&action_number=2102

1. E-Journal

Professor Amir Hussain from the University of Sterling, Sterling, United Kingdom, proposed an electronic journal and Anna invited all the MC members to take part in the editorial board. Amir offered to send all the details as soon as possible. The electronic journal will be considered an activity for the dissemination of the Action, but it is open to any contributions from outside the Action. Submitted papers will be peer reviewed before being published in the journal.

2. Place and Date of the next meeting

The next meeting will take place in Vietri sul Mare (IT), on March 29-31, 2007April

Anna proposed to hold the first meeting in Vietri sul Mare (Italy) from the 29th till 31st of March 2007. These dates include a Saturday morning work. Some suggestions are raised about the conciliation of family and work, especially for those with small children. On the other hand, holding a meeting on Saturday has the advantage of avoiding the lecturers the trouble to make modifications, arrangements, and replacements of the academic work that can result necessary when the meeting is spread over a period including labouring days. This calendar was agreed. However, Anna expressed her will to take into account these needs when defining the period for the next meetings.

At the Vietri meeting, all the MC members were invited to give a talk on their laboratory research work. A brief abstract and the title of their presentation should be sent to Anna no later than January 13 2007. For this meeting, the MC members were invited to express their choice (by e-mail voting) in using these contributions for implementing one of the following options:

- 1) A chapter for a book published by Springer (Anna will apply to Springer, if enough contributions are submitted);
- 2) A contribution to Amir Hussain's proposed e-journal (Amir will soon send the call to everyone);
- 3) A talk to inform all the MC members about the activities of their labs.

A decision on what to do with the contributions will be taken on the expressed choices and on the number of proposed contributions for the book and/or the Journal.

3. Working Groups (WG) coordinators

The following WG coordinators are nominated and elected:

- ✚ **WG1:** for TASK 1- Cross modal analysis of audio and video and TASK 2 - Data Analysis and Feature Correlations;
 - Coordinator:

- Prof. Rudiger Hoffmann from the Institut fur Akustik und Sprachkommunikation Technische Universitat Dresden, Dresden, Germany;
- ✚ **WG2:** for TASK 3- Cultural Differences and Individual and Socio-Cultural Variations; and TASK 4 - Emotional States
 - Coordinators:
 - Prof. Anton Nijholt from University of Twente, Enschede, Netherlands
 - Prof. Inmaculada Hernaez, Universidad del País Vasco, Bilbao, Spain;
- ✚ **WG3:** for TASK 5 - Video and Audio Relationships Synthesis and Recognition; and TASK 6 - Data Encoding and Definition of an Extended MPEG7 Standard Annotation;
 - Coordinators:
 - Prof. Zsófia Ruttkay from the Pázmány Péter Catholic University, Budapest, Hungary;
 - Dr. Giovanni Tummariello, from the Università Politecnica Marche, Ancona, Italy. Although Giovanni is not an official MC member, this is not an impediment;

The MC members congratulated and expressed their appreciation for their effort to contribute to the Action.

4. Participation of non-EU institutions

The following NON-EU Research Institutions expressed their interest in joining the Action:

- a. Prof. Nickolaos Bourbakis, Information Technology Research Institute (ITRI), OHIO, USA.
- b. Prof. Nick Campbell, Information Science Laboratories (ATR), Japan;
- c. Prof. Jianhua Tao, Institute of Automation, Academy of Sciences, China;
- d. Prof. B. Yegnanarayana, International Institute of Information Technology, Gachibowli, Hyderabad-500032, India;

The MC members approved their participation. The next step will be an official request of the above Institutions to the Committee of Senior Officials (CSO) in order to get the official approval to join the Action.

5. Discussion about the first official conference of COST 2102

There were two proposals for the venue of the first official conference:

- a) Patras, Greece, 29-31 October 2007, jointly organized with the annual IEEE International Conference on **Tools with Artificial Intelligence** (ICTAI07, <http://ictai07.ceid.upatras.gr>) Co-Chaired by:
 - Prof. Nikolaos Avouris, Electrical & Computer Engineering Dept, University of Patras, Greece;
 - Prof. Nikolaos Bourbakis, College of Engineering, ITRI, Wright State University, USA.
- b) Lisbon, Portugal, 12-14 September 2007, jointly organized with the 2nd International Conference on **Affective Computing and Intelligent Interaction** (ACII07, <http://gaips.inesc-id.pt/acii2007>) Co-Chaired by:

- Prof. Ann Paiva, INESC-ID, Lisbon, Portugal;
- Prof. Rosalind Picard, MIT Media Lab, Boston, USA

The idea is to synchronize the Cost-2102 meeting & Conference with another established Conference for which a call for paper is already available. Both conferences are too close in time. Thus, it does not seem convenient to hold a meeting in both the events, and only one must be chosen. Some arguments in favour or against each one are:

- Lisbon conference seems more related to the COST-2102 research topics.
- Several important conferences are planned in September (EUSIPCO, INTERSPEECH, etc.);
- Patras conference will tie the Action to the IEEE technological field;
- Lisbon conference will tie the Action to the Network of Excellence (NoE) Humaine;
- A separate Cost-2102 book published by Springer, is proposed for the Patras Conference;
- A joint Humaine-Cost-2102 book published by Springer, is proposed for the Lisbon Conference.

Some items must be checked in advance, before making a decision. It was agreed that professor Isabel Trancoso, from INESC-ID, Lisbon, Portugal, will check if the Chairs of ACII07 conference are available to set-up a joint Humaine-Cost 2102 conference. If this is the case, the MC members must express a choice (by e-mail voting) between the Lisbon and the Patras conference as soon as possible to allow arrangements and organizations

6. Web-site:

Professor Eric Keller volunteered to handle the management of the Action Web-Site. The web site will be settled up such that different Action activities can be handled by different MC members according to their desire and willingness to take the responsibility of a given activity.

7. Budget

A budget proposal must be submitted to the European Science Foundation (ESF) for the period from Jan 1st to May 31st. Anna will prepare a proposal which will be disseminated through the mailing list and the MC members will provide comments and suggestions. The proposal must reach ESF not later than Dec 15th 2006.

10. Place and Date of next meeting

The next meeting will take place in Vietri sul Mare (IT), on March 29-31, 2007April

11. Miscellaneous

The meeting is closed at 16:00 with a warm congratulation to Anna for her successful and strong work in promoting the Action.

12. Closing

Dr. Esposito concluded the meeting by thanking the participants and the ICT team.

13. Participating Countries

At the meeting were present the MC representatives and/or delegates of the following Countries: **Belgium, Czech Republic, Croatia, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Netherlands, Portugal, Slovenia, Slovakia, Spain, Switzerland, Sweden, Turkey, United Kingdom.**

14. List of MC participants

BERNSEN	OLE NIELS	DK	
CERKOVIC	ALEKSANDRA	HR	
CHETOUANI	MOHAMED	FR	
CHOLLET	GEARD	FR	
CIZMAR	ANTON	SK	
DOBUISSON	THOMAS	BE	
DYBKJÆR	LAILA	DK	
ERZIN	ENGIN	TR	
ESPOSITO	ANNA	IT	
FAUNDEZ ZANUY	MARCOS	ES	
GRANSTROM	BJORN	SE	
HERNAEZ	INMA	ES	
HOFFMANN	RUDIGER	DE	
HUSSAIN	AMIR	GB	
KELLER	ERIC	CH	
MURPHY	PETER	IE	
NIJHOLT	ANTON	NL	
PAPAGEORGIOU	HARRIS	GR	
PIAZZA	FRANCESCO		IT
TUMMARIELLO	GIOVANNI	IT	
RAIHA KARI-JOUKO		FI	
ROJC MATEJ		SI	
RUTTKAY	ZSOFIA	HU	
SMEKAL	ZDENEK	CZ	
TRANCOSO	ISABEL	PT	
TSCHACHER	WOLFGANG	CH	
VICH ROBERT		CZ	
VICSI KLARA		HU	
ZGANEC GROSJERNEJA		SI	
BALODIS	GUNTARS	LV	