

EUCogII Coordination Council Meeting

Minutes

28.7.09, Amsterdam

Present: Andringa, Chrisley, Müller, Schöner (Gantinas, Nitsos)

Absent: Engels, Gomila, Pfeifer, Steels, Ziemke

1. Coordinator's 6-Month Report

1.1. Work packages

1.1.1. State of the Art

- Concept

1.1.2. Challenges

- Cortona (Steels, Gomila, Müller)
- HH meeting (Müller, Gomila)
- initial list started

1.1.3. Education

- Andringa (perception)

1.1.4. Outreach

- Mailings to old members
- Members Meeting (HH, Oct. 09)
- Mailings to project partners & mailing lists
- Student/faculty exchanges
- Links to extant structures ... (conferences, journals, associations)

1.1.5. Online Resources

A. Web site

- transfer of domain eucognition.org (and .net)
- new site with modern CMS at eucognition.org [main areas: events, project, members, state of the art, challenges, education] online end of March 09.
- retained old 'euCognition' site with all URLs working
- news section
- up-do-date list of members

B. Online coordination tools

- Application for membership (via secure server) and DB
- Application for member database changes (via secure server) and DB
- Application for funding and DB
- Application for cost reimbursement and DB
- Registration for EUCogII events and DB

C. Online management tools

- Online voting for membership applications

- Online voting for general issues of the CC, e.g. funding applications (with discussion module)

D. Online groups & mailing lists

- members
- news

1.1.6. Network Coordination

[coordination of all the items above and below]

1.1.7. Network Management

A. Project Management

- Membership application procedure, criteria, voting procedure
- Funding application procedure, criteria, voting procedure
- Funding guidelines [to be discussed]
- Preparation for 12-month reporting
- Internal Payment procedures, (double authorization) and with bank

B. Project Controlling (Theo + accounting dept.)

- Reimbursements to CC members & others
- Processing of funding applications (14 to date)
- Processing of funding payments/reimbursements
- Filing procedures

C. Events

- Coordination Council meetings (Feb., Hamburg; July, Amsterdam)
- Members' Meeting (Oct., Hamburg)

1.2. Check on project milestones

See Dow "1.3.7 List of milestones and planning of reviews"

[No., Title, Month]

- 1.1 Wiki started & used 12 - Still 6 months to go, planning & some technology present but need for substance
- 2.1 Draft challenges 12 - on track with Cortona and HH meetings, draft Gomila
- 3.1 First tutorial 18 - initial efforts, further work needed
- 3.2 Summer school/training 12 - first summer school in August (several more planned)
- 5.1 Website online 1 - domain issues delayed this slightly to month 2
- 5.2 Platforms, databases, online forms 3 - working on time, now rounded off
- 5.3 Website stable, structures for WP 1-3 6 - website is stable, work on Wiki needed
- 6.1 Coordination Council 2 - first in month 1, second in month 6
- 6.2 Network meeting 6 - decision to hold one meeting in year 1 (month 9), that meeting on track

1.3. Financial report

(Notes, primarily to the benefit of absent partners – *for the numbers, see attached spreadsheet 4_EU-CogII_budget&preview.xls*)

- The first two tables indicate the EUCogII budget, overall and on 'meetings' (which is the variable part).

- The third table indicates a forecast of actual expenses for year 1, approved expenses to date and contrasts this with the Budget for year 1 [green area]. It shows that, overall, we have approved 66% of budgeted costs to date and the forecast is that we will approve 106% (noting that not all of this may actually be spent in year 1). If the forecast is correct, we will spend quite precisely as budgeted.
- significant divergences of budget and current forecast are:
 - cost per person-day higher (rather than 160€ we allow 110€ + 70€)
 - organisation cost per person at event was budgeted at 60€ but is much higher in proposal of Hamburg partners (233€ if 100 attendants, less if more). There was significant concern that future events must be more cost effective, esp. with regard to social dinner.
 - only 1 network meeting in year 1, predicted cost 50% higher than budgeted (high organisation costs, long duration)
 - faculty/student exchanges more popular and costly than expected (adjustment of costs proposed in separate document)
 - We predicted 300 members by month 12, but are already at 340, so we will reach 450 or more. (Despite more stringent criteria & procedures than euCognition.)
- with regard to pre-financing (fourth table), we predict to spend 64% in 12 months and 84% within 15 months (the period effectively covered by the pre-financing).
- partners were reminded that identifiable VAT cannot be covered by the project (and that we have a 7% maximum overhead).
- Generally, we should make some minor adjustments (on organisation costs and on costs for visits) but the spending is in accordance with the budget.

2. Funding Guidelines

2.1.1. General guidelines

- The discussion of an expanded version of our funding guidelines will take place to the online voting system, not in this meeting.

2.1.2. Funding Of Student/Faculty Visits

- Extended discussion about the reimbursement for faculty & student exchanges yielded the following consensual points:
 - it is desirable to fund more such events, but award less funds to each (we had requests ranging from 800€ to 3670€ per month)
 - the accommodation and subsistence payments should be very significantly lower than the per diem/noctem
 - longer stays should receive less support
 - costs should be covered in the form of flat rates
 - students and faculty should be awarded an equal amount (assuming that salaried faculty can supplement, if so desired)
 - the proposal that will be submitted to online voting is: 80€ per night for a maximum of 14 days, half that rate for a maximum of another 14 days. Plus travel costs for one return trip.
 - The following text as an appendix on the EUCogII 'Rules for Travel Cost Reimbursement' will be proposed for voting online:

"For faculty or student visits, subsistence costs are reimbursed at a rate of 80€ per night for a maximum of 14 nights. For a maximum of a further 14 nights, half this rate (40€) is paid. One return travel is covered according to the normal guidelines."

3. Meetings

- Hamburg meeting (Oct.) is on track. 75 registrations to date, so we expect 100-120 participants. Some more announcements will be made.
- Proposal for Zürich meeting before CogSys2010 on Jan. 27th: Many concerns were expressed with this: too early for our schedule, CogSys meeting in very early stages of organization, synergies not to clear, high registration fees (in 2008 but not 2006). Other forms of liaison (workshop, student competition, 'delegation', ...)?
- 2010 meetings, possible places to be proposed by coordinator. Groningen an option.
- Subjects for 2010 meetings: development, embodiment, 'reality' vs. 'toy environments' – 2-sentence summaries will be formulated.

4. Work packages 1-3 (challenges, state of the art, education)

It was agreed to plan the development of these in more detail, esp. by the responsible partners.

18:30 Meeting Adjourned

Minutes kept by: Müller

Minutes approved: 07.08.2009 (online voting system)