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IN SCIENCE AND TECHNOLOGY

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Brussels, 15 October 2013

## **Subject | Minutes of the First Management Committee Meeting of COST Action IC1302 “Semantic keyword-based search on structured data sources (KEYSTONE)”**

*Brussels, Belgium  
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### **1. Welcome to participants**

The participants were welcomed by Dr Ralph Stübner, Science Officer for the Information and Communication Technologies (ICT) Domain at COST, by Ms Rose Cruz, Administrative Officer for this Action, and by Ms Anja van der Snickt, supporting in this meeting. Dr Stübner chaired the first part of the meeting, including the election of the Action Chair, which was carried out under agenda item 7.

### **2. Adoption of the agenda**

The draft agenda for the kick-off meeting was adopted (Annex 1).

### **3. Status of the COST Action**

CSO Approval: 16/05/2013  
End of Action: 14/10/2017  
DC Rapporteur: Prof. Doina Banciu (RO)  
Total number of accepting Parties to date: 21  
Total number of parties intending to accept: 1

### **4. Presentation of the delegations**

The delegates presented themselves in a “tour de table” (Participants list see Annex 2). Each delegate also expressed preferences for Working Group involvement.

With 15 parties present out of 21 the necessary quorum was achieved allowing the Management Committee meeting to officially take place in accordance with Article 8 of the Rules of Procedure for the Management Committee (see Annex 6).



## **5. General information on COST mechanism and the Annual Grant Scheme**

Dr Stübner gave a presentation on COST and the ICT Domain (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Dr Stübner and Ms Anja van der Snickt then continued with an introduction to the COST Grant System (Annex 4). Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- Rules for Participation in and Implementation of COST Activities (COST doc. 4112/13)
- COST Grant System Vademecum (Part 1)
- Progress Report and Final Report templates
- Grant Agreement Template

Lastly, Ms Anja van der Snickt informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 5).

## **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 6) were presented and read by Dr Stübner from Annex II of COST 4114/13 (COST Action Management). The Rules of Procedure were approved by the MC.

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

Dr. Francesco Guerra from Università di Modena e Reggio Emilia (IT) was elected unanimously as Chair.

Prof Jorge CARDOSO from University of Coimbra (PT) was elected unanimously as Vice-Chair.

## **8. Election of the Grant Holder Institution & 2 Financial Rapporteurs**

Grant Holder: Università di Modena e Reggio Emilia (IT) was selected as Grant Holder for the Action.

Prof Sanda MARTINCIC IPSIC (HR) and Prof Antonio FARINA MARTINEZ (ES) volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

Dr Stübner passed the chairing of the meeting to Dr. Guerra.

## **9. Workplan for the implementation of the COST Action; 10. Budget plan for the first period; 11. Place and date of next meeting**

All the three points were jointly discussed.

A proposal for the workplan for the implementation of the KEYSTONE COST Action has been described by Francesco Guerra following the slides in Annex 7 – Workplan\_Guerra.

Firstly, the main goals of KEYSTONE and the possible activities funded by COST have been reminded. In the first year, the activities will focus on a) the creation/organization of the website; b) the implementation of some short term scientific missions; c) the organizations of meetings.



Concerning the website, Francesco highlighted the importance of this tool for coordinating the activities. For this reason it should

- Show a list of profiles of researchers and practitioners working in the field and involved in the KEYSTONE Action
- Show a map of the hot research topics
- Provide a platform for matching «supply with demand»
  - Proposals for internships / STSM
  - Proposals for joint researches
  - Requests for Knowledge and technology transfer
- Enable the communication of research findings / activities (through a regular newsletter) / promotion / organization of special issues /tracks
- Provide information about calls / EU call
- Allow the integration with other social media (e.g. our LinkedIn group)

Concerning the short term scientific missions, Francesco suggested to discuss the amount of them foreseen in the first year, the criteria for the selection and for the application (by means of some deadlines or with “open” calls).

Concerning the meetings, decisions have to be taken about what we expect from a meeting (share / discuss issues, ideas and results, promote new research activities, promote the participation in EU proposals)

After this first part of the presentation, a discussion was opened.

#### **The MC unanimously decided:**

- to create a website and to integrate it with some other social media (e.g. the LinkedIn Group). John Breslin will be responsible for this activity

- to establish two call for STSMs. One after 4 months from the beginning of the activities (April) and the second after 6-7 months. We want to be sure that the STSMs will finish by the end of the year and will be reported in the budget of the first year

- to have a first meeting (MC + WG meetings) in March. This way we can also invite some Horizon 2020 officer to explain us the following calls. The meeting will be organized in Leiden (NL) (Peter Schalk will be the Local Chair).

In the second part, Francesco Guerra introduced the working groups envisaged in the KEYSTONE Action and listed some research topics for each WG. The WGs are

- WG1: Representation of structured data sources- How to extract a set of metadata describing data sources and to index them for their retrieval
- WG2: Keyword search - How to select the relevant sources for a query and match keywords with the data structures
- WG3: User interaction and keyword query interpretation - How to express constraints, to disambiguate the meaning of the query to exploit feedback
- WG4: Research integration, showcases, benchmarks, and evaluations - How to integrate the constituent functionalities into a search engine and how to evaluate it

Moreover, the current list of countries involved and the research interest distribution is shown.

The responsibility positions are discussed. Following the MoU we have to implement an Executive Scientific Board composed of Chair, Vice-Chair, Dissemination Coordinator, STSM Coordinator, Training Coordinator and 4 WG leaders). Francesco Guerra proposed to nominate two positions for each Working

Group (Chair and Co-Chair). Following the availabilities previously received by email, this was the proposal done:

Scientific Coordinator: Yannis Velegrakis (IT)

Dissemination Coordinator: John Breslin (IE) (supported by Catarina Ferreira (FR) and Maciej Dabrowski (IE))

WG1 Leader: Raquel Trillo (ES), Stefan Dietze (DE)

WG2 Leader: Elena Demidova (DE), Julian Szimanski (PL)

WG3 Leader: Omar Boucelma (FR), Ioana Manolescu (or Bodgan Cautis) (FR)

WG4 Leader: Paulo Rupino (PT), Ngoc Thanh Nguyen (PL)

Training Coordinator: to be defined

STSM Coordinator: to be defined

After this first part of the presentation, a discussion was opened.

#### The MC unanimously decided:

- dr. Abdulhussain MAHDI (IE) is proposed as STSM coordinator
- all the responsible positions are in charge from now to the next meeting, where they (the same group and / or alternative proposals) will be voted by all the participants

In the third part, Francesco Guerra introduced the possible activities and budget for the first year:

(1) MEETINGS € 90000 (~100 missions)

(2) SHORT-TERM SCIENTIFIC MISSIONS € 20000 (~10 STSM)

(3) TRAINING SCHOOLS € -

(4) PUBLICATIONS, DISSEMINATION, OUTREACH € 4000 (website)

(5) OERSA € -

TOTAL SCIENCE EXPENDITURE (sum of (1) to (5)) € 114000

Financial & Scientific Administration and Coordination € 17100 (15%)

D. TOTAL EXPENDITURE € 131100

Oct. 2013	Nov. 2013	Dec. 2013	Jan. 2013	Feb. 2013	Mar. 2013	Apr. 2013	May 2013	Jun. 2013	Jul. 2013	Aug. 2013	Sep. 2013
					2nd MC Meeting						3rd MC Meeting
					WG Meetings						
					1st newsletter						2nd newsletter
		website operative									
		1st Call STSM									
						2nd Call STSM					

This activity will generate the following deliverables:

1. List of scientific products
2. Report about the MC activity
3. Report about the WG activity
4. Report about STSMs



5. Website
6. Open bibliography
7. 2 MC+WG Meetings
8. Two issues of the Newsletters

These activities have to be rescheduled and accurately described in the workplan to be published by Nov 23, taking into account that the Grant Holder contract will presumably start on January 1, 2014, i.e. it is not possible to spend money before that date, and that the amount of money provided us will be 150.000,00 euro.

**The MC unanimously decided:**

- a proposal of workplan will be prepared by the executive scientific board and discussed by email.

**12. AOB**

Elena Demidova and Julian Szimanski as WG2 Leaders proposed to send a proposal for a workshop to ESWC 2014. They suggested to discuss the details of the proposal through the WG2 mailing list as soon as the mailing list is created.