

**Action IC1302**  
**Semantic keyword-based search on structured data sources (KEYSTONE)**

II

Leiden, 24 March 2014

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

***Leiden, Netherlands***  
***24 March 2014***

**1. Reception of the participants**

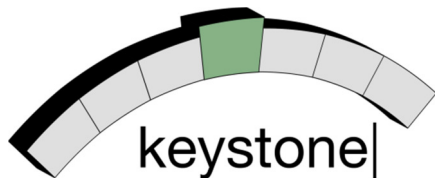
The meeting took place in the Hampshire Hotel Fitland (Leiden). The meeting started at 13:00, on the 24<sup>th</sup> March 2014.

Dr. Francesco Guerra, Chair of the management Committee of the Action, read the list of attendance in order to check that there was quorum (see Participants list Annex 1). The quorum was achieved.

**2. Welcome to participants**

The participants were welcomed by Dr. Peter Schalk, Local Organizer from Naturalis NL. First, he presented himself and Naturalis whose mission is to assist the scientific community in achieving worldwide access to quality taxonomic and biodiversity information.

Then, he introduced the topic of the working sessions “Semantic Keyword Search in Big Data”. Thus, he talked about how the institutions are digitalizing a huge amount of material and producing digital contents. Moreover, he highlighted that a great percentage of such information is open and is available on the Web, and described some of the current problems to find it: data are scattered in multiple repositories; there exist few standards to published data from different areas; there are a great amount of problems due to the heterogeneity of the data and the data sources (synonymy,



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polysemy, redundancy, ...); a great amount of images has no metadata associated; there is no popular standard way to associate metadata to images, etc.

Third, he reminded the attendants that we were in a COST Action and that it is needed to promote networking activities.

Finally, he wished that all participants enjoy the meeting and work hard to get interesting results., and welcomed Francesco Guerra.

### **3. Adoption of the agenda**

Francesco Guerra welcomed the attendants and presented the agenda of the meeting. The draft agenda for the second MC meeting of the Cost Action IC1302 was adopted (Annex 2). After that, Francesco Guerra continued his presentation using some slides to support it (Annex 3).

### **4. Update from the Grant Holder**

Francesco Guerra informed that currently 26 countries are members of the Action which is a real success.

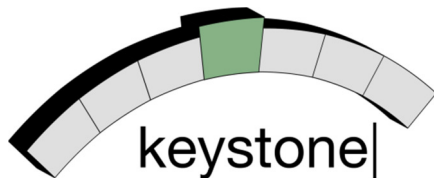
Then, he talked about how to proceed in order to be reimbursed by the Grant Holder of the Action. Thus, the main rules established for all Action costs were explained. Moreover, additional rules due to Italian regulations that impose tax deductions in presence of “flat” reimbursements were described. Three options are possible for avoiding those tax deductions. In particular:

1. The participant registers on eCost an institutional bank account (of a University or a public body, e.g., a government-funded research center) rather than a personal one. The reimbursement will not be subject to any tax deduction. The Grant Holder will reimburse the Institution of the participant, and the Institution will reimburse the Participant according to the rules internal to the Institution.

2. The participant sends a declaration released by the tax office stating that the participant is a fiscal resident in the country, taking advantage of a treaty between Italy and the country itself to avoid double taxation (only applicable if the treaty exists\*). The declaration must be sent in electronic form, together with the travel reimbursement form and a scanned copy of the passport of the participant.

3. If all the expenses incurred for accommodation and meals exceed the flat rate that will be reimbursed (120 euro per night, 20 euro per meal – 40 euro per day), the Grant Holder needs all the receipts.

Some participants in the Action expressed some discomfort with the procedure but Francesco Guerra replied that these are national regulations. To avoid these rules one solution is to change the Grant Holder (GH). The procedure for changing the GH is simple and can be done with a vote in the next MC meeting. Francesco Guerra asked the Participants if they were interested to check if their Institution wanted to be Grant Holder to simplify the procedure. However, no people reported to be interested in



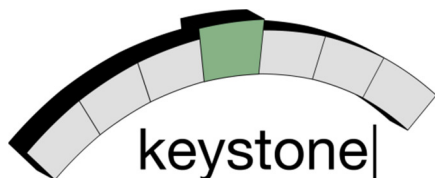
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checking the possibility. It was decided by the MC that University of Modena would remain the Grant Holder of the Action.

## 5. Update from the Action Chair

Francesco Guerra talked about the following points:

- **Participation in the Action.** The countries participating in the Action were listed (Belgium, Bulgaria, Croatia, Cyprus, Estonia, Finland, France, FYR Macedonia, Germany, Greece, Ireland, Israel, Italy, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom). The percentage of Females is 23.28%. All the countries, apart from Greece and Slovenia, were in the meeting. It was explained that nobody from Slovenia was attending the meeting since the country was only recently included in the Action. New countries will be automatically accepted in the Action until 15<sup>th</sup> May 2014. After that date, an approval by the MC is required. New people asked by means of the online form to be part of the Action. Due to the current budget, Francesco Guerra informed that the MC will later define rules to select among the members of the Action not belonging to the MC the ones who can be reimbursed when they attend the activities/meetings organized by the Action. Finally, the updated WG Member list was approved (see Annex 4).
- **Status of STSM.** Francesco Guerra reminded the attendees that STSMs in International Partner Countries are possible after approval. He told that only two requests were received and approved in the last call for STSMs (28<sup>th</sup> February 2014). So, he encouraged participation in the next calls and proposed some mechanisms to promote STSMs: 1) moving the next deadline to 1<sup>st</sup> May 2014, 2) removing the field «Starts after» in the call, 3) opening a third call in September if budget constraints allow it. The proposals by Francesco Guerra were approved by the MC. Finally, Francesco Guerra informed that this year STSMs should finish before 15<sup>th</sup> October due to time constraints to prepare annual reports and changes in the COST system (after 30 November it is not possible to perform any payment).  
Some MC members asked for information about the procedure to submit a request for STSMs and its evaluation. Dr. Abdulhussain Mahdi (STSM Coordinator of the Action) and Francesco Guerra explained in details the protocol and procedure.
- **Website and other tools for managing the Action.** Francesco Guerra explained that every Working Group has a section in the website of the Action and that WG leaders can publish information autonomously. In the next weeks every participants will receive an account to provide contents on the website. He informed that a personal web page, where every member can update his/her personal data, will be available soon. Moreover, he presented a tool for generating the annotated bibliography result of the project and asked for proposals for extending the tool. Some proposals were made by different MC members (to evaluate the use of bibsonomy or other standards), and it was



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decided that they would be sent to the firm in charge of the development of the tool. Dr. Francesco Guerra informed that a tutorial about how to manage the tool would be published in the next weeks.

Finally, it was mentioned that participants of the Action have to collect papers in the website. At the moment there are no papers, but it is expected that after this meeting, the STSMs papers will be published.

## **6. Organization of the Network**

Francesco Guerra reminded the attendants that in the previous meeting it was decided to postpone the approval of the Executive Scientific Board to this meeting. He explained the proposal done in the first meeting considered two criteria: 1) People who participated in the proposal since the first proposal was submitted, and 2) ESR and gender balance.

The proposal was

Scientific Coordinator: Yannis Velegrakis (IT)

Dissemination Coordinator: John Breslin (IE)

WG1 Co-Leaders: Raquel Trillo (ES), Stefan Dietze (DE)

WG2 Co-Leaders: Elena Demidova (DE), Julian Szimanski (PL)

WG3 Co-Leaders: Omar Boucelma (FR), Bodgan Cautis (FR)

WG4 Co-Leaders: Paulo Rupino (PT), Ngoc Thanh Nguyen (PL)

STSM Coordinator: Abdulhussain Mahdi (IE)

Training Coordinator: Charlie Abela (MT)

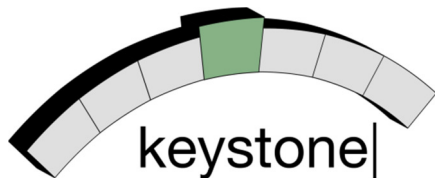
In the first MC meeting, the Training Coordinator was not decided. Francesco Guerra received the self-nomination for this role by Charlie Abela (MT) that has been added to the list.

The ESB composition was approved by the MC.

## **7. Follow-up of MoU objectives and Scientific planning**

The specific goals of each WG of the Action were enumerated. Moreover, activities to achieve such goals were described.

Francesco Guerra remarked that it is necessary to select a specific topic and a location where to organize the first training school scheduled for the second year of the Action. He also asked for someone to support Dr. Charlie Abela in this task. Only Dr. Joel Azzopardi (MT) from Malta presented himself as a volunteer. No objections were raised.



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The rules for the organization of meetings were explained. Three kinds of meetings are possible: 1) MC meetings, 2) Working Group meetings, and 3) Action meetings. Dr. Francesco Guerra explained that any workshop organized by the Action must allow free participation of any member of the Action. Due to this constraint, it was explained that organizing a joint workshop with an important conference could be a problem. Dr. Francesco Guerra explained two possible ways to deal with this problem:

1. Getting an agreement with the conference in order to get free access for members of the Action (e.g., offering to pay coffee breaks).
2. Organizing a Working Group meeting after or before the external workshop / conference.

Dr. Yannis Velegrakis reminded that this year two workshops were scheduled. One organized by WG 1 and WG 2 at ESWC, and another one organized by WG 3 and WG 4 at ISWC.

The discussion was opened and most MC members considered that it was good to collocate meetings next to main conferences.

Dr. Elena Deminova described the aims of the workshop that WG1 and WG2 planned at ESWC (Workshop PROFILES). Dr. Francesco Guerra proposed to increase the budget to organize a working group meeting of the WG1 and WG2 the day before the workshop. The proposal was to increase the budget to 12.000 euro (including 1.000 for the organization maximum). This amount will be for the moment removed to the one allocated for the organization of the second MC/WG meeting. The hope is to save money and to reintegrate this amount in the future. The proposal was approved.

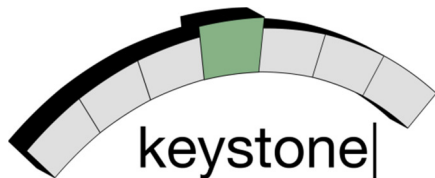
Rules to decide the eligible people to be refunded were proposed by Dr. Francesco Guerra:

- WG Chair asks the WG members for availabilities
- WG leaders are responsible of collecting the people interested in attending to the activities of the WG and of ranking them according to the following criteria:
  - Participation in previous meetings (-)
  - Research connection with the scope of the meeting (+)
  - Status of ESR (+)
  - Gender balance (+)
  - Geographic balance (+)

The rules and criteria were approved.

Dr. Jorge Cardoso reminded that the most important thing in a network is to share research results not to generate them.

Dr. Francesco Guerra expressed that it was necessary to think about the workplan for the next year because in October it must be proposed. So, he suggested to collect ideas.



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Dr. Francesco Guerra highlighted that ideas to strengthen relationships between academics and enterprises were needed. So, he proposed the creation of an Industrial Advisory Board. The Industrial Advisory Board would be composed by Francesco Guerra (IT), Vladimir ALEXIEV (BG), Henrik STRINDBERG (SE) and Innar Liiv (EE). The proposal was approved.

Dr. Francesco Guerra proposed a standard acknowledgement formula in the papers supported/promoted by the Action to disseminate the activities of the Action. The proposal was:

a. For works co-authored by at least two WG/MC members from at least two different countries participating to the Action:

The authors would like to acknowledge networking support by the COST Action IC1302 ([www.keystone-cost.eu](http://www.keystone-cost.eu))

b. For outputs of Short-Term Scientific Missions:

This work was supported by a STSM Grant from the COST Action IC1302 ([www.keystone-cost.eu](http://www.keystone-cost.eu))

Dr. John Breslin reminded the need of publishing two issues of a newsletter and checking the content of the websites of the Action. Participants and WG chairs will be shortly asked for contributions. He also proposed the creation of an Editorial Board. It was decided that the MC must think about the role of such Editorial Board for the next meeting.

## **8. Preparation of the Annual Progress Conference**

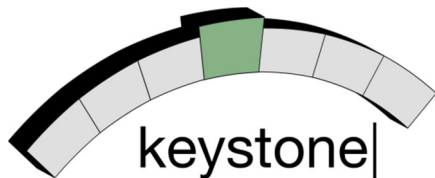
Dr. Francesco Guerra indicated that a poster of the Action had to be presented in the Annual Progress Conference (APC), that would take place on 23rd - 24th April 2014, in Košice, Slovakia. He also indicated that there was a template for the content of the poster and that he would prepare a draft to share with all members of the Action and discuss it.

Dr. Francesco Guerra also recalled that next year participants have to produce a progress report for that conference.

## **9. AOB**

No other topics, comments or suggestions were proposed.

## **10. Location and date of next meeting**



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It was approved that next MC meeting will be in the region of Trentino Alto Adige, Italy, around 19-23 October, close to the ISWC Conference. The Local Organizer will be the University of Trento. In this case, Participants will be asked to close ASAP their TRR, since this year the 30 November is the deadline for financial operations.

Dr. Francesco Guerra reminded that each member should express their interest in participating at least 30 days before the meeting data.

#### 11. Summary of MC decisions

A list of the different electronic approvals done since the last meeting was showed:

1. Minute of the 1st MC Meeting
2. Deadline confirmation the participation in MC-Meeting
3. Workplan 2014
4. List of the WG Members
5. STSMs calls
6. List of the WG Members – Update
7. STSM approval of Call 1

#### 12. Closing

The chair of the Action, Dr. Francesco Guerra, closed the MC meeting and encouraged the attendance to enjoy the rest of the activities of the COST Action IC 1302 in the afternoon, and the next day (25<sup>th</sup> March). The meeting closed at 16:00 24<sup>th</sup> March 2014.