

Brussels, 16 April 2012

Subject | Minutes of the First Management Committee (“Kick-Off”) Meeting of COST Action IC1106 “Integrating Biometrics and Forensics for the Digital Age”

*Brussels, Belgium
14 March 2012*

1. Welcome to participants

The participants were welcomed by Dr Ralph Stübner, Science Officer for the Information and Communication Technologies (ICT) Domain at COST, and by Ms Aranzazu Sanchez, Administrative Officer for the ICT Domain. 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: 01/12/2011
Entry into force: 05/01/2012
End of Action: 13/03/2016
DC Rapporteur: Prof. Aladdin Ariyaeenia
Total number of accepting Parties to date: 18
Total number of parties intending to accept: 0

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 16 parties present 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 Sanchez 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 and procedures for implementing COST Actions (COST doc. 4154/11)
- COST Grant System Vademecum (Part B)
- Progress Report and Final Report templates
- Grant Agreement Template

Lastly, Ms Sanchez 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 4154/11 (Rules and Procedures for implementing COST actions). The Rules of Procedure were approved by the MC.

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

Prof. Massimo Tistarelli from Università di Sassari (IT) was elected unanimously as Chair.

Prof. Michael Fairhurst University of Kent (UK) was elected unanimously as Vice-Chair.

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

Grant Holder: Ecole Polytechnique Fédérale de Lausanne (CH) was selected as Grant Holder for the Action.

Dr. Jerjena Zganec Gros and Prof. David Van Leeuwen volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

Dr Stübner passed the chairing of the meeting to Prof. Massimo Tistarelli.

9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).

• Objectives

Prof. Massimo Tistarelli presented objectives and major challenges of the COST IC 1106 Action.

• Working method – organisation and management (including working groups)

Six working groups were accepted and their leaders were elected unanimously:

WG1: Dr. Daniel Ramos

WG2: Prof. Chang-Tsun Li



WG3: Prof. Paulo Lobato Correia

WG4: Prof. Jana Dittmann

WG5: Prof. David van Leeuwen

WG6: Dr. Emilio Mordini

- **Distribution of tasks**

STSM Committee was created for promoting and coordinating STSMs and three members of this committee were elected: Prof. Michael Fairhurst (chair), Prof. Ioannis Pitas and Prof. Chang-Tsun Li.

Ioannis Pitas initiated short discussion concerning promotion of COST conference grants.

- **Working program**

Massimo Tistarelli presented main meetings and events to be organised or co-organised by the Action during first year period:

- First Training School, Alghero, 11-15 June 2012 (accepted)
- First WGs and MC Meetings, Alghero, 15-16 June 2012 (accepted)
- Second WGs Meeting and Special Session "Biometrics and Security" at the ACM Workshop on Multimedia and Security 2012, Coventry, 6 September 2012 (accepted)
- Second MC Meeting and third WGs meeting, December 2012 (accepted)
- First Workshop "Biometrics and Forensics", March 2013, 2 days (accepted)

Remarks:

Ralph Stübner: A special session to be eligible for reimbursement should be officially co-organised by the COST Action.

Paulo Lobato Correia: The special session "Biometrics and Forensics Synergies" will be organized by P. Lobato Correia and L. Ducla Soares at Eusipco 2012.

Aranzazu Sanchez: If there are too many WG members not all of them can be reimbursed. WG leaders should be consulted for that matter.

Emilio Mordini: It is recommended to not organize parallel WG sessions during WG meetings.

Massimo Tistarelli: People from biometrics and forensics domains should co-organise jointly the first IC 1106 Workshop in March 2013. Ideally, it should be done with the European Network of Forensic Science Institutes (ENFSI).

Ioannis Pitas: It should be some effort for participating in forensic conferences.

Andrzej Drygajlo: We can propose a poster promoting the IC 1106 Action at the 6th European Academy of Forensic Science (EAFS) Conference to be held at The Hague, The Netherlands, on 20-24 August 2012.

Mike Fairhurst (Editor-in-Chief of IET Biometrics): A special issue of the IET Biometrics is possible in relation with the First IC 1106 workshop.

Ioannis Pitas: We should discuss several options depending on the publisher of the first workshop proceedings.

Massimo Tistarelli repeated that the main objectives of the IC 1106 Action for the first year period are the First Workshop, the First Training School, STSMs, liaison with ENFSI and other EU projects, promotion of new EU projects proposals and volunteering, which is basis for all activities in the Action.

- **Time-table**

The work program and corresponding time table were approved unanimously.

- **IC 1106 Web site and other outputs from IC 1106**





Massimo Tistarelli, Mike Fairhurst and Andrzej Drygajlo were mandated to make first steps in the direction how to set up the IC 1106 web site.

Massimo Tistarelli confirmed that information about outcomes of IC 1106 will be published in the Action progress reports, papers in journals and conferences as well as in an edited book "Biometrics and Forensics".

- **Promotion of gender balance and of Early Stage Researchers (ESRs)**

Massimo Tistarelli confirmed that strong training of young researchers through training schools, STSMs and WGs meetings with promotion of gender balance will be one of the main goals of the Action.

10. Budget plan for the first period

Massimo Tistarelli presented the COST Grant budget plan corresponding to the working program of the proposed work plan for the first grant period of the COST IC 1106 Action – 1 June 2012 – 31 May 2013.

The summary of the budget is as follows:

- (1) MEETINGS € 60,500
- (2) SHORT-TERM SCIENTIFIC MISSIONS (8) € 20,000
- (3) TRAINING SCHOOLS € 43,000
- (4) PUBLICATIONS, DISSEMINATION, OUTREACH € 6,500
- (5) OERSA € 0

B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (5)) € 130,000

C. Financial & Scientific Administration and Coordination
(max. of 15% of B.) € 19,500

D. TOTAL EXPENDITURE (B+C) € 149,500

This preliminary version of the budget was approved.

Final version of the budget will be approved after the COST Office correction and the consolidation of IC 1106 in number of parties.

11. Participation of members from non-COST countries

The MC chair proposes the approval of the participation of the following 5 members from non-COST countries:

- MichiganState University, USA
- West Virginia University, USA
- Institute of Automation, Chinese Academy of Science, China
- Queensland University of Technology, Australia
- The Hong King Polytechnic University, Hong Kong

The MC approves their participation to this COST Action.

12. Place and date of the next meeting

Next MC meeting will take place in Alghero on 16 June 2012 organised by Massimo Tistarelli.





13. AOB

Emilio Mordini informed that in June a draft of EU FP7 Security Call should be available.

Ralph Stübner suggested to prepare an input on “Forensics and Biometrics” for Horizon 2020.

Ioannis Pitas, Emilio Mordini and Massimo Tistarelli volunteered to prepare a two page written proposal for further discussion.

Alberto Alvarez presented his MBA project on service quality in COST. A survey on service quality will be sent to the IC 1106 MC members soon.

Ralph Stübner closed the kick-off meeting by presenting what is up-coming in COST in the near future.

14. Closing