

Brussels, 6 May 2013

Subject | Minutes of the First Management Committee (“Kick-Off”) Meeting of COST Action IC1208 “Integrating devices and materials: a challenge for new instrumentation in ICT”

*Brussels, Belgium
6 May 2013*

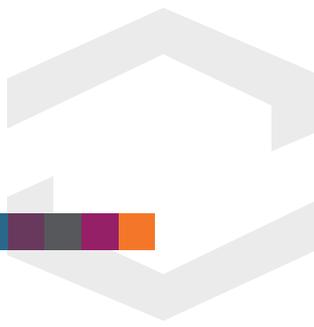
Attendants:

Dr. Ralph Stübner, COST Science Officer, Chair of the morning session
Ms. Cassia Acevedo, COST Administrative Officer

Management Committee Members and Substitutes:

Nr	Name							
1	ADAM PIERRE-MICHEL	FR	9	LUO JACK	UK	18	SANCHEZ PENA JOSE MANUEL	ES
2	BITTNER ACHIM	AT	10	MAKOVEC DARKO	SI	19	STOJANOVIC BILJANA	RS
3	BLANC CHRISTOPHE	FR	11	MARIA POTES BARBAS	PT	20	VOLPE GIOVANNI	TR
4	CAPUTO ROBERTO	IT	12	MARINO ANTIGONE	IT	21	JOSEPH NICALLES	MT
5	DE SMET HERBERT	BE	13	MIKKELSEN JAN	DK			
6	FERREIRA PAULA	PT	14	MORRIN AOIFE	IE			
7	GANCEDO LUIS GARCIA	UK	15	NEYTS KRISTIAAN	BE			
8	KULA PRZEMYSLAW	PL	16	OTON JOSE M.	ES			
			17	RENAUD BACHELOT	FR			

These Minutes have been prepared by Dr. Ralph Stübner on issues concerning the Agenda items 1-8 (morning session) that were chaired by himself. Minutes of Agenda items 9-13 have been prepared by Dr. José M. Otón, who chaired the evening session.



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 Cassia Azevedo, Administrative Officer for this Action. 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: 21/11/2012

End of Action: 05/05/2017

DC Rapporteur: Prof. Jan Mikkelsen (DK)

Total number of accepting Parties to date: 16

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.

At the beginning 13 parties were present. However the Austrian delegate had to leave the meeting between 9:40 am and 2:00 pm due to personal reasons.

With 12 resp. 13 parties present out of 16 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>.

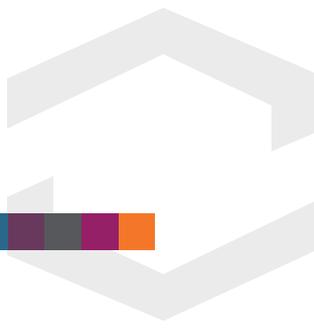
Dr Stübner and Ms Cassia Azevedo then continued with an introduction to the COST Grant System (Annex 4). Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- 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 Cassia Azevedo 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 José M. Otón from Universidad Politécnica Madrid (ES) was elected unanimously as Chair.

Dr Roberto Caputo from University of Calabria (IT) was elected unanimously as Vice-Chair.

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

Grant Holder: Universidad Politécnica Madrid (ES) was selected as Grant Holder for the Action.

Dr Przemyslaw Kula (PL) and Prof Herbert DE SMET (BE) 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. Otón.

EVENING SESSION

Prof. Otón thanked Dr. Stübner and Ms. Acevedo for their work in the morning session and proceed with

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

- Objectives and working programme
- Working method - organisation and management (including working groups)
- Distribution of tasks
- Promotion of gender balance and of Early Stage Researchers (ESR)
- Time-table

The contents of this Action item were covered with a presentation (Annex 7) including scientific and technological matters on the one hand, and management issues on the other hand. Besides the elections and selections mentioned above, the followings MC members were proposed and unanimously accepted as coordinators for several areas:

- Prof. José Manuel Sánchez-Pena (ES2) coordinator of WG1
- Dr. Luis García-Gancedo (UK1) coordinator of WG2
- Dr. Antigone Marino (IT2) coordinator of WG3
- Prof. Vladimir Lorman (FR1) coordinator of WG4

Prof. Vladimir Lorman was not present. Prof. Otón explained that he had accepted the nomination but he would not be able to honour his duties until January 2014. It was proposed and accepted that Dr. Roberto Caputo, Vicechair of the Action, would be responsible for WG4 until December 2013.

In addition, the coordinators of two Boards were proposed and accepted as well:

- Prof. Kristiaan Neyts (BE2) coordinator of **Prospective Board**. The main objective of this Board is to coordinate national and international calls of projects and activities, inasmuch they can be used to promote collaborations and joint projects between the Action participants.



- Dr. Maria Potes Barbas (PT2) coordinator of **Dissemination Board**. This Board will care of dissemination of the Action activities within the adequate scope. The Board will also be responsible for the creation and updating of the Action webpage.
- A third Board would complete the Action management structure. This is the **Industrial Advisory Board**, that will mediate between industrial needs and Action activities, trying to find out the applicability of the proposed working lines and advising on the eventual reorientation of these lines in order to achieve practical results. Prof Otón mentioned that this was one of the points criticized by the CSO in the proposal, and that the IAB was an explicit compromise of the Action. However, it seemed wiser to postpone the election of IAB members until the Action were running and suggestions from partners could be formulated. Therefore it was proposed and accepted to proceed to the IAB election on the next MC meeting, MCM2, to be hold possibly in Madrid by the end of September 2013 (see below). In the meantime, the Chair would ask the participants to propose industrial candidates for the IAB.

Within the same Action item, a draft Workplan and Budget was outlined. A number of research areas, each sharing the common interest of several participants, were presented. Interdisciplinarity comprising the maximum number of participants was set as one of the main goals of proposed activities

Activities are roughly distributed on the basis of a Working Groups scheme. All participants are ascribed to WG4, "*Tools for Integration; tools for dissemination*". Besides this, the groups voluntarily associate themselves to one or more of the remaining WGs, i.e.,

- WG1, "*Liquid crystal modification with nanostructures*"
- WG2, "*Biosensors and reading electronics*"
- WG3, "*New ICT devices based on reconfigurable LCs and unconventional materials*"

The association of groups to WGs was carried out "on-line" during the meeting. All the groups attending the meeting expressed their preferences for one or more WGs. Details are in Annex 7. **Those groups not attending the meeting please express your preferences as soon as possible.** Any group deciding to change its selection please indicate. A new list of groups distribution among WGs will be circulated soon.

10. Budget Plan for the first period

A draft Budget Plan was presented. The assigned amount for the first year of the Action is 129,000€. Of these, the science expenditure was set to 112,174€ and the administration expenditure was set to 16,286€.

The scientific expenditure was dedicated to three major items: Meetings (84,000€), short-term scientific missions (20,000€), publications and dissemination (5,200€), the last one including webpage expenses. A small amount (2,800€) was assigned to Training Schools. The budget will be circulated for approval by the MC members.

Please note that this was the original budget as shown in MCM1 and as included in Annex 7. The budget was eventually modified: the Training School amount was eliminated this year, and the Meetings item was increased accordingly up to 86,800€. This is the budget circulated last week for approval.

The Meetings amount has been estimated as follows: two MC meetings at the beginning and the end of the period. Two meetings of each WG. A small amount for Boards meetings if requested.



In order to save money, it was proposed by Dr. Ralph Stübner to aggregate MC and WG meetings in the same location and consecutive days. This would allow bringing more people to the WG meetings since the MC members would be already reimbursed through the MC meeting. These additional WG people would be preferably ESRs, who would have the opportunity to present their achievements and generate discussion on the subject. The budget has been designed according to this principle.

The STSM amount has been estimated assuming ten missions during the year, with an average expense of 2,000€. Again ESRs will be preferred, though a few missions for senior researchers may be considered as well.

11. Place and date of next meeting

According to the meeting aggregation assumed above, the next MC meeting, called MCM2, will be celebrated by the end of September, along with the corresponding WG meetings. The selected place was provisionally Madrid.

If the meeting aggregation idea holds, the MCM3 meeting will be celebrated in Cosenza on April 2014.

12. AOB

Prof. Otón will circulate (*i.e., he has already circulated*) instructions to the MC members to adopt several decisions including the final place and date selection

13. Closing

The MCM1 is closed at 15:30 the 6th of May of 2013.

