

## Minutes of the First Management Committee (“Kick-Off”) Meeting

### COST Action IC1004 Cooperative Radio Communications for Green Smart Environments Brussels, Belgium 19 May 2011

#### 1. Welcome

The participants were welcomed by Dr Jamsheed Shorish, Science Officer for the Information and Communication Technologies (ICT) Domain at COST, and by Ms Aranzazu Sanchez, Administrative Officer for the ICT Domain. Dr Shorish 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 modified to move the election of the Vice Chair (agenda item 7) until after the selection of the Grant Holder (agenda item 8). The remainder of the agenda was adopted (Annex 1).

#### 3. Status of the COST Action

CSO Approval: 02/12/2010

Entry into force: 17/01/2011

End of Action: 18/05/2015

Total number of accepting Parties to date: 22

Total number of parties intending to accept: 5

#### 4. Presentation of the delegations

The delegates presented themselves in a “tour de table” (Annex 2).

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

Dr Shorish 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>.

Ms Sanchez then informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 4).

Dr Shorish then continued with an introduction to the COST Grant System (Annex 5). 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. 4159/10)
- COST Grant System Vademecum (Part B)
- Progress Report and Final Report templates
- Grant Agreement Template

## **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 Shorish from Annex II of COST 4159/10 (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. Narcis Cardona (ES) was elected unanimously as Chair.

The election of the Vice Chair was deferred until agenda item 8.

Dr Shorish passed the chairing of the meeting to Prof. Cardona.

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

Prof Roberto Verdone (IT, CNIT- University of Bologna) proposed his institution (CNIT, <http://www.cnit.it/>) as Grant Holder for IC1004. He provided a short presentation of CNIT, the Inter-University Consortium for Telecommunications, described CNIT's activities and experience and reported on CNIT's availability to act as GH according to the COST rules and procedures presented (cf. agenda item 5).

Prof. Verdone also provided a statement about the funding provided to the Action by the COST framework, based on his past experience in managing COST2100: on one hand the level of funding foreseen is very low with respect to what is needed in order to allow a smooth management of the financial, administrative and operational issues of the Action, which are under the responsibility of the GH; on the other, the uncertainty on the level of funding, with possible amendments proposed during the grant period, make the efficient use of financial resources impossible.

Grant Holder: CNIT was unanimously selected (Prof. Verdone abstaining) as Grant Holder for the Action.

Prof. Verdone was elected unanimously as Vice Chair.

Prof. Alister Burr (UK) and Prof. Alain Sibille (FR) were proposed by the Chair for the role of Action Financial Rapporteurs. They accepted and were approved by the Management Committee.

The DC Rapporteur for the Action, Prof Jan Šimša, asked to have access to all documents shared by the members of the MC. The MC approved.

## **9. Workplan for the implementation of the COST Action**

The Workplan and first year budget (cf. agenda item 10) were presented by the Vice Chair and Chair (see Annex 7).

The Action proponent (Prof. Verdone) presented the Action's background and objectives, and gave suggestions on the implementation of activities.

The Chair presented the Action work plan and discussed both the organisation of Working Groups (with the distribution of tasks) and the scientific directions for each of them.

A discussion about the scientific topics addressed by the WGs was held, with participation by several MC members. Action gender balance was also discussed.

The Chair then gave a presentation of the 1<sup>st</sup> year timetable. Contributions from MC members to the discussion on the industries/fora to be contacted for liaisons were given.

## **10. Budget plan for the first period**

The budget for the first operational year (01.06.2011 – 31.05.2012) is EUR 81.900.

The Chair presented to the MC two slides concerning the budget plan.

The first slide showed a budget request (cf. Annex 7) of EUR 161.575, and budget breakdown. This amount was considered by the Chair and Vice Chair as the minimum needed to run the Action to full potential. The MC accepted this budget unanimously as the minimum needed to run the Action to full potential.

The Chair then presented a second slide with the grant amount provided by the COST Office of EUR 81900, and proposed a budget breakdown (cf. Annex 7).

A discussion participated by many MC members followed. The Science Officer provided suggestions on how to lower costs, e.g. by lowering flat fees for reimbursements. Delegate Silvia Ruiz (ES) suggested to amend the proposal by having only two General Meetings reimbursed in the first year, and to organize a training school.

At the end of the discussion the budget split for the EUR 81.900 budget was approved by the MC, with one abstention (Paolo Grazioso, IT).

## **11. Place and Date of next meetings**

A discussion about possible dates and locations of the next meeting was held, with participation by many MC members. The Chair mentioned an offer to host the meeting

in Ghent, and delegates Dimitar Dimitrov (BG) and Luis Correia (PT) and Vice Chair Verdone signalled their availability. The majority of MC members expressed a preference for the last week of September. However it was agreed that the decision will also depend upon available dates offered by local organisers.

**Action:** Decision on dates and location of next meeting to be taken after the kick-off meeting via e-mail voting by MC members.

## **12. AOB**

The Chair informed the MC that a WGs meeting will be held in June 20-21, in Lund (Sweden). However, due to the lack of funding, there will be no reimbursement involved, and no MC meeting.

## **13. Closing**

The Chair thanked the MC for attending, and the COST Office for organising the meeting, and the meeting was officially closed at 14.45.