

Minutes of the Second Management Committee Meeting

COST Action IC1004 – Cooperative Communications for Green Smart Environments

Wednesday, October 19th, 2011 – Lisbon, Portugal

1. Welcome and opening formalities

The plenary the second MC meeting of COST Action IC1004 was chaired by Prof. Narcis Cardona, Chair of the Action, who opened the meeting at 9:05. The participants were welcomed by Prof. Luis Correia, the Local Organizer of the meeting. Some information about local arrangements were provided to the audience.

2. Adoption of the agenda

The [agenda](#) for the second MC meeting was adopted, based on the draft previously circulated but with the inclusion of a new point: "Proposals of new TWG and SWG", which is number 7 in the final version. The attendance list was circulated.

3. Status of the Action

Prof. Cardona reported the status of the Action to the audience. Up to now, the Action is composed of 28 signatory countries, represented by 50 MC Members. A total of 12 non-COST Institutions have expressed their interest to participate to IC1004, 9 of it already in the MC approval status (point 8 in the agenda). A total of 190 experts from 78 different Institutions have registered to the Action Web Site.

Prof. Cardona reviews the activities performed so far, starting with the Kick-off meeting in Brussels, on May 19th, 2011 followed by the 1st scientific meeting organised in Lund, Sweden, 21-22 of June, 2011 where 64 Technical Documents were discussed by over 100 participants coming from 24 Industries and 38 Universities and other Institutions. Also in June, the Vice-Chair of the Action, Prof. Roberto Verdone, attended the Annual DC Progress Meeting to report about the status of IC1004. In July Prof. Cardona was invited to present the Action to the Greenet Meeting organised in Barcelona, with the result of interesting links to this Training Network and to some participating Institutions.

The audience was also informed about the recent nomination of Dr. Giuseppe Lugano as the Science Officer, and the Administrative Training Session offered in Brussels by the COST Office on September 13th, 2011, attended by our Secretary.

To conclude the review of the status of the Action, Prof. Cardona shows the numbers for the current meeting, with 117 participants, 78 TDs presented. Apart of the regular discussions of technical documents, two invited talks from Dr. Ulrich Barth about GreenTouch initiative and Prof. Luis Correia on the EARTH FP7 project activities were given. The afternoon before the meeting a tutorial on "Iterative Processing for Cooperative Communications Allowing Intra-Link Errors" was given by Prof. Tadashi Matsumoto, distinguished lecturer of the VTS Society. Prof. Cardona thanked all of them for their keynote speeches and to the IEEE Portuguese Section for supporting the tutorial costs.

At this point in the Agenda, Prof. Cardona proposes the approval of a rule to regulate the access to technical documents and other internal information, which is located at the web site under "Member's Area". After some discussions it is approved, with one vote against, no abstentions, and the rest (79) in favour, the following text:

"Any registered institution has access to the Member's Area of the IC1004 Web site. Institutions not contributing with at least one TD per year period (two TDs per year period in the case of non-COST) are denied access from Member's Area. If still interested, they can present a TD to any coming meeting and get re-registered".

4. Grant Agreement and Report from Grant Holder

The Grant Holder responsible, Prof. Roberto Verdone, reports on the grant issues to be discussed during the MCM.

The grant initially assigned to the Action, approved at the KO meeting, is presented. Then, Prof. Verdone informs that an email was received before this MCM from the Science Officer, announcing the availability of an increase in the budget for the current term. Prof. Verdone also reports on the exchange of emails with the Science Officer, which brought to the proposal of the following budget plan to be submitted to the COST Office:

Travels	83 000 EUR
STSMs	10 000 EUR

Training Schools	20 000 EUR
Dissemination	3 000 EUR
Other	500 EUR
Secretariat	17 200 EUR
Total	133 700 EUR

A discussion follows regarding the budget items and overall plan. It is emphasized that most probably the budget will not suffice for complete reimbursement of travel expenses for the 4th MCM.

The Chairman asks the audience to approve keeping the organisation of three Technical and Management Committee meetings per year. It is approved unanimously.

The budget plan is unanimously approved.

5. Travel and Reimbursement issues

Prof. Cardona explains the current COST rules related to travel reimbursement of Meetings participants. Although many of the attendees to the meetings would be eligible, due to the limited budget available for the Action only the MC members are entitled for reimbursement. Since the only criteria included in the COST Vademecum is that the Chairman of the Action is responsible of the abovementioned entitlement, Prof. Carona proposes an internal rule to prioritise the reimbursements.

After minor comments from the audience the next rule is unanimously approved:

Up to two representatives per COST Country will be entitled for reimbursement, plus the Action Chair and Secretary, according to the following priority list:

- 1. All MC members who apply*
- 2. MC official substitutes or those formally nominated by the National Coordinator as substitutes for a particular meeting*
- 3. while budget available and if not MC members: TDL Manager, TWG Coordinator, Disciplinary Working Groups Chairs, Topical Working Group Chairs and SubWorking Group Chairs*
- 4. while budget available, non-MC members who present a TD to the*

meeting, when replacing an MC member (a formal nomination from the MC member is required prior to the meeting)

5. while budget available, other experts, one per country.

Prof. Cardona reminds those who require an invitation letter to the meeting (in order to get a visa , a permission...) that they should apply for it to the Secretary of the Action at least 4 weeks prior to the meeting. Also the substitutions of MC members to a meeting that require National Coordinator nomination, have to be received by IC1004 Secretary at least 2 weeks in advance, according to the registration deadlines.

The list of 39 persons entitled for reimbursement of the 2nd MCM can be found [here](#). The MC Members are requested to send their travel reimbursement requests by Nov 21st, 2011.

6. Election of Steering Committee and WGs Chairs

The Chairman explains both the structure of the Action, and then the procedure for the election of its Steering Committee and the Topical Working Group Chairs. The procedure was sent three weeks prior to the meeting to the MC members and no objections were received, neither any is mentioned from the Audience, so it is approved.

The candidacies received so far for the Steering Committee are presented:

Topical Working Groups Coordinator:

TWGC: Alain Sibille, Telecom ParisTech (FR)

Training, Dissemination & Liaisons Manager:

TDL: Christoph Mecklenbrauker, T.U.Wien (AT)

Disciplinary Working Groups Chairs:

WG1: Claude Oestges, U.C.L. (BE)

WG2: Alister Burr, U.York (UK)

WG3: Silvia Ruiz, U.P.C. (ES)

Prof. Cardona asks for other candidates, and there were none.

After a few words from every candidate, they left the room and the audience approved unanimously their nomination for the abovementioned positions.

Prof. Sibille takes the floor to explain the philosophy of the Topical Working Groups and how the election of Working Group Chairs will be performed during the Working Groups sessions. It is mentioned by Prof. Sibille, and agreed by the audience, that the TWGs will take benefit of having two co-chairs, with complementary skills related to the corresponding topic. Prof. Cardona also mentions the intention of promoting Early Stage Researchers for such positions. The Chairman shows the list of candidacies received prior to the meeting, according to a global mail sent 3 weeks prior to the meeting. After asking to the audience, some new candidates are included in the list, being the final list of candidates:

Vehicular Environment, TWG-V

Alexander Paier (AT), Erik Ström (SE)

Body Environment, TWG-B

Raffaele D'Errico (FR), Wout Joseph (BE), Kamyaz Yazdandoost (JP),
Arie Reichmann (IL)

Urban Environment, TWG-U

Thomas Jansen (DE), Sana Salous (UK)

Indoor Environment, TWG-I

Pawel Kulakowski (PL), Katsuyuki Haneda (FI), Klaus Witrissal (AT)

Elections took place during the TWGs sessions and were managed by Prof. Alain Sibille as TWG Coordinator (see point 11)

7. Proposal of TWG and SWGs creation

The Chairman informs that he has received three proposals for the creation of new Technical Groups, in particular:

SWG 2.1, "PHY layer Cooperation and Relaying"

Proponents: Alister Burr, Jan Sykora

SWG1.1, "Antennas"

Proponents: Alain Sibille, Buon K. Lau

Topical Working Group on OTA (Over-the-air Testing)

Proponent: Gert Pedersen

The proponents explained the technical reasons and convenience for every new working group listed above. There were no comments from the audience.

The three proposals were unanimously approved by the audience.

Prof. Cardona asked the proponents of SWG2.1 and 1.1 to review and find a proper name for their groups, and also reminded that any SWG can be closed in the future if the activities finish or the number of contributions become low.

8. Non-COST Institutions Applications

(postponed to the last session, Friday 21st)

9. Invited talks from projects GreenTouch & EARTH

Two keynote talks were presented to the Plenary on Wednesday 19th:

Dr. Ulrich Barth, Alcatel Lucent: "GreenTouch view on Mobile Networks Energy Efficiency"

Prof. Luis Correia, IST Lisbon: "An overview of EARTH: Energy Aware Radio and Network Technologies"

10. Presentation and Discussion of Documents

Seventy eight TD number requests have been received, and seventy six TDs have been finally submitted, presented and discussed by the Working Groups during the three days of the meeting. The list of TDs can be found here: [TD list 2ndMCM](#)

The plenary resumed on

Friday, October 21st 2011, at 14:00

and was chaired by Prof. Narcis Cardona, Chairman of the Action.

8. Non-COST Institutions Applications

(postponed from the first session)

The Chair reported to the audience the approval procedure for the new Non-Cost Institution applications.

The MC Members can approve the Non-Cost application to join the Action by voting during the MC Meeting or by electronic voting (i.e. by email).

Prof. Cardona suggested that the criteria to apply when deciding about a NCI application should be based on:

- mutual benefit
- scientific excellence
- role in industrial context
- technical topics and WGs addressed
- geographic balance
- they commitment to contribute with at least two TDs per year

The audience agrees with this proposal, and, as mentioned in point 3 of these minutes, it will be applied that *institutions not contributing with at least two TDs per year period will be denied access from Member's Area*

Twelve applications have been received. Among these:

Nine applications are complete with all requested details:

- ComSearch, Dr. Saul Torrico, USA
- Motorola Mobility, Dr. Paul Moller, USA
- NICT, Dr. Kamy Y. Yazdandoost, Japan
- Tokio Institute of Technology; Prof. Jun-Ichi Takada, Japan
- Tongji University; Dr. Xuefeng Yin, China
- Univ. ICESI, Dr. Andrés Navarro, Colombia
- Communications Research Center (CRC), Dr. Robert Bultitude, Canada
- La Trobe University, Dr. Naveen Chilamkurti, Australia
- Univ. of Montenegro, Prof. Milica Pejanovic-Djurisic, Montenegro

The MC Members decided to accept the above Non-Cost Institutions participation.

Regarding La Trobe University application, the MC Members decided to accept their participation, but giving them access to the Member's Area only after they have contributed to a meeting with at least one TD.

Regarding University of Montenegro application, the Chair reported first of all the rules regarding the Near Neighbour country, then asked the MC Members to accept the Institution into the Action. All MC Members agreed.

Three applications are still in progress:

- Beijing University of Posts and Telecommunications, China
- National Institute of Technology Jalandhar, India
- Japan Advanced Institute of Science and Technology (JAIST), Japan

The Chair proposed to approve these pending applications by electronic voting. The MC agreed on this.

11. Reports from WG Chairs

The WG/SWG/SIG Chairs were asked to report about the activities.

Prof. Claude Oestges reported about the activities carried out within WG1. ([Minutes](#)).

Dr. Vincent Lau reported about the activities carried out within SWG1.1 ([Minutes](#)).

Prof. Alister Burr reported about the activities carried out within WG2. ([Minutes](#)).

Prof. Silvia Ruiz reported about the activities carried out within WG3. ([Minutes](#)).

Prof. Alain Sibille reported about the elections of the TWG Chairs. ([Minutes](#))

The elected TWG Chairs are the following

- Vehicular Environment, TWG-V: Alexander Paier (AT), Erik Strom (SE)
- Body Environment, TWG-B: Raffaele D'Errico (FR), Kamyaz Yazdandoost (JP)
- Urban Environment, TWG-U: Thomas Jansen (DE), Sana Salous (UK)
- Indoor Environment, TWG-I: Pawel Kulakowski (PL), Katsuyuki Haneda (FI)
- OTA Testing, TWG-O: Gert Pedersen (DK), Wim Kotterman (DE)

Dr. Alexander Paier reported about the activities carried out within TWG-V. ([Minutes](#)).

Dr. Raffaele D'Errico reported about the activities carried out within TWG-B. ([Minutes](#)).

Dr. Thomas Jansen reported about the activities carried out within TWG-U. ([Minutes](#)).

Dr. Pawel Kulakowski reported about the activities carried out within TWG-I. ([Minutes](#)).

Prof. Gert Pedersen reported about the activities carried out within TWG-O. ([Minutes](#)).

The WG Chairs were asked to send their Minutes in three weeks time to the Action Chair.

12. Future meetings and workshop

The Chair reported about the proposals received for the next MC Meetings:

- 3rd MC Meeting

Although it was approved by the MC, Madrid is no longer available for January/February. Prof. Cardona, after checking with those who offered to organise a meeting, proposes to keep the meeting in Spain, Barcelona, moving the dates to 8-10 February 2012. The meeting will be organised by Prof. Silvia Ruiz-Boqué.

It is approved unanimously.

Tutorial – The local organisers of the meeting will arrange a tutorial to be given on February, 7th 2012, right before the beginning of the 3rd MC Meeting, same venue.

- 4th MC Meeting

One offered was received from Lyon, France, for May 2012, held by Jean-Marie Gorce and Guillaume Villemaud. A discussion was held about the convenience of allocating the meeting soon in May to avoid the proximity of the end of the first year term of the Action, or later because the coincidence with the IEEE VTS Spring Conference, to which many of the attendees use to travel. Local organisers are open to check the availability for two possible weeks: 2_4 May or 23_25 May. After some discussion, it was agreed that best dates for IC1004 Administration are 2-4 May. In case the grant expenditure report can be postponed, dates could be reconsidered.

Workshop - a workshop will be held right before the beginning of the 4th MC Meeting in Lyon.

- 5th MC Meeting

The Chair received the following two offers:

- Bristol, UK, September 24-26, 2012 to be held by Prof. Mark Beach
- Ghent, Belgium, September 24-26, 2012 to be held by Dr. Wout Joseph

After hearing about the two offers, and some comments from the audience, the Chair suggested to accept both offers for the meetings 5th and 8th (September 2013) and vote which one is preferred for the 5th.

The majority of attendees (76 out of 82) agreed on having the 5th MC Meeting in Bristol in September 2012 and keep the 8th MC Meeting for Ghent, September 2013.

Other offers received were also mentioned by Prof. Cardona, and will be considered for future meetings: Ilmenau (Reiner Thomae), Febr. 2013 or Sept. 2013; Aalborg (Gert Pedersen), Spring 2013 or 2014; Malaga (Raquel Barco); Dublin (Connor Brennan)

- Workshops

The Chair reported that the Action should organise at least one workshop per year, and it could be joint with other Action, Project or Body when possible, and if it means mutual benefit. During the three days of the meeting this issue was discussed with the Steering Committee and some offers and ideas were considered. Finally, the proposal from the Chair is to organise the following:

- IC1004 Workshop on "Small Cells Cooperative Communications", joint with iPLAN FP7 project, in Lyon, co-located with the 4th MCM

The TPC will include the IC1004 Steering Committee (5 persons) + 5 experts from iPLAN project

Proposed Deadlines:

- Call: 15 Jan 2012
- Submission: 2 March
- Acceptance: 14 April
- Final document: 20 April

13. Short Terms Scientific Mission (STSMs)

The Chair explained to the audience the procedure to apply for a STSMs, that is managed through the eCOST tool: <https://e-services.cost.eu/stsm>

A first call has been launched with deadline November 20th, 2011.

Period of performance: 1 Jan, 2012 – 31 March, 2012

The total amount available for this call is: 5000 € (5 or 6 STSMs)

The applications will be evaluated by the Evaluation Panel including at least three among WGs Chairs.

A second call for applications will be open after the next MC Meeting in February 2012, according to remaining budget.

14. Future training activities (T. Schools and Tutorials)

Training Schools

The Chair reported that Prof. Christoph Mecklenbräuer, the TDL Manager, suggested to organize the Training Schools separate from the MC Meeting.

Prof. Mecklenbräuer proposed to have the first IC1004 Training School in Vienna, Austria in April 2012

Topic: Cooperative systems

According to Prof. Mecklenbräuer proposal, every Working Group will contribute to the training school fulfilling the sessions of half a day.

After some comments from the audience it is decided to let Prof. Mecklenbräuer organising the Training School, with unanimous agreement on the venue and dates: Vienna, mid April.

Some attendees suggested the possibility of making the Training School be recognised as ECTS Credits for the students who attend it. It will be checked by some of the Universities representatives and reported to the Chairman.

Prof. Cardona exposes other offers received for Future Training Schools and related activities:

- proposal from Greenet (Marie Curie Training Network)
 - Potential Topics:
 - Modelling and Simulation (M&S) of Wireless Networks
 - Real life experimental tools of wireless protocols
 - Venue: to be defined, proposed Barcelona
 - Dates: to be defined
 - Contact: Prof. Cardona, Dr. Chirstos Verikoukis

- proposal from WiserBAN (FP7 project)
 - Participation of IC1004 experts in the Training School they are organising in 2012

- Topics:
 - Body Area Communications
- Contact: Prof. Verdone

Tutorials

The Chairman thanks the Portuguese VTS Chapter for supporting the 1st Tutorial of IC1004, given by Prof. Tad Matsumoto on the afternoon before the meeting.

Offers for coming tutorials:

By now, one offer has been received:

Prof. Roberto Verdone, "Wireless Sensors Networks"

The Chair invited to send him any other offers by email.

15. Dissemination

The Chairman reported about the Dissemination strategy proposed for IC1004:

- TDL Manager as part of the Steering Committee
- Liaisons to Bodies; report from and TO it
- Invite Keynote speakers from relevant projects/groups/industries
- Joint activities with other projects and initiatives
- Promote the publication of joint papers
- Promote COST sessions at Conferences
- Provide frequent news to DC, CO,...
- Produce Newsletter
- Easy to find in Internet

The Chairman highlights the importance of dissemination for the future of this Action, and asks all the attendees to contribute at any time with initiatives in this sense.

Up to date, the following dissemination activities have been completed:

Keynote Speakers:

Two keynote speakers have been invited to the present MC Meeting. The Chair reported about the proposal to have two keynote speakers per Meeting, depending on the budget. The audience agrees with this proposal.

Up to date, some offers for invited talks have been received:

- Mobile VCE speaker, IC1004: Mark Beach
- Greenet speaker, IC1004: Narcis Cardona
- Prof. Zhisheng Niu, IC1004: Vince Lau

COST sessions at conferences:

The Chair reports about the organisation of convened and IC1004 special sessions at conferences

- EuCAP 2012, Prague, CZ
 - “Joint antenna-channel issues in Body Area Networks” (Wout Joseph & Raffaele D'Errico);
 - “Novel methods in radio channel modelling for smart environments” (Claude Oestges & Alain Sibille)
- IEEE ComSoc CAMAD 2012, Barcelona, Spain
 - “Cooperative Radio Access Networks” (Narcis Cardona)
- European Wireless Conference, Poznan (proposed by Dr. Arie Reichman)
- CEMA, Athens, October 2012 (proposed by Prof. Dimiter Dimitrov)
 - “In-body communications”

Newsletter

The Newsletter will be organized and managed by the TDL Manager, Prof. Christoph Mecklenbraüker. The current approach is to provide an electronic format of the Newsletter, distributing the link to the pdf file and counting the number of accesses it has. Prof. Mecklenbrauker asked for volunteers to serve as Editor in Chief. There were no volunteers in the room and it was suggested that Prof. Mecklenbrauker takes provisionally that role to start and launch the newsletter.

A suggestion proposed by Lucio Studer to use LinkedIn Group and create

the IC1004 group was followed by the Chairman. The LinkeIn group is now ready and will be one of the discussion and dissemination platforms that IC1004 will use.

16. Liaisons with international bodies and projects

The following liaisons have been established so far:

- Sana Salous, (UK) Vice-Chair of URSI C
- Haibin Zhang, (TNO) to GreenTouch
- Luis Correia, (IST) to FP7 Earth
- Mark Beach, (UK) to Mobile VCE
- ...

The rapporteurs have been invited to send their reports about Projects by November 11th, 2011.

17. AoB

The Chair reported that all WGs reflectors will be ready by November 25th, 2011.

The Chair asked the participants not to use the global list to post general announcements, as it is a moderated reflector, but to send an email to the secretary.

The Chair proposed to the audience to include [IC1004] in the email title.

Tutorial slides from Prof. Matsumoto and Dr. Barth will to be uploaded under the Members'Area of the Web site.

18. Close of Meeting

The Action Points to be performed after the end of the 2nd MC and Scientific Meeting were reminded to the audience.

Prof. Narcis Cardona closed the meeting by thanking Prof. Luis Correia for hosting the meeting and all attendees.