

Minutes of the Third Management Committee Meeting

COST Action IC1004 – Cooperative Communications for Green Smart Environments

Wednesday, February 8th, 2012 – Barcelona, Spain

1. Welcome and opening formalities

The plenary of the third 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 the General Secretary of the Universities Council of Catalunya, Prof. Claudi Alsina; the Industry and Commerce Counselor of Castelldefels, Ms. Margaret Manzano; The Dean of the Universitat Politècnica de Catalunya; Prof. Antoni Giro, and Prof. Silvia Ruiz, Vicedean of the EETAC and Local Organizer of the meeting. Some information about local arrangements were provided to the audience.

2. Invited talk

An Invited speech was given by Mr. Mariano Lamarca, from the Information Technology Municipal Institute (Barcelona council) on "Telecommunication and Smart Cities: Barcelona as example"

3. Adoption of the agenda

The [agenda](#) for the third MC meeting was adopted, based on the draft previously circulated. The attendance list was circulated.

4. Approval of the Minutes of the last MCM

The minutes of the 2nd MC Meeting were approved with the following minor amendments: the TWG on OTA prefers to be called the TWG on MIMO OTA.

The minutes were corrected accordingly.

5. Status of the Action

Prof. Cardona reported the status of the Action to the audience. Up to now, the Action is:

- composed of 28 signatories countries,
- represented by 51 MC Members (+ Chair).

A total of 15 non-COST Institutions have expressed their interest to participate to IC1004, 9 of it already approved and two new are in the MC approval status (point 6 in the agenda). A total of 230 experts from 94 different Institutions have registered to the Action Web Site.

Prof. Cardona reviewed the activities performed so far and reported about the current and future activities. In particular two STSM calls have been launched, a Workshop and a Training School are about to take place by the end of the Grant Period, new Non-Cost applications have been approved by the MC/DC and new have been received and are going to be processed. Furthermore the Chair reminded the participation at Conferences and the fact that the Action has new Liaisons.

Concerning the administrative part, the budget amendment for first year term has been reviewed and agreed by MC and by COST (Chair/GH). Furthermore the Chair reported the name of the new Science Office, Dr. Ralph Stübner.

6. Non-COST Institution participation

The Chair reminded the procedure and the criteria to approve the participation of new Non-Cost Institutions

The chair reported that the following applications have been formally approved:

- ComSearch, Dr. Saul Torrico (USA)
- Motorola Mobility, Dr. Paul Moller (USA)
- NICT, Dr. Kamya 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, Reciprocal agreement Country)
- Univ. of Montenegro, Prof. Milica Pejanovic-Djurisic (Montenegro, Near-COST Country)

Two new applications have been submitted and circulated among the MC members prior to the Meeting:

- Beijing University of Posts and Telecommunications – BUPT (China)
- Japan Advanced Institute of Science and Technology – JAIST (Japan)

The Chair asked the MC Members to accept these two applications. The two applications above have been unanimously approved.

Three more applications are still in progress:

- National Institute of Technology Jalandhar (India)
- National Institute of Standards & Technology (USA)
- St. Thomas Institute of Professional Studies Banjul The Gambia (Gambia)

The MC members will be contacted by email to electronically vote for the new upcoming applications.

7. Report on STSMs in course & Open Call

Regarding the 1st call:

- 3 STSMs were approved, among which one is already finished (the results will be presented at the next MC Meeting in Lyon), one is going to be performed by the end of February 2012, the last one will be performed in March 2012.
- Total budget expenditure: 2.290 €
- The results will be presented at the next MC meeting in Lyon

Regarding the 2nd call:

- The second call for application is still open and - considering the end of the Grant Period set to May 31st, 2012 - STSMs to be performed by the middle of May 2012 will be taken into consideration.
- The remaining budget is: 5.710 €

The Chair reminded the procedure to apply for a STSM and the evaluation procedure.

8. Report from Grant Holder responsible

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

The audience was reminded about the budget assigned to the Action by the COST Office (81.900 €) and that in Lisbon the MC Members agreed on a

new and increased budget, which was already agreed by email with the former COST Officer. The total budget assigned to the current Grant Period is therefore set to 133.700 €. Based on this last budget the MC agreed on a new Work and Budget Plan.

Up to now the new Grant Agreement, which has been signed by the Grant Holder and sent to the COST Office, still needs to be back signed by the COST Office.

The amount spent until December 31st, 2011 (cut off date of the Intermediate Financial Report) was shown to the MC members. Based on the current GA, the total amount left at the moment, in case the COST Office will not send the new contract (GA), is: 35.569 €

The MC Members were asked to vote on the following proposal: in the unlucky case the Grant Holder will not receive the official signed new contract (GA) within two months, the priority regarding the reimbursements will be as follow:

- STSMs already performed
- The expenses related to present 3rd MC Meeting based on a given %
- No reimbursement for the 4th MC Meeting in Lyon

The MC Members agreed on this proposal.

The Grant Holder reminded the MC Members to book well in advance their flights to the MC Meeting locations in order to save money.

The Grant Holder reported also new problems experimented with the ecost tool, particularly for what concerns the automatical calculatation of the FSAC amount under the Intermediate Financial Report.

Finally Prof. Roberto Verdone reported to the audience that the COST2100 Book have been released and published, that the online book is being sold in single chapters and that all MC Members of COST2100, Chairs and contributors of the book will receive a free copy of the book. The Grant Holder thanked Alberto Zanella for his help on the book release.

The Chair reminded the MC Members to hand to the secretary their original signed reimbursement forms during the meeting and send the travel copies in PDF format no later than February 21st , 2012.

9. Action Rules for Submission, Registration & Reimbursement

IC1004 follows the rules of COST as in the Vademecum provided by COST Office (www.cost.eu) Nevertheless, due to the Action size, some internal rules have been approved in order to properly organise meetings and activities:

1) Registration / De-registration: *"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"*. (Approved at 2nd MCM)

2) Reimbursement of travel costs: MC members have the right to be reimbursed for their travel costs when attending an MC meeting. Reimbursing substitutes members and other experts is possible, as written in COST vademecum (www.cost.eu)

Up to two representatives per COST Country will be entitled for reimbursement, plus the Action Chair and Secretary, according to the following priority list (Approved at 2nd MCM, 19 October 2011):

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.

In addition, and due to the scarce budget and the high number of delegates, a Reimbursement Flat Rate for hotel costs of 90€ per night was agreed for this meeting (Agreed by MC off-line, 13 Dec 2011)

3) MC Substitutions: the substitutions of MC members to a meeting which require National Coordinator nomination, have to be received by IC1004 Secretary at least 2 weeks prior to the meeting start date (Approved at 2nd MCM).

The Chair proposed to the MCM to extend this rule n.2 to every substitutions, as follow: *"The substitutions of MC members to a meeting have to be received by IC1004 Secretary at least 2 weeks prior to the meeting start date"*

The MC members unanimously agreed on this proposal.

The list of 38 persons entitled for reimbursement of the 3rd MCM can be found [here](#).

The Chair reminded to hand the signed reimbursement forms during the meeting and send copies by Feb 21st, 2012.

10. Report on TDL issues: Training School, Tutorials, Conferences, Workshop , Newsletter

Training School(s)

1) The 1st Training School on Vehicular Connectivity will be organized by Prof. Christoph Mecklenbraeuer and will take place at the Telecommunications Research Center Vienna (FTW), Austria.

The dates have been changed to May 21-23, 2012.

- 6000 € are set for Granting ESRs from COST IC1004 participants Institutions;
- Applications have to be sent by March 31st, 2012

The General Outline and the Speakers names were reported to the audience. An official email will be sent in the next few days with all the necessary information.

2) A Joint WiserBAN – COST IC1004 Training School on "Wireless Body Area Networks" is going to be held in Bologna, Italy on June 4-6, 2012. Registration: by May 21st, 2012 via email at secretary@ic1004.org.

3) A proposal for a 2nd Training School have been received from Ilmenau:

- Title: "PROPAGATION MEASUREMENT, MODELING, AND OTA-EMULATION"
- Dates: Oct or Nov 2012
- Organizer: Wim Kotterman (TU Ilmenau)
- Duration: 3 days, 25 units (6 for practical issues)
- Attendees: 15-20 students
- Topics: Multidimensional channel sounding, Measuring and evaluating mobile systems, UWB Systems, Millimeter wave systems, OTA and emulation
- IC1004 support: same as for 1st Training School

Tutorial(s)

1) The 1st Tutorial on "Iterative Processing for Cooperative Communications Allowing Intra-Link Errors", by Prof. Tad Matsumoto, IEEE VTS Distinguished lecturer, has been held in Lisbon on October 18th 2011;

2) The 2nd Tutorial on "M2M in Smart Grid and Smart Cities: Technologies, Standards and Applications", by Dr. Misha Dohler and Dr. Jesus Alonso from CTTC, has been held in Barcelona on February 7th 2012. 40 people attended the tutorial.

New proposals are welcome.

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.

The following dissemination activities will be performed:

COST sessions at conferences:

- IC1004 special sessions at EuCAP, on "Joint antenna-channel issues in Body Area Networks" and "Novel methods in radio channel modelling for smart environments", 26-30 March, 2012 - Prague (Czech R.)
- Special session at European Wireless on "Wireless Body Area Networks", 18-20 April, 2012 - Poznan (Poland)
- Participation to ICC, at Special sessions on "Cognitive and Cooperation for Green Networking" (in coop. with C2POWER), and "Cooperative and Cognitive Mobile Networks (in coop. With COcONET); 10-15 June, 2012 - Ottawa (Canada)

- IC1004 Special Session (Workshop) on "Cooperative Radio Communications" at Future Network & Mobile Summit 2012, 4 - 6 July, 2012 - Berlin (Germany)
- IC1004 Special Sessions at IEEE ComSoc CAMAD 2012, 17-19 September, 2012 - Barcelona (Spain)
- IC1004 Special Session to URSI-ISSSE'2012 Conference, 3 - 6 October, 2012 - Potsdam (Germany)
- IC1004 Special session on "Body Environment Communications" to CEMA'12 Conference, 8 -10 November, 2012 - Athens (Greece)

Workshop

The 1st IC1004 Workshop, jointly organized with iPLAN FP7 project and co-located with the 4th Technical and Management Meeting of IC1004, will be held in Lyon (France) on May 2nd, 2012.

The Chair reminded the following important dates:

- Paper submission: 27 February 2012
- Acceptance: 30 March 2012
- Camera-ready: 18 April 2012

11. Presentation and Discussion of Technical Documents

Seventy four TD number requests have been received, and seventy two 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_3rdMCM](#)

The plenary resumed on

Friday, February 10th 2012, at 14:30

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

12. Liaisons to other Bodies/Projects

The following liaisons have been established so far:

- Christos Verikoukis (ES) presented Greenet, a Marie Curie Initial Training

Network (ITN)

- Prof. Narcis Cardona reported on behalf of Sana Salous (UK) about [URSI Commission C](#)
- Istvan Szini (USA), reported about CTIA MIMO OTA Sub-Group (MOSG)
- Fernando Velez (PT), reported about [IC905](#)
- Haibin Zhang, (TNO) to [GreenTouch](#)
- Luis Correia (IST), reported about FP7 Earth
- Mark Beach, (UK) to Mobile VCE

The rapporteurs have been invited to send their reports about Projects by February 28th, 2012.

13. Reports from WG Chairs

The WG and SWG Chairs were asked to report about the activities:

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

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

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

Prof. Alister Burr reported about the activities carried out within SWG2.1 ([Minutes](#)) ([attendance list](#))

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

The Topical Working Group Coordinator, Prof. Alain Sibille, summarized the activities carried out within the TWGs during the Meeting.

The TWG Chairs were asked to report about the activities:

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

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

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

Dr. Katsuyuki Haneda reported about the activities carried out within TWG-I ([Minutes](#)) ([attendance list](#))

Prof. Wim Kotterman reported about the activities carried out within TWG-O ([Minutes](#)). No one reported about it during the plenary ([attendance list](#))

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

14. Future meetings and workshop

The Chair reminded about the dates of the next, already approved, MC Meetings:

- 4th MC Meeting, 2-4 May 2012, Lyon - France
The Meeting will be organized by Jean-Marie Gorce and Guillaume Villemaud.
- 5th MC Meeting, 24-26 Sept. 2012, Bristol - UK
- 8th MC Meeting, 25-27 Sept. 2013, Ghent – BE

The Chair received a proposal from Reiner Thomae to held the next 7th MC Meeting in Ilmenau (Germany) on May 2013. Dr. Thomae presented Ilmeanu Technical University and gave informations on the possible local arrangements.

Furthermore there will be a possible Joint Workshop with COST (VISTA) in 2013

15. New Dissemination Activities

Newsletter

After a call for volunteers by the Action Chair, Prof. Alain Sibille proposed himself for taking the responsibility of being the editor for the IC1004 Newsletter. This proposal was agreed by the MC, after which a meeting between working group Chairs and SC members allowed to discuss the objectives and the main features of the NL. Further to the nomination of an Editorial Board, the decision was then taken to launch the NL on a trimester basis (one after each MCM). Finally the basic structure and contents of the NL were defined, with an objective to publish the 1st one on March 30.

The LinkedIn group is ready and a link is posted on the Action webpage. The Chair invited to use it as a dissemination tool

16. AoB

The Chair reminded that COST is not retaining any IPR related to TDs, therefore there are no conflicts with publishing in conferences or journals.

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 reminded to the audience to include [IC1004] in the email title.

Furthermore a description of about 5-10 lines regarding the WGs Activities is welcome to be then added to the IC1004 Web Page.

17. Close of Meeting

The Action Points to be performed after the end of the 3rd MC and Scientific Meeting were reminded to the audience.

Prof. Narcis Cardona closed the meeting by thanking Prof. Silvia Ruiz Boque and all her team for hosting the meeting and all attendees.