

Minutes of the Fourth Management Committee Meeting

COST Action IC1004 – Cooperative Communications for Green Smart Environments

Wednesday, May 2nd, 2012 – Lyon, France

1. Welcome and opening formalities

The plenary of the fourth MC meeting of COST Action IC1004 was chaired by Prof. Narcis Cardona, Chair of the Action, who opened the meeting at 16.50.

Some information about local arrangements were provided to the audience.

2. Adoption of the agenda

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

3. Approval of the Minutes of the last MCM

The minutes of the 3rd MC Meeting were posted on the IC1004 website, under the section Official Documents, before the Meeting approved.

The minutes have been approved without any corrections.

4. 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)
- Number of registered experts so far: 275
- Number of COST country entities (institutes, etc.) currently participating: 105
- Number of non-COST countries: 7
- Number of non-COST entities (institutes, etc.) currently participating: 11 (+2)

Prof. Narcis Cardona reviewed the activities performed so far and reported about the current and future activities. In particular:

- 4 Technical meetings, 270 TDs;
- 3 STSMs Calls launched, 5 STSM completed or in progres;
- Organisation of 2 Training Schools, one joint
- 2 Tutorials
- Participation to Conferences, Special Sessions
- Launch of Newsletter
- Special Issue (Springer)
- Liasons to URSI, 3GPP, ETSI, CTIA, Greentouch, IC905, VISTA, Earth, Greenet,...

The Chair reminded the audience about the status of the non-COST institutions that have expresses their interest in join the Action.

A total of 15 non-COST Institutions from 10 countries have contacted the Chair, 11 of it have already been formally approved, which are:

- 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, Reciprocal agreement Country)
- Univ. of Montenegro, Prof. Milica Pejanovic-Djurisic (Montenegro, Near-COST Country)
- Beijing University of Posts and Telecommunications – BUPT (China)
- Japan Advanced Institute of Science and Technology – JAIST (Japan)

4 more applications are still in progress:

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

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

The Chair reminded the action rules; 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.

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 and 3rd MCM).

The list of 30 persons entitled for reimbursement of the 4th MCM can be found [here](#).

The Chair reminded to hand the signed reimbursement forms during the meeting and send copies by May 11th, 2012.

5. Report from Grant Holder responsible, election of GH for 2nd year, budget 2nd year

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 and increased to 133.700 €. The current term will end on May 31st, 2012, which means that all the activities must be performed by that day in order to be considered eligible.

A slide was shown to the MC Members in order to summarize the expenses charged on the project so far and which others are still pending and will be processed by the end of the first financial year.

Based on the current GA, the total amount left at the moment to be spent is: 39.145,61 €.

The Chair kindly asked the MC Members to hand over their reimbursement forms to the secretary as soon as possible, and in any case no later than May 3rd in the afternoon, in order to do a real time computation of what will be the expenses related to the reimbursement of the 4th MC Meeting.

The Chair reminded that for this Meeting the Hotel expenses will be reimbursed based on the 120 € flat rate, unless the MC Members decide to provide the Hotel invoice.

As agreed during the 3rd MC Meeting reimbursements will be based on a proportional basis, based on the remaining budget vs. the total of the travel expenditures.

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 May 11th, 2012.

The Chair reported the the priority regarding the use of the remaining budget:

- STSMs → if approved, they will have to be granted and paid
- Reimbursements of the 4th MC Meeting
- 5 more grants for the Training School attendees

The Chair reminded the MC Members that the Grant Holder of the Action

has to be elected every year. Just one candidacy has been received, which is the one of the current Grant Holder, CNIT.

After voting, the MC approves unanimously the candidacy of CNIT, represented by Prof. Roberto Verdone.

Grant for the 2nd year term

The detailed workplan and budget has been prepared by Chair and the Steering Committee and will be circulated among the MC members by May 9th, 2012. This is the current proposal:

- Travel costs for MC Meetings (including Workshops): 92.250 €
- STSMs: 18.000 €
- Training schools: 37.500 €
- Disseminations: 5.940 €
- Others: 1000 €
- Secretariat: 23.203 €

After some comments, the MC unanimously accepts the overall budget proposal, and it is agreed that its final distribution among the activities will be circulated by the Chairman for its approval on May 9th 2012.

6. Report on STSMs status

Regarding the STSMs, the Chair reminded that:

- 5 STSMs has been performed so far: Dr Geoffrey Hilton (U.Bristol,UK); Mr Nikola Gvozdenovic (VUT, Austria); Dr Zoran Utkovski (MK); Imarn Latif (Eurecom, France); Wei Wang (DLR, Germany);
- 2 STSMs are under evaluation: to be notified very soon and to be performed by May 31st
- 11 applications in total have been received during the first year term

The Chair reminded the procedure to apply for a STSM (the applicant has to fulfill form at eCOST tool: <https://e-services.cost.eu/stsm> and then sends it to Chairman and Host Institution 6 weeks prior to the STSM start) and the evaluation procedure (the applications are evaluated by Evaluation Panel including at least three among WGs Chairs)

Considering the next term, this is the COST IC1004 policy for the second year period:

- grant (up to 10) solid STSM proposals, prioritise using labs and host facilities, clear outcome to IC1004 and relationship with WGs objectives, longer stays (up to 4 weeks), favouring a more in-depth work.

7. Training Schools

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, from May 21 to May 23, 2012:

- 45 participants registered by the deadline
- 26 PhD students / ESRs applied for a grant
- 20 grants have already been granted for a total amount of 6.000 €

After a suggestion from the TS organiser, the Chair proposed to grant the students coming from Austria with 150 € and the rest as it was agreed, 200€, making possible to reach a higher number of grants.

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 at Giorgio Prodi Lecture Hall.

Registration: by May 21st, 2012 via email at secretary@ic1004.org

IC1004 support: IC1004 Speaker (second year term budget)

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

- Title: “PROPAGATION MEASUREMENT, MODELING, AND OTA-EMULATION”
- Dates: end of October 2012- Organizer: Wim Kotterman (TU Ilmenau)
- Duration: 3 days, 25 units (6 for practical issues)
- Attendees: up to a maximum of 40 people (since it will be a very practical school)
- Grants: up to a maximum of 20 grants
- 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

8. Horizon 2020 Position Paper

IC1004 Steering and Technical Committees are working on a Position Paper, based on 8 questions. Contributions from the Working Group participants are welcome specially to the following question “How would you describe (in

less than one page) your ideas and/or plans for future R&D challenges/topics relating to Network Technologies?”. WG chairs are asked to send contributions to chair@ic1004.org.

9. Presentation and Discussion of Technical Documents

Sixty TD number requests were requested by the deadline, and fifty eight TDs have been finally submitted, presented and discussed by the Working Groups during the three days of the meeting plus two keynote speakers:

- Dr. Dieter Smiley, “Standardization of cooperative intelligent transportation systems (ITS) from an European point of view”.
- Dr Benoit Derat, “On the challenge of defining conservative specific absorpion rate assessment procedures”.

The list of TDs can be found here: [TD_list_4thMCM](#)

The plenary resumed on

Friday, May 4th 2012, at 15.00

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

10. Liaisons to other Bodies/Projects

The following liaisons have been established so far:

- Haibin Zhang, (NL) GreenTouch
- Sana Salous, (UK) Vice-Chair of URSI C
- Istvan Szini (USA), CTIA, 3GPP
- Moray, EGPP RAN4
- Fernando Velez (PT) IC905
- Luis Correia, (PT) F7P Earth
- Christos Verikoukis (ES), Greenet
- Thomas Kuerner, EurAAP
- Benoit Derat, IEC, ICES, ...

The rapporteurs have been invited to send their reports about Projects by May 15th, 2012.

Other Liaisons:

- IC1004 Special Session to URSI-ISSSE'2012 Conference, Potsdam (Germany) 3-6 Oct
- EARTH Training Workshop; June 13th 2012 MINATEC Grenoble, FR

11. 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. Jan Sykora 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. Kamyaz Yazdandoost 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](#)).

The activities carried out within TWG-O are reported in the Minutes. ([Attendance list](#))

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

12. Future meetings and workshops

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

- 5th MC Meeting, 24-26 Sept. 2012, Bristol - UK
The Meeting will be organized by Mark Beach and Alister Burr
- 7th MC Meeting, May 2013, Ilmeanu - DE
The Meeting will be organized by Reiner Thomae
- 8th MC Meeting, 25-27 Sept. 2013, Ghent - BE → The Meeting will be organized by Wout Joseph, Joint with VISTA (IC11002) as proposed by MC members of both Actions.

The Chair received two proposals for the 6th MC Meeting (Jan/Feb 2013):

- Malaga, ES (proposed by Raquel Barco)
- Ferrara, IT (proposed by Velio Tralli)

After some discussions, and no majority preference among the present MC members, it was agreed to let the Chairman evaluate the best of the two options, and circulate a proposal to the MC during the following weeks.

15. New Dissemination Activities (Newsletter)

Newsletter

The Newsletter edited by Prof. Alain Sibille and published in the IC1004 website has been downloaded about 460 times. The Chair invites the attendees to distribute the link among their professional contacts.

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

Publications

The EURASIP Journal on Wireless Communications and Networking is including a Special Issue on "Small Cell Cooperative Communications", to which the Joint Workshop papers are to be submitted. Publication will be finalised by end of 2012 or first quarter on 2013

Web Page

The WG Chairs are invited to send a description of 5-10 lines about the activity of each Working Group to be published on the Website by 18th May.

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", Prague (Czech R.) 26-30 March
- Special session at European Wireless on "Wireless Body Area Networks", Poznan (PL), 18-20 April
- 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)", Ottawa (Canada) 10-15 June
- IC1004 Special Session (Workshop) on "Cooperative Radio Communications" at Future Network & Mobile Summit 2012, Berlin (Germany) 4 - 6 July
- IC1004 Special Sessions at IEEE ComSoc CAMAD 2012, Barcelona (Spain) 17-19 Sept
- IC1004 Special Session to URSI-ISSSE'2012 Conference, Potsdam (Germany) 3 - 6 Oct
- IC1004 Special session on "Body Environment Communications" to CEMA'12 Conference, Athens (Greece) 8 - 10 Nov
- Other conferences, courses and events with COST participants are announced at the web page.

16. AoB

Nothing has been reported.

17. Close of Meeting

The Action Points to be performed after the end of the 4th MC and Scientific Meeting were reminded to the audience.

Prof. Narcis Cardona closed the meeting by thanking Jean Marie Gorce, Guillaume Villemaud and all their team for hosting the meeting and all attendees.