

Minutes of the Fifth Management Committee Meeting

COST Action IC1004 – Cooperative Communications for Green Smart Environments

Monday, September 24th, 2012 – Bristol, United Kingdom

1. Welcome and opening formalities

The plenary of the fifth MC meeting of COST Action IC1004 was chaired by Prof. Narcis Cardona, Chair of the Action, who opened the meeting at 9.15.

Prof. Mark Beach, the Local Organizer, welcomed the audience, provided information about local arrangements and thanked the sponsors who helped in the organization of the Meeting.

2. Adoption of the agenda

The [agenda](#) for the fifth MC meeting was adopted, with some minor changes from the draft previously circulated. The attendance list was circulated.

3. Approval of the Minutes of the last MCM

The minutes of the 4th MC Meeting were posted on the IC1004 website, under the section Official Documents.

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: 380
- Number of COST country entities (institutes, etc.) currently participating: 110
- Number of non-COST countries: 7
- Number of non-COST entities (institutes, etc.) currently participating: 11 (+2)

The Chairman reported about the DC Annual Meeting that took place in Bucarest on June 13th, 2012.

During the Annual Meeting the Chair reviewed the activities performed during the first year of activity. In particular the Action had:

- 4 Technical meetings, 270 TDs;
- 3 STSMs Calls launched and 6 STSMs completed;
- 1 Training Schools
- 2 Tutorials
- Participation to Conferences, Special Sessions
- Two Newsletter issues released
- Special Issue (Springer)
- Liasons to URSI, 3GPP, ETSI, CTIA, Greentouch, IC905, VISTA, Earth, Greenet,...

Technical challenges about the 2nd Year Term that the Chair shown to the DC Annual Meeting:

1. Scientific

- Evolve the IC1004 Radio Channel Model
- Specify on wireless localization techniques
- Share results on 60 GHz indoor measurements and modelling
- Reference scenarios for the evaluation of collaborative networks
- Evaluation methodologies for LTE femtocells and networks
- Develop Over-the-Air testing techniques for MIMO user equipment
- Produce a COST channel model for Body Area Communications

2. Liaisons to industry and standardisation bodies

- International standardisation bodies: CTIA, RAN4 of 3GPP, ETSI
- International projects: Greentouch, Earth, Greenet, others
- Industrial participation, keep increasing

3. Training & Dissemination

- Training Schools on OTA, BAN and Cooperative Nets., +Tutorials
- Newsletter, Special sessions, Special issues

Some of the conclusions from the Annual Meeting are the following:

- IC1004 is among the biggest (together with IC1003) actions in ICT;
- The number of attendees at Meetings is rising, and also the number of ESR and females;
- the Action should concentrate on certain type of outcomes: Recommendations, Standards, Reference Models, White Papers, etc;
- it is very important to mention COST IC1004 in publications;
- the IC1004 Newsletter should report some success stories;
- Overlapping between Actions should be avoided. Since it is very difficult,

the solution would be to establish joint activities.

COST IC1004 Position Paper to Horizon2020

The paper was successful and the Chair was invited to present it during the Workshop "Future Network Technologies Research and Innovation in HORIZON2020", organized by the EU Commission in Brussels on June 29th, 2012. IC1004 was the only COST Action presenting a paper at the Workshop.

5. Report from Grant Holder responsible

The Chair reported that 30 participants (MC members or official substitutes) are entitled to be reimbursed for their attendance to the current MC Meeting (the list can be found [here](#)).

Reimbursement will be based on COST rules and the eligible participants were invited to hand their original forms to the Secretary at the end of the Meeting or send them by post by October 15th, 2012, and in any case no later than November 26th, 2012.

The MC Members were informed that the new Online Travel Reimbursement Request is available on the e-COST tool from September 19th 2012.

For future meetings (and for those who had not yet downloaded the Travel Reimbursement Request before the current Meeting) it is mandatory to use this new feature.

The eligible participants will have to:

- Fill in by themselves the reimbursement form online (through the e-cost tool);
- Upload on e-cost the relevant receipts/tickets;
- When everything is complete on e-cost, and ONLY after the end of the MC Meeting, they can download the travel reimbursement form, print it, sign it and send it by POST to the Grant Holder;
- the Grant Holder will check the form received by post, will make corrections (if applicable) and then proceed with the payment.

The GH reported about the expenses occurred during the First Year Term:

- budget issue related to the 1st year
- issues with the COST Office
- budget for the 2nd Year Term

1) Slide showing the amount spent during the 1st Year Term, the amount reported on the Final Financial Report downloaded on June 30th 2012 and the amount reported on the Final Financial Report after the corrections have been done regarding the Italian Travel Reimbursement requests.

2) The GH reported about the email exchanged with the COST Office regarding the reimbursement of the Italian delegates, who can not be reimbursed based on true expenses anymore, but based on flat fees.

Furthermore the GH reminded the MC Members that the MC can decide to lower the amount reimbursed as a flat rates for the Hotel, but the new flat fee has to be applied to every MC Members.

3) the GH shown to the MC Members the budget for the 2nd Year Term as it was on the Work & Budget Plan agreed

The MC members were informed that the FFR will be signed by the GH and by the COST Office. The financial Rapporteurs will then be asked to approve the expenditures of the 1st Year Term.

At the moment the GA still has to be signed which means that the first installment will arrive around November 2012.

No money are now available.

6. Short Term Scientific Missions (STSMs)

Regarding the STSMs, the Chair reminded that:

- 6 STSMs have been completed: Geoffrey Hilton (U.Bristol,UK); Nikola Gvozdenovic (VUT, Austria); Zoran Utkovski (MK); Imarn Latif (Eurecom, France); Wei Wang (DLR, Germany); Thomas Jansen (Uni.Braunschweig, Germany). The results were presented during the past MC Meetings.

- 2 new STSMs were approved: Ms.Sato Telemi (T.U.Ilmenau); Mr.Joerg Nucklet (TUB)

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)

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.

The Call is now open.

Conference Grants for Early Stage Researchers

COST ICT Domain is providing Conference Grants for Early Stage Researchers.

- Several calls per year;
- Only one or two grants assigned per call for the whole Domain actions;
- Only one candidacy proposal per Action and call.

IC1004 had 6 candidates for the last Call and the Steering Committee chose one proposal. The decision was made on these criteria:

- Mention the COST IC1004 in the document (mandatory)
- Rank of the conference in our area
- Relevance of the topic for the Action objectives
- CV of the applicant
- Activities of the Applicant's Institution related to COST IC1004

The MC agreed on the criteria proposed above.

The proposal unfortunately was not successful.

It is important to underline that the Action doesn't know how the Domain Committee took the decision, because the criteria are not known.

7. New non-COST Institutions

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

11 Institutions 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)

2 Applications are in progress:

- National Institute of Standards & Technology (USA)
- Academy of Broadcasting Planning (China)

The MC Members were asked to vote on the inclusion of the above two non-COST Institutions.

It was unanimously approved with no objections or abstentions.

8. Training Schools

The Chair reminded to the audience that the following Training Schools took place during the year:

- First IC1004 Training School: “Vehicular Connectivity”
May 21-23, 2012, Vienna; 45 registered // 20 grants
- Joint IC1004-WiserBAN Training School: “Wireless Body Area Networks”
June 4-6, 2012, Bologna; 50 registered

The following Training School is about to take place:

- Third IC1004 Training School: “Propagation Measurement, Modelling, and OTA-Emulation”
Date: November 12-14, Ilmenau (Germany)
Organiser: Wim Kotterman (TU Ilmenau)
Duration: 3 days, 25 units (6 for practical issues)
Attendees: 25 - 30 students
Registration fee: 125 €
Grants: 25 grants are available
IC1004 support: Trainers travel costs, 25 grants for PhD and ESRs, organisational support (as approved in previous MCM)

The grants criteria, that are uploaded on the IC1004 website, were reminded to the audience.

A fixed grant of 400 € will be granted to 25 training school attendees, who

will register at the event by October 19th, 2012.

The selection will be based on a first come first served policy and based on the following priorities:

- 1- PhD students from COST Country Institutions (one grant per Country)
- 2- while grants available, ESRs from COST Country Institutions
- 3- while grants available, Other applicants

9. Future meetings and workshops

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

- 6th MC Meeting, 6-8 February 2013, Malaga - Spain
The Meeting will be organized by Salvador Luna and Raquel Barco
- 7th MC Meeting and 2nd Workshop, 29-31 May 2013, Ilmeanu - DE
The Meeting will be organized by Reiner Thomae and Wim Kotterman
- 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 the following offer for 2014:

- Ferrara, IT (proposed by Velio Tralli)
- Aalborg, (DK), Gert Pedersen -- joint workshop

10. Presentation and Discussion of Technical Documents

83 TD number requests were requested by the deadline, and 82 TDs have been finally submitted, presented and discussed by the Working Groups during the three days of the meeting plus 5 keynote speakers:

- Prof. Zhisheng Niu, Tsinghua University (China), "Characterizing Energy-Delay Tradeoff in GREEN Communications"
- Dr. Yang Hao, Queen Mary College London University, " Versatile, Integrated, and Signal-aware Technologies for Antennas (VISTA)"
- Dr Simon Fletcher (NEC Telecom MODUS Ltd) "Mobile VCE Green Radio – Objectives, Results & Outcomes"
- Professor Reza Karimi (Technical Policy Director, Ofcom) "Whitespaces"
- Stuart Revell (ICT-KTN) "Wireless Technology & Spectrum Challenges"

The list of TDs can be found here: [TD_list_5thMCM](#)

The plenary resumed on

Wednesday, September 26th 2012, at 14.00

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

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. Buon Kiong 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:

Prof. Erik Strom 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. Pawel Kulakowski reported about the activities carried out within TWG-I ([Minutes](#)) ([Attendance list](#)).

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

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

12. Liaisons with International Bodies and Projects

The following liaisons have been established so far:

- Fernando Velez (PT) IC905 (Terra), IC902 (Cognitive)
- Buon Kiong Lau (SE), VISTA IC1102
- Sana Salous, (UK) Vice-Chair of URSI C
- Haibin Zhang, (NL) GreenTouch
- Thomas Kuerner, EurAAP
- Istvan Szini (USA), CTIA, 3GPP
- Moray Rumney, 3GPP RAN4
- Luis Correia, (PT) FP7 Earth
- Raffaele D'Errico (Fr) WiserBAN
- Benoit Derat, IEC, ICES, ...
- Newcom#, Roberto Verdone

The rapporteurs have been invited to send their reports about Projects by October 29th, 2012.

13. New Dissemination Activities

Newsletter

The 2nd Newsletter edited by Prof. Alain Sibille and published in the IC1004 website has been downloaded about 383 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.

Journals

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 of 2013.

Conferences

- IC1004 Special Session to URSI-ISSSE'2012 Conference, Potsdam (Germany) 3 - 6 Oct, 2012

- Special Session at ISMICT 2013, International Symposium on Medical Information and Communication Technology. Tokyo (Japan) 6-8 March 2013 (Deadline 31st Oct 2012)
- IEEE International Conference on Communications, Workshop on Advances in Network Localization and Navigation, Budapest (Hungary), 9-13 June, 2013
- IC1004 Special Session to URSI-General Assembly, China in August 2014

14. AoB

Nothing has been reported.

15. Close of Meeting

The Action Points to be performed after the end of the 5th MC and Scientific Meeting were reminded to the audience.

Prof. Narcis Cardona closed the meeting by thanking Prof. Mark Beach and all his team for hosting the meeting and all attendees.