

Minutes of the Eight Management Committee Meeting

COST Action IC1004 – Cooperative Communications for Green Smart Environments

Thursday, September 26th, 2013 – Ghent, Belgium

1. Welcome and opening formalities

The plenary of the eighth MC meeting of COST Action IC1004 was chaired by Prof. Narcis Cardona, Chair of the Action, who opened the meeting at 9.00 am.

Prof. Joseph Wout, the Local Organizer, welcomed the audience and provided information about the city and local arrangements.

2. Adoption of the agenda

The [agenda](#) for the eighth MC meeting was adopted. The attendance list was circulated.

3. Approval of the Minutes of the last MCM

The minutes of the 7th MC Meeting were posted on the IC1004 website, under the section Official Documents. The minutes have been approved.

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 52 MC Members (+ Chair)
- Number of registered experts so far: 504
- Number of COST country entities (institutes, etc.) currently participating: 121
- Number of non-COST countries: 7
- Number of non-COST entities (institutes, etc.) currently participating: 14

4.1 Recent activities

The Chair reported about the following recent activities:

- A joint Workshop with VISTA Action IC1002 on Terminal Antenna Systems for 4G and Beyond was held in Ghent on the 25th of September 2013. It was organized by Marta Martinez & Buon Kiong Lau and attended by 120 persons.

- Prof. Alain Sibille reported about the Annual Progress Conference of COST ICT Domain held in Malta on June 11-13, 2013.

Prof. Narcis Cardona reported that a poster about the Action has been produced for the above Conference and that copies are available at the Meeting registration desk. The Chair asked the participants to send comments on the poster by October 7th.

- The Chair reminded that five persons from the Action IC1004 attended the Future Network & Mobile Summit 2013 (FuNeMS) held in Lisbon, Portugal on July 3-5, 2013.

The Chair asked for workshop and tutorial proposals for next meetings.

4.2 Status of the Action. Challenges 3rd year

The Chair reminded the short list of challenges reported at the APC Meeting, which are to be achieved by May 2014. Prof. Cardona asked the attendees to speak about this issue during the Working group meetings.

4.3 Status of the Action, NCIs

Current Non-COST Members

The current Non-COST Members (13) are the following:

ComSearch (US); Motorola Mobility (US); NIST (US); NICT (JP); Tokio Institute of Technology (JP); JAIST (JP); Tongji University (CN); BUPT (CN); ABP (CN); ICESI (CO); CRC (CA); Univ. of Montenegro (ME)*; La Trobe Univ.** (AU);

Recently approved by CSO:

China, Beijing University (BJTU)

The Chair reminded that Australia has a reciprocal agreement to participate at the Action, meaning the partner countries have a COST dedicated budget to allow their nationally funded researchers participate in COST Action activities. Despite of this, they decided to not pay the attendance of their experts at the Meetings. Since they never attended a Meeting before and they probably will never attend a meeting in the future, it may be that a formal decision from the MC members of the Action will be required by the COST Office regarding their participation at the Action. Further informations on this will be provided in the future.

4.4. Short Term Scientific Missions (STSM)

Regarding the STSMs, the Chair reminded that:

- 17 STSMs have been completed during the 1st and 2nd year term;
- 3 STSMs have already been performed during the 3rd year term.

The results are usually presented during the MC Meetings.

The Chair reminded again 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).

The Call is open.

4.5 Other ESR grants

The Chair announced that the 13th call for applications for *Conference Grants opportunity for Early Stage Researchers (ESR)* is now open. The ICT Domain offers 3 supporting grants (max. 3000 Euro each) per year for Early Stage Researchers to participate in an international conference outside of COST Action activities (COST Strategy for Early Stage Researchers, COST 212/07).

Only one or two grants assigned per call for the whole Domain Actions and only one candidacy proposal per Action and call can be submitted.

These are the criteria per IC1004 pre-selection of candidates:

- Mention the COST IC1004 in the document (mandatory)
- Relevance 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

Regarding the DC selection criteria, the Chair asked the COST Office for more information on this and the following info has been provided:

The process followed by the COST Office for the evaluation of the ESR grants is as follows:

1. *The applications are being checked first by the COST Office to ensure that all the necessary documents are in place.*

2. The COST Office sends the applications to the DC-ICT executive group for ranking. The Executive Group ranks the applications based on the following criteria:

- a. How can the event help the career of the applicant?
- b. What is the benefit for the current research of the ESR?
- c. What is the benefit of the COST Action?
- d. What are the networking reasons for going to the international conference?

The deadline for the current call is set on October 15th, 2013. The IC1004 Action requires to have the applications by October 7th, 2013 in order to pre-evaluate the proposals and send the selected one to the COST Office by October 15th, 2013.

4.6. Status of the Action. Rules reminder

Internal IC1004 rules

IC1004 Action follows the rules of COST as in the Vademecum provided by COST Office, but due to the Action size, some internal rules have been approved in order to properly organise meetings and activities.

1) Registration / De-registration

As approved during the 2nd MC Meeting, 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.

Prior to the 8th MC Meeting a check has been done among the Institutions registered at the Action and these are the results:

- 14 Institutions have not contributed at all (de-registered)
- 10 Institutions have not contributed during the last 4 meetings (de-registered)
- All non-COST Institutions have accomplished the rule

2) MC Substitutions

As approved during the 2nd and 3rd MC Meeting, the substitutions of MC members to a meeting, either requiring National Coordinator nomination or not, have to be received by IC1004 Secretary at least 2 weeks prior to the meeting start date.

5. Report from Grant Holder responsible

The Chair reported that 35 participants (including MC members and 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 no later than October 15th, 2013.

The eligible participants have to:

- Fill in the reimbursement form on e-cost (using the link provided in the official e-cost invitation received by email);
- Upload on e-cost the relevant receipts/tickets;
- When everything is complete on e-cost, they can download the travel reimbursement form, print it, sign it and send it by POST to the Grant Holder (or hand it to the Secretary at the end of the Meeting);
- the Grant Holder will check the forms received, make corrections (if applicable) and then proceed with the payment.

The GH reported about the Third Year Term budget (June 1, 2013 - May 31, 2014):

- A grant of 177.900 EUR have been assigned to the Action
- On June 2013 the Second Year Financial Report (YFR) has been sent to the COST Office
- On July 2013 the Second YFR has been validated by COST
- Sept. 2013 → the GH is waiting to receive the first installment (65%)

The Grant Holder reminded about the budget split approved during the 7th MC Meeting.

Furthermore the Grant Holder reported about the expenses already occurred during the 3rd Year Term.

6. New Subworking Group

During the WG1 sessions in 7th MCM (Ilmenau) it was discussed about the convenience of launching a working group to specifically work on the promotion of COST IC1004 channel models to Standardisation Bodies and to other external Projects (FP7, ...). The proposal is to create the SWG 1.2 on "Channel modelling contribution to standardisation".

Tommi Jämsä (FI) gave a presentation about the content of the new Sub Working Group to be created.

The Chair asked the attendees to vote for the creation of the new SWG. It was approved.

7. Final book. Calendar

The Chair presented the draft calendar to be followed in order to produce the Action Final Book.

There is still plenty of time, but it is good to coordinate now the procedures to be followed among the Steering Committee in order to be ready to have a meeting about the Action Final Book during the next MC Meeting (February 2014).

In particular the Chair asked to perform these steps by the 8th MC Meeting:

- Contribute to the list of topics
- ToC proposal (Chapters)
- Volunteer for Chapter editor

The above information should be sent to the Chair.

8. Presentation and Discussion of Technical Documents

77 TD number requests were requested by the deadline, and 75 TDs have been finally submitted, and will be presented and discussed by the Working Groups during the two days of the meeting.

The list of TDs can be found here: [TD_list_8thMCM](#)

The Chair reminded the WG Chairs to discuss on the following topics during technical sessions:

- Proposal or joint activities (tutorials, training schools, ect)
- Election of TWGs chairs
- Dissemination activities, conferences
- Book contributions to Table of Contents

Election of TWG Chairs:

Candidates for chairing TWGV for the remaining duration of the action:

- Erik Ström (Chalmers, Sweden)
- Levent Ekiz (BMW, Germany)

Candidates for chairing TWGB for the remaining duration of the action:

- Kamyā Y. Yazdandoost (NICT, Japan)
- Raffaele D'Errico (CEA-LETI, France)

The plenary resumed on

Friday, September 27th 2013, at 14.45

and was chaired by Prof. Narcis Cadona, Chair of the Action.

9. 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. Wim Kotterman reported on behalf of Buon Kiong Lau about the activities carried out within SWG1.1 ([Minutes](#)) ([Attendance list](#))

Dr. Tommi Jamsa reported about the activities carried out within SWG1.2 ([Minutes](#)) ([Attendance lists](#))

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

Dr. Jan Sykora reported about the activities carried out within SWG2.1 ([Minutes](#)) ([Attendance list](#))

Prof. Lucio Ferreira reported on behalf of Silvia Ruiz about the activities carried out within WG3 ([Minutes](#)) ([Attendance list](#))

Prof. Alain Sibille, Chair of the topical Working Group Coordinator (TWGC) reported about the general activities carried on within the groups ([Minutes](#))

The TWG Chairs were asked to report about the activities:

Dr. Levent Ekiz, elected as a co-chair, reported about the activities carried out within TWG-V ([Minutes](#)) ([Attendance list](#)). Erik Ström was re-elected as TWG Chairs

Dr. Kamy Y. Yazdandoost reported about the activities carried out within TWG-B ([Minutes](#)) ([Attendance list](#)). Raffaele D'Errico and Kamy Y. Yazdandoost were re-elected as TWG Chairs.

Prof. Sana Salous reported about the activities carried out within TWG-U ([Minutes](#)) ([Attendance list](#)).

Dr. Klaus Witrissal reported about the activities carried out within TWG-I ([Minutes](#)) ([Attendance list](#)).

Dr. Wim Kotterman reported about the activities carried out within TWG-O ([Minutes](#)) ([Attendance list](#)).

The WG Chairs were asked to send their Minutes to the Action Chair.

10. Dissemination activities. Newsletter

Newsletter

The 5th Newsletter edited by Prof. Alain Sibille and published in the IC1004 website has been downloaded about 700 times. The Chair invited 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.

Conferences

- Special session on "Green radio communications", URSI Radio Science Journal. Submission extended to September 30th, 2013
- COST will have a networking session at ICT 2013 on November 6-8, 2013 in Vilnius (Lithuania)
- Short Course organized by Claude Oestges at EuCAP 2014 on "Radio channels for cellular communications" (preliminary title) on April 11th, 2014 (The Hague - Netherlands). IC1004 support: 3.500 €

Other Dissemination Activities

- White Paper about future technologies for the next generation networks → Some contributions have been received after the meeting in Ilmenau. The first draft version is currently being reviewed by the steering committee in order to circulate it for comments within October 8th. The goal is to have it ready by October 19th.

Web pages

The Chair reminded the WG Chairs to send update descriptions of WG activities to the Secretary.

11. Training activities & Tutorials

TRAINING SCHOOLS

The Chair reminded to the audience that the following Training Schools will be organised in the next period:

- Joint IC1004/Newcom# Training School: "Beyond 4G Networks in Cities: From Theory to Experimentation and Back"

Date: November 25-28, 2013 (Barcelona, CTTC premises - Spain)

Organiser: Miquel Payaro (CTTC)

Duration: 4 days

Attendees: max 60 students

Grants: 25 grants are available for PhD and ESRs

Local Organizer Support: 2000 €

Features: 50% lecture, 50% lab sessions

Lecturers: part from IC1004, part from Newcom#, part from outside
Prof. Roberto Verdone explained the draft program of the event.

- 6th IC1004 Training School: "SAR & EM exposure in wireless networks"
(preliminary title)

Venue: Paris (Telecom Paristech)

Dates: 2 ½ days, 15-17 April 2014 (dates to be confirmed)

Organiser: Alain Sibille (Telecom Paristech) jointly with LexNET FP7 project

Attendees: 30 - 35 students

IC1004 support: Trainers travel costs, 25 grants for PhD and ESRs,
organisational support (as approved in 3rd Year Term Budget)

12. Liaisons to other Bodies/Projects

The following liaisons have been established so far:

- Buon Kiong Lau (SE), VISTA
- Sana Salous, (UK) Vice-Chair of URSI C
- Istvan Szini (USA), CTIA
- Moray Rumney, 3GPP RAN4
- Fernando Velez (PT) IC905, TERRA → Raul Chaves
- Haibin Zhang, (NL) GreenTouch
- Alain Sibille, (FR) LEXNET
- Narcis Cardona, (ES) METIS

- Roberto Verdone, Newcom#/EurACON
- Alister Burr, (UK) Diwine

The rapporteurs have been invited to send their reports about Projects by
October 15th, 2013.

13. Future meetings and workshops

The Chair reminded about the dates of the next MC Meetings:

- 9th MC Meeting, 5-7 February 2014, Ferrara – IT
Local organisers: Vellio Tralli, Roberto Verdone
Prof. Verdone provided some information about the venue
- 10th MC Meeting, 26-28 May 2014, Aalborg – DK
Local organizers: Gert Pedersen
Dates have been approved

The Chair received the following offer for 2014:

- 11th MC Meeting, September 2014 → The Chair received offers from Dublin (IR) and Krakow (PL). After some discussion the MC members approved the venue of Krakow for September 2014 and Dublin for January/February 2015.

14. AoB

Nothing has been reported.

15. Close of Meeting

The Action Points to be performed after the end of the 8th MC and Scientific Meeting were reminded to the audience.

Prof. Narcis Cardona closed the meeting by thanking Prof. Joseph Wout, all his team for hosting the meeting and all attendees.