

Minutes of the Eleventh Management Committee Meeting

COST Action IC1004 – Cooperative Communications for Green Smart Environments

Wednesday, September 24th, 2014 – Krakow, Poland

1. Welcome and opening formalities

The plenary of the eleventh MC Meeting of COST Action IC1004 was chaired by Prof. Narcis Cardona, Chair of the Action, who opened the meeting at 9.10 am.

Dr. Pawel Kulakowski, the Local Organizer, welcomed the audience and provided information about the city and local arrangements.

2. Adoption of the agenda

The agenda for the eleventh MC meeting was adopted. The attendance list was circulated.

3. Approval of the Minutes of the last MCM

The minutes of the 10th 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 by 29 signatories countries
- represented by 54 MC Members (+ Chair)
- Number of registered experts so far: > 600
- Number of COST country entities (institutes, etc.) currently participating: 133
- Number of COST International Partner Countries: 6
- Number of non-COST entities (institutes, etc.) currently participating: 16 (+3 in process)

4.1 Status of the Action, NCIs

Current Non-COST Members

The current approved Non-COST Members (16 +3) are the following:

Australia	La Trobe University
Canada	The Communications Research Centre
China	Academy of Broadcasting Planning
China	Beijing University of Posts and Telecommunications, Wireless Technology Innovation Institute
China	Beijing Jiaotong University (BJTU)
China	Tongji University
Colombia	Universidad Icesi
Japan	Japan Advanced Institute of Science and Technology
Japan	National Institute of Information and Communications Technology
Japan	Tokyo Institute of Technology
Japan	NTT DOCOMO, INC.
USA	COMSEARCH
USA	Motorola Mobility US
USA	National Institute of Standards and Technology
Korea	Samsung Electronics Korea

Qualcomm (contributing to this meeting) intends to participate to the end of the Action. The MC members approved Qualcomm as an unofficial member institution for the next meeting of the Action.

4.2 Short Term Scientific Missions (STSM)

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. There's still budget for about 4-5 more STSMs.

The results are usually presented during the MC Meetings.

Prof. Roberto Verdone reminded the audience about the possibility to apply for a grant for Long-Term Scientific Mission provided by the partner project Newcom#. Grants are assigned to applicant PhD students, to be used to spend a period in one of the N# institution.

4.3 Future meetings and workshops

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

- 12nd MC Meeting, 28-30 January 2015, Dublin – IE
Local organizer: Brennan Conor
+ Training School Workshop on Vehicular Communications (26-28 Jan 2015)
- Final Meeting and Workshop date proposal: 5-8 May 2015, Valencia – ES
Local organizer: Prof. Narcis Cardona

4.4 Final Book. Calendar

The Chair asked the attendees:

- to complete the TDs section mapping during the WG/SWG/TWG Meetings;
- to send him the final list of section editors;
- on Friday → final proposal regarding the publisher to submit it for approval to the MC members

Future calendar

- October 2014 → Editorial Board Meeting to set the edition guidelines and approve the TDs mapping
- January 2015 → First Draft ready

4.5 Meeting reimbursement

The Chair reported that 40 participants (including Chair, 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 the new COST procedure 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, 2014.

5. Report from Grant Holder responsible

The GH reported about the 4th Year Term budget:

- A grant of 183.000 EUR has been assigned to the Action
- End of August 2014 → signature of the GA
- In October 2014 → First installment (65%), after the COST Office has received the unutilised funds from the last Grant Period. As soon as CNIT receives the money, EuCNC reimbursements will be paid.

6. Presentation and Discussion of Technical Documents

66 TD number requests were requested by the deadline, and 65 TDs have been finally submitted, and will be presented and discussed by the Working Groups during the three days of the meeting.

The list of TDs can be found here: [TD_list_11thMCM](#)

The plenary resumed on

Friday, September 26th 2014, at 11.00

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

8. 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)

Dr. Tommi Jämsä reported about the activities carried out within SWG1.2
(Minutes) (Attendance list)

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

The TWG Chairs were asked to report about the activities:

Dr. Levent Ekiz 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. Dennis Rose 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).

Prof. 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 by October 30th, 2014.

9. Final Book

About the Publisher:

- The Chair contacted several Editors: Springer, Academic Press, Cambridge Univ. Press, Elsevier, CRC and Wiley.
- Every publisher offers free copies and electronic version of the book, so printed+eBook edition is assumed for any publisher selected.
- COST Office provides a separate budget for the book (8 or 9 K euro), upon application from the Action. Chairman to apply by 30th November 2014.

The MC Meembers agreed on committing the Editorial Board to:

- Approve the final TDs mapping
- approve the Edition Guidelines to be distributed
- Approve the publisher
- Launch writing

The idea is to have:

- the first draft ready by the middle of January 2015;
- the TDs presented in Dublin (next MC Meeting) included in the book
- the second draft ready by the beginning of May 2015
- the TDs presented in Valencia (final MC Meeting) not included in the book
- the printed book by the end of 2015

The Editorial Board meeting will be held by 20th October, 2014

The final table of content will be circulated after the Editorial Board meeting

10. Dissemination and Training activities

- 7th Training school on Vehicular Communications 26-28 Jan 2015, Dublin (co-located with 12th MCM)
Organizer: Levent Ekiz and Erik Strom
Grants: 20 grants available for PhD/ESR (300 € each)
Local Organizer Support: 1.500 €
- ISMICT 2015, March 24-26, 2015 (Japan)
- ANLN Workshop at ICC 2015, Lisbon (Portugal)
- VTC 2015-Spring, 11-14 May 2015 (Glasgow-Scotland)
- EuCAP 2015, 12-17 April 2015 (Lisbon Portugal)

Newsletters

The Chair provided some information about statistics regarding the newsletters.

The Chair and Prof. Alain Sibille invited to disseminate the link among contacts and to use the LinkedIn group as a dissemination tool.

11. Liaisons to other Bodies/Projects

The following liaisons have been established so far:

- Buon Kiong Lau , COST VISTA
- Sana Salous, Vice-Chair of URSI C
- Istvan Szini, CTIA
- Moray Rumney, 3GPP RAN4
- Fernando Velez, COST IC905, COST TERRA
- Haibin Zhang, GreenTouch
- Alister Burr, FP7 Diwine
- Alain Sibille, FP7 Lexnet
- Tommi Jämsä, Narcis Cardona, FP7 METIS
- Roberto Verdone, Newcom#, EurACON

The rapporteurs have been invited to send their reports about Projects by October 30th, 2014

12. Future meetings

- 7th Training school on Vehicular Communications 26-28 Jan 2015, Dublin (co-located with 12th MCM)
Organizer: Levent Ekiz and Erik Strom
Grants: 20 grants available for PhD/ESR (300 € each)

Local Organizer Support: 1.500 €

- 12th MC Meeting
28-30 Jan 2015, Dublin
Local Organiser: Connor Brennan
- 8th Training School on Cooperative Radio Access Networks
April 2015, Luxembourg (dates still to be decided)
Organisers: Simon Chazinotas, Silvia Ruiz
- Final meeting & Workshop
5-8 May 2015, Valencia (date have been fixed)
Local Organiser: Narcis Cardona

13. Follow-up proposal

The new proposal will be included in the framework of the new cooperation programme: Horizon 2020

Rules for applying are still not set. A meeting about this will be held in Brussels by the end of October 2014.

Timing:

- discuss the draft proposal during the Dublin Meeting
- submit the proposal by the deadline (probably March 2015)
- the new proposal (if accepted) will not start before January 2016.

14. AoB

Nothing has been reported.

15. Close of Meeting

The Action Points to be performed after the end of the 11th MC and Scientific Meeting were reminded to the audience.

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