

Brussels, 24 April 2015

## Subject | Minutes of the First Management Committee Meeting of COST Action TU1406

*Brussels, Belgium  
16/04/2015*

### 1. Welcome to participants

(time: 09:34)

The participants were welcomed by Dr. Mickael Pero, Science Officer and by Andrea Tortajada, Administrative Officer of the Action. Mickael Pero chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Grant Holder that was carried out under agenda item 8.

### 2. Adoption of the agenda

The agenda ([Annex 1](#)) for the 1<sup>st</sup> Management Committee (MC) meeting was adopted.

### 3. Status of the COST Action – Facts and Figures

CSO Approval: 13/11/2014  
Start of the Action: 16/04/2015  
End of Action: 15/04/2019  
Total number of COST Countries having accepted the MoU: 34  
Total number of COST Countries intending to accept the MoU: 0

### 4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in [Annex 3](#).

### 5. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: 30 parties out of 34 attended the meeting (COST doc. 134/14 B.2 “COST Action Management Monitoring and Final Assessment” Annex I, Article 8).

### 6. General information on COST mechanism by Mickael Pero

(time: 10:22)

Dr Pero gave a presentation on the COST mechanism, Actions, networking instruments and policies of the COST Association ([Annex 4](#)). Relevant information can be found on the COST website at: <http://www.cost.eu>.

**Coffee Break** (time 11:20-11:35)

### 7. Presentation on the funding and reporting of coordination activities by Andrea Tortaja (time:11:35)



Ms Tortajada continued with an introduction to the COST Grant System ([Annex 5](#)). Relevant information is on the COST website at <http://www.cost.eu/participate/networking>, including the following reference documents:

- Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)
- COST Action Management
- COST Grant System Vademecum (Part 1)
- Grant Agreement Template

Information on the [Travel reimbursement form](#) to be submitted are provided.

## **8. Information on the Rules of Procedure for COST Action Management Committees (MC)**

The Rules of Procedure for the Management Committee ([Annex 6](#)) were presented to the MC.

## **9. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative**

Elected chair: José Matos (PT)

Elected Vice-Chair: Joan Casas (SP)

Grant Holder Institution: Minho University (PT)

Scientific Representative: José Matos (PT)

**Lunch break** (time: 12:45-13:30)

## **10. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Action Chair)**

[Annex 7](#): *presentation of the MC Chair*

*WG 1: Performance indicators.*

Alfred Strauss (AT) as leader, Ana Mandić (HR) as vice leader

*WG 2: Performance goals.*

Irina Stipanovic (NL) as leader, Lojze Bevc (SL) as vice leader

*WG 3: Establishment of a QC plan.*

Rade Hajdin (SB) as leader, Matej Kusar (SL) as vice leader

*WG 4: Implementation of Case Study.*

Amir Kedar (IL) as leader, Sander Sein (EE) as vice leader

*WG 5: Standardisation (guidelines / recommendations).*

Vikram Pakrashi (IE) as leader, Helmut Wenzel (AT) as vice leader

*WG 6: Dissemination.*

Gudmundur Gudmundsson (IS) as leader, Stavroula Pantazopoulou (CY) as vice leader

In addition:

*General Secretariat:* Eleni Chatzi (CH)

*STSM coordinator:* Jan Bień (PL) as leader, Guido De Roeck (BE) as vice leader

*Monitoring & Evaluation:* Raffaella Landolfo (IT) as leader, Elena Dumoba-Jovanoska (FY) as vice leader

*Innovation:* André Orcesi (FR) as leader, Carmen Andrade (SP) as vice leader

*Research and Development:* Kenneth Gavin (IE) as leader, Ioannis Xenidis (GR) as vice leader

*Website Institution:* Minho University

Core group: Action Chair, Vice Chair, General Secretariat, WG Leaders, STSM Coordinator. Additional invitations on ad-hoc basis from above mentioned committees. In addition, some delegation of power from the MC to the core group was approved:

- Steer the COST Action on behalf of the MC
- Coordinate and manage COST Action day-to-day activities
- Approve and select STSM candidates (strategic decision of the MC)
- Organize matters in connection with forthcoming MC meetings
- Manage matters of urgency sanctioned by the MC
- Flat rate decrease possibility
- Allocate approved funds
- Re-allocation of underspending (<5000 euros)

General agreement on two MC practices were accepted:

- E-voting (7 days, except Summer, Easter and Christmas)
- two weeks limit for accepting e-COST invitations

MC observers agreed by the MC to start the procedure.

- Dan Frangopol (US)
- Mitsuyoshi Akiyama (JP)
- Colin Caprani (AU)
- Matias Valenzuela (CL)
- Hans Beushausen (ZA)

**Coffee break** (time: 15:30-15:45)

#### 11. Engagement strategy for WG members

- 1) Online [Google Form](#) calling for experts in the fields specified via the objectives of each WG (MC members should also fill the form)
- 2) Discussion of the form among MC members until 30th April 2015 (expected date)
- 3) MC Members disseminate the form nationwide (discussion of standard email until 30th April 2015, expected date)
- 4) Dissemination starts on May 15th 2015 (until May 14th 2016)

#### 12. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)

- 1) MC/WG meeting Geneva (CH) 21-22 September 2015 before the [IABSE 2015 conference](#), LOS: Eleni Chatzi, Niels Peter Høj
- 2) MC/WG/WS Belgrade (SB) 30 March - 01 April 2016, LOS: Rade Hajdin, Snezana Mašović
- 3) 4 STSMs
- 4) Website provision + dissemination

*Approved Budget for the 1st Grant Period*

Description	Value
A – COST Networking Tools	
A.1 – Meetings	128.880,00 €
A.2 – Training Schools	0,00 €
A.3 – Short Term Scientific Missions (STSM)	10.000,00 €
A.4 – Dissemination	8.460,00 €
A.5 – OERSA	486,00 €
B – Total Science Expenditure (sum A.1-A.5)	147.826,00 €

C – FSAC (máx. 15% of B)	22.174,00 €
D – Total Expenditure (B + C)	170.000,00 €

### 13. Any Other Business (AOB)

Two proposals regarding dissemination meetings for the next years were proposed:

- 1) The [IABMAS](#) 8<sup>th</sup> International Conference on Bridge Maintenance, Safety and Management to be held on June 26-30, 2016 in Brazil
- 2) Integrated WG meeting in the 20-21 October 2016 with [IALCCE16](#), the 5<sup>th</sup> International Symposium on Life-Cycle Engineering, October 16-19, 2016, Delft, Netherlands, LOS: Irina Stipanovic, Andreas Hartmann

The Chair invited three WG leaders to give short presentations:

- Alfred Strauss (WG1 leader), [link to presentation](#)
- Irina Stipanovic (WG2 leader), [link to presentation](#)
- Rade Hajdin (WG3 leader), [link to presentation](#)

### 14. Closing (time 17:30)

The MC Chair thanked all the participants for the successful 1<sup>st</sup> MC meeting

### List of Annexes

**Annex 1** - Agenda

**Annex 2** - Action Fact Sheet – TU1405 COST Webpage

[https://e-services.cost.eu/w3/index.php?id=1627&action\\_number=TU1406](https://e-services.cost.eu/w3/index.php?id=1627&action_number=TU1406)

**Annex 3** - Attendance list

**Annex 4** - Science Officer presentation

**Annex 5** - Administrative Officer presentation

**Annex 6** - The Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)

[http://www.cost.eu/download/B2COST\\_Action\\_Management\\_Monitoring\\_and\\_Final\\_Assessment](http://www.cost.eu/download/B2COST_Action_Management_Monitoring_and_Final_Assessment)

**Annex 7** - MC Chair presentation