Minutes of 3rd MC Meeting – BridgeSpec – 01.04.2016

Topic 1 - Opening by Prof. Dr. José Matos, Chair of the Action (16:15 CET)

- Tour de Table/Introduction of new MC members: Maria Pina Limongelli, MC Substitute from France, has joined the Action and attended the meeting;
- Establishment of Quorum: quorum was not established;
- Reimbursement Policies: due to the end of the 1st grant period, it is highly recommended that MC members send their reimbursement requests in 10 days.

Topic 2 - Adoption of the Agenda

Topic 3 - Approval of minutes and matters arising of last meeting

- Geneva meeting minutes were approved by e-voting procedure and are available in the Action website;
- Advisory board from industry was constituted. Its aim is to provide recommendations about liaisons between the Action and industry. Members (from the MC) are: Poul Linneberg (DK), Niels Peter Hoj (CH), Joao Amado (PT), Giel Klanker (NL), and Ralph Holst (GE);
- Action video: several contributions from MC members were received. After a selection procedure within WG6, a final video of 5 minutes was developed;
- Liaisons with other groups: few MC members gave feedback to previously sent email, which will be resent by Ms Lara Leite, administrative secretary. The aim of the email is to identify potential liaisons and the respective contact persons;
- Contributions: the previously sent email requesting for contributions within TU1406, will be resent by Ms Lara Leite;
- Research and Development subgroup: will inform about open calls, so that joint-applications can be prepared by MC members. There are restrictions with respect to the COST TU 1406 support letters (only 1 letter per call);
- Recommendation to MC members participating in ongoing research projects (national or international) to inform the R&D subgroup leader and the Action Chair, so that their projects can be disseminated at the COST Action website.

Topic 4 - Update from Action Chair

- Status of Action, including participating countries: Romania is not yet represented. Request to MC members to contact known experts from Romania in order to join;
- Action budget status;
- STSM status and new applications: in the next grant period 4 new applications will be available.
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Topic 5 - Promotion of gender balance and Early Stage Researchers (ESR)

- COST policies;
- Excellence and Inclusiveness;
- SME & Industry cooperation.

Topic 6 - Update from the Grant Holder

- Facts & Figures on gender and institutional participation.

Topic 7 - Update from the COST Association

- Budget cut for the 2nd Grant Period;
- Action’s results will be evaluated by the Rapporteur by the end of 2016;
- Website should be updated with all reports and other material by the end of 2016.

Topic 8 - Follow-up of MoU objectives

- Progress report of working groups.

Topic 9 - Scientific planning

- Scientific strategy;
  - WG1 will conclude the work by the end of the first Grant Period (WG1 Technical Report);
  - WG2 and WG3 will continue their respective work in a more active way;
  - WG5 will start the work in cooperation with WG1 and using the developed data for standardization purposes;
  - WG6 will run in parallel such as a subgroup.

- Action Budget Planning

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
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<tbody>
<tr>
<td>A – COST Networking Tools</td>
<td></td>
</tr>
<tr>
<td>A.1 – Meetings</td>
<td>88.150,00 €</td>
</tr>
<tr>
<td>A.2 – Training Schools</td>
<td>19.650,00 €</td>
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<tr>
<td>A.3 – Short Term Scientific Missions (4xSTSM)</td>
<td>10.000,00 €</td>
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<tr>
<td>A.4 – Dissemination</td>
<td>4.309,00 €</td>
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<tr>
<td>A.5 – OERSA</td>
<td>500,00 €</td>
</tr>
<tr>
<td>B – Total Science Expenditure (sum A.1-A.5)</td>
<td>122.609,00 €</td>
</tr>
<tr>
<td>C – FSAC (máx. 15% of B)</td>
<td>18.391,00 €</td>
</tr>
<tr>
<td>D – Total Expenditure (B + C)</td>
<td>141.000,00 €</td>
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</tbody>
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- Meetings:
  - (i) WG meeting + Workshop, TNO, Delft, the Netherlands, 20-21 October 2016 (LOS. I. Stipanovic and G. Klanker);
  - (ii) WG & MC meeting + Joint COST TU 1402 / 1406 / IABSE Workshop, University Zagreb, Zagreb, 2-3 March 2017, Croatia (LOS. A. Mandic and A. Kindij);
  - (iii) Core Group meeting, University of Cyprus, Nicosia, Cyprus, 24 March 2017 (LOS. S. Pantazopoulou and D. Charmpis);
  - (iv) Two dissemination meetings;
Minutes of 2nd MC Meeting

- Training School: To be developed in KTH, Stockholm, Sweden, from 12-16 March 2016 (17 March 2016, for technical visits). Grant of 700 EUR for 15 trainees from COST countries and reimbursement for 5 trainers;
- STSM: Predicted 4 STSMs, in WG2 and WG3 scope, with the first call for applications until the 31st May 2016 (second call for end Oct. 2016);
- Dissemination: (i) website maintenance; (ii) COST TU 1406 pins (100 pins); (iii) print more 100 brochures (MC members please ask Ms. Lara Leite for brochures); and (iv) print 100 technical reports w/ 50 pages from WG2.
  - Long-term planning (including anticipated locations and dates of future activities);
  - Dissemination planning (Publications and outreach activities).

Topic 10 - Requests for new members

- Romania: some contacts were already established but, until now, no decision was taken;
- Near neighbour countries: some WG applications were received and a Lebanon representative attended the Belgrade meeting.

Topic 11 - Non-COST applications to the Action

- International Partner Countries: some applications were received by countries from Central and South America and Asia. Countries from North America and Africa are missing. Support is welcome;
- Central and South America is represented in Belgrade meeting by MC observer Dr Matias Valenzuela, and WG member Dr Raul Vasquez, both from Chile.

Topic 12 - Location and date of next meeting

- The next MC meeting will take 1 hour and will be in Zagreb, Croatia, on the 02-03-2017 (afternoon). The workshop will run on the 02-03-2017 and 03-03-2017.

Topic 13 - Summary of MC decisions & Closing

- Development of only one MC meeting per year for the next grant periods;
- Nationwide coordination when more than one MC member per country is involved;
- Information about the approval of the 2nd Grant Period WBP by e-voting procedure.

José Matos, Chair
COST Action TU1406

Guimarães, 8 April 2016
Minutes of 2nd MC Meeting

Appendix A - Attendance list (Country Code, Country, First Name and Surname)

AT  Austria  Alfred Strauss
AT  Austria  Helmut Wenzel
BE  Belgium  Guido De Roeck
BA  Bosnia and Herzegovina  Bisera Karalić
CL  Chile  Matias Valenzuela Saavedra
HR  Croatia  Alex Kindj
HR  Croatia  Ana Mandić Ivanković
CY  Cyprus  Dimos Charmis
CZ  Czech Republic  Pavel Ryjacek
DK  Denmark  Poul Linneberg
EE  Estonia  Sander Sein
FR  France  Maria Pina Limongelli
GR  Greece  Yiannis Xenidis
IS  Iceland  Guðmundur Valur Guðmundsson
IL  Israel  Amir Kedar
LV  Latvia  Ainars Paeglitis
LU  Luxembourg  Viet Ha Nguyen
MK  Macedonia, Rep. of  Elena Dumova-Jovanoska
MK  Macedonia, Rep. of  Goran Markovski
ME  Montenegro  Miloš Knežević
NL  Netherlands  Giel Klanker
NL  Netherlands  Irina Stipanović
PL  Poland  Wojciech Karowski
PT  Portugal  João Amado
PT  Portugal  José Matos
PT  Portugal  Sérgio Fernandes
RS  Serbia  Rade Hajdin
RS  Serbia  Snežana Mašović
SI  Slovenia  Lojze Bevc
SI  Slovenia  Matej Kušar
ES  Spain  Joan Ramon Casas
ES  Spain  Luis Saucedo
CH  Switzerland  Eleni Chatzi
CH  Switzerland  Niels Peter Høj