



**COST**  
EUROPEAN COOPERATION  
IN SCIENCE AND TECHNOLOGY

COST Office  
Avenue Louise 149  
1050 Brussels, Belgium  
t: +32 (0)2 533 3800  
f: +32 (0)2 533 3890  
office@cost.eu

[www.cost.eu](http://www.cost.eu)

Lisbon, 10 July 2012

**Draft Minutes**  
**1st Core Group Meeting**

**COST Action MP1106**  
**\*Smart and green interfaces - from single bubbles and drops to industrial,  
environmental and biomedical applications (SGI)\***

**12:45 – 13:45, 10 July 2012**  
**Instituto Superior Técnico, Lisboa, Portugal**

**Agenda**

**Adoption of the agenda**

**Report from the Chair**

**Status of the Action, including participating countries**

**Budget Status**

**Action planning**

**Annual progress Conference (organization of the Dublin Workshop)**

**Non-COST country participations**

**Web news**

**Closing**



COST is supported  
by the EU Framework Programme



ESF provides the COST Office  
through a European Commission contract



## MINUTES

**PRESENT:** From the COST Office: (None)

**Core Group members:** Nikolai DENKOV (BG), Reinhard MILLER (DE), Thodoris D KARAPANTSIOS (GR), Libero LIGGIERI (IT), John LIOUMBAS (GR) on hold via skype

### Welcome

The Chair welcomes the participating CG members clarifying that Dr. John Liumbas is on hold via skype. The Chair thanks the local Organizers of EUFOAM 2012 Prof. and prof. for providing the room for the meeting and their warm hospitality. It is agreed that the Chair will keep the Minutes of the meeting.

### Adoption of the agenda

The agenda of the meeting was approved.

### Report from the Chair

#### Status of the Action, including participating countries

The Chair explained that the Grant Agreement has been finalized between the COST office and the Aristotle University and has been signed by the Aristotle University legal representative. It is now expected back from the COST office properly signed. After that the Action can officially start on economic terms.

Many partners have still not selected the Working Groups they want to participate. This is to be mentioned during the Annual workshop in Dublin. The procedures for joining the Action for all interested non-COST institutions are in progress.

The number of participating countries remains 27 as in the Kick-Off meeting.

#### Budget Status

Since the Action has not started on economic terms the budget remains as in the Kick-off meeting. The only change is that the amount initially allocated for the 1<sup>st</sup> Core Group meeting in Thessaloniki may be now transferred to other activities since the 1st CG meeting in Lisbon does not include reimbursement of participants. The Chair will ask for advice from COST office.

### Action planning

#### Annual progress Conference (organization of the Dublin Workshop)

The Chair informs the Core Group that many MC members have not made clear if they intend to participate in the Annual workshop in Dublin and this delays the redistribution of the budget to other partners willing to come. It is agreed to set a deadline for MC members to respond. In their response, the MC members must say if they intend to send an MC substitute to the Dublin meeting.

It is agreed that invitations to industrial partners will be handled separately from the rule of 2 partners per country since most industrial partners come from specific countries and it would have been otherwise unfair for the participation of academic partners from these specific countries.



The CG agrees that up to 10% more than the foreseen 60 participants is acceptable without further notice. But for even more participants there must be an electronic vote/selection.

It is decided to collect from partners proposed topics for EU Research proposals and send them to the CG to organize the workshop. The CG decides to invite Prof. Stefano Guido to become leader of Research Projects Activities and IPR Management of the Action and so be responsible to propose an organization scheme for the presentations and discussions during the Workshop in Dublin.

## **Web news**

Prof Nikolai Denkov, the Dissemination Manager of the Action, makes a short introduction on possible designs and capabilities of the web page of the Action following the ideas of a few other COST Actions that have been proposed as good examples by the Action Officer Dr. Caroline Whelan.

The CG agreed with the proposition of the Dissemination Manager to start the web page as simple as possible copying the main features of prior Action D43. On this account, there will be no separation of a public and a private (using password) domain in the webpage and all information will be public. This issue will be discussed in forthcoming MC meetings and if it proves necessary a private section will be added later.

It is agreed to use a format with direct links to specific documents and not just links to generic pages.

It is agreed to include practical information for all the official meetings taking place during the Action starting before each meeting with travel information provided by the local organizer and continuing after the meeting with the upload of important material and documents, e.g. list of participants with e-mails, minutes etc.

## **Closing**

The Chair thanks all CG members present and closes the meeting