



**COST**  
EUROPEAN COOPERATION  
IN SCIENCE AND TECHNOLOGY

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Brussels, 14 June 2012

## **Draft Minutes**

### **1st Management Committee Meeting**

#### **COST Action MP1106**

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

**at the COST Office, avenue Louise 149, 1050 Brussels, Belgium  
on 11 May 2012, from 10h00 till 16h00**

Welcome

Adoption of the agenda

General information on COST mechanism and on the funding of coordination

Grant System and the Grant Holder

Status of the COST Action

Agreement on the internal rules of procedure for the Management Committee of the COST Action

Election of the Chair and Vice-Chair

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## MINUTES

**PRESENT:** **From the COST Office:** Dr Caroline Whelan (Science Officer) Jacob Riambau Santacana (Administrative Officer) and Kent Hung (Senior Administrative Officer)

**MC members:** Prof. Hendrik KUHLMANN (AT), Prof. Guenter BRENN (AT), Prof. Pierre COLINET (BE), Prof. Nikolai DENKOV (BG), Prof. Elena MILEVA (BG), Dr Dusko CAKARA (HR), Dr Jiri VEJRAZKA (CZ), Dr Marite CARDENAS GOMEZ (DK), Dr Medhat HUSSAINOV (EE), Dr Aleksander KARTUSINSKI (EE), Prof. Sami FRANSSILA (FI), Prof. Mickael ANTONI (FR), Prof. Catherine COLIN (FR), Dr Reinhard MILLER (DE), Dr Tatiana GAMBARYAN-ROISMAN (DE), Prof. Thodoris D KARAPANTSIOS (GR), Dr Norbert BABCSAN (HU), Dr Stefan HUTZLER (IE), Dr Norman MCMILLAN (IE), Prof. Yoav TSORI (IL), Dr Libero LIGGIERI (IT), Prof. Stefano GUIDO (IT), Prof. Victoria DUTSCHK (NL), Dr Robert ORR (NO), Prof. Kazimierz MALYSA (PL), Prof. Tomasz SOSNOWSKI (PL), Prof. Joao Bernardo CAMPOS (PT), Prof. Mihai PASCU (RO), Dr Jaroslav KATONA (RS), Dr Nadica ABAZOVIC (RS), Prof. Virginia PALERO - DIAZ (ES), Dr Imren HATAY PATIR (TR), Prof. Glen MCHALE (UK), Prof. Victor STAROV (UK)

**Observer:** John LIOUMBAS (GR) Grant Holder Manager.

**APOLOGIES:** Prof. Witold LOJKOWSKI (DC Rapportuer), Dr Imre DEKANY (HU)

### ITEM 1. Welcome

The Science Officer Dr. Caroline Whelan and the Administrative Officer Jacob Riambau Santacana welcomed the participants. Caroline Whelan introduced herself as Science Officer of the Domain "Materials, Physics and Nanosciences". She chaired the meeting until the Chair of the Action was elected.

The MC members were reminded that neither of them represents himself or his institution but his country. For further meetings it should be noted that MC members may be replaced in one meeting only if the replacement is confirmed by the COST National coordinator of the respective country. Addresses are posted on the web at [http://www.cost.eu/about\\_cost](http://www.cost.eu/about_cost) , select "**COST National Coordinators (CNC)**".

### ITEM 2. Adoption of the agenda

The agenda of the meeting was approved.

### ITEM 3. General information on COST mechanism and on the funding of coordination

The SO, Dr. Caroline Whelan gave a power point presentation explaining the history and background of COST. The SO explained in details the document "Rules of procedures for the Management Committee of the Action MP1106 (defining especially the responsibilities of the MC).

The SO pointed out that besides the election of the Chair & the Vice Chair, the MC should also elect the Grant Holder Institution, the 2 Financial Rapporteurs, the Dissemination coordinator (Web Master), the STSM Coordinator & the Working Group Leaders.



The Administrative Officer (AO), Jacob Riambau Santacana gave a power point presentation on the status of the Action, and on the COST main instruments and procedure.

The procedure about processing the reimbursement forms and the attendance list for each meeting has been explained. Since meeting reimbursements are processed in a batch and not one by one, the participants are asked to complete the forms before the meeting and to bring them together with copies of all tickets to the meetings! It is recommended to consider reimbursement of two participants per signatory party (country) per WG for WG meetings, workshops. For future meetings, the local organizer or the Grant Holder Manager has the responsibility to collect the signed "Attendance list" for each day signed by the participants together with all reimbursement forms and relevant receipts to be processed by the Grant Holder after the meeting.

COST Office Staff for the Action: Dr. Caroline Whelan & Mr. Jacob Riambau Santacana

To be done at this MC meeting (sign the Attendance list & submit the Travel reimbursement forms with copy of the travel documents & send to the AO after the meeting the remaining travel receipts)

#### Action Status

The AO mentioned that within one year after the CSO approval 01/12/2011 of the Action any country may join the Action without any approval from the MC, while after 1 year, i.e. from 02/12/2012, the MC will have to approve via written procedure or at any MC meeting the respective signatory party (country) which has the intention to join the Action. The decision has to be recorded in the MC minutes and communicated to the COST Office.

COST Rules and Instruments: Early Stage Researcher (ESR) Conference Grants, International Dimension of COST, Reciprocal Pilot Schemes (refer to the presentation of Jacob Riambau Santacana)

The AO explained the procedure of formal approval of meetings, TS, STSM, before and after the meeting/mission. The Grant Holder might have more flexibility in terms of deadlines since it will manage only one Action.

Regarding the Conference Grants, the grants are available as of 2<sup>nd</sup> June 2012 till 1<sup>st</sup> June 2013. The criteria of selection and approval have been explained, as well as the Reciprocal Agreements with AU/NZ/SA/AR. They can be implemented through the STSM scheme in order to foster the collaboration with the scientific partners of the Action from AU/NZ/SA/AR. The Conference Grants & the STSM to AU/NZ/SA/AR are covered from a separate budget, not from the Action budget.

#### Grant System update

The SAO pointed out that the Grant Holder shall keep all financial documents until 5 years after the end of the 7<sup>th</sup> Framework Program-2014, i.e. **till 2019**.

New Actions update (Approved running Actions & starting Actions)

#### MPNS Annual Progress Conference (APC)

The AO explained the format & the purpose of the DC MPNS Annual Progress Conference and asked the potential Chair & Vice Chair to book in their agenda the dates of 11-12 Sept. 2012 in order to be ready and have the Action represented by one of them at the next APC, which is scheduled in Dublin (Ireland).





Action Budget: planning & status

The expenses of the 1st MC meeting on 11/02/2012 are covered by the COST Office.

**The budget allocated to the Action from 11/05/2012 till 10/05/2013 is 172 500 EUR, which shall include the maximum of 15% of overheads of the GH Institution.**

#### **ITEM 4. Grant System and the Grant Holder**

The AO Jacob Riambau Santacana gave a presentation on the Grant System implementation in terms of objectives, boundary conditions, work & budget plan, the role and the responsibility of the Grant Holder. Moreover, the financial support granted to the Grant Holder can be up to 15% of the actual expenses of the year budget. The overhead percentage shall be approved by the MC.

In addition, the AO also presented an overview on the budget and other financial issues of the COST Actions. He also gave an advice on how to prepare a grant budget plan for 2012.

Caroline Whelan pointed out that the first draft of the plan should be prepared and sent to COST Office asap as the signature of the Grant Agreement and the payment of the 1st installment depends on the approved work and budget plan.

#### **ITEM 5: Status of the COST Action**

As of today, 27 signatory parties (countries) have signed the MoU up to the date of the meeting.

The actual number of signatures and the countries are listed and constantly updated at:

**<http://www.cost.eu>** select “**Actions**” and type “**MP1106**”. This web site also gives the full address of all MC members. [http://www.cost.eu/domains\\_actions/mpns/Actions/MP1106?management](http://www.cost.eu/domains_actions/mpns/Actions/MP1106?management)

The Action was approved at the CSO meeting on 01/12/2011. The duration of the Action is fixed as 4 years starting with the 1st MC meeting. The Action will end on 10/05/2016.

#### **ITEM 6. Agreement on the internal rules and procedure for the Management Committee of the COST Action**

Read rules of procedure, notably highlighting changes under the new grant holder system (Notably Article 11: The grant holder undertakes financial management and archiving). The rules were unanimously accepted by the Management Committee (MC).

#### **ITEM 8. Election of the Chair and Vice-Chair**

The MC members elected, without objections:

Chair – Prof. Thodoris D KARAPANTSIOS (GR)

Vice Chair – Dr Libero LIGGIERI (IT)

#### **ITEM 9. Overall presentation of Cost Action MP1106**

The objectives of the Action MP1106 are outlined in the Memorandum of Understanding (MoU). The newly elected Chair, Theodoros Karapanstios, presented a summary of the Action background and the main objectives of the Action. The presentation is attached (Annex 6).





#### **ITEM 10. Presentation of the delegations**

A round table presentation of all participants took place. All delegates introduced themselves and reported briefly about their research activities. The list of the Management Committee (MC) members is in Annex 7.

A total of **35** participants from the following 27 Parties attended the meeting: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey and United Kingdom.

#### **ITEM 11. Selection of Grant-Holder and Financial Rapporteurs**

The MC discussed which possible institutions among the MC members could act as the Grant Holder for the Action. It was decided that the Aristotle University of Thessaloniki (AUTH), Thessaloniki, Greece, will serve as the Action's Grant Holder (GH). Dr. John Lioumbas is nominated as the Grand Holder Manager.

The MC selected unanimously Prof. Reinhard Miller (DE) and Prof. Hendrik Kuhlmann (AT) as the Action Financial Rapporteurs for COST Action MP1106.

#### **ITEM 12. Working plan for the implementation of the COST Action (Memorandum of Understanding)**

The MC designated unanimously the following Working Group (WG) Leaders:

WG1 – Prof. Victor Starov (UK)

WG2 – Prof. Victoria Dutschk (NE)

WG3 – Prof. Reinhard Miller (DE)

WG4 – Dr. Norman McMillan (IE)

ESRG – Dr. John Lioumbas (GR)

Short Term Scientific Mission (STSM) Coordinator: Prof. Mustafa Ersoz (TR),

The list of the WG participation is attached (Annex 7).

Dissemination Coordinator: Prof. Nikolai Denkov (BG). Prof. Denkov committed that he will nominate asap a person from his Institute as webmaster.

Responsible for gender balance issues: Dr. Tatiana Gambaryan – Roisman (DE).

By an open vote it was unanimously decided to take decisions within 5 working days when voting electronically (by emails). In the case that no reply is received after five days passed, then voting is considered as a yes.

The Core Group may meet once per year –if needed- and can take decisions for the approval of activities of cost not exceeding 5000 EUR.

The Core Group includes the Chair, Vice-Chair, WG Leaders, STSM Coordinator and the Dissemination coordinator.

#### **ITEM 13. Work plan**

The following activities were included in the work plan of the first grant period of the Action:

##### **A) Management Committee Meeting and Annual MP1106 Workshop:**

The initial idea proposed by the MC Chair concerning Lisbon as a potential meeting place, in the framework of EUFOAM 2012 (8-11 July 2012), was abandoned. This was done because it would be





unlikely to have the Grant Agreement (contract) signed and the first installment of the grant paid to the GH before the EUFOAM meeting. The MC agreed that MC meeting and Annual MP1106 Workshop might be held in Dublin, (IR) jointly with DRAMA Symposium (11-13 September 2012). Local organizer will be Dr. Norman McMillan (IE). Another alternative is Istanbul (TR) for October 2012. MC members committed to finalize their decision within a week (e.g. till 21/05/2012).

Prof. Elena Mileva suggested organizing the Action's Annual Workshop for 2013 in Bulgaria jointly with ECIS Conference.

MC agreed that in the Annual Workshop in Dublin (or Istanbul) each partner (not just the MC members) will present a 10 minutes outline of his research work. A Template will be sent by the Chair.

#### **B) Working Group Meetings:**

No decision concerning neither the places nor the dates of 4 WG meetings was possible. MC members committed to start discussions asap and take decisions at the Annual Workshop at the latest.

#### **C) Short Term Scientific Missions (STSMs):**

Ten (10) for 2012 with a total budget 10000 Euro. There is the option to apply for additional STSMs at the interim report in the case of submissions of many eligible applications.

#### **D) Training Schools**

One (1) TS will be supported next year by MP1106. Prof. Victoria Dutschk (NL) offered organizing a training school in Netherlands in May 2013 in possible collaboration with Prof. Libero Liggieri (IT).

### **ITEM 14. Budget plan**

For the first year a budget plan was roughly estimated as follows:

<b>Grand Holder's financial and scientific administration</b>	<b>22 500</b>	<b>EURO</b>
<b>Management Committee Meeting and Annual MP1106 Workshop</b>	<b>53 000</b>	<b>EURO</b>
<b>STSM</b>	<b>10 000</b>	<b>EURO</b>
<b>Training School</b>	<b>30 000</b>	<b>EURO</b>
<b>Working Group Meetings</b>	<b>49 500</b>	<b>EURO</b>
<b>CORE GROUP Meeting</b>	<b>5 000</b>	<b>EURO</b>
<b>Website</b>	<b>2 000</b>	<b>EURO</b>
<b>Other (Banking)</b>	<b>500</b>	<b>EURO</b>
<b>TOTAL</b>	<b>172 500</b>	<b>EURO</b>

### **ITEM 15. Miscellaneous**

- Prof. Elena Mileva and Dr. Imren Hatay Patir asked to be included in the mailing list
- The decision about the participation of non-COST international partners will be taken by electronic vote after the Kick-Off meeting and before the Annual Workshop.



- The Early Stage Researcher Group has been given important active role in the Action complying with the aims described in the proposal. It is suggested that an ESG member may be elected as (i) *Green and Smart Master* to monitor the achievements with respect to these aspects across the WGs, (ii) *Training and career development Master* to monitor such opportunities in labs and industries and communicate them timely within the Action e.g. by announcement to the Action webpage. In addition, to designate user-labs with unique facilities and scientific competence centers for specific topics.
- Because of the involvement of many industrial partners in the Action it is suggested to define an IPR manager to take care of IPR issues. Decision is left for a next MC meeting.
- The Chair committed to regularly distribute to partners compilation of current EU Research Call for Proposals.

#### **ITEM 16. Actions**

- A short (half a page) description of the research work and expertise of each partner (of ALL partners not just the MC members) has been agreed to be collected by the Chair in order to circulate them among the Action partners. This is to get to know each other before organizing WG meetings and set up consortia that will submit EU research proposals for funding.

#### **ITEM 17. Closing**

The MC Chair thanked all MC members present and closed the meeting.

#### **List of Annexes**

Annex 1 List of participants  
Annex 2 Agenda  
Annex 3 Action MP1106 Fact Sheet  
Annex 4 Science Officer's presentation  
Annex 5 Administrative Officer's presentation  
Annex 6 MP1106 - Presentation  
Annex 7 WG participation list