



COST
EUROPEAN COOPERATION
IN SCIENCE AND TECHNOLOGY

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Draft Minutes

Management Committee Meeting

COST Action MP1106

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

**at Prague, Czech Republic, Academy of Sciences of the Czech Republic
on 21 March 2013, from 18h15 till 20h00**

1. Welcome to participants
2. Adoption of agenda
3. Approval of minutes and matters arising of last meeting
4. Update from the Action Chair
 - a. Status of Action, including participating countries
 - b. Action budget status
5. STSM status and new applications
6. Update from the Grant Holder
7. Update from the COST Office
8. Update from the DC Rapporteur
9. Annual Progress Conference (preparation and/or feedback from DC)
10. Follow-up of MoU objectives
 - a. Progress report of working groups
11. Update from Dissemination manager
12. Promotion of gender balance and of Early Stage Researchers
13. Update from IP manager
14. Scientific planning
 - a. Scientific strategy
 - b. Action Budget Planning
 - c. Long-term planning (including anticipated locations and dates of future activities)
 - d. Dissemination planning (Publications and outreach activities)
15. Requests for new members
16. Non-COST applications to the Actions
17. AOB



List of Annexes



MINUTES

PRESENT: From the COST Office: Tania Gonzalez Ovin (Administrative Officer)

MC members: Chair: Prof. Thodoris KARAPANTSIOS (EL), Vice Chair: Libero LIGGIERI (IT), Dr Jiri VEJRAZKA (CZ), Dr. Pavlina BASAROVA (CZ), Dr. Reinhard MILLER (DE), Prof. Virginia PALERO-DIAZ (ES), Dr. Medhat HUSSAINOV (EE), Prof. Mickael ANTONI (FR), Prof. Glen MCHALE (UK), Prof. Margaritis KOSTOGLU (EL), Dr. John LIOUMBAS (EL), Dr Dusko CAKARA (HR), Prof. Yoav TSORI (IL), Prof. Bernhard PETERS (LU), Dr. Gunars BAJARS (LV), Prof. Gisle OYE (NO), Prof. Victoria DUTSCHK (NL), Prof. Kazimierz MALYSA (PL), Prof. Tomasz SOSNOWSKI (PL), Prof. Mustafa ERSOZ (TR), Prof. Pierre COLINET (BE), Prof. Elena MILEVA (BG), Dr. John KIWI (CH), Prof. Robert PUGH (CH), Prof. Mirijana COMOR (RS), Dr Jaroslav KATONA (RS), Prof. Miguel CARBERIZO VILCHEZ (ES), Dr Norbert BABCSAN (HU), Prof. Mihai PASCU (RO).

MC substitutes: Dr. Ricard GONZALEZ-CINCA (ES), Dr. Aleksander KARTUSINSKI (EE), Prof. Khellil SEFIANE (UK), Dr. David FAIRHURST (UK), Dr Norman MCMILLAN (IE), Dr. Simeon STOYANOV (NL), Prof. Johan E. ten ELSHOF (NL), Prof Metin MURADOGLU (TR), Prof. Mehmet YILDIZ (TR), Dr. Zoran SAPONJIC (RS), Dr. Sandor BARANY (HU).

In total MC members from 22 countries were present which is above the required 2/3 of the current countries that have signed the MoU (29). So, decision voting by the MC is eligible.

ITEM 1. Welcome to participants

The Chairman Prof. Thodoris Karapantsios welcomed the participants.

ITEM 2. Adoption of the agenda

The agenda was adopted by the MC. This was a little different from the draft Agenda sent by email to MC members a few days before the meeting. The adopted Agenda is presented at the first page of the present document.

ITEM 3. Approval of minutes and matters arising of last meeting

The final version of the Minutes of the last MC meeting in Dublin, Sept 2012, that has been circulated by email to all MC members was approved.

ITEM 4. Update from the Action Chair

a. Status of Action, including participating countries

The Action is about to complete its first year (end of May 2013) of activities. So far, there has been a series of events: Kick-off meeting and 1st MC meeting in Brussels on May 2012, Core Group meeting in Lisboa on July 2012, a MC/WG1-4 meeting in Dublin on Sept 2012 and 7 STSMs (one more in progress). The current number of participating countries is 29 which are the 27 countries having signed the MoU before the kick-off meeting plus Switzerland and Latvia

b. Action budget status



The budget status has been presented through the approved Workplan and Budget plan (Annex A). Changes from the originally submitted Workplan have been pointed out which refer chiefly to location, dates and allocated budget of meetings. There was an amendment of this year's budget by COST Office based on a justification letter provided by the Chair. The budget from 172,500 euro was raised to 211,500 Euro. This was for inviting more experts to the Action Workshops, organize a joint Workshop with Actions MP1004 and MP1103 and organize 5 more STSMs. The Chair urged the Action members to spend the budget that remains till the end of the May, when the financial year of our Action ends. It was proposed that at this stage the most useful way to use the remaining budget is through STSMs.

ITEM 5. STSM status and new applications

The STSM coordinator, Prof. Ersoz gave a power point presentation (Annex B) on the present STSM status. The Action commitment of having 70% STSMs for ESRs was fulfilled. Females used most of the STSMs which is a good indication of gender balance.

ITEM 6. Update from the Grant Holder

The GH has sent recently a number of messages to MC members so there is no real need for an update. If an issue will occur the Grant Holder Manager will inform the MC members electronically.

ITEM 7. Update from the COST Office

The Administrative Officer, Tania [Gonzalez Ovin](#), gave a power point presentation (Annex C) concerning an update from the COST Office. AO announced that the Annual Progress Conference of the MNPS Domain will be held on 10-11 September 2013 at Reykjavik, Iceland.

ITEM 8. Update from the DC Rapporteur

The DC Rapporteur gave a power point presentation (Annex D) concerning evaluation criteria for making a COST Action successful.

ITEM 9. Annual Progress Conference

The Chair asked for the support of Action members to make an impressive presentation during the Annual Progress Conference of MNPS Actions on 10-11 September 2013 at Reykjavik, Iceland. So far, feedback from members to Working Group leaders was very poor. A new message will be sent out by the Chair to urge for more feedback from all members.

ITEM 10. Follow-up of MoU objectives

The Chair stated that it is imperative to receive feedback from all WG members in order to write the annual report to COST Office. A template was circulated by WG leaders to members but only a few partners have replied.

a. Progress report of working groups

- WG1: Prof. Sefiane (on behalf of Prof. Victor Starov) gave a presentation concerning the progress of WG1 (Annex E). It was argued that there are many members in the lists of WG1 and it will be preferable to define subgroups with separate leaders to make it easier contacting members and receiving feedback from them. It was shown that many members of WG1 belong to large groups so it is preferable if feedback comes collectively from groups and not from individual members. From the total 69 members, feedback was received only from 14 groups.
- WG2: Prof. Victoria Dutschk exhibited the progress of WG2, and she promised that she will prepare a short presentation (Annex F). As in WG1, very few members sent their feedback. From the total 69 members, feedback was received only from 14 groups.



- WG3: Prof. Reinhard Miller gave a presentation concerning the progress of WG3 (Annex G). As with WG1 and WG2, there was too little feedback. From the total 37 members feedback was received only from 14.
- WG4: Dr. Norman McMillan gave a presentation concerning the progress of WG4 (Annex H). The progress of this WG referred chiefly to the responses of Action members to the Commercialization Questionnaire distributed by the WG4 leader. Apart from the questionnaire, this WG also committed to provide feedback on regular progress matters such as those requested by the circulated Template.

Following the suggestion of Prof McHale (UK) it was decided to circulate again the membership lists of all 4 WGs for members to re-confirm their participation. It was agreed that members must select only their top WGs preference. It was agreed that participation to a WG means: provide (at least annually) a written feedback by replying to the template. Failing to do this puts in danger the support of partners to future events of the Action. Furthermore, the MC agreed to the proposal of the Vice Chair, Dr. Libero Liggieri (IT), that each group should give a joint feedback –and not individually- to WG leaders (if there are more than one members from the same group).

ITEM 11. Update from Dissemination manager

Prof. Marinova (on behalf of Prof. Nikolai Denkov) gave a power point presentation (Annex J) concerning the progress in Action's dissemination. A new feature was presented regarding the possibility members to use the Action's website to publish their announcements for postdocs, jobs, training positions etc. Upon request to the Dissemination Manager, prof. Nikolai Denkov, announcements can be circulated to all members of the Action.

The COST AO, Tania [Gonzalez Ovin](#), asks to upload the present minutes and the Annexes on Action's website.

ITEM 12. Promotion of gender balance and of Early Stage Researchers

Gender balance coordinator, Prof. Tatiana Gambarayan-Roisman, gave a presentation concerning promotion gender balance at a special session (Annex K).

ESRG leader, Dr. John Lioumbas, gave a presentation concerning the Early Stage Researchers group at a special session (Annex L). The forum of ESRG is already set (link: <http://esrgcostmp1106.prophpb.com>). During the ESRG session a round table dedicated to ESRG is decided to be held in ECIS 2013. MC approval is asked. MC approval is granted as requested.

ITEM 13. Update from IP manager

Dr. Sergio Casserta (on behalf of Prof. Stefano Guido substitute) gave a presentation concerning the update from IP manager (Annex M). The organization of round tables on specific topics is analyzed based on current and future Calls.

ITEM 14. Scientific planning

a. Scientific strategy

The next meeting will take place in Sofia, Bulgaria back-to-back with ECIS 2013, 27th Conference of European Colloid and Interface Society, 1-6 Sept., 2013. The local organizer, Prof. Elena Mileva, says that there is no restriction to the number of participants that ECIS can accept. Nevertheless, she needs an input for the number of people to participate as soon as possible. It was agreed to provide an official answer by the Action within a month (end of April 2013). An urgent message will be sent by the Action Chair to all members asking for their intention to participate. Based on the number of responses from members, dedicated sessions will be organized representing topical clusters.

It was agreed the Action to organize only one big event every autumn each year (Annual Workshop). In addition, it will organize smaller meetings according to specific thematic clusters. A first attempt to identify such thematic clusters was done during the 3 Round Table discussions in the present workshop in Prague. The Chair committed that when he receives the final reports from RT moderators he will circulate the titles of the identified thematic clusters. However, these clusters must be viewed as a starting





point and new clusters may be also proposed. Inputs from members will be eventually integrated into 3 to 5 generic clusters. The Chair committed to set this matter to e-voting by the MC.

b. Action Budget Planning

The Chair reminded once again that it is to the benefit of the Action to use the entire (expanded) budget of the Action by the end of the May, when the financial year of our Action ends. More STSMs should be proposed as a priority activity.

c. Long-term planning (including anticipated locations and dates of future activities)

The MC approves the Chair proposal the next Annual Workshop for 2014 to take place in Greece jointly with the next EUFOAM conference. The Steering Committee of EUFOAM will be asked if they accept this joint event.

For the case of the smaller cluster meetings in Fall 2013 there was a proposal by Prof Mickael Antoni to go to Marseille (or Corsica if no more than 50 participants) and by Prof. Virginia Palero to go to Saragossa. The MC approves the proposals given that enough members will show interest in participating in these events.

d. Dissemination planning (Publications and outreach activities)

The Chair asks from MC members to acknowledge the Action when publishing papers on topics related to the Action.

ITEM 15: Request for new members

There are two requests for new members. One is from Sweden (Dr. Srdjan Sasic, Chalmers University) and another from Lithuania (Dr. Romualdas Kezelis, Lithuanian Energy Institute). The MC approves both requests.

ITEM 16: Non-COST applications to the Actions

There are no new Non-COST applications.

ITEM 17: AOB

The MC approved the Chair's proposal the Action to cover travel costs of the present meeting for more than 800 euros when justified, given that this is affordable by the budget.



List of Annexes

- Annex A: Workplan and Budget plan
- Annex B: STSM presentation
- Annex C: AO presentation
- Annex D: DC Rapporteur presentation
- Annex E: WG1 presentation
- Annex F: WG2 presentation
- Annex G: WG3 presentation
- Annex H: WG4 presentation
- Annex J: Dissemination presentation
- Annex K: Gender Balance presentation
- Annex L: Early Stage Researchers Group presentation
- Annex M: IP presentation

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