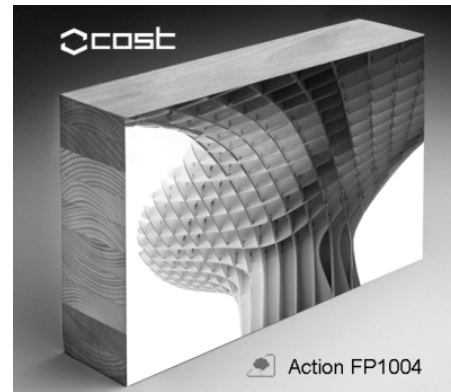


Decisions and Action Points – CGM7

COST Action FP1004
 Core Group Meeting 7 (CGM7)
 Wednesday 24 September 2014
 Meeting Room C
 Bern University of Applied Sciences
 Architecture, Wood and Civil Engineering
 Solothurnstrasse 102, 2504 Biel



Attendees: Richard Harris (Action Chair) (RH), Robert Kliger (Action Vice-Chair) (RK), Daniel Ridley-Ellis (WG 3 Leader) (DR-E), Jan Willem van de Kuilen (WG1 Leader) (JWvdK) Helena Cruz (Host for Lisbon Conference Spring 2015) (HC)

Apologies: Roberto Crocetti (WG 2), Kay-Uwe Schober (STSM Coordinator)

Report on progress from CGM6:

	Action Points CGM6	Action
1	Biel Conference – RW to keep Core Group informed of arrangements (Keynote Speakers, Draft/Final Schedule)	Done
2	Biel Conference – RW to provide list of presenters (incl. emails) to RH to enable invitations to be agreed between FP1101/FP1004	Done
2	RH to ask MC members to nominate country representatives – email by 20 June, require response by Monday 30 June	Done
3	Biel Conference – If possible FP1004 invitations to be sent out via ECOST by Friday 4 July (RH on holiday 9 July – 25 July and so if there are delays, invitations will not go out until end of July). This is subject to the COST Office enabling ECOST- in previous years there has been considerable delay and so unlikely that earlier date can be achieved. If not, invitations will be sent out by beginning of August (7 weeks before the event)	Advance email sent 7 July and E-COST invitation on 19 Aug
4	Final Conference papers. RH will look at MoU and identify key words and key topics. This will be used to decide on 12 invited papers.	See CGM7
5	RH to ask MC Members for list of papers, published since the start of COST Action FP1004, that relate to topics discussed and presented in the Action	See CGM7
6	K-US to look at topics of STSM awards and suggest 12 projects aligning with MoU key topics for presentation at final conference	See CGM7
7	Journal edition – European Journal of Wood and Wood Products for final meeting (Spring 2015). JWvdK to advise of necessary actions. Who will edit? What are critical dates? Awaiting response.	See CGM7
8	Training school 3 – Analytical method – Edinburgh. January/February 2015	See CGM7
9	RH to contact Annette Harte to ensure that the BIROD work is properly acknowledged in the FP1101 report	Done
10	Next Core Group Meeting – Biel – 1pm, Wed 25 September	-

	Decisions CGM7
1	Journal edition – European Journal of Wood and Wood Products for final meeting (Spring 2015). Papers, schedule, reviewers all agreed – see attached
2	Proposal for papers to be presented at MC5 for comment
3	“Short originals” may be published in addition to the invited papers. These are 2 pages and could be summaries of STSMs funded by FP1004 and we should take up this opportunity
4	Proposal for paper reviewers prepared and attached (Max two papers per reviewer). JWvdK invited RH to be Guest editor
5	COST Office have confirmed that it is acceptable for the Special Edition to be the Final Action Publication (FAP) and MC5 will be asked to approve

6	Time schedule for publication agreed. Authors to be asked to improve on this if possible
7	Final Meeting to be in Lisbon and to be hosted by Helena Cruz at LNEC
8	Draft schedule for final meeting: Final Conference: - Start at 2pm on Wed 15 April 2015. End at 4pm on Friday 17 April 2015 - Presentations – 18 presentations over two and a half days - The authors of the fifteen invited papers for the European Journal of Wood and Wood Products – will form the core of the Meeting. - Further papers presenting work relating to STSMs will be invited - The Final Meeting of the COST Action will take place at the end of Day 2 - The Meeting will end with invited speakers to present their vision for the future - There will be around 70 reimbursed places (to be confirmed after cost of Biel Meeting assessed) - Representatives of Industry will be invited but will not be reimbursed-
9	Training School. DR-E to organise a WG3 Training School on Analytical Method. Preferred venue Edinburgh. DR-E to investigate topics, venue and possible trainers
10	The COST Action should show the research that has been helped and generated by FP1004. All MC members will be asked to provide a list of papers published since the start of the Action, which are related to topics discussed and presented in the Action.
11	BIROD – It is important not to duplicate the work of FP1101. This COST Action has generated work that is being used in the FP1101 report and so it is unnecessary to reconvene the BIROD sub-Group. FP1004 have been assured its work will be acknowledged in the FP1101 report.

	Action Points CGM7	Action
1	Journal edition – European Journal of Wood and Wood Products for final meeting (Spring 2015). For proposed papers, reviewers and schedule – see attached	JWvdK / RH
2	Lisbon conference – schedule agreed – see attached	RH/HC
3	Suggestions for “Vision for the Future” speakers to be invited	All
4	RH to ask MC members to nominate country representatives for Lisbon conference well in advance of the meeting	RH
5	K-US to be asked to look at topics of STSM awards and suggest 12 projects aligning with MoU key topics for presentation at final conference	K-US
6	Training school 3 – Analytical method – DR-E to propose programme and venue Edinburgh is possible but other venues to be sought. January/February 2015	DR-E
7	Next Core Group Meeting – Lisbon – 10:00 am Friday 16 January 2015	All

Schedule for Lisbon Conference			
Date	Time	Duration	Activity
Wednesday 15 April	13:00 - 14:00	1 hour	Lunch
	14:00 - 14:30	0.5 hours	Welcome and opening
	14:30 - 16:00	1.5 hours	Presentation of Journal Papers (3 papers)
	16:00 - 16:30	0.5 hour	Coffee
	16:30 - 18:00	1.5 hours	Presentation of Journal Papers (3 papers)
Thursday 16 April	09:00 - 10:30	1.5 hours	Presentation of Journal Papers (3 papers)
	10:30 - 11:00	0.5 hour	Coffee
	11:00 - 12:30	1.5 hours	Presentation of Journal Papers (3 papers)
	12:30 - 14:00	1.5 hours	Lunch
	14:00 - 15:30	1.5 hours	Presentation of Journal Papers (3 papers)
	16:00 - 17:30	1.5 hours	Final Meeting for MC. Including discussion/brainstorm on suggestions for work to follow after COST Action FP1004
Friday 17 April	19:30 - 23:00	-	Conference dinner
	09:00 - 10:30	1.5 hours	Presentation of STSM Papers (6 papers)
	10:30 - 11:00	0.5 hour	Coffee
	11:00 - 12:30	1.5 hours	Presentation of STSM Papers (6 papers)
	12:30 - 14:00	1.5 hours	Lunch
	14:00 - 16:00	1.5 hours	The Future (invited speakers)
	16:00 - 16:30	0.5 hours	Coffee and Close

Schedule for publication of Special Edition of European Journal for Wood and Wood Products:

Time frame

Invitations to authors	30/09/2014
Confirmation from the authors	31/10/2014
Papers due	15/01/2015
1st review completion	28/02/2015
Revision due	31/03/2015
Draft manuscript	30/04/2015
June Online	
Papers printed	September

