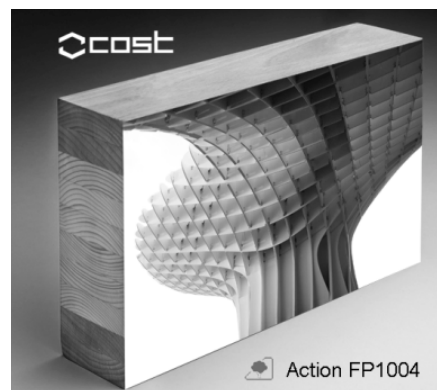


Decisions and Action Points

COST Action FP1004
 Core Group Meeting 2 (CGM2)
 9:00am Thursday 14 June 2012
 Edinburgh Napier University



Attendees: Richard Harris (RH), Robert Kliger (RK), Kay-Uwe Schober (K-US), Roberto Crocetti (RC), Daniel Ridley-Ellis (DR-E)
 Apology: Jan Willem van de Kuilen (JWvdK)

	Action Point from CGM1	Report
1	Possible participation of Estonia, Latvia, Lithuania, Slovakia	Lithuania have joined FP1004 Latvia and Slovakia to be encouraged to join
2	Possible participation of Belarus	Not pursued
3	Collaboration with FP1001 – possible joint meeting in April 2012. Speak with Bo Kasal	Proceeding
4	Propose no training school in 2011/12 year of COST Action. Propose to MC2 that funds be moved from training school to STSM and/or meeting budget with emphasis on ESRs	See actions from CGM2
5	Propose to MC2, subject to availability of funds, a second MC and Workgroup meeting in April 2012	Only one MC meeting required. April conference in Zagreb aimed at Early Stage Researchers
6	Possible locations of meetings to be discussed with country representatives at Nov meeting in Brussels (Croatia?, Poland?)	Meeting held in Croatia (Zagreb)
7	Prepare agenda (MC2 and Workgroups – Nov 2011)	Completed
8	Prepare template for country presentations	Completed
9	No additional invitations for Nov 2011 Work Group Meetings	-
10	List to be prepared of experts and ESR for consideration for invitation to April 2012 Work Group Meetings	Ongoing
11	Training school for 2012/13 year of	See CGM2

	Action Point from CGM1	Report
	COST Action -proposed to be held at Lund, in collaboration with PhD course. Create list of potential experts to present.	
12	Action FP1004 Logo - Jan Willem to prepare proposal	Logo now in use
13	Folder and Poster for FP1004	Completed
14	Next meeting – prior to proposed April 2012 meeting	Meeting not held
15	RH requested that emails be sent to fp1004grantholder@bath.ac.uk cc'd to r.harris@bath.ac.uk	Done

	Decisions CGM2
1	State of the Art presentations from MC1 to be published on FP1004 website
2	Focus of FP1004 for first part of 2012/13 to be on bonded-in rods
3	Seminar and meetings on bonded rods to be held 18-19 October in Wroclaw, Poland. This will produce a State of the Art review of bonded rods, which will be used to inform policy on codification in Eurocode. Topics for seminar may include Design, Manufacture, Durability, Fatigue, Adhesives, Test procedures. Number of participants to be reimbursed from COST Action FP1004 to be 50, including 24 MC members, 12 expert speakers and 12 other invitees (Work Group Leaders and ESRs). Second day of the meeting will include MC Meeting.
4	Focus of FP1004 for second part of 2012/13 to be on Cross Laminated Timber (CLT)
5	Conference on CLT to be held (venue to be agreed) 11-12 April 2013. Around 50 participants to be reimbursed plus WG1 members to follow up on bonded rod meeting and agree actions.
6	Focus of FP1004 for first part of 2013/14 (if grant continues) to be on timber bridges
7	Training school to take place in Lund 10-14 December 2012. Course to be free to participants, who will receive a fixed lump sum grant to cover travel and accommodation, regardless of origin. Year 2 Budget to include €18,000 for training school. Details to be agreed.
8	Only one attendee to be automatically reimbursed from each country for future Management Committee meetings
9	Ye2 Budget to include €9600 for 2 Core Group meetings. Other Core Group Meetings meetings to be by Skype or similar. Organiser of upcoming workshop to be invited to Core Group.
10	Increase STSM budget to €17,500 for 2012/13. STSMs to be linked to MoU deliverables

	Action Point CGM2	Action
1	Possible participation of Estonia, Latvia, Slovakia. FP1004 members to encourage these countries to join FP1004	All
2	Possible participation of Hungary	RK
3	Possible participation of South Africa	RH
4	Website activation. Ask JWvdK about situation	RH
5	Ask Melae Langbein about what is allowed on FP1004 website. What is allowed for full public access? What must be kept for limited access by MC members until the end of the action? (MC1 minutes)	RH
6	Zagreb conference proceedings to be published by end June 2013	RH / K-US
7	Invitees to speak at bonded rod seminar. These speakers to be experts in bonded-in rod technology (research and practice). Initial prepared at the meeting to be agreed with Work Group 2 of FP1101 and then finalised by agreement of Core Group.	RH/All
8	Once list of bonded rod experts agreed, they are to be invited	RH
9	Training school in Lund. Each Core Group Member to put forward 5 to 10 topics for training school delegates to choose as an assignment following the course	All
10	Venue for conference on CLT – approach possible hosts	RH
11	Possible training school on CLT in 2013/14. Contact Gerhard Schickhofer	RH
12	Use of internet conference facilities for future meetings. Investigate use of Adobe Conference	RK
13	Use of internet conference facilities for future meetings. Investigate use of Skype	RH
14	Next Core Group Meeting: FP1004 Core Group Meeting Friday 16 November. To include host of Spring Conference	All

Richard Harris – Chair COST Action FP1004
June 2012