

## **COST ACTION FP1004**

**“Enhance mechanical properties of timber, engineered wood products and timber structures”**

### **Minutes of the 1<sup>ST</sup> Management Committee Meeting**

**COST Office  
Avenue Louise 149, Brussels, Belgium**

**30-31 May 2011**

#### **1. Welcome**

The participants of the inaugural meeting of COST Action FP1004 were welcomed by the Science Officer for this Action, Melae Langbein, who explained that she would chair the meeting until the election of a chairperson for the Action, which was carried out under agenda item 7.

#### **2. Adoption of the agenda**

The draft agenda of the meeting as found in Annex 1 was approved without changes or additions by the members of the Management Committee (MC) of FP1004.

#### **3. Status of the COST Action**

The Science Officer presented the status of COST Action FP1004, highlighting the following important dates (as found at [http://www.cost.eu/domains\\_actions/fps/Actions/FP1004?parties](http://www.cost.eu/domains_actions/fps/Actions/FP1004?parties))

FP1004:

- was approved by the Committee of Senior Officials (CSO) on 02 December 2010,
- entered into force on 20 January 2011 after five Parties had accepted the Memorandum of Understanding (MoU),
- officially starts on 30 May 2011 with this first MC meeting, and
- will end in four years on 29 May 2015.

According to the official records of the COST Council secretariat, at the date of the first MC meeting:

- 17 Parties (Austria (AT), Belgium (BE), Croatia (HR), Former Yugoslav Republic of Macedonia (MK), Finland (FI), France (FR), Germany (DE), Greece (EL), Italy (IT), Netherlands (NT), Norway (NO), Poland (PL), Portugal (PT), Spain (ES), Switzerland (CH), Turkey (TR), United Kingdom (UK)) had accepted the MoU, and
- 4 COST countries (Denmark (DK), Ireland (IE), Slovenia (SI), Sweden (SE), Switzerland (CH)) had officially indicated the intention to accept the MoU.

It was recalled that according to the COST rules (specifically COST 4159/10 III.2.3) COST countries (including those that have indicated the intention to accept the MoU) may accept the MoU within the twelve month period after the approval by the CSO. Thus COST countries wishing to join FP1004 have until 1 December 2011 to accept the MoU of the Action (COST4200/10 – Annex 2). After this date the approval of the MC of the Action is needed (including for any countries currently listed as “intentions” that do not complete the process of accepting the MoU before this date). One (CZ) of the 12 COST countries listed in the proposal of FP1004 has not yet accepted the MoU or formally indicated the intention to do so. Melae Langbein encouraged the Action to make sure that these countries are aware of the deadline by which they should complete the process of accepting the MoU of the Action. .

COST Action budgets are allocated annually on the basis of the number of Parties having accepted the MoU of the Action and on the Action’s performance as assessed by the Domain Committee and the COST Office. For FP1004:

- the first Grant Period will run from 1 July 2011 to 30 June 2012, and
- the budget for this period will be set according to the number of parties that have accepted the MoU of the Action, thus approximately €108,400.

#### **4. Presentation of the delegations**

A total of 25 participants from the following 16 Parties attended the meeting: Austria (AT), Belgium (BE), Croatia (HR), Former Yugoslav Republic of Macedonia (MK), Finland (FI), France (FR), Germany (DE), Italy (IT), Netherlands (NT), Norway (NO), Poland (PL), Portugal (PT), Spain (ES), Switzerland (CH), Turkey (TR), United Kingdom (UK).

With 16 of the 17 (94%) Parties having accepted the MoU to date represented at this meeting the quorum of 2/3 required under the COST rules (specifically COST 4159/10 Annex II Article 8) is attained.

The following countries having indicated the intention to accept the MoU also attended the meeting: Slovenia (SI) and Sweden (SE).

The COST Office was represented by the Science Officer of the COST Domain on Forests, their Products and Services Melae Langbein and the Administrative Officer Cassia Azevedo. The Chair of the COST Domain Committee Forests, their Products and Services, Sjur Baardsen, also attended the meeting. The list of participants in the meeting is presented in Annex 3, their contact details can be found on the COST website at [http://www.cost.eu/domains\\_actions/fps/Actions/FP1004?management](http://www.cost.eu/domains_actions/fps/Actions/FP1004?management). Each participant introduced him/herself and his/her main research interests related to the COST Action.

#### **5. General information on COST mechanism and on the funding of coordination**

##### **5.1 General information on COST**

The Science Officer presented to the participants the COST mechanism to promote scientific and technical co-operation in Europe. Relevant information can be found on the COST Website at <http://www.cost.esf.org/module/download/6163> and the presentation is found in Annex 4.

The mission of COST is to “strengthen Europe in scientific and technological research for peaceful purposes through the support of cooperation and interaction between European researchers”. COST’s main characteristics are:

- “Bottom-up” - no fixed programmes / priorities
- À la carte participation -Coordination of national efforts through networking
- Networks based on funded (research) projects
  - national responsibility
- Open to global cooperation in the mutual interest
- Building bridges between research communities
- Enabling agent – focus on Early Stage Researchers
- Pan-European dimension
- Scientific scope incl. pre-normative and public utility research & technologies
- Focus on multidisciplinary cooperation fostering innovation
- Equal access / Open Call
- Transparent procedures

COST Actions are thus open networks that should aim to be as inclusive as possible. They are not a closed club that is unable or unwilling to accommodate new participants.

The key bodies involved in COST were described, including the:

- CSO (responsible for the governance of COST including the overall strategy and steering, the approval of new Actions, the approval of participation of institutions from non-COST countries (through its executive group, JAF) and the approval of any requests for the prolongation/extension of Actions),
- Domain Committees (responsible, within their Domain, for assessment of proposals for new Actions, monitoring of ongoing Actions, evaluation of completed Actions, dissemination and exploitation of results of a COST Action and strategic developments in its domain),
- Management Committees (responsible for supervising and co-ordinating implementation of the Action, ensuring scientific coordination at a national level, managing the Action’s budget, submitting the work and budget plan and the annual Monitoring Progress Report), and
- Working Groups (a small number of researchers working together comprising MC members or other scientists from the Parties, invited experts / speakers (at workshops / conferences) and members from non-COST country institutions.

As described in the COST Vision 2020 (COST 252/09) COST aims to be an inclusive and flexible international framework for the benefit of the European scientific community with worldwide geographical coverage which will be further extended in a pragmatic way by continuing to involve non-member countries in its Actions and through a more structured series of collaborative arrangements. COST thus welcomes the participation of researchers from institutions in countries outside the COST countries (“non-COST country institutions”). In order to join a COST Action a non COST country institution must make a specific application using the proscribed template and its application must be approved by the MC, the relevant Domain

Committee and JAF (the executive group of the Committee of Senior Officials). Once a non-COST country institution has been fully approved as a participant in the Action it will be listed on the Action page on the COST website. Special provisions apply for funding the participation of researchers from particular groups of countries:

- The Near Neighbour countries (Balkan countries (Albania, Montenegro); Mediterranean countries (Algeria, Egypt, Lebanon, Libya, Morocco, The Palestinian Authority, Syria and Tunisia) and Eastern European countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia and Ukraine) – participants from these countries are eligible for reimbursement by COST;
- Reciprocal Agreement countries (Argentina, Australia, New Zealand, South African)
  - Participants from these countries can apply to their country's "Reciprocal Agreement implementing agent" for funding to travel to CSOT Action meetings, and
  - Participants from the COST countries can apply to COST to undertake a "Reciprocal Short Term Scientific Mission (RSTSM)" to visit the participating institution in one of the Reciprocal Agreement countries.

The participants were also informed about the COST Strategy towards increased support of early stage researchers (COST295/09) and informed that certain of the support measures proposed therein provide guidance to the MC regarding actions it should take in this regard, in particular:

- Setting a target figure (in terms of a percentage of the Action budget) that will be spent on STSMs,
- Financing Training Schools from the Action budget,
- Establishing an Action "think tank" to provide additional opportunities for ESRs,
- Encouraging ESRs to apply for one of the DC-administered Conference Grants for Early Stage Researchers, and
- Appointing ESRs as the Leader of some of the Working Groups.

## **5.2 Implementation of COST Actions**

The participants were informed about framework within which COST Actions must be implemented. This framework is defined by the following documents:

- COST Code of Conduct (COST4160/10) (Annex 5)
- Rules and procedures for implementing COST Actions (COST 4159/10) (Annex 6)
  - Rules of Procedure for Management Committees of COST Actions (Annex 6a)
- COST Vademecum – Instruments for financing of COST Action activities (Annex 7)
  - COST Vademecum (Part B) – Grant System (Annex 7a)
  - COST Vademecum (Part A) – Pay-as-you-go System (Annex 7b)
- Guidelines for Monitoring, Evaluation and Dissemination Results of COST Actions (COST 4112/11) (Annex 8)
- COST Strategy for Early Stage Researchers (COST295/09) (Annex 9)

In particular the participants were informed that COST Action MCs are required to respect a good balance in terms of gender, geography and Early Stage Researchers in the management

(specifically in the appointment of Core Group Members) and the conduct (eg allocation of reimbursement places, STSMs, Training School student grants etc) of the Action's activities. According to the COST rules (specifically COST 4111/11) gender balance and the participation of Early Stage Researchers must be discussed by the MC at each meeting and the key points of the discussion recorded in the minutes of the meeting.

The MC must use the standard MC Agenda template provided by COST as the agenda for all subsequent MC meetings. This agenda appears as Annex 10.

### **5.3 COST Code of Conduct**

The Science Officer informed the participants about the COST Code of Conduct (COST4160/10), noting in particular that:

- COST expects from all participants ethical behaviour of researchers involved in COST activities at all levels. COST strives to avoid any kind of conflicts of interest in its framework.
- All participants in COST should follow good practice in terms of a code of conduct and should not plagiarise or copy or use material in any unauthorised manner and should respect the rights and confidentiality of their colleagues, including IPR.
- It is mandatory that any potential conflict of interest be declared.
- In the case of the assessment of proposals for COST Actions, DC members and other assessors should not involve themselves in the assessment of proposals in which they have a personal or financial interest (this means that anyone that participated in the assessment of a proposal may not join the resultant Action).
- The basic principle of this Code of Conduct is to rely on the trustworthiness and own sense of responsibility of the persons involved. Self-certification and open declaration of potential Conflicts of Interest is the first expected action.

The following examples of things that would breach the COST Code of Conduct, and appropriate solutions/ approaches in each situation were given:

- Assessing a proposal and joining the resultant Action  
*=> if interested to join the Action do not assess the proposal*
- Chair approving expenditure/ financial reports that would benefit his/ her institution  
*=> if Chair's institution is Grant Holder then Vice Chair must sign financial reports and communicate MC approval to the COST Office/ Grant Holder*
- Chair/ STSM Manager approving STSM when their institution is the host or the applicant is from their institution/ family  
*=> if your institution is host/ applicant get someone else to give the approval (Chair/ Vice Chair/ STSM Manager).*

### **5.4 Financing mechanisms at COST – COST Grant System**

The participants were informed that only the first meeting of the Action is held under the PAYG system where participants are reimbursed directly by COST. All subsequent activities will be held under the COST Grant System wherein COST will provide funding to a Grant Holder organisation appointed by the MC at point 8 of the agenda and the Grant Holder organisation will be responsible for the scientific and administrative coordination and management of the Action in accordance with the COST rules. As mentioned under point 4 the Action budget is

calculated each year on the basis of the number of COST countries having accepted the MoU and the Action's performance as assessed by the Domain Committee and the COST Office. The budget for the upcoming Grant Period will be communicated to the Action Chair and the Grant Holder and a budget and work plan developed, approved by the MC and sent to the COST Office for approval. The Action's budget plan must be efficient and justified in terms of COST's mission and strategic orientations and the Action's objectives as described in the MoU.

Participants were informed how they will receive meeting invitations, confirm their participation and download their personalised meeting-specific reimbursement form under the COST Grant System. A summary of these instructions (which can be forwarded to participants that were not present at the meeting and to those that subsequently have difficulty following the process) is found in Annex 11. It was noted that it is important that participants tell the Grant Holder the email address under which they are registered in eCOST.

### **5.5 COST instruments and eligible expenses**

The participants were informed that according to the COST rules (specifically the COST Vademecum) COST can provide financing to Actions for Meetings, Short Term Scientific Missions (STSMs), Training Schools and Dissemination.

The participants were informed that, subject to the rules described in the COST Vademecum: For Meetings:

support can be provided for

- participant travel reimbursement, and
- a contribution to the expenses of Local Organisers (noting that under COST 4159/10 "The cost of organisation elsewhere [than Brussels] shall be borne by the Local Organiser", which means in practice that the Local Organiser should at least cover their personnel costs in organising the meeting and make no venue-related charges for meetings held at their institution).

it was noted that "registration/ participation fees" are specifically ineligible for reimbursement by COST and MCs should therefore, when approving Local Organisers for future meetings, ensure that Local Organisers do not charge high registration/ participation fees, in particular:

- it is NOT appropriate for the organisation of COST Action meetings to be subcontracted to commercial organisations with a profit making objective that then charge participants high fees including significant amounts for staff time, and
- if participants that have paid a "registration/ participation fee" for a COST Action meeting are then unable to attend that meeting (due to any reason at all including serious illness) it is not possible to claim reimbursement of this fee from COST.

When approving the location of future Action meetings the MC must choose locations that are well justified economically and/ or scientifically and are easily accessible. The location approved by the MC must be the exact location of the meeting (not a town nearby/ approval or a region).

For STSMs

- STSMs are intended mainly for the benefit of Early Stage Researchers, however participants that do not qualify as ESRs may apply for a STSM in well-justified cases
- The financial support available for STSMs lasting three months or less is €2500

- For ESRs only it is possible to extend the STSM beyond three months up to a maximum of six months, in which case the maximum financial support available is €3500
- STSMs must start and finish within one of the Action's Grant Periods (it is not currently possible for a STSM to start in one Grant Period and finish in another).

#### For Training Schools

- The ratio of Trainers to Trainees should not be higher than 1:5 (or at most 1:3) The Trainee grant should be set at 2-4 different levels in view of the differing travel costs that Trainees travelling different distances will have
- Training School programmes must incorporate a mix of theoretical and practical sessions (often on a morning theory afternoon practical basis)
- The (majority of the) Trainers should be MC/ WG Members of the Actions, the (majority of the) Trainees should be ESRs from COST countries and Near Neighbour countries
- Trainee grants should be well distributed across the participating countries (the MC should set a limit eg no more than 1/10 of the available Trainee grants to any one country (additional local Trainees not in receipt of grants may also attend)
- The duration of a Training School is normally between three days and two weeks

### 5.6 Monitoring of the Action

The participants were informed that according of the COST rules (specifically 4112/11) monitoring running Actions is one of the key tasks of a Domain Committee. The two main ways that the Domain Committee monitors running Actions in its Domain are through the:

- Appointment of one of the DC Members as a "DC Rapporteur" to the Action to monitor the Action and provide feedback to the DC on its performance, and
- Organisation of an Annual Progress Conference at which the Chairs of all running Actions must present.

#### 5.6.1 DC Rapporteur

As required under the COST rules (specifically COST 4112/11 §3) the Domain Committee Forests, their Products and Services (DC FPS) has appointed one of its members as the Rapporteur to this Action in order to assist the DC in monitoring the Action over the next four years and in conducting the final evaluation at the end of the four years. The DC Rapporteur for FP1004 is Radovan Despot (HR) [despot@sumfak.hr](mailto:despot@sumfak.hr). The Rapporteur must be copied on all correspondence relating to the Action and invited to Action meetings. The Rapporteur may not participate actively in the Action's activities (eg the Rapporteur may not be a Local Organiser, a scientific presenter, a Trainer, a Trainee, a STSM Host or Recipient etc) as this would be a conflict with the Rapporteur's monitoring duties. Any such participation by the Rapporteur would be a breach of the COST Code of Conduct.

#### 5.6.2 Annual Progress Conference

The participants were informed that as required under the COST rules (specifically COST 4113/11) a FPS Domain Annual Progress Conference (APC) is held each year (usually in early March). The APC is organised in accordance with the COST Guidelines for the organisation of the Annual Progress Conference (APC) (COST 4113/11). FPS Action Chairs will be advised in each September/ October of the documents that must be submitted for the APC and when

these documents must be submitted (usually in the following January). Currently the documents that must be submitted are:

- Action Brochure (by all Actions)
- Action Monitoring Progress Report (by Actions running for longer than 6 months at the time of the APC)
- Action Presentation (by all Actions but different templates for Actions running for more than and less than 6 months at the time of the APC).

At each Annual Progress conference the DC Members and Actions Chairs will be provided with an overview of each Actions:

- average participant reimbursement, and
- budget % spent on each of the CGS expenditure categories: (meetings (both participant reimbursements and local organiser support grants), STSMs, Training Schools, Dissemination and FSAC

and this information will be used by the DC and the COST Office in assessing the efficiency and strategic orientation of the Action's financial management for the purposes of determining the performance-related adjustment to the Action budget.

### **5.7 Ending the Action**

The MC was informed that ending Actions must:

- Complete the Action section of the Final Evaluation Report (> 1 month before end of Action/ Final Conference)
- Write an "ended Action summary" (500 words) for COST Annual Report
- Organise a "final conference" (see below)
- Update the Action brochure (focusing on outcomes and impacts and using the past tense)

Ending Actions may also produce a final publication (eg book) funded by COST (outside Action budget).

In particular the MC was informed that the purpose of the Action's "Final Conference" is to disseminate Action's outcomes and impacts (to end users and policy makers) and facilitate evaluation of the Action. Therefore the Action's final conference is not a standard "scientific conference" with a programme of "invited expert" speakers from outside the Action. The MC was reminded that the requirements of ending Actions may change over the life of the Action and revisions will be communicated as the Action approaches its end.

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

The MC adopted as its rules of procedure the Rules of Procedure for Management Committee (COST 4159/10 Annex II) which appear as Annex 5a.

## **7. Election of the Chair and Vice-Chair**

Recalling that according to the COST rules (specifically Rules and Procedures for Implementing COST Actions (COST 4159/10) Annex II: "Rules of procedure for Management Committee" Article 7) "The MC shall appoint from among its members representing Parties or European



bodies, by a simple majority vote, a Chair and a Vice-Chair for the duration of the Action” the Science Officer invited volunteers or nominations for each position.

Only one eligible candidate was nominated for each position and, there being no disagreement, the MC unanimously elected the following MC Members as Chair and Vice Chair of the Action:

- Chair – Richard Harris (UK) [r.harris@bath.ac.uk](mailto:r.harris@bath.ac.uk),
- Vice Chair – Robert Kliger (SE) [robert.kliger@chalmers.se](mailto:robert.kliger@chalmers.se).

## **8. Selection of the Grant Holder and Financial Rapporteur(s)**

The MC appointed University of Bath (UK) as the Grant Holder for the Action, represented in the Management Committee by the institution’s Scientific Representative (Richard Harris ([r.harris@bath.ac.uk](mailto:r.harris@bath.ac.uk))).

The MC agreed that the Grant Holder will be entitled to claim 15% of the Action’s scientific expenditure as the Grant Holder’s Financial & Scientific Administration and Coordination (“FASC”) fee.

The MC appointed the following two Financial Rapporteurs (the role of the Financial Rapporteurs is described in the COST Vademecum (Part B) Grant System):

- Robert Widmann (CH) email, [robert.widmann@empa.ch](mailto:robert.widmann@empa.ch),
- Daniel Ridley-Ellis (UK) [d.ridleyellis@napier.ac.uk](mailto:d.ridleyellis@napier.ac.uk).

The template that Financial Rapporteurs must use in assessing the Action’s Yearly Financial Reports is [http://www.cost.eu/download/financial\\_rapporteur\\_template](http://www.cost.eu/download/financial_rapporteur_template).

## **9. Working plan for the implementation of the COST Action (based on the Memorandum of Understanding):**

### **9.1 Objectives and working programme**

The objectives of the Action are outlined in the Memorandum of Understanding (MoU) COST 4200/10 (Annex 2). The newly elected Vice Chair, Robert Kliger presented a summary of the Action background on enhancing the performance of structural timber products and structures and thereby improving the competitiveness of timber structures. (Annex 12)

### **9.2 Working method - organisation and management**

It was agreed that, as per the MoU of the Action, the Action will be carried out mainly through 3 Working Groups: WG1: Enhance performance of connections and structural timber in weak zones, WG2: Enhance the mechanical properties of heavy timber structures with particular emphasis to timber bridges and WG3: Modelling the mechanical performance of enhanced wood-based systems. The Action will also function through Short Term Scientific Missions (STMS). All 3 Working Groups will address the relevant key areas as described in the MoU. The Management Committee agreed that the Working Groups must cooperate as closely as possible to ensure the necessary flow of information.

#### **9.2.1 Working Group Leaders**

After a comprehensive discussion the following structures and responsibilities were agreed upon:

- **Working Group 1: Enhance performance of connections and structural timber in weak zones**

Leader: Jan Willem VanDe Kuilen (DE) [vandekuilen@wzw.tum.de](mailto:vandekuilen@wzw.tum.de)

Deputy Leader: Roberto Tomasi (IT) [roberto.tomasi@ing.unitn.it](mailto:roberto.tomasi@ing.unitn.it)

Key tasks/ activities:

- Identifying and categorising weak zones (type of failure, relevance) and respective mechanical properties;
  - Grouping of connections (load level, type of failure, dissipation of energy);
  - Using glued-in rods or self-tapping screws as reinforcements;
  - Using densified wood or modified wood;
  - Using other Engineered Wood Products (EWP) e.g. plywood, LVL or cross-laminated timber (CLT) as reinforcement;
  - Using fibre reinforced polymers (FRPs) as reinforcement
  - Evaluation of design models and identification of respective gaps;
  - Potential of non destructive test (NDT) methods in identifying weak zones;
  - State-of-the art in reinforcing connections and weak zones;
  - New jointing techniques (in cross-laminated elements, or in components created with CNC machines (direct timber contact).
- **Working Group 2: Enhance the mechanical properties of heavy timber structures with particular emphasis to timber bridges**

Leader: Roberto Crocetti (SE) [roberto.crocetti@kstr.lth.se](mailto:roberto.crocetti@kstr.lth.se)

Deputy Leader: Kjell Arne Malo (NO) [kjell.malo@ntnu.no](mailto:kjell.malo@ntnu.no)

Key tasks/ activities:

- Identification of properties to be enhanced;
  - More effective timber decks as a result of effective pre-stressing;
  - Increase stiffness and strength by reinforcement;
  - Energy dissipation capacity of structures.
- **Working Group 3: Modelling the mechanical performance of enhanced wood-based systems**

Leader: Daniel Ridley-Ellis (UK) [d.ridleyellis@napier.ac.uk](mailto:d.ridleyellis@napier.ac.uk)

Deputy Leader: Vanessa Baño Gómez (ES) [vbanho@cetemas.es](mailto:vbanho@cetemas.es)

Key tasks/ activities:

- Identification of properties to be enhanced
- Material properties needed in numerical models
- Design and performance models of enhanced timber structures
- Cracks parallel to the grain related to moisture content variations and different longitudinal shrinkage

It was decided that WG members would be appointed as follows:

- Initial interest registered at this meeting
- Members to confirm interest prior to MC2
- Membership to be agreed at MC2

### **9.2.2 Short Term Scientific Missions (STSMs)**

The MC appointed Kay-Uwe Schober (DE) as the STSM Manager who will receive applications. Applications will be assessed by the relevant WG Leader (or in the case of a Conflict of Interest (WG Leader's institute is involved as applicant or host in any application) by the WG Deputy Leader or, in the case of remaining conflict of interest, the Action Vice-chair).

The MC agreed that all MC members should encourage, in particular, Early Stage Researchers, to participate in the scheme. It was agreed during the MC meeting that the applications for STSM should be assessed on an as received basis.

It was emphasised that the complete application file (as described in the COST Vademecum), including MC approval, must be received by the Grant Holder at least two months before the start date of the proposed STSM. Applications can only be submitted by using the on-line registration tool ([www.cost.eu/stsm](http://www.cost.eu/stsm)) described in COST Vademecum and forwarding the necessary documents to the Chair and STSM Coordinator.

### **9.2.3 Core Group**

In accordance with the existing COST rules the MC has set up a Core Group consisting of the Chair, Vice-Chair, the three Working Group Leaders the STSM Manager, the Webmaster and the organiser of the upcoming Workshop

### **9.2.4 Action website**

To facilitate communication between the members of the Action and to promote distribution of information on the research activities relevant to the Action the MC agreed that the website would be managed from TU München and Jan Willem Van de Kuilen ([vandekuilen@wzw.tum.de](mailto:vandekuilen@wzw.tum.de)) should manage and maintain the Website for this Action. As soon as this website is established the Grant Holder will send the address of the Action website to the COST Office ([fps@cost.eu](mailto:fps@cost.eu)) so that a link to the site can be established from the Action page ([http://www.cost.eu/domains\\_actions/fps/Actions/FP1004](http://www.cost.eu/domains_actions/fps/Actions/FP1004)) on the COST website.

### **9.2.5 Action Secretary**

The MC provisionally appointed Dan Ridley-Ellis ([d.ridleyellis@napier.ac.uk](mailto:d.ridleyellis@napier.ac.uk)) as the Action Secretary although new joining members will be asked if they would like to take this role at the next MC meeting (e.g. Annette Harte, [annette.harte@nuigalway.ie](mailto:annette.harte@nuigalway.ie)). An appointment that assists with the desire for representation for early stage researchers is preferred.

## **10. Budget plan**

The COST Office reiterated that the Acton's priority should be to make efficient arrangements that maximise the number of participants able to be reimbursed within the available budget. In view of the deliverables described in the MoU:

- A state-of-the-art report and a best practice guide on how to achieve enhanced properties of wood-based products and improve the performance of connections and timber structures;
- Summarise and explain various novel modelling techniques for weak zones in timber structures and improve the performance of these structures;
- Improve maintenance of existing timber structures and make them fit for purpose future use (residual strength, methods of strengthening and ductility of strengthened components);
- Optimise collaboration of scientists and engineers in the field of timber structures, exchange information on national ongoing projects and future research programmes;
- Provide new network constellation for collaboration within ongoing projects financed by various national bodies;

- Exchange students, post docs and research activities through short-term scientific missions;
- Provide combined information and disseminate the most up-to-date results to the industry, code writers, policy makers and society;
- Contribute to the improvement of design codes (revision of Eurocodes within 5 years)
- Improve knowledge and competitiveness of timber structures throughout Europe;
- Encouraging greater use of timber enhancement techniques – dissemination to users, at workshops and seminars;
- More industry involvement for product development;
- Establishing basis for further research – reporting of findings.

The MC decided that the budget for the first Grant Period should be allocated as follows:

Budget: 1 July 2011 to 30 June 2012

STSMS (6 No)	€12,000
Meetings	€62,800
• Meeting travel costs	€61,600
• Workshop support	€1,200
Training School	€16,200
Dissemination	€3,000
OERSA	€260.87
Scientific Expenditure	<b>€94 260.87</b>
Grant Holder	<b>€14 139.13</b>
Budget	<b>€108,400</b>

Note that the average reimbursement per delegate per workshop is €800. A budget for meetings of €61,600 represents 77 reimbursements.

Recalling that specific MC approvals are needed for Action expenditure the MC approved the following items:

- Publications to be confirmed at a cost of up to €3,000 (Establishment of website, online tools, database and online scientific journal).
- Training School, on a date to be agreed at meeting MC2, with 20 Trainees having grants of average € 600 , 4 Trainers at € 800 and an organisation support grant of € 1000.

## 11. Place and date of next meeting

### 11.1 Next meeting

The MC decided that the next meeting of the Action would be:

Date	Event	Location	Justification
29th September 2011	Core Group	Lund	Cost effectiveness (travel for Core Group members)
9-10 November 2011	MC-WGs Theme: "The State of the Art and Ongoing Research Projects"	COST Office, Brussels	Cost effectiveness (venue costs)

The MC decided that for the next meeting in Brussels, the accommodation reimbursement rate would be €120/ night. The MC decided that participation fees for future meetings meeting must be agreed in advance for members of the Action and that the accommodation reimbursement rate would be €120/ night OR reduced in view of the real accommodation costs at the venue).

## 11.2 Long-term planning

The Action established the following long-term planning

Date	Event	Location	Justification
Spring 2012	Training School	To be agreed	

Noting that dissemination and industrial/ end user involvement are important aspects of COST Actions the MC anticipated the following activities to enhance dissemination and industrial/ end user involvement:

- a state-of-the-art seminar to be held at a venue to be agreed in Autumn 2012. The format of the seminar would be arranged to enable dialogue to take place between industry and academia. Industry would be encouraged to present existing solutions and highlight gaps in knowledge
- an end-of action seminar, at which academia would demonstrate how the gaps in knowledge could be filled
- encouragement for industrial participation in workshops, as appropriate to the topics
- 

It was proposed that the first training school should be on the basic fundamentals; the second on timber engineering; the third on earthquakes; and the fourth for practitioners / advanced topics.

A proposal was made to form a Task Group on the subject of Cross Laminated Timber. This idea was deferred for discussion at the first Workshop.

## 12. AOB

### 12.1 Non-COST country institution requests (to join the Action)

The MC approved the following the following non-COST country institutions to join the Action (subject to completion of the necessary documentation and approval by DC FPS and JAF):

Institution	Country	Researcher	Email address
University of Auckland	New Zealand	Pierre Quenneville	<i>p.quenneville@auckland.ac.nz</i>
University of Technology Sydney	Australia	Keith Crews	<i>keith.crews@uts.edu.au</i>
University of New Brunswick	Canada	Ian Smith	<i>ismith@unb.ca</i>
University of British Columbia	Canada	Thomas Tannert	<i>thomas.tannert@ubc.ca</i>
USDA Forest	USA	TBC	

Products Laboratory (Madison, Wisconsin)			
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### 12.2 Interaction with other COST Actions (or European Projects)

The MC identified the following COST Actions (and European projects) as relevant to the Action and anticipated connecting with them in the following ways:

COST Action/ European project	Way(s) that FP1004 will connect with it
FP0702	
FP0802	
FP1101	FP1004 MC members to propose to also be members of FP1101 MC

The Action decided that only one MC Member per country will be automatically entitled to reimbursement and all other reimbursement places will be allocated according to active participation (eg presentations).

The MC decided that Anatoly Naichuk, of The Branch of Scientific-and-Building Republican Unitary Construction Enterprise "Institute BelNIIS" – "Scientific-and-technical Centre" or a representative, (Belarus) will be invited to present at the next Action meeting in order to assess the potential for them to join the Action.

### 13. Closing

The meeting closed at 11:40.

Richard Harris  
Chair  
COST Action FP1004

Melae Langbein  
Science Officer  
Forests, their Products and Services

## ANNEXES

### Annex 1: Agenda



FP1004 MC1  
Invitation 2011-05-30

### Annex 2: Memorandum of Understanding of COST Action FP1004 (COST 4200/10)

([http://w3.cost.eu/fileadmin/domain\\_files/FPS/Action\\_FP1004/mou/FP1004-e.pdf](http://w3.cost.eu/fileadmin/domain_files/FPS/Action_FP1004/mou/FP1004-e.pdf))

### Annex 3: Attendance List





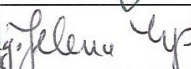
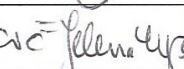
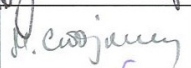
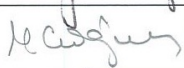
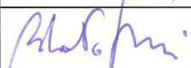
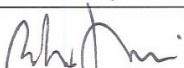
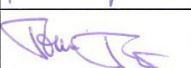
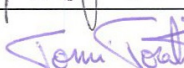
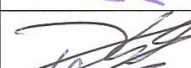
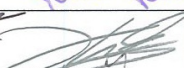


*the meeting:* FP1004 first MC meeting  
*officer:* M. Langbein  
*code:* COST-FP1004-300511-07111

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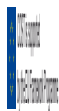
Name		Email	Signature 30/05/2011	Signature 31/05/2011
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WIDMANN ROBERT	CH	Robert.widmann @empa.ch		

#### Annex 4: Presentation of Science Officer



#### Annex 5: COST Code of Conduct (COST 4160/10)

<http://www.consilium.europa.eu/igcpdf/en/10/st04/st04160.en10.pdf>

#### Annex 6: Rules and procedures for implementing COST Actions (COST 4159/10)

<http://www.consilium.europa.eu/igcpdf/en/10/st04/st04159.en10.pdf>

a. Rules of Procedure for Management Committees (Annex II of the document 'Rules and procedure for implementing COST Actions' (COST 4159/10) link above

#### Annex 7: COST Vademecum – Instruments for financing of COST Action activities

<http://www.cost.esf.org/participate/guidelines>

- a. **COST Vademecum (Part B) – Grant System**  
<http://www.cost.esf.org/module/download/8321>
- b. **COST Vademecum (Part A) – Pay-as-you-go System**  
<http://www.cost.esf.org/module/download/8320>

**Annex 8: Guidelines for Monitoring, Evaluation and Dissemination Results of COST Actions (COST 4112/11)** [http://www.cost.eu/download/COST\\_doc\\_4112\\_11](http://www.cost.eu/download/COST_doc_4112_11).

**Annex 9: COST Strategy for Early Stage Researchers (COST 295/09)**  
<http://www.consilium.europa.eu/igcpdf/en/09/st00/st00295.en09.pdf>

**Annex 10: Standard agenda for use at all MC meetings of the Action**



Template MC  
Agenda.doc

**Annex 11: Instructions for accepting invitation and downloading reimbursement form**



How to download the  
reimbursement form (

**Annex 12: Presentation of the Proposer to the Management Committee**

