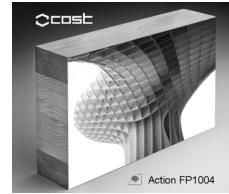


# COST Action FP1004

Enhance mechanical properties of timber,  
engineered wood products and timber structures



## Minutes of the 3<sup>rd</sup> Management Committee Meeting

Wroclaw University of Technology, Room 504, Institute of Building Engineering,  
Wroclaw, Poland

19 October 2012

Chair: Richard Harris

### 0. Welcome to participants

A total of 23 participants from the following 20 Parties attended the meeting: Austria (AT) Prof G Schickhofer; Bulgaria (BG) – Dr. Z. Gochev; Switzerland (CH) Mr. R. Widmann, Czech Republic (CZ) – Dr. L. Melzerova; Germany (DE) – Dr. F Hunger; Denmark (DK) - Dr. S. Ormarsson; United Kingdom (UK) – Prof R. Harris; Greece (EL) – Prof G Ntalos, Dr. M. Skarvelis, Dr. E. Tsakanika-Theohari; Croatia (HR) - Mr. M. Stepinac, Italy (IT) Dr. R. Tomassi, Lithuania (LT) - Dr. V. Pranckeviciene; Former Yugoslav Republic of Macedonia (MR) – Prof. K. Gramatikov; Netherlands (NL) – Dr A. Leijten; Norway (NO) – Prof K.A. Malo, Portugal (PT) – A. Dias, Poland (PL) - Dr M. Grzeskiewicz, Dr. S. Krzosek; Sweden (SE) – Prof. R. Crocetti; Slovenia (SI) - Dr. M. Sernek; Switzerland (CH) – Mr. R. Widmann; Turkey; (TR) – Prof. O. Gökteş

With 20 of the 27 (74%) 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.

### 1. Adoption of agenda

The Management Committee agreed to adopt the tabled draft agenda without modification.

### 2. Minutes of last meeting

Minutes of the previous Management Committee had been circulated by email. The Management Committee agreed to accept the minutes without modification.

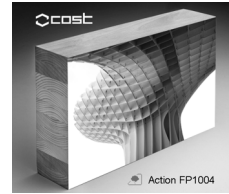
### 3. Matters arising

There were two matters arising in the minutes of the previous meeting were deferred to be carried over to this meeting:

*“At MC1, the MC provisionally appointed Dan Ridley-Ellis (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). An appointment that assists with the desire for representation for early stage researchers is preferred.”*

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No volunteers have come forward and so this action is now closed

*“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.”*

This matter had been deferred to meeting MC3 next. It was agreed to hold a CLT conference/workshop during 2013 – see item 6.3.1 of these minutes.

*“Any MC members who have not yet completed the online survey should do so in order that their WG preference is on record*

*“Dan Ridley-Ellis to send the information collected in the online survey to Jan Willem Van De Kuilen so that a mailing list can be produced”*

Daniel Ridley-Ellis was not available to report on this matter. At present all MC members are emailed with all information. A WG1 sub-committee will form to take forward the output of the Bonded In Rod conference held on 18-19 October (see item 5 below).

Other Matters Arising are addressed under agenda items.

#### **4. Report from the COST Office**

##### **- News from the COST Office**

The COST Office has introduced a new electronic claims procedure. For any queries on this, claimants should send enquiries by email to [helpdesk@cost.eu](mailto:helpdesk@cost.eu) . Do not send to COST office personal email

The COST office has appointed a new Domain Committee rapporteur for this COST Action. Prof. Callum Hill of Edinburgh Napier University is now the DC Rapporteur for FP1004 FPS.

##### **- Status of Action, including participating countries**

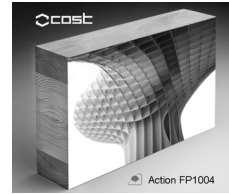
Membership of COST Action FP1004 is now 24 COST Action Countries and 3 non-COST countries.

##### **- Budget Status, budget planning and allocation process**

The Scientific Budget for the year 2012-13 was €94,261, which was underspent by €10,235. The underspend cannot be carried over. The scientific budget approved by the COST Office for 2012-13 is €135,826. The increase is due to the increased number participating countries and an increase in the grant.

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## 5. Verbal progress reports of working groups

As agreed at Management Committee meeting MC2, an ESR biased meeting was held at the University of Zagreb, hosted by Prof Vlatka Rajcic, on 19-20 April 2012. A call for papers resulted in the submission of 59 papers from which 40 were selected for presentation. The topics were:

WG1: Glued rods and screws for reinforcing weak zones and connections in timber

WG2: Influence of connections on whole structure response in timber structures

WG3: modelling of basic wood behaviour and of connections with glued in rods and self-tapping screws.

Early Stage Researchers had been strongly encouraged to participate in the meeting. 55 delegates were invited, of whom 47 attended, of whom 42 were reimbursed (28 ESRs and 14 others). 40 papers were presented. Of the 37 presenters 33 were ESRs. MC members were not automatically invited (as there was no MC meeting). The mix of ESRs and experts worked well.

Several papers were based on projects presented to MC members at the meeting on 9 November 2011. Kay-Uwe Schober issued a template for the papers and the Core Group will select papers for presentation as quickly as possible so that invitations can be issued. The papers were edited and published as Conference proceedings (ISBN 85790 176 2) in June 2012. Richard Harris reported that there further hard copies of the proceedings are available and on request they can be supplied free of charge to anyone who requests copies by email.

As agreed in the Core Group meeting CG2 on 14 June (action points circulated to MC members for information and comment), a joint conference was held with COST Action FP1101 on 18-19 October in Wroclaw. The notes and presentations from this seminar represent a State-of-the-Art review of the design/construction methods for bonded rods. It is intended that this information be used to prepare a paper to be presented at CIB/W18 in Vancouver, which will be used to inform policy on codification in Eurocode. Topics for seminar included Design, Manufacture, Durability, Fatigue, Adhesives, Test procedures.

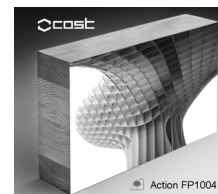
The number of COST Action FP1004 invitees was 54 of whom 39 attended. Of these 34 were reimbursed from COST Action FP1004, including 24 MC members, 5 expert speakers and 5 other invitees (ESRs). To maximise budget efficiency, the reimbursement and the local costs were shared with COST Action FP1101.

A small group of WG1 members will convene at the technical University of Munich on 8 February. 9 WG1 members have been invited, of whom 6 will receive reimbursement.

There were no reports from WG2 or WG3.

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## 6. Action planning

### 6.1 Annual Progress Conference (preparation and feedback from DC)

As required under the COST rules (specifically COST 4113/11) a FPS Domain Annual Progress Conference (APC) is held each year. COST Action FP1004 Chair prepared documents submitted and presented them for the APC in Copenhagen on 5-6 March 2012. This included a summary of the Action, a progress report and a financial report.

Following this meeting, the DC monitoring report was:

*“The MC meeting of the FP1004 was held in November 2011 in Brussels. Current research issues are well represented in the Action, and it focuses on topics relevant both for participating countries and for the EU as a whole. The Action builds onto earlier collaboration in the same field, but has an expanded focus covering different timber construction structures and civil engineering resource use. The Action is relevant to several former FPS COST Actions (E18, E37, E44, E51), as it investigates potential resource availability for use for different purposes such as structural timber in weak zones, heavy timber structures (timber bridges), etc. It will be also important to define milestones and final deliverables at an early stage, to ensure high productivity of the Action.”*

The MC raised no further matters for discussion and agreed that chairman Richard Harris would report to the APC on the activities of COST Action FP1004. The APS for 2013 will be in Madrid on 25-26 March and the Chair of COST Action FP1004 agreed to prepare, submit and present on behalf of this COST Action.

### 6.2 Action Budget Planning

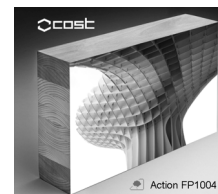
The Budget submitted to the COST Office for Grant period: 1 July 2012 – 30 June 2013. Allocated budget: €156,200

#### A. SUMMARY BUDGET

(1) MEETINGS	€ 92,600
(2) SHORT-TERM SCIENTIFIC MISSIONS	€ 17,500
(3) TRAINING SCHOOLS	€ 20,750
(4) PUBLICATIONS, DISSEMINATION, OUTREACH	€ 4,976
(5) OTHERS € 0	
<b>B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (5))</b>	<b>€ 135,826</b>
<b>C. Financial &amp; Scientific Administration and Coordination (max. of 15% of B.)</b>	<b>€ 20,374</b>
<b>D. TOTAL EXPENDITURE (B+C)</b>	<b>€ 156,200</b>

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The organiser of the Training School, to be held in Lund in December, had requested additional support and so, as the rate of application for STMs had slowed, the Chair proposed the following amendment:

Grant period: 1 July 2012 – 30 June 2013

Allocated budget: €156,200

## A. SUMMARY BUDGET

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<b>D. TOTAL EXPENDITURE (B+C)</b>	<b>€ 156,200</b>

This budget maintains the proportion of spending on ESRs and the revised budget was unanimously accepted by the meeting.

## 6.3 Action Planning (including meetings)

The breakdown of the forthcoming activities was presented:

### MEETINGS

Management Committee Meetings

Location: Wroclaw – 19 October 2012

Number of participants to be reimbursed: 50

### *Working Group Meetings*

WG no. WG1 – Bonded rods meeting

Location: TU Munich

Date: Feb 2013

Number of participants to be reimbursed: 7

### *Other Meetings*

Core group meeting 3

Location: To be confirmed

Date: Nov 2012

Number of participants to be reimbursed: 6

Core group meeting 4

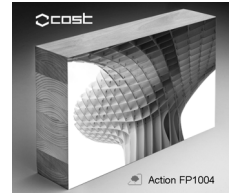
Location: To be confirmed

Date: June 2013

Number of participants to be reimbursed: 5

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Title: CLT Conference  
Location: TU Graz – 23-24 May 2013  
Number of participants to be reimbursed: 44

## (2) SHORT TERM SCIENTIFIC MISSIONS (STSMs)

Number: 6 @ 2500 = €15,000

## (3) TRAINING SCHOOLS

Location: Lund  
Date: 12-14 December 2012  
Number of Trainees to be reimbursed: 24  
Number of Trainers to be reimbursed: 7

## (4) PUBLICATIONS, DISSEMINATION, OUTREACH, WEBSITE

Title: To be confirmed – CLT State of the Art Report

The MC unanimously accepted this breakdown of activities.

### 6.3.1 Location and date of next meeting

Providing the COST Action Grant is renewed, the next MC meeting would be during the next year of the COST Action (see 6.3.2 below)

### 6.3.2 Long-term planning (including anticipated locations and dates of future meetings)

The next WG and MC meeting would be in in Autumn 2013. The Technical University of Prague has expressed interest in hosting this meeting.

**[Action: MC members to consider hosting the Autumn 2013 meeting and discuss with Richard Harris].**

## 7. STSM status, applications

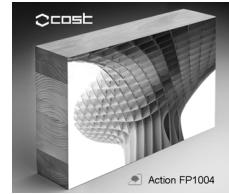
STSM manager Kay-Uwe Schober reported that 6 STSMs were successful completed in 2011-12. Two grants had been made through reciprocal STSMs to New Zealand, which were paid from the COST Office central funds. There had been two applications for STSM Grants in the year 2012-13 and enquiries had been received about another. The target is 6 per year.

Members are encouraged to contact Kay-Uwe as soon as possible if they wish to submit a proposal. The STSMs have to be complete by May in order for the finances to be processed in time for the end of this COST Action year.

**[Action: All considering submitting proposals for STSM to contact Kay-Uwe Schober as soon as possible]**

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## 8. Publications, dissemination and outreach activities

This proceedings of the Zagreb Conference were successfully published as proposed at meeting MC2. The publication carries an ISBN and is available in both hard copy and e-publishing format.

## 9. Request for new members

New member countries are able to join the action with MC approval. Part of the budget is proportional to the number of participating countries and so additional members would permit also additional reimbursements in future years. MC members were encouraged to contact representatives of further countries for possible membership.

**[Action: All to encourage participation by Institutions in countries not yet participating]**

## 10. Promotion of gender balance and of Early Stage Researchers (ESR)

Once again, Richard Harris observed that while the gender balance of the meeting was far from equal, it was good for engineering. The COST Action had enabled excellent ESR Participation and the training school would further this.

## 11. Non-COST country participations

University of British Columbia (Canada) and University of Technology (Sydney) were already in this COST Action in the previous year and the University of Canterbury (New Zealand) had also recently joined.

## 12. Web news

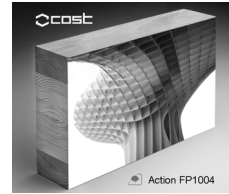
There had been some difficulties with the COST Action website at <http://costfp1004.holz.wzw.tum.de>. The Chair will request a reciprocal link will be made by the COST office now they know the address of Action website but before this it will be necessary to limit access to parts of the website to MC Members for those documents that are not to be made public.

Use of the COST Action website is proving to be somewhat problematic and the Core Group will address this.

**[Action: Core Group to review website functionality]**

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There is a LinkedIn group formed for the COST Action. This has since been created and the link is: [www.linkedin.com/groups?gid=4170149](http://www.linkedin.com/groups?gid=4170149)

The 230 slides from the first day of meeting MC2 have been placed on the website. Jan Willem Van De Kuilen pointed out that copyright will be the responsibility of the authors and not TUM.

## **13. AOB**

Prof Kiril Gramatikov (Former Yugoslav Republic of Macedonia) reported that he had presented at the M.I.T. WOOD IN 21st CENTURY Conference (24-25 March, 2012) in Cambridge, Massachusetts, USA. He had been invited to give a lecture on COST and its input in European Cooperation in Science and Technology. He had included details of the work of COST Action FP1004 and had presented some of the research shown by participants at the MC2 meeting. He reported that the work of the COST Action was well received. The Chair expressed thanks to Prof Gramitikov for presenting the work of COST Action FP1004.