



COST Action FP1004  
Core Group Meeting Number 8 – 9am to 1.30pm Friday 16 January 2015

**Attendees:**

Helena Cruz (host for FP1004 Meeting in Lisbon – April 2015)  
Richard Harris (Action Chair)  
Robert Kliger (FP1004 Vice-Chair)  
Daniel Ridley-Ellis (WG 3)  
Kay-Uwe Schober (STSM Coordinator)

**By Skype:**

Jan Willem van de Kuilen (WG1) for discussion of the special edition of the journal

**Apology:**

Roberto Crocetti (WG 2)

**Agenda**

1. Meeting at reception
2. Special Edition of the European Journal for Wood and Wood Products

11 full papers are expected at this time from the original list of 13.

One paper has already gone to reviewers and at least one more has been submitted. Others authors have asked for more time. Agreed new deadline 15 February with a backstop of the end of February for authors that do not make the deadline of the 15<sup>th</sup>. It is likely that one paper will require longer time than this.

Papers are to go to review as they are submitted (don't need to wait for them all to come in). Reviewers will be asked to complete the review in 2 weeks. By 15 March reviews should be completed so that the conference can have reviewed papers (even if amendments have not been completed). This would mean the special issue could be the June or the July/Aug issue of the journal.

Authors should submit their articles through the regular channel (online via the journal website) but say that the paper is for the FP1004 special issue in the comments field.

The journal is 144 pages in length but this is a target rather than a fixed amount. It can be slightly longer or shorter if necessary. The typical journal article is 8 pages long in the journal format (which is 18 full papers). Papers for the special issue will probably be a bit longer as authors have not been advised on length. In the journal format, one page of text is about 800 words. 12 pages of 'typical' word format document (12 point font) would be about 8 pages in the journal format.

Do we need a contingency plan if there is not enough to fill the journal? STSMs could provide brief originals, but none have been asked yet. **Made a list of authors to ask and Kay-Uwe will contact**

**them.** Any brief originals that don't fit into the special issue of the journal could go into another issue.

### **An editorial is required from Richard – but this is the only task as guest editor**

Jan Willem has the list of reviewers and will make the decision about who to ask for each paper as they are submitted. Two reviewers are required for a regular article and one or two for a brief original. This means some reviewers will be asked to review two papers.

Important: Colour costs 800 Euro per paper. **Jan Willem to check if digital issue can be colour if the printed issue isn't.** If necessary, colour photographs and diagrams could be attached to the online article as 'supplementary digital information' (as can videos).

### **300 printed issues. Jan Willem to get a quote from Springer**

**Richard to email authors: Submission information; Deadline; Length; Colour; Link to journal instructions + sample copy <http://www.springer.com/life+sciences/forestry/journal/107>**

## **3. Lisbon Meeting**

A new programme was worked out starting on the morning of the first day (as people will not be able to travel on the same day anyway). A technical tour of LNEC was added at the end. New programme has been distributed and is on dropbox.

The venue was inspected and declared excellent.

~70 COST invitees + research students and industry

Presenters – will be asked in advance to send copies of powerpoint slides to be printed (simply) for the delegates. It would be confusing to give the delegates working copies of the papers.

Decided to add a 20 Euro per day registration fee and 30 Euro (optional) conference dinner fee. The registration fee and the 20 Euro per person per day organiser support (up to 5,000 Euro max) will be enough to cover running costs. Delegates can easily stay in good hotels less than the reimbursement rate so they do not need to be out of pocket.

Decided to recommend two hotels to delegates: Hotel Lutecia and Hotel Roma by Roma-Areeiro railway station. This is about 25 minute's walk from LNEC and not too far from Roma metro station. Rooms are available for less than 100 Euro per night with breakfast.

**Not done yet: sorted the papers into the schedule or decided on moderators for sessions**

## **4. STSM**

List reviewed. It looks like the budget will not be fully used because STSMs are not costing as much as the estimate. Applications are still coming in though. Spare funds can be carried to the Training School.

## **5. Review decisions and actions**

**Items in bold above and below**

## 6. Review actions for Meeting MC6 and Final Meeting (April 2015) 15 mins

Covered in the agenda

### AOB. Training school

3 days. 15,16,17 April in Portobello, not far from Edinburgh city centre

This is two weeks after the final meeting. **Richard to check with Fatima if this is OK.**

**Trainers: Kay-Uwe Schober, Alfredo Dias, Dan Ridley-Ellis, Sigurdur Ormarsson.**

Budget £15k, may have £4k to add from unused STSM budget (more trainees)

**Dan to prepare flyer and website with registration to be distributed two weeks from now.** Priority will be the first person to apply from each member country. Then, after the closing date (1<sup>st</sup> March) any further places will be allocated by second person per country, third person, etc (before 15<sup>th</sup> March). People can be told straight away if they are accepted (first person per country) or if they are on the waiting list.

Richard may be there for start of the training school.

Notes taken by Daniel Ridley-Ellis