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Subject | Minutes of the Third Management Committee Meeting of COST Action IC1304 “Autonomous Control for a Reliable Internet of Services (ACROSS)”

***UCLan, Larnaca, Cyprus
24 October, 2014***

Presence

There are 17 countries represented by 25 MC members. Since there are in total 30 participating countries, the quorum of 20 of the countries that must be represented is not met. Therefore, MC is not eligible to give approvals. The planned approvals will be obtained by voting via E-mail.

1. Welcome to participants and adoption of the agenda

- The participants were welcomed by the MC chairman Rob VAN DER MEI, and by Nearchos Paspallis, representing the hosting organization UCLan.
- The draft agenda for this 3rd MC meeting was adopted.

2. Update from the Action Chair

a) Status of Action, including participating countries

- Number of signatories (status 24 October): 30 COST Countries, 51 MC members, 24 substitute MC members.

b) Action budget status

- Action Chair explained that the budget for Y1 is on target.
- The total budget for Y2 (period 1/12/2014-30/11/2014) has been set to €170.000.
- The Action Chairs are currently preparing the Work and Budget Plan for Y2.

c) STSM status and new applications

- Currently, two STSM's have been proposed and approved.
- The STSM coordinator has prepared and distributed Application Forms for STSM's, both for participants and for institutes that want to host STSM's.
- The Action Chair emphasizes the importance of STSMs as one of the means for realizing the goals of the Action. MC-members play an important role in defining STSMs.



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

- Contributions to gender balance and involvement of ESRs have been/are made through appropriate appointments of WG chairs and coordinators of various Action activities. It remains a point of continuous attention for all MC members. It is agreed that it is good to have a long-list of ESRs (defined as a researcher with less than 10 years of experience after PhD). **Action: Rob will send out doodle request for making the ESR-longlist.**

4. Update from the Grant Holder

- Representing CWI as Grant Holder, Rob VAN DER MEI indicates that the reimbursement process is now running smoothly.
- Rob also shows the financial numbers and concludes that we are well within budget for Y1, and that we are lagging a bit behind in STSM's and dissemination (i.e., spent less than anticipated).

5. Update from the COST Office

- There was no representative from the COST Office.

6. Update from DC Rapporteur

- DC Rapporteur (Dr. Miguel Ponce de Leon) could not attend the meeting.

7. Annual Progress Conference (preparation and/or feedback from DC)

- The Action Chair has given both a poster and an oral presentation during the APC conference in Kosice. The meeting was successful and informative. The main observation useful for ACROSS is that the numbers of STSM's and Summer School of COST Actions in Y3 and Y4 was higher than expected.

8. Follow-up of MoU objectives

- Preparation of State-of-the-Art and Challenges (SotA) Document:
 - The preparation has followed a 6-stage process: (1) brainstorm during CoreGroup meeting on June 2 in Amsterdam, (2) feedback from MC during the Scientific Kick Off meeting on September 12 in Karlskrona, (3) update of the bullet list by the CorGroup, (4) writing the first draft of the SotA document, (5) feedback from MC on October 24 in Larnaca, and (6) approval by MC prior to November 15, 2014.
 - The first draft of the document will be sent out in the week of 3-7 November, and MC approval is expected November 15. The MC unanimously agreed with the proposed procedure.
- ACROSS Website:
 - The ACROSS Website is now up-and-running, "<http://www.cost-across.nl/>".
- Industrial Forum:
 - The MC members have proposed a variety of names candidates for the IF, including Wolfgang Faisst (SAP, Germany), Christian Sprajic (PowerFolder, Germany), Spiros Spirou (Intracom, Greece), Francisco Javier Ramon Salguero (Telefonica, Spain), Noel Murphy and Kevin Staunton (Intel). These persons will be invited. Some of them have already reacted positively.
- STSM's:
 - Nearchos Paspallis has made a template for applications for the STSM's, both for hosts and for participants interested in setting up an STSM. The template will be made available on the Website.
- Summer Schools:
 - The 1st Summer School will be hosted by the University of Würzburg, April 8-15, 2015.
 - In order to attract participants, several keynote speakers may be invited. The MC members are asked to suggest names of interesting people to Tihana GRBAC.



- Tihana GRBAC will coordinate the overall organization of the Summer School, and Christian Schwarz is in charge of the local organization.

9. Scientific planning

a. *Scientific strategy*

- In order to meet the challenges listed in the SotA document, the MC agreed that the WG's are too large to facilitate the research efforts, and has decided to identify a number of 'Tasks', which are defined as specific research challenges where multiple participants are interested in working on in collaboration. Extensive discussion has led to the following (non-exhaustive and dynamic) list of Tasks (including the Task Leader in brackets):
 1. Softwarization of Networks (Javier Sainz Guerra, Kurt Tutschku)
 2. Cross-layer QoE-management (Peter Pocta)
 3. QoS-aware service composition (Rob van der Mei)
 4. Cloud federations (Wojtek Burakowski)
 5. Energy/cost-aware management control (Javier Sainz Guerra)
 6. New transport protocols (Ake Arvidsson)
 7. Quality/cost management (Stoyan Poryazov)
 8. QoS/QoE modelling (Tobias Hossfeld, Thomas Bohnert)
 9. QoS/QoE monitoring (Petteri Mannersalo, Phillip Leitner)
 10. Human factors (Katarzyna Wac)
 11. End-user monitoring (Petteri Mannersalo, Toni Maki)
 12. Effective monitoring of encrypted 'grey' traffic (Ake Arvidsson)
 13. Prediction and modelling of service composition performance, quality and reliability (Tihana Grbac)
 14. Provisioning of context-dependent pricing, charging and billing (Peter Key)

Each of these tasks has been confirmed to be of interest to at least two participants. It is up to the experts to take initiative and to coordinate these tasks. It was decided that the full list of interested participants (i.e., ones that actually will do research on this, targeting scientific publications) will be identified via a doodle (**Action: Rob**)

b. *Action budget planning*

- The Work and Budget Plan for Y2 will be proposed by the Action Chairs early November and will be subject to MC approval before November 15.

c. *Long-term planning*

- For Y2, it was found to be most convenient to have the next WG1-3 meeting, Open Workshop, the 4th MC-meeting and planned on April 15-17, co-located to the Summer School in Würzburg (April 8-15). **Action: Rob** will contact Prof. Phuoc Tran-Gia to ask if the University of Würzburg can accommodate such meeting.

d. *Dissemination planning*

- Joel Rodriguez has prepared a Publication and Dissemination Plan for ACROSS. This plan also includes the use of templates for documents and presentations, and provides the possibility to store publications in a repository. The plan will be put on the Website.

10. Request for new members

No requests.



11. Non-COST applications to the Action

- Up to now there were no non-COST applications.

12. AOB

- No further remarks and/or issues were raised by the participants.

13. Location and date of next meeting

- MC agreed that the best option is to have the next MC-meeting in Würzburg, Germany, in the timeframe 15-17 April 2015. Rob will contact Prof. Phuoc Tran-gia about this.

14. Summary of MC decisions

- MC approvals could not be given because the quorum was not met. MC approvals will be obtained via E-mail
- The next MC meeting to be held in Würzburg in April.

15. Closing

- The MC Chair thanked the MC for their cooperation and closed the meeting around 13:00h. He then briefly presented the schedule for the technical presentations during the rest of the day, and invited the participants for lunch.