

Brussels, 14 November 2013

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

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1. Welcome to participants

The participants were welcomed by Dr Ralph Stübner, Science Officer for the Information and Communication Technologies (ICT) Domain at COST, and by Ms Aranzazu Sanchez, Administrative Officer for this Action. Dr Stübner chaired the first part of the meeting, including the election of the Action Chair, which was carried out under agenda item 7.

2. Adoption of the agenda

The draft agenda for the kick-off meeting was adopted (Annex 1).

3. Status of the COST Action

CSO Approval: 16/05/2013
End of Action: 13/11/2017
DC Rapporteur: Dr. Miguel Ponce de Leon (IE)
Total number of accepting Parties to date: 26
Total number of parties intending to accept: 0

4. Presentation of the delegations

The delegates presented themselves in a “tour de table” (Participants list see Annex 2). Each delegate also expressed preferences for Working Group involvement. With 21 parties present out of 26 the necessary quorum was achieved allowing the Management Committee meeting to officially take place in accordance with Article 8 of the Rules of Procedure for the Management Committee (see Annex 6).



5. General information on COST mechanism and the Annual Grant Scheme

Dr Stübner gave a presentation on COST and the ICT Domain (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Dr Stübner and Ms Aranzazu Sanchez then continued with an introduction to the COST Grant System (Annex 4). Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- Rules for Participation in and Implementation of COST Activities (COST doc. 4112/13)
- COST Grant System Vademecum (Part 1)
- Progress Report and Final Report templates
- Grant Agreement Template

Lastly, Ms Aranzazu Sanchez informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 5).

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

The Rules of Procedure for the Management Committee (Annex 6) were presented and read by Dr Stübner from Annex II of COST 4114/13 (COST Action Management). The Rules of Procedure were approved by the MC.

7. Election of the Chair and Vice-Chair of the Management Committee

Prof Rob Van der Mei from CWI (NL) was elected unanimously as Chair.

Prof. Prof J.L. VAN DEN BERG from TNO (NL) was elected unanimously as Vice-Chair.

8. Election of the Grant Holder Institution & 2 Financial Rapporteurs

Grant Holder: CWI (NL) was selected as Grant Holder for the Action.

Prof Edmundo MONTEIRO (PT) and Mr Javier SAINZ GUERRA (ES) volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

Dr Stübner passed the chairing of the meeting to Prof. Van der Mei.

9. Workplan for the implementation of the COST Action (based on MoU)

Rob van der Mei, as MC Chair, gave an overview of the action's workplan as described in the MoU, incl. objectives and work programme, working method (organisation and management), distribution of tasks, promotion of gender balance and of Early Stage Researchers, and a time table. The slides of the presentation will be provided to the MC members.

Nominations for WG leadership and other formal tasks were approved unanimously:



WG leadership

- WG1: Dr. Philipp LEITNER (Austria)
- WG2: Dr. Yoram HADDA (Israel)
- WG3: Dr. Peter KEY (UK)

STSM Coordinator

- Dr. Nearchos PASPALLIS (Cyprus)

Dissemination Coordinator

- Professor Joel RODRIGUES (Portugal)

Summerschool Coordinator (for overall coordination)

- Dr Tihana GALINAC GRBAC (Croatia)

ACROSS website

- The COST ACROSS website will be hosted and run by Javier SAINZ GUERRA (Spain). He will first make a proposal, including suggestion for an ACROSS logo (**action: Javier**).

The Action's Chairs will contact the respective WG leaders and Coordinators (see above) in order to initiate the required activities for the coming months as indicated in the MoU (**action: MC Chairs**)

Other issues that came up:

- Suggestions for members of the Industrial Forum to be established (see Section E.1 of MoU) can be sent to the Action Chairs (**action: All**). They will then provide an overview and arrange invitations via the respective MC members.
- From a first poll of the MC members' preference for the respective WGs it appeared that particular effort should be put in promoting participation in WG3 (Pricing and Competition).

10. Budget plan for the first period

Current version (see slides) will be updated according to the comments received at the meeting

The updated version will be submitted for approval by MC at the next meeting (**action: MC Chairs**)

11. Place and date of next meeting

Based on the outcome of a poll (by email) of all MC members the MC Chair proposed to have the next meeting on February 13-14, 2014 in Amsterdam (hosted by CWI, Rob van der Mei). The MC approved this proposal.

12. AOB





No questions and/or remarks/comments.

13. Closing

The MC Chair thanked the MC for their cooperation and closed the meeting.