

Amsterdam, 27 February 2014

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

***CWI, Amsterdam, The Netherlands
13-14 February 2014***

Presence

- 13 February: 24 countries represented by 43 MC members;
- 14 February: 24 countries represented by 43 MC members.

1. Welcome to participants

- The participants were welcomed by the MC chairman Rob VAN DER MEI, representing also the hosting organization CWI.

2. Adoption of the agenda

- The draft agenda for this 2nd MC meeting was adopted (Annex 1).

3. Approval of minutes and matters arising of last meeting

- The minutes of the kick-off in Brussels (14 November 2013) were unanimously approved by the MC members.
- Nomination for liaison to standardization and related programmes was still pending. Peter POCTA (Slovakia) now volunteered to act as liaison, which was unanimously accepted by the MC members.

4. Update from the Action Chair

a) Status of Action, including participating countries

- COST Grant workplan and budget plan are ready, and approved by COST Office. Further discussion and approval by MC shifted to agenda point 11, see below.



- Number of signatories (status 12 February): 26 (no non-COST members); number of MC members: 43.
- Hans VAN DEN BERG gave a brief update of the status of website (being built by CWI, will become available in March) and establishment of Industrial Forum. See slides.

b) *Action budget status*

- Action Chair briefly explained Grant budget plan (Year 1); no expenses yet.

c) *STSM status and new applications*

- No STSM applications yet. Applications for Year 1 can be sent to STSM Coordinator (Nearchos PASPALLIS) and Action Chairs before 1 April 2014 (**Action: All**).

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

- The Action Chair promoted gender balance and the involvement of ESRs to the participants, and in particular encouraged them to take this into account in their proposals for the STSMs. **Action: All.**
- Rob VAN DER MEI announced that Mrs. Lydia Duijvestijn (IBM, NL) will take the Dutch MC position that has become available due to his appointment as Action Chair.

6. Update from the Grant Holder

- Representing CWI as Grant Holder, Rob VAN DER MEI briefly explained the administrative and financial tasks that are executed by the Grant Holder, and the support it provides to the participants. See slides.

7. Update from the COST Office

- Dr. Ralph Stübner gave a brief update from the COST Office, see slides. Amongst others, three new actions in the ICT domain have been approved recently (not directly related to ACROSS, but useful to have a look at their plans; see http://www.cost.eu/domains_actions/ict/Actions).

8. Update from DC Rapporteur

- DC Rapporteur (Dr. Miguel Ponce de Leon) was not present.

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

- Not applicable yet.

10. Follow-up of MoU objectives

- MC core group meeting with Action Chairs and WG leaders is planned in May, in Amsterdam, in order to prepare for further detailing of the research directions to be pursued.
- It was unanimously agreed by the MC members that Philipp LEITNER (WG1 Leader) will be reimbursed for attending the Action meetings as Expert (due to unfortunate coincidence – related to his move from Austria to Switzerland – Philipp lost MC membership).



11. Scientific planning

a. *Scientific strategy*

- Work plan for Year 1 was presented by the Action Chair and, after some discussion, unanimously approved by MC.

b. *Action budget planning*

- Budget plan for Year 1 was presented by the Action Chair and, after some discussion, unanimously approved by MC. Budget plan and work plan will be placed at the ACROSS website (only accessible by MC members).

c. *Long-term planning*

- Preparations for long-term planning to be made at MC core group meeting in May, in Amsterdam (cf. agenda point 10).
- For Year 1: Scientific Kick-off meeting to be held in Karlskrona (Sweden), 12 September 2014 (co-located to the 26th International Teletraffic Congress); 3rd MC meeting, Fall 2014 (see also agenda point 15).

d. *Dissemination planning*

- Joel RODRIGUES presented first version of dissemination plan. See slides. Comments from discussion will be processed; update of plan will be presented at next meeting. Regarding document sharing and website: Joel will get in contact with CWI (via Hans van den Berg) who takes care of building the website (cf. agenda point 4.a). **Action: Joel.**
- Further, there was some discussion about the organization of Summer Schools from Year 2. First ideas can be sent to the Summer School Coordinator Tihana GALINAC GRBAC. **Action: All.**

12. Request for new members

- No requests.

13. Non-COST applications to the Action

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

14. AOB

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

15. Location and date of next meeting

- Scientific kick-off meeting in Karlskrona (Sweden), 12 September 2014, see agenda point 11.c..
- MC agreed with proposal of Nearchos PASPALLIS to hold the next MC meeting in Cyprus, second half of October. Exact date will be fixed by e-mail. **Action: Nearchos.**

16. Summary of MC decisions

- Work plan and budget plan for Year 1 approved (see agenda points 11.a and 11.b).
- Next MC meeting will be held in Cyprus, in October (exact date to be fixed; see agenda point 15).
- Philipp Leitner (WG1 Leader) will be reimbursed for attending the Action meetings as Expert (see agenda point 10).



17. 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 the next day, and invited the participants for lunch.