

Minutes of the 3rd Management Committee Meeting
COST Action FP0802
Experimental and Computational Micro-Characterisation Techniques
in Wood Mechanics
Hamburg (Germany), 07/10/2010 from 16:00-18:00

0. Welcome to participants

The following 18 of the 23 countries having accepted the MoU of the Action were represented at the meeting:

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Latvia, Lithuania, Netherlands, Norway, Poland, Serbia, Slovenia, Sweden, Switzerland, Turkey, United Kingdom

1. Adoption of agenda

The agenda was adopted by the MC.

2. Minutes of last meeting

The MC approved the minutes of MC2 held in Vienna, Austria on May 13, 2009 without any amendments.

3. Matters arising

The MC recorded in the minutes that it had previously approved the following MC decisions by circular email:

- support grant for workshop “single fiber testing and modelling”, Nov 09, Stockholm amounting to € 1,500 (*email of June 8, 2009*)
- approval of final budget & support grant for workshop “single fiber testing and modelling”, Nov 09, Stockholm amounting to € 1,500 (*email of Nov 17, 2009*)

- support grant for joint focussed meeting “modeling mechanical behavior of wooden cultural objects”, Apr 2010, Krakow amounting to € 330 approved (*email of February 23, 2010*)
- approval of final budget & support grant for joint focussed meeting “modeling mechanical behavior of wooden cultural objects”, Apr 2010, Krakow amounting to € 330 approved (*email of April 26, 2010*)

- approval of final budget & support grant for Training School “Experimental techniques”, May/June 2010, Potsdam/Golm amounting to € 450 approved (*email of June 14, 2010*) (support grant approved at MC2 in May 09, Vienna)

- approval of intention of the following countries to join the Action:
 - Czech Republic (*email of August 26, 2009*)
 - Slovenia (*email of August 28, 2009*)
 - Greece (*email of June 4, 2010*)

4. Report from the COST Office

Martin GREIMEL reported that the Domain Committee of the domain FPS was newly formed in 2010. Out of 36 COST countries 29 countries have already nominated a member for the Domain Committee. Concerning on who can be nominated, the national contact point has no restrictions. Some countries nominate scientists, some people who are more from the ministry or public side.

The responsibilities of the DC are quality control (assessment of proposals of new Actions, monitoring of ongoing Actions, evaluation of completed Actions), dissemination and exploitation of results of a COST Action, strategic developments in its domain, and liaisons and observers.

There has been a discussion on in which direction to go within the FPS Domain. It was decided to promote the wood products and paper & pulp section in the future.

Currently, there are four wood-related Actions: E55, FP0702, FP0802, and FP0904. In the last weeks two additional Actions starting in 2011 have been approved:

- Bringing new functions to wood through surface modification
- Enhance mechanical properties of timber, engineered wood products and timber structure

Recently new rules for the prolongation of Actions have been adopted. An Action can be prolonged, however there will be no additional funding.

There is still one ESR Conference Grant open. Proposals can be sent by February 2011.

An outcome of an Action might be the application for a strategic or exploratory workshop. The difference between those two kinds of workshops is the amount of funding.

The guidelines for the evaluation of new proposals have been changed recently. The number of proposals to be funded within one domain depends on the number of pre-proposals submitted. This is not a very favourable situation for the FPS Domain as not so many proposals were submitted in the past.

5. Progress report

5.1 Working groups

The third working group meetings took place just before the Management Committee meeting:

WG1 – Wood microstructure: Lisbeth THYGESEN

WG2 – (Hygro-)mechanical properties: Michaela EDER

WG3 – Modelling of the material behaviour: Kristofer GAMSTEDT

All Working Group Leaders report that they had very lively discussions during their WG meetings. In the future the format of the WG meetings will change. Scientists giving provocative statements or short oral presentations of poster should initiate an in-depth discussion on a specific subject. Optionally, no powerpoint slides should be allowed.

5.2 Events

The **workshop on “single fiber testing and modeling”** was jointly organized with the industrial cluster project on “paper mechanics” at Innventia AB and took place on November 4-5, 2009, Stockholm, Sweden. It was organized by Lennart SALMEN and Petri MÄKELÄ. 63 participants, out of them 24 ESRs, from 16 different countries participated in the workshop. There have been 11 invited lectures and 15 poster presentations on current status in methods for mechanical tests of single fibres from various sources and problems associated with such measurements.

Highlights:

- bringing together most renown experts in the field for keynote lectures
- narrow thematic focus → active interdisciplinary exchange and knowledge transfer due to good common knowledge base, in-depth discussions
- closing up with industry

The **joint focused meeting “modeling mechanical behavior of wooden cultural objects”** as jointly organized by Michal LUKOMSKI (IE0601) and Kristofer GAMSTEDT (FP0802) on April 12-13, 2010, Krakow, Poland. 20 participants from both Actions and 12 additional participants, in total from 11 countries attended the meeting.

Highlights:

- interdisciplinary exchange, identification of practical applications of micro-characterization techniques in wood conservation
- insight into problems and capabilities of the (other) involved research fields
- establishment of new contacts and many ideas for cooperation across Action and disciplinary borders

The **Training School “Experimental techniques”** took place on May 31 – June 4, 2010, Potsdam/Golm, Germany and was organized by Michaela EDER. There have been 19 applications (16 ESRs) from 10 countries. 12 trainees (11 ESRs) from 9 countries participated in the Training School. The training was provided by 9 trainers from the MPI of Colloids and Interfaces. The trainees were provided with intensive and individual experimental training on electron microscopy, experimental micromechanics (e.g. single fiber testing), X-ray techniques, and spectroscopy.

Highlights:

- hands-on training
- small group – intensive exchange with trainers and other trainees
- very broad selection of experimental characterization techniques

The **annual workshop “wood structure/function-relationships”** is taking place on October 5-8, 2010 in Hamburg, Germany. The workshop is organized by Uwe SCHMITT. The 39 submitted abstracts have been reviewed by the WG Leaders. The final program consisted of 3 keynote lectures, 31 oral presentations, and 10 poster presentations. The 84 registered participants, out of them 36 ESRs, come from 21 different countries.

Highlights:

- tutorial on X-ray micro-tomography
- contributed WG-presentations – new presentation format, much time for in-depth discussions, strong thematic focus possible

Final budget:

BREAKDOWN OF EXPENSES	APPLICATION			Final breakdown (to be fill in after the meetin				
	Item	Total expenses (Budget)	Local Organizer's Contribution	Requested COST support	Total expenses	COST support	Annex	
	local curr.	Currency €	€	€	€	€		
Room and technical equipment rental			900,00	800,00	100,00	800,00	800,00	
Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report, proceeding etc.			500,00	0,00	500,00	750,00	750,00	
Phone, fax, Mailings cost for announcements, letters of confirmation			100	100	0	0		
Personnel - staff involvement- or temporary recruitment of a secretary if necessary, or services of a congress organising agency (if the conference/Workshop is very large)						200		
Local transport - e.g. bus for field trips			700,00	0,00	700,00	400,00	400,00	
Coffee breaks and light refreshments			1.700,00	0,00	1.700,00	2.200,00		
Meals/dinners if deducted from the daily allowance of the reimbursed participants.						7.000,00		
Others (please specify)						1.800,00	570,00	
Total			3.900,00	900,00	3.000,00	13.150,00	2.520,00	

The MC approved the final budget of the workshop as well as the support grant amounting to € 2,520 (84 registered participants x € 30).

6. Action planning

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

Following the last FPS Annual Progress Conference held on March 3-5, 2010 in Rome, Italy the Domain Committee provided the following monitoring feedback to the Chair of the Action *"The DC noted that the Action is running very well. The DC felt that the Action is outstanding with respect to the extremely high level of enthusiasm and the level of engagement and presentation of new ideas by members of the Action. The DC also commended the high number of ESRs and especially the excellent networking both among ESRs and between ESRs and established researchers, noting that this is a great strength of the action. The high industry participation as well as the high participation of institutes from non-COST countries was also praised by the DC. The DC noted the budget pressures caused by the high number of STSMs and commended the Action's commitment to STSMs"*.

Following the success of the Action, an additional budget of € 15,000 was granted for 2010.

6.2 Action Budget Planning

The MC approved the following items:

- Organisation support grant of up to € 3,000 for the Local Organiser of the *COST FP0802 Workshop* to be held in Helsinki, Finland, August 24-26, 2011
- Organisation support grant of up to € 3,000 for the Local Organiser of the *COST FP0802 Thematic Meeting* to be held in Vila Real, Portugal, April 27-28, 2011
- Organisation support grant of up to € 3,000 for the Local Organiser of the *COST FP0802 Training School "X-ray microtomography"* to be held in Jyväskylä, Finland in summer 2011

Per registered participant € 30 support will be granted from COST.

Karin HOFSTETTER presented a proposal for the Action's budget for 2011:

A. SUMMARY BUDGET	
(1a) Travel/hotel for thematic meeting (WG-Meeting) (Vila Real)	€ 22,540
(1a) Workshop support grant	€ 690
(1b) Travel/hotel for annual workshop (WG-&MC-Meeting) (Helsinki)	€ 46,000
(1b) Workshop support grant	€ 1,380
(2) Short-term scientific missions	€ 15,000
(3) Travel/hotel for Training School	€ 10,960
(3) Training School support grant	€ 510
(4) Dissemination – publications	€ 0
TOTAL SCIENCE EXPENDITURE	€ 97,080
B. SECRETARIAL SUPPORT	
15 % of total science expenditure	€ 14,562
C. TOTAL EXPENDITURE	€ 111,642

The MC approved the Action's budget for 2011.

6.3 Action Planning (including meetings)

6.3.1 Location and date of next meeting

The MC approved that in 2011 only one MC meeting will take place in connection with the workshop in Helsinki. A written update on activities will be sent out by the Action chair in the midterm of 2011.

The MC approved the following coming meetings:

<i>date</i>	<i>city, country</i>	<i>type of meeting</i>
April 27-28, 2011	Vila Real, Portugal	Thematic meeting, WG-meetings
Summer 2011	Jyväskylä, Finland	Training School "X-ray microtomography"
August 24-26, 2011	Helsinki, Finland	Annual Workshop, WG-meetings, MC-meeting

The respective local organisers will send the necessary documentation to the Grant Holder at least ten weeks before the date of the meeting.

The annual workshop in Helsinki will be a two and half-day meeting. The selected papers during the morning sessions should not only be presented by renowned scientists, also ESRs should be invited. At the workshop there will be less oral presentations and more time for discussion in the WG meetings. The WG Leaders will be asked to make a more comprehensive summary of the discussions in plenum at the last day of the workshop.

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

Thematic meeting:

Joseph GRIL proposes a joint thematic meeting on “characterization and modeling of thermo-hygro-mechanical behavior of wood” (working title) with COST Action FP0904 to be organised in March 2012 in Montpellier, France.

Ibrahim TUMEN proposes to organise a thematic meeting in Istanbul, Turkey in 2012.

Both local organisers are asked to prepare a detailed proposal for the next MC meeting.

Final workshop:

Barry GARDINDER (Edinburgh) and Wolfgang GARD (Delft) will evaluate possibilities to organise the final workshop. Concerning the dates of the final workshop the “Plant Biomechanics Conference 2012” has to be taken in mind.

Training School:

No suggestions so far.

7. STSM status, applications

So far, 16 STSM applications were approved. The number of applications descended at the last calls. It is hoped that after the workshop new proposals for STSM will come up. The next call for STSM applications is planned for early 2011.

In view of the COST Strategy for Early Stage Researchers issued by the COST CSO (COST 212/07) the MC agreed to actively promote the use of STSM and to set a minimum target as 10 % of the Action budget.

8. Publications, dissemination and outreach activities

The final publication should be published as a special issue or a dedicated paper series in the journal “Holzforschung” or “Wood Science and Technology”. It should contain 5 to 6 review papers on major topics and/or achievements of the Action. Possible topics are wood-water interactions, integrated methods, micro-tomography, and modified materials. The MC members are asked to propose additional topics by November 15, 2010.

Each paper should be written by 2 to 3 authors coming from different institutions. There will be a two-stage reviewing process.

The MC members are asked to include information about the equipment of the labs and the knowledge of the research group in Google Docs which was initiated by Olivier Arnould. For further details please contact him at Olivier.Arnould@univ-montp2.fr

9. Request for new members

The MC approved the intention of Belgium and Latvia to become a member of the Action.

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

The gender balance within the Action is:

- Steering Committee: 60 % female, 40% male
- Management Committee: 25 % female 75% male
- Working Groups: 24 % female 76% male
- Attendance at workshop in Hamburg: 28 % female 72% male

Early Stage Researchers:

- Steering Committee: 40 %
- Management Committee: 19 %
- Working Groups: 37 %
- Workshop in Hamburg: 43 %

11. Non-COST country participations

The following institutions from non-COST countries have previously been approved as non-COST country participants in the Action:

- Hydro-Quebec, Canada (contact Louis Gastonguay)
- Scion, New Zealand (contact Chris Lenth)
- University of Canterbury, New Zealand (contact Clemens Altener);

The benefit for becoming a non-COST participant of an Action is that the institution gets access to the information within the Action, and sometimes the respective countries are financially supporting the non-COST participants. It is also possible for Action participants from COST countries that have accepted the MoU to visit these non-COST country institutions under either a STSM paid by the Action (the normal STSM budget limits and approval processes apply), or, for institutions located in countries with which COST has a Reciprocal Agreement to undertake a RSTSM (Reciprocal STSM) paid by the COST central budget (higher budget limits and a different approval process applies).

12. Web news

The Action webpage can be reached at <http://cost-fp0802.tuwien.ac.at>

In the public area information on MC- & WG-Members, STSM-information, minutes/presentations of MC- & SC-meetings can be found. Presentations of the workshops are to be included.

In the internal area (user name, password: to be requested from the Action Chair) STSM reports are included. The SC decided not to include a database for scientific publications and documents of coordinated research efforts in the webpage.

13. AOB

See the presentation of Karin HOFSTETTER (MC3_Presentation_Hofstetter.pdf) and Martin GREIMEL (MC3_Presentation_Greimel.pdf) which constitute a part of the minutes.

The next MC meeting will take place in August 2011 in Helsinki, Finland in the framework of the annual workshop.

14. Closing

The meeting closed at 18:00.