

## Minutes of the 1<sup>st</sup> Steering Committee Meeting

February 16, 2009

Potsdam, Germany

### Agenda

1. Adoption of agenda
2. Report of Action Chair
  - a. current status of Action – signatures, MC members, WG members
  - b. webpage, folder, promotion and dissemination activities
  - c. DC FPS report
  - d. planned activities for 2009 & 2010
  - e. Action budget
  - f. support of young researchers
  - g. coordination/ interaction with other COST Actions
3. Workshop, May 11-13, Vienna
  - a. review/ approval of abstracts
  - b. keynote speakers
  - c. finalization of program
  - d. organizational issues
  - e. preparation of MC2
  - f. workshop budget
4. Spring School, May 7-10, Vienna
  - a. report on status of preparations, expected participants
  - b. finalization of program
  - c. organizational issues
  - d. spring school budget
5. Next meeting
6. AOB

The meeting starts at 11:05. Karin HOFSTETTER welcomes all participants and thanks Michaela EDER for providing the facilities for the meeting.

### Item 1:

Karin HOFSTETTER asks for inclusion of a new item 2c "DC FPS report" into the agenda.

### Item 2a:

16 countries (Austria, Denmark, Finland, France, Germany, Hungary, Italy, Lithuania, Netherlands, Norway, Poland, Serbia, Spain, Sweden, Switzerland, and United Kingdom) have already signed the MoU. Karin HOFSTETTER asks the members of the SC to encourage colleagues from other countries to sign the MoU, as the number of countries has a strong impact on the budget allocated to the Action.

Nominations of Working Group members from all countries except Finland, Lithuania, Netherlands, and Spain have already been received. Detailed information on the respective persons is already available at the Action's webpage.

Two applications to join the Action from non-COST countries have been received so far:

- Hydro Quebec (Canada): MC & DC approved; JAP approval expected by end of February
- SCION (New Zealand): MC approved; DC & JAP approval expected by end of April

There are no funds available from COST for exchange with Canada. However, there is separate funding available for New Zealand. Also STSMs are possible from New Zealand to Europe and the other way round.

#### Item 2b:

The Action's webpage is already online and contains information on the MC members, WG members, information on the workshop and the spring school. STSM-reports and documents of coordinated research efforts should be made available within the planned password-restricted internal area of the webpage. All other documents (minutes, presentations at the workshop, lecture notes of the Spring School, ...) should be accessible in pdf-format in the public area of the webpage.

Karin HOFSTETTER raises the question whether databases for scientific publications relevant to the Action as well as test data relevant to the Action should be set up. The literature database of joint and single publications by the members of the Action would also facilitate the reporting to the COST office. GAMSTEDT proposes to have in the database links to papers and text books in which lot of test data is included.

The SC agrees to make it a task for WG2 and WG3 to produce a database of input data. It should also be a theme of the 1<sup>st</sup> WG meeting in May 2009 to identify where lack of data information is and how to get access to these data. The WG members will be asked before the meeting to prepare a slide on what data they are missing.

Karin HOFSTETTER presents a proposal of a folder promoting the Action. The folder should also contain information on what is going on in the framework of the COST Action (meetings, workshops, training schools, STSM, etc.). In particular, information on STSM – what is it, how one can apply, ... – should be presented. The folder should be distributed at relevant conferences and workshops and forwarded to colleagues who might be interested in the Action. Furthermore, the national COST representatives of countries not yet signed the MoU will be asked for contact details.

Another promotion activity will be a short presentation of the COST Action at meetings by the Action members. A master presentation of 2-3 slides will be prepared and made available for download at the Action's webpage. A possibility to promote STSM could be the set up of a respective blog at the Action's webpage.

#### Item 2c:

Karin HOFSTETTER presents the slides and poster prepared for presentation at the coming FPS Annual Progress Conference in Zagreb, March 4-5, 2009. SALMEN proposes to reduce the text at the slides and to provide a map of Europe with the Action Members and the participants. At the slide concerning the Working Groups, a diagram showing the interaction between the different Working Groups should be included.

The meeting with the other Action Chairs should be used as forum for advertising the Action (fast beginning with Summer School, focus on young researchers, STSM reports on webpage, blog, ...).

Item 2d:

No further MC meeting (after the one in May in Vienna) is planned for 2009. In November 2009 a written up-date on activities within the Action will be sent to the MC members. In the coming years, MC meetings should also only be held in conjunction with the annual workshop.

The 2<sup>nd</sup> Working Group meeting of all three Working Groups will be held together with the workshop on single fibre testing in Stockholm in November 2009 (see item 2g).

The next training school will be organized by Michaela EDER and held in spring 2010 in Potsdam. The training school scheduled for 2011 will most probably organized by Kristofer GAMSTEDT and held at KTH in Stockholm. The coming training schools will not be held in conjunction with the workshop.

Mike JARVIS will be asked to organize the workshop scheduled for 2010. For the coming workshops MC members from Eastern European Countries such as Hungary, Poland, Serbia, ... will be asked for the organization.

Item 2e:

<b>A. SUMMARY BUDGET (by May 2009)</b>	
(1a) Travel/hotel costs for SC Meeting (Feb 09, Potsdam)	€ 2,500
(1b) Travel/hotel costs for Spring School (May 09, Vienna)	€ 31,000
(1c) Travel/hotel costs for Workshop/MC-Meeting (May 09, Vienna)	€ 65,000
(2) Workshop organisational support	€ 3,000
(3) Short-term scientific missions	€ 2,000
(4) Spring School	€ 3,000
(5) Dissemination – publications	€ 0
(6) Others (GASG)	€ 2,000
<b>TOTAL EXPENDITURE</b>	<b>€ 108,500</b>

A budget for the period June 2009 to May 2010 for the “Pay As You Go”-system is prepared, although during this period the Action will move the Grant System.

<b>A. SUMMARY BUDGET (June 2009 – May 2010)</b>	
(1a) Travel/hotel costs for SC Meeting	€ 3,700

(1b) Travel/hotel costs for Spring School	€ 23,700
(1c) Travel/hotel costs for Workshop/MC-Meeting	€ 82,100
(2) Workshop organisational support	€ 3,000
(3) Short-term scientific missions	€ 9,000
(4) Spring School	€ 3,000
(5) Dissemination – publications	€ 2,000
(6) Others (GASG)	€ 0
<b>TOTAL EXPENDITURE</b>	<b>€ 126,500</b>

Item 2f:

Planning of next training schools (see item 2d).

So far, no applications for STSM are received. For the coming years, 6-8 STSM are planned per year. An info sheet on STSM will be prepared for inclusion in the bags for the workshop and the spring school in May 2009. A blog for STSMs is also planned.

For initiating an Action Think Tank, a short CV and work topics of the participants of the Spring School will be included into the lecture notes of the Spring School.

Olivier ARNOULD has not yet submitted the application for the Conference Grant. The SC decides to ask Melae LANGBEIN about the current status of applications and then sends out another call for applications to the MC members.

Item 2g:

Lennart SALMEN presents a proposal for a workshop on single fibre testing in Stockholm in November 2009. The workshop will be held in the framework of a large project with industrial participants from the papermaking industry. The intention is to have only few presentations related to the project but to invite experts to collect knowledge and to identify the state-of-the-art on micromechanical testing. These experts should be in part members of the COST Action FP0802. By this workshop interaction of the Action with the industry can be enforced.

The organizer of the workshop is Petri MÄKELÄ. The date will be November 4-5, 2009 (1 ½ days). Approx. 60 participants are expected to attend the workshop.

Schedule first day: 6-8 invited speakers of 45-60 min. presentation each; only short discussion after presentation. (The SC members will propose names of potential speakers by the end of February; travel costs for 3-4 speakers from project and for the other 3-4 speakers from Action.)

Schedule second day: Working Group meeting; impulse statement for initiating discussion; invited speakers should be involved as experts in WG meeting; poster presentations of WG members

The workshop will be officially announced as soon as all details are fixed.

Interaction with other COST Actions:

- **E50** 'Cell wall macromolecules and reaction wood' (2005-2009)  
final conference July 2009 in Wageningen, try to catch-up members interested in COST measures  
measures: information, advertisement for FP0802 at meetings
- **E54** 'Characterisation of the fine structure and properties of papermaking fibres using new technologies' (2006-2010)  
common topics research interests?, possible contact persons Geoffrey Daniels, Tom Larsson, Paul Ander  
measures: e.g. joint meetings (MC/WG meetings planned in Grenoble, Oct 7-8)
- **IE0601** 'Wood science for conservation of cultural heritage' (2007-2011)  
WG1: wood properties, particularly their changes due to ageing, degradation, transformation; possible contact person Joseph Gril  
measures: e.g. joint meetings (no information about upcoming events available)
- **P19** 'Multiscale modelling of materials' (2006-2010), domain 'Materials'  
not very active at the moment, possibly interesting for WG3

Item 3a-d, f:

For the workshop 52 abstracts were submitted by scientists from 18 different countries. Each abstract was reviewed by a WG Leaders and Deputy Leaders. The scientific program will consist of 4 keynote lectures, 29 oral presentations, and 23 poster presentations.

The registration fee will amount to € 150. The deadline for the registration will be April 10, 2009. Presentations will not be included into final program if registration is not received by the deadline. The scientific program will focus more on topics than on WGs.

The call for papers at coming workshops should include that posters presenting only plans and no detailed results are also welcome from early stage researchers.

The organization of the workshop runs very smoothly. A detailed budget on the workshop is presented. Financial support is received by COST (€ 3,000), the Mayor of Vienna (50 % of the banquet), and from the Austrian Federal Ministry for Science and Research (€ 2,000 expected).

The SC agrees on the following criteria for reimbursement at future workshops:

1. MC Members
2. Early stage researchers giving a presentation
3. WG members giving a presentation
4. Early stage researchers without presentation
5. WG members without presentation

Item 3e:

WG meeting in May 2009: impulse statement by WG Leader & discussion

The WG meeting in November 2009 should focus on single fibre testing. All coming WG meetings should focus each time on a specific topic. Lisbeth THYGESEN proposes to define together with the topic an output which is expected after the meeting.

MC2 meeting in May 2009: Lennart SALMEN proposes to think already about a final publication at the end of the Action. A special issue in an international journal such as *Holzforschung* will be envisaged as final publication.

Karin HOFSTETTER raises the question on how much coordinated research in the framework of the Action is wanted. She proposes to circulate set of samples between partners and analyze them with available methods and equipment in order to compare different devices and methods, to obtain consistent set of test data (for identification of structure-function relationships, for validation of computational models, etc.), and to have well-characterized material.

The MC will be asked whether they are interested in such an activity. For making this initiative successful, it will be necessary to ask specific questions together with the samples.

The SC agrees, however, not to initiate any 'round robin' testing of sets of samples, as there is no COST funding for this purpose. If a group of collaborators within the Action decides to go for this option, they are very welcome to do so.

Karin HOFSTETTER also proposes to organize tutorials of three to four hours dedicated to particular methods at the afternoons preceding the workshops.

#### Item 4a-d:

The program of the Spring School is already fixed. The program will include eleven lecturers on wood anatomy, solid mechanics, experimental techniques, and numerical and analytical techniques. So far, 25 registrations by PhD-students from 15 different countries are received. The lecturers will be asked to send their lecture notes as well as some introductory literature by mid of April.

For the Spring School 2 ECTS-points will be granted. For receiving a certificate, the introductory literature has to be studied, all lectures of the Spring School have to be attended, and a report of three to four pages on one topic in relation to the student's own research activities has to be written.

An evaluation form for the lectures will be prepared.

The registration fee for the Spring School will amount to € 50.

#### Item 5:

A short SC meeting will be held in the late afternoon of November 3, 2009 in Stockholm. In February/March 2010 the next SC meeting will be held in Copenhagen.

The SC agrees that the minutes of the SC meetings will be put on the webpage and distributed among the MC members.

#### Item 6:

No further comments.

The meeting ends at 16:00.