

## **COST ACTION FP0802**

### **Action FP0802: Experimental and Computational Micro-Characterisation Techniques in Wood Mechanics**

# **Draft Minutes of the 1<sup>st</sup> Management Committee Meeting**

**COST Office**  
**Avenue Louise 149, Brussels, Belgium**  
**7 November 2008**

## **1 Welcome to participants**

The participants of the inaugural meeting of COST Action FP0802 were welcomed by the Science Officer for the Action, Melae Langbein.

The meeting was chaired by Melae Langbein until the election of a chairperson for the Action, which was carried out under agenda item 7.

## **2 Adoption of the agenda**

The draft agenda was adopted without any amendment.

## **3 Presentation of the delegations**

A total of 18 participants from the following 11 countries attended the meeting Austria, Denmark, France, Finland, Germany, Lithuania, Norway, Poland, Sweden, Switzerland, United Kingdom.

The COST Office was represented by the Science Officer of the COST Domain on Forests, their Products and Services Melae Langbein as well as the responsible Administrative Officer, Jeanette Nchung Oru. The list of officially nominated delegates and the participants of the meeting is presented in Annex 1.



## 4 General information on the COST mechanism and on the funding of co-ordination

Melae Langbein gave a briefing on the COST mechanism, presenting the general framework for that programme created to promote scientific and technical co-operation in Europe. Relevant information can be found on the COST Website at <http://www.cost.esf.org/index.php?id=38>. The participants were informed about the current situation of the COST Actions in the Domain Forests, their Products and Services. Currently there are 19 Actions running in this Domain.

Melae Langbein informed the delegates about the principles and procedures related to the COST Actions and about the possibilities of getting activities funded from the COST budget. The relevant documents were distributed and can be found at the official Web-site of COST:

- Rules and procedures for implementing COST Actions ([Annex 2](#))
- Financing of COST activities ([Annex 3](#))
- Rules of Procedure for Management Committees of COST Actions ([Annex 4](#))
- Guidelines for the implementation of Short-Term Scientific Missions ([Annex 5](#))
- Guidelines for evaluation and monitoring of COST Actions (DOC. 271/07) ([Annex 6](#))
- Memorandum of Understanding of COST Action FP0802 ([Annex 7](#))
- COST Grant System (CGS) ([Annex 8](#))
- Rules for reimbursement of expenses for experts eligible for reimbursement ([Annex 9](#))
- COST Strategy for Early Stage Researchers ([Annex 10](#))

With reference to the COST guidelines Melae Langbein noted that Signatories are committed to making every effort to ensure that the necessary funds for participating in the Action are made available under their internal financing procedure. The document 'Rules and Procedure for Implementing COST Actions' provides various modes for the participation in a COST Action (see Chapter 4).

After consultations the Management Committee decided to adopt the Rules of Procedure for Management Committees of COST Actions ([Annex 4](#)) with the specification that the working language of the MC will be usually English (*Article 13*).

Additionally the representative of the COST Office emphasised the text in *Article 12*, which states that: 'Meetings shall be held where the MC considers it advisable to meet at the invitation of an institution in a signatory State. The COST Office shall only undertake the organization of the meetings held in Brussels. The cost of organisation of meetings elsewhere shall be borne by the host country.'

## 5 Status of the Action

COST Action FP0802 was approved by the Committee of Senior Officials on 18 June 2008. The Action entered into force on 29 August 2008 after five countries had signed the Memorandum of Understanding. The Action is to last until 6 November 2012.

As of the first Management Committee meeting, a total of 11 countries had accepted the MoU according to the official records of the COST Council Secretariat. The signature countries were Austria, Finland, France, Germany, Italy, The Netherlands, Norway, Poland, Sweden, Switzerland and the United Kingdom. A further 3 countries have expressed their interest in joining the Action: Denmark, Hungary and Lithuania.

## 6 Election of Chair and Vice Chair

The Management Committee elected Dr Karin Hofstetter (AT) to the Chair of COST Action FP0802. Dr Lennart Salmen (SE) was elected Vice-Chair.

The MC agreed that the institute of the Chair of the Action, Vienna University of Technology (AT) would become the Grant Holder for the Action. The overheads for the Grant Holder were set at 15%, which would be reviewed by the MC on the basis of feedback from the Grant Holder after the first year of operation under the COST Grant System.

The new Action Chair took over the chair of the meeting from this item onwards.

## 7 Working plan for implementing the Action

### 7.1 Objectives and working programme

The objectives of the Action FP0802 are outlined in the Memorandum of Understanding (MoU) ([Annex 7](#)).

The newly elected Chair, Dr Karin Hofstetter presented a summary of the Action background, pointing out that the main objective of the Action is to increase the understanding of the wood microstructure and micromechanics by exploring and evaluating emerging techniques in the fields of physics, chemistry, materials and computer science in order to provide a strong basis for the development of innovative wood-based products in the future and for enhancing the use of the natural resource wood.

The secondary objectives of this COST Action can be split in three main categories:

- Improvement of the knowledge base by
  - deepening the understanding of the microstructural origin of the mechanical behaviour of wood with particular emphasis on time-delayed responses and the influence of moisture state and change,
  - formulating physically motivated material models, providing a link between the identified microstructural features and macroscopic material properties and describing the microstructural changes in consequence of mechanical loading and changes of the environmental humidity, both short-term and long-term,
  - identifying hygro-mechanical properties of wood and its ultrastructural components across several relevant length scales.
- Establishment of a consolidated basis for future research activities and structuring of the research area by
  - identifying new promising measuring and assessment techniques and promoting their adaptation to the specific needs of the wood micromechanics sector,
  - defining goals and coordinating ongoing and new research activities at the national and European level to concentrate resources efficiently,
  - establishing an active communication network and strengthening cooperation within the sector as well as across sector and discipline borders with physicists, chemists, material scientists, structural engineers, etc.,
  - stimulating new research projects at the European level, possibly within the scope of FP7,
  - spreading the knowledge of experimental techniques in the community and improving the qualification of young researchers.
- Providing the scientific foundation for a knowledge-based forest product industry capable of meeting future demands for innovative products with an extended range of applications.

## **7.2 Working method - organisation and management**

It was decided that the Action will be carried out mainly through 3 Working Groups through Short Term Scientific Missions (STMS) and Training Schools. All 3 Working Groups were invited by the Management Committee to cooperate as closely as possible and to ensure the necessary flow of information.

After a comprehensive discussion the following structures and responsibilities were agreed upon:

### **7.2.1 Working Group 1: Wood microstructure**

Co-ordinator: Lisbeth Thygesen (DK)

Deputy Co-ordinator: Stefanie Tschegg (AT)

### **7.2.2 Working Group 2: Mechanical and Hygromechanical behaviour of wood**

Co-ordinator: Michaela Eder (DE)

Deputy Co-ordinator: Olivier Arnould (FR)

### **7.2.3 Working Group 3: Modelling of the material behaviour**

Co-ordinator: Kristofer Gamstedt (DK)

Deputy Co-ordinator: Michael Jarvis (UK)

In accordance with the existing COST rules the MC has set up a Steering Committee consisting of the Chair, Vice-Chair and the three Working Group Co-ordinators and from time to time the Local Organiser of upcoming meetings.

### **7.2.4 Short Term Scientific Mission Scheme**

The MC agreed that the Steering Committee is mandated to judge and approve applications for STSMs and should report back to the MC (fast track approach). The Coordinator of this panel will be the Chair, Karin Hofstetter (AT) who will be assisted in this task by Ms Poell from the Chair's institute.

The Action will assess the STSM proposals it receives as they are received.

All MC members were invited to encourage early stage researchers (less than 10 years since PhD) to participate in the STSM scheme.

Applications can only be submitted by using the on-line registration tool ([www.cost.esf.org/stsm](http://www.cost.esf.org/stsm)) described in the relevant guidelines.

### **7.2.5 INTERNET/WEB site**

To facilitate communication between the members of the Action and to promote distribution of information on the research activities going on in the field of COST Action FP0802 an Action website will be established. The MC agreed that the Chair will be responsible for the Action web site (which will be developed and maintained by Ms Poell from the Chair's institute).

### 7.2.6 DC Rapporteur of the Action

At its next meeting to be held on 4-5-6 March 2008 in Zagreb, the Domain Committee on Forests, their Products and Services (DC FPS) will nominate a Rapporteur for COST Action FP0802, whose task will be to report about the activities of this COST Action to DC FPS and to Chair the Evaluation Panel for the Final Evaluation of Action FP0802.

### 7.2.7 Meeting Secretary

It has been agreed to nominate in the run of the next MC meeting a Meeting Secretary who will be responsible for recording minutes at meetings of the Management Committee.

### 7.3 Distribution of tasks

It has been agreed that:

The Chair will send an email to all MC members asking for their nominations from their country for up to two WG members per WG. MC members should also join one WG. MC members should also provide to the Chair a "long list" of other people who might be interested in being informed about workshops etc for each Working Group.

## 8 Place and date of future meetings

The timing and location of the next meetings were agreed tentatively as follows:

Venue	Dates	Type of Meeting
Potsdam, DE	16 February 2009	Steering Group
Vienna, AT	May 7-10 2009	Training School (Wood at the microscale: structural and hygromechanical fundamentals)
Vienna, AT	May 11-13 2009	Workshop & MC2 (13/5/2009)
TBC (16/2)	September 2009	Working Groups

The Management Committee welcomed the generous offer of German and Austrian delegations to hold the next meetings of COST Action FP0802.

The decision regarding the exact timing and location of MC3 will be made at the Steering Group meeting in February. MC members wishing to host MC3 should advise a member of the Steering Group before Friday 13 February.

#### Budget relevant decisions:

The Management Committee approved the following requests:

- GASG 2009 (2.000 Euro) for the Chair in particular for the establishment of the Action website;
- Workshop Subvention of up to 3.000 Euro for Austrian workshop;
- Action Grant: overheads of 15% for Grant Holder when moving to COST Grant System.

## **9 Any Other Business**

The members of the Management Committee have been invited to support the Action Chair by encouraging those countries whose interest in the Action has been stated in the MoU, to join the Action. In addition, building on the decision taken by the Committee of Senior Officials (CSO) at its 167th meeting (March 2007) concerning the involvement of researchers from countries in the Western Balkans (Albania, Bosnia and Herzegovina) and Europe's "Near Neighbours" (Ukraine, Russian Federation, Caucasian Countries) which are not yet members of COST, efforts should be made to attract membership from those countries and from countries having a reciprocal agreement with COST (currently Australia and New Zealand).

The Chair advised that an application from an institution in a non-COST country had been received. The MC gave its approval to the request from IREQ (Hydro-Quebec Research Center) of Canada to join COST Action FP0802. IREQ's representative to the MC of FP0802 will be Louis Gastonguay.

## **10 Closing of the meeting**

In closing the meeting on 7 November 2008 at 16:27 hrs Action Chair Karin Hofstetter expressed her gratitude to the members of the Management Committee for their active participation in the meeting.

*Melae Langbein  
November 2008*

## ANNEXES:

### 1. Agenda of the Meeting and the list of participants



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1050 Brussels, Belgium  
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#### Draft Agenda

**1<sup>st</sup> Management Committee meeting Brussels 07 November 2008: 09:30-17:00**

Action FP0802: Experimental and Computational Micro-Characterisation  
Techniques in Wood Mechanics

1. Welcome
2. Adoption of the agenda
3. Presentation of the delegations
4. General information on COST mechanism
5. Status of the COST Action
6. Agreement on the internal rules of procedure for the MC of the COST Action
7. COST instruments and the funding of coordination
8. Election of Chair (and Vice-Chair) of the Action  
Election of Grant-Holder  
(Lunch)
9. Working plan for the implementation of the COST Action (Memorandum of Understanding)
  - objectives and working programme
  - working method - organisation and management (including working groups)
  - distribution of tasks and election of WG leaders
  - time-table
10. Place and date of next meeting
11. Miscellaneous
12. Closing



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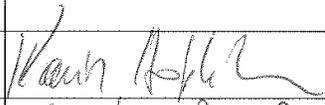
## ATTENDANCE LIST

Name of the meeting: 1st Management Committee meeting

Science Officer: M. Langbein

Meeting code: COST-FP0802-071108-05276

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Nr	Family Name	First Name		Signature 7/11/2008	In DB
1	ARNOULD	OLIVIER	FR		Y
2	BARNETT	JOHN	UK		Y
3	BRAMMING	JAN	NO		Y
4	BURGERT	INGO	DE		Y
5	CSOKA	LEVENTE	HU		Y
6	EDER	MICHAELA	DE		Y
7	FIORAVANTI	MARCO	IT		Y
8	GAMSTEDT	KRISTOFER	SE		Y
<del>9</del>	GARDINER	BARRY	UK		Y
10	GRIL	JOSEPH	FR		Y
11	HOFSTETTER	KARIN	AT		Y
12	HULT MORI	EVA-LENA	NO		
13	JARVIS	MIKE	UK		Y
<del>14</del>	JORISSEN	ANDRE	NL		Y

COST country codes: Austria (AT), Belgium (BE), Bulgaria (BG), Croatia (HR), Cyprus (CY), Czech Republic (CZ), Denmark (DK), Estonia (EE), F.Y.R. of Macedonia (MK), Finland (FI), France (FR), Germany (DE), Greece (GR), Hungary (HU), Iceland (IS), Ireland (IE), Israel (IL), Italy (IT), Latvia (LV), Lithuania (LT), Luxembourg (LU), Malta (MT), Netherlands (NL), Norway (NO), Poland (PL), Portugal (PT), Romania (RO), Serbia (RS), Slovakia (SK), Slovenia (SI), Spain (ES), Sweden (SE), Switzerland (CH), Turkey (TR), United Kingdom (UK)

Place, Date: Brussels, 07/11/2008

Meeting Secretary  
(Chair or local organiser or COST representative)  
Name + signature

Please sign on each page

**ATTENDANCE LIST**

Meeting code: COST-FP0802-071108-05276

<b>Nr</b>	<b>Family Name</b>	<b>First Name</b>		<b>Signature 7/11/2008</b>	<b>In DB</b>
15	LAURINAVICIUS	ALBERTAS	LT		Y
16	NAVI	PARVIZ	CH		Y
17	NIEMZ	PETER	CH		Y
18	OLEK	WIESLAW	PL		
19	PERRE	PATRICK	FR		Y
20	PESZLEN	ILONA	HU		Y
21	ROSZYK	EDWARD	PL		
22	SALMEN	LENNART	SE		Y
23	SARANPAA	PEKKA	FI		Y
24	SCHMITT	UWE	DE		Y
25	SERIMAA	RITVA	FI		Y
26	SVENSSON	STAFFAN	DK		Y
27	THYGESEN	LISBETH	DK		Y
28	TSCHEGG	STEFANIE	AT		Y
29	VESTOL	GEIR I	NO		
30					
31					

COST country codes: Austria (AT), Belgium (BE), Bulgaria (BG), Croatia (HR), Cyprus (CY), Czech Republic (CZ), Denmark (DK), Estonia (EE), F.Y.R. of Macedonia (MK), Finland (FI), France (FR), Germany (DE), Greece (GR), Hungary (HU), Iceland (IS), Ireland (IE), Israel (IL), Italy (IT), Latvia (LV), Lithuania (LT), Luxembourg (LU), Malta (MT), Netherlands (NL), Norway (NO), Poland (PL), Portugal (PT), Romania (RO), Serbia (RS), Slovakia (SK), Slovenia (SI), Spain (ES), Sweden (SE), Switzerland (CH), Turkey (TR), United Kingdom (UK)

Place, Date: Brussels, 07/11/2008

Meeting Secretary

(Chair or local organiser or COST representative)

Please sign on each page

Name + signature

2. Rules and procedures for implementing COST Actions (Doc. COST 270/07) (see COST-Website [www.cost.esf.org/index.php?id=38](http://www.cost.esf.org/index.php?id=38) or <http://www.consilium.europa.eu/igcpdf/en/07/st00/st00270.en07.pdf>)
3. COST Vademecum – Instruments for financing of COST Actions activities (see COST-Website [www.cost.esf.org/index.php?id=38](http://www.cost.esf.org/index.php?id=38) or [http://www.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/FinancialInstruments.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/FinancialInstruments.pdf))
4. Rules of Procedure for Management Committees (Annex II of the document ‘Rules and procedure for implementing COST Actions’ (see COST-Website [www.cost.esf.org/index.php?id=38](http://www.cost.esf.org/index.php?id=38) or <http://www.consilium.europa.eu/igcpdf/en/07/st00/st00270.en07.pdf>)
5. Guidelines for the implementation of Short-Term Scientific Missions (see COST Vademecum – Short Term Scientific Missions (STSM); see COST-Website [www.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/3-STSM.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/3-STSM.pdf))
6. Guidelines for Assessment, Monitoring, Evaluation and Dissemination Results of COST Actions (Doc. 205/08) (see COST-Website [www.cost.esf.org/index.php?id=38](http://www.cost.esf.org/index.php?id=38) or [PDF-515kb](#))
7. Memorandum of Understanding of COST Action FP0802 (COST doc. 254/07 see <http://www.consilium.europa.eu/igcpdf/en/08/st00/st00224.en08.pdf>)
8. COST Grant System (CGS) (see COST Vademecum – COST Grant System (CGS); see COST-Website [www.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/6-COSTGrantSystem.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/6-COSTGrantSystem.pdf))
9. Rules for reimbursement of expenses for experts eligible for reimbursement(see COST Vademecum – Travel and subsistence; see COST-Website [http://www.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/1-Travel\\_Subistence.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/1-Travel_Subistence.pdf))
10. COST Strategy for Early Stage Researchers (COST doc. 212/07 see <http://register.consilium.europa.eu/pdf/en/07/st00/st00212.en07.pdf>)