

**Minutes of the 2<sup>nd</sup> Management Committee Meeting**  
**COST Action FP0802**  
**Experimental and Computational Micro-Characterisation Techniques**  
**in Wood Mechanics**  
**Vienna (Austria), 13/05/2009 from 14:00-16:00**

**0. Welcome to participants**

The following 14 of the 17 countries having accepted the MoU of the Action were represented at the meeting:

Austria, Denmark, Finland, France, Germany, Hungary, Lithuania, Netherlands, Norway, Poland, Spain, Sweden, Switzerland, United Kingdom

**1. Adoption of agenda**

The agenda was adopted by the MC.

**2. Minutes of last meeting**

The MC approved the minutes of MC1 held in Brussels, Belgium on November 7, 2008 without any amendments.

**3. Matters arising**

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

- *application of SCION* (New Zealand) to join Action as non-COST country approved (email of January 14<sup>th</sup>, 2009)
- *reimbursement of Martina Pöll* (TU Wien, Action Secretary) for the Steering Committee Meeting in Potsdam on February 16<sup>th</sup>, 2009 approved (email of January 8<sup>th</sup>, 2009)
- *support grant for Spring School* on 'Wood at the microscale: structural and mechanical fundamentals' in Vienna in May 2009 amounting to € 3000 approved (email of February 2<sup>nd</sup>, 2009)

The MC approved the request by the Action Chair to include Martina Pöll in her role as Action secretary in the reimbursement list whenever required without further individual approval by the MC.

**4. Report from the COST Office**

- News from the COST Office
- Status of Action, including participating countries
- Budget Status, budget planning and allocation process

The Action budget for the current budget year (June 1, 2008 – May 31, 2009) is € 89,498.59

- € 15,458.59 spent for MC1 Meeting, Steering Committee Meeting, General Support Grant
- € 74,040.00 committed for COST FP0802 Spring School & Workshop

The Action budget for the next budget year (June 1, 2009 – May 31, 2010) is anticipated to be € 89,000.

- migration to COST Grant System likely to start in 2<sup>nd</sup> or 3<sup>rd</sup> quarter of 2009
- EC will carry out a Mid Term Review of COST
- CSO has issued new templates for Monitoring Progress Report and Final Evaluation Reports
- new template agenda for MC meetings
- CSO has invited DC Chairs to review the Guidelines for Assessment, Monitoring, Evaluation and Dissemination
- new Reciprocal Agreement under development: with South Africa

Conference Grant Early Stage Researchers: Melae LANGBEIN stated that the relation of the applicant to the COST Action can be a WG member or even someone working in the laboratory of a MC/ WG Member on work that is related to the Action, even though they do not attend Action meetings.. The Action Chair has to decide whether the ESR's CGESR proposal would contribute to the Action or not.

Further news and information on COST can be found at attached presentation by the COST office (MC2\_Presentation\_Langbein.pdf) which constitute a part of the minutes.

Martin GREIMEL the rapporteur of the Action introduced himself and his tasks.

## **5. Progress report of working groups**

The first working group meetings took place on May 13, 2009, 8:30-11:30, Vienna, Austria:

*WG1 – Wood microstructure:* Lisbeth THYGESEN reported that the focus of the WG1-meeting focussed on possible STSMs. Each participant presented oneself and the research institution.

*WG2 – (Hygro-)mechanical properties:* Michaela EDER reported that in the WG2-meeting the participants also presented themselves and they tried to find a basis for a platform of discussions.

*WG3 – Modelling of the material behaviour:* Kristofer GAMSTEDT reported that in the WG3-meeting each participant presented oneself and the research institution. Furthermore, details of the next WG3-meeting in conjunction with IE0601 were discussed.

Karin HOFSTETTER briefly reported on the *COST FP0802 Spring School "Wood at the microscale: structural and mechanical fundamentals", May 7-10, 2009, Vienna, Austria*. 40 students from 17 countries listened to 11 lecturers (from 6 countries) talking on wood anatomy, solid mechanics, numerical and analytical techniques, and experimental techniques. Students will be granted a certificate of 2 or 3 ECTS points if they have read the introductory literature, attended all lectures, and hand in a report of 3-4 or 8-10 pages by June 30, 2009. The Spring School was also evaluated by the students:

- content of Spring School was very relevant to student's own needs,
- Spring School contributed very well to get in touch with new scientists (Think Tank/ networking),
- evaluation of lecturers: content/ quality of presentations were rated as good/ very good, lectures/ materials were clear and easy to understand, numerical part should have been after experimental part

## Final budget:

BREAKDOWN OF EXPENSES			APPLICATION			Final breakdown		
Item	Total expenses (Budget)			Local Organizer's Contribution €	Requested COST support €	Total expenses €	COST support €	Annex
	local curr.	Currency	€					
[1] Room and technical equipment rental			2.908,00	2.908,00		1.000,00	0,00	
[2] Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report, proceeding etc.			350,00		350,00	1.200,00	700,00	
[3] Phone, fax, Mailings cost for announcements, letters of confirmation						0	0	
[4] 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)						0	0	
[5] Local transport - e.g. bus for field trips			500,00		500,00	0,00	500,00	
[6] Coffee breaks and light refreshments			1.800,00		1.800,00	1.800,00	1.800,00	
[7] Meals/dinners if deducted from the daily allowance of the reimbursed participants.			2.728,00	2.728,00		2.000,00	0,00	
[8] Others (please specify)			350,00		350,00	100,00	0,00	
<b>Total</b>			<b>8.636,00</b>	<b>5.636,00</b>	<b>3.000,00</b>	<b>6.100,00</b>	<b>3.000,00</b>	

The MC approved the final budget of the Spring School.

*COST FP0802 Workshop "Experimental and computational methods in wood micromechanics", May 11-13, 2009, Vienna, Austria.* 56 abstracts submitted from 18 different countries were reviewed by the WG Leaders & Deputy Leaders. The final scientific program consisted of 4 keynote lectures, 28 oral presentations, and 24 poster presentations. 95 scientists, among them 56 Early Stage Researchers (incl. 31 PhD students), from 21 different countries attended the workshop.

## Final Budget:

BREAKDOWN OF EXPENSES			APPLICATION			Final breakdown		
Item	Total expenses (Budget)			Local Organizer's Contribution €	Requested COST support €	Total expenses €	COST support €	Annex
	local curr.	Currency	€					
[1] Room and technical equipment rental			2.181,00	1.181,00	1.000,00	3.300,00	1.000,00	
[2] Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report, proceeding etc.			500,00		500,00	1.500,00	500,00	
[3] Phone, fax, Mailings cost for announcements, letters of confirmation						0	0	
[4] 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)						0	0	
[5] Local transport - e.g. bus for field trips			1.500,00	1.500,00		550,00		
[6] Coffee breaks and light refreshments			4.328,00	2.828,00	1.500,00	4.000,00	1.500,00	
[7] Meals/dinners if deducted from the daily allowance of the reimbursed participants.			9.958,00	9.958,00		11.500,00		
[8] Others (please specify)			3.053,00	3.053,00		850,00		
<b>Total</b>			<b>21.520,00</b>	<b>18.520,00</b>	<b>3.000,00</b>	<b>21.700,00</b>	<b>3.000,00</b>	

The MC approved the final budget of the Workshop.

## 6. Action planning

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

Following the last FPS Annual Progress Conference held on March 4-5, 2009 in Zagreb, Croatia the Domain Committee provided the following monitoring feedback to the Chair of the Action *"The DC commended the Action's dynamism and exceptional early progress. The early involvement of participants from non-COST countries was commended as was the Action's attention to ensuring gender balance. The DC commended the Chair's commitment to dissemination"*.

### 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 2<sup>nd</sup> *COST FP0802 Training School* to be held in Golm/Potsdam, Germany in March/April 2010

- Organisation support grant of up to € 2,000 for the Local Organiser of *the Joint WG1/WG2-Meeting and the 3<sup>rd</sup> Management Committee Meeting* to be held in Biel, Switzerland in May 2010
- Organisation support grant of up to € 3,000 for the Local Organiser of the *2<sup>nd</sup> COST FP0802 Workshop* to be held in Hannover, Germany in September/October 2010

Karin HOFSTETTER presented a proposal for the Action's budget – which is higher than the COST proposal – for the period June 2009 – May 2010. Melae LANGBEIN stated that the COST Office would review whether additional funds could be made available for Training Schools and STSMs (in excess of the required minimum of 4/year).

<b>A. SUMMARY BUDGET</b>	
(1a) Travel/hotel for SC Meeting (Nov 09,	500,00 €
(1b) Travel/hotel for WG-Meetings/WS fibre testing (Nov 09, Apr 10, May 10)	40.000,00 €
(1c) Travel/hotel for Training School	15.000,00 €
(1d) Travel/hotel for annual Workshop/MC-	40.000,00 €
(2a) Workshop support grant	3.000,00 €
(2b) WG-Meeting support grant	2.000,00 €
(3) Short-term scientific missions	9.000,00 €
(4) Training School support grant	3.000,00 €
(5) Dissemination – publications	2.000,00 €
<b>TOTAL SCIENCE EXPENDITURE</b>	<b>114.500,00 €</b>
<b>B. SECRETARIAL SUPPORT</b>	
15 % of total science expenditure	17.175,00 €
<b>C. TOTAL EXPENDITURE</b>	<b>131.675,00 €</b>

### 6.3 Action Planning (including meetings)

#### 6.3.1 Location and date of next meeting & 6.3.2 Long-term planning (including anticipated locations and dates of future meetings)

The MC approved that in 2009 no further MC meeting will take place. A written update on activities will be sent out by the Action chair in November 2009.

The MC approved the following coming meetings:

<i>date</i>	<i>city, country</i>	<i>type of meeting</i>
November 3, 2009	Stockholm, Sweden	2 <sup>nd</sup> Steering Committee Meeting
November 4-5, 2009	Stockholm, Sweden	Workshop on single fiber testing and modelling Joint WG1/WG2/WG3-Meeting
March/April 2010	Golm/Potsdam, Germany	2 <sup>nd</sup> Training School
May 2010	Biel, Switzerland	Joint WG1/WG2-Meeting 3 <sup>rd</sup> Management Committee Meeting

April 2010	Krakow, Poland	WG3-Meeting in conjunction with IE0601 workshop
September/October 2010	Hannover, Germany	2 <sup>nd</sup> Workshop
2011	Helsinki, Finland	Workshop

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

The exact date of the 2<sup>nd</sup> Training School at which approx. 12 ESRs are allowed to attend as well as a schedule of the TS will be fixed by Michaela EDER and Callum HILL (local organisers) by the end of June 2009. The exact date of the Joint WG1/WG2-Meeting and the MC3-Meeting is to be fixed by Michaela EDER, Lisbeth THYGESEN, Karin HOFSTETTER, and Parviz NAVI (local organiser). The exact date of the 2<sup>nd</sup> Workshop is to be fixed by Uwe SCHMITT (local organiser). All dates will be communicated to the COST office by the Action Chair on behalf of the MC.

In 2011 the Training School will most probably take place at KTH in conjunction with the Forest Products Industry College. Melae LANGBEIN states that it is important to include COST as early as possible and it has to be made clear that the intention of the Training School is really in line with the COST Action (and not just seeking COST financing for an independent initiative, eg many of the Trainers should be members of the FP0802).

Karin HOFSTETTER proposed to organize a Training School for Post docs focussing on new methods not applied to wood micromechanics yet. Ritva SERIMAA proposed as possible topics X-Ray and imaging.

Karin HOFSTETTER proposed to organise tutorials dedicated to particular methods at the afternoons preceding the workshop. A possible topic for the tutorial before the workshop in Hamburg could be on X-ray and imaging. Melae LANGBEIN stated that for big meetings like workshops (and any associated tutorials) COST can fund invited experts from non-COST countries if approved in advance and included on the reimbursement list.

## **7. STSM status, applications**

No applications for STSM were received yet. As advertisement measures an information sheet on STSM were in the bags of the participants of the Spring School and the workshop. In addition, the first WG-meetings focussed on presentation of the individual participants. The Action Chair is optimistic that soon applications will be made.

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**

A proposal for the Action Brochure was presented. The MC approved that the Action Brochure will only be made available for download from the Action's webpage.

A general Action presentation of 2-3 slides will be made available for download from the Action's webpage.

DC-members and national COST representatives of countries not yet signed the MoU will be asked by Karin HOFSTETTER for contact details of scientists who might be interested in the Action.

The MC approved that the final publication of the Action (papers on state-of-knowledge, achievements in the framework of the Action) will be a special issue of a renowned international journal. Lennart SALMÉN emphasized that the planning has to be started two years before the ending of the Action. He will take over the organisation of the special issue and will get in contact with the journal *Holzforschung*.

### **9. Request for new members**

There are currently activities in Romania and Croatia to join the Action. The MC approved the joining of the Action of these two countries in case they do not manage to complete the process by the anniversary of the CSO approval on June 17, 2009.

### **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: 35 % female 65% male
- Working Groups: 23 % female 77% male
- Attendance at 1<sup>st</sup> Workshop: 28 % female 72% male

Early Stage Researchers:

- Steering Committee: 40 %
- Management Committee: 16 %
- Working Groups: 41 %
- 1<sup>st</sup> Workshop: 59 %

### **11. Non-COST country participations**

The following institutions from non-COST countries have previously been approved as non-COST country participants in the Action by JAF (executive group of CSO):

- Hydro-Quebec, Canada (contact Louis Gastonguay)

The MC recalled that since the previous MC meeting the MC has approved by written procedure the following non-COST country participants:

- Scion, New Zealand (contact Chris Lenth)

The MC approved the following joining requests from non-COST countries, subject to their completing the necessary documentation and receiving DC and JAF approval:

- University of Canterbury, New Zealand (contact Clemens Altener);
- Forest Products Laboratory, Madison, USA (contact Joseph Jakes).

### **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 Workshop are to be included.

In the internal area (user name, password: to be requested from the Action Chair) literature for the Spring School can be found. STSM reports and documents of coordinated research efforts are to be included. Olivier ARNOULD will coordinate the inclusion of documents of the three working group meetings.

**13. AOB**

The MC appointed Callum HILL and Wolfgang GARD as financial rapporteurs of the Action.

See the presentation of Karin HOFSTETTER (MC2\_Presentation\_Hofstetter.pdf) which constitute a part of the minutes.

**14. Closing**

The meeting closed at 16:10.