

COST Action E53

Quality control for wood and wood products

Minute of the 6th Management Committee Meeting

Delft University of Technology

Faculty of Civil Engineering and Geosciences, Timber Structure and Wood Technology
Stevinweg 1, 2628 CN Delft, the Netherlands

Wednesday, 29 October 2008, 17:15 – 18:00 hrs

1. Welcome to participants

Chair welcomed new rapporteur of this Action, Prof. Petar Todorovic

Representatives from the following 25 countries participated in this meeting:

Austria, Belgium, Bulgaria, Canada, Croatia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Netherlands, Norway, Poland, Portugal, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, UK

2. Adoption of agenda

The agenda has been sent out with the letter of invitation.

Mr Geert Ravenshorst volunteers to be keeping the notes from the meeting.

3. Minutes of last meeting

The minutes of the fifth meeting of the Management Committee held on, Tuesday, 20 May 2008 at Holmenkollen Park Hotel Rica in Oslo, Norway, were approved by the Management Committee.

4. General Information from the COST Secretariat

No information was provided by the COST Secretariat

COST Website

The official COST Web-site is accessible under the following address:
<http://www.cost.esf.org>.

Status of the COST Action E53



So far, according to the files 25 countries have joined COST Action E53:

Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Netherlands, Norway, Poland, Portugal, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom

CSO approval: 14 June 2005
Entry into force: 14 October 05
First MC Meeting: 06 March 06
End of the Action: 05 March 2010

Chair: Prof. Robert Kliger
Vice-Chair: Dr. Johannes Welling
Rapporteur: Prof. Petar Todorovic

Action item: the MC noted that it would like the rapporteur to attend a workshop and/or conference for the Action.

Working Groups:

Working Group	Coordinator	Email-address
WG 1: Scanning for Wood Properties in Quality Control and Processing	Arto Usenius	arto.usenius@vtt.fi
WG 2: Moisture Content and Distortion in Quality Control and Processing	Johannes Welling	johannes.welling@vTI.bund.de
WG 3: Strength, Stiffness and Appearance in Quality Control and Processing	Charlotte Bengtsson	charlotte.bengtsson@sp.se

Training Schools

In the course of the year 2004 the COST Programme has introduced the new tool of 'COST Training Schools' aiming to provide within the frame of the Action topic for a group of scientists over a period of normally five days intensive training in a new emerging subject in one of the laboratories of the Action with unique equipment or know how. The participants are basically but not exclusively young researchers from across Europe but should also cover appropriate-training as a part of 'life-long learning'.

5. Year budget planning

The officeholders as well as all delegations are to be asked to assure that in the light of the limited financial means all future participants of activities organised by COST Action E53 will dedicate adequate attention to the *principle of the most economical overall expenditure* when asking for reimbursement.

BUDGET 2009

The budget for the budget year 2009 (1 June 2008 – 31 May 2009) will amount to approx. 125.000 Euro.

Action item: the MC will develop a proposal for how it would like to spend this budget, in particular addressing the type and timing of different activities under the Action throughout the budget year 2009.

6. STSM status, applications

STSMs have to be financed out of the Action budget. In this context it has to be underlined that applicants should only make binding bookings after having received the official letter of approval.

The Management Committee should be informed that the revised guidelines offer also the possibility of Group STSMs (two – three experts (each from a different signatory country) visiting one host institute at the same time).

So far, in the budget year 2008-9 2 STSMs have been financed. A further STSM is planned for the budget year 2009.

In the course of the budget year 2009 the Management Committee is invited to encourage young researchers to take advantage of this specific scheme.

In the budget year 2009 (1 June 2008 – 31 May 2009) it is envisaged that three to four STSMs will be funded, two of which are already planned.

7. Publication, annual report

Each Action has to submit a **Monitoring Progress Report** before the end of a calendar year. A template can be found in the annex of the COST Document Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions (see www.cost.esf.org/index.php?id=guidelines). *The MC members are invited to support the Action Chair in listing all relevant publications.*

Action item: The Chair will circulate a request for information for the Annual Report to the members of Steering Committee at the end of November 2008.

From the beginning of the year 2007 those reports have been posted at the Action related sector of the official COST Web-site.

It was noted that COST Action E53 has submitted its Monitoring Progress Report for the year 2008.

Action item: the MC will put the most recent Monitoring Progress Report on the Action web page to facilitate access for all MC members.

Quarterly Report - a brief report high lightening the outcome of the Oslo workshop has been submitted and is available on E53 homepage.

MC has considered publishing of the outcomes of the Oslo meeting.

Publications

All MC members have been encouraged to inform at the national level about the most important outcomes of COST Action E53. At least one copy of all relevant articles should be sent for documentation to the Action Chair as well as the COST Office regardless in which language they are written. However a small summary in English language would be helpful

- The publication list for WG 1 is still missing
- The publication list for WG 2 and WWG 3 has to be updated.

MC advised that COST Office has requested additional copies of “Warsaw publication”. There was no money in the Workshop Subvention for publication of these additional copies therefore MC advised that the Action will need more money from COST if it is to publish these.

Action: The Cost Office to review budget and advise how to proceed. COST Office advises that this request for additional copies can be cancelled as according to the files it was not financed by the COST Office.

The printed proceedings from Delft conference is available and a pdf version will be put on home page.

MC advised that each WG will produce a summary of publications.

8. Evaluation

The COST Document titled *Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions* (COST doc. 205/08, see www.cost.esf.org/index.php?id=guidelines) contains information on the evaluation process implemented by Committee of Senior Officials (CSO), subsequently adapted by the Domain Committee on Forests, their Products and Services.

It will be the main objective of the final evaluation to demonstrate the effectiveness of the completed COST Action in terms of:

- achievement of the objectives stated in the MoU
- value added by the Action
- management of the Action
- dissemination of information by the Action
- level of participation in the Action
- economic impact of the Action.

The evaluation report of the Action is aimed at the:

- users of the Action resources and results
- Management Committee of the Action
- Technical Committee of COST FPS
- the COST Administration

and may also be used to evaluate proposals to initiate follow-up Actions by the MC.

The Rapporteur will chair the Evaluation Panel. In this task he will be supported by two external evaluators (taken from the list of DC experts).

In response to the COST Office's invitation to the MC to initiate the preparation process for the Final Evaluation by compiling copies of relevant publications (reports in particular) the MC advised that publications have already been collected and put on the Action website.

9. Request for new members

The period within which COST member states can join this Action without any conditions being imposed, has run for twelve months from the date of approval of the Committee of COST Senior Officials and has expired on 13 June 2006. Any request of a COST member state for accession to COST Action E53 which will be submitted after this date will have to be approved by its MC.

Since the last MC meeting the COST Office has not received any requests for accession to this COST Action.

10. Non COST participation

Since the last MC meeting the COST Office has not received any request from a Non COST institution.

MC advised that University of British Columbia (Canada) has previously been accepted as a non-COST institution member of E53.

11. Web news

The Web-site of Action E53 is accessible under the following address:
<http://www.cost53.net/>

A brief update on the status of the Website will be given at the next MC meeting.

12. Progress Report of Working Groups

The MC should be informed by the 3 WG Coordinators as well as the Task Force Leaders about activities so far carried resp. planned.

Progress reports of WGs are needed by the end of December 2008.

The MC is invited to complete the list of WG members.

13. Long term planning

Task Groups

The establishment of Task Groups focusing at specific issues might be taken into consideration

A Task Group will be established comprising the Steering Group members C, VC & WG leaders plus local organiser = 8 people.

Task Group developed and circulated a questionnaire comprising about 12 questions two weeks prior to this MC meeting.

During the meeting it was agreed that all MC members will arrange translation to their respective languages (translation to be completed by 30 November) and delivered to NTI in Norway who will be responsible of running the internet version of the questionnaire. The questionnaire will be open during January and February 2009. MC members were encouraged to send link to relevant companies in their own country and responses will all be submitted electronically.

Data collection to be completed by December.

Action items:

- MC members to submit the translation of the English version of the questionnaire and the accompanying letter to their respective language. Deadline: 30 November 2008. Send it to Anders Nyrod from NTI: e-mail: anders.q.nyrod@troteknisk.no The English version will be delivered 7 November 2008. This can be downloaded from the COST E53 website. Robert Kliger has also prepared an invitation letter for companies to encourage them to fill in the questionnaire. This will also be placed on the website for translation.
- MC members will send to NTI their national distribution lists for questionnaire
- MC members will advertised in the local trade publication and encourage companies to answer the questionnaire
- MC members will through their own channels (various trades confidential email lists) encourage to answer the questionnaire.
- If companies (in certain countries) fill in the questionnaire manually on paper MC members (or responsible in this country) have to fill it in electronically the web version

Training School

The organising of a Training School might be considered.

The date and the venue of the meetings planned for the years 2008/2009 should be determined.

The outline of the next meetings should be discussed.

After the Work plan for the years 2008/2009 has been discussed the meetings necessary to implement the work plan should be fixed (date (alternative date), venue, local organiser, meeting objectives, reports, questionnaires, country contributions, Steering Committee meetings, etc.)

All activities which have a financial implication have to be approved by the MC (meetings, subventions, trainings courses, publications) and recorded in the minutes.

No training schools planned for 2009 budget year.

14. Time and place of next meetings

The Management Committee might revise and update the meeting plan elaborated in the course of previous MC meetings, **the meetings planned for the year 2008/2009 should be fixed** (under the assumption that one reimbursement amounts to 800 Euro, please take into consideration that on average only 80% of the expected experts eligible for reimbursement are finally asking for the reimbursement of their costs arising from the participation in the concerned meeting):
Budget 2009 (1 June 2008-31 May 2009)

Valencia SC	26-27 TBC Mars 2009	SG & Task Group
Bled	21-22 April 2009	workshop & MC mtg

Budget 2010 (1 June 2009 – 31 May 2010)
Oporto/Lisbon 22-23 October 2009 Conference & MC mtg
Preliminary title of the conference in Oporto/Lisbon “Economic aspects on quality control of wood products”.

Budget relevant decisions:

The Management Committee approved the following requests:

- Possibility of questionnaire costs to be covered from 2009 budget (approved by MC but will need to seek advise from COST Office)
- Subvention: the MC approved the granting of a workshop support grant of up to €3 000 to the organiser of the Bled workshop 2009 (approved by MC)

15. Any other business

The MC Members should be informed about the possibilities of the instruments provided by COST Strategic Workshops (*), ESF (Research Conferences); INTAS; EUREKA as well as NATO Research programme.

(*) Strategic Workshops are an important new element in the positioning of COST. The aim is to bring researchers and decision makers together to discuss forefront topics, principally of an inter-disciplinary nature, which can be used in the future development of the topic and which may form the basis of future proposals, not only to COST, but also to the framework programme and to other European organisations responsible for research networking.

16. Closing

Chair thanked everyone for participating in the meeting and thanked organiser for organisation of an excellent meeting.

Annex: Planned Publications

Action Number: E53

Working Title of planned publication:

Editor/Publishing House:

Format:

Number of Pages (estimate):

Number of Copies to be financed by COST (estimate):

Date of finalisation of the manuscript (realistic estimate):

Date of printing (realistic estimate):

Presumably to be financed out of the budget 2009 (1 June 2008 – 31 May 2009)