

COST Action E53

Quality control for wood and wood products

Minutes of the 7th Management Committee Meeting

Kompas Hotel, Bled, Slovenia

Wednesday, 22 April 2009, 15:00 – 16:30 hrs

1. Welcome to participants

Chair welcomed MC members to the meeting

Representatives from the following 22 countries participated in this meeting:

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

Melae Langbein from the COST office also attended.

2. Adoption of agenda and election of meeting secretary

The Chair went over the agenda, which was sent out in advance of the meeting. An additional item was added under Budget Planning and STSMs, which was the approval of small working group meetings.

Dr John Moore volunteered to record the minutes of the meeting.

3. Minutes of last meeting

The minutes of the sixth Management Committee meeting held on Wednesday 29 October 2008 at Delft University of Technology in The Netherlands were circulated prior to the meeting.

Under item 14 (Time and place of next meeting), Melae Langbein (COST Scientific Officer) noted that the minutes should have explicitly stated that the Management Committee approved the €3000 subvention to the University of Ljubljana to run the Working Group meetings in Bled. This correction to the minutes was approved by the Management Committee.

The minutes of the previous meeting were approved by the Management Committee.

4. General Information from the COST Secretariat

Melae Langbein, the Scientific Officer responsible for Action E53 gave an update from the COST Office. The slides from this presentation are included as an appendix to these minutes. Some key points from this presentation were:

- Process for ending an action
 - Evaluators will attend final conference and will review the Action against the original MOU.
 - Opportunity to provide input into the guidelines for assessing, monitoring and evaluating COST Actions by the end of May 2009 (feedback to be sent to national DC FPS representative).
 - The impact of the Action needs to be explained in wider terms, not just its impact for researchers
- Conference Grants for Early Stage Researchers (CGESR) are available and these are funded at a Domain level (i.e., outside the Action E53 budget).
- International dimension
 - participation from non-COST countries is welcomed. These include near neighbours, reciprocal agreement countries (Australia, New Zealand and shortly South Africa) and other countries.
- There is an open call through which new actions can be proposed. Preliminary proposals are submitted through the internet and these are evaluated twice a year. The assessment criteria for new proposals are on the COST website.

All activities except the Final Conference and the printing of the final publication of the Action must be completed before the end date of the Action (5/3/2010). The final conference can be held up to three months after the end date of the Action (so up to 4/6/2010). The final publication may be published after the end date of the Action but:

- the formal request for funding of this publication must be made to the COST Office at least six months before the end of the Action,
- Section 7 of the COST Vademecum must be followed and funding of the publication is only guaranteed once the COST Office has issued a purchase order to the publisher and
- the invoice must be received by the COST Office within one year from the end date of the Action.

5. Year budget planning

The budget from 1 June 2009 until the end of the Action is €133,000. This must cover all activities from 1 June 2009 until the end of the Action, including the Final Conference.

The MC approved the following budget related items:

- GASG 2009 (2000 EUR) and GASG 2010 (2000 EUR) for the Chair

- Workshop Support Grant of up to 3000 EUR for the Local Organiser of the Portugal workshop subject to the participation fees for COST Action members being no higher than the rates that will be reimbursed by the COST Office

- Workshop support Grant of up to 10 000 EUR for the Local Organiser of the Final Conference in Edinburgh (receipts will be required for everything) subject to the participation fees for COST Action members being no higher than the rates that will be reimbursed by the COST Office.

6. STSM status, applications

These two items were discussed together

Applications for STSMs have been received from Poland and Germany. Together these would use approximately 3% of the budget for the 2009/10 year. Therefore, the Management Committee approved the provision of funds to support two more STSMs.

7. Publications, annual report

A summary report from the Bled meeting will be placed on the COST E53 website. No budget is required for hardcopy publication.

The Action will have to complete a Monitoring Progress Report for the 2009 Calendar Year in early January, using the new template available from the COST website and Section 2 of the Final Evaluation Report before the final conference.

The MC approved the financing of the E53 final publication (to be funded from the COST central budget). The request to the COST Office for the financing of the E53 final publication must be sent to the COST Office at least 6 months before the end of the Action.

8. Task group status

The Chair summarised the timeline for processing the questionnaire and asked for the name and email address of one person from each country who would receive the data for their country. If a name is not provided, the first name that appears on the Management Committee list for a particular country will be the designated recipient of the data for that country. Names must be provided to the Chair within one week of 22/04/2009.

9. Request for new members

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

10. Non COST participation

The University of British Columbia (Canada) has previously been approved by the MC of E53 as a non-COST institution member of E53 but has not yet completed the necessary documents (template and motivation letter) so has not yet been submitted for DC or JAF (executive group of CSO) approval so is not an official non-COST country participant in the Action.

There has been quite a lot of international interest, but no official participation in COST E53. It was suggested that we could invite international speakers to the two upcoming COST E53 conferences.

11. Budget request

The Management Committee approved the Chair to receive the grant of €2,000 per year for the 2008/09 and 2009/10 financial years. This will cover the period until the end of the Action.

12. Web news

The website for the Action (<http://www.cost53.net/>) is running smoothly and no concerns were raised.

13. Progress Report of Working Groups

The Chair noted that he had problems obtaining information from the three Working Groups prior to the FPS Annual Progress Conference in Zagreb in March 2009. This information is needed in a more timely manner and an online folder is required in order to receive this information. The main achievements from each working group need to be summarised.

The poster on COST Action E53 is available for comment

The COST Office would like to know the number of active participants in each Working Group.

Action: WG leaders to provide this information for their WG to the Chair. If possible early stage researchers should also be identified.

Note: An early stage researcher is someone who has less than 10 years experience since the end of their formal education (PhD thesis less than 10 years old) or who is currently studying for his/her PhD.

14. Long term planning

The next conference will be held in Lisbon, Portugal on 22-23 October, 2009. A presentation was given on this meeting by Dr Jose Santos. The registration fee is expected to be approximately €110 and around 60 registrations are expected for day 1

and 35 for day 2. Two technical visits are planned: one to a wooden ship and the other to see new wooden houses.

A flyer for the conference is required before the end of June 2009, and the agenda for the conference will be finalised at the Steering Group meeting in June. The Chair asked that members of the Management Committee market the conference to their colleagues.

A request was made from Dr Arto Usenius that a presentation/field visit on cork be included in Lisbon meeting if possible.

The MC approved the following meetings:

Steering Group meeting	Lisbon, Portugal	11-12 June 2009.
MC/ WG meeting	Lisbon, Portugal	22-23 October, 2009
Task Force Discolouration (10 p.)	TBC	TBC (before 4/3/2010)
Task Force Distortion (10 p.)	TBC	TBC (before 4/3/2010)
Task Force Quality (10 p.)	TBC	TBC (before 4/3/2010)
Task Force Evaluation of the questionnaire (10 p.)	TBC	TBC (before 4/3/2010)
Task Force Scanning (10 p.)	TBC	TBC (before 4/3/2010)
Final Publication editing meeting	TBC	TBC (before 4/3/2010)
Final Conference	Edinburgh, UK	May 2010

The MC anticipated that the Task Force meetings would each only €3000-5000, based on a maximum of 10 participants requiring 1-2 night's accommodation and an easily (and cheaply) accessible meeting location.

15. Time and place of final conference

The final meeting would be held in Edinburgh, UK in May 2010 and would be hosted by Edinburgh Napier University. The Management Committee approved a conference support grant of up to €10,000 (with full receipts) to the organisers of the final conference.

Actions:

- Edinburgh Napier University to check the suitability of a date in early (preferably the first week) May 2010 for holding the meeting.
- Members of the Management Committee to check for clashes with other related conferences

16. Any other business

There were no additional items discussed

17. Closing

The Chair reminded Management Committee Members to go through the MOU to check progress against the original objectives and benefits, and the overall scientific programme.

The Chair would also like at least five suggestions for new COST Action proposals. The Chair already has some ideas and will circulate these for comment and expressions of interest.

Finally, the Chair thanked everyone for participating in the meeting and thanked locals organiser for an excellent meeting.