



cost
EUROPEAN COOPERATION
IN SCIENCE AND TECHNOLOGY

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Brussels, 2 June 2012

**Subject | Minutes of the First Management Committee (“Kick-Off”)
Meeting of COST Action TD1105
“European Network on New Sensing Technologies for Air-Pollution
Control and Environmental Sustainability - EuNetAir”**

***COST Office | Avenue Louise 149
1050 Brussels | Belgium
16/05/2012, from 09:30 till 16:30***

1. Welcome

The Science Officer (SO) for the Domain Earth System Science and Environmental Management (ESSEM), Başak Kısakürek, welcomed all the participants.

The meeting was chaired by Başak Kısakürek 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 of the meeting, as found in **Annex 1**, was approved without changes or additions by the members of the Management Committee (MC) of COST Action TD1105.

3. Presentation of the delegations

All participants introduced themselves, informed the MC of the country they represent and reported briefly about their professional background.

The COST Office was represented by the Science Officer and Administrative Officer of the COST ESSEM Domain, respectively Başak Kısakürek and Chandrasa Sjamsudin.

A total of 38 participants from the following 21 Parties were attending the meeting: Belgium, Bulgaria, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Netherlands, Norway, Poland, Romania, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom. All parties were represented in the meeting. The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 2**.



4. General information on COST and status of the COST Action

Başak Kısakürek presented the mission, features, history and structure of COST, as well as descriptions of the 3 Domains (Chemistry and Molecular Sciences & Technologies, Earth System Science & Environmental Management, Materials, Physics & Nanosciences) over which TD1105 arches (**Annex 3**).

The COST Action TD1105 was approved by the Committee of Senior Officials on 01/12/2011. The Action officially starts with the 1st MC / Kick-Off Meeting and will end in four years, on 15/05/2016. The ESSEM and MPNS Domain Committees nominated Prof. Konstantinos Kourtidis (GR) and Prof. Joaquim Manuel Vieira (PT), respectively, as Rapporteurs for COST Action TD1105.

As of the first Management Committee meeting, a total of 21 Parties had accepted the MoU according to the official records of the COST Council Secretariat. The Action would be open for COST countries to join unconditionally until 15/05/2013, after which new members can join only after the approval of the MC.

The objectives of the meeting were given as understanding how to manage a COST Action, understanding COST Rules and Procedures, understanding MC responsibilities for COST Grant System, electing a Chair, a Vice-Chair, WG Leaders, a Grant Holder, a Webmaster, an STSM coordinator and two Financial Rapporteurs, creating an Action structure with working groups, and developing the Annual Work Plan and Annual Budget Plan for July 1, 2012 – June 30, 2013 period. The MC was reminded to submit a draft of the first Work Plan and Budget Plan to the COST Office by the 25th of May 2012.

5. General information on COST mechanism and on the funding and reporting of coordination activities

Chandrasa Sjamsudin introduced COST main instruments and procedures (**Annex 4**). The procedure about processing the reimbursement forms and the attendance list for each meeting was explained: since meeting reimbursements are processed in a batch and not one by one, COST meeting participants are asked to complete the forms before the meeting and to bring them together with copies of all tickets to the meetings. For future meetings, the local organizer or the Grant Holder Manager has the responsibility to collect the signed "Attendance list" for each day signed by the participants together with all reimbursement forms and relevant receipts to be processed by the Grant Holder after the meeting. It was also pointed out that the Grant Holder shall keep all financial documents until 5 years after the end of the 7th Framework Program-2014, i.e. **till 2019**.

Comprehensive information was also provided with regard to the COST Grant System under which the Action will be funded. The presentation focused on the Grant System implementation in terms of objectives, boundary conditions, work and budget plan and role and the responsibility of the Grant Holder. The Action will sign a Grant Contract in 01/07/2012, for a period of 12 months. The MC was informed that a Grant Holder institution should be designated to sign a contract with the COST Office to receive the Action's yearly allocation in the form of an annual grant. The Grant Holder must be the institution of an MC member normally, but not necessarily that of the Chair or Vice-Chair. When selecting an institution, care must be taken on tax issues to avoid problems when receiving the grant or making payments. It was stated that, for local organizer support, VAT is NOT an eligible cost for reimbursement.

The expenses of the 1st MC ("Kick-Off") meeting on 16/05/2012 are covered by the COST Office.

The budget allocated to the Action from 01/07/2012 till 30/06/2013 is EUR 139 900 which shall include the maximum of 15% of Financial and Scientific Administration and Coordination of the Total Science Expenditure.



6. Agreement on the internal rules of procedure for the Management Committee of the COST Action

The Rules of Procedure for the Management Committee (**included in Annex 3**) were presented and read to the MC by Başak Kısakürek from Annex II of COST 4154/11 “*Rules and Procedures for implementing COST actions*”.

The MC members were reminded that neither of them represents himself or his institution but his country. For further meetings it should be noted that MC members may be replaced in one meeting only if the replacement is confirmed by the COST National coordinator of the respective country. [http://www.cost.eu/about_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)

MC1D1 The Rules of Procedure were unanimously approved by the MC.

7. Election of the Chair and Vice-Chair of the Management Committee

The Science Officer invited volunteers or nominations for the positions of Chair and Vice Chair of the Action.

MC1D2 The MC elected unanimously Michele Penza (IT) as the Chair of the Action.

MC1D3 The MC elected unanimously Anita Lloyd Spetz (SE) as the Vice-Chair of the Action

After the election of the Action’s Chair and Vice-Chair, the Science Officer handed the meeting over to the newly-elected Chair. The Chair gave a brief presentation about his institution and his research interests (given in **Annex 5**). The Vice-Chair gave a brief presentation about her institution (given in **Annex 6**) and her research interests (given in **Annex 7**).

8. Selection of the Grant-Holder, two Financial Rapporteurs, STSM Coordinator, Webmaster

Newly elected MC Chair, Michele Penza, informed the MC that University of Bari is considering taking on the responsibility of the Grant Holder (GH). The agreement of Uni. of Bari to becoming the GH is subject to their being able to comply with all COST rules and regulations (especially flat rate reimbursement). Annamaria Demarinis (University of Bari, IT) gave a presentation on her institution’s willingness to take on the role of Grant Holder of TD1105 (given in **Annex 8**).

MC1D4 The MC elected unanimously the University of Bari as the Grant Holder.

Grant Holder Institution: University of Bari 'Aldo Moro' - Piazza Umberto I, 1 - 70121 Bari, ITALY -
Country code: +39 (Fiscal Code: 01086760723)

Legal Representative: PETROCELLI CORRADO - Rector of University of Bari "Aldo Moro" - ITALY,
rettore@uniba.it

Scientific Representative: GIANLUIGI DE GENNARO, Chemistry Department - University of Bari
"Aldo Moro"- ITALY, giangi@chimica.uniba.it

Grant Holder Manager (Finance Officer): GIANFRANCO BERARDI, Chemistry Department -
University of Bari "Aldo Moro"- ITALY, berardi@chimica.uniba.it

MC1D5 The MC elected unanimously the following Financial Rapporteurs, STSM Coordinator and Webmaster:

Financial Rapporteur 1°: Ivan Nedkov, Bulgarian Academy of Sciences, BG, nedkov@ie.bas.bg



Financial Rapporteur 2°: Eduard Llobet Valero, University Rovira i Virgili, ES,
eduard.llobet@urv.cat

STSM Coordinator: Jan Theunis, VITO Flemish Institute for Technological Research, BE,
jan.theunis@vito.be

Webpage Coordinator: Marco Alvisi, ENEA - Italian National Agency for New Technologies,
Energy and Sustainable Economic Development, IT,
marco.alvisi@enea.it

9. Work plan for the implementation of the COST Action (based on the Memorandum of Understanding)

Michele Penza first presented the history of the EuNetAir application and its approval (the whole presentation given in **Annex 9**). He continued to present the TD1105 Action in detail. This Action is proposed to solve problems in the area of

- Indoor/outdoor energy efficiency
- Environmental sustainability
- Climate changes monitoring
- Health effects of air-pollution

The proposed solution to this is

- Networking of Coordinated Action on Integrated and Multidisciplinary Scale of Science and Technologies: NANOMATERIALS, GAS SENSORS, WIRELESS TECHNOLOGY, AIR-QUALITY MODELLING, STANDARD & PROTOCOLS

The expected impact of this is

- European Leadership on AQC Science & Technology
- Development of Green Economy
- Support to Sustainable Development
- Monitoring System for Clean Air for Europe

The working program includes

- Nanomaterials for AQC sensors
- Improved gas sensor systems & sensing microdevices
- Wireless sensor networks & distributed intelligence
- Air-quality modelling & chemical weather forecasting
- New protocols, standards & methods for AQC sensors
- Harmonisation for environmental measurements
- Guidelines for AQC systems & transducers
- Environmental sustainability & energy efficiency

MC1D6 The work will be coordinated by the Management Committee (given in **Annex 2**).

MC1D7 It was decided that a Core-Group (CG) of 10 persons (including Chair, Vice-Chair, WGs Leaders, Grant Holder, Scientific Secretary, Webmaster Coordinator and STSM Coordinator) will be nominated (before 15 June 2012) to take decisions (up to 10 000 Euro) in between MC meetings. In addition, CG will be powered by a small budget (up to 8 000 Euro) for restricted meetings to take urgent and important decisions in between MC meetings. MC approved the setup of the Action Scientific Secretary.

Scientific Secretary: Dr. Annamaria Demarinis (University of Bari, IT - from Grant Holder).



MC1D8 The Action TD1105 will be guided by a Steering Committee (SC) (nominated before June 15). SC includes the CG based on 10 persons and additionally 4 Special Interest Groups (SIGs) Coordinators and 5 Ad-Hoc Group Coordinators: Editorial Board, Dissemination, Training Schools, Gender Balance, STSM/ESRs (already CG member) and Intellectual Property Rights (IPRs) Coordinator. Other Experts could be involved during specific Action agenda discussions to enhance decisions.

The work will be performed in **4 Working Groups (WGs) with related Sub-Groups**:

1. WG1: Sensor materials and nanotechnology

- Sub-Working Group 1.1: Metal oxide nanostructures for AQC gas sensors
- Sub-Working Group 1.2: Carbon nanomaterials for AQC gas sensors
- Sub-Working Group 1.3: Emerging sensor materials (organic/ inorganic, hybrid, nanocomposites, polymers, functional, etc.)

2. WG2: Sensors, devices and systems for AQC

- Sub-Working Group 2.1: Gas sensors and new transducers
- Sub-Working Group 2.2: Portable gas sensor-systems
- Sub-Working Group 2.3: Wireless technology and AQC sensor network
- Sub-Working Group 2.4: Intelligence algorithms and distributed computing for networked AQC sensors

3. WG3: Environmental measurements and air-pollution modelling

- Sub-Working Group 3.1: Environmental measurements at laboratory and in field air-quality stations
- Sub-Working Group 3.2: Air-quality modelling and chemical weather forecasting
- Sub-Working Group 3.3: Harmonisation of environmental measurements

4. WG4: Protocols and standardisation methods

- Sub-Working Group 4.1: Protocols, standard and methods for AQC by analyzers/ instruments (no- sensors) technologies
- Sub-Working Group 4.2: Protocols, standard and methods for AQC by sensors (no- analyzers) technologies
- Sub-Working Group 4.3: Benchmarking of new products and market of commercial AQC sensors

MC1D9 The different Working Groups with related Sub-Groups are coordinated by a **Chairperson** and a **Vice-Chair** as Deputy, which have been contacted earlier and have agreed to these tasks (given in **Annex 10**). The WGs Chairs and Vice-Chairs are as follows as:

WG1 Chair:	Prof. Juan Ramon Morante, IREC, Spain
WG1 Vice-Chair:	Prof. Jyrki Lappalainen, Oulu University, Finland
WG2 Chair:	Prof. Andreas Schuetze, Saarland University, Germany
WG2 Vice-Chair:	Prof. Florin Udrea, Cambridge CMOS Sensors Ltd, UK
WG3 Chair:	Prof. Ole Hertel, Aarhus University, Denmark
WG3 Vice-Chair:	Prof. Kaarle Hameri, University of Helsinki, Finland
WG4 Chair:	Prof. Ingrid Bryntse, SenseAir SA, Sweden
WG4 Vice-Chair:	Dr. Nicolas Moser, E2V Microsensors SA, Switzerland

The WG Leaders are invited from Chair to update the Scientific Programme of related WG with a **short amendment** in order to focus on S&T current hot topics. This should be finished by end of June 2012.



MC1D10 All members are encouraged to submit **Expression of Commitment** to participate in different Working Groups. It is mandatory to join to at least one WG per participant. It is facultative the expression of interest for Ad-Hoc Groups and Special Interest Groups. This should be performed by each Action participant on a COST-suggested special form (given in **Annex 11**) before end of June 2012.

Promotion of **Gender Balance** is defined as an important task and will have its own working group (given in **Annex 10**).

Promotion of **Early Stage Researchers (ESR)** will be a prioritized activity all through Action TD1105. This will be performed for example through exchange of researchers between different partners to promote career development for ESR. Short Term Scientific Missions (STSM) will be budgeted at least 4 per year.

Timetable for the Action is presented in **Annex 9** page 37-42.

10. Budget plan for the first period

MC1D11 The budget for the first period was presented by Chair as first draft. Discussions, comments and re-arrangements were suggested by MC. A final version of the budget (given in **Annex 12**) has been presented after MC kick-off meeting. Voting within MC will be performed by e-vote system and expected to be finished by 15 June 2012 for MC final approval of the Work & Budget Plan for First Period of Action.

11. Place and date of next meeting

The discussion on place and date of next MC Meeting was open by Chair. The next MC Meeting, in conjunction with scientific WGs Meetings, will be held at **Rome**, ENEA Headquarter (Chair organization: Lungotevere Thaon de Revel, 76, Rome), 4 - 6 December 2012.

12. AOB

Michele Penza presented already announced and expected **calls within FP7** (given in **Annex 13**). MC concluded that it should be submitted 2-3 applications from the TD1105 Action Group/Network.

13. Closing

Michele Penza, as newly elected Chair, acknowledged All Participants, MC Members, DC Rapporteurs and COST Officers (Basak Kisakurek and Chandrasa Sjamsudin) for fruitful contributions. Chair kindly invited all participants to support Action TD1105 with open and positive efforts for a successful Action and international S&T cooperation by giving the best regards for next meeting.

List of Annexes

- Annex 1:** Meeting agenda
- Annex 2:** COST Attendance list
- Annex 3:** Presentation from the Science Officer
- Annex 4:** Presentation from the Administrative Officer
- Annex 5:** Presentation from Action Chair about his institution and his research interests
- Annex 6:** Presentation from Action Vice-Chair about her institution
- Annex 7:** CV of the Action Vice-Chair
- Annex 8:** Presentation about the Grant Holder, University of Bari
- Annex 9:** Presentation about TD1105 from the Action Chair
- Annex 10:** List of Chairs and Deputy Chairs of the different Work Groups
- Annex 11:** Expression of Commitment form and Annex
- Annex 12:** Budget for first year
- Annex 13:** Important Calls within FP7



List of MC Decisions

MC1D1 The Rules of Procedure were unanimously approved by the MC.

MC1D2 The MC elected unanimously Michele Penza (IT) as the Chair of the Action.

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