

Draft Minutes
4th Management Committee (MC) Meeting

COST Action TU0601
Robustness of Structures
Coimbra, Portugal, the 2nd of March 2009

0. Welcome to participants

The Chair of the Action Michael Faber chaired the meeting and warmly welcomed all the participants. A list of participants can be found in Annex A of this document.

1. Adoption of agenda

The agenda of the meeting was adopted without any amendment.

2. Minutes of last meeting

The minutes of the previous MC meeting in Timisoara were approved without any amendment.

3. Approval of Conference/Workshop Grant

The total budgeted expenses amounting to 4,800 Euros and the requested COST support amount of 4,100 Euros for the Coimbra meeting were unanimously approved by the Management Committee.

4. Report from the COST Office

– **News from the COST Office**

The Chair noted that there was no updated information on administrative and financial matters sent by the COST Office prior to this meeting. Any further information received from the COST Office in this regard would be sent to all members of the Action by email.

– **Status of Action, including participating countries**

The Chair informed that France and Bulgaria had expressed interest to join the Action. The participation of more members from existing countries in the Action as well as new countries was encouraged, provided this was relevant to the aims and activities of the Action.

5. Cooperation with related COST Actions

The Rapporteur of the Action Kiril Gramatikov pointed out that the cooperation initiatives of the Action with related Actions E55 and C26 were well received and appreciated at the recent meeting of the COST Transport and Urban Development Domain Committee (DC-TUD) held in Prague on the 25th and 26th of February 2009. He urged the members of the Action to continue and implement further steps necessary towards such cooperation.

As decided at the Timisoara meeting, a joint session/workshop would be organized at the Ljubljana meeting of the Action with Action E55. For effective planning and organization in this regard, a suggestion was made for the Core Group/Steering Committee of the Action (comprising the Chair, the leaders of the 3 Working Groups (WG) and the coordinator of the Task Group) to have a joint meeting with the leadership of Action E55 at the forthcoming meeting of Action E55 in Trondheim, Norway. It was felt that the scheduling of a joint session/workshop at the Ljubljana meeting would greatly strengthen and enhance the ongoing inter-domain cooperation between the 2 Actions.

With regard to cooperation with Action C26, the existing level of cooperation would continue and as before, the Chair and Working Group leaders of Action C26 would be invited to the next workshop of the Action.

6. Information from DC-TUD meeting

For the benefit of members of the Action, the Rapporteur shared relevant information from the recent COST Transport and Urban Development Domain Committee (DC-TUD) meeting held in Prague on the 25th and 26th of February 2009.

– Introduction of the Grant System

The implementation of the new grant system had been delayed due to technical difficulties and would be introduced as soon as possible.

– Strategic/Exploratory Workshop

The possibility of organizing a strategic workshop within the COST platform was mentioned. The Rapporteur explained that the aim of such workshops was to bring researchers and decision-makers together to discuss forefront topics, principally of an interdisciplinary 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 European framework programme and to other European organizations responsible for research networking.

The idea was well received by members of the Action. A suggestion was made to organize a strategic workshop in collaboration with the Joint Committee on Structural Safety (JCSS).

– **Conference Grant Support**

The Rapporteur pointed out the possibility for early stage researchers to avail conference grants to participate in an international conference outside the activities of the COST Action. Three grants (for a maximum amount of 3000 Euros each) per year would be offered at the Transport and Urban Development (TUD) domain level.

– **COST Annual Monitoring Progress Conference**

The next annual monitoring progress conference would be held in Brussels on the 16th of June 2009.

7. Progress report of working groups

On the second day of the meeting, each of the 3 WG leaders made a presentation of the discussions held during their WG meetings and provided an overview of the future work and outlook of their WG.

Separate documents have been prepared for the minutes of the 3 WG meetings – WG 1, WG 2 and WG 3.

8. Progress Report on Activity 1 (item retained from previous MC meeting in Timisoara for information)

It was requested that members send information on damages/failures/collapses of buildings and structures as soon as possible. A paper based on the analysis of the collected information would be presented at the next meeting of the Action.

It was noted that there were several activities/work concerning collection of information currently going on in the Action. The need to integrate all information gathering activities and to have a single database was strongly underlined.

9. Development of Factsheets (item retained from previous MC meeting in Timisoara for information)

At the previous meeting of the Action, it was decided to prepare technical factsheets in order to provide focused reporting on specific issues relevant to the Action. The deliverables and expectations in this regard would be articulated more clearly and then circulated by the Chair and Vice-Chair of the Action.

(Update after the Timisoara meeting : Since the Timisoara meeting, a draft template and 2 illustrative datasheets (prepared for activities outside the Action)

were sent to all WG leaders requesting them for their comments and to initiate discussions within their WG in this regard.)

10. Action planning

– Annual progress conference (preparation and/or feedback from DC)

The Chair pointed out that the annual monitoring progress report for the Action would be due for submission in April 2009 and requested all members of the Action to contribute in this regard. The progress report prepared for the last year was shown for illustration and it was further explained that the scientific report would consist of general as well as activity specific reporting.

In order to have consistent reporting, Working Group (WG) leaders were requested to provide reports on the activities of the Action under their management under the following heads:

- Line of action of individual activities under the WG
- Progress made on the activities
- Possible problematic/critical/difficult issues encountered
- Interface issues and collaboration with other WGs

In order to meet COST deadlines for submission, WG leaders were requested to send their reports to the Chair by mid-April 2009.

The Chair would collate all the WG reports and also provide a general evaluation of the overall aims and functions of the Action and reporting on collaborative activities.

– Long-term planning – location and date of future meetings

The venue and date of future meetings were confirmed as:

- Core group meeting in Trondheim, Norway on the 26th and 27th of March 2009 (together with meeting of Action E55)
- 5th MC meeting, 4th WG meetings and joint meeting with Action E55 in Ljubljana, Slovenia on the 21st and 22nd of September 2009
- 6th MC meeting, 2nd workshop/symposium and 5th WG meetings in Copenhagen, Denmark in March-April 2010 (subject to confirmation from local organizer).

11. STSM status, applications

The Chair informed that the first Short Term Scientific Mission (STSM) of the Action from Università degli Studi di Genova (Genoa, Italy) to ETH Zurich (Zurich, Switzerland) had been successfully completed. Another STSM from Universidade

Nova de Lisboa (Caparica, Portugal) to Universitat Politècnica de Catalunya (Barcelona, Spain) was currently underway.

Members of the Action were strongly encouraged to submit proposals for (STSM) available for use within the Action. All details about STSM are available at:

http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/3-STSM.pdf or http://www.cost.esf.org/?id=38&print_doc=4 .

12. Publications, dissemination and outreach activities

Members of the Action were asked to disseminate information about the activities of the Action as much as possible. The possibility of organizing Action related sessions at conferences and workshops was strongly encouraged.

13. Request for new members

The participation of more members from existing countries in the Action as well as new countries was encouraged, provided this was relevant to the aims and activities of the Action.

14. Web news – online publication of presentations

As before, it was decided that permission would be sought from members who had made presentations either at the joint meeting or at the WG meetings for publishing their presentations (in pdf format) on the website of the Action (<http://www.cost-tu0601.ethz.ch/>). The published presentation files would be accessible only to all members of the Action through a username and password. An email would be sent in this regard requesting permission for the publishing of presentations on the Action website.

15. AOB – proposal for FP7

The Vice-Chair of the Action Ton Vrouwenvelder made a suggestion to prepare a proposal for consideration under the European Commission's Seventh Framework Programme for Research and Technological Development (FP7). The idea was welcomed by the Rapporteur and other members of the Action.

16. Closing

The Chair thanked all the participants and the local organizers and closed the meeting.

Annex A – Attendance

The following were present during the meeting:

1. Jitendra Agarwal (UK)
2. Carmen Bucur (RO)
3. Joan Ramon Casas (ES)
4. Fabio Casciati (IT)
5. Sara Casciati (IT)
6. Dimitris Charmpis (CY)
7. Marios Chryssanthopoulos (UK)
8. Krzysztof Cichocki (PL)
9. Geoffrey Decan (BE)
10. Michael Faber (CH)
11. Lucia Faravelli (IT)
12. Marian Gizejowski (PL)
13. Kiril Gramatikov (MK) – Action Rapporteur
14. Niels Peter Hoj (CH)
15. Daniel Honfi (HU)
16. Boulent Imam (UK)
17. Mehmet Inel (TR)
18. Bassam Izzuddin (UK)
19. Victoria Janssens (IE)
20. Eduardo Julio (PT)
21. Alexander Kozlowski (PL)
22. Ulrike Kuhlmann (DE)
23. Leslaw Kwasniewski (PL)
24. Bernt Leira (NO)
25. Jana Markova (CZ)
26. Harikrishna Narasimhan (CH)
27. Luis Canhoto Neves (PT)
28. Enrico Rizzuto (IT)
29. Lars Rölle (DE)
30. Fahim Sadek (USA) – Invited expert
31. John Dalsgaard Sorensen (DK)
32. Uwe Starossek (DE) – Invited expert
33. Miroslav Sykora (CZ)
34. Selcuk Toprak (TR)
35. Ton Vrouwenvelder (NL)
36. Leonard Ziemianski (PL)