



**COST ACTION E48
The Limits of Paper Recycling**

**Minutes of the 1st Management
Committee Meeting**

**COST Office
Avenue Louise 149, Brussels, Belgium
30 March 2005 at 10:00 – 17:30 hrs**

1 Welcome to participants

The participants of the inaugural meeting of COST Action E48 have been welcomed by Mr. Günter Siegel, Science Officer for the COST Domain on Forestry and Forestry Products.

The meeting was chaired by Mr. Siegel until the election of a chairperson for the Action which was carried out under agenda item 6.

2 Adoption of the agenda

The draft agenda was adopted without any amendment.

3 Presentation of the delegations

A total of X participants from the following 7 countries were attending the meeting: Finland, France, Germany, Hungary, Netherlands, Spain and United Kingdom. The COST Office was represented by the Science Officer of the COST Domain on Forestry and Forestry Products, Mr. Siegel. The list of officially nominated delegates and the participants of the meeting with their contact information is presented in Annex 1.

4 General information on the COST mechanism and on the funding of co-ordination

At the beginning of this item Mr. Siegel gave a briefing on the COST Mechanism presenting the general framework for that programme created to promote the scientific and technical co-operation in Europe. Relevant information can be found on the COST-Website at <http://cost.cordis.lu/src/home.cfm>

Furthermore the participants have been informed about the current situation of the COST Actions in the field of Forestry and Forestry Products. Currently there are 26 Actions running in this domain area.

The Science Officer informed the delegates about the principles and procedures related to the COST Actions and about the possibilities of getting activities funded from the COST budget. The relevant documents have been distributed and can be found at the official Web-site of COST:

- Rules and procedures for implementing COST Actions ([Annex 2](#))
- Financing of COST activities ([Annex 3](#))
- The Standard Rules of Procedure for Management Committees for COST ([Annex 4](#))
- Guidelines for the implementation of Short-Term Scientific Missions ([Annex 5](#))
- Guidelines for evaluation and monitoring of COST Actions (DOC. 222/03) ([Annex 6](#))
- Memorandum of Understanding of COST E44 ([Annex 7](#))
- Annual Grant Scheme
- New COST/ESF Reimbursement rules

With reference to the COST guidelines Mr. Siegel called into mind that Signatories are committed to making every effort to ensure that the necessary funds for participating in the Action are made available under their internal financing procedure. The document 'Rules and Procedure for Implementing COST Actions' provides various modes for the participation in a COST Action (see Chapter 4).

After consultations the Management Committee decided to adapt the Standard Rules of Procedure for Management Committees ([Annex 4](#)) with the specification that the working language of the MC will be mainly English (Article 13).

Additionally the representative of the COST Secretariat emphasised the text in *Article 12*, which states that: 'Meetings shall be held where the MC considers it advisable to meet at the invitation of an institution in a signatory State. The COST-Office shall, however, only undertake the organization of the meetings held

in Brussels. The cost of organisation of meetings elsewhere shall be borne by the host country.'

Furthermore, the MC decided to change Article 8 defining the minimal number of participating Signatories necessary to be present to consider a MC meeting as an official one. In the light of the small number of signatory countries it has been agreed to lower the relevant threshold from two-thirds to a half.

5 Status of the Action

COST Action E48 was approved by the Committee of Senior Officials on 2 December 2004. The Action entered into force on 17 February 2005 after five countries had signed the Memorandum of Understanding. The Action is to last until 29 March 2009.

At the time of the first Management Committee meeting, a total of 10 countries had signed the MoU according to the official records of the COST Council Secretariat. The signature countries were Bulgaria, Czech Republic, Finland, France, Germany, Ireland, Latvia, Netherlands, Spain and United Kingdom.

6 Election of Chair and Vice Chair

The Management Committee has elected Mr. Jan-Eric Levlin (Fin) to the Chair of COST Action E48. Dr. Harald Grossmann (D) was elected Vice-Chair.

Mr. Levlin expressed his readiness to chair the Management Committee until its second session.

The new Chair took over the chair of the meeting from this item onwards

7 Working plan for implementing the Action

7.1 Objectives and working programme

The objectives of the Action E48 are outlined in the Memorandum of Understanding (MoU) ([Annex 7](#)). The newly elected Vice-Chair Dr. Harald Grossmann presented a brief summary of the Action background, pointing out that the main objective of the Action is to develop scenarios which describe the future use of recovered paper within the European paper industry in order to provide a better background for focused research activities in the field as well as to facilitate investment decisions or future company strategies concerning raw material markets.

The Scientific Programme of the Action focuses on three areas:

- Limits governed by the characteristics of recovered paper (Area 1)
- Limits governed by pulp preparation techniques (Area 2)
- Limits governed by market developments, legislation and sustainability aspects (Area3).

In discussing the objectives of the three scientific areas the members of the Management Committee agreed that in the frame of Area 1 also the characteristics of new fibre should be taken into consideration to the extent necessary for investigating the limits related aspects.

It has been highlighted that under Area 1 the external developments should be addressed. In the frame of Area 2 the internal developments should be taken into consideration.

Furthermore, the members of the Management Committee agreed that as there exist great price differences between virgin and recovered fibre, adequate importance should also be attached to cost related issues. Area 3 has been determined as platform for the necessary deliberations.

As a need for smaller modifications of the Working Programme has been identified, the MC members agreed to address this issue in the case of the next MC meeting.

7.2 Working method - organisation and management

It was decided that the Action will be carried out mainly through 3 Working Groups and through Short Term Scientific Missions (STMS). All three Working Groups should address the relevant key areas as described in the MoU. After a comprehensive discussion the following structures and responsibilities were agreed upon:

7.2.1 Working Group 1: The development of recovered paper quality

Acting Co-ordinator: Dr. Harald Grossmann (interim)

7.2.2 Working Group 2: Treatment technologies and future recycled pulp quality

Acting Co-ordinator: Dr. Angeles Blanco

7.2.3 Working Group 3: Legislative aspects, market trends and societal issues

Acting Co-ordinator: Mr. Arie Hoohimeijer

7.2.4 Short term Scientific Mission Scheme

In accordance with the existing COST rules the MC has set up a Steering Committee consisting of the Chair, Vice-Chair and the three Working Group Co-ordinators, which is mandated to judge and approve applications for STSMs and has to report back to the MC (fast track approach).

All MC members have been invited to encourage young scientists to participate in that scheme.

Application forms for STSMs are available on the WEB-Site <http://www.cordis.lu/cost> where one should look for 'Documents'.

7.2.5 INTERNET/WEB site

To facilitate the communication between the members of the Action and to promote the distribution of information on the research activities going on in the field of COST Action E48 Action Vice-Chair Dr. Harald Grossmann expressed his readiness to host and maintain a Web-site for this Action at the server of the Technical University of Dresden.

7.2.6 TC Rapporteur of the Action

At its next meeting scheduled to be held at the beginning of September 2005 in Brussels, the Technical Committee on Forests and Forestry Products (TC FFP) will be asked to nominate a Rapporteur for COST Action E48, whose task will be to report about the activities of this COST Action to the TC FFP. Dr. Piroska Karolyi-Szabo (Hu) indicated to serve as a Rapporteur if nominated by the TC FFP:

7.2.7 Meeting Secretary

Dr. Roland McKinney expressed his readiness to serve as a Meeting Secretary, responsible for taking note of the meetings of the Management Committee at which the Science Officer will not be present.

7.3 *Distribution of tasks*

It has been agreed that all MC members will nominate their national WG members not later than by 30 april 2005 and send their names to the Action Chair, the Vice-Chair as well as to the COST Office (Science Officer).

To ensure broad information about the newly launched Action the Steering Committee has been asked to prepare a flyer.

Furthermore, MC members have been invited to support its Chair in building up an informative Web-site by providing adequate information material.

In preparation of the second MC meeting all signatory countries have been invited to prepare a report informing about the ongoing national research activities. To facilitate this task the Core Group will prepare a template.

8 Place and date of future meetings

The timing and location of the future meetings was agreed tentatively as follows:

Telephone Conference Meeting	4 May 2005	Steering Committee
Netherlands	30 June – 1 July 2005	Joint MC/WGs Meeting
Edinburgh	28 – 29 November 2005	Joint MC/WGs Meeting
Brussels		

9 Any Other Business

The members of the Management Committee have been invited to support the Action Chair by encouraging those countries whose interest in the Action has been stated in the MuO to join the Action. In addition, efforts should be made to attract further membership from the countries in the Mediterranean as well as Eastern European Countries.

In the light of the industry related aspects the members of the Management Committee have been encouraged to inform comprehensively the industrial research community as well as to invite its members to participate in the planned activities of the Action.

10 Closing of the meeting

In closing the meeting on 30 March 2004 at 16:30 hrs Action Chair Mr. Jan-Erik Levlin expressed his gratitude to the members of the Management Committee for their active participation in the meeting.

Günter Siegel
Scientific Officer for the
COST Domain on Forests and Forestry Products

April 2005

