



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

Draft Minutes of the 3rd Management Committee Meeting

**Monday, 28 November 2005, 11:00 – 13:30 hrs
Tuesday, 29 November 2005, 17:30 – 18:00 hrs**

**COST Office
Av. Louise 149, Brussels**

1. Welcome to participants

The members of the Management Committee were welcomed by the Chair of COST Action E48 Mr. Jan-Erik Levlin.

Representatives from the following 13 countries have participated in the meeting:

Bulgaria, Finland, France, Germany, Hungary, Italy, Latvia, Netherlands, Poland, Romania, Spain, Sweden and United Kingdom

2. Adoption of agenda

The draft agenda was adopted without any amendment.

3. Minutes of last meeting

The minutes of the second meeting of the Management Committee held on 1 July 2005 at the Hotel De Zoete in Haarlemmerliede (NL) were approved without any amendment.

4. General Information from the COST Secretariat

The Science Officer of COST Action E48, Mr. Siegel informed the Management Committee about the most recent developments concerning the COST Programme, addressing in particular the following issues:

Council of the European Union as well as European Parliament supporting COST
Reform of the COST Programme
External assessment of COST Domains
Introduction of a Continuous Open Call for Proposals in COST based on a two stage process

Strengthening of the links between the European Commission and the COST Technical Committees
 COST will play an important role within the next Framework Programme
 Meeting with the new Rapporteur of the European Parliament for FP7
 Initiation of a restructuring of the COST Domains
 Meeting with EU Commissioner Potocnik
 COST Information day in Turkey
 Report of the High Level Evaluation Panel (established by the European Commission for the Mid-Term Review)
 COST and the European Research Council
 Dr. Martin Grabert, new Director of the COST Office
 COST Day (planned for 19 April 2006 in the European Parliament).

COST Website

In the meanwhile the official COST Web-site has been transferred to the ESF server being accessible under the following address: <http://www.cost.esf.org>.

Approval of the Action by the CSO: 1 December 2004

First MC Meeting: 30 March 2005

Date of Expiring: 29 March 2009

Status of the COST Action E48

So far, according to the files 15 countries have joined COST Action E48:

Bulgaria, Czech Republic, Finland, France, Germany, Hungary, Ireland, Italy, Latvia, Netherlands, Poland, Romania, Spain, Sweden and United Kingdom

Potential Rapporteur: Dr. Piroska Karolyi-Szabo (Hu) (to be confirmed by the TC FFP)

Budget Status

After having contacted all Management Committees of the COST Domain on Forestry and Forest Products the budget plan for the year 2005 has been drafted. In the light of its activities 55.000 Euro have been allocated to COST Action E48.

In the run of the year 2004 and the first quarter of the year 2005 STSMs have been financed out of a central budget line. Due to the huge demand for STSMs the allocated financial means have been exhausted. Future STSMs have to be financed out of the Action budget.

In the meanwhile also the printing of publications has also to be financed out of the Action budget.

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 several days to maximum 2 weeks 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'. As the instrument

is focusing at the dissemination of the results emerging from an Action, Trainings School should be only organised in the last quarter of the life span of an Action.

5. Year budget planning

The officeholders as well as all delegations have been asked to assure that in the light of the limited financial means all future participants of activities organised by COST Action E48 will dedicate adequate attention to the principle of the most economical overall expenditure when asking for reimbursement.

The following table informs about spending and commitments made in the run of the year 2005:

BUDGET 2005

E48	Place	Date	Budget (Euro)
	Brussels	30 March 2005	8.478
	Haarlemmerliede	30/6 – 1/7/05	25.490
	Brussels	28 – 29/11/05	23.000
	TOTAL		56.968

The budget for the year 2006 will amount to approximately 50.000 Euro. Following the recommendations of the COST Office it has been agreed to attach in the run of the year only high priority to the coordination of activities, mainly financing the participation in meetings organised by the Action.

6. Allocation of reimbursements

In the light of the tight budget situation the Management Committee discussed comprehensively its impact on the Action policy concerning the reimbursement of experts and agreed that in allocating the available reimbursements the following principles should be considered

- the Action Chair and Vice Chair, WG Coordinators (when organising MC or Steering Committee meetings)
- at least one MC/WG member from each participating country (when organising a MC, WG, Joint MC/WGs meeting or a workshop)
- all speakers from within the Action (when organising a Joint MC/WG meeting or a workshop)
- all speakers invited from outside the Action (when organising a Joint MC/WG meeting or a workshop(max. 4 experts))

The further available reimbursements should be allocated according to the following ranking:

- experts from universities

- experts from research organizations
- experts from industrial companies and organisations.

7. Election of Chair and Vice Chair for the year 2006

According to Article 7 of the Rules of Procedures for the Management Committee of Action E48, the MC appointed in the frame of its first meeting Mr. Levlin and Prof. Grossman as Chair and as Vice-Chair. However, in respect of their concerns, their terms of office have been limited to the calendar year, therefore expiring on 31 December 2005. Appreciating their excellent management of the Action and committed chairmanship the MC members asked both officeholders to serve for a further year, a request which has been accepted by the Chair as well as the Vice-Chair.

8. Possibilities to develop an Action Secretariat

Reporting about the successful establishment of an Action Secretariat by COST Action E25 providing scientific support to the MC, the Action Chair suggested to emulate this model. Indicating that he will contact various institutions based in Brussels, such as ERPA and CEPI, the Action Chair asked the MC member to support him in identifying further potential sponsors.

9. STSM status, applications

In the light of the low amount of financial means available for the year 2006 only a low priority should be attached to the financing of STSMs.

As the central budget line for STSMs has already been fully exhausted, the costs of future STSMs have to be financed out of the limited financial means of Action budget. In this context it has been underlined that applicants should only make binding bookings after having received the official letter of approval.

In discussing this issue the MC has expressed its concern about the lack of financial means for the financing of the STSM scheme as STSMs are important for the support of young researcher, in particular in a technical research area where manifold, rapidly developing techniques are used.

Dr. Hooimeijer indicated to be able to finance to a limited extent in the frame of WG3 visits of young researchers to research laboratories. The rules for STSMs will have also to be applied for the grants provided by external sources.

So far, in the year 2005 no STSMs have been undertaken.

10. Publication, annual report

As each Action has to submit a Progress Report before the end of a calendar year, the Action Chair has been invited to ensure that the Progress Report 2005 will be submitted by the end of the running year. A template can be found in the annex of the COST Document 271/05

'Guidelines for assessment, monitoring and evaluation of COST Actions' approved by the CSO on 14 – 15 June 2005.

Supporting the efforts of the COST Office to raise the visibility of COST, the MC has agreed to produce an Action folder as well as an Action poster following the role models provided by the COST Office. The elaboration of both documents will be coordinated by the Vice-Chair Prof. Grossmann being primarily supported in this task by the members of the Steering Committee. All MC members have been invited to submit contributions, in particular images for the illustration of the planned documents.

To provide the European Commission with more information on the ongoing activities in the COST Programme the new Director has introduced a new quarterly reporting. The Action Chairs are invited to submit at the end of each quarter a short note describing briefly the major outcomes of the meetings organised in the course of the relevant reporting period (Quarterly Report), (deadline for the Brussels meeting: 15 December 2005).

In preparation of the next MC meeting the officeholders have been asked to elaborate a publication strategy.

11. Evaluation

COST Document 275/05 contains the newest guidelines for the evaluation of COST Actions approved recently by the Committee of Senior Officials (CSO). It is the task of the Technical Committee on Forests and Forestry Products (TC FFP) to implement those guidelines in its area of responsibility.

The main objective of the evaluation is to assist the Management Committee (MC) of the Action to achieve their objectives and to allow the COST Administration to judge the effectiveness of the Action so far. The outcome of that process will also be used to evaluate the necessity of a prolongation of the Action or proposals to initiate follow-up Actions by the MC.

The mid-term evaluation will be held in conjunction with the Joint MC and WG meeting taking place in spring 2007.

The evaluation will take the form of:

- the formation of an evaluation team by the relevant Technical Committee, usually two specialists not involved in the Action assisted by the COST Office
- initial evaluation by the team based on activity reports and annual reports of the Action
- discussions between the team and the co-ordinator
- informal discussions between the team and the MC members and participants
- a simple questionnaire to be completed by participants
- attendance by team at and participation in MC meetings and WG meetings
- discussion of Action by evaluation team
- completion of a checklist by the evaluation team
- short report sent by the evaluation team to COST FFP and to the Action Chairman.

The main points that will be evaluated during a mid-term evaluation are:

- 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.

It is the task of the TC to nominate the members of the mid-term evaluation panel.

The MC has been invited to initiate the preparation process for the mid-term evaluation by compiling all available written material for distribution to the mid-term evaluation panel.

12. 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 will expired on 1 December 2005. Any request of a COST member state for accession to COST Action E48 which will be submitted after this date, will have to be approved by its MC.

The MC has been informed informally about the interest of Croatian and Greece experts to join the Action.

13. Non COST participation

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

14. Web news

In the meanwhile an Action Web-site has been established which is accessible under the following address: www.cost-e48.net.

Vice Chair Prof. Grossmann gave a brief overview about the structure of the Web-site. Furthermore, the Vice-Chair asked the MC members to provide links to related Web-sites, relevant national publications and documents as well as images for an illustration of the Web-site.

15. Progress Report of Working Groups

As the time constraints did not allow a comprehensive reporting on the activities carried out and planned by the Working Groups, the WG Coordinators have been asked to record the outcomes of the relevant meetings. The WG reports will be added to the MC minutes.

16. Long term planning

The Steering Committee has been asked to revise the work plan and to prepare a publication strategy in close cooperation with the Management Committee for presentation at the next MC meeting. Furthermore, the Steering Committee has been charged with the preparation of the next Joint MC/WGs meeting scheduled to be held on 10 – 11 May 2006 in Milan.

17. Time and place of next meetings

The Management Committee revised and updated the meeting plan elaborated in the course of the first two MC meetings as follows:

Brussels	25 January 2006	Steering Committee Meeting
Milan	10 – 11 May 2006	Joint MC/WGs Meeting
Split	Autumn 2006	Joint MC/WGs Meeting
Madrid	Spring 2007	Conference
Bulgaria	Autumn 2007	Joint MC/WGs Meeting
Romania	Spring 2008	Joint MC/WGs Meeting
Hungary	Autumn 2008	Workshop
Munich	Spring 2009	Final Conference

The generous offers of the delegations from Italy, Spain, Bulgaria, Romania, Hungary and Germany to organise a meeting has been appreciated by the Management Committee.

Budget relevant decisions:

The Management Committee has approved the following requests:

Grant for the Chair (2.000 Euro)
Publications: Folder, Poster, Brussels Proceedings

18. Any other business

The MC Members should be informed about 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. A previous strategic workshop has been held on “Environment and Health” and a number of new workshops, including partnership with ESF in its Forward Looks, are in an advanced

planning stage. In 2006, Strategic Workshops will be held on “Food and Health” and on “Nanosciences and Technologies”.

19. Closing

In closing the Management meeting, Action Chair Mr. Levlin expressed his gratitude to the Working Group co-ordinators, the authors of the presentations as well as all other officeholders for their active role in preparing and conducting the Brussels Meeting. Furthermore, he thanked the COST OFFICE for the organisation of this meeting. By expressing his appreciation to all delegates for their active participation, Action Chair Mr. Levlin closed the meeting.

Günter Siegel
December 2005