

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

Draft Minutes of the 5th Management Committee Meeting

Friday, 25 May 2007, 15:00 – 18:00 hrs.

**Hotel Carlton
Plaza Moyua 2, 48009 Bilbao, Spain**

1. Welcome to participants

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

Representatives from the following 16 countries have participated in the meeting:

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

2. Adoption of agenda

The draft agenda has been adopted without any amendment.

3. Minutes of last meeting

The minutes of the fourth meeting of the Management Committee held on 26 October 2006 at the Hotel Palace, J. J. Strossmayer 10, Zagreb, Croatia were approved without any amendment.

4. General Information from the COST Secretariat

A note prepared by the Science Officer of COST Action E31, Mr. Siegel informed about the most recent developments concerning the COST Programme. The note referred to press releases and documents (News from the COST Office: <http://www.cost.esf.org/index.php?id=441>) addressing in particular the following issues:

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| 08/05/2007 | COST Information Day in Armenia |
| 04/05/2007 | Cern Hosts Cost- Enlight Strategic Workshop on Hadron Therapy |
| 16/04/2007 | Report of the President of the COST Committee of Senior Officials on the Triennium 2004 -2006 |

12/04/2007 Response to the first Open Call 2007
21/03/2007 Francesco Fedi confirmed President of COST for the next triennium
16/03/2007 COST participates in the farewell symposium to Professor Andersson
14/03/2007 COST information day in Serbia
27/02/2007 The EC-COST High Level Strategic Group meets for the second time
17/02/2007 COST in Sevilla
16/02/2007 Strengthening the COST and ESF synergy: “COST-ESF Frontiers of Science” and “COST-ESF Science Days”

COST Website

The official COST Web-site is accessible under the following address:
<http://www.cost.esf.org>.

Status of the COST Action E48

So far, according to the files 18 countries have joined COST Action E48:

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

CSO approval date: 1 December 2004
First MC Meeting: 30 March 2005
End of Action: 29 March 2009
Rapporteur: Dr. Bruno Anderssons

Working Groups:

Working Group 1: The development of recovered paper quality
(Coordinator: Angeles Blanco, email: ablanco@quim.ucm.es)

Working Group 2: Treatment technologies and future recycled pulp quality
(Coordinator: François Julien-Saint-Amand
email: francois.julien-saint-amand@webctp.com)

Working Group 3: Legislative aspects, market trends and societal issues
(Coordinator: Arie Hooimeijer, email: a.hooimeijer@kcpk.nl)

Budget Status

After all Management Committees of the COST Domain on Forests, their Products and Services have been contacted, the budget plan for the budget years 2007 (1 January – 30 June 2007) and 2008 (1 July 2007 – 30 June 2008) were drafted, and in the light of its activities 59.000 Euro and 86.000 Euro respectively were allocated to COST Action E48. Due to the transition to a new contract, no activities can be financed in the time period starting on 8 June 2007 until 15 September 2007.

In the budget years 2007 as well as 2008 all items (STSMs, Trainings Schools, Publications ect.) have to be financed out the Action Budget. The budget 2008 might be increased in the run of its life span.

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 normally five days 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'.

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.

In the year 2006 the COST Action E48 has spent 79.700 Euro. The COST Office has provided a detailed budget statement

For the budget year 2007 58.900 Euro have been committed.

The budget for the budget year 2008 will amount to approx. 86.000 Euro.

The Management Committee has been informed that by the end of year 2007 COST Action E48 has to migrate to the grant system. A detailed description of the grant system can be found at the following Web-site: www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/2.6-COSTGrantSystem.pdf. The following web-site contains the template for the financial report form www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/Financial-Report.xls. The grant system will request Actions to submit a detailed plan for the life span of the contract.

The Management Committee has welcomed and approved the offer of the Kenniscentrum Papier en Karton (KCPK), the institute of WG-Coordinator Dr. Arie Hooimeijer, to administer the Action Grant. It has been agreed that the service provided by the administrating institute should be rewarded with flat-rate fee amounting to 15% of the allocated financials mean.

6. STSM status, applications

The Management Committee has been informed that STSMs have to be financed out of the limited financial means of Action budget. In this context it has to be underlined that applicants should only make binding bookings after having received the official letter of approval.

The Management Committee has been informed that the revised guidelines offer also the possibility of Group STSMs (two – three experts (each from a different signatory country) visiting one host institute at the same time).

In the year 2006 2 STSMs have been undertaken.

So far, in the budget year 2007 4 STSMs have been financed.

The Management Committee members have been invited to continue to encourage young researcher to take advantage of this STSM scheme.

7. Publication, annual report

The Management Committee expressed its gratitude to Action Chair Mr. Levlin and in particular to the local organiser Dr. Javier Villar Sanginez for the provision of proceedings in advance of the meeting.

The Science Officer reminded that each Action has to submit a Progress Monitoring Report before the end of a calendar year. A template can be found in the annex of the COST Document titled *Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions* (COST doc. 203/07, see www.cost.esf.org/index.php?id=38). The latest version of the Progress Monitoring Report will become a substantial part of the Final Report. From the beginning of the year 2007 those reports will have to be posted at the Action related sector of the official COST Web-site.

The Monitoring Progress Report 2006 has been brought to the attention of the Management Committee. As the revised guidelines are requiring a listing of all relevant publications published by the network established under a COST Action, Action Chair Mr. Levlin asked all MC members to provide him with the requested information relevant for the Action.

The Action Chair has been asked to submit not later than by 30 June 2007 the Quarterly Report, a brief report highlightening the outcomes of the Porvoo Workshop.

All MC members have been encouraged to continue to inform at the national level about the most important outcomes of COST Action E48. At least one copy of all relevant articles should be sent for documentation to the Action Chair as well as the COST Office regardless in which language they are written. However a small summary in English language would be helpful.

The members of the Management Committee have agreed to revise the publication strategy (see previous minutes) in the in the light of the most recent developments. In this context the Action Chair has been asked to distribute in preparation of the next MC meeting a document informing about all planned publications as well as those under progress. In the light of the progressing of the Action, it has been underlined that highest priority should be attached to the planning of the scientific and other

reports to be delivered before the expiring of the Action (final report, folder, policy document).

In the light of the efforts made by the COST Programme to raise its visibility of the Management Committee agreed to considered in the frame of the next meetings the measures necessary to ensure that the final meeting will offer a platform for communication with a broader audience which might be covered by sectoral as well as local or even regional media.

8. Evaluation

The COST Document titled *Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions* (COST doc. 203/07, see www.cost.esf.org/index.php?id=38) contains information on the evaluation process implemented by Committee of Senior Officials (CSO), subsequently adapted by the Domain Committee on Forests, their Products and Services.

It will be the main objective of the final evaluation to demonstrate the effectiveness of the completed COST Action in terms of:

- 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.

The evaluation report of the Action is aimed at the:

- users of the Action resources and results
- Management Committee of the Action
- Technical Committee of COST FPS
- the COST Administration

and may also be used to evaluate proposals to initiate follow-up Actions by the MC.

At one of its next sessions the Domain Committee on Forests, their Products and Services (DC FPS) will nominate the Final Evaluation Panel. The Rapporteur Dr. Anderssons will chair the Evaluation Panel. In this task he will be supported by two external evaluators (taken from the list of DC experts).

The MC has been invited to initiate the preparation process for the Final Evaluation by compiling copies of relevant publications (reports in particular).

9. 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.

Since the last meeting the COST Office has not received any request from a COST member country asking for accession.

10. Non COST participation

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

11. Web news

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

Informing about the most recent updates the Action Chair invited all MC as well as WG members, in particular all officeholders to continue to provide him with information relevant for the Action Web-site. In particular it has been agreed that all STSM reports should be posted on the Web-site.

12. Progress Report of Working Groups

In the frame of the preceding Workshop all three Working Groups informed about the most recent findings which are documented in the proceedings.

13. Long term planning

Informing about the Technical Report on 'The Future of Manufacturing in Europe 2015-2020 - The Challenge for Sustainability' sponsored by the European Commission (see www.forera.jrc.es/documents/eur20705en.pdf) Prof. Grossmann highlighted the need for forecasting and analysing the future development in the pulp and paper sector. This view was shared by all MC members. Consequently a Task Group on Scenarios has been established. The new Task Group has been mandated to develop scenarios for the future development of paper recycling.. In preparation of the next Joint MC/WGs Meeting the members of the newly established Task Group (Vice Chair, 3 Working Group Coordinators and Mr. Ilpo Ervast) have been asked to elaborate a detailed mandate as well as a draft working programme.

After having been informed about the activities of the Chair of the Task Group on Recycling Statistics and Fibre Flows Mr. Ilpo Ervast about the activities of his group (analysing of the volume, the quality and the utilisation of the recovered paper incl. the relevant development over a longer time period), the Management Committee asked Dr. Ervast to continue his efforts. Member countries have been encouraged to support him adequately by providing the required data. In this context it has been agreed that in avoiding duplications the data of existing sources, such as a recent investigation carried out by CEPI, should be used to the extent possible. The Action Chair has been asked to prepare in support of the MC members a motivation letter informing about the purpose of the study, to facilitate the contacting of relevant national institutions for the purpose of collecting the required data.

14. Time and place of next meetings

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

Sofia	25 – 27 October 2007	Joint MC/WGs Meeting
Budapest	8 – 9 May 2008	Joint MC/WGs Meeting
Iasi (RO)	23 – 24 October 2008	Joint MC/WGs Meeting
Munich	Spring 2009	Final Conference

Budget relevant decisions:

The Management Committee approved the following requests:

- Grant 2007 and 2008 for the Action Chair (2.000 Euro)
- Publications: Bilbao Proceedings (hardcopy and CD)

15. Any other business

Discussing the outcomes of the first COST Open Call as well as most recent relevant developments the MC members expressed their concerns about the unsatisfying number of received pulp and paper related preliminary proposals as well as the fact that none of these proposals has reached the second stage. In this context the inadequate representation of the pulp and paper sector in the new Domain Committee has been considered as a major obstacle.

The Science Officer has been asked to bring those concerns to the attention of the Domain Committee.

The Science Officer encouraged the MC members to invite the relevant research community to respond positively to the recently introduced changes by participating more actively in the regularly launched calls. Furthermore, informing about the Strategic Workshop scheme, he motivated the present researchers to take advantage of this new instrument.

The MC Members have been informed about the possibilities of 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 on “Food and Health” and on Bioenergy have been held. A further one on “Nanosciences and Technologies” is under preparation.

On 13 and 14 September a Strategic Workshop “Bioenergy in a Cross-Europe Perspective” was held in Norway. Energy is one of the main elements needed for Europe to achieve growth, develop jobs and create sustainability. The European strategy for renewable energy defines bioenergy as the most important renewable resource for the future regarding power, heating and transportation fuels. The main aim of the workshop was to identify gaps in knowledge and to produce conclusions in the form of an agenda that will trigger novel research activities. In this context leading international experts were invited and presented keynote addresses, that were followed by discussions.

The event was financed by COST, the Research Council of Norway and the Norwegian University of Life Sciences. (Further details see [http://www.cost.esf.org/index.php?id=147&tx_ttnews\[tt_news\]=214&tx_ttnews\[backPid\]=112&cHash=c7558e48b3](http://www.cost.esf.org/index.php?id=147&tx_ttnews[tt_news]=214&tx_ttnews[backPid]=112&cHash=c7558e48b3)).

COST Near Neighbour Policy

At its 160th meeting (1/2 December 2004), the Committee of Senior Officials (CSO) approved support from the involvement of researchers from institutions in the Balkans and Europe’s “Near Neighbours” not already members of COST.

Countries qualifying for support:

Balkans

- **Albania**
- **Bosnia and Herzegovina**

“Eastern Neighbours”

- Armenia
- Azerbaijan
- Belarus
- Georgia
- Moldova
- **Russian Federation**

- **Ukraine**

Up to 100.000 € per annum has been set aside for the reimbursement of researchers from CSO approved participating institutions in COST Actions to attend Management Committee (MC) and Working Group/Workshop Meetings of such Actions. This support is available on a “first come, first served basis”. Actions budget will be “credited” by the appropriate amounts from central funds held by the COST Office.

The relevant official invitation has to be issued by the COST Office (currently preference will be given to the country in bold letters).

At the beginning of the running year the second *COST Open Call for Proposals to support Scientific and Technical Collaboration in Europe* has been launched. Approx. 400 teams have submitted preliminary proposals for a new COST Action.

Sunday, 30 September 2007 has been determined as the next collection date for continuous COST Open Call (further details will be soon available at www.cost.esf.org/index.php?id=721).

16. Closing

In closing the 6th MC meeting the Action Chair Mr. Levlin expressed the gratitude of all MC members to Dr. Javier Villar Sanginez and his team for the excellent preparation of the workshop. Furthermore, he thanked also all MC members for their active participation.