

## **COST Action E48 The Limits of Paper Recycling**

### **Draft Minutes of the 6th Management Committee Meeting**

**Thursday, 25 October 2007, 09:00 – 10:45 hrs**

**Friday, 26 October 2007, 15:00 – 16:00 hrs**

**Best Western City Hotel  
6 Stara Planina Street  
1000 Sofia, Bulgaria**

#### **1. Welcome to participants**

The meeting participants were welcomed by Dr Krasimir Savov, Executive Director of the Bulgarian Pulp and Paper Institute and by Jan Erik Levlin, Chairman of COST E48.

Representatives from the following 16 countries were participating in this 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 was adopted without changes other than timing of agenda items.

#### **3. Minutes of last meeting**

The draft minutes of the fifth meeting of the Management Committee held on 25 May 2007 in Bilbao were approved with amendments.

#### **4. General Information from the COST Secretariat**

The Science Officer Mr. Siegel informed the Management Committee about the most recent developments concerning the COST Programme, addressing in particular the following issues (for details see News from COST, [Http://www.cost.esf.org](http://www.cost.esf.org)):

- |             |  |
|-------------|--|
| 11/10/2007  | COST is present in the Debate on the Future of Science and Technology in Europe        |
| 02/10/2007. | A new success for COST: the overwhelming response of the European scientific community |



- 01/10/2007 The COST President attends the ESF Governing Council in Helsinki
- 21/09/2007 COST participates in the EC Workshop "Strengthening the coordination of Community and Member States policies and programmes for international S&T cooperation: impediments and opportunities"
- 06/09/2007 Another COST Success Story: Phenological Responses to Climate Change in Europe
- 05/09/2007 Conference on Computational Physics (CCP2007) – COST/ESF involvement
- 03/09/2007 A new COST success story: Green Chemistry and cooperation with African countries
- 01/08/2007 The European Science Foundation and the European Commission sign contract for COST in FP7
- 06/07/2007 Joint preliminary statement of COST and ESF on the Panel Report on the Final Review of the EC-ESF Contract for COST in FP6
- 03/07/2007 COST contributes to the consultation on the EC Green Paper on "The Era: New Perspectives": The role of COST in the European Research Area
- 15/06/2007 COST in Italy
- 04/06/2007 COST in Croatia
- 28/05/2007 COST in Russia
- 08/05/2007 COST Information Day in Armenia
- 04/05/2007 Cern Hosts Cost- Enlight Strategic Workshop on Hadron Therapy

#### 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:** Prof. Bruno Andersons

#### **Working Groups:**

**Working Group 1: The development of recovered paper quality**  
 (Coordinator: Angeles Blanco, email: [ablanco@quim.ucm.es](mailto: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](mailto:francois.julien-saint-amand@webctp.com))

**Working Group 3: Legislative aspects, market trends and societal issues**  
(Coordinator: Arie Hooimeijer, email: [a.hooimeijer@kcpk.nl](mailto: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 2008 (1 June 2007 – 31 May 2008) were drafted, and in the light of its activities 78.000 Euro have been allocated to COST Action E48.

In the budget year 2008 all items (STSs, Trainings Schools, Publications, etc.) 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 were 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.

Budget 2007 (budget year expired on 1 June 2007)

In the budget year 2007 the COST Action E48 has spent 70.600 Euro by financing the following activities:

Epe (NL)	20 March 2007	Steering Committee Meeting (4 reimb)
Hoofddorp(NL)	13 April 2007	Steering Committee Meeting (4 reimb)
Brussels	20 April 2007	Steering Committee Meeting (4 reimb)
Bilbao	24-25 May 2007	Workshop (48 reimb)
2 STSs (4.100 Euro), General Action Support Grant (750 Euro), Subvention for the Bilbao workshop (10.000 Euro)		

BUDGET 2008

The budget for the budget year 2008 will amount to approx. 78.000 Euro. So far the following activities have been financed or commitments have been made:

Steering Committee Meeting (Brussels, 2 October 2007)	3.000 Euro
Joint MC/WGs Meeting (Sofia, 25 - 27 October 2007)	31.000 Euro

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Grants will be available during 2008 for approved STSMs.

It was unanimously agreed that €2000 would be available for dispersement by the Action Chair.

It has been outlined by the Science Officer that COST Action E48 has to migrate to the grant system in the run of the year 2008. 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](http://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](http://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.

With reference to its fifth meeting the Management Committee 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. The COST E48 will move to the new Support Grant System during the first part of 2008.

## **6. STSM status, applications**

The MC 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.

Researchers applying for STSMs have to use the relevant on-line registration tool (<http://www.cost.esf.org/stsm>, details see [http://www.cost.esf.org/fileadmin/cost\\_documents/guidelines/2-financial\\_instruments/2.3-STSM.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/2.3-STSM.pdf)).

The Management Committee were 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 light of the initially low amount of financial means available for the year 2006 only low priority should have been attached to the financing of STSMs.

In the budget year 2007 3 STSMs have been undertaken.

So far, in the budget year 2008 2 STSMs have been financed.

The Management Committee has been invited to continue to encourage young researcher to take advantage of this specific scheme.

Following some discussion regarding possible STSMs by Romania and Croatia the need for formal submissions was emphasised.

## **7. Publication, annual report**

The representative of the COST Office 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](http://www.cost.esf.org/index.php?id=38)). The Action Chair has been asked to pay adequate attention to the description of the scientific achievements. Furthermore, the Management Committee members were requested to provide the Action Chair with an updated list of those publications which can be considered as an outcome of this Action. 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 would be helpful.

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 Management Committee discussed briefly the publication strategy of COST Action E48. It has been agreed to attach highest priority to the planned book.

All MC members were encouraged to inform at the national level about the most important outcomes of COST Action E48.

COST Actions are invited to contribute to the efforts of the COST Office to raise the awareness for the programme by informing the interested audience by publishing also articles in sectoral or even regional newspapers/newsletters using scientifically popularized language.

Anything to be included in the annual report should be circulated to the Action Chair by mid December 2007 and the annual report should be available in early 2008.

## **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](http://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.

The main objective of the final evaluation will be 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.

The Rapporteur Prof. Bruno Andersons will chair the Evaluation Panel. In this task he will be supported by two external evaluators who will be nominated in time by the DC FPS.

The MC has been invited to initiate the preparation process for the Final Evaluation by compiling copies of all 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 has 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 MC 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**

The Web-site of Action E48 is accessible under the following address:  
<http://www.cost48.net/>

A brief update on the status of the Website was given.

## **12. Progress Report of Working Groups**

In the frame of the plenary meeting the 3 WG Coordinators as well as the Task Group Leaders informed comprehensively about activities so far carried or planned by their relevant group.

## **13. Long term planning**

Election of Chair Persons for 2008

Current positions expire at the end of 2007. Chairman Jan Erik Levlin and Vice Chairman Harald Grossman were re-elected unopposed.

The Steering Committee has been charged with the preparation of the Budapest meeting.

## **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	15 – 16 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:

- Grants 2007 and 2008 for the Action Chair (2.000 Euro)
- Publications: Book
- Action Grant: Administrating Institute: KCPK, NL
- Overheads: 15%

## **15. Any other business**

Günter Siegel informed the MC members about the following general COST activities:

### Strategic Workshops

The MC Members were 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.

On 19 – 21 April 2007 a Strategic Workshop on ‘Health and the Natural Outdoors’ has been held in Larnaca, Cyprus. Its purpose was to identify the extent of knowledge in this field and the implications for policy and for future research. The Workshop found that nature-based approaches can contribute significantly to health objectives in Europe by ensuring that people have contact with nature in their everyday lives and that nature would be an integral feature of health care environments and approaches, an aspect of growing importance in steadily ageing and urbanising society. More effective coordination and communication of existing knowledge and understanding, combined with increased investment in new research, is necessary to capitalise on the benefits of nature-based approaches.

### **Continuously Open Call**

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.

31 March 2008 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](http://www.cost.esf.org/index.php?id=721)).

### **COST Near Neighbour Policy**

At its 167th meeting (March 2007), the Committee of Senior Officials (CSO) approved extended 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

## **COST Strategy towards increased support of early stage researchers**

### **Introduction**

A widely accepted deficiency in European research is the lack of opportunity for early stage researchers to develop independent careers and to establish their first research group under their own responsibility. This is a structural problem that leads to a dramatic waste of research talent in Europe. It limits or delays the emergence of the next generation of researchers, who bring new ideas to the European Research Area (ERA).

The definition of the term “early stage researchers” used in this document is based on the time that elapses between the date of the PhD/doctorate (or similar experience) and the date of involvement in the COST Action. If this time span is less than 10 years, a person fits the definition; of course, periods of careers’s leave have to be added to the time span mentioned. A similar definition will be used, e.g. in the European Research Council (ERC) and other support schemes.

### **Suggestions of support measures**

There are a large number of possibilities for COST to give early stage researchers better support through the existing instruments. The list of support measures is not conclusive; proposals are not given in priority order. The Action-related support measures can be strongly recommended to all COST Actions and either be implemented by the COST Office or by the Actions, according to their needs. More general support measures shall be given as recommendations to the Actions or to the COST National Coordinators.

#### **Support measure 1: Short Term Scientific Mission**

- Set a target figure, from which a percentage of the Action budget shall be used for STSMs (Domain Committee together with the COST Office).
- STSMs of early stage researchers can be expanded in duration beyond 3 months in welljustified cases. Financial support shall be increased accordingly.

#### **Support measure 2: Training Schools**

- Training Schools shall already be planned at the proposal stage of a new COST Action. This shall be reflected in the criteria for the open call at the full proposal stage.
- The current level of this activity shall be raised.

#### **Support measure 3: Action Think Tank**

- An early stage researchers' network may be created within the Action as a “think tank”.

- Each year one of the workshops of the Action would involve early stage researchers to strengthen links with each other and with experienced scientists involved in the management
- of the Action.

#### Support measure 4: Conference Grant

- A Conference Grant shall be established: Each Domain offers 3 supporting grants (max. 3000 euro each) per year for early stage researchers to participate in an international conference outside of the COST Action activities.
- In order to be eligible for this grant, an accepted oral contribution is required.
- The grant can be used to cover travel and subsistence costs, conference fees, and the costs of conference workshops.
- Selection Process by written procedure: written application through the COST Office/grant holder to the Executive group of the Domain Committee through the Action's Management Committee, selection based on a list of criteria (to be defined by the Domain Committee), preparation of a short list of max 3 applications by DC. Final decision shall be taken by written procedure by DC Chair and 2 members of the Executive Group of the Domain three times per year for one grant each.

#### Support measure 5: Selection of Chairs

- Recommendation to the Actions to nominate early stage researchers as Chairs of Working Groups.

#### Support measure 6: Open Call

- The text as well as the criteria of the Open Call shall encourage early stage researchers to submit proposals to the Open Call.

#### Support measure 7: Early stage researchers as national MC delegates

- Recommendation to the COST National Coordinators to nominate early stage researchers as national delegates whenever feasible.

#### **Final statement**

COST follows an overall policy of increasing its support to early stage researchers. The preferred strategic initiative is to use the existing instruments and to apply them in favour of early stage researchers and as a means of capacity building. Based on the availability of funds, the support measures described in this paper shall be implemented by the COST Office or recommended to the Domain Committees, the Actions or the National Coordinators.

The strategy is described in detail in COST Document 212/07 titled COST Strategy for Early Stage researchers.

#### **Pilot Scheme to foster non-COST institution participations in COST Actions**

COST has a long standing tradition of non-COST country institutions participating in Actions. Applications for such participations are assessed by the respective Management Committee of the Action, endorsed by the respective Domain Committee and by JAF and approved by the CSO taking into account the mutual benefit expected from this interaction.

The COST strategy for cooperation with non-COST countries defines the scope of these activities. It pays special attention to the EU "Near Neighbours" policy. The

COST Office implemented a special scheme to support participants from the respective countries setting aside € 100.000 p.a. for this specific purpose.

The following pilot scheme for Australia and New Zealand is approved:

Only COST Actions for which participation of institutions from Australia and New Zealand has been approved by the CSO are eligible for this reciprocal additional STSM support. According to the normal COST procedures these approvals require the positive response of the MC of an Action to the request of the institution from Australia and New Zealand. If the MC considers this participation in the interest of the Action the MC requests this particular participation to be endorsed by the DC and eventually approved by the CSO.

The extended STSM support is available to institutions in Australia and New Zealand based on a reciprocal agreement between the COST Office and a dedicated partner organisation. The dedicated partner organisation will receive a specific budget from the authorities of the respective country to ensure the reciprocity.

At present Australia and New Zealand are prepared to support such a reciprocal scheme. For New Zealand the dedicated partner institution will be the “Royal Society of New Zealand” (RSNZ) – and for Australia it is expected to be the “Forum for EU-Australia Science and Technology cooperation” (FEAST).

The COST Office will provide up to € 25.000 p.a. respectively for travel of European scientists in the respective COST Actions to the Australian and New Zealand institutions. An adequate amount will be provided by each dedicated partner organisation as additional support for the participation of researchers from respectively Australia and New Zealand in COST Actions.

The strategy is described in detail in COST Document 211/07 titled Pilot Scheme with Australia and New Zealand.

### **COST Strategy for Cooperation with institutions from non-COST countries**

The CSO takes note of the report by the rapporteur (doc. COST 220/07). CSO recalls its previous orientations regarding the cooperation with non-COST countries and confirms, in particular, that COST is open to participation of institutions from non-COST countries in COST Actions following the bottom-up principle and for mutual benefit, to be approved by the CSO on a case by case basis. In this context, the CSO agrees furthermore that:

- The arrangements previously agreed by the CSO for the Balkan Countries and the Near Neighbours (doc. COST 329/05) are extended as follows:
  - up to two researchers from each of these countries may be reimbursed for attendance at the meetings of COST Actions,
  - researchers from these countries are eligible to participate in other activities decided at the level of individual Actions (such as meetings, short-term scientific missions, training schools and conferences),

- the Management Committees of the respective Actions report on the success of these extended Near Neighbour activities,
- the COST Office provides appropriate budget allocations within the COST Grant System. The present level of funding of these Near Neighbour activities remains unchanged until the demand exceed the available budgets based on an indicative annual report by the COST Office on this matter.

The strategy regarding the cooperation with institutions from non-COST countries is described in detailed in COST Document 229/07 titled COST Strategy for Cooperation with institutions from non-COST countries.

### **COST Office Newsletter**

The sixth issue of the COST Office Newsletter has been released recently and can be found on the COST Website.

([www.cost.esf.org/index.php?id=18&no\\_cache=1&tx\\_ttnews\[tt\\_news\]=336&tx\\_ttnews\[backPid\]=441&cHash=3963d2863a](http://www.cost.esf.org/index.php?id=18&no_cache=1&tx_ttnews[tt_news]=336&tx_ttnews[backPid]=441&cHash=3963d2863a))

#### **COST Action E48**

There was considerable discussion regarding the submission of proposals for new Actions from the Pulp and Paper Industry. It was noted that if no proposals for new Actions were not made in 2 to 3 years there would be no further Actions relevant to the Pulp and Paper Industry. Given the size of the industry and its importance it was felt that this would be detrimental to the success of the European Pulp and Paper Industry. Within the sector there have been numerous proposals in the forestry group, and there was a general feeling that these did not adequately reflect issues of relevance to the pulp and paper group.

The next deadline for the submission of Action proposals is 28 March 2008 and so it was emphasised that proposals were urgently needed from the Pulp and Paper group. It was agreed that draft Action proposals should be sent to Harald Grossman prior for review.

In a similar vein, no research proposals had been forthcoming from the Pulp and Paper group.

It was agreed that a meeting should be organised with the objective of defining Agenda 7. This would then be followed by a brain storming session so that suitable ideas that would form the basis for proposals could be developed.

### **16. 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 and MC members for their active role in preparing the Sofia meeting. In particular he thanked the local organizer Dr. Stanka Nedeva and her team for the excellent preparation of the meeting.