

## **Minutes of the 1<sup>st</sup> Steering Committee Teleconference Meeting 4<sup>th</sup> May 2005 at 10:00 – 11:30**

### **Participants**

Jan Erik Levlin, KCL, Finland  
Harald Grossman, Dresden University, Germany  
Francois Julien Saint Amand, CTP, France  
Aire Hooimeijer, CTPK, The Netherlands  
Angeles Blanco, Complutense University, Spain

### **1. Adoption of the Agenda**

The proposed agenda was adopted without amendments.

### **2. Revision of the kick-off meeting minutes**

Minutes were revised and JEL will send a list of amendments to Mr. Siegel. HG will take care of amendments of item 7.1 in the minutes

### **3. Aim of the meeting**

The aim of the meeting was to see where we are concerning names for the Action structure and to plan the Amsterdam meetings.

The situation and participation of organizations from different countries has been reviewed. Further contacts are still necessary:

Austria:	? FJSA
Belgium:	? AH
Bulgary: 1 organisation	? JEL
Czech Republic: 1 organisation	? JEL
Denmark:	? AH
Finland: 3 organisations	
France: 2 organisations	
Germany 2-3 organisations	
Hungary:	?
Ireland: 1 organisation	
Italy:	? HG
Latvia: 1 organisation	? JEL
Poland: 3 organisations	? signature, AH
Portugal:	? AB
Spain: 2-3 organisations	
Sweden: 1 organisation	
The Netherlands: 2-3 organisations	
United Kingdom: 1 organisation	? JEL

The reimbursement conditions for countries which did not sign the Action yet has to be clarified for the meeting in Amsterdam (JEL).

Gelöscht: .

#### 4. Situation concerning chairmanship of MC and WG leaders

The proposed leaders are:

Chairman: Jan-Erik Levlin. Main responsible of administrative matters.

Vice-chairman: Harald Grossman. Main responsible of scientific activities.

WG1 leader: Angeles Blanco

WG2 leader: Francois Julien Saint Amand

WG3 leader: Arie Hooimeijer

#### 5. The first MC and WG meetings in Amsterdam

The program for the next meeting has been discussed and agreed as follows:

##### 30<sup>th</sup> June

11:00h: Management Committee Meeting

- Finalizing the administrative structure of the Action
- Chairpersons
- WG participants
- Expected requirements for all participants
- STSM

Lunch

13:00 h: Plenary meeting

Presentation of the Action, including expectations on participants, STSM system

Presentation of the web-page

- Organization reports: Presentation of the research activities and contributions to the Action by each organization
- Classification of subjects in the 3 WGs

16:30 WG meetings

- Development of WG activity programs
- Themes prioritizing
- External possible contributions
- Planning of activities
- STSM activities

##### 1<sup>st</sup> July

8:30 WG meetings cont.

11:00 Plenary meeting

- Summary of WG decisions

12:00 Management Committee Meeting

- Summary and approval of next activities

Action web site: HG will check the possibilities

Expected participants: JEL will make an estimation

Local arrangements: AH will distribute the logistic information

#### 6. AOB

No other business were discussed. Closure of the meeting at 11:30h

## ACTION LIST

- Review of possible participants
  - AB: Spain, Portugal
  - FJSA: Poland, Austria
  - HG: Italy
  - AH: Belgium, Denmark, Poland (signature)
  - JEL: Bulgaria, Check Republic, Hungary, Latvia,
- JEL check with Günter:
  - Modification of kick-off meeting minutes
  - Actualization of the participant list
  - Reimbursement conditions for countries which did not sign the Action yet.
- HG : template for organization reports and presentation within 2 weeks.  
Distribution of the final version to all MC members.
- All: comments to the template.
- JEL: Draft agendas for MC and WGs
- All: review of agendas
- AH: Comments to possible activities memo prepared by AB
- AB: New version of possible activities
- AB: STSM presentation for the MC meeting
- HG: Web site, presentation of the Action content, expectation from the participants, leading WG1 on Friday.
- AH: Logistic information for the next meeting

COMENTS: JEL will not be available the last 2 weeks of May