Meeting of the Management Committee & Working Groups of COST Action TU1205

"Building Integration of Solar Thermal Systems (BISTS)"

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Management Committee meeting

- Welcome to participants
- Adoption of agenda
- Minutes of Kick-off meeting (Brussels, April 2013)
- Report from the COST Office
  - News from the COST Office
  - Status of Action, including participating countries
  - Budget status, budget planning and allocation process
  - Non-COST countries
- Critical managerial issues
- Progress report of working groups
- STSM status, planning of activities
- Publications, dissemination and outreach activities
- Web news
- AOB

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Welcome to participants

- Warm welcome to all.

- All invited but only MC Members have voting right.

- Hope for a fruitful collaboration to achieve the targets of the Action.

- COST is based on willingness to contribute

- No research is funded but networking activities as will be explained subsequently

- SAFETY issues

- Presentation of delegations – Poster session

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Report from the COST Office

- News from the COST Office (Thierry Goger, Science officer)

- Status of Action, including participating countries

  - 15 countries participating

  - 22 institutions

  - 22 MC members

- Budget status, budget planning and allocation process

  - First year budget 129,000 Euro (first instalment not yet received)

  - 30,150 Euro allocated for this meeting

- Non-COST countries

  - Two non-COST countries invited [USA (James Russell-Appalachian State University) and Canada (Andreas Athienites-Concordia University)]

Message from Monica Dietl, Director, COST

- The COST Senior Officials (CSO), approved a new set of implementation rules during its last meeting, held on 15 and 16 May 2013. This comprise of four documents: "Rules for Participation in and Implementation of COST Activities"; "COST Action Proposal Submission, Evaluation, Selection and Approval"; "COST Action Management, Monitoring and Assessment of COST Actions"; and "COST International Cooperation Rules". These documents aim to harmonise, streamline and facilitate the understanding and implementation of the overall COST rules that apply in the management and execution of COST Actions. Those revised documents will enter into force on the 1st of June 2013.

- Following the newly adopted implementation rules, the COST Office is, as well, updating the COST Vademecum and COST Grant Agreement, reflecting the changes adopted by the CSO, as well as harmonizing and facilitating the understanding and the implementation of the rules applicable to COST Actions.

- The draft Vademecum is currently being revised by some Actions Chairs and Actions Grant Holders. Please be aware that this revision of the Vademecum will also be accompanied by a new release of e-COST. The new Vademecum and the new release of e-COST are planned on the 28th of June 2013.

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What is COST?

COST within the European Research Area (ERA)

- Enhance <u>research</u> progress through creation of new international networks.
- <u>Connect</u> scientists with policy-makers, governmental + regulatory bodies.
- Foster <u>innovation</u> through technology transfer (academia, spin-offs, industry).
- Build capacity through <u>inclusive participation</u> (trans-disciplinary).

COST Countries
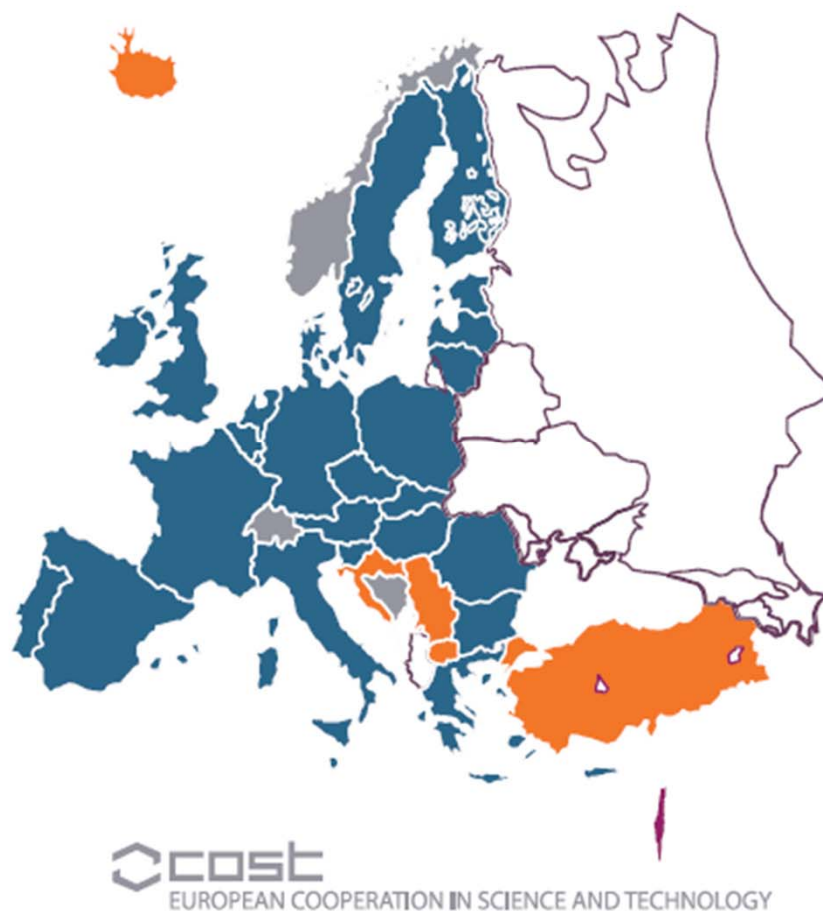
The 27 EU Member States

EU Acceding & Candidate Countries
- Croatia
- Former Yugoslav Republic of Macedonia
- Iceland
- Republic of Serbia
- Turkey

Other Countries
- Bosnia and Herzegovina
- Norway
- Switzerland

COST Cooperating States
- Israel

COST Networking Tools

- Science management meetings (MC + WG)
- Local Organiser Support (e.g. "Room
- rental", photocopies, etc.)
- Short Term Scientific Missions (STSMs)
- Training Schools
- Dissemination (Conferences, Symposiums etc.)

Complementarities FP/COST

- Dissemination of research projects

- Synergy between research projects
  - Annual Progress Conference (Only Chairman: Rijeka 3-4 July)

- Development of news ideas and proposals to FP
  - 40 % of COST_TUD Actions submit an FP Proposal

- Networks of Excellence

- Joint Technology Initiatives (JTIs/PPPs)

- Organisation of workshops
  - Shaping Cities for the New Challenges [Vienna, 14-15/03].

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Critical managerial issues

- Emphasis on managerial issues concerning payments.

- Reimbursement procedures

  - <u>Simple</u> but <u>strict</u> procedures

  - Read rules and guidelines carefully

  - Do not assume anything

  - Be careful to avoid problems

  - All payments will be carried out simultaneously, so the sooner will complete the missing items the sooner all participants will get paid.

Procedures:

- Proof of participation is the attendance list.

→ Make sure you sign this list both days.

- Reimbursement claims with original signature will be collected and checked by Mr. Charalambos Tsioutis.

- Any missing documents (tickets) should be scanned and sent to Mr. Tsioutis the soonest after you return home.

- Email: Charalambos.tsioutis@cut.ac.cy

Hotel and Meals

- Accommodation: Flat rate=max 120 EUR/night

- Maximum nights = days attended + 1 (night before)

- Meals (lunch and dinner): Flat rate=20 EUR per meal (unless meals are provided)

- First meeting 2 lunches + 1 dinner will be arranged by local partner: Each pay 30 EUR (claim 60 EUR).

Travel

- Plane: Economy ticket – Max 1200EUR per air ticket. Full itinerary + Receipt or e-ticket.

  - No boarding passes required. Proof of presence is the signed attendance list

- Trains/Bus: Always shortest and most economical route – First class allowed.

- Car: Shortest route, max 2000 km – Flat rate 0.20EUR/km. Provide proof of distance (Google map)

- For any deviation ask approval <u>before</u> the meeting.

Local Travel

- Local transport: train, bus, metro etc.
  - If < 25 EUR no receipts
  - If >25 EUR receipts are required.
- Taxi:
  - Only when no public transport is available.
  - Early departure (before 7.00 am)
  - Late arrival (after 22.00 pm)
  - Max. 40 EUR per leg

Address for posting TRR

- Mr. Charalambos Tsioutis

- P. O. Box 50329

- 3603 Limassol

- Cyprus

- → Don't forget to create a user **profile** in e-cost otherwise you will not get reimbursed

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Short Term Scientific Missions (STSM)

- Duration 5 days to 3 months (max. 6 month for ESR)

- Overall cost:
  - Max 2500 EUR for STSM up to 3 months
  - Max 3500 EUR over 3 months (ESR)

- Calculation based:
  - Daily allowance: 60-90 EUR
  - Travel: 300 EUR

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In our Action:

- 6 STSM are planned for first year

- Total Budget 10,800 EUR (1800/stsm)

- Use STSM almost exclusively to prepare Action deliverables

- Any applications to STSM manager first

- Get MC approval

- Then application should proceed through the e-cost system.

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Publications, dissemination and outreach activities

- These will be discussed in following sessions.

- ESR contest for **Action Logo**.

  – All suggestions to be sent to Yiannis Tripanagnostopoulos by end of September (yiantrip@physics.upatras.gr)

  – Should be simple and descriptive

  – All suggestions will be circulated to MC members for final decision.

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Web Page

- ## 1. COST official web page
  - http://http://www.cost.eu/domains_actions/tud/Actions/TU1205

- ## 2. Action web page
  - Under preparation
  - Web site (testing): http://web.cut.ac.cy/cost1
  - Need <u>photo</u> of each participant and <u>logo</u> of each institution
  - Photo session – end of the day

- ## Any documents should be sent to Mr. Costas Christofi. Email: c.christofi@cut.ac.cy

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Structure of the Action

- **Action Chair:** Soteris Kalogirou

- **Action Vice Chair:** Mervyn Smyth

- **WG1 Leader:** Werner Platzer (Dep. Aleksandra Krstic)

- **WG2 Leader**: Daniel Chemisana (Dep. Alberto Coronas)

- **WG3 Leader:** Aggelos Zacharopoulos (Dep. Manolis Souliotes)

- **WG4 Leader:** Brian Norton/David Kennedy (Dep. Ina Colombo)

- **STSM Manager:** Gilles Notton

- **Steering Group (SG):** Action Chair, Vice-Chair and WG leaders.

Closing

- Rest of meeting (today)
  - Coffee break (10.00-10.30)
  - Poster session to present groups expertise (10.30-12.00)
  - Presentation of the Action & Working Groups (all) (12.00-13.00)
  - Lunch (13.00-14.00)
  - WG (1-3) parallel sessions –general description (14.00-16.00)
  - Coffee break (16.00-16.30)
  - WG4-dessemination (all) (16.30-18.00)
  - Official dinner (20.00)

Second Day

- WG (1-3) Parallel session - Planning of work to be done – Deliverables (9.00-10.00)

- Coffee break (10.00-10.30)

- Group session (all)-Group discussion on status of WG plan for deliverables and inter workgroup deliverables (10.30-11.30)

- Management Committee meeting (all) – planning of next meeting and activities (11.30-12.30)

- 12:30 – 14:00: Lunch

- **14.00-15.30** Visit to Focal Building laboratories

- **16.00-17.30** Mini-Industry Workshop

- 18.00 Removal of posters