

Brussels, 06 April 2010

COST Action TU 0904

“Integrated Fire Engineering and Response (IFER)”

Kick-Off Meeting

Minutes

29 March 2010 (15:30 – 17:30)

30 March 2010 (09:30 – 12:00)

Venue:

COST OFFICE

Local host:

COST OFFICE

Thierry Goger & Carmencita Malimban

AGENDA

0. *List of participants*
1. *Welcome*
2. *Approval of the agenda*
3. *Presentation of the delegates*
4. *General information on COST mechanism and the funding of coordination*
5. *Status of the Action*
6. *Agreement on the internal rules of procedure for the MC*
7. *Election of the Chair and Vice-Chair*
8. *Working Plan for the Implementation of the COST Action (including work groups)*
9. *Budget Plan*
10. *Place and date of the next meetings*
11. *Miscellaneous*
12. *Closing of meeting*

TERMS OF REFERENCE

0. List of participants

Country	Official MC delegate	Present	Apology	Absent
Austria (MC Member)	Ms Monika OSWALD (Pending)			X
Belgium (MC Member)	Professor Jean-Marc FRANSSEN	X		
Belgium (MC Member)	Professor Andre DE NAEYER	X		
Czech Republic (MC Member)	Professor Frantisek WALD	X		
Finland (MC Member)	Dr Jyri OUTINEN	X		
Finland (MC Member)	Professor Markku HEINISUO	X		
Former Yugoslav Republic of Macedonia (MC Member)	Professor Meri CVETKOVSKA	X		
Former Yugoslav Republic of Macedonia (MC Member)	Professor Ljupcho LAZAROV	X		
France (MC Member)	Dr Bin ZHAO	X		
France (MC Member)	Dr Abdelhamid BOUCHAR (Pending)		X	
Germany (MC Member)	Professor Peter SCHAUMANN		X	
Germany (MC Substitute Member)	Mr Thomas KIRSCH	X		
Greece (MC Member)	Professor Georgios STAVROULAKIS	X		
Greece (MC Member)	Professor Euripidis MISTAKIDIS	X		
Iceland (MC Member)	Mr Bodvar TOMASSON		X	
Italy (MC Member)	Professor Federico MAZZOLANI	X		
Italy (MC Substitute Member)	Dr Beatrice FAGGIANO			
Poland (MC Member)	Dr Leslaw KWASNIEWSKI	X		
Poland (MC Member)	Dr Mariusz MASLAK	X		
Portugal (MC Member)	Professor Aldina SANTIAGO		X	
Portugal (MC Member)	Professor Paulo VILA REAL	X		
Romania (MC Member)	Dr Raul ZAHARIA	X		
Romania (MC Member)	Professor Dan DUBINA		X	
Spain (MC Member)	Dr Ana Maria LACASTA	X		
Spain (MC Member)	Mr Jesus DE LA QUINTANA	X		
Spain (MC Substitute Member)	Dr Miquel FERRER			
Spain (MC Substitute Member)	Dr Frederic MARIMON			
United Kingdom (MC Member)	Professor Ian BURGESS	X		
United Kingdom (MC Member)	Professor Yong WANG		X	
United Kingdom (MC Substitute Member)	Dr Martin GILLIE			
United Kingdom (MC Substitute Member)	Dr Florian BLOCK	X		
DC_TUD Rapporteur	Professor Charalampos BANIOTOPOULOS	X		

1. Welcome

The Science Officer Thierry Goger welcomed all the participants. He introduced his colleagues, Carmencita Malimban, as the Administrative Officer (AO) and himself as the Science Officer (SO) for the COST Action TU0902 and for the Domain Transport and Urban Development.

2. Approval of the agenda

Thierry Goger presented the agenda already sent by the COST Office to all members with the official invitation. The agenda was adopted unanimously by the members.

3. Presentation of the delegates

The Science Officer invited each member to present itself and its main field of activities. All members introduced themselves and their link with the COST Action.

Thierry Goger invited the participants to submit a short description of their expertise and their areas of interest, including their potential participation to other COST Actions (5-10 lines) to the Action Chair in order to draw the global expertise covered by the COST Action and eventually to identify some gaps in the expertise regarding the need for the Action: Deadline 30 April 2010.

4. General information on COST mechanism and the funding of coordination

The Science Officer presented a power point presentation on this issue. This presentation is attached to the minutes.

5. Status of the Action

Thierry Goger presented the status of the Action. The information is available at http://w3.cost.esf.org/index.php?id=241&action_number=TU0904 under the Action Fact Sheet.

6. Agreement on the internal rules of procedure for the MC

Each member was given a copy of the procedure. Thierry Goger and her colleague Carmencita Malimban read aloud each article with no objection from the participants. The rules of procedure were approved by the MC.

7. Election of the Chair and Vice-Chair

Thierry Goger invited the participants of the management committee (MC) to proceed with the election of the Chair and the Vice-Chair of the COST Action.

Professor Frantisek WALD (CZ) was elected Chair of the COST Action.

Professor Ian BURGESS (UK) was elected Vice-Chair of the COST Action.

8. Working Plan for the Implementation of the COST Action (including work groups)

The Action Chair took over the floor and reminded the objectives and the organisation of the COST Action. The details can be found in the MoU at http://w3.cost.esf.org/index.php?id=241&action_number=TU0904 and in the presentation from the Action chair attached to the minutes.

The MC members choosed the different WGs they want to contribute.

The MC appointed also a chair for all the WGs as mentioned below.

The MC approved also the contribution of participants for WG only.

	WG 1	WG 2	WG 3
Chair	Jesus DE LA QUINTANA	Leslaw KWASNIEWSKI	Paulo VILA REAL
Vice-Chair	Guillermo REIN	Raul ZAHARIA	Jyri OUTINEN
Participants			
Ms Monika OSWALD (Pending)			
Professor Jean-Marc FRANSSEN	X		
Professor Andre DE NAEYER			X
Professor Frantisek WALD		X	
Dr Jyri OUTINEN			X
Professor Markku HEINISUO	X		
Professor Meri CVETKOVSKA		X	
Professor Ljupcho LAZAROV		X	
Dr Bin ZHAO	X		
Dr Abdelhamid BOUCHAIR			
Professor Peter SCHAUMANN			
Mr Thomas KIRSCH		X	
Professor Georgios STAVROULAKIS			X
Professor Euripidis MISTAKIDIS			X
Mr Bodvar TOMASSON			
Professor Federico MAZZOLANI			X
Dr Beatrice FAGGIANO			
Dr Leslaw KWASNIEWSKI			
Dr Mariusz MASLAK	X		
Professor Aldina SANTIAGO			
Professor Paulo VILA REAL			X
Dr Raul ZAHARIA		X	
Professor Dan DUBINA			
Dr Ana Maria LACASTA	X		
Mr Jesus DE LA QUINTANA	X		
Dr Miquel FERRER			
Dr Frederic MARIMON			
Professor Ian BURGESS		X	
Professor Yong WANG			
Dr Martin GILLIE			
Dr Florian BLOCK		X	

9. Budget Plan

The Science Officer asked the Chair to build an annual work plan and an annual budget plan for the following period and to send them to COST Office by 30 April 2010: **from 1 July 2010 until 30 June 2011.**

The Science Officer indicated to the MC Chair to base the budget plan on an average of 80 000 €/year (considering the number of parties involved already in the COST Action) and to use the average outlay of 800 € for a person attending a meeting.

The SO informed the MC members that the COST Action will migrate to the COST Grant System. Therefore, the Action has to appoint a Grant Holder.

The MC approved the following Grant holder: The Action Chair's institution "Czech Technical University in Prague Thkurova 7, Praha 6, 16629 Praha, Czech Republic".

The MC approved also to give 15% to the Grantholder to manage the administrative expenditures related to the activities of the COST Action TU0904.

The grant holder will provide COST OFFICE with all necessary details for the signature of the COST Grant Contract by 30 April 2010.

The MC appointed a Steering or Executive Committee constituted by the Chair, the Vice-Chair and the relevant WG leaders. The Executive Committee is incharge of several operational aspects such as the selection and approval of the STSMs.

The MC approved the Action Chair's institution "Czech Technical University in Prague Thkurova 7, Praha 6 , Czech Republic CZ 16629 Praha Czech Republic" to build and maintain the WebSite of the COST Action TU0904. The Web page is accessible at fire.fsv.cvut.cz/IFER.

10. Place and date of the next meetings

The SO invited the participants to schedule the next meetings for the COST Action.

The MC agreed on the following time schedule for the coming meetings.

Meeting	Date	Place
MC + WGs	5-6/07/2010	Barcelona (Spain)
MC + WGs	29-30/10/2010	Lulea (SE)
MC + WGs + Conference	10-11/02/2011	Pragues (CZ)
Training School	22/06 – 1/07 / 2011	Sheffield (UK)

11. Miscellaneous

12. Closing of meeting

Thierry Goger thanked all the participants for their attendance and closed officially the meeting.
