

Minutes of the Management Committee Meeting

Held at the School of Building Construction of Universitat Politecnica Barcelona, 5-6 July 2010

1. Welcome to the participants

The members of MC introduced themselves. The local organiser Dr. Ana Lacasta informed the MC about the local organisation details.

2. Approval of the agenda

The proposed Agenda was approved.

3. Approval of the Minutes of the MC Kick-Off meeting in Brussels

The Minutes of the Kick-Off meeting in Brussels, March 29-30 2010 were approved.

4. Report from the Scientific Officer

Mrs. Carmencita Malimban explained on behalf of the COST Office:

- The current status of the Action as now part of the Project System,
- The current number of signatories,
- The status of the budget, and the budget allocation process,
- The budget for the current financial year (to July 2011) and the budget planning parameters.

The amount of 80 000 € based on number of signing countries during the Kick of meeting. The financial year is from 1 July 2010 to 31 June 2011. The detailed spend estimation of the Action to Barcelona meeting is in attachment. For details see the presentation.

5. Preparation of Action deliverables

WP1: State-of-the-Art Report

Within the subject areas of each of the three Working Groups, State-of-the-Art (SotA) reports will be compiled covering at least the national picture in each of the participating countries. As the initial data-gathering exercise each member of action is asked to provide a brief report on the State-of-the-Art within their country in their subject area. Ideally this will consist of one or two pages of text describing the national context, plus a list of key references. The material will be collected on individual Working Group web-pages and will subsequently be edited by WG chairmen. When an initial draft version is available there will probably be a second round of data gathering in order to make the report appropriately comprehensive, and to categorise it by subject area. The eventual deliverable will be in a simple database format and hosted on the project website, as well as in a form suitable for printing.

Actions:

- Working Group web-pages, probably using the Google Groups facility, will be set up quickly. All registered MC and WG delegates will be allowed high-level access to documents and to a general forum for interaction with one another. This should avoid the need for multiple email postings. A set of simple rules for use of these pages will be clearly stated on the Home pages.
- Templates for the WG members' State-of-the-Art contributions will be available both on the TU904 website fire.fsv.cvut.cz/ifer, and on each of the WG sites.
- Individual contributions should be provided by November 2010, in order to give WG Chairmen time to compile and edit their draft sections of the Report.
- A final draft version for each WG should be available for discussion at the February 2010 MC and WG meetings.

WP5: Dissemination

Non-technical information:

A template for providing information about the Action to local journals already exists on the Action's website, located at the WP5 page. Each member of the MC is asked to translate this into their national language, and to arrange for it to be published in local journals. The translation, and a copy of the journal article (in PDF format) should be sent to the Chairman of the Action for the website.

Technical dissemination:

Members of the MC are asked to think about how to disseminate via local seminars during 2012.

Web Site

The main website of the Action will be provided at CTU in Prague. Interactive websites, to be used as working spaces for the three Working Groups, will be prepared using Google Groups.

WP2: Case Studies

Practical Case Studies will be prepared during the second year of the Action. These will show:

- The current practice and accumulated knowledge in each county,
- Real applications of fire engineering,
- Clear explanations of the decision processes involved,
- The scientific assumptions made and the practical constraints within which the boundaries within which the process operates,
- How different aspects of fire engineering are integrated within a fire engineering strategy.

6. Action Conference and TU904 Meeting, Prague 10-11 February 2011

In addition to its scientific plenary sessions and poster competitions for young and senior researchers, the Conference will include a panel discussion session on the theme of "Utilisation of Software Tools in Performance-Based Fire Engineering Design". Contributions will be invited from members with different viewpoints to lead the discussion.

One day prior to the Conference will be reserved for:

- An initial coordinating meeting of the Action's Steering Committee,
- A brief meeting of the full MC+WGs,
- Parallel working meetings of the WGs, to allow them to consider in depth the structure and content of their SotA reports, and to decide what further work is necessary,
- A brief report-back session of the full MC+WGs

The budget allocated for the current financial year falls considerably short of what would be necessary to provide the usual level of travel support, because of the high numbers of late signatories to the Action. However it is essential that the momentum is maintained in order to be able to produce the deliverables prescribed in the Memorandum of Understanding.

Actions:

- The Chairman of TU0904 will apply for an amendment to the budget for the current financial year, in order to enable members to attend the meeting.
- If this application is unsuccessful it will still be necessary to hold the meeting, at a severely reduced level of support, which will depend on the budget available and the number of members contributing.

7. Short term scientific missions (STSM)

Each WG chairman will be able to provide funding for two STSM in the current financial year.

8. Meetings currently scheduled

17 September 2010: During Naples COST C26 Conference a TU0904 MC meeting will be held for those coming to the Conference, to make urgent decisions on the Action's budget.

10-11 February 2011: Action Conference (fire.fsv.cvut.cz/ASFE).

27 June - 1 July 2011: Sheffield training school.

14-15 October 2011: Meeting in Crete, following the kind offer by Greek colleagues.

The offer of Macedonian colleagues to host a subsequent meeting was gratefully welcomed.

9. Progress reports by Working Groups

Reports by the WG Chairmen and Vice-Chairmen:

WG 1 Jesus DE LA QUINTANA, Guillermo REIN

WG 2 Leslaw KWASNIEWSKI, Raul ZAHARIA

WG 3 Paulo VILA REAL, Jyri OUTINEN

are attached to this report.

10. Financial matters of the Action

The members of the MC expressed considerable concern about their ability to fulfil the MoU plan, especially the deliverables scheduled for the first year of the Action, without being able to hold the originally-planned Autumn 2010 meeting. This has had to be cancelled due to a considerable budget shortfall for the current financial year. Members expressed the view that the whole activity in the MoU would be placed at risk due to the loss of momentum caused if the first-year budget could not be amended.

11. Other business

MC recommended the following projects presented during the Action Workshop for financing at national level:

- Dr. Sokol, J. Hricák: Fire resistance of steel class 4 section
- Prof. Wald, K. Horová: Travelling fire in multi-storey buildings

12. Closure of the meeting

The Chairman of TU0904 and the Action Reporter are asked to apply for an Amendment to the agreement ASAP, to allow the members of the Action to fulfil the objectives described in the MoU.

The Chairman thanked the local organiser Dr. Ana Lacasta and her team for their excellent local organisation of the Workshop.

František Wald/Ian Burges

6 July 2010