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| **COST Action CA20139: "Holistic design of taller timber buildings"** |
| **Management Committee Meeting** |
| **Minutes** |
| **18/10/2023 at 09:00:00** |
| **Virtual, N/A, Slovenia** |
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| 1. Welcome to participants, verification of the quorum and adoption of agenda   Action Chair welcomed participants to the MC Meeting.  19 countries present: Bosnia and Herzegovina, Croatia, Cyprus, Estonia, Finland, Germany, Greece, Iceland, Latvia, North Macedonia, Poland, Portugal, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom  Therefore, quorum was not verified (23 necessary).  The agenda was presented and adopted by the MC. |
| 2. Information to the MC |
| 1. Recap of the minutes of the last meeting, e-votes and matters arising since the last meeting   Minutes of the last meeting are available online.  8 e-votes passed since the last MC meeting:   * Vote on new GH Scientific Representative (Approved): Dr. Andreja Kutnar * Vote on new Science Communication Coordinator (Approved): Prof. José Manuel Cabrero Ballarín * Vote to establish a new leadership position (Approved): Diversity, Equity and Inclusion Coordinator * Vote on new Diversity, Equity and Inclusion Coordinator (Approved): Dr Eleni Toumpanaki * Vote on fund transfer (Approved): Unused budget for meeting in Lisbon and ICT grants was transferred to increase the number of participants in the training school in Italy and to increase the number of STSMs. * Vote on a cap for the long distance travel for the training school in Italy (Approved) * Training school – change the date (Approved) * Vote on fund transfer (ongoing)   A vote on the Work & Budget Plan GP3 is ongoing. |
| 1. Core Croup: report from the Core Group, including delegated decisions   The Core Group provides a report on past events of the Action:  **One face-2-face WG meeting**  Location: Lisbon, Portugal  Local host: Prof. Alfredo Dias  Participants: 123+4 (43 ITC)  Countries: 29  Reimburse: 83 (25 ITC)  **Training school – Holistic design of timber connections**  Local organizer: Prof. Daniele Casagrande  Local host: Peter Lang, Rothoblaas, Italy  Involved WGs: Trainers and Trainees from WG1, WG3 (main organizer), WG4  Participants: 68 in person + 2 online Trainers  Trainees: 47  Speakers: 10+2  Locals: 11  ITC: 20  Countries: 27  The interactive survey (heatmap) requires some revisions.  Work and budget plan proposal (WBP) proposal has been submitted. Planned activities for GP3:   * One larger face-2-face WG meeting: Hasselt (Belgium) * MC meeting online * Other WG & TG meeting will be online * Training school on Sustainability of Taller Timber Buildings: Zagreb (Croatia) * 9 STSM * 2 ITC * 2 Virtual Mobility grants |
| 1. Action Membership: New Specific Organisations and COST Members represented in the MC   MC participants   * 63 MC members * 34 COST Member countries * 18 ITC Member countries |
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| d) Action Participation: WG membership and applications, New MC members/Observers        and provisional substitution.  WG participants:  359 participants (47 countries)  Cost member countries: 331  Near neighbor countries: 3  Third states: 28  Working groups:  WG1: 154 participants  WG1: 142 participants  WG1: 129 participants  WG1: 193 participants  (Many participants in several WGs)  Proposal: keep it open to everyone and welcome new participants, since one of our goals is knowledge transfer. This has been agreed by MC members. |
| 1. Budget status: summary from the Grant Holder.   Grant Holder provided summary on the budget. Our spending is slightly under budget but close to our target, which is expected due to large number of travel reimbursements and the challenge to estimate their expenses. |
| 1. Update from the COST Association (if representative is present)   Representative is not present. |
| 3. Follow up and discussion on the |
| a) Action management: structure, leadership positions and other supporting roles.        Mandates to the Core Group (if applicable)  **New positions in the Action** were filled by the following people:  Science Communication Coordinator - José Manuel Cabrero Ballarín  Diversity, Equity and Inclusion Coordinator - Eleni Toumpanaki |
| 1. Implementation of the COST Excellence and Inclusiveness Policy  * 18 out of 34 countries are ITC * 145 out of 359 members are ITC (40%, March 2023: 39%) * 202 out of 359 members are ECI (56%, March 2023: 52%) * 112 out of 359 members are female (31%, March 2023: 29%) * ITC, gender and ECI criteria are taken into consideration when inviting people for in-person attendance as well as STSM granting * New leadership position: Diversity, Equity and Inclusion Coordinator |
| 1. Grant Awarding by the Action  * Selection criteria used for grants are:   + Relevance to tall timber buildings – quality of proposal   + ECI   + ITC – geographical diversity   + Gender balance   + Available funds   + (Longer stays) * During GP 2, the following grants occurred:   + 13 STSM (3 calls)   + 1 ITC grant   ECI: 100%  ITC: 31%  Female: 62%  All WG have been very involved. WG balance:  WG 1: 3  WG 2: 2  WG 3: 5  WG 4: 3 |
| 1. Progress of each working group   In all WGs there are many activities ongoing and evolving. Everyone is encouraged to participate. Selected activities are listed below.  **WG 1: Robust Design for Adoption, Reuse and Repair**   * WG and SG meetings (online and in person) * Co-organisation of the Yearly Conference in Lisbon (with the University of Coimbra) * Lecturing at the Training School on "Holistic design of connections" * Further work on topics identified in STAR within WG1 and within "Task Groups" with other WGs (e.g. robustness, insurance- and damage/repair-related issues) * Support of STSMs * Planning of Training School on “Digitalisation (…)” (currently on stand-by) * Conference papers   **WG 2: Deformations and Vibration**   * State-of-art article in Journal of Building Engineering (Vibration) * State-of-art article in preparation (Deformation) * Dissemination of research activities in international events in 2023 * Support of STSMs   **WG 3: Accidental Load Situations**   * Training School on "Holistic design of connections" * Identify current limitations for the design of taller timber buildings (TTBs) in the field of accidental load situations, and develop new research/design strategies to overcome such limitations. * Identify interactions and collisions among different design backgrounds within the scope of WG3 (e.g. Fire vs Seismic) and with the other WGs through an interdisciplinary discussion (e.g. Seismic vs Acoustic). * A survey was circulated. 43 answers from 18 countries. The answers of the survey were discussed here in Lisbon. * Support of STSMs   **WG 4: Sustainability and Durability**   * WG and SG meetings (online and in person) * Preparation for the Training School on "Sustainability of Taller Timber Buildings" * Lecturing at the Training School on "Holistic design of connections" * Support of STSMs   It was brought up by MC Member that communication from WG 2 and 4 was inconsistent and not all emails were received. Subgroups created their own mailing list. It is advised to contact the WG leaders if emails are not being received. |
| 1. Science Communication Plan   Communication and Dissemination Plan is available on the Action’s webpage.  An updated version is in preparation. The dissemination strategy is being fine-tuned to optimize our outreach, especially with scientific publications, including the potential of a special issue. |
| 1. Progress on MoU Objectives, WG tasks, deliverables, and Goals for the current GP.   The progress of Objectives will be reported in the 2nd Progress Report being prepared by the Action Chair. We are fulfilling most of the Objectives as planned. The majority of objectives are a continuous process and work is ongoing. Several objectives will be fulfilled closer to the end of the Action due to necessary preparation work.  We are now in the Progressing Phase of the Action and working on the defined problems to find solutions using our networks. A goal is to have joint activity with other COST Actions.  MC Member asked about final dissemination if results can also be created for teachers and training purposes. Action Chair noted that this is being considered. |
| 4. Planning |
| 1. Revision of Work and Budget Plan of the current GP (if applicable) |
| 1. Draft plans for the following GP(s).   MC meeting #5  Online  Date: 4. February 2024 The incorrect date was written and will be corrected in e-cost.  MC meeting #6  Online  Date: 7. October 2024  4th Working Group Meeting  Location: Hasselt (Belgium)  Date: 22.-24 May 2024  Local host: Host: Prof. Rafael Passarelli  Expected no. of participants: 110  Expected no. of reimbursed participants: 90  Total budget: 123.200€  Training school  Topic: **Sustainability of Taller Timber Buildings**  Scientific organizer: WG 4 (Prof. Shady Attia)  Location: Zagreb (Croatia)  Local host: Host: Prof. Mislav Stepinac  Date: tba  Duration: 3 days  Expected no. of participants: 33  Expected no. of reimbursed participants: 30  Total budget: 32.240€  Short Term Scientific Missions (STSM) grants  Expected number: 9  Budget: 17.500€  Virtual Mobility grants  Expected number: 2  Budget: 2.900€  ITC Conference grants  Expected number: 2  Budget: 2.200€ |
| 1. Upcoming activities   The following activies are planned for GP3:   * Continuation of working in the WG * Identify new topic groups * Update the Interactive survey (heatmap) * WG meeting * Training school * Communication and Dissemination Plan |
| 5. Monitoring and Reporting to the COST Association  Nothing to report. |
| 6. AOB  Question was asked about how participants were selected for the TS and why only 1 participant was from HR and none from Greece. Chair explained the selection procedure which included emphasis to create country, gender, early stage, and ITC balance in participants. MC Member suggested to choose participants from countries that don’t have the tradition of work in this area (of TS).  Additionally discussion of e-cost email domain being blocked or bounced by some institution email providers. It was suggested that if a person is not receiving emails to check with their IT group and have the e-cost domain added to the safe list and to also check for messages or updates in their e-cost account. |
| 7. Summary of MC decisions  None. Quorum was not met. |
| 8. Closing |

Action Chair summarized the main points of the meeting and thanked MC Members for their participation.