

## Minutes of the 1<sup>st</sup> Management Committee Meeting of the COST Action

# CA20139

## Holistic design of taller timber buildings

*Online ZOOM meeting*

*12-13/10/2021*

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### ACTION Status

- CSO approval: 25/05/2021
- Start date: 12/10/2021

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## 1) Agenda and Materials

The agenda is in Annex 1. The meeting was organised following a participatory methodology. The material presented by the hosting team and produced by the participants during the two half days (referred to as Day 1 and Day 2) is available in annexes as well.

## 2) Participants and Hosting Team

Dr Fatima Bouchama (Science Officer assigned for this Action) and Ms Milena Stoyanova (Administrative Officer assigned to this Action) and Ms Carmencita Malimban (MC1 Technical Host) hosted the meeting. Further colleagues from the COST Association supported the hosting team in the COST Action Cafés. The Main Proposer Prof Iztok Sustersic presented the COST Action to the MC. The Action Chair Prof Iztok Sustersic moderated the meeting following the election of Action Chair.

The hosting team welcomed the participants (list in Annex 2). According to the GDPR, the Hosting Team clearly explained the “etiquette” of the meeting which includes to not take screen shoot nor record the meeting or part of it without the consent of the participants.

The participants were introduced to COST and the COST Action and actively participated to attain the objectives of the MC1 which are:

- Take ownership of the Action challenge
- Networking and community building
- Bring everyone to the same level of knowledge on COST
- Develop Action structure, methodology and planning

## 3) Relevant Information to the Management Committee

In preparation to the MC1 meeting, the hosting team provided the MC with:

- Welcome by the director
- Annotated rules
- Extract with all the General Information section of the MC1 slides
- Selection of online tutorials for ZOOM meeting participation

At the meeting, the hosting team provided the opportunity for MC members to formulate their questions on the COST framework.

## 4) COST Action Cafés and debriefing

For parallel discussions, the participants were invited to join online breakout rooms organised by Working Group topics and Horizontal topics listed here after:

- Defining a communication strategy
- WG membership
- Grant awarding – STSMs & ITC Conference Grants
- Organizing Training Schools
  
- WG1 – Robust Design for Adoption, Reuse and Repair
- WG2 – Deformations and Vibration
- WG3 – Accidental Load Situations
- WG4 - Sustainability and Durability

In each breakout room, Rapporteurs were appointed. The outcome of the discussions are summarized in Annex 4.

## 5) Pre-requisites for the Decision Making

During Day 2, the participants acknowledged and agreed to comply with the rules for COST Action Management, chapter 3 of the Annotated Rules for COST Actions ([https://costassociation.sharepoint.com/:w:/s/Projects/CSOWGsimprules/EWBp46zFkopFkABJdKuKyRMBvp-go7XWTbKJQ6bTC2yu\\_w?e=xCTuWA](https://costassociation.sharepoint.com/:w:/s/Projects/CSOWGsimprules/EWBp46zFkopFkABJdKuKyRMBvp-go7XWTbKJQ6bTC2yu_w?e=xCTuWA) ).

There were 31 COST Full & Cooperating Members with nominated MC member in the Action Before any decision was taken, Ms Milena Stoyanova verified that the minimum of 2/3 of the parties who nominated MC members were present.

The number of COST Members with nominations present at the meeting was : 31 (see Annexe 2)

The **necessary quorum was achieved** allowing the Management Committee meeting to officially take place in accordance with Article 3.8 of the Annotated Rules for COST Actions

see

[https://costassociation.sharepoint.com/:w:/s/Projects/CSOWGsimprules/EWBp46zFkopFkABJdKuKyRMBvp-go7XWTbKJQ6bTC2yu\\_w?e=xCTuWA](https://costassociation.sharepoint.com/:w:/s/Projects/CSOWGsimprules/EWBp46zFkopFkABJdKuKyRMBvp-go7XWTbKJQ6bTC2yu_w?e=xCTuWA) ).

On Day2, there was 1 additional nomination made by CNC :

- Turkey - MC member nominated : **Prof Ario Ceccotti**
- ✓ The MC unanimously decided to **validate this second nomination for TK.**

## 6) Decisions by the Management Committee

### a. Election of the Chair and Vice-chair and selection of the Grant Holder (Scientific Representative)

- ✓ **Prof Iztok Sustersic (SL)** was **unanimously** elected **Chair**.
- ✓ **Prof Gerhard Fink (FI)** was **unanimously** elected **Vice Chair**.
- ✓ The MC **unanimously** selected **Innorenue CoE** as **Grant Holder Institution**, represented at the MC by **Prof Iztok Sustersic (SL)** as **Grant Holder Scientific Representative**.

### b. Agreement on the Action Structure

The following WGs have been established and their scope of activities are confirmed and are as per MoU.

WG 1: Robust Design for Adoption, Reuse and Repair

WG 2: Deformations and Vibration

WG 3: Accidental Load Situations

WG 4: Sustainability and Durability

The following criteria for the WG composition have been unanimously decided :

- WG applicants who are Network of Proposers shall be automatically approved.
- MC members applying to WGs shall be approved as WG members.

- Any WG candidate shall be accepted except for major outliers without any reference or connection to the Action's topic. These applicants will, however, have the possibility to further justify their application.
- The WG membership final acceptance is at the discretion of WG leaders.

### c. Election of other mandatory leadership positions

The following participants were elected for mandatory leadership positions:

- ✓ **Prof Robert Jockwer (NO, ECI, male)** was **unanimously** elected **Science Communication Coordinator**.
- ✓ **Prof Mislav Stepinac (HR, ECI, male)** was **unanimously** elected **Grant Awarding Coordinator**.
- ✓ **Dr Carmen Sandhaas (DE, female)** was **unanimously** elected **WG 1 leader**.
- ✓ **Dr Pedro Palma (CH, ECI, male)** was **unanimously** elected **WG 2 leader**.
- ✓ **Dr Daniele Casagrande (IT, ECI, male)** was **unanimously** elected **WG 3 leader**.
- ✓ **Prof Steffen Franke (CH, male)** was **unanimously** elected **WG 4 leader**.

### d. Core Group and mandates

The Core group will consist of the Action Chair, Action Vice Chair, Science Communication Coordinator, Grant Awarding Coordinator and WG1, WG2, WG3 and WG4 leaders. No explicit mandates were assigned to the Core group.

### e. Further discussions and decisions

The work plan from the Actions application was discussed. The plan foresees at least 6 STSMs, one workshop and on, on average, two WG meetings per year. The final work and budget plan will be made by the end of the year.

WG co-leaders are foreseen and will be selected in the first months of the Action at the discretion of the WG leaders and the Core group.

The Action chair presented the received offer for a special issue in the Wood and Fibre Science journal. The papers would be published open access and free of charge in a Q2 journal. The MC members expressed a wish to also look for a Q1 journal publishing option. A decision was made the members would send the Action Chair suggestions for journals and pricing options – the deadline being the 13<sup>th</sup> November 2021. A vote for the special issue journal selection would be taken upon receiving the journal suggestions.

The Action Chair proposed to produce a Member fact sheet for those who wish and agree with the GDPR policy. Also a monthly newsletter was proposed. Both suggestions were supported by the MC.

The Action Chair also briefly presented the issues to be dealt with at the beginning of the Action: Identify the current manpower, profiles, and knowledge capacities, Identify the missing ones, Collect PhD and Master student capacities, Collect existing running relevant research projects, Collect plans for Horizon Europe applications, Outreach to existing relevant organisations, Establishing a communication platform, Analyse existing structures, contact architects and investors, disseminate them, Derive a questionnaire for non-engineering members/entities, Identify "soft" issues, Define a timeline and criteria for Expert headhunting, STSM submissions and Meeting applications. Due to meeting time constraints the topics were not discussed in detail. The core group will prepare suggestions.

The Action Chair proposed to use as much funding as possible for WG activities and hence hold the MC meetings in online form or combine them with WG meetings. He also proposed to have all meetings organised in hybrid form to allow participation of all members, regardless of their travel abilities.

#### **f. Next MC meeting and AOB**

The location of the next meeting was decided to be in Izola in Slovenia at the premises of InnoRenew CoE. The date was tentatively set to late March or early April. The exact date will be announced later.

The hosting team gave some final words about the COST Action. The participants expressed their individual follow up actions for the success of the Action.

The MC Chair thanked the participation of all the MC members and closed the meeting.

#### **g. List of Annexes**

- Annex 1 - Agenda
- Annex 2 - List of participants
- Annex 3 - SO/AO/MP Presentation
- Annex 4 – Parallel Discussions summaries
- Annex 5 – Group photo ( Participants who didnot want to appear on the group photo were requested to switch off their camera)
- Annex 6 – Meetng public chats

#### **Minutes prepared by:**

- *Action Science Officer*
- *Action Chair*