

Minutes of the 2nd Management Committee Meeting of the COST Action

CA20139

HOLISTIC DESIGN OF TALLER TIMBER BUILDINGS

In-person meeting in Izola, Slovenia

23-25/05/2022

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- 9) Participants and Hosting Team.....**Error! Bookmark not defined.**
- 10) Relevant Information to the Management Committee..... **Error! Bookmark not defined.**
- 11) COST Action Cafés and debriefing**Error! Bookmark not defined.**
- 12) Pre-requisites for the Decision Making**Error! Bookmark not defined.**
- 13) Decisions by the Management Committee**Error! Bookmark not defined.**
 - a. Election of the Chair and Vice-chair and selection of the Grant Holder (Scientific Representative) **Error! Bookmark not defined.**
 - b. Agreement on the Action Structure **Error! Bookmark not defined.**
 - c. Election of other mandatory leadership positions **Error! Bookmark not defined.**
 - d. Core Group and mandates **Error! Bookmark not defined.**
 - e. Further discussions and decisions **Error! Bookmark not defined.**
 - f. Next MC meeting and AOB..... **Error! Bookmark not defined.**
 - g. List of Annexes..... **Error! Bookmark not defined.**

1) Welcome to participants, verification of the quorum and adoption of agenda

The Action Chair welcomed the participants. A count of MC members by country was performed first. Out of the 33 countries participating in the COST Action, the following 18 country MC representatives were present in-person: Belgium, Bosnia, Croatia, Denmark, Estonia, Finland, Greece, Iceland, Italy, North Macedonia, Norway, Poland, Portugal, Slovenia, Spain, Sweden, Switzerland, UK. The following 4 country MC representatives were present online: Bulgaria, Cyprus, Ireland, Latvia. The total MC member presence was 22, reaching the necessary 2/3 quorum.

The overall agenda of the CA meeting is in Annex 1. The MC meeting followed the MC meeting agenda generated by e-cost. The latter was modified and was voted on by the MC. It was unanimously confirmed. The structure of these minutes follows the final MC agenda.

2) Information to the MC

a. Recap of the minutes of the last meeting, e-votes and matters arising since the last meeting

The Action Chair informed the MC the first MC meeting minutes are available online. He also informed the MC that two e-votes were passed since. The first e-vote was on the modified date of the first CA meeting and the second vote was on the modified date of the second CA meeting in Year 1 of the Action.

b. Core Group: report from the Core Group, including delegated decisions

The following decisions were made at the Core Group meeting:

- State of the art report to be made as a book of abstracts.
- 2-3 pages + references per abstract, one abstract per topic group within the WGs
- A draft made 1 month before the Gothenburg meeting and circulated within WGs
- The WG revise draft circulated 1 week before the Gothenburg meeting within the Action
- WG presentation in Gothenburg, 2 hours per WG. Comments from all (interdisciplinary) Action members.
- 3 weeks after Gothenburg the book of abstracts supplemented with an additional chapter – “interdisciplinary comments”.
- 1 month later the final STAR is made → NEW STAR DELIVERY DATE IS 01. 12. 2022

c. Action Membership: New Specific Organisations and COST Members represented in the MC

A new country is joining the Action, Israel. The MC unanimously accept the proposed MC representative.

d. Action Participation: WG membership and applications, New MC members/Observers and provisional substitution.

The Action remains kept open for everyone.

e. Budget status: summary from the Grant Holder.

The Grant Holder reported on the budget status. The structure of the budget was presented as in the figure below.

Networking Tools	Quantity	Budget
Meetings	2	EUR 83 610.00
Training Schools	0	EUR 0.00
Short Term Scientific Missions (STSM)	5	EUR 15 000.00
ITC Conference Grant	4	EUR 4 000.00
COST Action Dissemination	3	EUR 6 000.00
Other Expenses Related to Scientific Activities (OERSA)	1	EUR 85.65
Total Science Expenditure		EUR 108 695.65
Financial and Scientific Administration and Coordination (FSAC) - MAX. 15%	15 %	EUR 16 304.35
Total Grant		EUR 125 000.00

At the time of the meeting there were no funding transfers made yet.

3) Follow up and discussion on the

f. Action management: structure, leadership positions and other supporting roles. Mandates to the Core Group (if applicable)

No changes.

g. Implementation of the COST Excellence and Inclusiveness Policy

18 out of 33 countries are ITC, 88/225 members are ITC, 116/225 members are young, 57/225 members are female. ITC, gender and ECI criteria are taken into consideration when inviting people for in-person attendance as well as STSM granting.

h. Grant Awarding by the Action

6 actions awarded this year (budget used).

i. Progress of each working group

Selection of active candidates, progressing with STAR writing.

j. Science Communication Plan

An explicit plan is in the making. It includes weekly updates on social media from different WGs (and task groups).

k. Progress on MoU Objectives, WG tasks, deliverables, and Goals for the current GP.

Progress on MoU Objectives, WG tasks, deliverables, and Goals for the current GP was presented by the Action chair.

4) Planning

l. Revision of Work and Budget Plan of the current GP (if applicable)

The following two suggestions were made:

- Transfer unused / unapplied ITC grant funds to STSM funds on 1 July 2022

- Postpone the STAR deadline to 1 December 2022

m. Upcoming activities

The Heatmap survey and STAR are in the making. The concept of both were presented by the Action chair.

5) AOB

None.

6) Summary of MC decisions

The following decisions were unanimously accepted:

- a) Accept MC member from Israel
- b) Transfer unused / unapplied ITC grant funds to STSM funds on 1 July 2022
- c) Postpone the STAR deadline to 1 December 2022

7) Closing

The Action chair closed the meeting.

8) Agenda and Materials

The overall agenda of the CA meeting, Attendance lists etc. are available in Annexes to these minutes.

Minutes prepared by:

- *Action Chair*