

Circle:	MC Members
Date:	14-09-2017
Time:	17:00 CET
Location:	ULB Brussels
Participants:	Listed in Appendix A

## Topic 1 - Opening of the 4<sup>th</sup> MC Meeting

- Welcome words by Action Chair Miguel Azenha
  - Agenda of today's meeting
  - Facts and Figures of the Action
  - Presentation slides in Appendix B (for reference)
- **Establishment of the quorum**
  - The rule of 2/3 minimum was NOT met (19 represented of 31 currently involved countries). MC voting was still conducted within this MC meeting, however, it has only informative character and final approval has to be achieved by e-voting process.

## Topic 2 - E-Voting to confirm the agreements of this MC meeting

- in order to confirm the agreements of this MC meeting as well as to provide legal capability for the core group in the next grant period, all discussion points were presented to the MC for election by e-Voting
  - the e-voting will be started by e-mail to all MC members still within September 2017
  - Post-meeting note: the e-vote process was launched in the week after the meeting. All votings and the meeting notes themselves have been approved unanimously.

## Topic 3 - Evaluation of the Action by COST

- evaluation report was recently received
  - first review showed no conspicuous criticism, however, the report will be analyzed in detail by the core group in the next core group meeting
  - will be sent to the MC for individual analysis
  - Post-meeting note: Report made available publicly in the website of COST Action TU1404.

## Topic 4 - Balance of activities in 2017

- 2 Workshops: Paris (13 participants, related to WG3) and Belfast (18 participants, related to connection of WG1 and WG2)
- Dissemination meeting in Japan (JCI) and India (RILEM)
- RILEM/COST conference EAC02 in Brussels including one TU1404 plenary session
  - **Website:** [www.eac2.be](http://www.eac2.be)
- 6 STSM's (in total now 18) and 2 further ones approved and ready to be launched
- Extended Round Robin RRT<sup>+</sup> in the final stage / focus is now shifted to analysis of results
- Launching of Stage 2 of numerical benchmarking in progress

- upcoming training school in Silesian University of Technology, Gliwice, Poland
- Deliverables of 2017:

Milestone 5 - Month 36

Main purpose: Discussion of round-robin test and simulation benchmarking; Yearly workshop

Deliverable(s):

- Workshop on experimental testing and numerical simulation of CBM
- Training school
- Report on round-robin test
- Preliminary report on numerical simulation benchmarking
- Report on the progress of pre-draft recommendations
- Plan for final scientific activities aimed at the closure of the Action (e.g. experimental and numerical strategic networking aimed at fulfilling the Action's purposes).

**--> Milestones according to MoU can be considered as generally achieved**

- Budget of previous grand period (May 2016 - Apr 2017) was well balanced
- Budget of current grant period (GP4 May 2017 - Apr 2018) is balanced so far (according to predictable expenses of the meetings of Brussels and the doctoral school in Poland).
  - actual compliance can only be checked and approved by the MC at the end of this grant period (April 2018)
  - it was proposed that the balances of the remaining items of the budget of the current grant period can be directed to other items of the current grant period.
  - **VOTE 1: Does the MC agree that the balance of Belgium meeting (underspending) can be directed towards any other item of the budget of the current grant period, according to decisions to be taken in a Core Group meeting (i.e. delegate the Core Group with the capacity to manage in between budget categories)? (approved within the participation)**
  - **VOTE 2: Does the MC agree that the balance of Doctoral school in Poland can go to any other item of the budget of the current grant period (in a similar way to the one mentioned in Vote 1)? (approved within the participation)**

## Topic 5 - Information on the opportunity of ITC Conference Grant

- the new opportunity of the action to support PhD students and Early career investigators from ITC was presented
  - detailed information will be given immediately on the webpage of the action (see <http://www.tu1404.eu/conference-grants>)
- a conference grant coordinator will be established in order to enable an effective awarding, however, the final decisions must be coordinated with the core group
  - Dirk Schlicke (general secretary of the Action) was proposed to take up the tasks of the conference grant coordinator
  - **VOTE 3: Does the MC agree that DIRK SCHLICKE takes up the tasks of the conference grant coordinator? (approved within the participation)**

## Topic 6 - Agreed meetings in 2018

- 1 Conference (Synercrete'18) including WG meetings and annual MC Meeting in Madeira, Portugal, see <http://synercrete.com/>
  - 3 days – 24-26 October 2018
  - hosted by Miguel Azenha, Dirk Schlicke, Paulo Lobo
  - with paper submission and conference proceedings
- opportunity of a smaller hands-on work meeting of WG2 within the course of EURO-C 2018
  - many members of the WG2 leadership will be there so that this could be a good opportunity to get together for targeted discussion regarding the ongoing benchmark
- it was proposed that underuse of the budget will be delegated by the core group directly
  - on opportunity could be the reimbursement of 4-5 participants of the abovementioned EURO-C conference
  - **VOTE 4: Does the MC agree that any underuse of the budget of GP4 will be delegated by the core group directly? This means that the Core Group will have delegated power to deploy the Euro-C conference support without need for MC approval, for example (approved within the participation)**

## Topic 7 - Planning of 4<sup>th</sup> year

- the following budget principal was proposed for the next grant period (GP5 May - October 2018):

A - COST Networking tools	
(1) Meetings	69 350 €
(2) Training schools	0 €
(3) Short term scientific missions	0 €
(4) Dissemination, publications	0 €
(5) OERSA	0 €
B - Total science expenditure (sum 1-5)	69 350 €
C - FSAC (max of 15% of B.)	10 403 €
D - Total expenditure (B+C)	79 753 €

- it was proposed that the last expenditure of the Action will be devoted to the closing conference
  - the last grant period is comparably small and would only provide a very limited window for adequate planning and organisation of STSMs and doctoral schools in the 4<sup>th</sup> year
  - **VOTE 5: Does the MC agree that the budget is devoted to the final event? (approved within the participation)**
- it was proposed to apply also in 2018 the current regulation that 15% of the budget will be used as FSAC
  - **VOTE 6: Does the MC agree that 15% of the budget of the upcoming grant period will be used as FSAC? (approved within the participation)**

## Topic 8 - **Other matters**

- Milestones for 2018 according to MoU were presented
- MC was explicitly asked to promote STSMs and conference grants

## Topic 9 - **Follow up of COST Action TU 1404**

- COST Action TU1404 will predictably finish by November 2018, follow ups of the established and promising network was discussed
  - TC for pre-standardization within RILEM

The Meeting was closed at 17:48 CET

**Appendix A - Attendance list**

**Appendix B – Presentation held at the MC meeting**