



**COST TU1202 meeting – Management Committee  
Ecole du Ponts, Universite Paris Est, Paris, France.  
24 March 2014**



**Attending:**

Federica Cotecchia (FC), Yu-Jun, Cui, Javier Diez, Tom Dijkstra (TD), Gaetano Elia (GE), Constantina Filipciuc, Ken Gavin (KG), Paul Hughes (PH), Josif Josifovski, Emma Keszeyne Say, Eugeniusz Koda, Stanislav Lenart, Lukas Lesniewski, Hjordis Lofroth, Karlo Martinovic (KM), Nikolas Michas, Manuel Oliveira (MO), Carlos Pereira (CP), Fernando Rodreguez Lopez, Joel Smethurst (JS), Ibrahim Sonmez, Anh Minh Tang (AMT), Gabor Telekes (GT), George Tsiambaos, John Van Esch, Jean Vaunat, Lu Chih-Wei

**Apologies:**

Sarah Springman, Kristine Flesjo (KF), Beata Gajewska, Brendan O’Kelly

**1) Welcome/approval of previous minutes/matters arising/actions from previous meeting/ adoption of agenda.**

1.1 Minutes of previous meeting were approved

1.2 Actions from previous meeting:-

- Chair to request more admin support for Action **(PH)**  
Action complete – NCL University to provide some additional admin support for expenses system – No secretarial support forthcoming.
- Chair to circulate core meeting minutes via website **(PH)**  
Action complete – minutes circulated to MC via email and now posted on Action Website [www.costtu1202.org](http://www.costtu1202.org)
- Material, photographs to be sent by WG leaders to Tom for upload to website. WG leaders to request material from working group members **(WG Leaders)**  
Some material has been sent – more is required – see later item on website.
- MC to re-convene on 23<sup>rd</sup> October to consider Taiwan membership **(All MC)**  
Action complete
- WG leaders to consider which other COST Actions may be useful to interact with **(WG leaders)**  
Contact to be made with GPR Action via WG4
- Location and date of next MC meeting to be decided/circulated **(Y-J C & AMT)**  
Action complete
- Location and date of next WG workshops to be circulated **(WG leaders)**  
Action complete: WG1 and WG3 meeting in Paris on 25<sup>th</sup> March, WG4 meet in Croatia on 17<sup>th</sup> Feb. WG 1 to meet in London on the 13<sup>th</sup> May **(JS to send notification to WG2).**



- Chair to contact editor of Earth Science Reviews to enquire about the possibility of publishing reviews – circulate author instructions to WG leaders. **(PH)**  
Action complete: Provisional agreement to publish reached, 4 papers of 25000 words each in one special issue.
- Chair to discuss levels of membership with COST office **(PH)**  
Action complete: non-COST countries can join as non-voting, unfinanced members of the MC.
- MC to vote on Taiwan membership **(PH)**  
Action complete: Taiwan now a member of TU1202

## 2. Update from the Action Chair

**Update on Action progress.** PH raised the following issues:

- **membership – now stands at 120**

- **aims and objectives.** PH reiterated these to ensure all members remain aware of the focus of this Action.

- **meeting arrangements.** PH highlighted the need for agreement on the dates/location for the next MC meeting and Working Group Workshops.

- **financial status.** There is an underspend, but significant ‘ghost’ claims still reside in the system. These ‘ghost’ claims are by Action members who submitted claims, but not attended meetings and thus will not be paid.

- **STSM budget.** Underspent budget will be used to finance additional STSMs this year.

- **Move of COST members to other institutes/countries.** KG states that since KM has moved to Ireland (from Croatia) Ireland representative has raised the issue of KM attending MC meetings. GT was asked for advice and he suggested to contact the COST representative Carmencita at COST office.

**Action:** PH to contact C.

## 3. New members of Management Committee

Proposal was raised to accept Sergio Lourenco (SL) onto the Management Committee (MC). PH proposed an email vote. KG and TD suggested quorum was available (a nearly complete MC was attending), information was circulated earlier via email, non attending MC members had commented via email and vote could take place at the meeting. Voted unanimously to accept SL onto MC.

**Action:** PH to inform SL

## 4. Presentation by the COST Action representative.

GT introduced himself and explained the current situation of the CSO versus the Domain Committee (DC). DC personnel will change on 14<sup>th</sup> of May 2014 (following a 2 by 2 year mandate) and many people will change jobs. By September there will be a new DC. In two weeks

time there will be a progress management committee for which GT will need to report on TU1202. Observations show that all is well with TU1202.

**Action:** PH to provide GT with progress reports

## 5. Progress updates of the working groups

**5.1 Working Group 1** - GE showed the modelling proforma and briefly discussed responses received. Presentation showed details of progress with SOTA review, STSM's etc. Presentation to go on web.

**5.2 Working Group 2** - JS reported on progress with SOTA and showed outline content. Presentation to go on web.

**5.3 Working Group 3** - AMT reported on progress with SOTA with detailed division of sections, but expressing a concern regarding fragmented nature that will result. Have got a detailed division of labour. Presentation to go on web.

**5.4 Working Group 4** - KG reported on progress. Information coming in, in different formats, trying to pull it together. Reported on successful WG meeting; well attended, including infrastructure managers providing helpful perspectives. An additional meeting would be helpful, as would be an STSM. Presentations from WG4 meeting to go on web.

**Action:** WG leaders to send presentations to TD;  
TD to put these on web.

### 5.5 Summary statements from PH regarding SOTA production.

- people need to send in their proformas to help WG leaders format the SOTAs
- There needs to be a connection between author list and contribution discretion lies with SOTA paper coordinators, fairness will be applied.
- There was a discussion about the schedule involved with production of SOTAs; summarized below

### 5.6 SOTA papers discussion-

PH suggested setting deadlines for paper/contributions and final drafts - suggested October 2014 for internal contributions and Feb 2015 for final drafts. WG1 (FC and GE) are concerned that deadline is too soon for collecting together contribution for SOTA reviews. PH stated that by the time we factor in the amount of time it will take to review any later would mean outputs not published by the end of the Action; we want to publish prior to our end date so results can be disseminated - don't really want to go too far back.

TD says papers should be published by final TU1202 conference and sets a date of 3<sup>rd</sup> quarter of 2015 as last chance to submit.

PH stated If first round of MC and WG meeting budgets is underspent then spare funds can be allocated to WG leader to use on additional small meetings to aid SOTA progress.

TD stated there should be a small team to drive the process forward. PH suggests Kristine Flesjo, TD volunteers.

Discussion held on choice of journal. 3 of 4 WG (GE, AMT, KG) leaders have reservations about ERS, JS happy with ERS. Proposed to fall back to plan B which was to go with QJEG&H on the grounds of accessibility, target audience, relevant earlier publications, likelihood of smoother/more timely review process, and paper size.

MC voted for - Internal paper contributions deadline October 2014.



- Final versions drafted by end of Feb 2015
- Action: Paul to inform whole action (including note on publication authorship is dependent upon contributions – though fairness will be applied).  
Action: WG leaders to also send details around.  
Action: Editorial team of Kristine, Paul and Tom confirmed – PH to contact Kristine for confirmation.  
Action: TD, PH & KF to send proposal to QGEG&H editorial board – if accepted switch to this journal for SOTA reviews.

## 6. Update on website (Tom Dijkstra)

TD stated I can't write it all – and I need some help!

Website now up and running at..... [www.costtu1202.org](http://www.costtu1202.org).... It is a small website at the moment but is composed of a light structure that can be expanded. Action members should provide TD and WG leaders with info or items they would like placed on the downloads page – these items should be emailed to the respective WG leader. This information could include meeting reports, presentations, case studies, STSM reports, photographs. TD will need an email from authors to confirm that they are happy with material going on web before items can be uploaded. PH asked WG leaders if they are happy to be the collectors of the WG information. All agreed.

FC asks if we can put published papers on download page – TD stated this would cause copyright issues. However, providing links to other sites which host the papers legitimately would be fine. YJ-C asks if we can have a private area / bulletin forum.

- Action: TD to create a map of countries and links to pin profiles
- Action: TD to create ask BGS web developers to create members only area and add forum space.
- Action: PH to send request for pin profiles data to MC
- Action: WG leaders set up collection method and communicate to WG members.

## 7. Discussion of future Action outputs – H2020 (Paul Hughes)

PH has been looking at specific calls coming out and nothing particularly appropriate has been noticeable. When something does come out there will be little time available to react. Do we need to set up a mechanism (group) to react? KG says no, it is enough to provide environment for collaboration to happen.

Action: PH to ask someone from H2020 to speak to us about ideas forming.

## 8. Anticipated locations and dates of future activities, WG agendas (Paul Hughes and WG leaders)

PH asked for volunteers to hold next MC and WG meetings. Manuel Oliveira and Carlos Pereira volunteer to host in Portugal in October.

- Action: MO/CP to identify potential dates and forward to PH
- Action: PH to set up doodle poll and circulate to MC



## 9. STSM status review (WG leaders)

Previous STSMs discussed during WG updates – Funding for 4 STSMs (one per WG allocated this year). WG3 has already had 3 applications – proposed that WG leaders can use workshop underspend to fund additional STSMs – MC approved.

## 10. Location and date of next meeting

See 8 above.

## 11. Summary of MC decisions

**Action:** KG to Contact to be made with GPR Action via WG4

**MC Decision:** Sergio Lourenco accepted onto MC

**Action:** PH to inform Sergio Lourenco of nomination

**Action:** PH to provide GT with progress report for annual progress conference

**Action:** WG leaders to send presentations to TD

**Action:** TD to place WG updates on to web.

**MC Decision:** Internal paper contributions deadline October 2014.

**MC Decision:** Final versions drafted by end of Feb 2015

**Action:** PH to inform whole action of deadlines

**Action:** WG leaders to also send details around.

**MC Decision:** Editorial team of KF, PH and TD confirmed

**Action:** PH to contact KF for confirmation.

**Action:** TD, PH & KF to send proposal to QGEG&H editorial board

**MC Decision:** If above accepted switch target journal

**Action:** PH to ask someone from H2020 to speak to us about ideas forming at next MC meeting.

**Action:** MO/CP to identify potential dates and forward to PH

**Action:** PH to set up doodle poll and circulate to MC

**MC Decision:** WG leaders can use workshop underspend to fund additional STSMs

## 12. Close