

COST TU1202 meeting – Management Committee

The Laboratório Nacional de Engenharia Civil – LNEC (National Laboratory for Civil Engineering), Lisbon, Portugal.

22 October 2014

Attending:

Yu-Jun, Cui, Javier Diez, Gaetano Elia (GE), , Paul Hughes (PH), Josif Josifovski, Emma Keszeyne Say, Eugeniusz Koda, Stanislav Lenart, Lukas Leśniewski, Hjordis Lofroth, Karlo Martinovic (KM), Nikolas Michas, Manuel Oliveira (MO), Carlos Pereira (CP), Fernando Rodriguez Lopez, , Anh Minh Tang (AMT), George Tsiambaos,, Michael Brencic, Kristine Flesjo (KF), Beata Gajewska, Stephanie Glendinning, Lovorka Libric, , Sergio Lourenco, Raluca Maftei, Piotr Osinski, Sarah Springman (SS).
Meho Sasa Kovacevic,

Apologies:

Tom Dijkstra (TD), Joel Smethurst (JS), Federica Cotecchia (FC)

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

1.1. Minutes of meeting in Paris in March, and the report were approved.

1.2. Matters arising:

- All the members are asked to provide presentations, given during COST meetings, to be submitted on the website to be sent via WG leaders or directly to the Chair.
- End of February 2015- accepted deadline for papers drafts
- Apologies from PH for absence of Horizon 2020 representative
- COST Action budget for 2014 is still underspent

1.3. Action from previous meeting:

- Approval of Sergio Lourenco, representing University of Honk Kong, as a new member of MC
- Chair to submit the report via website www.costtu1202.org (in progress) (PH)
- Minutes from Paris to be submitted on the website
- Still a significant number of members that did not submit their profile information on the website (email to PH and TD)

2. Action Update

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

- membership – now stands at 123 + new ESR (around 12 –to be specified by WG Leaders)
- Issue of involving SL within MC in progress

2.2. Aims and objectives of the Action.

- COST Action is heading the second part of the scheduled plan, the first part was successfully completed and progress is satisfactory for COST office.
- Still low number of non UK members within the Action, WG Leaders to look after country balance
- The gender balance (33% F: 64% M) still to be improved
- Discussion within WG to clarify the real number of ESR (Action WG leaders)

2.3. Next meeting arrangements.

- The next MC meeting is planning to be held by ZTU in Zurich, Switzerland (representative SS) April 2015. SL raised an issue of organizing workshops in Zurich also for WGs, to decrease expenses for MC members. The idea was approved (Action PH and SS to arrange date for MC meeting, PH to circulate)
- The next joint MC and WG workshops meeting is planned to be held by ZAG (Slovenian National Building and Civil Engineering Institute in Ljubljana) in Ljubljana, Slovenia (representative SL – Action SL to circulate doodle poll to find suitable date)
- Meeting for each WG workshop to be discussed with groups (Action – WG leaders to agree times/dates of next meetings and send to PH for circulation to rest of Action)

2.4. Financial status of Action.

- The budget for 2014 is underspend. Members are advised to organize additional meetings before end of December (financial closure deadline). The budget allowed organizing ESR event.

2.5. STSM budget.

- There were 4 STSMs completed so far, however the budget is still underspend and will be transferred to finance additional STSMs next or this year.

3. Progress updates of the working groups

- 3.4. **Working Group 1** - GE Proposed excluding non-active members from WG1. Update of SOTA paper progress. GE informed about meeting organised in Brescia to discuss the paper with FC. GE proposed splitting the received material into two papers. Editorial board is open to accept more than initially proposed 6 papers. Proposal for STSM in January. Presentation available on the website
- 3.5. **Working Group 2** – PH on behalf of JS reported on progress with SOTA and showed outline content. Presentation available on the website. An important issue was raised regarding using Dropbox, email or any other platform to share the updates on SOTA drafts. PH will look for available solutions (FTP site was recommended to look at)
- 3.6. **Working Group 3** – AMT reported on progress with SOTA and completed STSM. WG3 was acknowledged for work efficiency. AMT to start working on another publication. Presentation available on the website.
- 3.7. **Working Group 4** – KM reported on progress. KM suggested splitting his paper into two versions. Presentation available on the website.

4. **Action for WG Leaders:** WG leaders to send presentations to TD to be submitted on website;

5. **SOTA papers discussion-**

The number of proposed papers is 6 so far. It is suggested to split the WG1 and WG4 papers into two separate papers for each of them, as the content is too extensive. It is important for all the papers to be carefully reviewed in terms of overlapping. The Editorial Board (PH, TD, KF) will be responsible for reviewing the complete issue. As suggested, 6th paper should be focused on state of the practice. It would be best if all the papers are published as a combined special issue to have a full picture of Action. However, it is acceptable to publish it separately if there is such a possibility. WG leaders are expected to submit final drafts for SOTA papers by the end of February. PH will look at available online shearing platforms (i.e.: FTP) to exchange reviewed version of SOTA papers.

6. **Update on website (Tom Dijkstra)**

Apologies from TD.

The website is still being developed and all the members are asked to contribute in expanding it. The website is missing members' profiles, presentation of interesting

case studies that members are working on. It is planned to develop a download section for STSM reports and presentations. All the members are asked to help TD in designing the website. WG Leaders are responsible for encouraging members to prepare their contribution to be submitted on website by TD.

7. Poster competition and Early Stage Researchers (ESR) Event.

PH suggested how to assess the posters presented by ESR. 3 points for the 1st place, 2 points for 2nd place and 1 for 3rd place. All the members are allowed to vote. All the votes will be summed up and counted. Poster having best score wins the competition.

The rules for ESR Event were set up and Brief of ESR was approved by all MC members. PH explained how proposals should be prepared and how it is going to be assessed. The jury evaluating proposals will consist of 5 MC members: Yu-Jun, Cui, Stanislav Lenart, Stephanie Glendinning, Sarah Springman, Kristine Flesjo. Each proposal for each group of ESR should be submitted by 31st of December 2014. The jury is expected to evaluate the proposals by the end of January. The whole budget for ESR Event is 50 000 Euro. The idea is to fund at least two of all submitted proposals.

8. Discussion on future plans for Action.

It is crucial for the Action to include more Construction Managers, asset managers and people from practice and industry. PH came up with initiative that Core Group will be responsible for attracting appropriate asset managers to join Action.

All members are encouraged to include COST Action in acknowledgments when preparing future publications.

9. Location and date of next meeting

See section 2.3.

Summary of Actions

- All the members are asked to provide presentations, given during COST meetings, to be submitted on the website to be sent via WG leaders or directly to the Chair – **ALL**

- Still a significant number of MC members that did not submit their profile information on the website (email to PH and TD) - **ALL**
- Discussion within WG to clarify the real number of ESR (Action - **WG leaders**)
- The next MC meeting is planning to be held by ZTU in Zurich, Switzerland (representative SS) April 2015. SL raised an issue of organizing workshops in Zurich also for WGs, to decrease expenses for MC members. The idea was approved (Action **PH** and **SS** to arrange date for MC meeting, **PH** to circulate)
- The next joint MC and WG workshops meeting is planned to be held by ZAG (Slovenian National Building and Civil Engineering Institute in Ljubljana) in Ljubljana, Slovenia (representative SL – Action: **SL** to circulate doodle poll to find suitable date)
- An important issue was raised regarding using Dropbox, email or any other platform to share the updates on SOTA drafts. **PH** will look for available solutions (FTP site was recommended to look at)
- Action: **WG Leaders**: WG leaders to send presentations to TD to be submitted on website;
- **WG Leaders** are responsible for encouraging members to prepare their contribution to be submitted on website by TD.
- It is crucial for the Action to include more Construction Managers, asset managers and people from practice and industry. **PH** came up with initiative that **Core Group** will be responsible for attracting appropriate asset managers to join Action. Action – **Core Group**