

NOTES FROM EU COST ACTION 1101 FIRST MEETING

Date: 8 November 2011

Location: Brussels

Following the election for the management team the meeting was chaired by **Dr Murat Uysal (Action Chairman)**.

A Budget and Action Activities

1. Funding allocation per meeting was discussed:
 - a. First meeting in 6-month time should be 2.5 days to allow enough time for people to get to know each other and discuss work involved in each working group.
 - i. **Date: 19-21 March 2012**
 - ii. **Location: Istanbul, Turkey**
 - iii. Therefore the allocated budget should increase from 32k Euro to 34k Euro.
Approved
 - iv. Group booking of accommodation was proposed to keep the cost down.
Action: Murat Uysal
 - b. Second meeting: To include 1st workshop (including people from industry)
 - i. Location: It was suggested to be in UK, the due to clashes with other event and non-availability of resources at Northumbria the decision was made to hold it in **Pisa, Italy**
 - ii. **Date: 15 – 16 October 2012. This could change.** One day for workshop.
 - iii. Budget allocated: 30K Euro. **Approved**
2. If there are any other suggestions and ideas regarding item 1 then the relevant people should be contacted via email. **Action: All**
3. **Prof. Roger Green** agreed to act as the Secretary: **Approved.**
4. As soon as budget agreement is signed by the EU, we could start the process of spending the funding.
5. Workshop: **Approved**
 - a. One per year lasting one day.
 - b. Anyone interested in the area could attend.
 - c. There will be a call for contributions
 - d. Fees: Free for all MC members. Other will have to register and pay. No agreement on the Fees yet.
 - e. Need to seek sponsorships from professional bodies, industry etc. to reduce the cost. **Action: Local Organising Committee and others.**
6. Travel Grants: **Approved**
 - a. Three will be 2 TG (Total 2000 Euro) for Annual SPIE Women in Optics Networking Activity.
 - b. Participation in steering bodies and international forums.
 - i. No of participants: 2
 - ii. Funding allocated: 3000 Euro.
7. Short Term Scientific Meeting: **Approved**
 - a. Number: 8 (increased from 6)
 - b. Funding allocated: 12K Euro.
8. Website

- a. One page guide line on the website content to be circulated to MCM for comments. **Action: Tony and Murat**
- b. It was proposed that all means of communication including skype should be used for colleagues to contact each other.
- c. Include all publication for internal use ONLY.
- d. Cost: 1,500 Euros: **Approved**
- e. **Prof. Tony Boucouvalas** agree to host it in his University, Greece. Tony will liaise with Murat. **Approved**

9. Leaflets and newsletters (production, printing and mail): Cost = 1,500 Euros. **Approved**

10. Bank charges: Cost 500 Euro. **Approved**

11. Summary budget plan for first year. **Action: Murat**

12. Any other matter: Suggestion on WG2 to cover also systems.

B Working Groups

Each individual were asked to introduce themselves and which WG they want to work.

Also email was sent out requesting WG Chairs.

Country	Name	Working Group
Sweden	Prof. Di Yuan Prof. Michal Pioro	WG3, WG2
Ireland	Dr Michael Connelly	WG4
Austria	Prof. Erich Leitgeb	WG1, WG2, WG3
Slovenia	Prof. Gorazd Kandus	WG1, WG2
Poland	Prof. Marian Marciniak	WG4, WG2
Belgium	Dr Jurgen Van Erps	WG4
Czech Republic	Dr Dtanislav Zvanovec	WG1, WG2
Czech Republic	Dr Vaclav Kvicera	WG1
Italy	Dr Frank Silvio Marzano	WG1, WG2
Germany	Mr Florian Moli	WG1, WG2
Spain	Prof. Ignacio Santamaria	WG2, WG1
Spain	Dr Aniceto Belmonte	WG1, WG2
France	Dr Mohammad-ali Khalighi	WG1, WG2
UK	Prof. Zabih (Fary) Ghassemlooy	WG1, WG2, WG3
UK	Prof. Roger Green	WG4, WG1
Greece	Prof. Tony Boucouvalas	WG2, WG2, WG1
Portugal	Dr Luis Alves	WG1, WG2, WG4
Hungary	Prof. Istevan Frigyes	WG1, WG2
Greece	Dr George K Karagiannidis	WG2, WG1
Italy	Prof. Ernesto Claramella	WG1, WG2, WG4
Italy	Dr Giorgio Maria Tosi Beleffi	WG1, WG4, SIG
Germany	Mr Klaus-Dieter Langer	WG2, WG4
Austria	Dr Slavisa Aleksic	WG3, WG2
Hungary	Ms Eszter Gerhatne Udvary	WG2, WG4
Finland	Prof. Marcos Katz	WG3

Turkey	Dr Murat Uysal	WG2, WG3
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- Need to assign contact person with other Cost Actions, etc.

C WG Chair and Vice-Chair (for SERs)

Vice Chair

Mrs Eszter G UDVARY	WG4
Dr Slavisa ALEKSIC	WG3
Dr Stanislav ZVANOVEC	WG1
Dr Mohamma-ali KHALIGHI	WG2

Chair

Prof. Carlo CAPSONI/Peof. Erich LEITGEB/ Dr Frank Silvio MARZANO	WG1
Prof. Z (Fary) GHASSEMLOOY	WG2
Prof. Tony BOUCOVALAS/ Prof. Marcos KATZ	WG3
Prof. Roger GREEN	WG4

It is not fair for a few doing all jobs. One option is to have a rotating Chair, every 2 years. If someone wants to continue that is fine. There should be commitment from the start for WG Chair/Vicw-chair. **Action: We will review WG Chair as we progress.**

D SIG (Techo-Economics)

- Vice Chair: Mr Klaus-Dieter LANGER
- Chair: Dr Giorgio Maria TOSI BELEFFI

Other SIG: To be decided in March 2012 (first meeting).

Any other business:

- Date of a conference that might clash with future meetings were recorded:
UCUP
CSNDSP 2012
ICTON 2012
- MC nomination: Ask for email to be resent if you have not done it already.

Close of the meeting.

Prof. Z Ghassemlooy