



**COST ACTION E55
Modelling of the Performance of Timber Structures**

**Draft Minutes of the 9th Management
Committee Meeting**

**University of Coimbra, Department of Civil Engineering,
Coimbra, Portugal**

Friday, 26th March 2010, 8.30 – 9.30 hrs

0. Welcome to participants

The Chair, Dr. Jochen Kohler, welcomed the participating members of the Management Committee to the last Management Committee meeting of the Action

1. Adoption of agenda

The draft agenda, which was circulated with the letter of invitation, was adopted without modification.

2. Minutes of last meeting

The minutes of the 8th meeting of the Management Committee held on Tuesday, 22nd September, 2009 at the University of Ljubljana, Slovenia were approved.

3. Matters arising

There were no matters arising that were not included under the agenda.

4. General Information from the COST Secretariat

The Chair informed the meeting about his participation at the annual Domain Committee meeting held in Rome three weeks ago. He made a presentation on the COST E55 activities for the past year. This was the only action in the Forest Domain related to timber engineering. They had some discussion about whether the Transport and Urban Domain was more appropriate than the Forest Domain for future actions in timber engineering. It was agreed that it was best to stay in the Forest Domain. We need to think about proposals for new actions as it is important to maintain our research group. In the past, the work of COST actions could not be related to codes but this has changed and pre-normative research is now possible. As was discussed at the present workshop, we need a lot more knowledge to implement the present codes. The Domain Committee would like to have COST Actions devoted to the preparation of research proposals. There will be a discussion later in the day about proposals for new actions.

The Chair also received positive feedback from our rapporteur, Eva Esping. She was unable to attend this meeting in Coimbra.

5. Action budget planning status

As we only have a half year's budget of €40,000 left, there is not enough money to host two more meetings before the end of the Action, as had originally been planned. It is planned, therefore, to hold only a small steering group meeting possibly in Sardinia with about 15 people and this will be about half the cost. All members of E55 will be invited to final conference in Zurich in May 2011 but there will be a limit on the level of reimbursement.

All WG and task group leaders should seek names of potential presenters. The second part of conference will comprise invited lectures from six keynote speakers. The Chair has received confirmation from Frank Lam (Canada), Keith Crews (Australia), and Yasimura Motoi (Japan). David Rosowsky (US) is unsure of his availability yet. We will have to cover the expenses of invited speakers except those from Australia and New Zealand from the Action budget.

For the upcoming ICAST conference in Zurich, an agreement has been made with Springer to publish the proceedings and these will have an ISI index. The Chair will try to make a similar arrangement for our final conference. This will have implications for the submission dates for the papers as Springer needs papers 4 months in advance.

6. STSM status, applications

Due to the budgetary restrictions, we will need to limit the number of STSMs for the next year. This does not apply to visits to Australia and New Zealand as this is a separate budget.

7. Publication, annual report

As discussed at the workshop yesterday, there are several publications in the pipeline (e.g. the reports 'Assessment of Existing Structures' and 'Assessment of failures and malfunctions'). The parallel sessions should focus on ensuring that these are brought to completion. In regard to the budget for these publications it was acknowledged that the corresponding financial resources are taken from the regular action budget (except for the final publication, where a particular fund exists). It was agreed that the publications will be paid from the action budget. The exact amount for covering the publication costs will be approved by the chair and the vice-chair of the action.

8. Evaluation

COST E55 received a positive evaluation at the DC meeting in Rome. The Action web page has been positively received by rapporteur.

9. Request for new members

Czech Republic has applied to join the Action. The Chair has replied positively to the request. This was approved by the meeting.

10. Non COST participation

Under the special agreement between COST and Australia/New Zealand, links have been established with Prof. Keith Crews, Prof. Andy Buchanan & Prof. Pierre Quenneville. There are still funds available for STSMs to these countries.

11. Web news

The Action web page (www.cost-e55.ethz.ch) is continuously updated.

12. Progress Report of Working Groups

This will take place later after the parallel session

13. Long term planning

It was agreed that a Steering group meeting will take place in September, possibly in Sardinia. It was decided to keep the venue open for now and to finalise the location when more information on costs is available.

The organisation of the final conference has commenced. A list of presenters should be discussed during the parallel sessions. There will not be an open call for papers as this would delay progress. The three Working groups are busy preparing documents and these can be topics for the final conference. The invited speakers have been asked to speak on the topic: 'My viewpoint on the future challenges in timber engineering research'. It was agreed that we should have a keynote speaker from Europe. The venue for the final conference is the ETH main campus in Zurich.

There will be a special session dedicated to COST E55 at the World Conference on Timber Engineering. A list will be circulated during today's meeting so that members can add the papers that they will be presenting related to the Action activities. Those people selected to represent the Action can apply for reimbursement but this will be limited to 6-8 people. The Chair will make a meeting application to the COST office.

14. Time and place of next meetings

The following dates and venues for the upcoming meetings were agreed:

TBD	23-24 Sep 2010	Steering group meeting
Zurich	26-27 May 2011	Final conference

15. Any Other Business

A half-year grant to the Chair of 1000 Euro was approved.

The Chair outlined the procedures for applications for new COST Actions. It is now a two-step process in which an extended abstract of 2-3 pages is submitted in the first step. This is reviewed and if shortlisted, a full proposal is submitted 6 months later and presented at a DC meeting.

On behalf of the Management Committee, Annette Harte thanked the Chair for his excellent work in running this Action for the last three years.

Annette Harte
March 2010

ANNEXE

1. Agenda

2. List of Participants

**9th Management Committee Meeting
COST Action E55
'Modelling of the performance of timber structures'**

**University of Coimbra, Department of Civil Engineering,
Coimbra, Portugal**

Friday, 26th March 2010, 8.30 – 9.30 hrs

Draft Agenda

0. Welcome to participants
1. Adoption of agenda
2. Minutes of last meeting
3. Matters arising
4. Report from the COST office
5. Action budget planning status
6. STSM status, applications
7. Publications, annual report
8. Evaluations
9. Request for new members
10. Non-COST participations
11. Web news
12. Progress report of working groups
13. Long-term planning
14. Time and place of next meeting
15. AOB

8th Management Committee Meeting

COST Action E55

‘Modelling of the performance of timber structures’

**University of Coimbra, Department of Civil Engineering,
Coimbra, Portugal**

Friday, 26th March 2010, 8.30 – 9.30 hrs

List of Participants

Baltrusaitis, Antanas (LT)
Bell, Kolbein (NO)
Branco, Jorge (PT)
Cruz, Helena (PT)
Dias, Alfredo (PT)
Dietsch, Philipp (DE)
Fan Mizi (UK)
Fink, Gerhard (CH)
Fragiacomo, Massimo (IT)
Harte, Annette (IE)
Jorissen, Andre (NL)
Koehler, Jochen (CH)
| Munch-Andersen (DK)
Sigrist, Christophe (CH)
Sorensen, John D (DK)
Srpcic, Jelena (SI)
Svensson, Staffan (DK)
Tannert, Thomas (CH)
Toratti, Tomi (FI)
| Turk, Goran (SI)
Zhang, Binsheng (UK)
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