



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

**Draft Minutes of the 7th Management  
Committee Meeting**

**Norwegian University of Science and Technology, NTNU  
Trondheim, Norway**

**Friday, 27 March 2009, 15.00 – 16:30 hrs**

**1. Welcome to participants**

The Chair, Dr. Jochen Kohler, welcomed the participating members of the Management Committee. The chair then introduced Melae Langbein, Science Officer for the COST FPS Domain, and welcomed her to her first meeting of COST E55.

**2. Adoption of agenda**

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

**3. Minutes of last meeting**

The minutes of the 6th meeting of the Management Committee held on Friday, 26<sup>th</sup> September 2008 at the University of Zagreb, Croatia were approved.

**4. General Information from the COST Secretariat**

Melae Langbein made a presentation on behalf of COST covering a wide range of issues. The full presentation is appended to these minutes. The key points were:

- The new rapporteur for the Action, Eva Esping, is now in place.
- The Action spent €89400 in the budget year 2008. The budget for the current year to 31<sup>st</sup> May 2009 is €98000 of which €83000 has already been committed. This leaves some money for STSMs in the current year. The budget for next year will be about €100,000. This action will not have to migrate to the new grant system.
- The EC will carry out mid-term review of COST under an agreed set of criteria. These criteria are those in which Actions will be reviewed in future. As a result, new templates for Monitoring Progress Reports and the Final Evaluation Report have been issued.
- A new reciprocal agreement is almost on place with South Africa.
- COST Strategy for Early Stage Researchers. Actions should set aside a proportion of the budget for STSMs at start of year. STSMs can be extended up to 6 months in

exceptional circumstances. The use of Training schools should be increased. Each domain offers three Conference Grants per annum to enable early stage researchers participate in international conferences outside the Action activities. The nomination of early stage researchers as national Management Committee delegates is encouraged.

- The participation of institutions from non-COST countries is encouraged. Research visits from E55 researchers to Keith Crews in Australia and Pierre Quenneville in New Zealand can be funded.
- The FPS area has the lowest number of pre-proposals among all the COST Domains. The next closing date for proposals is 25<sup>th</sup> September 2009. Those considering putting in a proposal are encouraged to do so.
- COST can fund Strategic Workshops, which have a budget of over €60,000 or Exploratory Workshops, which have a budget of under €60,000. These workshops should focus on the impact of proposed activity.
- Monitoring and evaluation of the Action is done by the DC annually based on the Monitoring Progress Report submitted by the Action. The FPS Domain Committee held its Annual Progress Conference in Zagreb on 4-5 March. E55 was represented by Vice Chair Annette Harte. The DC gave the following feedback to E55:  
*The DC commended the Action's responsiveness to the Rapporteur's request that the Action website be kept more up to date, the good involvement of ESRs and participants from non-COST countries with which COST has Reciprocal Agreements. The DC noted the Action's importance in terms of increasing the use of wood. The DC recommended that the Action ensure that in the future it increases links to standards bodies, involvement of (industrial) end users and communicates well the importance and potential impact of the Action. The coordination with TU0601 was commended.*  
The final evaluation will be carried out by an evaluation panel comprising the rapporteur and two other members. They will look at whether the objectives laid down in the MOU have been achieved.
- End of Action. The final conference can take place up to 13 March 2011. The Action can print a final publication financed by COST office.

## **5. Year budget planning**

The budget for the current year will be based on the previous year.

## **6. STSM status, applications**

A number of STSMs are currently being planned and formal applications will be made in the near future. These include:

- (1) Tomaz Hozjan from Ljubljana is to visit Staffan Svensson in the Technical University of Denmark.
- (2) Dean Cizmar from Zagreb is to visit to Ljubljana University.
- (3) The Portuguese Robustness group is putting a proposal together but it has to be finalized.
- (4) Ad Leiten or Andre Jorissen from Eindhoven is to visit Pierre Quenneville in Auckland under the reciprocal agreement.
- (5) A researcher from Napier University, Scotland is to visit Keith Crews in Sydney under the reciprocal agreement.

## **7. Publication, annual report**

The presentations made at the workshop will be made available on the action website. The Working Group 1 publication is nearing completion. This will be sent for final review to the authors. The Management committee approved the making of an application to the COST office to support this publication.

The publication from the Robustness Group (Working Group 3) is under development and is due for completion in summer 2010.

The publication on Ductility is due for publication at the end of 2010.

### **8. Evaluation**

The new rapporteur for E55, Eva Esping, was unable to come to meeting. Efforts were made to set up a telephone conference for the Management Committee meeting but this was not possible. She hopes to come to the next meeting in Ljubljana. On the suggestion of Prof. Gramatikov, it was agreed that the minutes of the previous meetings be forwarded to her.

### **9. Request for new members**

There have been no requests from new countries to join the action.

### **10. Non COST participation**

As part of the new agreement between COST and New Zealand/Australia, Pierre Quenneville from Auckland attended the present meeting in Trondheim and he will also attend in Ljubljana.

If members have particular projects relevant to this action that would benefit by a visit to researchers in New Zealand and Australia, they can apply for a grant for an exchange visit. For the final conference, it will be important to have a high-profile researcher such as Andy Buchanan from New Zealand to perhaps give a keynote address.

### **11. Web news**

The Action web page ([www.cost-e55.ethz.ch](http://www.cost-e55.ethz.ch)) is being continually updated. All presentations from the Trondheim meeting will be placed on website.

### **12. Progress Report of Working Groups**

Joint presentations of the Working Groups took place over the two days of the meeting in addition to parallel sessions to discuss strategy so there was no need for further reporting. A new task was proposed by Phillip Dietsch on 'Methods for the Assessment of Existing Structures', which considers the performance of components based on site measurements, was approved. This work is within the parameters defined by the Memorandum of Understanding. This will be a short task involving a group of 5-7 people. The Management Committee approved the organization of special Task Group meetings to undertake this work.

There was also a proposal from Massimo Fragiaco for another Task Group topic related to Timber-Concrete composites. It was felt this topic can be addressed by integrating it in the current working Group II under Ductility and Moisture Induced Stresses as it has been handled up to now. Heinrich Kreuzinger noted that a lot of work has been done in Germany on this topic.

### **13. Long term planning**

The Chair stated that the planning for the Final Conference needs to start now. It was felt that the final conference of COST Action E24 in Bordeaux was a good model. Presentations from the Working Group leaders and E55 members will get priority. A poster session on the

STSM reports should be considered. It is important to have participation from our co-researchers in Australia and New Zealand. It was felt that the timing of the Final Conference is crucial in terms of maximizing the impact and enhancing the level of participation. It was strongly felt that March was not a good time and that, as the traditional conference season was during the summer months, the date should be moved forward if possible. It was agreed that the Chair should make a formal request to the Domain Committee to seek an extension of the Action for the purpose of holding the conference on 26<sup>th</sup> and 27<sup>th</sup> May 2011. The Chair offered to host the conference in Zurich and this was agreed. It was also agreed that as a fall-back position, the conference could be held on March 3<sup>rd</sup> and 4<sup>th</sup>.

#### **14. Time and place of next meetings**

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

Ljubljana	22-23 September 2009	Joint MC/WGs meetings
	Goran Turk, who is hosting this meeting, pointed out that the hotel required a list of names of those attending by April. Otherwise, the discounted rate will not apply. It was agreed that the first announcement of the meeting be sent out early. Goran will book 1 conference room and 2 classrooms for the meeting.	
Coimbra	25-26 March 2010	Joint MC/WGs meetings
TBD	23-24 September 2010	Joint MC/WGs meetings
Zurich	26-27 May 2011(provisional)	Final conference

#### **15. Any Other Business**

A grant to the Chair of 2000 Euro for 2009 was approved.

*Annette Harte*  
*March 2009*

ANNEXE

1. Agenda
2. List of Participants

**7<sup>th</sup> Management Committee Meeting  
COST Action E55  
'Modelling of the performance of timber structures'**

**Norwegian University of Science and Technology, NTNU  
Trondheim, Norway**

**Friday, 27 March 2009, 15.00 – 16:30 hrs**

**Draft Agenda**

1. Welcome to participants
2. Adoption of agenda
3. Minutes of last meeting
4. Report from the Scientific Officer
  - News from the COST Office
  - Status of Action
  - Number of Signatories
  - Budget Status, budget allocation process
5. Year Budget planning
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

**5<sup>th</sup> Management Committee Meeting**

**COST Action E55**

**‘Modelling of the performance of timber structures’**

**Norwegian University of Science and Technology, NTNU  
Trondheim, Norway**

**Friday, 27 March 2009, 15.00 – 16:30 hrs**

**List of Participants**

Baltrusaitis, Antanas (LT)  
Bogensperger, Thomas (AT)  
Branco, Jorge (PT)  
Chaplain, Myriam (FR)  
Dias, Alfredo (PT)  
Fragiacomo, Massimo (IT)  
Harte, Annette (IE)  
Jorissen, Andre (NL)  
Kohler, Jochen (CH)  
Kreuzinger, Heinrich (DE)  
Malo, Kjell Arne (NO)  
Pranckeviciene, Vilija (LT)  
Sorensen, John Dalsgaard (DK)  
Srpic, Jelena (SI)  
Svensson, Staffan (DK)  
Toratti, Tomi (FI)  
Turk, Goran (SI)  
Zhang, Ben (UK)

Gramatikov, Kiril (MK)  
Langbein, Melae (COST)