



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

**Draft Minutes of the 4th Management
Committee Meeting**

**University of Technology, Faculty of Building and Planning, Den Dolech 2
University Auditorium (Rooms 2, 12, 13)
5600 MB Eindhoven, the Netherlands**

Friday, 5 October 2007, 14:00 – 15:30 hrs

1. Welcome to participants

The Chair Dr. Jochen Kohler welcomed the participating members of the Management Committee.

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 3rd meeting of the Management Committee held on Tuesday, 15 May 2007 at the University of Technology in Graz (AT) were approved subject to the addition of the following to the attendance list: Matthias Frese, Germany.

4. General Information from the COST Secretariat

The Chair drew the attention of members to the *News from the Cost Office* which is available on the official COST Web-site (<http://www.cost.esf.org>).

Status of the COST Action E55:

So far, according to the files 17 countries have joined COST Action E55:
Austria has indicated its intention to sign.

CSO approval: 27 June 2006
Entry into force: 12 October 2006
First MC Meeting: 15 December 2006
End of the Action: 14 December 2010

Chair: Dr. Jochen Köhler
Vice-Chair: Dr. Annette Harte
Rapporteur: Prof. Petr Kuklik

Working Groups:

Working Group	Coordinator	Email-address
WG1 System identification and exposures	Tomi Toratti	tomi.toratti@vtt.fi
WG2: Vulnerability of components	André Jorissen	a.jorissen@shr.nl
WG3: Robustness of systems	John Dalsgaard Sorensen	jds@civil.aau.dk

Budget Status

After having contacted all Management Committees of the COST Domain on Forests, their Products and Services, the budget plan for the budget year 2008 (2 June 2007 – 31 May 2008) was drafted. In the light of its activities 82.000 Euro have been allocated to COST Action E55.

Training Schools

The Chair stated that it was too early to consider Training Schools yet. It was noted that these must be funded from the Action budget. Members were requested to make suggestions for topics.

5. Year budget planning

BUDGET 2007

In the course of the budget year 2007 (1 January – 1 June 2007) 51.300 Euro have been spent by COST Action E55 (Zurich meeting (21 reimbursements), Graz meeting (46), 1 STSM (Ms. Montaruli), General Support Grant).

BUDGET 2008

The budget for the budget year 2008 (2 June 2007 – 31 May 2008) will amount to approx. 82.000 Euro (Eindhoven meeting (50 reimbursements), Helsinki meeting (50) 2 STSMs (Mr. Weckendorf, Mr. Rodrigues). As the number attending the Eindhoven meeting has exceeded 50, care must be taken not to exceed the budget for the Helsinki meeting.

In the course of the first half of the year 2008 COST Action E55 has to migrate to the grant system.

It was agreed at Management Committee No. 3 that ETH, Zurich will administer the Action Grant.

6. STSM status, applications

One STSM has now been completed by Ms. Montaruli. This was very worthwhile and the results from the mission have been presented at the WG 2 session of this meeting.

Two further STSMs have been approved. Mr. Weckendorf, who has made a presentation at the meeting about floor vibrations, will go to the VTT, Finland directly after the Eindhoven meeting. Mr. Rodrigues from Coimbra is currently in Delft working on the grading and testing of round wood timber. He will be asked to present his results at the Helsinki meeting.

7. Publication, annual report

Each Action has to submit a Progress Monitoring Report before the end of a calendar year. This is an ongoing document that is added to each year and will become a substantial part of the Final Report. A Quarterly Report is due before the end of the quarter (15 October 2007) and this will be submitted by the Chairman.

The document on the Presentation of the National Delegations is ready to print. This is being organized by the COST Office. A printed version will be posted to all Action members over the next few weeks.

The work on the WG1 document on Assessment of Failures and Malfunctions is progressing. The COST Office will be notified in good time in relation to its publication.

There was some discussion on the appropriate strategy for publication of the other outcomes of the Action, including the papers presented to date. A number of different approaches were considered including:

- Publishing selected papers from the meetings on a half yearly basis
- Submitting papers to journals with an acknowledgement of the inputs to the work from the COST E55 meetings
- Publishing selected papers in special issues of relevant journals such as Structural Safety

It was agreed that the last two options should be pursued as they offer maximum visibility for both the Action and the researcher. Different approaches can be considered for the journal special issue. These include review papers produced by a limited group describing the activities of the WGs, multi-coauthored papers on the outcomes of the WGs and papers presented at meetings. The Management Committee agreed to encourage authors to publish their results in journals.

Papers and associated presentations from all of the meetings will be published in the members' area of the Action website. The Management Committee was informed that an ISBN number can be assigned to the internet page.

A final scientific report will be published at the end of the Action.

The Management Committee members have been encouraged to publish also articles about the outcomes of the Action in national newsletters. The Action Chair as well as the COST Office should be informed adequately.

8. Evaluation

A final evaluation will take place at the end of the Action to demonstrate the effectiveness of the completed COST Action. This evaluation will be based on criteria established by COST. The Final Evaluation Panel will be chaired by the Rapporteur, Prof. Petr Kuklik.

9. Request for new members

The period within which COST member states can join this Action without any conditions being imposed, has run for twelve months from the date of approval of the Committee of COST Senior Officials and expired on 26 June 2007. Any future request of a COST member state for accession to COST Action E55 will have to be approved by its MC.

A request for accession from Austria was approved.

10. Non COST participation

Considerable interest has been expressed by a number of international experts outside Europe in becoming involved with the work of COST Action E55. These include: Prof. Frank Lam from UBC in Vancouver, A Aziz, a senior researcher in the University of New Brunswick, Prof. Keith Crews from the University of Technology, Sydney, Prof. Pierre Quenneville from the University of Auckland and Prof. Yue Li from Michigan University.

The Chair agreed to find out more information about the procedures involved. He will then contact the people involved to see how they could contribute to the Action.

11. Web news

The Action web page (www.cost-e55.ethz.ch), is being kept up-to-date by Sandra Hofstetter in ETH. Members were asked to inform Ms. Hofstetter of any errors.

12. Progress Report of Working Groups

Joint presentations of the WGs 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.

13. Long term planning

The working plan for the next few years was agreed in Graz. No change is currently envisaged.

A Task Group is to be established to prepare the WG1 document on the Assessment of Failures. The funding for a meeting of the Task Group before the Helsinki meeting was approved. T. Toratti agreed to contact members with a view to identifying suitable dates for the meeting.

A proposal for a meeting of the Steering Group in order to organize the Helsinki meeting was approved.

14. Time and place of next meetings

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

Helsinki	13 - 14 March 2008	Joint MC/WGs meeting
Opatija, Croatia	25 - 26 September 2008	Joint MC/WGs meeting
TBD	26 – 27 March 2009	Joint MC/WGs meeting

For the Helsinki meeting, the WG 2 presentations will be confined to two areas, namely, *Moisture induced stresses* and *Joint ductility*. It was agreed that industry representatives may be invited to participate if suitable candidates are nominated.

The Management Committee approved the following requests

- Grant 2007 and 2008 for the Chair (2000 Euro)
- Publications: Presentations of the National Delegations; WG1 Publication on Failures and Malfunctions

Subvention: Cost of lunches and dinner for the Eindhoven meeting reimbursed directly to TU Eindhoven by the COST Office

15. Any Other Business

In relation to the Helsinki meeting, an invitation will be issued early next year and members must accept the invitation at an early date or reimbursement cannot be guaranteed. This will allow for the attendance list to be sent to the COST Office in good time to arrange a similar subvention for the meeting.

The Chair encouraged MC members to take advantage of continuously Open Call of COST by inviting researchers to submit proposals for new COST Actions. Those interested should submit the draft proposal to the COST Office and a decision will be received within 6 months after the cut-off date.

Members should inform the Chair if they know of anyone who could contribute to the Action under the COST Near Neighbour Policy.

There is also support available through COST for early stage researchers. Information can be found on the COST website.

Annette Harte
October 2007

ANNEXE

1. Agenda
2. List of Participants

4th Management Committee Meeting
COST Action E55
‘Modelling of the performance of timber structures’

**University of Technology, Faculty of Building and Planning, Den Dolech 2,
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Friday, 5 October 2007, 14:00 – 15:30 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

COST Action E55
‘Modelling of the performance of timber structures’

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List of Participants

Aasheim, Erik (NO)
Baltrusaitis, Antanas (LT)
Bogensperger, Thomas (AT)
Branco, Jorge (PT)
Brunner, Maurice (CH)
Casciati, Fabio (IT)
Dias, Alfredo (PT)
Fan, Mizi (UK)
Harte, Annette (IE)
Jorissen, Andre (NL)
Koehler, Jochen (CH)
Kreuzinger, Heinrich (DE)
Prankeviciene, Vilija (LT)
Rajcic, Vlatka (HR)
Serrano, Erik (SE)
Sorensen, John Dalsgaard (DK)
Srpcic, Jelena (SI)
Toratti, Tomi (FI)
Turk, Goran (SI)
Zhang, Binsheng (UK)

In attendance:

Idir, Layela (COST)
Lineanu, Sylvia (COST)