



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

**Draft Minutes of the 2<sup>nd</sup> Management  
Committee Meeting**

**Federal Institute of Technology, HG, Rämistrasse 101, Zurich, Switzerland  
2 February 2007, 10.00-16.30 hrs**

**1. Welcome**

The chairman, Dr. Jochen Kohler, warmly welcomed the participating members of the Management Committee. In particular, he welcomed those members representing Germany, Italy, Sweden and Switzerland, who were attending their first meeting. Representatives from the following 14 countries participated in the meeting: *Austria, Denmark, Finland, France, Germany, Ireland, Italy, Netherlands, Norway, Portugal, Slovenia, Sweden, Switzerland and United Kingdom.*

The chairman also thanked Dr. Michael Faber, ETH for hosting the meeting.

**2. Adoption of the agenda**

The draft agenda was adopted without modification.

**3 Minutes of last meeting.**

The draft minutes of the 1<sup>st</sup> Management Committee meeting held in Brussels on 15 December 2006 were adopted without amendment.

**4. Report from the Scientific Officer.**

The chairman offered the apologies of Mr. Siegel, the Scientific Officer for this Action on his inability to attend the meeting.

On Mr. Siegel's behalf, the chairman then informed the meeting of a number of recent developments in the COST programme as well as the budget and status of the action.

*News from the COST Office*

The Chairman informed the delegates about numerous press releases as well as documents accessible at the Web-site of the COST Office ('News from COST': <http://www.cost.esf.org/>) in relation to the recent developments:

- 05/01/2007 A success for COST of paramount importance: the financial support obtained in the Seventh Framework Programme
- 29/12/2006 COST in Australia and New Zealand
- 24/12/2006 COST among Science Breakthroughs in 2006
- 15/12/2006 A new success of COST: Toulouse III University wins IEC Centenary Challenge with an idea born in a COST action "Better Urban Lighting Standards Needed to Improve Security and Improve Energy Efficiency"
- 14/12/2006 Another milestone in the history of COST: the simultaneous approval of 39 new COST Actions
- 09/12/2006 COST and Ibero-America
- 04/12/2006 COST presidency participates in the ESF Assembly
- 11/11/2006 COST strengthens the ties with Standardization Bodies
- 10/11/2006 COST President opens the European Conference on Antennas and Propagation (EuCAP 2006)

***Status of Action***

COST Action E55 received CSO approval on 27 June 2006 and the Action entered into force on 12 October 2006. The first Management Committee Meeting was held in Brussels on 15 December 2006. The Action finished on 14 December 2010

The officers for the Action are:

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

The three Working Groups are:

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

***Number of Signatories***

So far, 14 countries have joined COST Action E55: Belgium, Denmark, Finland, France, Germany, Ireland, Italy, Netherlands, Norway, Portugal, Slovenia, Spain, Switzerland, United Kingdom.

In addition, the following countries have expressed their intention to sign: Austria, Croatia, Sweden.

### ***Budget Status, budget allocation process***

A budget of €84000 has been allocated to COST Action E55. In the year 2007, all items have to be financed out of the Action Budget.

### **5. Year Budget Planning**

The Chairman informed the meeting that the Action Budget for 2006 was €13000 of which a total of €1981 was spent on the first Management Committee meeting in Brussels.

The budgetary situation for the year 2007 is subject to certain limitations due to the transfer from FP6 to FP7. From a budget planning point of view, this will require that one half of the budget for 2007 be spent before the end of May. Also, no activities will be funded during the period 5 June to 10 September 2007. Planned spending before the end of May relates to the costs associated with the Zurich and Graz meetings together with any STSMs.

### **6. STSM Status, Applications**

The Chairman explained the conditions under which STSMs operate. The STSMs have to be financed out of the Action budget. Applicants should only make binding bookings after having received the official letter of approval. STSMs are primarily aimed at PhDs and young researchers. There is no restriction on the number of STSMs, however, the maximum budget is €2500 per mission. Visits can only be made to participating COST countries.

Researchers applying for STSMs have to use the relevant on-line registration tool, which can be found on <http://www.cost.esf.org/stsm>

The Chairman encouraged members to make proposals for STSMs and this was considered later in the agenda under Item 15

### **7. Publications, annual report**

The Chairman presented the draft *folder* and *poster* for the Action, which had previously been circulated to members by e-mail. He explained that these documents are intended to explain the background to the Action to the public. Members were asked to submit comments, suggestions and high resolution pictures for inclusion in these documents by 7 February 2007. It was agreed that the website address for the Action be included in both documents. Also, there should be a reference to the Life Cycle of Timber Structures. The poster should be produced in large format for conferences.

Each Action has to submit a *Monitoring Progress Report* before the end of a calendar year. Part 1 of the report is completed by the COST office while Part 2 must be completed by the Management Committee. The document for 2006 is currently in preparation. From the beginning of the year 2007 these reports will have to be posted at

the Action related sector of the official COST Web-site.

The *1<sup>st</sup> Scientific Publication* from the Action to be produced should focus on the activities of Working Group 1. Some concern was expressed in relation to constraints to further publication of papers presented at workshops. It may be appropriate for COST publications to use a different style to journals.

## **8. Evaluations**

There will be an evaluation at the end of the Action in 2010. This evaluation will be performed by a Final Evaluation Panel to be chaired by the Rapporteur for the Action, Prof. Petr Kuklik. The Management Committee is responsible for ensuring that all of the evaluation criteria are met and this should be kept in mind for the duration of the Action.

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

The meeting was informed that the period within which COST member states can join this Action without any conditions being imposed will expire on 27 June 2007. Any request of a COST member state for accession to COST Action E55, which will be submitted after this date, will have to be approved by its MC.

## **10. Non-COST Participation**

The Chairman informed the meeting of two means by which non-COST countries could participate in this Action:

- (i) A country can officially apply to the COST Office to join.
- (ii) Individuals can be invited as guest speakers

The latter method was considered more appropriate for this action, particularly in relation to the activities of Working Group 1.

## **11. Web News**

The chairman was complimented on the draft Action web page ([www.cost-e55.ethz.ch](http://www.cost-e55.ethz.ch)), details of which had been circulated to members. It was suggested that links to other relevant COST Action, CIB W18 and RILEM Technical Committee be added. It was decided that all information to be uploaded onto the website should be sent directly to the Chairman, who would make the appropriate arrangements.

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

Dr. André Jorissen was elected as coordinator of Working Group 2.

There was no progress to report from the Working Group coordinators.

Nominations were received for membership of the Working Groups. The number of Working Group members now totals 65. The revised membership of the Working Groups is given in the Annexe to these minutes.

### 13. Long-term planning

The Chairman presented the following tentative schedule of events

- May 2007 - Workshop 1
- July 2007 - Draft Report on Failure Analysis
- Aug 2007 - CIB W18
- Autumn 2007 - Workshop 2
- Autumn 2008 - Mid-term Conference
- Autumn 2010 - Final Conference

Some concerns were expressed in relation to the Report of Failure Analysis, particularly in relation to failures that are currently subject to litigation and how competitors of timber might use the information. A useful link is the UK Standing Committee on Structural Safety website ([www.scoss.org.uk](http://www.scoss.org.uk)), which has a database on structural failures.

### 14. Draft agenda for Workshop 1

There was a detailed discussion of the draft programme for Workshop 1, which had previously been circulated to members by e-mail. As a result, an amended agenda, given in the Annexe to these minutes, was agreed. The key changes agreed were:

The presentations of the national delegations will not be presented orally. Instead, a written document is to be prepared with the details from each country presented in a standard format. This document will then be posted on the Action website before Workshop 1. Details of the required format will be sent by the chairman to the members during the next few weeks.

A guest speaker is to be invited to give a keynote address on *Reliability of Timber Structures* from the international perspective. Two possible speakers are Andy Buchanan & Frank Lam.

The second half of Day 1 is to deal with WG1. Presentations on the *Analysis of Failures* will be given by Drs. Frese, Frühwald, Kreuzinger & Toratti. This will be chaired by Tomi Toratti. Afterwards a discussion forum will take place. Topics for the discussion forum will be distributed to members in the coming weeks. On Day 2, the proceedings will start with presentations on WG2 chaired by André Jorissen. Suggested topics were Connections (Jorissen), DOL (Svensson), EWP (Schickhofer), Durability (??). Presentations related to WG3 will then be chaired by John D Sørensen. Suggested topics for presentation were *Assessment of Robustness of Structures* and *System Effects in Timber Structures*.

The deadline for all contributions to the Workshop is April 30<sup>th</sup> 2007. It was agreed that speakers should submit a written paper rather than just presentation slides.

A registration fee will be charged for the workshop to cover the cost of meals.

### **Any Other Business:**

Three suggestions for Short Term Scientific Missions (STSMs) were proposed:

1. Originating institution: TU Delft, The Netherlands  
Location of visit: Karlsruhe, Germany  
Name: Ms. Santas  
Topic: Numerical Modelling of Timber Joints  
Duration: 1 month  
Proposer: Dr. J-W van der Kuilen
  
2. Originating institution: TU Delft  
Location of visit: CATAS, Italy  
Name: Ms. Mondaruli  
Topic: Durability Surface Analysis  
Duration: 1 month  
Proposer: Dr. J-W van der Kuilen
  
3. Originating institution: Napier University, Scotland  
Location of visit: VTT, Finland  
Name: Mr. Weckendorf  
Topic: Timber Floor Vibrations  
Duration: 1 month  
Proposer: Dr. B. Zhang

Details of each of these proposals are to be forwarded to the chairman.

It was decided that a steering committee be established to consider all applications for STSMs. The composition of this committee is the Chair, the Vice-Chair and the Working Group leaders. The decisions of the steering committee in relation to STSMs will be reported at each management committee meeting.

Dr. André Jorissen agreed to host Joint MC/WG meetings on 4-5 October 2007 in Eindhoven. This offer was gratefully accepted by the Management Committee.

*Annette Harte*  
*February 2007*

## ANNEXE

1. Agenda and List of Participants
2. Membership of Working Groups
3. Agenda for Opening Seminar – Graz, May 14-15, 2007

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

**Federal Institute of Technology, HG, Rämistrasse 101, Zurich, Switzerland**  
**Friday, 2 February 2007, 10:00 – 17:00 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



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

**Federal Institute of Technology, HG, Rämistrasse 101, Zurich, Switzerland**  
**Friday, 2 February 2007, 10:00 – 17:00 hrs**

**List of Participants**

Aasheim, Erik (NO)  
Blaas, Hans (DE)  
Bogensperger, Thomas (AT)  
Casciati, Fabio (IT)  
Ceccotti, Ario (IT)  
Enjily, Vahik, (GB)  
Geraldes Dias, Alfredo (PT)  
Faber, Michael (CH)  
Harte, Annette (IE)  
Isaksson, Tord (SE)  
Jorissen, Andre (NL)  
Koehler, Jochen (CH)  
Kreuzinger, Heinrich (DE)  
Leijten, A.J.M. (NL)  
Malo Kjell Arne (NO)  
Racher, Patrick (FR)  
Sorensen, John Dalsgaard (DK)  
Srpcic, Jelena (SI)  
Svensson, Staffan (DK)  
Steiger, Rene (CH)  
Toratti, Tomi (FI)  
Turk, Goran (SI)  
Van de Kuilen, Jan-Willem (NL)  
Zhang, Binsheng (UK)

<b>Action Memberlist COST Action E55</b>				
<b>Country</b>	<b>MC</b>	<b>WG1</b>	<b>WG2</b>	<b>WG3</b>
<b>Austria</b>	Schickhofer Bogensperger	Schickhofer	Brandner Bogensperger	Augustin
<b>Belgium</b>	De Boever van den Bossche	De Boever	van den Bossche	
<b>Croatia</b>	Rajcic	Bjelanović	Rajcic	
<b>Denmark</b>	Sorensen Svensson		Svensson Elegard	Sorensen Munch-Andersen
<b>Finland</b>	Toratti	Tomi Toratti		
<b>France</b>	Castera Racher	Patrick Racher Bocquet	Chaplain	Castera
<b>Germany</b>	Kreuzinger Blas	Frese Pawlowski	Schänzlin	Dietsch
<b>Ireland</b>	Harte Picardo		Harte	Rodd

<b>Action Memberlist COST Action E55</b>				
<b>Country</b>	<b>MC</b>	<b>WG1</b>	<b>WG2</b>	<b>WG3</b>
<b>Italy</b>	F. Casciati Ceccotti	Ceccotti F. Casciati	Faravelli Uzielli	S. Casciati Piazza
<b>Netherlands</b>	Jorissen Van De Kuilen	Leijten Montaruli	Jorissen Sandhaas D. Schoenmakers	Van De Kuilen
<b>Norway</b>	Kjell Malo Erik Aasheim	Kolbein Bell Erik Aasheim	Kjell Malo Jan Siem	
<b>Portugal</b>	Dias Gonçalves Branco		Dias Pereira	Gonçalves Branco Canhoto Neves
<b>Slovenia</b>	Sprcic Turk	Sprcic	Dujic	Turk
<b>Sweden</b>	Isaksson Serrano	Fruhwald	Bengston Serrano	Isaksson
<b>Spain</b>	Nevado			
<b>Switzerland</b>	Köhler Steiger	Müller Richter	Steiger Sigrist	Faber Brunner Köhler
<b>United Kingdom</b>	Vahik Enjily Zhang	Julie Bregulla	Fan Zhang	Canisius
No. of Countries:	No. of MC members:	No. of WG1 members:	No. of WG2 members:	No. of WG3 members:
<b>17</b>	<b>32</b>	<b>19</b>	<b>25</b>	<b>17</b>
<b>Total:</b>				<b>66</b>

## **COST E55 Opening Seminar - Workshop, Graz, May 14 – 15, 2007**

Draft Program (Version February 2, 2007 mc)

### Monday 14.05.2007

- 10.00 Registration / Coffee
- 10.30 Welcome Address, Workshop Overview (Schickhofer / Köhler)
- 10.50 Presentation of the MoU (Köhler)
- 11.10 Presentation of the Working Groups (Toratti / Jorissen / Sorensen)
- 11.30 Keynote – Reliability of (Timber) Structures / JCSS PMC / COST E24 Discussion  
Buchanan / Lam -> Guest Speaker
- 13.00 Lunch
- 14.30 Presentations related to WG1 / Chaired by Toratti  
Analysis of Failures  
->Frese, Frühwald, Kreuzinger and Toratti
- 16.00 Coffee
- 16.30 WG1 Discussion  
Topics - > will be distributed soon (weeks)  
1<sup>st</sup> COST E55 Publication about this issue  
TOC -> will be distributed soon (weeks)
- 18.00<sup>+</sup> Closure
- 20.00 Dinner

### Tuesday 15.05.2007

- 9.00 Presentations related to WG2 Chaired by Jorissen  
Connections Jorissen, DOL Svensson, EWP Schickhofer, Durability ???  
Discussion
- 11.00<sup>-</sup> Coffee
- 11.30 Presentations related to WG3 / Chaired by Sørensen  
Assessment of the Robustness of Structures  
Framework  
TG JCSS Guideline  
System effects Timber Structures  
Trusses (Peter?)  
Discussion
- 13.30 Conclusions
- 13.40 Closure

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- 13.45 Lunch
- 14.30 3. MC meeting
- 16.00 End of MC meeting