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IN SCIENCE AND TECHNOLOGY

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Brussels, 24 October 2013

## **Subject | Minutes of the First Management Committee Meeting of COST Action IC1301 “Wireless Power Transmission for Sustainable Electronics (WiPE)”**

*Brussels, Belgium  
24 October 2013*

### **1. Welcome to participants**

The participants were welcomed by Dr Ralph Stübner, Science Officer for the Information and Communication Technologies (ICT) Domain at COST, and by Ms Aranzazu Sanchez, Administrative Officer for this Action. Dr Stübner chaired the first part of the meeting, including the election of the Action Chair, which was carried out under agenda item 7.

### **2. Adoption of the agenda**

The draft agenda for the kick-off meeting was adopted (Annex 1).

### **3. Status of the COST Action**

CSO Approval: 16/05/2013  
End of Action: 23/10/2017  
DC Rapporteur: Prof. P. Takis MATHIOPOULOS (EL)  
Total number of accepting Parties to date: 21  
Total number of parties intending to accept: 0

### **4. Presentation of the delegations**

The delegates presented themselves in a “tour de table” (Participants list see Annex 2). Each delegate also expressed preferences for Working Group involvement. With 19 parties present out of 21 the necessary quorum was achieved allowing the Management Committee meeting to officially take place in accordance with Article 8 of the Rules of Procedure for the Management Committee (see Annex 6).



## 5. General information on COST mechanism and the Annual Grant Scheme

Dr Stübner gave a presentation on COST and the ICT Domain (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Dr Stübner and Ms Aranzazu Sanchez then continued with an introduction to the COST Grant System (Annex 4). Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- Rules for Participation in and Implementation of COST Activities (COST doc. 4112/13)
- COST Grant System Vademecum (Part 1)
- Progress Report and Final Report templates
- Grant Agreement Template

Lastly, Ms Aranzazu Sanchez informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 5).

## 6. Agreement on the internal rules of procedure for the Management Committee of the COST Action

The Rules of Procedure for the Management Committee (Annex 6) were presented and read by Dr Stübner from Annex II of COST 4114/13 (COST Action Management). The Rules of Procedure were approved by the MC.

## 7. Election of the Chair and Vice-Chair of the Management Committee

Prof Nuno CARVALHO from Instituto de Telecomunicações (PT) was elected unanimously as Chair.

Dr Apostolos GEORGIADIS from Centre Tecnologic de Telecomunicacions de Catalunya (ES) was elected unanimously as Vice-Chair.

## 8. Election of the Grant Holder Institution & 2 Financial Rapporteurs

Grant Holder: Instituto de Telecomunicações (PT) was selected as Grant Holder for the Action.

Prof Alessandra COSTANZO (IT) and Prof Hendrik ROGIER (BE) volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

Dr Stübner passed the chairing of the meeting to Prof. Carvalho.

### *2nd part of the meeting*

## 9. Presentation of the Action

Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).

## 10. Objectives and working programme

The objectives and working programme for the overall and for the first grant period was presented.



### **11. Working method - organisation and management (including working groups) and discussion of tasks**

The working groups and potential leaders co-leaders were discussed, in this respect and since no volunteers were presented for all groups, further discussion via e-mail was proposed, it was referred that the leader or co-leader of each group should be a mixed industrial/academy. The discussion by e-mail will end November 2, and a further voting process by e-mail will occur.

### **12. Promotion of gender balance and of Early Stage Researchers (ESR)**

Discussion of the gender balance and proposals to create a better gender balance was done. The ESR activities were explained.

### **13. Time-table and place and data for next meetings**

The time table for next grant period was discussed; in this case it was decided to have a first MC/WG meeting around March/April, followed by a Summer School in July and a MC/WG/Workshop meeting around September/October. The dates and location will be discussed by e-mail and a consequent voting process will follow.

### **14. Budget plan for the first period**

The budget will be further discussed in view of the action meetings, an e-mail discussion will follow to vote the budget for next meeting period.

### **15. Inclusion of Non-COST countries within the action**

The inclusion of Prof. Tentzeris from Georgia Tech and subsequently USA was discussed and approved by unanimity. This implies that the group of Prof. Tentzeris could receive ESR grants.

The inclusion of Japan and Dr. Shigeo Kawazaki from JAXA was discussed and the procedure will follow.

