



COST
EUROPEAN COOPERATION
IN SCIENCE AND TECHNOLOGY

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Subject | Minutes of the First Management Committee Meeting of COST Action ES1404 “A European network for a harmonised monitoring of snow for the benefit of climate change scenarios, hydrology and numerical weather prediction”

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1. Welcome to participants

The participants were welcomed by Dr Deniz Karaca, Science Officer and by Ms Tania Gonzalez Ovin Administrative Officer of the Action. Deniz Karaca chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Grant Holder that was carried out under agenda item 9.

2. Adoption of the agenda

The draft agenda for the 1st Management Committee (MC) meeting was adopted (Annex 1).

3. Status of the COST Action

CSO Approval: 14/05/2014
End of Action: 09/11/2018
Total number of accepting Parties to date: 23
Total number of parties intending to accept: 0

4. Presentation of the delegations

The delegates presented themselves in a “tour de table” (Annex 2).
With 23 parties present out of 23, the necessary quorum was achieved, allowing the 1st Management Committee meeting to officially take place in accordance with COST document 4154/11 Rules and Procedures for implementing COST Actions, Annex II, and Article 8.



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

Deniz Karaca gave a presentation on the networking instruments and policies of the COST Association (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Tania Gonzalez Ovin continued with an introduction to the COST Grant System (Annex 4). Relevant information is on the COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- COST Action Management (COST doc. 4114/13)
- COST Grant System Vademecum (Part 1)
- Grant Agreement Template

Tania Gonzalez Ovin informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 4).

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 5) were presented as handouts by Deniz Karaca from Annex II of COST 4114/13 (COST Action Management). The Rules of Procedure were unanimously approved by the MC.

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

Dr Ali Nadir Arslan (FI) was elected unanimously as the Chair.

Dr Patricia De Rosnay (UK) was elected unanimously as the Vice-Chair.

8. Election of the Grant Holder Institution

Finnish Meteorological Institute (FI) was elected as the Grant Holder Institution.

Dr Ali Nadir Arslan (FI) was elected as the scientific representative of the Grant Holder Institution.

Deniz Karaca handed over the chairing of the meeting to Ali Nadir Arslan.

9. Definition of the WG members, leader and co-leader

We started with a discussion and MC members asked questions about the WG, including:

- Monica Pajek (PL) asked if it is possible for the MC member to change WG during the 4 year project period. Deniz confirmed it is possible.
- Michele Citterio (Denmark) noted that WG and tasks are very specific and he asked if the tasks could be broaden. Ali pointed out that, although we are free to do more the priority is to achieve the COST action deliverables.
- Ali Nadir Arslan clarified that with 23 countries in the COST action and 2 members per country we are 46 MC members.

It was agreed by the MC that the number of MC members per WG will not be limited. For WG meetings the MC members will agree together on who should attend the meetings.

After these clarifications each MC member registered in one or several WG. The list in attachment indicates:

- WG1 (Physical characterization of snow properties): 17 members
- WG2 (Instruments and method evaluation): 15 members
- WG3 (Snow data assimilation and validation for NWP and hydrological models): 20 members

For each WG the MC members proceeded to the leader and co-leader proposition and unanimously approved each of the following:

- WG1 leader: Charles Fierz (Switzerland) proposed Martin Schneebeli (WSL institute of snow and avalanche research, Davos) as leader of this WG. This was accepted by the MC with condition that M. Schneebeli becomes a MC members and is willing to lead this WG.
- WG1 co-leader: Juan Ignacio Lopez (Spain)
- WG2 leader: Samuel Morin (France)
- WG2 co-leader: Michele Citterio (Denmark)
- WG3 leader: Jurgen Helmert (Germany)
- WG3 co-leader: Aynur Sensoy Sorman (Turkey)

10. Short Term Scientific Missions (STSM)

The MC unanimously elected as chair and co-chair of STSM group Giovanni Macelloni (Italy) and Pavla Dagsson Waldhavserova (Iceland), respectively.

It was agreed to plan 6 STSM for 2015. This corresponds to 2 STSM per WG. However there is some flexibility to update the distribution across the WGs if necessary.

Procedure to apply to STSM: A call will be open, everyone can propose a STSM using the COST dedicated template. The STSM group will rank and select the STSMs.

The STSM cannot be used for training. If the 6 STSM are not used it will be raised during the 2nd MC meeting to encourage STSM proposals.

11. Dissemination

Leader: John Burkhart (Norway)

Co-leader: Carleen Tijm-Reymer (NL)



Dissemination includes publications, web site, conferences etc.

Web page will be funded 4500€ the first year to set up the site, and 1500€ per year for the next 3 years for the maintenance.

The COST office has a template for web sites. No MC members volunteered to set up the web site, so Ali Nadir Arslan proposed to have the web site sub contracted by a private company.

12. Next MC meeting

- Samuel Morin proposed to host the meeting in Grenoble in France on the 3rd week of March 2015. On the same week the Spice meeting will also be organized, providing opportunities to attend both meetings.
- MC agreed to have the next MC meeting and WG meetings on two days during the 3rd week of March in Grenoble. A doodle will be proposed to define more precisely the date.
- In general for future meetings it will be useful to combine with field campaigns or other events.
- Deniz and Ali noted that the flat rate can be lowered when the MC meeting is organized in a location with cheap accommodation. Using the same principle the duration of the mission can be extended. This has to be approved before by the MC.

During the next MC meeting in March 2015 a second MC meeting will be planed.

Conferences:

COST provides funding for the participation of two persons per year in conferences. The attendance is to represent the COST action, so an oral presentation has to be done. These missions are funded by COST, including travel, per diem and conferences fees (up to 500€ for the conference fees).

13. Other points

Ali Nadir Arslan recommend MC members to link their web page or LinkedIn page to the COST action.

Concerning training school: this COST action will organize a training on its 3rd year (2017). It has to be clear that the COST action cannot be used to co-sponsor a training school that has already been set-up independently from the COSt Action. The training school must be an initiative of the COST action.