

Brussels, 11 October 2010

COST Action TU 1002

“Accessibility instruments for planning practice in Europe”

Kick-Off Meeting

Minutes

6 October 2010 (15:30 – 17:30)

7 October 2010 (09:30 – 12:00)

Venue:

MCE

Local host:

COST OFFICE

Thierry Goger & Carmencita Malimban

AGENDA

0. *List of participants*
1. *Welcome*
2. *Approval of the agenda*
3. *Status of the Action*
4. *Presentation of the delegates*
5. *General information on COST mechanism and the funding and reporting of coordination*
6. *Agreement on the internal rules of procedure for the MC*
7. *Election of the Chair and Vice-Chair*
8. *Selection of the Grant Holder and two Financial Rapporteurs*
9. *Working Plan for the Implementation of the COST Action*
10. *Budget Plan*
11. *Place and date of the next meetings*
12. *Miscellaneous*
13. *Closing of meeting*

TERMS OF REFERENCE

0. List of participants

Country	Official MC delegate	Present	Apology	Absent
Belgium	Prof. Jacques Teller	X		
Belgium	Prof. Anne Verhetsel	X		
Czech Republic	Karel Schmeidler			x
Denmark	Prof. Peter Nass		X	
Denmark	Dr. Thomas S. Nielsen		X	
Finland	Prof. Raine Mantysalo	X		
Finland	Dr. Anssi Joutsiniemi	X		
Germany	Prof. Juergen Gerlach			x
Greece	Prof. Vasileia Trova	X		
Greece	Prof. Magda Mavridou	X		
Italy	Enrica Papa	X		

Italy	Prof. Dr. Matteo Tabasso	X		
Italy	Dr. Elisabetta Virtale	X		
Netherlands	Dr. Marco te Brommelstroet	X		
Netherlands	Prof. Luca Bertolini	X		
Norway	Ms. Aud Tennoy	X		
Norway	Ms. Tanu Priya Uteng	X		
Poland	Dr. Lidia Zakowska	X		
Poland	Prof. Wieslaw Starowicz			X
Portugal	Dr. Cecilia Silva	X		
Portugal	Mr. Nuno Norte Pinto			X
Spain	Dr. Rosa Arce Ruiz	X		
Spain	Dr. Enrique Calderon	X		
Sweden	Dr. Alexander Stahle			X
Sweden	Dr. Lars Marcus			X
United Kingdom	Prof. Angela Hull	X		
United kingdom	Mr. Derek Halden	X		
COST OFFICE Science Officer	Dr Thierry Goger	X		
COST OFFICE Administrative Officer	Mrs Carmencita Malimban	X		
DC_TUD Rapporteur	Willy Husler		X	

1. Welcome

The Science Officer (SO) for the Domain Transport and Urban Development, Thierry Goger, welcomed all the participants. He introduced his Administrative Officer (AO) colleague, Carmencita Malimban, and himself.

2. Approval of the agenda

Thierry Goger presented the agenda already sent by the COST Office to all members with the official invitation. The agenda was adopted unanimously by the members.

3. Status of the Action

Thierry Goger presented the status of the Action. The information is available at http://w3.cost.eu/index.php?id=241&action_number=TU1002 under the Action Fact Sheet.

4. Presentation of the delegates

The Science Officer invited each member to present itself and its main field of activities. All members introduced themselves and their link with the COST Action.

5. General information on COST mechanism and the funding and reporting of coordination

The Science Officer presented a power point presentation on this issue. This presentation is attached to the minutes.

6. Agreement on the internal rules of procedure for the MC

Each member was given a copy of the procedure. The rules of procedure were approved by the MC without any exception.

7. Election of the Chair and Vice-Chair

Thierry Goger invited the participants of the management committee (MC) to proceed with the election of the Chair and the Vice-Chair of the COST Action.

Cecilia SILVA (PT) was elected Chair of the COST Action.

Luca BERTOLINI (NL) was elected Vice-Chair of the COST Action.

8. Selection of the Grant Holder and two Financial Rapporteurs

The SO informed the MC members that the COST Action will migrate to the COST Grant System as from 1 January 2011.

The MC approved the following Grant holder: University of Oporto (Faculty of engineering), Rua Dr Roberto Frias, Porto, Portugal.

In case the university of Oporto cannot operate the COST Grant, the MC approved as an alternative the University of Amsterdam as Grant Holder.

The grant holder will provide COST OFFICE with all necessary details for the signature of the COST Grant Contract by 15 November 2010.

The MC appointed the two following Financial Rapporteurs:

- Angela HULL (UK)
- Enrique CALDERON (ES)

9. Working Plan for the Implementation of the COST Action

The Action Chair and Vice-Chair took over the floor and asked the participants to give their expectation from the Action. They reminded also the objectives and the organisation of the COST Action. The details can be found in the MoU at http://w3.cost.eu/index.php?id=241&action_number=TU1002 and in the presentation from the Action chair attached to the minutes.

Aud Tennoy and Enrique Calderon informed the MC about the output of the COST Action 356 which should be relevant for the discussion about the concept of indicator. The book is available at <http://cost356.inrets.fr/> . In addition, Enrique Calderon mentioned that another book related to the elaboration of indicators was also published on the basis of the work accomplished within the COST Action 350. Every interested member in that book is kindly invited to ask a hard copy to Enrique Calderong.

The MC leaved for the next meeting the discussion about the allocation of the members and the leadership for the different WGs. The MC will appoint by written procedure the leader and co-leader for WG1 at the latest by 31 October 2010.

The MC appointed a Steering or Executive Committee constituted by the Chair, the Vice-Chair, and the WG leaders. The Executive Committee will be in charge of several operational aspects such as the selection and approval of the STSMs.

10. Budget Plan

The Science Officer asked the Chair to build an annual work plan and budget plan for the following period **1 January 2011 until 31 December 2011**; and to send it to COST Office by 15 November 2010.

The Science Officer indicated to the MC to base the budget plan on 60 000 €/year for the scientific activities (considering the number of parties involved already in the COST Action) and to use the average outlay of 800 € for a person attending a meeting.

Guidelines for sharing the scientific budget are provided in the SO's presentation (attached to the minutes). The MC is invited to base the detailed Work & Budget Plan on these guidelines.

The MC approved to allocate 2000 € per year to build and maintain the Website of the COST Action TU1002. The MC will decide in the coming weeks which institution will take care of the Website.

The MC approved also to give 15% overheads to the Grantholder to handle the Financial & Scientific Administration and Coordination related to the activities of the COST Action TU1002. Therefore, 15% of overheads will be added to the total budget leading to a total budget of 69 000 €.

11. Place and date of the next meetings

The SO invited the participants to schedule the next meetings for the COST Action.

The MC agreed on the following time schedule for the coming meetings.

Meeting	Date	Place
MC + WGs	17-18/02/ 2011	Porto (PT)

12. Miscellaneous

The MC reviewed the following non COST Application and unanimously approved it:

- School of Built Environment, Curtin University, AU (Professor Carey Curtis).

13. Closing of meeting

Thierry Goger thanked all the participants for their attendance, wished all success to the COST Action TU1002 and closed officially the meeting.
