

Subject | Minutes of the First Management Committee Meeting of COST Action CA15225 “Fractional-order systems; analysis, synthesis and their importance for future design”

Brussels, Belgium
03/10/2016

1. Welcome to participants

The participants were welcomed by Dr. Ralph Stübner, Science Officer and by Mrs. Milena Stoyanova, Administrative Officer of the Action. Dr. Ralph Stübner 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 8.

2. Adoption of the agenda

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

3. Status of the COST Action

CSO Approval: **26/02/2016**

Start of the Action: **03/10/2016**

End of Action: **02/10/2016**

Total number of COST Countries having accepted the MoU: 23 (**Annex 2**-Action Fact Sheet*)

Total number of COST Countries intending to accept the MoU: 0

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in Annex 2.

5. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: 21 out of 23 countries participating in the Action were represented in the meeting (COST doc. 134/14 “COST Action Management Monitoring and Final Assessment” Annex I, Article 8).

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

Dr. Ralph Stübner gave a presentation on the COST mechanism, Actions, networking instruments and policies of the COST Association (**Annex 3**).

Mrs. Milena Stoyanova continued with an introduction to the COST Grant System (**Annex 3**).

Relevant information is on the COST website at <http://www.cost.eu/participate>, including the following reference documents:

- COST Action Management, Monitoring and Final Assessment (COST 134/14; http://www.cost.eu/action_management) including Rules of Procedure for the Management Committee
- Guidelines for Action Management, Monitoring and Assessment (http://www.cost.eu/guidelines_action_management_monitoring_assessment),



- COST Vademecum (<http://www.cost.eu/Vademecum>)
- Grant Agreement Template (http://www.cost.eu/grant_agreement_template)

7. Information on the Rules of Procedure for COST Action Management Committees (MC)

The Rules of Procedure for the Management Committee (see COST134/14, Annex I) were presented to the MC.

8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative

Dr Jaroslav Koton (Czech Republic) was elected as the Chair.

Dr Dorota Mozyrska (Poland) was elected as the Vice-Chair.

Brno University of Technology (Czech Republic) was elected as the Grant Holder Institution.

Dr Jaroslav Koton (Czech Republic) was elected as the Scientific Representative of the Grant Holder Institution.

The FSAC share will be 12% of the scientific expenditures.

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

Objectives and goals of the Action have been presented by the elected Chair (**Annex 4**). The Core Group of the Action is as follows:

- Action Chair (Dr Jaroslav Koton - Czech Republic)
- Action Vice-Chair (Dr Dorota Mozyrska - Poland)
- Dr Biljana Jolevska – Tuneska (fYR Macedonia) was elected as the STSM Manager
- WG leaders

T1.1: Election of STSM Committee on 2nd MC Meeting.

10. Appointment of horizontal roles

Goals of the 1st Grand Period will be focused on:

- Description of the State-of-art of fractional-order concept and its implementation to individual research and development areas,
 - Description of current fractional models modelling of biomedical and industrial systems and definition of the accuracy and programmability of analog/digital basic blocks
- To follow the SC recommendations and COST Policy
 - Develop a plan on increasing Gender Balance within the Action
 - Attract young R&D scientists to the mission of the Action
 - Develop a plan to attract industry

Open discussion was related to the following questions/answers:

Q: How State-of-art will be investigated and delivered? A: *It can be delivered through a wide paper or book, etc.*

Q: How to cooperate with industry and how to bring them into the Action. A: They can be invited to TS as trainees, invited speakers, and can be involved with patents. It will be further discussed and from WG4 a Policy Chair should be elected.

Working Groups have been introduced in detail and the following WG leaders have been elected:

- WG1 leader: Prof. Igor Podlubny (Slovakia)
- WG2 leader: Prof. Riccardo Caponetto (Italy)
- WG3 leader: Prof. Costas Psychalinos (Greece)

- WG4 leader: Dr. Jerzy Baranowski (Poland)

MCs have been assigned to WGs.

11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)

The Action Chair introduced the draft of the W&B plan (**Annex 4**). The 2nd MC Meeting will be held on November 23rd, 2016 in Brno (Czech Republic) followed by the 1st Training School (TS) on November 24th – 26th, 2016. Both events are hosted in facilities of the Brno University of Technology. The 1st TS is co-sponsored by IEEE Circuits and Systems Society (CASS).

- Aim of the 2nd MC meeting:
 - Meeting of MC members and MC observers to discuss the Action objectives and short- and long-term goals
 - Meeting of the MC members and MC observers to present and discuss the current progress within individual WGs
 - Define in common areas overlapping more Working Groups and foster joint cooperation on solving related issues. Initiate discussions of mutual exchange via STSM's

Draft of the budget has been presented, discussed, and preliminary approved by MCs.

Action website should be released by January 31, 2017. Vice-Chair will take the responsibility updating the website.

T1.2: Dr Sanja Konjik and Dr Dorota Mozyrska will deliver a budget proposal for website development.

12. Any Other Business (AOB)

The following MC Observers have been elected:

- Near Neighbour Countries (NNC): Prof. Peter A. Ushakov from Kalashnikov Izhevsk State Technical University, Russia
- International Partner Countries (IPC): Dr. Todd J. Freeborn from University of Alabama, USA

Dr Jerzy Baranowski has discussed the possibility of special section organization during international conference in Krakow, June 2017.

13. Closing

The Action Chair finished the first MC meeting at 16:00.

14. Tasks (#, who, deadline, to whom)

T1.1: Election of STSM Committee on 2nd MC Meeting

T1.2: Dr Sanja Konjik and Dr Dorota Mozyrska will deliver a budget proposal for website development, which will be discussed at 2nd MC Meeting

List of Annexes

Annex 1- Agenda

Annex 2- Action Fact Sheet

Annex 3- COST Association presentation

Annex 4- Action Chair presentation