

Subject | Minutes of the Second Management Committee and Working Group Meeting “Meeting on current state in fractional-order systems and future plans” of COST Action CA15225 “Fractional-order systems; analysis, synthesis and their importance for future design”

**San Sebastian, Spain
5/10/2017**

1. Welcome to participants

The participants were welcomed by Dr. Jaroslav Koton, MC Chair of the Action.

2. Adoption of the agenda

The agenda (**Annex 1**) for the 3rd Management Committee (MC) meeting was adopted.

3. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: **17** 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).

4. Approval of minutes and matters arising of last meeting

The tasks from the last MC meeting were summarized, whereas those dealing with the design and implementation of the COST Action webpage and COST Action logo (T2.1-T2.6) are done.

To summarize, the COST Action webpage is <http://fractional-systems.eu>. The COST Action logo can be downloaded from the COST Action webpage (see <http://fractional-systems.eu/documents/>).

The tasks on STSM applicants suggestion (T2.7, T2.9) are done. The Task T2.10 on suggesting next MC Meeting was also fulfilled.

The only pending task is “T2.9 – WG leaders gather the material from the WG members” that follows also within the current GP and is now represented by the task **T3.5**, see Item 10 of this Minute.

5. Update from the Action Chair

The participants were informed about the current number of COST countries, NNCs and IPCs, where the Indian Institute of Technology Kharagpur represented by Prof. Karabi Biswas is new in the Action.

The number of supported STSMs within the previous GP were given. In total, seven STSMs were supported: 2x CZ -> GR, CZ -> NL, CZ -> RU, SK -> SR, NL -> SK, TR ->EE.

6. Update from the Grant Holder: Action budget status

The budget of the previous GP was shortly discussed, where the numbers of planned and actual finance within individual networking tools were shown.

The current status of the running GP was discussed, where currently only the costs for the Training School in Catania are clear. The cancelation of the Student Workshop planned in Patras-Greece was discussed,

where the originally allocated finance is expected to be primarily used within the STSMs and ITC Conference Grants.

The issue of the Study Group event planned in Tallinn, November 6-10 was discussed. Although the companies were previously showing their interest to participate in this event, the companies declined their participation, officially due to time constraints.

A discussion on how to deal with the companies and what cases can be offered to them took place. The issue of NDA and IP rights were identified.

T3.1 The MC Members will receive an e-mail from MC Chair describing the cases offered to the companies. The MC members are requested to contact their local company partners and ask them to participate at the Study Group event. Based on that to contact Aleksei Tepjakov (aleksei.tepljakov@ttu.ee) by **October 31, 2017** with possible participation at the event.

To have a sufficient time to discuss with the companies, it was agreed that the Study Group event will be shifted to January/February 2018. If necessary, the event will be shifted even to March but still to later manage the reimbursements.

7. Dissemination tools of Action

The STSM tool, its meaning and the way of how to use it was discussed. Mainly, the eligibility was stressed that not only the MC Members or MC Substitutes from Participating COST Countries are eligible.

T3.2 The MC members are requested to disseminate the STSM tool among their state and their partner institutions to offer them to use the STSM tool. It was agreed that the deadline to provide the last applications that are expected to be supported from the current GP is **January 15, 2018**.

The ITC Conference Grant tool was introduced. The idea, eligibility and finance support was discussed.

T3.3 The MC members are requested to disseminate the ITC Conference Grant tool among their state and their partner institutions and mainly among their PhD students to offer them to use the ITC Conference Grant tool. It was agreed that the deadline to provide the last applications that are expected to be supported from the current GP is **January 15, 2018**.

Following the request of COST Association, the Dissemination team is newly represented also by "PR manager". Norbert Herencsar agreed to serve this post and deals with the news and updates at Facebook and mainly at the COST Event webpage through the direct communication with COST Assoc. representatives.

T3.4 The current Dissemination Manager – Harry Esmonde and the new PR manager – Norbert Herencsar are asked to be in close contact to keep the information about the events updated.

8. Update from the COST Association, if a representative is present

Representative from the COST Assoc. was not present.

9. Implementation of COST policies

The policies of COST Assoc. were given, where the support of young R&Ds while keeping the gender balance belong to the main priorities.

The support possibilities in inviting such people to participate at Training Schools, Workshops, use the STSMs and also newly ITC conference grants were listed.

The issue of Gender balance was discussed, where the current M:F ratio is 77:23. During the previous GP it was 74:26. The reasons of the decrease in the ratio were discussed. The join of new MC substitutes was

identified as the main reason as the MC has no right to accept or decline a new MC substitute of an already participating country.

The COST Action follows the idea of Inclusiveness, there 12 out of 23 COST countries participating in the Action are from Inclusiveness countries.

10. Follow-up of MoU objectives: progress report of working groups

The M10 deliverables were summarized and the Workshop report planned for M12 was mentioned.

T3.5 To prepare the Scientific Report of the COST Action, the WG leaders are requested to gather the information about the activities within their WGs. These information must be ready by **October 30, 2017** and the WG leaders were advised to participate at the preparation of the Scientific Report according to the request of COST Association.

Linked to the Progress Report, the achievement indicators were summarized: joint publication prepared in cooperation between the MC members from at least 2 different member states and between industry partners being dedicated to COST Assoc. and COST Action; and joint project proposals.

T3.6 To prepare the Scientific Report of the COST Action, the MC members are requested to provide the list of the achievements indicators – joint publications, joint projects. These information must be ready by **October 20, 2017** and sent to WG leader.

11. Scientific planning

The goals of the current GP linked to the task and deliverables of the WGs were discussed. A GP goal above are the activities in involving the Industry into Action activities, which is linked to successful run of the Study Group event, joint publication and/or joint project proposals.

To plan the future activities and events of the upcoming GP, the Workshops and Training Schools were given as suitable tools.

T3.7 The MC members were requested to offer their service and be an organizer of a Workshop or Training School linked to the activities of the COST Action. These offer are to be sent to the MC Chair by **January 31, 2018** and will be used as an input for Budget planning for the next GP.

12. Requests to join the Action from

There are no request from COST countries that would be interested to join the Action.

There are requests from IPCs to join the Action as MC observer:

- Prof. Khaled N. Salama – from Saudi Arabia
- Prof. Brent Maundy – from Canada

The candidates were presented and within the vote the MC agrees with initiating the required steps in e-COST system.

T3.8 The MC Chair is requested to do required steps to initiate the MC approval of the candidates.

13. Location and date of next meeting

According to the original time table given in the Action proposal, the next MC meeting is to be planned for September/October 2018 within the upcoming GP. It was suggested to organize the MC meeting together with the annual Action Workshop, where the deliverables Dx.2 will be presented by selected speakers.

T3.9 The MC members are requested to offer their service and be a local organizer of next MC meeting and annual Workshop. These offer are to be sent to the MC Chair by **January 31, 2018** and will be used as an input for Budget planning for the next GP.

14. AOB

No any other business was proposed by the audience nor discussed regarding the MC meeting.

15. Invitation to the annual Workshop

The participants of the MC Meeting were invited to the Annual Workshop of the Action.

16. Closing

The Action Chair finished the 3rd MC meeting at 12:30.

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

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List of Annexes

Annex 1- Agenda

Annex 2- Action Fact Sheet

Annex 3- Action Chair presentation