

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”

Brno, Czech Republic
23/11/2016

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 2nd Management Committee (MC) and Working Group (WG) meeting was adopted.

3. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: 19 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. Discussion on dissemination tools of Action - webpage

The initial information about the web page of the COST Action CA15225 has been given. The proposed domain title “www.fractal-group.eu” has been rejected.

T2.1: 2 December 2016 was agreed upon by MC members as deadline to propose the domain name of the web pages and send them to MC Chair by e-mail (koton@feec.vutbr.cz).

The webpage can be hosted by Grand Holder Institution for free. In such case, the domain must be owned by the Grand Holder Institution, i.e. Brno University of Technology. The MC agreed on that fact.

The necessity to follow the Guidelines for the dissemination of COST Action results and outcomes has been stressed (<http://www.cost.eu/media/dissemination-corporate-identity>).

To follow current demands on a webpage design, the www.iracon.org has been mentioned as possible source of inspiration. The expected content of the webpage has been presented.

Based on the T1.2 from the 1st MC Meeting, Dr. Dorota Mozyrska and Dr. Sanja Konjik introduced a budget proposal for website development that has been discussed. The expected amount for the web development is approx. 2250EUR (Dr. Dorota Mozyrska) and 1700EUR (Dr. Sanja Konjik). The web developer has not been set and will be further discussed via e-mail.

T2.2: The MC Chair will further discuss the conditions of the web developers and the final decision will be made by MC Chair by December 5, 2017.

5. Discussion on dissemination tools of Action – social networks

The Facebook (<https://www.facebook.com/FractalCOST>) and Twitter (<https://twitter.com/fractalcost>) profiles, initiated by Dr. Norbert Herencsar, as other dissemination tools have been presented.

Also other social networks (LinkedIn and Youtube) have been mentioned. The MC members agreed on possible usage of these social networks in the future, as currently the Action webpage is of higher priority.

6. Discussion on dissemination tools of Action – Action Logo

Based on the design of the logo for the COST/IEEE-CASS Training School by Dr. Norbert Herencsar (**Annex 2**), this logo has been rejected by MC members as the Action Logo.

T2.3: The MC members agreed upon 2 December 2016 as deadline to propose the Action Logo (can be even a scan of a hand scratch, or image created using advanced editor tools) and send it to MC Chair by e-mail (koton@feec.vutbr.cz).

T2.4: On 5 December 2016, the MC Chair initiates 5-day e-votes to select the domain name and the Action logo.

7. Election of dissemination manager

Dr. Harry Esmonde was elected as the Dissemination Manager and becomes a Core Group Member.

T2.5: After the web developer has been set, Dissemination Manager initiates the discussions with the webpage developer to release an initial design of the webpage by January 31, 2017.

T2.6: According to the expected content of the webpage, Dissemination Manager sends a request to WG Leaders, who will provide a description of their Working Groups by January 31, 2017.

8. Discussion on dissemination tools of Action – joint publications

As another dissemination tool, the joint publications have been presented.

The rules have been given to accept such publications as valuable outcome of the COST Action. Discussing required number of authors from different member countries with Dr. Ralph Stuebner, the Action SO, the minimum number is set to 2.

According to Guidelines for the dissemination of COST Action results and outcomes, the Acknowledgement must mention “This article is based upon work from COST Action CA15225, a network supported by COST (European Cooperation in Science and Technology)”.

9. Discussion on attracting of the industry

The issue of attracting the industry has been stressed as one of the recommendations of SC.

Possible levels of joint cooperation have been proposed and discussed by MC members (Annex 3). These levels have been agreed by MC members.

10. Discussion on attracting young R&D scientists and gender balance

The issue of attracting young scientists has been stressed as one of the recommendations of SC.

As young scientists the PhD students and ECIs are understood. The MC members were advised to promote within their community the tools of the Action to support mainly young scientists.

The issue of Gender Balance has been stressed as one of the recommendations of SC.

The recommended ratio of males and females within an action is 40% to 60%. Counting the expected COST/IEEE-CASS Training School, the ratio M-F is 74-26%. The MC members were advised to promote within their community the Action to support the gender balance.

11. Discussion on STSMs

The basic rules of using the STSMs as a networking tool of the Action in terms of Home-Host Institution and eligible costs were presented.

In the 1st GP Budget, to support STSMs, 3200EUR are forecast. The expected period of the STSMs is January-February, at most the first half of March 2017.

T2.7: Each WG leader will propose 1 or 2 STSM applicants, who will prepare their STSM application draft and send it to STSM Manager (biljanaj@feit.ukim.edu.mk) by December 16, 2016.

T2.8: In discussion with WG leaders and based on the budget, the STSM Manager will select STSM applicants by December 31, 2016, who will then submit their application via www.cost.eu/STSM.

The necessity to elect the STSM Committee according to T1.1 has been currently rejected, as the expected number of STSM application is low at the moment.

12. Action implementation planning

The scientific Goals of the 1st Grand Period were presented:

- Describe the State-of-art of fractional-order concept and its implementation to individual research and development areas
- Describe current fractional models modelling of biomedical and industrial systems
- Define the accuracy and programmability of analog/digital basic blocks

The description of these Goals will become a part of the 1st Workshop Report that according to MoU is expected to be delivered by M12 of the Action.

T2.9: The WG leaders will gather the material from the WG members to provide an input for the Scientific Report of the 1st Grand Period. The materials prepared in such way will be then sent to MC Chair by March 31, 2017.

The MC members were informed about the M10 deliverables of each WG according the MoU.

13. Objective Achievement Indicators

The MC Chair presented the set of indicators (**Annex 3**) that next to the deliverables of the Action could be monitored during the Action in order to promote its impact to public area and motivate public to participate in and be interested in the Action CA15225.

14. Working Group Meeting

The current progress within individual Working Groups has been presented by the WG members representing their institutions, activities and their expected contribution to the specific tasks of the WGs.

Based on the individual presentations, the common areas and potential cooperation between the Working Groups have been discussed.

15. Invitation to the COST/IEEE FRACTAL Training School

The activities of the COST/IEEE FRACTAL Training School have been shortly presented.

16. Any Other Business (AOB)

The following MC Observers have been elected:



- Near Neighbour Countries (NNC): Assoc. Prof. Ahmed G. Radwan, Nile University, Egypt
- International Partner Countries (IPC): Assoc. Prof. YangQuan Chen, University of California, Meced, USA
- International Partner Countries (IPC): Assoc. Prof. Karabi Biswas, Indian Institute of Technology, India
- International Partner Countries (IPC): Prof. Ahmed S. Elwakil, University of Sharjah, UAE

17. Next MC meeting

The MC members were informed about the necessity to plan the next MC meeting. The recommended period for the MC Meeting is expected to take place during September – November 2017, where also the Dx.1 deliverables described in MoU will be presented and discussed.

T2.10: The MC members agreed upon January 31, 2017 as deadline to offer their services to organize the MC Meeting in their “EU developed” (e.g. Spain, France, Belgium, UK, Ireland, etc.) country.

18. Closing

The Action Chair finished the 2nd MC and WG meeting at 16:50.

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

T2.1: 2 December 2016 was agreed upon by MC members as deadline to propose the domain name of the web pages and send them to MC Chair by e-mail (koton@feec.vutbr.cz).

T2.2: The MC Chair will further discuss the conditions of the web developers and the final decision will be made by MC Chair by December 5, 2016.

T2.3: The MC members agreed upon 2 December 2016 as deadline to propose the Action Logo (can be even a scan of a hand scratch, or image created using advanced editor tools) and send it to MC Chair by e-mail (koton@feec.vutbr.cz).

T2.4: On 5 December 2016, the MC Chair initiates 5 day e-votes to select the domain name and the Action logo.

T2.5: After the web developer has been set, Dissemination Manager initiates the discussions with the webpage developer to release an initial design of the webpage by January 31, 2017.

T2.6: According to the expected content of the webpage, Dissemination Manager sends a request to WG Leaders, who will provide a description of their Working Groups by January 31, 2017.

T2.7: Each WG leader will propose 1 or 2 STSM applicants, who will prepare their STSM application draft and send it to STSM Manager (biljanaj@feit.ukim.edu.mk) by December 16, 2016.

T2.8: In discussion with WG leaders and based on the budget, the STSM Manager will select STSM applicants by December 31, 2016, who will then submit their application via www.cost.eu/STSM.

T2.9: The WG leaders will gather the material from the WG members to provide an input for the Scientific Report of the 1st Grand Period. The materials prepared in such way will be then sent to MC Chair by March 31, 2017.

T2.10: The MC members agreed upon January 31, 2017 as deadline to offer their services to organize the MC Meeting in their “EU developed” (e.g. Spain, France, Belgium, UK, Ireland, etc.) country.

List of Annexes

Annex 1- Agenda

Annex 2- Action Logo proposed by Dr. Herencsar

Annex 3- Action Chair presentation