



Bialystok, September 19, 2018

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

Bialystok, Poland
19/09/2018

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 4th Management Committee (MC) meeting was adopted.

3. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was not reached: only 14 out of 25 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 all tasks (T3.1 – T3.9) were fulfilled by the end of the previous Grant Period.

5. Update from the Action Chair

The participants were informed about the current number of COST countries, NNCs and IPCs. The number of COST countries increased to 25, whereas Bulgaria and Croatia joined the Action at the beginning of the year 2018. The new IPC is the Prof. Brent Maundy, University of Calgary, Canada, who was approved at the previous MC Meeting by the MC and now is to be approved by SoHo. The other previously approved applicants to become MC Observers, i.e. prof. Salama (SA) and Prof. Chen (US) did not still finalize the application form in e-COST.

The number of so far supported STSMs and ICT Conference Grants within the Action were given. In total, 31 STSMs (whereas one needs to upload the Science Report) and 9 ICT Conf. Grants were supported so far.

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 difference of approx. 23kEUR between the planned and actual finance of the GP2 was expected as already discussed during the Third MC Meeting and was caused due to the cancelation of the Student Workshop planned in Patras-Greece.

The current status of the running GP was discussed, where currently only the costs for the Workshop in FYR Macedonia from May are clear. The reasons for difference of approx. 22kEUR were discussed. Although the number of participants at this event was as expected in the WBP, the much lower actual costs were due to the fact that the participants were mainly local or from the neighbor COST countries. Hence, compared to the expected average costs, the claimed eligible costs were very low and for most cases reduced only to the support for meals, not travel or accommodation. Based on the among CG members agreement, the saved money started to be used to support the ITC Conference Grants as the originally allocated money was used



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COST Association
Avenue Louise 149 | 1050 Brussels, Belgium
t: +32 (0)2 533 3800 | f: +32 (0)2 533 3890
office@cost.eu | www.cost.eu

very fast at the beginning of GP4. Hence, the current expenses to support ITC Conference Grants is approx. 11kEUR.

The further usage of the currently saved money of approx. 14kEUR was discussed, whereas the areas that might be further supported were proposed and discussed. However, the MC Meeting was not able to reach the final decision of further allocation of the saved money.

T4.1 There will be e-vote among the MC initiated by MC Chair by **September 26, 2018**, where possible usage of the saved money will be proposed and approved by the MC.

7. Dissemination tools of Action

The MC was reminded about the STSM tool, its meaning and the way of how to use it was discussed, whereas the COST policy was stressed while using this tool. Mainly, the eligibility of the applicants was given, whereas not only the MC Members or MC Substitutes from Participating COST Countries are eligible, see the MC Meeting presentation, for more details.

T4.2 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. The deadline to provide the last applications that are expected to be supported from the current GP was set by MC Chair to **January 5, 2019**.

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

T4.3 Following the result of the e-vote initiated within the **T4.1**, 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. The deadline to provide the last applications that are expected to be supported from the current GP is **January 5, 2019**.

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 belongs to the main priorities.

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

The issue of Gender balance (GB) was discussed, where the current M:F ratio is 74:26. During the previous monitoring dates (beginning of the Action and at 3rd MC meeting) it was 74:26 and 77:23, respectively. Hence, it was stated that the events organized by the Action improve the Gender Balance and are closer to the ratio of 60:40 to 40:60 understood by COST Assoc. as optimal. It was pointed that to evaluate the Gender Balance, not only the GB among the MC Members and MC Substitutes of the Action is to be evaluated as the MC does not have the right to reject mainly new MC Substitutes of the parties. Hence, in evaluating the GB we will continue in counting in all people supported within the all events organized by the Action.

The COST Action follows the idea of Inclusiveness, there 14 out of 25 COST countries participating in the Action are from Inclusiveness countries.

10. Follow-up of MoU objectives, Scientific planning

The M20 deliverables were summarized and the corresponding Goals of the current GP were listed. The goals of the current GP linked to the task and deliverables of the WGs were discussed.

Involve the Industry into the Action activities is still seen as major issue. Partial achievements were reached within the Study Group Event organized in 2nd GP in Tallinn, where two companies were present. The issue of addressing the companies being open to participate, even as listener, at the events organized by the Action was discussed. The Skeleton Technology company dealing with super-capacitors design was invited to participate at the Annual Workshop. Although there was an email contact and invitation, currently, it is not clear if a company representative will participate.

To possibly involve industry into the Action activities it was suggested to invite partner company representatives to future Workshop and Training Schools.

Jerzy Baranowski reminded about the MCS Action to create a consortia of at least three states, each represented in ideal case by a university and industry partner. Based on that, there will be further discussion between the representatives from Poland, Ireland, Italy and Czech Republic, who showed their interest in participating in join project proposal.

The future activities linked to the upcoming Grant Period were discussed, i.e. the organization of Workshops and Training Schools that would foster mainly ECIs in their research activities in fractional-order area and provide networking possibilities with other participants of such events.

T4.4 The MC members are 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 5, 2019** and will be used as an input for Budget planning for the next GP.

11. 2nd Progress report of the Action

The MC was informed about the necessity to finalize the 2nd Progress Report of the Action that is to be submitted in e-COST by November 2, 2018.

The Sections of were summarized first, whereas the Additional Outputs (publications, projects), Impacts, Disseminations and Other Matters and their required contend to be included into the Progress Report were described in detail. The draft of the Progress Report as downloaded from e-COST is attached to this MC Meeting Minutes.

The initial discussions of provided input data and support materials are to be discussed within the upcoming WG meeting, that follows up after this MC Meeting.

T4.5 The MC members and MC substitutes send their input to their WG leader, where these inputs will follow the instructions in the presentation from the MC Meeting **by October 8, 2018**.

T4.6 The WG leaders send the gathered support material to MC chair, who includes the inputs in e-COST **by October 12, 2018**.

T4.7 **By October 22, 2018**, the MC Chair finalizes the Progress Report in e-COST and sends it, still as draft, for comments to MC members and MC Substitutes.

T4.8 Based on the comments of MC members and MC Substitutes Mc Chair prepares the very final version of the Progress Report in e-COST and sends it for final MC approval **by October 29, 2018**.

T4.9 The final version of the Progress Report is to be approved by MC **by November 1, 2018**.

T4.10 **By November 2, 2018**, MC Chair submits the approved final version of the Progress Report in e-COST.

12. Requests to join the Action from IPCs

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

- Dr. Farooq Khanday – from India
- Dr. Praveen Agarwal – from India

The candidates were presented and their possible benefit for the Action members discussed. Their application to become MC observers was supported by Prof. Costas Psychalinos and Prof. Dumitru Baleanu, respectively. However, the MC Meeting was not able to reach the final decision on approving the candidates to become MC Observers.

T4.11 There will be e-vote among the MC initiated by MC Chair by **September 26, 2018**, to approve the candidates to become MC Observers of the Action. Based on the result of the e-vote, the MC Chair will subsequently initiate the process in e-COST.

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 2019 within the upcoming GP. It was suggested to organize the MC meeting together with the annual Action Workshop, where the deliverables Dx.3 will be presented by selected speakers.

T4.12 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 5, 2019** 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 MC Chair finished the 4th MC meeting at 13:00.

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

Annex 4- Draft of the Progress Report 2