



Minutes of the COST ES0802 Kick-Off-Meeting – Brussels, Hotel Chatelain, 2008/11/20

**Minutes of the
Kick-Off-Meeting of
COST Action ES0802**

Brussels, 2008/11/20



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History:

2008/11/21: Burkhard Wrenger. First draft.

2008/11/27: Burkhard Wrenger. Second draft.

2009/02/24: Burkhard Wrenger. Final.

List of abbreviations

DC: Domain Committee

MC: Managing Committee

STSM: Short Time Scientific Mission

WG: Working Group

UAS: Unmanned Aerial System

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Welcome

Carine Petit, Senior Science Officer of ESSEM COST Action 0802, opened the Kick-Off-Meeting at 10:00 and welcomed the participants.

Adoption of the agenda

The agenda as given in Annex 1 was adopted without amendment.

MCM01D01: The agenda was adopted unanimously.

Presentation of the delegations

Representatives of ten countries were present at the Kick-Off-Meeting of COST Action ES0802. Seven countries have already signed the MoU (Cyprus, France, Germany, Norway, Poland, Spain, Switzerland and United Kingdom), five have shown their intentions to sign (Denmark, Finland, Iceland, Ireland, Israel). The list of national delegates and the attendance list are given in Annex 2 and Annex 3. During a short round table discussion every delegate presented his scientific background and interest in COST co-operation.

General information on COST mechanism and on the funding of coordination

Carine Petit summarised the role of COST co-operation, see Annex 4. Its main task is to harmonise scientific activity. The COST mechanism does not support research activity but gives some financial support for the co-ordination. They are subsidies for travel expenses to meetings of the Management Committee, Working Group meetings, dissemination, training schools, and research conferences and short-term scientific missions (STSM).

Carine Petit also explained the need for all Action members to fill in the *Expression of commitment* (EoC) and submit it to the Action Chair in order to clarify the resources on which the Action can rely as well as the participation of the MC members in the Working Groups. A sample EoC was distributed at the meeting and by email to the Chair after the meeting. The composition of the Working Groups must be listed and must be maintained up-to-date on the Action's website.

Kerstin Wilde, Administrative Officer for the ESSEM domain, introduced COST instruments and procedures, see Annex 5.

Status of the COST Action

The Action entered into force on 2008/08/21 and will end 2012/11/19 because the starting day of the Action is the date of the 1st MC meeting. Spontaneous applications of new countries are possible until 2009/06/17 as the approval date of COST ES0802 was 2008/06/18. The budget for the time period 20th November 2008 - 31th May 2009 is 50.000 €, see Annex 4.

Agreement on the internal rules of procedure for the Management Committee of the COST Action

Carine Petit presented the standard rules of procedure, see Annex 6. She suggested using English as the only working language. The suggestion was accepted unanimously.

The internal rules of procedure were agreed by all MC members attending the Kick-Off-Meeting.

MCM01D02: The internal rules of procedure for the MC of COST Action ES0802 were adopted unanimously.

Election of the Chair and Vice-Chair

Carine Petit called for candidates to the post of Chairperson and Vice-Chairperson.

Joachim Reuder was proposed for the position of the Chair of COST Action ES0802. Phil Anderson was proposed for the position of the Vice-Chairperson.

On the basis of this proposal, they were elected unanimously.

MCM01D03: The MC elected Joachim Reuder to be the Chair and Phil Anderson to be the Vice-Chairperson of COST Action ES0802.

Joachim Reuder and Phil Anderson accepted and expressed their thanks. Joachim Reuder presented the topics of the proposal, see Annex 7. For details of the discussion see below.

Election of Grant-Holder, WG Chairs and Webmaster

As the British Antarctic Survey institute has experience in running international projects and Grant-Holder work, it was proposed for the Grant-Holder position. The attending members of the MC elected the British Antarctic Survey institute to be the Grant-Holder unanimously. According to Phil Anderson, the British Antarctic Survey has to confirm.

MCM01D04: The MC elected the British Antarctic Survey institute to be the Grant-Holder of COST Action ES0802.

Jens Bange presented mind maps for the WGs, see Annex 8, prior to the elections of the WG Chairs. Comments during the discussion:

- **WG2:** Implementation of calibration procedures should be part of this work group, too.
- **WG3:** Numerical simulations for mission planning should have an interface to WG1
- **WG4:**

- There are different types of interests regarding the requirements for the regulations of UAS operation, e.g. freedom to fly with a temporary licence in a definite and specific space (scientists) or always in a definite space (military, industry).
- Insurance aspects shall be part of this WG.
- The COST Action has to identify the partners to discuss these issues with and might invite them.
- The members of the COST Action ES0802 should collect informations where UASs are allowed to fly without or with few restrictions and classify them with respect to suitability for campaigns.
- **WG5:** As COST Actions usually have up to 4 working groups, the MC members discussed the option of integration WG 5 into the other working groups. The MC decided to integrate WG 5 into the other working groups unanimously.

MCM01D05: The MC decided to integrate WG 5 into the other working groups .

The members of the MC stated their interest in attending the WGs as listed below.

- **WG 1:** Burkhard Wrenger, Phil Anderson, Michael Gausa, Constantinos Soutis
- **WG 2:** Antonio Ruzzelli, Bruno Neiningen, Jens Bange, Michael Gausa, Szymon Malinowsky, Constantinos Soutis, Bill O'Hirok
- **WG 3:** AntonioRuzzelli , Bruno Neiningen, Joan Cuxart, Jens Bange, Burkhard Wrenger, Phil Anderson, Szymon Malinowsky, Olafur Rognvaldsson, Joachim Reuder, Gregor Giebel, Timo Vihma
- **WG 4:** Joachim Reuder, Rune Storvold

Based on this list, the following members of the MC were poposed to the position of WG Chairs:

- **WG 1:** Constantinos Soutis (UK)
- **WG 2:** Jens Bange (DE)
- **WG 3:** Joan Cuxart (ES)
- **WG 4:** Rune Storvold (N)

All proposed WG Chairs were elected unanimously.

MCM01D06: The MC elected the following WG Chairs:

- **WG 1:** Constantinos Soutis
- **WG 2:** Jens Bange
- **WG 3:** Joan Cuxart
- **WG 4:** Rune Storvold

A database for existing UAS and suitable sensors will be set up and should be filled by all WG members, It was proposed to have the Web-Manager and the Database Manager in personal union. Burkhard Wrenger was proposed to this position and elected unanimously.

MCM01D07: Burkhard Wrenger was elected for the position of Web- and Database Manager in personal union unanimously.

There is no dedicated STSM Manager so far. The MC decided hat the Core Group of this COST Action shall consist of the Chair, the Vice-Chair, the WG chair and the Web-/Database-Manager.

MCM01DC08: The MC decided the following position to constitute the Core group of COST Action ES0802: Chair, Vice-Chair, WG Chairs and Web-/Database-Manager.

Working plan for the implementation of the COST Action (Memorandum of Understanding)

Objectives and working programme

The objectives and the working programme of COST Action 0802 were discussed and agreed during the presentations of Joachim Reuder and Jens Bange, see above and their presentation files.

The discussion included the aspect of the size of the UAS for this COST Action. Joachim Reuder and Phil Anderson proposed to focus on small aircrafts . As the presentation by Jochaim Reuder clearly stated, there are different points of view regarding the size of UASs. It was agreed within the MC to focus on UASs with a take off weight up to 150 kg. No types of aircrafts should be excluded in this COST Action and that there will be no upper limit for the price of a UAS.

The space to run the UASs should be confined to the atmospheric boundary layer in accordance to the COST Action's proposal.

Working method, organisation and management (including working groups)

The members of the MC stated their interest for being member of the individual working groups, see above. It was agreed to start an initial meeting of the WGs as soon as possible.

Distribution of tasks

Burkhard Wrenger agreed to take notes during the after noon session of the Kick-Off-Meeting. He will provide the minutes assisted by the COST Office.

Time-table

A first draft of the working plan covers the time frame until may 2009 as the financial year of COST starts June, 1st. A follow up time table will be drafted within this first time period.

Budget plan and implementation of a Core Group

MCM01D09: The MC made the following decisions about finance related items of COST Action 0ES802:

- The Core Group is allowed to spend up to 10.000 € per decision without request/feedback of the MC.
- The Core Group is allowed to provide financing up to 2.000 € per STSM.
- The Chair reports to the MC about the finance related core group decisions.

The COST office informed about the budget for the time frame until end of may 2009. The budget is 50.000 € (assuming seven countries having signed the MoU for COST Action 0802) and up to 63.000 € (assuming ten countries signing the MoU). As the Kick-Off-Meeting was budgeted with approx. 16.000 €, this leaves about 34.000 €.

The COST Office informed that roughly 640 € per person and per meeting should be taken into account.

For finance details see Excel sheet by COST Office and Annex 9.

Place and date of next meeting

Jens Bange invited the COST Office, the working groups and the MC into his Institute in Braunschweig. On this kind proposal the MC decided the first WG meeting to be located in Braunschweig mid-February with about 40 attendances. It shall start at noon of the first day with four WG sessions running parallel. All working groups shall meet on the second morning, a MC meeting is scheduled for the afternoon of the second day.

Miscellaneous

The web site of COST Action ES0802 shall contain an up to date list of the members of the MC. It shall also provide the presentations and files of this Kick-Off-Meeting.

Closing

The Chair thanked the COST Office and the MC members for active work and

closed the meeting.

List of Annexes

Annex 1: Agenda of the Kick-Off-Meeting

Annex 2: List of national delegates

Annex 3: Attendance list

Annex 4: COST Office Overview & News, and Managing a COST Action

Annex 5: COST instruments and procedures

Annex 6: Standard rules of procedure

Annex 7: Topics of the COST Action ES0802 proposal

Annex 8: Mind Maps for the working groups

Annex 9: Budget Plan

Annex 1: Agenda

**Hotel Châtelain,
Rue du Châtelain17, Brussels (Belgium), the 20/11/2008**

Thursday November 20, 2008 (10:00 – 17:00):

- 1. Welcome**
- 2. Adoption of the agenda**
- 3. Presentation of the delegations**
- 4. General information on COST mechanism and on the funding of coordination**
- 5. Status of the COST Action**
- 6. Agreement on the internal rules of procedure for the Management Committee of the COST Action**
- 7. Election of the Chair and Vice-Chair**
- 8. Election of Grant-Holder, WG Chairs and Webmaster**
- 9. Working plan for the implementation of the COST Action (Memorandum of Understanding).**
 - objectives and working programme**
 - working method - organisation and management (including working groups)**
 - distribution of tasks**
 - time-table**
- 10. Budget plan and Implementation of a Core Group**
- 11. Place and date of next meeting**
- 12. Miscellaneous**
- 13. Closing**

Annex 2: List of national delegates

Professor Manfred Lange (CY)
Dr. Gregor Giebel (DK, pending)
Mr. Timo Vihma (FIN, pending)
Dr. Gregory c. Roberts (FR, pending)
Dr. Patrick Fabiani (FR, pending)
Dr. Marie Lothon (FR, MC substitute)
Professor Burkhard Wrenger (DE)
Dr. Jens Bange (DE)
Mr. Olafur Rognvaldsson (IS)
Dr. Antonio Ruzzelli (IE)
Mr. Mark Okrent (ISR)
Professor Joachim Reuder (N)
Dr. Michael Gausa (N, pending)
Dr. Rune Storvold (N, MC substitute)
Professor Szymon Malinowski (POL)
Dr. Joan Cuxart (ES)
Dr. Damia Gomila (ES)
Dr. Bruno Neininger (CH)
Professor Constantinos SOUTIS (UK)
Dr. Phil Anderson (UK)
Dr. Tony Dodd (UK, MC substitute)

Annex 3: Attendance List

- **Magali Poinot (COST Office, Grant System Manager)**
- **Rune Storvold (NO)**
- **Bill O'Hirok (CY)**
- **Timo Vihma (FIN)**
- **Gregor Giebel (DK)**
- **Joachim Reuder (NO)**
- **Olafur Rognvaldsson (IS)**
- **Kerstin Wilde (Administrative Officer, COST Office)**
- **Carine Petit (Senior Science Officer)**
- **Dr. Dirk van Speybroeck (BE, DC Rapporteur)**
- **Constantinos Soutis (UK)**
- **Szymon Malinowsky (PL)**
- **Michael Gausa (NO)**
- **Phil Anderson (UK)**
- **Burkhard Wrenger (DE)**
- **Jens Bange (DE)**
- **Joan Cuxart (ES)**
- **Bruno Neiningger (CH)**
- **Antonio Ruzzelli (IE)**

Additionally in the afternoon session:

- **Marcel Staicu (EDA)**
- **Martin Stoussavlewitsch (EDA)**

Annex 4: COST Office Overview & News, and Managing a COST Action

See file [COST_KO-ES00802-Nov2008.pdf](#)

Annex 5: COST Instruments and Procedures

See file [Es0802_20112008_KWilde_presentation.pdf](#)

Annex 6: Standard Rules of Procedure

See file [Presentation of Role Rules for MC.pdf](#)

Annex 7: Topics of the COST Action ES0802 Proposal

See file [COST_UAS_KO.pdf](#)

Annex 8: Mind Maps for the Working Groups

See files [project_overview.pdf](#), [wg1.pdf](#), [wg2.pdf](#), [wg3.pdf](#), [wg4.pdf](#), [wg5.pdf](#), [work_groups.pdf](#)

Annex 9: Budget Plan

13/11/2008

2009 Budget

Total Action Budget
Remaining Action Commitment

50000,00
-080,00

Meetings

Meeting Type	Date	Place	Avg per p	Total Paid	Planned to	Requested	Paid part	Cost	Status	Total
Kick-off	20.11.2008	Brussels (BE)	800		15			12.000	APPROVED	
WGs meeting + MC	Mid-Feb.	Germany	640		40			25.600	Planned	
Core Group	May	Brussels (BE)	640		7			4.480	Planned	
										42.080

STSM

Beneficiary	Date	From				To	Cost	Status	Total	
STSM1							1500	Planned		
STSM2							1500	Planned		
										3.000

Meeting Support

Title	Date	Place					Cost	Status	Total	
WGs meeting + MC	Mid-Feb.	Germany					3000	Planned		
										3000

Publications

Title	Date						Cost	Status	Total	
										0

General Support Grants

Title	Date						Cost	Status	Total
Website							2000	Planned	2000

Schools

Title	Date	Place					Cost	Status	Total	
										0

Action Total 50080