



Minutes of the 2nd COST ES0802 MC Meeting – Braunschweig, 2009/2/24

**Minutes of the
2nd Meeting of
COST Action ES0802
Managing Committee**

Braunschweig, 2009/02/24



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History:

2009/02/24: Burkhard Wrenger. Notes.

2009/03/03: Burkhard Wrenger. First Draft.

2009/09/04: Burkhard Wrenger. Final.

List of abbreviations

DC: Domain Committee

EoC: Expression of commitment

GASG: General Action Support Grant

MC: Managing Committee

MoU: Memorandum of Understanding

STSM: Short Time Scientific Mission

SWG: Small Working Groups

UAS: Unmanned Aerial System

WG: Working Group

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Welcome

Jocahim Reuder, Chair of ESSEM COST Action 0802, opened the 2nd Meeting of the Managing Committee (MC) at 14:15 and welcomed the participants. For a list of participants, see Annex 1.

Presentation of new members

Joachim Reuder introduced Stephanie Beauloye from the COST Office.

Adoption of the agenda

The agenda as given in Annex 2 was adopted without amendment.

MCM02D01: The agenda was adopted unanimously.

Approval of the Minutes of the KO-Meeting in Brussels

Carine Petit from the COST Office had asked for a small addition, which Burkhard Wrenger will integrate as all MC members agreed to it. There were no objections on the resulting minutes, the minutes of the Kick-Off-Meeting were approved.

MCM02D02: The minutes of the Kick-Off-Meeting in Brussels were approved unanimously.

Status of the Action, ongoing activities

COST Related Informations

Stephanie Beauloye explained changes and presented news from the COST Office and related to COST Governance, see Annex 3.

According to the COST Office, there is a new Trans-Disciplinary Domain for Action proposals that do not fit into the existing scheme due to multi disciplinary objectives.

Stephanie Beauloye pointed out that the Annual Progress Report for the timeperiod till June 2009 has to be compiled. The collection of the Annual Progress Report will be performed from 1st April until 15th May. The Chair of COST Action ES0802 will have to fill in the scientific part of the report, the administrative part will be provided by the COST Office.

The next ESSEM Annual Progress Conference will take place on 2009/06/24-25 in Istanbul. All Chairs of COST ESSEM Actions will be invited to give a presentation to



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be followed by a general discussion and the evaluation by the respective Rapporteur. The ESSEM Chair, Vice-Chair and SO will meet the Action-Chairs for an informal meeting and open discussion.

COST Action ES0802

According to Stephanie Beuloye from the COST Office, there is one additional COST country. The following countries signed to MoU since 2009/11/20 (Kick-Off Meeting in Brussels):

- Denmark
- Finland
- Ireland

Iceland and Israel intend to sign the MoU. Due to the additional countries, the money for COST Action ES0802 may rise. Therefore, the members of Israel and Iceland and other potential member states are encouraged to contact the local coordinator in order to sign the MoU. Stephanie Beuloye also described useful things to know about non-COST Countries. The Chair will take initiative to involve further European countries, informal contacts are existing with Austria, Sweden and the Netherlands.

Grant Holder

The British Antarctic Survey (UK) volunteered for the Grant Holder position, see Minutes of the Kick-Off Meeting in Brussels. Joachim Reuder explained that BAS and COST are still negotiating, but it there is no confirmation yet.

The COST contact for Grant related questions is

Grant Holder Manager

COST Office

MS Magali Poinot (mpoinot@cost.esf.org)

Webmaster

Stephanie Beuloye asked about the status of the web site. Burkhard Wrenger, Web- and Databasemaster of COST Action ES0802 gave a short presentation, see below.

Organisational Matters

Stephanie Beuloye pointed out, that MC decisions are required for budget allocation related to the following activities:

- Meetings
- Short Time Scientific Missions (STSM)



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- General Action Support Grant (GASG, e.g. for an individual COST Action's Website)
- Publications.

Stephanie Beauloye reported on the status of the COST Grant System. COST ES0802 will migrate not before January 2010 to the new system. The Actions must nominate 2 internal MC auditors who will assist the Grand Holder and will check the expenses. Stephanie Beauloye will provide informations about the way to accomplish the audits. Szymon Malinowski was proposed for the position of an Internal MC Auditor. On the basis if this proposal, he was elected unanimously.

MCM02D03: The MC elected Szymon Malinowski to be an Internal MC Auditor.

The Chair of COST Action ES0802 will ask for another volunteer for the position of an Internal MC Auditor by email. Manfred Lange from Cyprus expressed his willingness to act as MC Auditor. The Chair therefore proposed Manfred Lange as the second Internal MC Auditor to all MC members on March, 13. As no objections against this proposal have been expressed, the Chair has informed the COST Office that Manfred Lange has been elected as Internal MC Auditor.

According to Stephanie Beauloye, all requests for organising meetings have to be submitted in advance and every meeting has to be documented by minutes. The minutes must be provided to the COST office within one month after the meeting and standard pre- and post-approval has to be used for the meeting support requests and the STSMs.

According to the Chair of COST Action ES0802, Joachim Reuder, there are no plans for publications at this stage of the Action.

Working plan for the implementation of the Action

Objectives and Working Plan

The Chair of the Action, Joachim Reuder, summarized the results of the preceding WG meetings. The Chair rated the work of the WGs and the joined WG meetings as very successful. He described the plans for organising the next WG meeting in Andenes / Andoya Rocket Range (Norway) and announced a Core Group (CG) meeting before May. The date will be agreed near-term within the members of the CG.

Jan Nowack (RWTH Aachen, DE) proposed a summer school or workshop related to the Paparazzi project, as several groups use it as the basis of their own work. The location of the workshop might be Toulouse (FR). According to the Chair of COST Action ES0802, it has to be checked if there is a possibility to fund this

ES0802 activity.

Working Method – Organisation and Management (incl. WGs)

The working groups set their own working methods and strategies, e.g. the Small Working Groups (SWG) of WG 3. As a prerequisite for the following work, the WGs collect informations, e.g. about the core themes of the WG members (WG 1) have already identified working packages and will distribute the work subsequent to the meeting in Braunschweig.

Distribution of Tasks

The working packages will form the basis of the individual Expressions of commitment (EoC) and therefore describe the distribution of tasks. Joachim Reuder asked the participants to send their EoC to him by email.

Definition of Milestones, Time-Table

The working groups defined their time-table for the time till the next WG meeting:

- **WG 1:** Each member of WG 1 should provide informations about primary field of work and know how/experience from their group. The WG members should also provide UAS related informations to store in a database (Deadline: 2009/06/15).
- **WG 2:** The WG members should provide informations about sensors used in atmospheric research to store in a database (Deadline: 2009/06/15).
- **WG 3:** By 2009/04/06, each SWG should send a 2-page draft with preliminary thoughts and plans.
- **WG 4:** The members of this working group will collect current national regulations of participating countries and current national CAAs procedure for applying for flight permits (Deadline: 2009/06/15).

Action Web Page

Burkhard Wrenger presented the status of the COST Action's website. Actually, there are two domains:

- www.cost-uas.net and
- www.cost0802.net

The work on the content has just begun, the structure might change in the future due to more or changing content. As the website is based on a content management system (CMS), it has the essential flexibility for the time period of this COST Action. Burkhard Wrenger encouraged the MC members to provide more input, e.g., papers, links to other projects or photos of existing UAVs.

The collaboration within the COST Action is supported by several mailing lists for the MC and the working groups, the database for, e.g. UAS and sensor related



informations, is work in progress.

Stephanie Beauloye (COST Office) and Jens Bange expressed their entire satisfaction with the actual status of the website. The members of the MC agreed to provide the GASG grant of 2.000 € for the web site management.

MCM02D04: The Webmaster gets a GASG grant of 2.000 € for the web site management.

Budget

2009/2010

Stephanie Bealoye (COST Office) presented the actual budget of COST Action ES0802, see file Annex 4. The budget till 31 May 2009 is 50.000 €, decreased by the following debits:

- KO meeting (2 latecomers): 10.227 € (partly paid)
- MC+WGs in Braunschweig (36 p.): 23.040 € (approved)
- Organisation fee 3.000 € (approved)

The total expenses are therefore 36.267 €, leaving a positive balance of 17.733 € to be spent. The MC agreed the additional debits:

- GASG grant for the management of the website: 2.000 €
- 2 STSMs à 2.500 €: 10.000 €
- costs for a CG meeting in April: 5.000 €

Stephanie Beauloye expressed her happiness with the resulting budget plan.

Place and Date of Next Meetings (Core Group, MC, WGs)

The Chair of COST Action ES0802, Joachim Reuder, announced

- a Core Group meeting before May (date and location to be appointed)
- WG and MC meetings in August or September 2009 in Andenes, Norway. MC member Michael Gausa, who kindly offered to organise the meeting, will check availability of accommodation

Miscellaneous

Stephanie Beauloye explained the reimbursement form and the reimbursement procedure. She emphasized the need to get at least the form in time. Copies of the receipts can be sent by email. Each reimbursement form has a unique ID for each meeting. She asked the participants not use old ones.



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Closing

The Chair thanked the local organiser of the meetings, Jens Bange (Technical University of Braunschweig, DE) and the COST Office and MC members for active work and closed the meeting.

Technical University of Braunschweig,

Bienroder Weg 96, 38106 Braunschweig (Germany), 24/02/2009

List of Annexes

Annex 1: Participants of the 2nd MC-Meeting

Annex 2: Agenda of the 2nd MC-Meeting

Annex 3: News from the COST Office and related to COST Governance

Annex 4: Budget for the time period until May 2009

Annex 1: Attendance List

- **Stephanie Beauloye (COST Office)**
- **Jens Bange (DE)**
- **Joan Cuxart (ES)**
- **Patrick Fabiani (FR)**
- **Gregor Giebel (DK)**
- **Damia Gomila (ES)**
- **Anders La Courharbo (DK)**
- **Manfred Lange (CY)**
- **Szymon Malinowsky (PL)**
- **Mark Okrent (IL)**
- **Haraldur Olafsson (IS)**
- **Joachim Reuder (NO)**
- **Gregory C. Roberts (FR)**
- **Olafur Rognvaldsson (IS)**
- **Rune Storvold (NO)**
- **Burkhard Wrenger (DE)**

Annex 2: Agenda

Agenda
Second Management Committee Meeting
COST Action ES0802
Unmanned Aerial Systems (UAS) in Atmospheric Research

Technical University Braunschweig, Campus Nord
Bienroder Weg 96, 38106 Braunschweig

Tuesday, February 24, 2009 (14:00 – 18:00):

1. Welcome
2. Presentation of new members
3. Adoption of the agenda
4. Approval of the Minutes of the KO-Meeting in Brussels
5. Status of the Action, ongoing activities
6. Working plan for the implementation of the Action (Memorandum of Understanding).
 - objectives and working program
 - working method - organisation and management (including working groups)
 - distribution of tasks
 - definition of milestones, time-table
7. Action Web Page
8. Budget plan for 2009/2010
9. Place and date of next meeting
- 10 Place and date of next meetings (Core group, MC, WGs)
12. Miscellaneous
13. Closing

Annex 3: News from the COST Office and related to COST Governance

See file COSTMC-ES0802-February-2009.pdf

Annex 4: Budget for the time period until May 2009

See file Budget_ES0802_Feb2009.pdf