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RESEARCH DIRECTORATE-GENERAL
Political Co-ordination and Strategy

COST



Brussels, 19 May 2000
ZD/00-062

DRAFT MINUTES OF THE FIRST MANAGEMENT COMMITTEE MEETING OF COST ACTION 718

‘METEOROLOGICAL APPLICATIONS FOR AGRICULTURE’

BRUSSELS, Belgium, 17 March 2000

1. WELCOME TO PARTICIPANTS

Mr. Zoltán DUNKEL, the Scientific Secretary of the COST Meteorology domain in his capacity welcomed the participants on behalf on Mr. Markku WARRAS acting head of the COST Commission Secretariat.

2. ADOPTION OF THE AGENDA

The draft agenda as it is given in **Annex 1** was adopted without amendment.

MCM1/D1 The agenda was adopted unanimously.

3. PRESENTATION OF DELEGATIONS

Sixteen countries were represented at the meeting. Every signature country sent delegate. Beside the signature countries members of two international organisations joined the meeting, the World Meteorological Organisation and Joint Research Centre. 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/her scientific background and interest in COST co-operation.

4. GENERAL INFORMATION ON COST MECHANISM AND ON THE FUNDING CO-ORDINATION

Mr. DUNKEL, scientific secretary of COST Meteorology Domain, summarised the role of COST co-operation. He reminded the participants that COST is the oldest European scientific co-operation. Nowadays COST has got 32 members, 15 from EU, and 17 outside the Commission. Its main task is to harmonise the scientific activity. He underlined that the participants are present in the Action not as a scientific expert but as national representative. It was mentioned that their main role is to facilitate the research activity and collaboration.

The COST does not support research activity only gives some financial help for the co-ordination. They are subsidies for travel expenses to Management Committee, Working Group meetings, publications, short-term scientific mission (STMS); Workshops/Conferences as it could be read in **Annex 4** and **Annex 5**.

5. STATUS OF THE ACTION

The Action entered into force on 15 November 1999 and will end 14 November 2004¹. Till the meeting 16 countries signed the Memorandum of Understanding: Austria, Belgium, Cyprus, Denmark, Finland, Greece, Hungary, Ireland, Italy, the Netherlands, Norway, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

The TC member of France and Germany indicated that their country intends to sign MoU. The six months period during which COST countries can sign the MoU without any limitation is starting on this date. The table of signatures added as **Annex 6**.²

¹ A suggestion was submitted to the CSO to start the Action lifetime from the date of 1st MCM. Remark of the secretary.

² In the Annex 6 the status of the Action is given on 17 April 2000 .

6. AGREEMENT ON THE INTERNAL RULES OF PROCEDURES FOR THE COST 718 MANAGEMENT COMMITTEE AND DECISION ON SECRETARIAT

Mr. DUNKEL presented the standard rules of procedure. He mentioned the only legal regulation of implementation of COST Action is the COST/400/94 document: 'Rules and Procedures for Implementing COST Actions'.

But the Article 8 describes the mechanism of vote in detail the consensus is the general practice of COST decision mechanism.

He mentioned if it is necessary the property right of any result of research co-operation will be achieved in the frame of Actions should be formulated in separate document. He underlined the importance of Article 10, and mentioned that every correspondence should be carried out via Secretariat.

Mr. DUNKEL suggested using English as working language only. The suggestion was accepted unanimously.

After a discussion, the rules with the mentioned modification were accepted without any modification.

MCM1/D2 The 'Internal rules of procedures' for the COST 718 Management Committee were adopted unanimously.

The rules of Procedures for MC of Action 718 are given in **Annex 7**.

As regard Article 10 concerning the Scientific Secretariat, Mr. DUNKEL, also Scientific Secretary of COST Meteorology has been appointed to ensure the Secretariat of present Action on behalf of the Commission.

According to the rules of the Commission a third person can be reimbursed from the country from which the chairperson comes.

7. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Mr. Zoltan DUNKEL called for candidates to the post of Chairperson and Vice-Chairperson.

On the basis of proposal of Mr. Andrej HOCEVAR and Mr. Nicolas DALEZIOS Mr. Giampiero MARACCHI was elected as Chairperson.

MCM1/D3 Mr. Giampiero MARACCHI, I was elected to be Chairperson of Action 718 unanimously.

Mr. Giampiero MARACCHI suggested Mr. Nicolas DALEZIOS to be elected as Vice-Chair.

MCM1/D4 Mr. Nicolas DALEZIOS was elected to be Vice-Chairperson of Action 718 unanimously.

8. WORKING PLAN FOR THE IMPLEMENTATION OF THE COST ACTION 718

The discussion carried out under item 8 was based on the Technical Annex of MoU (see **Annex 8**). Mr. Giampiero MARACCHI clarified some parts of Technical Annex. He stressed that the well-formulated working plan is very important and at the start we have to establish working groups. As an important part of the co-operation to keep a good connection with the TC is necessary.

The WG chairs will collect the nominations for the WGs and the membership of WGs will be completed on the next MC. Taking into consideration the budgetary problems it was suggested not to organise a very large working group. No more than 10-15 members in every WG could be effective. The chairperson should be responsible for the size of WG.

Because the planned WG3 will concentrate mostly on the remote sensing application and presently the task of the WG and the possible membership could be not yet fixed, the establishment of WG3 and election of chair of WG was postponed. To start the work in the frame of WG4 a subgroup was organised to keep together the interested people in the remote sensing application. Mr. Leonidas TOULIOS was asked to collect the interest, follow the remote sensing activity, and act as rapporteur as far as the WG3 will be established.

MCM1/D5 Mr. Antonio MESTRE, E was elected to be the chairman of Working Group 1.

MCM1/D6 Ms Lucka KAJFEZ-BOGATAJ, SI was elected to be the chairman of Working Group 2.

MCM1/D7 Mr. Andrej HOCEVAR, SI was elected to be the chairman of Working Group 4.

After the election of WG leaders every WG organised a separate discussion concerning the WG plans. Closing the separate WG meeting on the plenary session every WG leader summarised the results of their WG meeting.

The reports of the WG leaders submitted after the meeting are given in **Annex 9**.

MCM1/D8 The real working programme and timetable will be finalised by the chairs of WGs. To evaluate the working plan an expert group meeting should be organised with the MC Chair and Vice-Chair. The place and date of expert group meeting will be 25-26 May 2000, LJUBLJANA, SI.

9. DATE AND PLACE OF THE NEXT MEETINGS

The Chairman proposed to organise the next MC in Italy.

MCM1/D9 The next Management Committee meeting (MCM) will be held in PISA, I, 19-20 October 2000.

10. MISCELLANEOUS

Mr. SIVAKUMAR addressed the MC on the behalf of WMO. He expressed that the co-operation between COST and WMO activity could be necessary and useful for both organisations. The application of automatic weather stations has a great importance in the agrometeorology too. The WMO organises an evaluation meeting about this theme. He recommends to organise the evening in every second year and to host the meeting next time in Europe and combine with COST MC meeting and application workshop/seminar. The MC welcomed the suggestion and adopted the idea.

MCM1/D10 The organisation of joint workshop with WMO about the use of automatic weather stations in agrometeorology will be discussed on the next MCM.

Mr. RIJKS, the director of Agrometeorological Applications Associates (SARL) on the behalf of JRC Support Group on Agri-Environment greeted the meeting. He summarised the mission of the Group and shortly presented the JRC activity concerning the agrometeorology. The most recent publication of

JRC in this topic was shown. The copy of the cover pages of the publication and the summary of his presentation is given in **Annex 10**. He proposed the Action to accept the JRC as participating institute.

MCM1/D11 The MC approved unanimously the participation of JRC in COST Action 718.

Mr. MARACCHI suggested that to invite the EUMETSAT/SAF and ECSN for co-operation could be highly promote the work of Action. Mr. DOBESCH and Mr. MESTRE could keep the connection.

MCM1/D12 Mr. Hartwig DOBESCH, A and Mr. Antonio MESTRE were nominated to be the contact point with ECSN.

There was a common interest in the maintenance of common homepage. Ms Federica ROSSI, I expressed her readiness to be the editor of the web page with possible link to the national pages. The proposed homepage address is: <http://www.istea.bo.cnr.it/>.

MCM1/D13 The MC accepted Ms. Federica ROSSI, I to be the editor of the web side of Action 718 and asks CNR – Istituto di Ecofisiologia delle Piante Arboree da Frutto (I-40129 BOLOGNA) to host the web side.

Concerning the distribution of information there was a consensus that the Action should use common distribution list.

Mr. MARACCHI asked the participants to use the web page for inventory of any kind of activities. Any short document concerning the common work welcomed to put on the homepage.

Following Mr. DUNKEL suggestion the MC decided about the administrative institute of Short Term Scientific Mission. The necessary information about the implementation of STSM is given in **Annex 5**.

MCM1/D14 After explanation and open discussion of the tasks and procedures foreseen and taking into consideration the interest expressed by National Delegates within the Action, the Management Committee decided to recommend IATA (Istituto per l'Agrometeorologia e l'Analisi Ambientale applicat all'Agricoltura) I-50144 FIRENZE as the most suitable institute to administer the short term scientific mission budget.

The Chairman expressed his thanks for active work, election to be chair and closed the meeting.

PROPOSAL FROM THE SECRETARIAT

The numbering system of our documentation will be as follow:

Draft minutes	DMIN718.yy/x
Minutes	MIN718.yy
Decision	MCMyy/Dzz
Document	DOC718/zz
Working group paper	WG718.zz/yy/zz

Where:

x	version of the minutes
yy	number of the meeting
zz	sequential number
t	number of working group or project

LIST OF ANNEXES

- Annex 1** Agenda
- Annex 2** List of national delegates
- Annex 3** Copy of attendance list
- Annex 4** Financing of COST Activities in the frame of COST Commission Budget
- Annex 5** Expenses covered for experts eligible for reimbursement
- Annex 6** Status of the Action in Meteorology domain
- Annex 7** Rules of Procedure for the MC of Action 718
- Annex 8** Memorandum of Understanding of COST Action 718
- Annex 9** The reports of Working Group leaders
- Annex 10** Mission of JRC Support Group and recent publications

LIST OF DECISIONS

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