



MC Meeting Minutes

Venue: DMI, Copenhagen, Denmark

Date : May 19, 2005

Time: 9:00-13:00

Author: Stefan Buehler

Version: 2005-05-27

Attendees:

Buehler, Stefan	Institut für Umweltphysik Universität Bremen, FB 1 Postfach 33 04 40 D-28334 Bremen, Germany	MC Chair
De Muer, Dirk	Royal Meteorological Institute Ringlaan 3 1180 Brussels, Belgium	TC Rapporteur
Henriques, Diamantino	Instituto de Meteorologia - Delegação Regional dos Açores Observatório Afonso Chaves -Rua da Mãe de Deus - Relvão 9500-321 Ponta Delgada Açores - Portugal	Portugal
Jaczewski, Adam	University of Bremen Institute of Environmental Physics Otto-Hahn-Allee 1 D-28359 Bremen, Germany	Poland
Kolev, Staytcho	National Institute of Meteorology and Hydrology Bulgarian Academy of Science 66 Tzarigradsko Chausse Blvd 1784 Sofia, Bulgaria	Bulgaria
Kyro, Esko	FMI-Arctic Research Centre Tahtelantie 62 FIN 99600 Sodankyla, Finland	Finland
Lahoz, William	Data Assimilation Research Centre Department of Meteorology University of Reading Reading RG6 6BB, UK	MC Co-Chair
Larsen, Niels	Head of Middle Atmospheric Division Danish Meteorological Institute Lyngbyvej 100 DK - 2100 Copenhagen, Denmark	Denmark
Leiterer, Ulrich	Deutscher Wetterdienst Meteorologisches Observatorium Lindenberg Am Observatorium 12 15864 Lindenberg, Germany	Germany
Nejedlik, Pavol	COST-ESF Office 149 Avenue Louise, 1050 Brussels, Belgium	COST Secretary
Zelinger, Zdenek	Heyrovsky Institute of Physical Chemistry AS, CR Dolejskova 3 Praha 8 CZ – 18223, Czech Republic	Czech Republic

Agenda

1. Welcome to participants
2. Adoption of agenda
3. Minutes of last meeting
4. Report from the Scientific Officer (Pavol Nejedlik)
 - 4.1. News from the COST Office
 - 4.2. Status of Action
 - 4.3. Budget Status, budget allocation process
5. Plans for the COST723 Summer school (William Lahoz)
6. Budget planning for 2005
 - 6.1. Draft budget (Stefan Buehler)
 - 6.2. Request of budget allocation for Web maintenance (Stefan Buehler)
 - 6.3. Requests for meetings
 - 6.4. Discussion and decisions
7. STSM status, applications
8. Publications
 - 8.1. Status of ACP Special issue for the opening workshop
 - 8.2. Publication list on www.cost723.org
9. Request for new members
10. Web news
11. Short progress reports of working groups
12. Time and place of next meeting
13. Long-term planning (next workshop, tentatively, Prague April 2006)
14. AOB

1 Welcome and Introduction

Welcome to participants by Niels Larsen and Stefan Buehler, introduction of participants.

2 Adoption of Agenda

Agenda was approved without changes.

3 Minutes of last Meeting

The minutes of the last meeting were approved.

AI Ulrich Leiterer: Distribute information on WMO radiosonde intercomparison report.

4 Report from the Scientific Officer

4.1 News from the COST Office

Pavol Nejedlik has to justify expenses in excess of €1200 per person per meeting.

Pavol Nejedlik explained the budget situation of COST and different possible future scenarios.

Pavol Nejedlik explained the new procedure for the initialization of new actions.

There is now an alternative to the 'pay as you go' action funding system, the 'grant system', where the MC Chair is responsible for the administration of the actions budget and can take 15% of the budget to cover the administrative expenses.

Decision: For the time being our action will continue with the 'pay as you go' system.

Pavol Nejedlik introduced the new actions in the meteorology domain.

Planned meetings:

1. TC meeting, June 20, Brussels
AI William Lahoz: Attend June TC meeting and present 723 in-depth report.
2. TC/MC-Chair meeting, September 15/16, Utrecht
AI Stefan Buehler: Attend September TC/MC-Chair meeting.

William Lahoz commended the good work of Leila Ben Habeje (ibenhabeje@cost.esf.org) as administrative secretary of the meteorology domain.

Niels Larsen asked about the role of COST in the upcoming International Polar Year. Pavol Nejedlik stated that COST is expecting the event to trigger some new actions.

4.2 Status of Action

No change.

4.3 Budget Status

See point 6.

5 Summerschool Plans

This agenda point was taken after point 6. William Lahoz presented an overview of the planned school.

The best date for the MC meeting that should take place during the school was discussed.

Decision: The next MC meeting will take place in the morning of Saturday October 8 in Cargese.

Pavol Nejedlik confirmed that the number of nights to be reimbursed for each teacher is to be freely decided by the organization committee. Up to 12 nights could be fully reimbursed in principle, although more than 10 nights require additional justification. Given that the COST per-diem is higher than the actual costs of living in Cargese, teachers could cover their expenses even if not all nights are reimbursed.

Pavol Nejedlik confirmed that the list of students pre-selected for STSM support, which has been sent to the COST office, is acceptable even though it contains some students from non-COST countries.

AI Stefan Buehler: Send again the list of students for STSM support to the COST office. The list must contain names, postal addresses, and email addresses.

The listed persons will receive a confirmation of the STSM from the COST office.

Pavol Nejedlik pointed out that a scientific report for the summerschool will have to be received by the COST office before any money can be paid.

Pavol Nejedlik further pointed out that the 10000 €organizational support for the school must have one beneficiary, who has to document the expenditure. The procedure to pay the money is as follows:

1. Beneficiary sends claim and documentation to action chair
2. Action chair passes these documents on to the COST office
3. Reimbursement

COST could publish a book about the school for free. It will have to be decided by the schools organizing committee whether a book is desired and who should act as editor.

6 Year Budget Planning

6.1 Draft Budget

Stefan Buehler presented the draft budget, which was then discussed. It was recognized that the budget allows a small WG meeting this summer.

6.2 Budget Allocation for Webpage Maintenance

Stefan Buehler requested support for the running of the COST 723 web site, in the form of a general action support grant (GASG) over 2000€per year.

Decision: The MC approved the GASG.

6.3 Requests for Meetings

Esko Kyro requested support for a LAUTLOS meeting in summer.

Decision: The action will support a WG1 meeting in Helsinki on August 29-31, connected to the evaluation of the results of the LAUTLOS radiosonde comparison campaign. Approximately 10 participants can be funded.

AI Esko Kyro: Send information on Helsinki LAUTLOS meeting to Stefan Buehler, so that it can be put on the webpage.

6.4 Discussion and Decisions

As a result of the budget discussion, the following budget plan for 2005 was adopted (all numbers are in Euro):

Total budget:	63k (assigned by the COST office)
Web maintenance:	-2k (GASG, see 6.2)
Meetings:	
Asset meeting in January:	-13k (already spent)
Copenhagen MC meeting:	-8k (already spent)
WG1 LAUTLOS meeting in Helsinki:	-8k (see 6.3)
Cargese summerschool:	
Cargese organization:	-10k
Cargese teachers:	-15k
Cargese MC meeting:	-7k (for participants that are not teaching)

The following draft budget for the Cargese summerschool was adopted:

Sources:

COST general STSM fund:	20k
COST 723:	25k
CNRS:	17k
CNES:	4k
UCAR:	5k\$

Sinks:

Organization:	-10k (from COST 723)
Teachers:	-15k (from COST 723)
	-8k (from CNRS)
Student stipends:	-20k (COST STSM fund, not from 723 budget)
	-9k (from CNRS)
	-4k (from CNRS)
	-5k\$ (from UCAR)

7 STSM Status, Applications

Stefan Buehler presented an overview of the four regular STSM that have so far taken place. We will have a big block of 25 STSMs associated with the Summerschool. Further regular STSMs are still possible, although the money has to come from our actions budget, since the general budget is exhausted. In view of the great usefulness of STSMs and the rather modest costs, the MC still encourages scientists to apply for STSMs. Instructions on how to apply are given on the COST 723 web site. The decision whether a requested STSM will be funded will be made by the STSM committee.

8 Publications

8.1 Status of ACP Special Issue for the Opening Workshop

William Lahoz reported about the Special issue status. Some papers are already accepted for ACP, the rest is still in ACPD.

8.2 Publication List on www.cost723.org

Stefan Buehler reported about the status of the COST 723 publication list on the webpage, and asked for references of new publications to be sent to him upon acceptance of the publication.

9 Request for New Members

There were no requests.

10 Web News

Stefan Buehler reported on the status of the COST 723 web site.

11 Short Progress Reports of Working Groups

This item was skipped due to lack of time.

12 Time and Place of next Meeting

See point 5.

13 Long Term Planning

The different offers for hosting the spring 2006 workshop were discussed. Offers were: Italy, Cyprus, Czech Republic, and Bulgaria. The MC recognized that each offer had high merit and was in itself very desirable.

Decision: The next workshop will take place in Sofia, Bulgaria. The planned date is May 16-19, 2006. The local organizer will be Staytcho Kolev.

AI Staytcho Kolev: Confirm workshop date and suggest a suitable venue.

14 AOB

Dirk De Muer asked the MC to clarify the actions end date. The MC assumes that the action will run until the end of 2007.

AI Stefan Buehler: Clarify action end date with Pavol Nejedlik and initiate extension if necessary.

Annex 1: List of Action Items

COP-MC 1	Ulrich Leiterer	Distribute information on WMO radiosonde intercomparison report.	Open
COP-MC 2	William Lahoz	Attend June TC meeting and present 723 in-depth report. TC/MC-Chair meeting, September 15/16, Utrecht.	Open
COP-MC 3	Stefan Buehler	Attend September TC/MC-Chair meeting.	Open
COP-MC 4	Stefan Buehler	Send again the list of students for STSM support to the COST office. The list must contain names, postal addresses, and email addresses.	Open
COP-MC 5	Esko Kyro	Send information on Helsinki LAUTLOS meeting to Stefan Buehler, so that it can be put on the webpage.	Open
COP-MC 6	Staytcho Kolev	Confirm workshop date and suggest a suitable venue.	Open
COP-MC 7	Stefan Buehler	Clarify action end date with Pavol Nejedlik and initiate extension if necessary.	Open