

Draft minutes prepared by Stefan Buehler
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COST 723 Data Exploitation and Modeling
for the Upper Troposphere
and Lower Stratosphere



Opening Workshop MC Meeting Minutes

Venue: ESTEC, Noordwijk, The
Netherlands

Date : March 12, 2004

Time: 16:00-18:00



1 New Rules and Procedures explained by Pavol Nejedlik

1.1 Reimbursement

Taxis up to 40 € can now also be reimbursed. Explanation (such as sharing with another action member) necessary for more expensive taxis.

1.2 Advertisement

Subsidy is possible for a poster or booklet about COST 723.

1.3 Publications

We have two options:

- a) EU Publications
- b) Regular peer reviewed publications

In case (b) COST can cover page charges as well as additional charges that may occur for hardcopies to be distributed among the action members and the scientific community.

There was general agreement that we go for option (b). The first trial will be the publication of an ACP special issue for the opening workshop (see below).

1.4 Short Term Scientific Missions (STSMs)

STSMs do not affect the actions budget. The normal duration is 5 days to 1 month. The COST financial contribution is normally limited to 2000 € per mission. There could be about 10 STSMs per action per year. The STSMs are normally limited to institutions within the COST 723 member countries.

Procedure:

1. Fill out application form.
AI Stefan Buehler: Put STSM instructions and link to application form on COST 723 website.
2. Send application form to your working group chairman (Bernard Legras, William Lahoz, or Stefan Buehler, for WGs 3, 2, and 1, respectively).
3. The STSM committee, consisting of the three WG chairmen, will assess the application, and normally make a decision within a few days.
4. If the decision is positive the WG chairman will pass the form on to the COST secretary (Pavol Nejedlik), with a request to support the STSM.
5. The secretary will block the money and then send an email to the applicant giving him or her green light. **If you travel before getting the confirmation from the secretary, you have no guarantee that you will get the financial support.** The process of blocking the money may take up to 3 weeks, so you should apply for the STSM about 1 month before you want to travel.

6. You travel, do your research, have your discussions, etc..
7. After the STSM you send a scientific report to your WG chairman, for review by the STSM committee. **Please keep this short and concise.**
8. After the STSM committee has approved the report, the WG chairman sends a request for payment to the secretary.
9. The secretary will initiate the payment of the previously agreed amount.

1.5 Workshops, Conferences, Meetings

Subsidy can not be more than 10000 € per event. All expenditures must be documented. Up to a COST contribution of 3000 € a gross support without explicit receipts is possible. In this latter case a financial plan has to be presented to the COST secretary before the meeting. For a bigger event there should be 2 months prior notice, for a small meeting (e.g., 5 people) 3 weeks prior notice, and for a WG/MC meeting 4 weeks prior notice. Reimbursement is no longer limited to participants for which it was explicitly requested in advance of the meeting.

2 COST 723 Summer School

Bernard Legras presented an update on the plans for the COST 723 summer school at Cargese (Corsica). The planned time is September 26 to October 8, 2005. We will try to get EU support for the summer school.

AI Bernard Legras: Prepare EU proposal for COST 723 summer school.

3 Budget

The actions budget for 2004 is 65-75 k€. Out of these, less than approximately 40 k€ will already have been used by the opening workshop, so there is approximately 30 k€ left. (The rule of thumb is approximately 900 € per person per meeting.)

4 Meetings / Schedule

There was general agreement that the remaining budget for 2004 should be used for some smaller expert meetings and an MC meeting.

The rough planning for the actions overall schedule is:

May 2005: Mid-term workshop.

Spring 2006: Final workshop.

4.1 Expert Meetings

Planned expert meetings are:

1. WG1 expert meeting about Lidar calibration in Switzerland or Italy, July 12-16.
2. WG1 expert meeting about the LAUTLOS campaign at Lindenberg, August 24-27.
3. WG3 expert meeting on cirrus clouds, DLR Oberpfaffenhofen, October 20-23.
4. (WG3 expert meeting on the validation of trajectory calculations (SCOUT context), March 2005.)

5. After the MC meeting, Stayko Kolev has suggested that there could be also an expert meeting about harmonization of Vaisala and Goldbeater-skin humidity sensors in Sofia. This proposal will be discussed by the MC per email once more details are known.

All these expert meetings may be part of bigger meetings, in which case COST 723 will only reimburse the small number of participants from COST 723. There can be approximately 5-10 people reimbursed for each meeting.

To qualify as a COST 723 activity, meeting date and agenda have to be announced openly to the COST 723 community and meeting information has to be made available via the COST 723 homepage. Simply send this information to Stefan Buehler. Necessary information:

- Meeting place and time.
- Topic.
- Agenda.
- Participants.
- Minutes (after the meeting).
- Anything else you want to make visible, e.g., copies of talks or other results of the meeting can also be put on the web, if you want.

AI Federico Fierli: Send meeting information about the Lidar calibration meeting.

AI Ulrich Leiterer: Send meeting information for the meeting in Lindenberg.

AI Klaus Gierens: Send meeting information about the cirrus meeting at DLR.

AI Stayko Kolev: Inquire within WG1 whether there is interest for an expert meeting in Sofia dedicated to the harmonization of Vaisala and Goldbeater-skin humidity sensors.

4.2 MC Meeting

There was considerable discussion on the best time and place of the next MC meeting. To have it in Rome, as initially planned, was considered to be impractical for an MC-only meeting. (Instead it was offered by Federico Fierli that the mid-term workshop could be in Rome, which was generally approved. **Tentative date: May 2005**)

Conclusion of the discussion about the next MC meeting:

1. The favored option is to attach the MC meeting to the cirrus meeting in Oberpfaffenhofen (October 20-23), if DLR agrees to host the meeting.
AI Klaus Gierens: Find out if an MC meeting in October at Oberpfaffenhofen is possible and if yes, send an invitation.
2. The fallback solution is to hold the MC meeting in Brussels in October 2004, preferably on a Friday or Monday.

5 Workshop Documentation

5.1 ACP Special Issue for Opening Workshop

It was decided to make an ACP special issue for the workshop, instead of workshop proceedings. There should be a not too long deadline for submission of contributions. Tentative deadline: July.

According to Pavol Nejedlik, COST can pay for all costs of the special issue, including page charges as well as print charges for hardcopies of the special issue.

AI Stefan Buehler: Circulate list of planned ACP papers and ask for additional contributions.

AI Stefan Buehler: Fix details of special issue with ACP executive editor Ulrich Poeschl.

COST 723 members should be encouraged to participate in the ACPD online discussions for the special issue papers.

5.2 Workshop Contributions

AI Stefan Buehler: Arrange for copies of posters and presentations to be put on the web.

6 TC Meetings

The next TC meeting is April 22-23.

AI Stefan Buehler: Send short progress report (1/2 page) to Pavol Nejedlik as input to April TC meeting.

The next TC/MC-chair meeting will be in October 2004.

AI Pavol Nejedlik: Notify the MC when the date and location of the TC/MC-chair meeting are known.

7 WG Session Minutes

Minutes of the three WG sessions will be included as annexes to the final version of this document.

AI Stefan Buehler: Prepare WG1 session minutes.

AI Dominique Fonteyn: Prepare WG2 session minutes.

AI Bernard Legras: Prepare WG3 session minutes.

Annex 1: List of Action Items

NW-MC 1	Stefan Buehler	Put STSM instructions and link to application form on COST 723 website.	Open
NW-MC 2	Bernard Legras	Prepare EU proposal for COST 723 summer school.	Open
NW-MC 3	Federico Fierli	Send meeting information about the Lidar calibration meeting.	Open
NW-MC 4	Ulrich Leiterer	Send meeting information for the meeting in Lindenberg.	Open
NW-MC 5	Klaus Gierens	Send meeting information about the cirrus meeting at DLR.	Open
NW-MC 6	Stayko Kolev	Inquire within WG1 whether there is interest for an expert meeting in Sofia dedicated to the harmonization of Vaisala and Goldbeater-skin humidity sensors.	Open
NW-MC 7	Klaus Gierens	Find out if an MC meeting in October at Oberpfaffenhofen is possible and if yes, send an invitation.	Open
NW-MC 8	Stefan Buehler	Circulate list of planned ACP papers and ask for additional contributions.	Closed
NW-MC 9	Stefan Buehler	Fix details of special issue with ACP executive editor Ulrich Poeschl.	Ongoing
NW-MC 10	Stefan Buehler	Arrange for copies of posters and presentations to be put on the web.	Closed
NW-MC 11	Stefan Buehler	Send short progress report (1/2 page) to Pavol Nejedlik as input to April TC meeting.	Open
NW-MC 12	Pavol Nejedlik	Notify the MC when the date and location of the TC/MC-chair meeting are known.	Open
NW-MC 13	Stefan Buehler	Prepare WG1 session minutes.	Closed
NW-MC 14	Dominique Fonteyn	Prepare WG2 session minutes.	Open
NW-MC 15	Bernard Legras	Prepare WG3 session minutes.	Open