



EUROPEAN COMMISSION
RESEARCH DIRECTORATE-GENERAL
Political Co-ordination and Strategy

COST



March 13, 2004

DRAFT MINUTES OF THE THIRD MANAGEMENT COMMITTEE MEETING OF COST ACTION 723

‘Data Exploitation and Modelling for the Upper Troposphere and Lower Stratosphere’

Noordwijk, Netherlands, 12 March 2004

1. WELCOME TO PARTICIPANTS

Mr. Stefan Buehler, the MC Chair welcomed all participants to the meeting and opened the meeting.

List of participants is in **Annex 1**; List of national delegates is in **Annex 2**.

2. APPROVAL OF AGENDA

The Draft Agenda was approved without amendment (see **Annex 3**).

MCM3/D1 The agenda was approved unanimously.

3. COMMENTS ON THE MINUTES OF 2nd MCM

No comments were raised.

MCM3/D2 MCM2 Minutes were approved unanimously.

4. REPORT FROM THE SCIENCE OFFICER

- P. Nejedlik informed the MC about ongoing changes in the COST management mainly focusing on the financial management and organizational matters concerning meetings, STSM and publications.
- The status of the Action hasn't changed since last MCM. 17 countries participate to the Action.
- 65000 Euro was allocated to COST723 for 2004. This money is to be utilized for to organize meetings and possible conference support. A separate budget was created for publications and STSM. The general commitment of all the Actions is relatively low and it looks that some additional money will be available for the Action.

5. POSSIBILITY OF A SMALL MEETING IN SUMMER ASSOCIATED WITH THE LAUTLOS CAMPAIGN

The meeting will be organized with the respect to budgetarial possibilities.

6. YEAR BUDGET PLANNING

The expenditure for the third MCM together with the Opening Workshop expenditures is estimated to 35-40000 Euro. The rest of money will enable to organize one MCM and 2-3 WGs meetings. For the meetings plan see point 14.

MCM3/D3 One MCM and 2-3 individual WGs meetings will be organized until the end of October 2004.

7. STSM STATUS, APPLICATIONS

Due to the financial restrictions the participants to the Action haven't utilised STSM procedure so far. New managerial rules simplify the procedure and enable to organize the scientific communication within the Action on individual basis. 5-7 STSMs will be organized in 2004.

MCM3/D4 A STSM committee, which was designated at 2nd MCM will receive and approve the applications and will also receive and approve the scientific reports. Both applications and reports should be sent to the MC Chair. COST Office will announce the applicants with the approval and will reimburse the participants to the missions.

8. PUBLICATIONS

8.1 ACP Special issue for the opening workshop

Authors of the presentations to the Opening Workshop are supposed to submit their papers until July 1st. The estimated price for publishing is cca 3000 Euro. S>Buehler will arrange the contact of the publisher to the COST Office for one bill payment.

MCM3/D5 The proceedings from the opening Workshop will be published as a Special issue of ACP. COST Office will finance the publication.

8.2 Publication list on www.cost723.org

MCM3/D6 All the publications concerning COST723 will be listed on www.cost723.org web site. The participants are encouraged to inform S.Buehler with any kind of publication being in concern with the Action.

9. EVALUATIONS

The continuous monitoring of the Action is going on via Progress Reports to the TC. W. Lahoz gave an oral presentation at the last TCM in Exeter. The TC recognized the activity within the Action as well going and will ask the MC chair to bring an in-depth Report at the middle stage of the Action.

S.Buehler is supposed to produce a standard written Progress Report to the next TCM.

10. REQUESTS FOR NEW MEMBERSHIP

No requests have arrived to the COST Office.

11. NON-COST PARTICIPATIONS

No request for non-COST participation appeared.

12. WEB NEWS

???

13. PROGRESS REPORT OF WORKING GROUPS

See Annexes 4-6.

14. PLACE AND TIME OF THE NEXT MEETINGS

Following **MCM3/D3** the meetings in 2004 will be organized as follows:

MCM3/D7 A WG3 meeting will be organized in Italy on 12-16 July 2004.

MCM3/D8 A WG1 meeting will be organized in Lindenberg on 24-28 August 2004.

MCM3/D9 A WG meeting will be organized in Oberpfafenhofen on 20-23 October 2004.

MCM3/D10 4th MCM will be organized together with WG meeting in Oberpfafenhofen. If local organizer will not be able to host the MCM, one day MCM will be organized in Brussels in late October.

According to the financial possibilities in the second half of 2004 up to 12 participants will attend the WHS meetings.

15. LONG-TERM PLANNING

A mid-term workshop will be held in Rome in 2005. All the meetings have to be documented by producing a meeting report or minutes. The documentation should be communicated to the COST Office together with the reimbursement request.

16. AOB

-P. Nejedlik informed the MC about the ongoing activities inside the Meteorology Domain. 9 Actions are in run, 3 of them will expire in 2003. 3 new Actions were approved by the CSO and will start in March and April 2004. All the information about new Actions is in the COST web site. Some contact of COST 723 to COST 726 "Long term changes and climatology of UV radiation over Europe" is expected. An approval process is going on with 1 proposal for a new COST Action on "Meso-scale Meteorology for Pollution Applications" and 2 proposals for new COST Actions on "Universal Thermal Climate Index UTCI" and on "Harmonisation of Weather Type Classifications applied to European Regions" will be presented at the next TCM.

-Many reimbursement from 2003 haven't been performed so far. As the meetings in 2003 were committed by the European Commission all the reclamations have to be communicated to the EC. Following contact person is in charge for these matters:

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LIST OF ANNEXES

- Annex 1** List of participants (in paper)
- Annex 2** List of national delegates
- Annex 3** Agenda
- Annex 4** Progress Report of WG1
- Annex 5** Progress Report of WG2
- Annex 6** Progress Report of WG3

Annex 2

LIST OF NATIONAL DELEGATES COST ACTION 723

‘Data Exploitation and Modelling for the Upper Troposphere and Lower Stratosphere’

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Annex 3

**Draft Agenda
Management Committee Meeting**

**COST Action 723
Data Exploitation and Modeling for the Upper Troposphere and
Lower Stratosphere
Noordwijk (Netherlands), 12/03/2004**

1. Welcome to participants
2. Adoption of agenda
3. Minutes of last meeting
4. Report from the Scientific Officer
 - News from the COST Office
 - Status of Action
 - Budget Status, budget allocation process
5. Possibility of a small meeting in summer associated with the LAUTLOS campaign
6. Year Budget planning
7. STSM status, applications
8. Publications
 - 8.1 ACP Special issue for the opening workshop
 - 8.2 Publication list on www.cost723.org
9. Evaluations
10. Requests for new membership
11. Non-COST participations
12. Web news
13. Progress report of working groups
14. Time and place of next meeting
15. Long-term planning
16. AOB

