

European Co-operation
in the Field of Scientific and
Technical Research



COST Urban Civil
Engineering

COST C18/
8 April 2004
J.Spousta

COST C18

Performance assessment of urban infrastructure services: the case of water supply, wastewater and solid waste

Subject: Minutes of the 1st Management Committee meeting
held in Brussels on 18 March 2004.

Attendance List:

Signatory countries			Countries in signatory procedure		
Cyprus	<i>absent</i>		Portugal	Alegre	Baptista
France	Guerin-Schneider		Austria	Rohrhofer	
Germany	Merkel	Fuhrmann	Czech Rep.	Tuhovcak	
		Hein			
Italy	Ancarani		Countries intending to participate		
Norway	Sjovold	Rostum			
Slovenia	Brilly				
Spain	Cabrera				
Sweden	Adamsson	Stahre			
U.K.	Conroy	Maksimovic			
COST Office	Mayer	Director	EC	Samaras	
	Spousta	Science Of. Tr&UCE			
	Silva	Admin. Of Tr&UCE			

COST C18

The first COST C18 MC meeting took place in Brussels on 18 March 2004 and was chaired initially by Jan Spousta, the Science Officer of COST UCE.

1. Opening

Jan Spousta opened the meeting by welcoming the members to Brussels and to this First MC meeting. He introduced Mr. Tony Mayer, Director of COST Office, who briefly presented the new COST Office.

2. Adoption of Agenda

The meeting agenda was adopted without amendments.

3. Presentation of delegations

The members briefly introduced themselves and their institutions/companies during a tour de table.

4. Presentation of COST

Jan Spousta gave a presentation describing the history, scope and rules of the COST Programme. He noted that the administration of the COST Programme is being transferred from the European Commission to the European Science Foundation (newly established COST Office). He stressed certain changes in the ESF administrative procedures compared to EC rules.

5. Status of the COST C18 Action

The COST C18 MoU (Memorandum of Understanding) was signed by Cyprus (16.12.2003), France (11.11.), Germany (19.1.2004), Italy (11.11.), Norway (11.12.), Slovenia (11.12.), Spain (11.12.), Sweden (2.3.04) and the United Kingdom (2.3.04).

The signatory procedure had been started in Portugal, Austria, Czech Republic.

Delegates from other countries also announced their intention to participate in this Action.

6. Rules of Procedure

The COST C18 Management Committee Rules of Procedure were approved with following amendments:

- Article 7: The MC shall appoint from among its members representing Signatories, by a simple majority vote, a Chairperson and two Vice-Chairpersons ~~for one year.~~
~~The appointment of the Chairperson and Vice Chairperson shall be renewable.~~

If the Chairperson is unable to attend, his/her place shall be taken by one of the Vice-Chairpersons.

- Article 13: The working language of the MC is mainly English.

7. Elections of the Chair & Vice-Chairperson

Delegates representing the signatory countries elected Mr. Enrique Cabrera (Spain) as the first Vice-Chair of the Management Committee and Mrs. Laetitia Guerin-Schneider (France) as the second Vice-chair.

They appointed Mrs. Helena Alegre (Portugal) as the MC Chair, deferred pending the signature of the MoU by Portugal.

Mr. Cabrera formally chaired the meeting onwards with the assistance of Mrs. Helena Alegre.

8. Working Plan for COST Action Implementation

8.1 Slide presentation of the Action

Mrs. Alegre presented the overview of the COST C18 Action.

Her presentation was followed by a discussion précising the work plan (content of terms, timetable). Presentation attached to the Minutes.

Several national and international projects, dealing with this topic, had been briefly presented:

IWA-PI;

CARE-W/CARE-S [FP5];

APUSS [FP5];

PI-Waters; PI-Comp [Portugal];

Yardstick regulation [Portugal];

IWA-PI WS System; “Bavarian” project [Germany];

French PI proposals;

Six cities assessment [Sweden];

VIEWIN [NL];

Norwegian initiative – Benchmarking for regulator;

Norwegian proposal for water supply survey [UN + World Bank];

ISO/TC 224

8.2 Participation in Working Groups

Members expressed their interest in WG participation and other forms of their involvement in the work programme (see attached table)

8.3 Action Timetable

State-of-the-Art review group: chaired by Ms. Frøydis Sjøvold; group will meet in June (HA Note: We need to have the formal signature from Portugal so that the expenses are reimbursable; conversely, I will be out on holidays from 15 to 30 May. Therefore the group will meet in June) and prepare schedule of tasks for all WGs. Activities of all Working Groups will start simultaneously with the 2nd MC meeting.

STSM:

Mr. Spousta explained the main principles and procedures of Short Term Scientific Missions (STSM) and asked the delegates to prepare list of potential participants and hosting organisations. Preliminary expressions of interest are attached. MC delegates the elected the following Experts Group responsible for evaluation of STSM applications.

STSM Evaluation Group: Alegre, Cabrera, Guerin-Schneider

8.4 Dissemination and information of members

Mr. Spousta explained that a common COST method of promotion of project and dissemination of its results is by public internet page (managed by COST Secretariat), while information to the Action members are disseminated by “private” web site (potentially protected by password) and managed by one of the participating institutions. C18 website will be administered by Spain (Mr. Cabrera).

9. Meeting Planning

2nd MC is proposed for 18-19 October in Lisbon;
next MC provisionally in end of January/February 2005 (location to be decided)

Management Group + State-of-the-Art Group: one day meeting in May (Valencia or Lisbon, to be defined).

10. Miscellaneous

Co-operation with the non-COST countries – potential partners in US, Canada, Australia – members will find contacts

Workshop for Balkan Countries – proposed by Mr. Maksimovic

11. Meeting Closure

Mrs. Alegre thanked all delegates for their active participation and expressed her hope that COST 351 will be a successful project.

List of Actions

Nr.	Task	Responsible	Deadline
1/1.	Prepare schedule of tasks	State-of-the-Art Group	June 2004
1/2.	Prepare public website	Secretariat/ Mr. Cabrera	ASAP
1/3.	Contact national COST Coordinators in order to encourage signature	Members from non-signatory countries	Permanent
1/4.	Submit STSM applications	All	ASAP

Annex 1: Membership in Working Groups

	WG1	WG2	WG3
Willy Bauwens	?	?	?
Enrique Cabrera	Y	Y	?
Paul Conroy	y	y	?
Frøydis Sjøvold	Y	Y	?
Jon Røstum	Y	Y	?
Ladislav Tuhovcak	Y	Y	n
Helena Alegre	Y	Y	y
J. Melo Baptista	Y	n	Y
Wolf Merkel	Y	y	n
Fuhrmann	n	n	n
Laetitia Guérin-Schneider	Y	?	?
Karl J. Rohrhofer	y	y	Y
Alassandro Ancarani	Y	y	Y
Jan Adamson	Y	Y	n
Peter Sthare	Y	Y	n
Cedo Macksimovic	Y	Y (Macropoulos, from Greece)	?
Mitja Brilly	Y (other representative)	Y	Y (other representative)

Cedo will send HA further information.

Annex 2: Expression of members' activities

	Assisting in the preparation state-of the art	Setting up a web-site	Hosting meetings	Participating in the meetings	Other (specify)
Willy Bauwens			y	y	
Enrique Cabrera	y	y	y	y	
Paul Conroy	y		y	y	
Frøydis Sjøvold	y		y	y	
Jon Røstum	y		y	y	
Ladislav	y	y	y	y	

Tuhovcak					
Helena Alegre					
J. Melo Baptista	y		y	y	
Wolf Merkel	y		y	y	
Fuhrmann	y		y	y	
Laetitia Guérin-Schneider	y		y	y	
Karl J. Rohrhofer	Y for SW		y for SW	y for SW	
Alassandro Ancarani	y		y	y	
Jan Adamson	y			y	
Peter Sthare	Y (2005 -)		Y (2005 -)	Y (2005 -)	
Cedo Macksimovic	y		y	y	Y (to expand)
Mitja Brilly	y	y	y	y	

Annex 3: Expression of interest for STSM

Potential Host Organisations: LNEC (Portugal), BUT (Czech Rep.) , ITA (Spain), SINTEF (Norway); IWW (2005-); DICA (2005-)...

Potential interested researchers: 1 or 2 from BUT to LNEC; 1? From ITA to ?; 1 or 2 from WRc to ?...; 2 from SINTEF to LNEC, ITA, ...; 1 IWW to ?; 1 from DICA to ?; 1 from ULFGG to ??.

“?” means “to be defined”, or “to be confirmed” (if following a number).