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To all members of the Management
Committee of COST Action IC1104
and to all substitute members
where applicable

April 10, 2013

Subject: Minutes of the First Regular Management Committee Meeting of COST Action IC1104 *Random Network Coding and Designs over $GF(q)$*

These are the minutes of the First regular MC meeting of COST Action IC1104. The meeting was chaired by Prof.dr. Mario Osvin Pavcevic, the vice-chair of the action. The minutes were taken by Dr. Eimear Byrne. Provisional minutes on informative bases were sent out immediately after the meeting. These official minutes include also all the votings organized afterwards electronically.

1. **Welcome to participants, introduction of new MC members:** The meeting has begun at 13:30 at the conference center Centro Stefano Franscini at Monte Verita in Ascona. Clara Grimes clara.j.grimes@gmail.com noted as administrative assistant.
2. **Adoption of the agenda:** (see *Annex I*) without comment.
3. **Adoption of the minutes of the Kick-Off Meeting at April 26th, 2012:** without comment.
4. **Explaining reimbursement for this meeting, signing:** Original receipts, if not submitted, must be kept by claimants until 2019. Clara Grimes should be contacted on any issues related to completing reimbursement applications. Signing to be sought from: Marcus Greferath, COST Reimbursement, School of Mathematical Sciences, University College Dublin, Belfield, Dublin 4, Ireland.
5. **Reselection of the second Financial Rapporteur:** Jan de Beule, Belgium, accepted the role.
6. **Reports on future meeting preparations:**
 - 6.1. **Report on preparations for the Action's upcoming Training School in Barcelona:** Angeles Vazquez-Castro gave a brief presentation. The school will be held in the School of Engineering at the Universitat Autònoma de Barcelona. It was agreed that the training school should be held during Feb 4 – 8 2013, as a 5 day meeting, which is out of academic term in Univ. Auto. de Barcelona. It was agreed that campus apartments at a rate of €45/day should be availed of. A committee was set up to work out details of the schedule and structure of the meeting, including training sessions, working group meetings, participant trainers and costs (approx. €30 K). The committee was agreed on

as: Angeles Vazquez-Castro (Chair), Simon Blackburn, Tuvi Etzion, Marcus Greferath, and Joachim Rosenthal. The committee will seek approval/advice from the MC via e-mail. Those capable of self-funding are encouraged to use it.

- 6.2. Report on preparations for the Action's upcoming Workshop and MC-Meeting in Bergen: Tor Hellesteth gave a brief presentation. The Workshop in Coding and Cryptography, will be held on Apr 15-19 in Bergen. Sessions on network coding and the MC meeting will be held on Apr 18-19. COST participants attending on Apr 18-19 only will have a reduced conference fee. Accommodation is available at €110/day.
7. **Voting for candidate venues for meetings for the second year of the action:** Candidate venues for meetings/workshops during the second year of the Action were sought. Christine Bachoc volunteered to host a workshop/MC meeting at the Univ. Bordeaux, to coincide with an international workshop, pending receipt of financial support from an independent source. She expected to get notice of a decision in the next few weeks.
8. **Report on Short term scientific missions:** Axel Kohnert reported two STSMs: Stojakovic | Stefanovic and Calderini | Byrne
Further applications were sought; it was noted that 4 STMS are required p.a.
9. (& 10) **Reports by the working group leaders and discussion on research activities:**
Reports were given by the (provisional) working group leaders:
WG1 - Tuvi Etzion (20 members)
WG2 - Angeles Vazques-Castro
WG3 - Massimiliano Sala (for Simon Blackburn) (15 members)
WG4 - Joachim Rosenthal (25 members)
WG5 - Axel Kohnert (18 members)
Most saw an active start-up to occur at the Barcelona meeting in Feb 2013.
Discussion on research activities was made.
11. **Report on web-page activities:** Jens Zumbraegel manages the web-page. WG members to be added to the webpage. WG members are requested to forward fill an online form giving their data. Links to various meetings will be put on the web-page.
12. **Confirmation of venue and date of next MC meeting** was agreed to be on Apr 19 2013 of the WCC workshop at Bergen.
13. **AOB:** Further country applications to join COST may be made with minimal bureaucracy up until the end of first year (01.12.2012). New candidates: Australia & Canada. MC members reminded to invite colleagues to join the action by this date.
Aranzazu Sanchez gave a brief presentation on behalf of the COST office, seeking MC members register as COST evaluators and reviewers.
Other items:
 - Reality vs Objectives. Keep in mind what was stated in the MoU.
 - Success stories should be reported to Ralph.Stuebner@cost.eu
 - Budget & expenditure. It is strongly recommended to avoid under-spending!

- DC Rapporteur. Keep him/her in the loop and double-invite him if necessary. The Brussels administration is going to contact him as well in order to attend future meetings.
- Online Travel Reimbursement Request. There will be a new form of it.

14. **Closing:** The meeting was closed at 17:10.

15. **Electronic voting results organized after the meeting:**

15.1. First European Training School and WG meetings in Barcelona: An electronic voting was sent out on 19th December 2012, which included a list of trainers of the training school, a list of financially supported trainees, a list of WG and MC members eligible for reimbursement, the hotel flat rate reduced to 90 EUR, the trainees grant amount of 600 EUR, the local organizer support amount of 4000 EUR and some further details (see Annex 3). The voting went out unanimously positive.

15.2. Workshop and MC meeting in Bergen: An electronic voting was sent out on 13th February 2013, which included a list of WG and MC members eligible for reimbursement for the 2-day workshop in Bergen. All other reimbursement principles for the workshop and MC meeting imply according to general COST rules (see Annex 4). The voting went out unanimously positive. Additional electronic votings were sent out on 15th February and 27th March 2013. The first confirms Frank Kschischag as invited speaker for the workshop and the second allows our action secretary Clara Grimes to join us at the MC meeting (see Annex 5). No negative responds to these issues apply.

Annexes:

1. Agenda for the MC meeting.
2. Attendance list of the MC meeting.
3. Electronic voting for the reimbursement principles applied for the Training school and WG meetings held in Barcelona 4.-8. February 2013.
4. Electronic voting for the invited list of participants eligible for reimbursement for the Action workshop in Bergen to be held 18.-19. April 2013.
5. Electronic voting for Frank Kschischag to be invited speaker at the workshop in Bergen and to invite Clara Grimes to attend the MC meeting in Bergen.