

# INVITATION TO THE 1st COST 290 MANAGEMENT COMMITTEE MEETING

## Wi-QoS: Traffic and QoS Management in Wireless Multimedia Networks

Dear COST 290 participant,

it is my pleasure to invite you to the kick-off Management Committee Meeting of COST 290 to be held in Brussels, Belgium on June 4th, 2004 at Avenue Louise 149 - COST Office 21st Floor.

The meeting will start at **10:00** and last till **16:00**. **List of participants is presented below; if you are not listed please send the message to [yk@cs.tut.fi](mailto:yk@cs.tut.fi) immediately!**

The draft agenda is as follows; please feel free to make suggestions to the agenda:

1. Welcome
2. Approval of the agenda
3. Presentation of the delegations
4. General information on COST mechanism
5. Status of the COST Action
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair and Vice-Chair of the Management Committee
8. Election of the Grant-Holder
9. Lunch break
10. Working plan for the implementation of the Memorandum of Understanding
  - I. Presentation of the Action
    - i. Objectives and working programme
    - ii. Working method, organization, and management (including working groups)
    - iii. Distribution of tasks (including web-site)
    - iv. Time-table
  - II. Reporting to COST – TIST
    - i. Progress reports
    - ii. Joint TC – MCChairs meetings
    - iii. Financial reports
    - iv. Eligible expenses
11. Place and date of next meeting
12. Miscellaneous
13. Closing

Some COST countries interested in the Action have not yet signed the Memorandum of Understanding or nominated their national representative(s). Please note that up to two representatives per **COST country** are eligible to be reimbursed, even country has not yet signed the MoU.

There are certain rules for reimbursement imposed by COST. If you are eligible for reimbursement please bring with you photocopies of your tickets and the details of the bank account for reimbursement (including the IBAN information for international money transfer).

Reimbursement rules is available through  
[http://cost.cordis.lu/src/doc/reimbursement-rules\\_COST-ESF.pdf](http://cost.cordis.lu/src/doc/reimbursement-rules_COST-ESF.pdf)  
Reimbursement form is accessible through  
[http://cost.cordis.lu/src/doc/reimbursement\\_form\\_COST-ESF.pdf](http://cost.cordis.lu/src/doc/reimbursement_form_COST-ESF.pdf)

Information on how to reach the ESF COST office, Brussels itinerary map and hotel list are accessible through [http://cost.cordis.lu/src/map\\_and\\_hotels.cfm](http://cost.cordis.lu/src/map_and_hotels.cfm)

Please note that official Action's website <http://www.cost290.org> contains all information related to the meeting and links as well.

If you have any questions or problems on the meeting, please feel free to contact me at

e-mail: [yk@cs.tut.fi](mailto:yk@cs.tut.fi)  
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Yours sincerely,

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