



Draft Minutes of the kick-off meeting

COST Action 290

“Traffic and Qos Management in Wireless Multimedia Networks” Held in Brussels, Belgium, on 4th June 2004

1. Welcome

Dr. Ferreira, acting as President of the meeting, welcomed the participants in the meeting. (Annex 1)

2. Approval of agenda

The draft agenda for the kick-off meeting was approved.

3. Presentation of the delegations

The delegates presented themselves in a “tour de table”. (Annex 1)

4. General information on COST mechanism and the Annual Grant Scheme

Dr. Ferreira gave a presentation on COST and answered questions on the Grant scheme.

5. Status of the Cost Action

Draft MoU : 219/04

Entry into force : 10/03/2004

End of Action : 03/06/2008

Total number of Signatories at date : 10

6. Agreement on the internal rules of procedure for the Management Committee of the COST Action

Dr. Ferreira went through the R&P, and answered some questions. (Annex 2)

7. Election of the Chair and Vice-Chair of the Management Committee

Dr. Koucheryavy & Dr. Giambene were unanimously elected Chair and Vice Chair for the Management Committee of the COST Action. Dr. Ferreira passed the Presidency of the meeting to Dr. Koucheryavy.

8. Election of the Institution-Holder

Dr. Koucheryavy’s Institution was unanimously elected as Grant-Holder for COST Action 290. It will also provide the Action’s Secretariat.

9. Working plan for the implementation of the Memorandum of Understanding

Dr. Koucheryavy gave a presentation of the objectives and the working programme for the Action. The denomination of working group 1 was modified. The website has already been established at <http://www.cost290.org>.

There was a proposal to promote a workshop via WWIC or a EuroNGI NoE conference. Due to a lack of information and time for reflection it was decided that the participants will electronically vote soon. New proposals for workshops are welcome until June 11, 2004.

10. Place and Date of next meeting

Malta and Barcelona are willing to organize the next meeting. Setting a date was an issue; it could be possible to schedule the next meeting in August or September. Dr. Koucheryavy will organize an e-vote soon.

11. Miscellaneous

A draft agenda for the next meeting was discussed.

1. WG organization
 - Updating
 - Creating/merging
2. Presentation of each member
 - With respect to the WG's
3. Election of WG Chairs (eventually with a vice-Chair)
4. Discussion of workshops support strategy

12. Closing

Dr. Koucheryavy concluded the meeting by thanking the participants and the TIST team.

Participants
Kick-off Meeting, Brussels, Belgium
4th June 2004

Ilka Miloucheva	Austria
Ingrid Moerman	Belgium
Ignat Stanev	Bulgaria
Seferin Mirtchev	Bulgaria
Nikola Rozic	Croatia
Vasos Vasiliou	Cyprus
Yevgeni Koucheryavy	Finland
Dmitri Moltchanov (subs. Jarmo Harju)	Finland
Daniel Kofman	France
Pascal Lorenz	France
Dirk Staehle (subs. Phuoc Tran-Gia)	Germany
Georg Carl (subs. Adam Wolisz)	Germany
Vassilis Tsaoussidis	Greece
Vasilios Siris	Greece
Maírtín O'Droma	Ireland
Sean McGrath	Ireland
Saverio Mascolo	Italy
Giovanni Giambene	Italy
Ernest Cilia	Malta
Oivind Kure	Norway
Fernando Velez	Portugal

Virgil Dobrota	Romania
Tatiana Radulescu	Romania
Martin Klimo	Slovakia
Josep Paradells	Spain
Manuel Alvarez-Campana	Spain
Christian Nyberg	Sweden
Torsten Braun	Switzerland
Remco Litjens	The Netherlands
Khalid Al-Begain	UK

ANNEX II

RULES OF PROCEDURE
for the Management Committee of the Action
COST 290

“Traffic and Qos Management in Wireless Multimedia Networks”

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Article 1

The Management Committee for COST Action 290 (hereinafter the "MC") has been set up in accordance with the provision of Chapter 8 in the document *COST 400/01 "Rules and Procedures for Implementing COST Actions"* (hereinafter the "R & P"). The MC shall consist of no more than two representatives for each Signatory and no more than one representative for each non-COST institution admitted to participate in the Action (hereinafter the "members of the MC").

The members of the MC shall be appointed for the duration of the Action. The secretariat of the MC (hereinafter the "Secretariat") and the COST Office shall be notified of any amendments to such appointments.

Article 2

The main responsibilities of the MC are defined in particular in Chapter 8 of the R & P with some additional provisions in Chapters 9, 10 and 11.

Article 3

Each Signatory shall have one vote in the MC. If a member representing a Signatory is unable to attend, this power is delegated to an officially appointed deputy. Members representing non-COST institutions have the right to express their views but not to vote.

Article 4

The members of the MC may appoint experts or advisors to accompany them. Attendance at the meeting shall be strictly limited to members and their appointed experts or advisors as well as to specialists invited in connection with specific items on the Agenda.

The names of the experts, advisors or specialists shall be communicated to the Secretariat before each meeting.

Subject to the approval of the MC, any member may also invite representatives of international organisations or experts from non-signatory States to participate as observers in some of its activities in accordance with requirements.

Article 5

The MC may decide that some of its discussions or certain Minutes of meetings and other documents be considered confidential. Documents are not considered confidential unless this is clearly stated on the front page.

The information supplied by the members of the MC shall not be published without their agreement.

Article 6

If in the course of this Action results are obtained or expected, which could give rise to intellectual (industrial or non industrial) property rights, the MC shall take the necessary steps, be it by written agreement among the participants or otherwise, in order to protect these rights, with respect to the principles set out in the brochure "Industrial property rights in the context of COST" and in Chapter 11 of the R & P.

Article 7

The MC shall appoint from among its members representing Signatories, by a simple majority vote, a Chairperson and a Vice-Chairperson 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 the Vice-Chairperson.

In the event of the premature termination of the appointment of the Chairperson or Vice-Chairperson, they shall be replaced for the remainder of the term of office in question, again by a simple majority vote.

Article 8

Meetings of the MC shall be officially held only if at least two-thirds of the Signatories are represented.

The decisions of the MC shall be taken by a simple majority of the Signatories present and voting. If appropriate, a secret ballot may be carried out and the votes shall be counted by the Secretariat. In the event of a tie, the procedure may be repeated.

Article 9

The MC shall be convened by the Chairperson as often as required for the performance of its tasks, at least twice a year.

It may also be convened at the request of members representing at least three Signatories.

Article 10

The Secretariat of the MC shall be provided by the Institute of Communication Engineering, Tampere University of Technology.

Article 11

Correspondence shall be dealt with by the Secretariat, which shall be responsible for all contact with the Chairperson, Vice-Chairperson, members of the MC, and the COST Office. The Secretariat shall be responsible for reporting to the COST Office.

The Secretariat will receive copies of all correspondence.

Documents to be distributed by the Secretariat at the meetings should be sent at least three weeks before, for their duplication. For last minute documents to be distributed during meeting sessions, a sufficient number of copies should be brought, in order to avoid duplication on the spot. Whenever possible, documents should be duplicated and mailed by the authors directly to the participants and the Secretariat.

The Secretariat will maintain master copies of all documents.

Article 12

Meetings shall be held where the MC considers it advisable to meet at the invitation of an institution in a signatory State.

Article 13

The working language of the MC is mainly English. Documents from the Secretariat will be issued in that language.

Article 14

The travelling expenses incurred by and allowances due to a maximum of two members and for a maximum of three meetings per year of the MC will be borne by the COST budget for representatives of a Signatory eligible for reimbursement. Details of the reimbursement are covered by the valid document “COST-OFFICE Rules for reimbursement of expenses for experts eligible for reimbursement”

Article 15

These rules of procedure may be amended by the MC following a valid vote as long as the changes do not contravene the “Rules and Procedures for implementing COST Actions” or adversely affect the functioning of the Action. Proposals for the amendment of these rules shall be circulated one month prior to their discussion to the members of the MC and to the COST-Office.
