



Brussels, 24 March 2016

## Subject | Minutes of the First Management Committee Meeting of COST Action CA15104 “Inclusive Radio Communication Networks for 5G and beyond (IRACON)”

Brussels, Belgium  
22/03/2016

### 1. Welcome to participants

The participants were welcomed by Dr. Ralph Stübner, Science Officer and by Mrs. Svetlana Voinova Administrative Officer of the Action. Dr. Ralph Stübner chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Grant Holder that was carried out under agenda item 8.

During a minute of silence the Management Committee honoured the victims of the attacks in Brussels, which took place that same morning.

### 2. Adoption of the agenda

The agenda (**Annex 1**) for the 1<sup>st</sup> Management Committee (MC) meeting was adopted.

### 3. Status of the COST Action

CSO Approval: **30/10/2015**

Start of the Action: **22/03/2016**

End of Action: **21/03/2020**

Total number of COST Countries having accepted the MoU: 33 (**Annex 2**-Action Fact Sheet\*)

Total number of COST Countries intending to accept the MoU: 0

### 4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in Annex 2.

### 5. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: 24\* out of 33 countries participating in the Action were represented in the meeting (COST doc. 134/14 “COST Action Management Monitoring and Final Assessment” Annex I, Article 8).

\*The Management Committee Member of Spain, Narcis Cardona, Main Proposer of the Action and Vice Chair candidate, was due personal reasons not able to come to Brussels and was allowed exceptionally to attend the meeting and to vote via Skype. The second Spanish Management Committee Member was not able to reach the meeting due to force majeure.

Also Management Committee Members from other countries were not able to join the meeting due to the same force majeure.



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## 6. General information on COST mechanism and the funding and reporting of coordination activities

Dr. Ralph Stübner gave a presentation on the COST mechanism, Actions, networking instruments and policies of the COST Association (**Annex 3**).

Mrs. Svetlana Voinova continued with an introduction to the COST Grant System (**Annex 3**).

Relevant information is on the COST website at <http://www.cost.eu/participate>, including the following reference documents:

- COST Action Management, Monitoring and Final Assessment (COST 134/14; [http://www.cost.eu/action\\_management](http://www.cost.eu/action_management)) including Rules of Procedure for the Management Committee
- Guidelines for Action Management, Monitoring and Assessment ([http://www.cost.eu/guidelines\\_Action\\_management\\_monitoring\\_assessment](http://www.cost.eu/guidelines_Action_management_monitoring_assessment)),
- COST Vademecum (<http://www.cost.eu/Vademecum>)
- Grant Agreement Template ([http://www.cost.eu/grant\\_agreement\\_template](http://www.cost.eu/grant_agreement_template))

## 7. Information on the Rules of Procedure for COST Action Management Committees (MC)

The Rules of Procedure for the Management Committee (COST134/14, Annex I) were presented to the MC.

## 8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative

Prof Claude OESTGES (Belgium) was elected as the Chair.

Prof Narcis CARDONA (Spain) was elected as the Vice-Chair.

Consorzio Nazionale Interuniversitario per le Telecomunicazioni - CNIT (Italy) was elected as the Grant Holder Institution.

Prof Roberto VERDONE (Italy) was elected as the Scientific Representative of the Grant Holder Institution.

## 9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Action Chair)

The Workplan was presented by the Action Chair (**Annex 4**). In particular, the goals of IRACON were highlighted:

1. Radio channel modeling for inclusive scenarios,
2. Capacity, energy, mobility, latency and scalability at PHY and MAC,
3. Network automation, moving nodes, cloud and virtual architectures at MAC and NET,
4. Experimental research and demonstration covering OTA, IoT, localization and radio access techniques.

These 4 research coordination objectives will be achieved through 3 Disciplinary Working Groups (DWGs), corresponding to Objectives 1 to 3 and 4 Experimental Working Groups (EWGs), corresponding to Objective 4. The capacity building objectives were then detailed and will be achieved through STSMs, Training Schools, Dissemination activities and liaisons.

The Action governance was presented and approved as follows.

1. The Core Group consists of the following roles: Chair, Vice-Chair, Grant Holder, Training and STSM Manager, Dissemination Manager and ECI Representative. The core group will be responsible for the day-to-day management on the Action, implementing the decisions of the MC.
2. The Steering Committee includes the Core Group and the 7 WG Chairs. It is responsible of implementing the Action Objectives. The Vice-Chair will act as liaison between the Core Group and the WG Chairs.

A discussion about the implementation of COST policies was held, with the following decisions approved by the majority of the MC.

1. Inclusiveness Target Countries: a priority in grants and STSMs should be given to applicants from these countries, when equal on the other evaluation parameters; for STSMs, this comes as an additional criterion (the other criteria are the CV of the applicant, the workplan, the contribution to the action, the dissemination, and the financial plan). The MC also expresses its willingness to hold a majority of Trainibg Schools in Inclusiveness Target Countries.
2. Gender balance: priority should be given to female researchers, when equal on the other evaluation parameters.
3. Early Career Investigators: these should be the primary targets of STSM grants. They will also be represented in the Core Group (see agenda item 10).

Regarding achievement indicators, the COST Office expresses that the MC assigns numbers for the achievements listed in the workplan. This will be carried out by the Steering Committee.

The MC requests the help of the COST Office to clarify how to formalize the links between the Action and external bodies, such as 5G-PPP, 3GPP, and IEEE.

## 10. Appointment of horizontal roles

The MC proceeded to the election of the Core Group members:

- Laurent CLAVIER (France) was elected Training and STSM Manager.
- Luis CORREIA (Portugal) was elected Dissemination Manager.
- ECI Representative will be elected by the ECIs at the next meeting.

Interim WG chairs were then elected:

- WG-1 (radio channels): Wim KOTTERMAN (Germany)
- WG-2 (PHY-MAC): Thomas ZEMEN (Austria)
- WG-3 (NET): Symeon CHATZINOTAS (Luxemburg)
- WG-OTA: Raffaele D'ERRICO (France)
- WG-IoT: Roberto VERDONE (Italy)
- WG-LT: Fredrik TUFVESSON (Sweden)
- WG-RA: Per H. LEHNE (Norway)

Effective WG Chairs will be approved by the MC at the second MC meeting, based on proposals by the Working Groups.

## 11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)

The Chair then presented the First Grant Period Goals and the Draft Budget. The budget for the first year (01.05.16 – 30.05.17) is EUR 141.000. The budget breakdown was detailed by the Chair. Given the amount, it is possible to organize only two MC meetings over the first Grant Period. However, the MC unanimously expressed the necessity to hold 3 scientific meetings over that period, in order to reach the Action Objectives. It was then decided by the majority of the MC that the first and the last scientific meetings will be jointly with MC meetings.

The next meeting (second MC meeting and first scientific meeting) will be held in Lille (France), on May 30-June 1, 2016.

The second scientific meeting will be organized in September or October. The Chair mentioned an offer to hold the meeting in Durham (UK) during the week of Oct 3-7, 2016 (in order to avoid overlap with ESoA training school, VTC, PIMRC and 3GPP meetings).

The third MC meeting will be held in Lisbon (Portugal) during the week starting Jan 30, 2017. Exact dates will be discussed in the next MC meeting.

## 12. Any Other Business (AOB)

The MC proceeded to the approval of 11 International Partner Institutions, which part of the initial proposal:

1	 CA	COST International Partners	Communications Research Centre	Ottawa
2	 CN	COST International Partners	Beijing Jiaotong University	Beijing
3	 CO	COST International Partners	Universidad Icesi	Cali
4	 JP	COST International Partners	Japan Advanced Institute of Science and Technology	Nomi-City
5	 JP	COST International Partners	NTT DOCOMO, INC.	Yokosuka-shi, Kanagawa
6	 JP	International Organisations	National Institute of Information and Communications Technology	Yokosuka
7	 JP	COST International Partners	Niigata University	Niigata-shi
8	 KR	COST International Partners	Samsung Electronics Co.	Suwon-si
9	 US	COST International Partners	Comsearch	Ashburn, VA
10	 US	COST International Partners	Motorola Mobility LLC	Chicago
11	 US	COST International Partners	NIST	Gaithersburg, MD

All these institutions were unanimously approved, and will be able to take part in the next meeting.

## 13. Closing

The Chair thanked the MC for attending, and the COST Office for organising the meeting, and the meeting was officially closed at 16.30.

## List of Annexes

**Annex 1-** Agenda

**Annex 2-** Action Fact Sheet

**Annex 3-** COST Association presentation

**Annex 4-** Chair presentation