

MANAGEMENT COMMITTEE

Pentti Hyttinen, 11 November 1999

MEETING 1/1999

MINUTES

Place: European Commission, DG Research
Square de Meeûs 8, room 8F, Brussels, Belgium
Time: 18 October 1999 at 10:00 – 17:00
19 October 1999 at 9:00 – 13:30

1. Welcome to participants

Professor Yves BIROT, the chairman of the COST Technical Committee Sector Group Forestry, opened the meeting and wished the participants welcome to the meeting. Dr. Pentti HYTTINEN from the Commission COST Secretariat gave a briefing on the current news on the COST Actions in the field of Forestry and Forestry Products. He also took the meeting chairmanship until the election of the chairperson for the Action in item 7.

2. Adoption of the agenda

The draft agenda was adopted. The items of these minutes follow the items of the agenda.

3. Presentation of the delegations

A total of 17 participants representing 11 countries were attending the meeting. Presented countries were Austria, Belgium, Finland, Germany, Greece, Ireland, Italy, Norway, Spain, Switzerland and United Kingdom. The COST Technical Committee on Forests and Forestry Products was represented by Mr. BIROT and the COST Secretariat by Mr. HYTTINEN. The list of officially nominated delegations with their contact information is presented in [Annex 1](#).

4. General information on the COST mechanism and on the funding of coordination

Mr. HYTTINEN informed the delegations about the principles and procedures related to the COST Actions and about the possibilities of getting activities funded from the COST budget. Relevant documents are as annex of these minutes:

- Rules and procedures for implementing COST Actions ([Annex 2](#))
- Financing of COST activities from the COST budget of the Commission ([Annex 3](#))
- Information Guide for the implementation of the scheme for Short Term Scientific Missions in the COST Framework ([Annex 4](#)).

Mr. HYTTINEN emphasised that it is important to have ongoing nationally funded research on the topic area in each participating country. Otherwise, the basis for participation would be weak.

5. Status of the Action

The COST E19 Action was approved by the Committee of Senior Officials on 27 January 1999. The Action entered into force on 30 June 1999 after five countries had signed the Memorandum of Understanding. The Action is to last until 29 June 2003.

At the time of the first Management Committee meeting, 11 countries had signed the MoU according to the Commission official records. The signature countries were Austria, Belgium, Denmark, Finland, Germany, Greece, Italy, The Netherlands, Norway, Spain, Switzerland. In addition to those, the following 7 countries have expressed their willingness to sign: Czech Republic, France, Iceland, Ireland, Portugal, Slovenia and United Kingdom.

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

Having discussed the matter, the Management Committee decided to adapt the Standard Rules of Procedure for Management Committees ([Annex 5](#)) with the following specific decision item:
Article 13. The working language of the MC is mainly English.

The COST Secretariat representative emphasised the text in *Article 12*, which in essence says this:

- Meetings may take place in a signatory country or in the Commission
- The Commission will only organise meetings held in the Commission.

7. Election of Chairperson and Vice Chairperson

Mr. Peter GLÜCK from BOKU, Austria, was elected as Chairman. Mr. Aarne REUNALA from Metla, Finland, was elected as Vice-Chairman. The new chairman took over the chair of the meeting from this item onwards.

8. Working plan for implementing the Action

8.1 Objectives and working programme

The Chairman emphasised that a notable amount of background work has been done by various actors before the start of the Action E19. A large scientific conference on National Forest Programmes was organised in Freiburg in May 1998; the contributions are published in EFI Proceedings No. 30/1999, Vol. I-III. The EFI Forest Policy Forum in June 1999 had the same theme. In that context, a planning meeting of the Action E19 was held. The Liaison Unit of the Ministerial Conference had the topic on their agenda in its meeting in September 1999. Mr. REUNALA represented the COST Action in that meeting. The Chairman presented sincerest thanks to all the people that have contributed to the preparatory work before the Action started.

The objectives of the Action E19 are presented in the Memorandum of Understanding ([Annex 6](#)). The MC decided to follow the main objective and secondary objectives as presented in the MoU. Mr. BIROT emphasised that the Action will be evaluated on the basis how it meets the objectives stated in the MoU. He also explained the evaluation criteria of COST Actions. The Action will be evaluated in its mid-term and at the end.

Mr. REUNALA had prepared a Draft Work Plan, based on the MoU, in co-operation with Mr. GLÜCK and Mr. SCHANZ. It was discussed in length and revised at the meeting. The Revised Work Plan is presented as annex to these minutes ([Annex 7](#)). The Revised Work Plan will be further developed by the Steering Committee (see 8.2) and presented for approval in MCs next meeting. Work Plan forms the basic guidelines for the implementation of the Action. It is therefore a very important document to be carefully read by the delegates.

Discussion about the Draft Work Plan included delegates' presentations on the state of the NFP in their countries and on the ongoing NFP research in their countries.

8.2 Working method - organisation and management

It was decided that the Action will be carried out mainly through two Working Groups and Short Term Scientific Missions. The following structures and responsibilities were agreed upon:

Working Group 1: Elements and procedural requirements of NFPs.

Mr. Heiner SCHANZ from the Netherlands was elected, in his absence, to the chair of the WG1. The Action Vice-Chairman will support him in the work.

Working Group 2: Significance of NFPs.

Mr. Willi ZIMMERMANN from Switzerland was elected to the chair of the WG2. The Action Chairman will support him in the work.

Delegates' preliminary choice of participation into WG1 or WG2 was noted. It was also observed, that new participants to the WGs will be invited. A maximum of 4 (exceptionally 5) persons from each participating COST country can benefit the financing of COST.

Short Term Scientific Missions.

The Agricultural University of Vienna, BOKU, agreed to be the Administering Institution, with Mr. Peter GLÜCK as the contact person. The MC delegated the decision-making on the allocation of the funding to the Steering Committee.

Steering Committee

A Steering Committee consisting of the Action chairman, Vice-chairman and the two WG Chairmen will take care of necessary managerial tasks between the MC meetings, such as finalising the Work Plan, planning the meetings and seminars and deciding on the Short Term Scientific Missions.

Tutor of the Action

Mr. Noël LUST from Belgium was elected as the Tutor of the Action, responsible for reporting about COST E19 activities to the FFP Technical Committee.

More detailed description of the working methods and managerial aspects can be found in the Revised Work Plan.

8.3 Distribution of tasks

The general distribution of tasks is presented in the attached Revised Work Plan ([Annex 7](#)). For each MC member the following list of tasks was agreed on:

- Preparation of a list of COST E19 target groups in each participating COST country by December 31, 1999.
- Nomination of national WG members, maximum 4 (exceptionally 5) per country (MC members included) by January 31, 1999
- Preparation of a list of researchers who deal with "policy research closely related to NFPs" in each participating country by December 31, 1999.
- Preparation of a list of on-going research projects on "policy research closely related to NFPs" by March 15, 2000.
- Preparation of a list of key literature on NFPs by March 15, 2000.
- Delivery of national definition of Sustainable Forest Management with operational indicators to MC Chair by March 15, 2000.

MC Vice-chair will send the delegates a detailed demand for these tasks.

8.4 Applications for Short Term Scientific Missions

It was agreed that a call for proposals will be prepared by the end of the year, and the first deadline for the submission of applications will be 15 March 2000. The second deadline will be 15 October 2000.

9. Place and date of future meetings

The timing and location of the future meetings was agreed tentatively as follows:

- 20-21 March 2000, Freiburg, Germany (MC + WG1 + WG2)
- 19-21 October 2000, Madrid/Solsona, Spain (Seminar + MC + WG1 + WG2)
- Spring 2001, Scotland (MC + WG1 + WG2)
- Autumn 2001, Norway (Seminar + MC + WG1 + WG2)
- Spring 2002, Finland (MC + WG1 + WG2)
- Autumn 2002, open
- Spring 2003, Vienna, Austria (Final Conference)

10. Closing of the meeting

The Chairman thanked the participants for their interest and closed the meeting.

Peter GLÜCK
Chairman

Pentti HYTTINEN
Meeting secretary

List of Appendices

- List of delegates to the Management Committee
- Rules and procedures for implementing COST actions
- Financing of COST activities from the COST budget of the Commission
- Information Guide for the implementation of the scheme for Short Term Scientific Missions in the COST Framework
- Rules of Procedure for the Management Committee
- Memorandum of Understanding of COST E19
- Revised Work Plan