

COST ACTION E43
Harmonisation of National Inventories in Europe:
Techniques for Common Reporting

Draft Minutes of the 5th Management Committee Meeting
University of Freiburg, Department of Forest Biometry, Tennenbacherstrasse 4,
Freiburg
Monday, 19 September 2005 at 17:00 – 18:15

1. Welcome to participants

The Chairman, Erkki Tomppo welcomed the Management Committee

Representatives from the following 22 countries have participated in the meeting:

Austria, Belgium, Cyprus, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Norway, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom

2. Adoption of agenda

The agenda had been sent out with the letter of invitation and was adopted as such. Mr. Graham Bull was appointed as the Secretary for the Action.

3. Minutes of last meeting

The minutes of the 4th meeting of the Management Committee held on 14 and 15 April 2005 at Austrian Federal Research and Training Centre for Forest, Natural Hazards and Landscape in Vienna were approved.

4. Report from the Scientific Officer**a. News from the COST Office**

Nic Standaert, who represented the COST Office, informed the Management Committee on the latest developments regarding the COST Programme as they can also be read at the COST Office. Print outs of these were made available:

Strengthening of the links between the European Commission and the COST Technical Committees



COST's role within the next Framework Programme
Meeting with the new Rapporteur of the European Parliament for FP7
Initiation of a restructuring of the COST Domains

COST Website

Although a transfer of the official COST Web-site to the ESF server is planned, during the next few months the Web-site still can be reached under the following address: <http://cost.cordis.lu/src/home.cfm>. All MC members will be informed in time about the intended transfer.

b. Status of the COST Action E43 / number of signatories

So far, according to the files 26 countries have joined COST Action E43:

Austria, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Netherlands, Norway, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.

Expiring date: 27 June 2008

c. Budget Status / Budget allocation process

In the light of its activities 95.000 Euro had been allocated to COST Action E43. Taking into consideration the costs of this meeting this budget will be fully used this year.

In the run of the year 2005 publications will still be financed out of a central budget line.

5. Year budget planning

The officeholders as well as all delegations are to be asked to assure that in the light of the limited financial means all future participants of activities organised by COST Action E43 will dedicate adequate attention to the principle of the most economical overall expenditure when asking for reimbursement.

BUDGET 2005

In the course of the year 2005 the following meetings have been financed or financial commitments have been made respectively:

E43	Place	Date	Budget
	Birmensdorf (CH)	17 - 18 March 2005	4.512
	Vienna (AT)	14 – 15 April 2005	40.487
	Brussels (BE)	29 April 2005	420
	Graz (AT)	2 – 4 May 2005	1.574
	Helsinki	27 – 29 July 2005	4.000
	Freiburg	19 – 20 September 2005	36.000
	St. Vitorio	October 2005	3.600
	Prague	8 – 11 October 2005	16.800 (*)
	TOTAL		107.393

(*) Trainings Course

The budget for the year 2006 will presumably amount to approximately 85.000 Euro corresponding to approx. 100 reimbursements (further, more precise information will be soon available).

6. STSM status, applications

As in the meanwhile the central budget line established for a centrally financing of STSMs has been exhausted, all future STSMs have to be financed out of the Action budget. Due to the existing budget constraints no further STSMs can be financed until the end of the year 2005.

The Management Committee has been informed about the possibility of Group STSMs (two – three experts (each from a different signatory country) are going to one host institute at the same time).

STSMs 2005

In the course of the year 2005 the following STSMs have been undertaken:

Name	From	To	Dates	Grant
Thomas Gschwantner	AT	CH	7 – 24 March 2005	1.995€
Lucio di Cosmo	IT	CH	7 – 24 March 2005	2.045
Nicolas Robert	FR	CH	7 – 24 March 2005	2.045
Karsten Dunger	GE	SE	7 – 12 March 2005	1.664
Emil Ciencila	CZ	SE	7 – 11 March 2005	1.313
Arnor Snorrason	IS	SE	7 – 13 March 2005	1.886
Lucio di Cosmo	IT	FI	17 July – 5 August 2005	2.000
Nicolas Robert	FR	FI	17 July – 5 August 2005	1.660

Thomas Gschwantner	AT	FI	17 July – 5 August 2005	1.610
Total				16.218

7. Publication, annual report

Each Action has to submit a Progress Report before the end of a calendar year. A template can be found in the annex of the COST Document 222/03 ‘Guidelines for assessment, monitoring and evaluation of COST Actions’ approved by the CSO on 6-7 February 2003. Therefore the Progress Report 2004 has to be updated by the end of the running year.

In the course of the last MC meeting the following Publication Strategy has been elaborated by the MC:

- 2005 publication containing country-related State-of-the-Art reports
- 2006 publication of the first outcomes concerning the harmonisation of the national forest inventories in Europe, compilation of national field manuals
- 2007 publication of the further outcomes concerning the harmonisation of the national forest inventories in Europe
- 2008 publication describing the achievements of the Action

8. Evaluation

COST Document 222/03 contains information on the evaluation process implemented by Committee of Senior Officials (CSO).

The main objective of the mid-term evaluation is to assist the Management Committee to achieve the goals outlined in the Memorandum of Understanding, as well as to allow the relevant parent bodies and the COST Administration to assess the effectiveness of the Action since its beginning. The outcome of the mid-term evaluation will also be used to evaluate a prolongation of the Action or proposals to initiate follow-up Actions by the MC.

The evaluation team will particularly focus on

- achievement of the objectives stated in the MoU
- value added by the Action
- management of the Action
- dissemination of information by the Action
- level of participation in the Action
- economic impact of the Action.

The Technical Committee on Forests and Forestry Products (TC FFP) will be asked to carry out the mid-term evaluation of COST Action E43 in the year 2006. As besides the self-evaluation the documents produced by the Action are the main sources of information for the Evaluation Panel, the Management Committee has been invited to prepare an adequate set of documents. In the course of its next meeting the TC FFP will nominate the members of the Mid-term Evaluation Panel.

9. Request for new members

The period within which COST member states can join a COST Action without any conditions being imposed, runs for twelve months from the date of approval of the COST Committee of Senior Officials. Therefore any request of a COST member state for accession to COST Action E43 received after 16 February 2005 has to be approved by its MC.

Portugal was accepted for joining the Action and Poland is to be invited to join the Action

10. Non COST participation

Since the last MC meeting the COST Office has not received any request from a Non-COST institution.

However, it was mentioned at the Management Committee meeting that an expert from the United States was interested in participating in the Action. This application was accepted by the MC. Likewise, experts from New-Zealand, Canada could participate in the Action.

11. Web news

The Web-site of Action E43 (www.metla.fi/eu/cost/e43) is hosted by Metla and is well appreciated by the Management Committee.

12. Progress Report of Working Groups

In the plenary session preceding the Management Committee meeting the WG Coordinators informed comprehensively about the activities of their Working Groups, so far carried out or planned respectively.

The reports of the WG Coordinators will be recorded under separate cover.

13. Long term planning (Distribution of Tasks)

After discussing the work plan approved in the frame of the last MC meeting the MC has not identified any need to revise this plan.

14. Time and place of next meetings

The Management Committee approved the meeting plan elaborated in the course of the last MC meetings:

Prague (CZ)	8 – 11 October 2005	Training School
Prague	2 -3 February 2006	Steering Committee Meeting
Bordeaux (FR)	8 -10 May 2006	Joint MC(6) & WGs Meeting
Trento (IT)	5 – 7 June 2006	Trainings School
Thessaloniki (GR)	Mid November 2006	Joint MC(7) & WGs Meeting

15. Any other business

It has been agreed that the Management Committee should elaborate a list of acronyms and explanations, as a reference guide for its members. The list could be placed on the Action Web-site (www.metla.fi/eu/cost/e43). The provision of an on-line tool for a remote revision of the planned list has been considered.