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To all members of the Management  
Committee of COST Action IC1104  
and to all substitute members  
where applicable

October 23, 2012

**Subject:** Minutes of the First Management Committee (Kick-Off) Meeting of COST Action IC1104 *Random Network Coding and Designs over  $GF(q)$* .

These are the minutes of the Kick-Off meeting of COST Action IC1104. The first part of the meeting was chaired by Dr. Ralph Stübner, Science Officer for the Information and Communication Technologies (ICT) Domain at COST. The minutes during this part were taken by Ms Aranzazu Sanchez, Administrative Officer for the ICT Domain. Dr. Marcus Greferath, University College Dublin, chaired the second part of the meeting, and during this part Dr. Eimear Byrne, University College Dublin, was responsible for the minutes.

1. **Welcome to participants:** The participants were welcomed by Dr. Ralph Stübner and Ms Aranzazu Sanchez. Dr. Stübner chaired the meeting till the election of the Action Chair, which was carried out under agenda item 7.
2. **Adoption of the agenda:** The draft agenda for the kick-off meeting was adopted (Annex 1).
3. **Status of the COST Action:**

CSO Approval	01.12.2011
Entry into force	18.01.2012
End of Action	25.04.2016
DC Rapporteur	Prof. Peter Milanov
Total number of accepting Parties to date	18
Total number of parties intending to accept	1

4. **Presentation of the delegations:** The delegates presented themselves in a *tour de table* (Participants list see Annex 2). With 15 parties present the necessary quorum was achieved allowing the Management Committee meeting to officially take place in

accordance with Article 8 of the Rules of Procedure for the Management Committee (see Annex 6).

5. **General information on COST mechanism and the Annual Grant Scheme:** Dr. Stübner gave a presentation on COST and the ICT Domain (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Dr. Stübner and Ms Sanchez then continued with an introduction to the COST Grant System (Annex 4). Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

Rules and procedures for implementing COST Actions (COST doc. 4154/11)  
COST Grant System Vademecum (Part B)  
Progress Report and Final Report templates  
Grant Agreement Template

Lastly, Ms Sanchez informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 5).

6. **Agreement on the internal rules:** The Rules of Procedure for the Management Committee (Annex 6) were presented and read by Dr. Stübner from Annex II of COST 4154/11 (Rules and Procedures for implementing COST actions). The Rules of Procedure were approved by the MC.

7. **Election of the Chair and Vice-Chair:** Dr. Marcus Greferath from University College Dublin (IE) was elected unanimously as Chair. Prof. Mario Osvin Pavčević (HR) was elected unanimously as Vice-Chair.

8. **Election of the Grant Holder Institution and 2 Financial Rapporteurs:**

Grant Holder: University College Dublin (IE) was selected as Grant Holder for the Action.

Prof. P. Takis Mathiopoulos (EL) and Prof. Camilla Hollanti (FI) volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

Dr. Stübner passed the chairing of the meeting to Dr. Marcus Greferath.

9. **Workplan for the Implementation of the Action:** Based on the Memorandum of Understanding, the proponent Dr. Marcus Greferath gave a presentation on the Action. He particularly described the objectives and the working programme. Regarding the organization of the working groups the following provisional leaders were assigned to the respective working groups.

WG 1	Tuvi Etzion
WG 2	Angeles Vazquez-Castro
WG 3	Simon Blackburn
WG 4	Joachim Rosenthal
WG 5	Axel Kohnert

Dr. Axel Kohnert agreed to be appointed as co-ordinator for Short-Term Scientific Missions (STSMs). Dr. Ralph Stübner clarified that these can also be granted to non-COST participants.

Based on inquiries by various members of the Management Committee there started a discussion in how far a redefinition of the original targets of the working groups would be possible. A final decision regarding this question was postponed to a later time and depended on the answer to the question what organizational improvements such a redefinition would involve.

The following update on the targets of the individual working groups was agreed upon during the time after the Kick-Off meeting via email. As it only involved an enrichment of the groups' tasks, it could be approved by an MC voting via email, which was done unanimously by May 25th, 2012.

WG 1	Bounds on the size of network codes
WG 2	Development of encoding and decoding schemes, practical aspects of network coding
WG 3	Cryptographic aspects of network coding
WG 4	Construction of network codes and Grassmanian codes
WG 5	Foundational aspects, algebraic methods in random network coding, distributed storage

Regarding a time-table it was decided that during the first year of the Action there would be two regular Management Committee meetings, a Training School, a Workshop, and Working Group meetings.

10. **Budget plan for the first period:** It was agreed that the budget would be revised by Dr. Greferath and Prof. Pavčević, who should submit it to the MC via email, and seek approval. This Work and Budget plan was finalized and approved by the MC on Tuesday, July 3rd, 2012. (See Annex 7).
11. **Venue and date of next meeting:** It was proposed and provisionally agreed to hold the next MC meeting at Ascona, during the Trends in Coding Theory conference, Oct 28 – Nov 2, 2012.
12. **AOB:** There was the suggestion to invite participation of non-COST members. As possible candidates for such a participation the Committee named F. Kschischang (U-Toronto), K. Lauter (Microsoft), F. Oggier (Singapore), and E. Soljanin (Bell-Laboratories).

As University College Dublin (UCD) was proposed as the institutional grant holder. M. Greferath agreed to clarify the terms and percentage of the overhead to UCD. It was envisaged, and in the mean time confirmed, that this would ideally be equivalent to the cost of a part-time administrator.

13. **Closing:** The meeting was closed at 15:00.