

Dr. Marcus Greferath
Chair of COST Action IC1104
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To all members of the Management
Committee of COST Action IC1104
and to all substitute members
where applicable

October 24, 2012

Subject: MC-Meeting of COST Action IC1104 in Ascona, Switzerland on Nov. 2nd, 2012.

Dear Participants,

In consultation with the conference organizers the co-chairs of the above Action have planned to hold the first ordinary Management Committee Meeting in conjunction with the international conference *Trends in Coding Theory* at Monte Verita, Ascona, Switzerland on November 2nd, 2012.

The meeting will start at 13:30 and end at 17:30. Several votings will be held, and hence it will be appreciated if all delegates refrain from leaving the meeting ahead of schedule.

The draft agenda is as follows:

1. Welcome to participants, introduction of new MC members
2. Adoption of the agenda
3. Adoption of the minutes for the Kick-Off Meeting at April 26th, 2012
4. Explaining reimbursement for this meeting, signing
5. Reselection of the second Financial Rapporteur
6. (a) Report on preparations for the Action's upcoming Training School in Barcelona:
Angeles Vazquez-Castro
(b) Report on preparations for the Action's upcoming Workshop and MC-Meeting in
Bergen: Tor Helleseth
7. Asking for candidate venues for meetings for the second year of the Action

8. Report on Short Term Scientific Missions: Axel Kohnert

9. Reports by the working group leaders:

- WG1 - Tuvi Etzion
- WG2 - Angeles Vazques-Castro
- WG3 - Massimiliano Sala (for Simon Blackburn)
- WG4 - Joachim Rosenthal
- WG5 - Axel Kohnert

10. Discussion on research activities

11. Report on web-page activities: Jens Zumbrägel

12. Confirmation of venue and date of next MC meeting

13. AOB

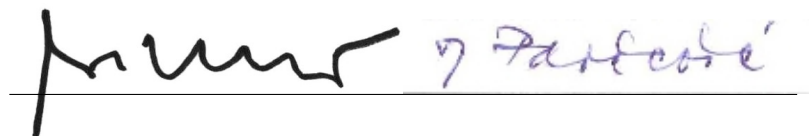
14. Closing

Please note that the COST National Coordinator shall ensure that all information regarding this meeting is forwarded to the nominated national representative(s) of this Action.

Further documentation will be sent directly to its nominated representatives.

Reimbursement of the nominated representatives will be according to the actual rules for expert reimbursements (for details see second page of the Travel Reimbursement Request form).

Best regards,

The image shows two handwritten signatures in blue ink. The signature on the left is 'Marcus Greferath' and the signature on the right is 'Mario Osvin Pavčević'. Both signatures are written in a cursive style and are positioned above a horizontal line.

Marcus Greferath

Mario Osvin Pavčević