

**MINUTES FROM THE 6th MANAGEMENT COMMITTEE
MEETING OF
COST Action IC 1104**

**Random Network Coding and Designs
over $GF(q)$**

Kloster Banz

20 March 2015

14:00 – 16:10

1. Welcome

Prof. Marcus Greferath, Chair of Action IC1104, welcomed the participants to Kloster Banz and opened the meeting. The chair thanked Prof. Alfred Wassermann for organising the very successful ALCOMA15 conference.

A quorum (2/3 of Parties) was reached: 25 representatives of 19 countries out of 27 attended the meeting: these countries are Belgium, Croatia, Estonia, Finland, France, Germany, Hungary, Ireland, Israel, Italy, Norway, Portugal, Serbia, Slovakia, Spain, Sweden, Switzerland, Turkey, United Kingdom. The list of participants is in **Annex 2**.

2. Adoption of the agenda

The Agenda listed in **Annex 1** was adopted without any amendment.

3. Approval of the minutes of the MC Meeting in Palmela on September 19th, 2014

The Minutes of the previous MC (Palmela, Portugal) meeting as listed in **Annex 3** were adopted by the present members without any amendment.

4. Update from the Action Chair

a. Status of the COST Action

The Chair informed the present MC members about a significant underspend that is based on the meeting in Palmela. More precise numbers are however not yet available since the ALCOMA15 and WG meetings in Serbia have not yet been recorded. The Chair and Vice-Chair suggested to revisit an idea of Prof. Joachim Rosenthal and organise an additional WG meeting for WG I&IV in Salamanca, Spain.

b. Planning of additional WG meeting in Salamanca, Spain

Prof. Joachim Rosenthal presented a plan for the organization of a three-day WG meeting for WG I and IV. He reported hotels in Salamanca are about 50 EUR per night and person. He suggested for this meeting a hotel flat rate of 70 EUR without meals, local organiser support of about 1000-2000 EUR for 20 people and suggested July 1st till 3rd as suitable dates for this meeting to take place. Meals and LOS support are still open discussion questions.

Prof. Joachim Rosenthal also mentioned that many ECIs would like to attend this meeting and asked if it is possible to increase the number of people that can be reimbursed. The Vice Chair emphasized that it is more likely that the grant is over-spent with the WG meeting in Salamanca this year. The Chair suggested that senior researchers should attend this meeting using their own funding sources and leave more funds to the ECIs. Prof. Rosenthal was supportive of a budget of 700EURx20+1200EUR (LOS) for three days meeting in Salamanca.

c. STSM Status

Prof. Alfred Wassermann, the STSM coordinator, reported that at the current MC meeting, the amount of approved STSMs was EUR 20,235.00. It's slightly over-spent. A total of 10 STSMs had been planned for the third Grant Period. Up to this MC meeting, 10 STSMs have been applied for and approved, among which 7 were granted and successfully finished. The following is a detailed table with all approved STSMs till this meeting:

Name	Home Institution	Host Institution	ECI	Period	Amount (EUR)	Title
Grant Period 3: 2014-2015						
Dr. Andrea Svob	University of Rijeka, HR	Ghent University, BE	Y	01/09/2014-29/11/2014	2500.00	Random Network Coding and Design over GF(q)
Mr. Roland David Barrolleta	Universitat Autonoma de Barcelona, ES	Ghent University, BE	Y	01/09/2014-31/10/2014	2500.00	Design and Coding Theory
Mr. Emilio Suarez Canedo	Universitat Autonoma de Barcelona, ES	Ghent University, BE	Y	01/09/2014-31/10/2014	2500.00	Design and Coding Theory
Mr. Amaro Barreal Fernandez	Aalto University, FI	University of Zurich, CH	Y	17/11/2014-19/12/2014	2500.00	Algebraic Methods for (Physical Layer) Network Coding
Dr. Jens Zumbragel	Dresden University of Technology, DE	University of Tartu, EE	Y	22/09/2014-04/10/2014	1185.00	Non-binary Linear Batch Codes
Pr. Camilla Hollanti	Aalto University, FI	University of Zurich, CH	N	23/11/2014-19/12/2014	900.00	Physical Layer Network Coding
Dr. Ragnar Freij	Aalto University, FI	University of Zurich, CH	Y	24/11/2014-19/12/2014	2500.00	Studying group codes with Professor Joachim Rosenthal

Mr. Gwezheneg Robert	Universite de Rennes, FR	Aalto University, FI	Y	23/02/2015-03/04/2015	2500.00	Application of Gabidulin codes in characteristic 0 to physical layer network coding
Dr. Ago-Erik Riet	University of Tartu, EE	Ghent University, BE	Y	04/16/2015-30/06/2015	2500.00	Constructions of random network codes
Dr. Cedomir Stefanovic	Aalborg University, DK	University of Novi Sad, RS	Y	24/05/2015-13/06/2015	650.00	Coding paradigms and analogies for the multiple access channels

d. News about the Vademecum

The Chair informed the MC members that the new COST Vademecum was released in December 2014. It aims at being shorter, simpler and more user-friendly. There is no change to the reimbursement rules. The Vice Chair emphasized that some terms have been changed, e.g., Early Stage Researchers (ESR) have been changed to Early Career Investigator (ECI).

5. Promotion of Early Career Investigator (ECI), Gender Balance

The third Grant Period ECIs have been reached as these 10 STSMs were given to 9 ECIs. The gender distribution was 2 female and 8 male researchers.

64.9% of the participants in the WG meeting in Palmela were ECIs and 24.3% of the participants in the WG meeting in Palmela were female.

6. Update from Grant Holder

The participants in the meeting of Palmela started to use the COST Strong Authentication system for submitting Travel Reimbursement Request forms online. The participants do not need to post their original and signed hard copy document. The Grant Holder noted that COST Strong Authentication has significantly improved the efficiency of reimbursement processes and reduced processing time.

7. Update from the COST Office

No representative of the COST Office was present during this MC meeting.

8. Update from DC Rapporteur

The DC Rapporteur was not present to provide an update.

9. Follow-up of MoU objectives: Progress reports

- a. Working Group I and IV – reported by T. Etzion and J. Rosenthal**
See Annex 4.
- b. Working Group II – reported by A. Vazquez Castro**
See Annex 5.
- c. Working Group III – reported by S. Blackburn**
See Annex 6.
- d. Working Group V – reported by C.Hollanti**
See Annex 7.

10. Scientific Planning

- a. Update by D. Vukobratovic regarding the upcoming WG II and V meeting in Novi Sad, Serbia.**

Prof. Dejan Vukobratovic reported that a two-day workgroup meeting for WG II&V will be held around the 1st of June of 2015 in Novi Sad, Serbia. Due to comparably inexpensive accommodation, it was considered to lower the accommodation flat rate for this meeting. Dr. Angeles Vazquez-Castro particularly asked for the invited speaker options.

The Chair suggested that the organisers set up the conference web page and finalize the dates as soon as possible.

- b. Update by G. Karabulut Kurt regarding the upcoming WG meeting in Istanbul, Turkey.**

The MC representative from Turkey, Prof. Gunes Zeynep Kurt gave a presentation MC regarding WG and MC meetings in Istanbul, Turkey. The time for this meeting will be November 4th till 6th, 2015. The presentation also included details regarding travel information, accommodation information, conference web pages, conference location details etc.

- c. Work & Budget Plan for final year of the Action**

The Chair and Vice Chair also introduced a possible budget plan for the upcoming 4th grant period. The Chair explained that he is under the impression that there will be a full budget for the final year despite the fact that it will be a shorter year ending on April

25th , 2016. A more recent statement by Dr. Stuebner (Brussels) however could not confirm this assumption.

d. Update by M. Pavcevic regarding the Action's final conference in Dubrovnik, Croatia.

The Action's vice chair Prof. Mario Pavcevic gave a presentaton about the structure and venue of the Action's final conference in Dubrovnik, Croatia. This meeting will take place from 4th till 8th April 2016. He also informed the MC members about details regarding accommodation opportunities and a tentative list of invited speakers.

The Chair and Vice Chair emphasized the important role of this conference in the final evaluation of the Action. They explained that this event should enjoy larger funding to make sure that all or as many as possible action members are able to participate.

e. Long-term planning

Prof. Simon Blackburn indicated an interest in organizing a WG 3 meeting in the UK.

The Chair reminded the MC members that a dedicated budget will be made available for the Action's concluding publication.

f. Dissemination planning

The Chair reminded the MC members that in the third Grant year of the Action there will be two allocations to represent the Action at conferences. In this respect Angeles Vazquez-Castro explained her plan to represent the Action in a Dissemination Meeting at IETF – IRTF Research Group on Network Coding on July 2015 in Prague, Czech Republic.

11. Requests for new members

There have not been any new requests.

12. Non-COST applications to the Action

The Chair informed the MC that Dr. Yonghui Li from the University of Sydney, Australia has indicated interest in joining the Action. The application will be processed shortly after the meeting.

13. AOB: n/a

14. Location and date of next meeting

The MC will have its next meeting on November 6th (Friday) 2015 in Istanbul Turkey, following the WG meetings at the same location.

15. Summary of MC decisions

MC voted to approve the three days WG meeting in Salamanca. Several decisions will be made electronically after the session.

Further MC decisions were subsequently undertaken electronically. These are as follows:

- April 26th: Unanimous vote regarding list of scholars eligible for reimbursement during the WG meetings in Novi Sad (see Annex 8).
- May 5th: Two Amendments to the voting process on Novi Sad, unanimously supported (see Annex 9a/b).
- June 1st: Unanimous vote regarding list of scholars eligible for reimbursement during the WG meetings in Salamanca / Workshop on Coding and Systems (see Annex 10)
- June 21st: An amendment to the Salamanca voting process, unanimously supported (see Annex 11).
- July 1st: Unanimous vote regarding W&B-plan for the 4th year of the Action (see Annex 12).
- August 30th: Unanimous vote regarding list of scholars eligible for reimbursement during WG meetings in Istanbul (see Annex 13).
- October 21st: Unanimous vote regarding FAD (Final Action's Dissemination) proposal to be sent to the COST office in Brussels, and decision that the chair will start and continue negotiations with Springer for this dissemination task (see Annex 14).

16. Closing

The MC Chair thanked all MC members present and closed the meeting at 16:10.

List of Annexes

Annex 1: Agenda of current meeting

Annex 2: Signed list of the participating Management Committee members

Annex 3: Minutes of the MC meeting in Palmela (September 2014)

Annex 4: Progress report for WG 1 and WG 4

Annex 5: Progress report for WG 2

Annex 6: Progress report for WG 3

Annex 7: Progress report for WG 5

Annex 8: Voting procedure: Novi Sad 26.04.15, unanimous

Annex 9: Voting procedure: Novi Sad 05.05.15, unanimous

Annex 10: Voting procedure: Salamanca 01.06.15, unanimous

Annex 11: Voting procedure: Salamanca 21.06.15, unanimous

Annex 12: Voting procedure: W&B-plan 4th year, unanimous

Annex 13: Voting procedure: Istanbul 30.08.15, unanimous

Annex 14: Voting procedure: FAD, Springer 21.10.15, unanimous