

17 November 2006

**DRAFT MINUTES OF THE 1<sup>st</sup>  
MANAGEMENT COMMITTEE MEETING OF  
COST ACTION 734**

**Brussels, Belgium, November 16-17, 2006**

1. Welcome to participants

P. Nejedlik, the Science Secretary of ESSEM Domain welcomed the participants on the behalf of the COST Office director M. Grabert and opened the meeting. The List of participants is in **Annex 1** the List of MC members is in **Annex 2**.

2. Adoption of agenda

**MCM1/D1** The Agenda listed in **Annex 3** was approved without any amendments.

3. Presentation of the delegations

Round table presentation was organized. Each participant shortly described her/his scientific background and the possible her/his activities in the Action.

4. Status of the COST Action

- Basic information from the COST Office /COST instruments, Grant System/  
P. Nejedlik briefly described the COST system including the last reforms in its structure, governance and instruments /see **Annex 4**/. Full information including all COST Guidelines can be found at [www.cost.esf.org](http://www.cost.esf.org).
- Status of Action  
The Action starts on 17/11/2006 and will end on 16/11/2010.
- Number of Signatories  
18 countries have signed the MoU so far, four more countries have expressed the intention to sign. The signatures are going on. Free join period will end on 28/03/2007.
- Budget Status, budget allocation process  
Due to the favourable budget the Action could organize the Kick off, the MCM and two expert meetings and to support the common publication with WMO on Weather, Climate and farmers together with GASG for the web site creation. The overall budget has reached cca 58000 Euro and will be known in details in the end of 2006.

5. Agreement on the internal rules of procedure for the Management Committee of the COST Action /Internal procedures, EoC, COST reporting/

P. Nejedlik discussed the Internal procedures of the Action. The Rules of Procedures approved by the MC are in **Annex 5**.

**MCM1/D2** Rules of Procedures of COST Action 734 as listed in Annex 5 were approved unanimously.

## 6. Election of the Chair and Vice-Chair

**MCM1/D3** Simone Orlandini was elected the Chair of COST Action 734

**MCM1/D4** As the nominations to the action are still going on the vice-Chair of the Action will be elected at the 2<sup>nd</sup> MCM. The leader of WG1 will act in this role if necessary before a vice-Chair is elected.

## 7. Working plan for the implementation of the COST Action (Memorandum of Understanding).

Simone Orlandini described the MoU, with the definition of WGs aims, timetable and deliverables. The participants discussed all the main topics, in order to define the future activities of COST Action and the single contributions. The Expression of Commitments will be prepared by each COST member. After this discussion participants expressed their intention to participate to the activity of a specific WG (see attached file)

**MCM1/D5** Following Working Group leaders and co-leaders were appointed by the MC:

WG1: Leader - Josef Eitzinger

WG2: Leader - Vesselin Alexandrov , co-Leader – Elena Mateescu

WG3: Leader - Lucka KAJFEZ BOGATAJ

WG4: Leader - Jørgen Eivind OLESEN , co-Leader – Miroslav Trnka

In the frame of WG2 a special group working on remote sensing was created under the coordination of Leonidas Toullos

MC deeply discussed the distribution of tasks, working plans and time table before the next meeting. It was decided to concentrate the attention of the following crops:

Wheat, maize, grassland, oilseed, barley, potato or sugar beet, apple, grape and impacts:

Drought, excess rain, frost (snow cover), seasonal shift, heat stress, pest and disease with high interest for the European agriculture following the lists prepared by each country.

Before the next meeting (February 2007) it was decided:

WG leaders prepare and send material and instructions on the survey that collects info (methods, data, models, scenario) on recent studies climate change impacts

on agriculture for each country; the finalisation of the survey will be a COST publication.

Delegates reply to the survey. In Florence meeting WG leaders provide a summary and each country makes an overview using power point presentation.

Connection with other COST Action will be evaluated and the following participants were indicated as responsible for the contact with:

Andreja Susnik	725
Tor Sivertsen	726
Elena Mateescu	ACCRETe project
Vesselin Alexandrov	NEW COST on Homogenization

All the participants have to send a picture and a short CV to Federica Rossi for the inclusion in the web site. An internal competition for the COST logo was organised.

**MCM1/D6** A core Group of 734 consisted of the Chair, WGs leaders and web administrator was formed. The Core Group will arrange the STSMs process, publications and will prepare the MC meetings and further activities to be discussed at the MC meetings.

#### 8. Web site

**MCM1/D7** The web site will be administrated at Bologna CNR-IBIMET by F. Rossi.

**MCM1/D8** The GASG of 2000 Euro will be used for the web site creation and maintenance. 2000 Euro will be allocated to Bologna CNR-IBIMET.

#### 9. External contacts /WMO, EEA, CECILIA/

The MC discussed possible external cooperation with some external bodies and activities. The representative of WMO M.V.K. Sivakumar presented the activities of CAgM dealing with climate variability/change /see **Annex 6**/ and identified the possible common points of interests of 734 and OPEG(s) and some Expert Teams of CAgM.

The co-ordinator of CECILIA project T. Halenka dealing with the impacts of with climate variability/change on various sectors mainly in Central Europe presented the project and possible point of cooperation were also identified.

EEA runs some activities dealing with climate variability/change. The possible contacts will have to be identified.

**MCM1/D9** The MC recognized the common points of interest of the Action and some Expert Teams of CAgM and suggests to M.V.K. Sivakumar to act as permanent contact point to the WMO and CAgM.

**MCM1/D10** The MC recognized the common points of interest of the Action and CECILIA project and suggests to T. Halenka to act as an external expert for the co-operation in between 734 and CECILIA.

**MCM1/D11** The MC asks the MC chair with the co-operation with the Science Officer to identify the possible cooperation with EEA and to find the possible contact point at EEA.

**MCM1/D12** The Core Group will consider and make contacts to other COST Actions, for possible collaboration and synergies /725, 729, 730, 733/.

#### 10. Long-term planning

Due to the healthy budget in the first half of 2007 the MC intends to organize either two MC meetings or one MC and one joint WGs meeting in February and May. Further to that an MC meeting will be organized in autumn 2007. The participation of 734 to the EMS Conference will be considered at the next MCM.

#### 11. Time and place of next meeting

**MCM1/D13** MCM2 will be organized on February 23-24, 2007 in Florence. On February 22 the core group meeting will be held in Florence to organise the activity of the following MCM2

**MCM1/D14** The Internal Workshop connected to the MCM in Florence will be subsidized up to 3000 Euro.

**MCM1/D15** MCM3 together with the joint Working Group meetings will be organized in May 2007. The exact date and place to be decided later.

#### 12. AOB

The participants to the Conference on "Living with climate" and 5<sup>th</sup> EMS Conference gave the short presentations on possible hints and cooperation coming from these events. The report from "Living with climate" is in **Annex 7**. A possible cooperation to a Forward Look on "Food in the changing world" was mentioned by P. Nejedlik. H. Tuomenvirta will bring the info on this issue at the next MCM.

**MCM1/D16** Two proposals to the STSMs were approved /from Greece to Italy and from Italy to Brazil. The participants are encouraged to apply on line at the COST web site and to send the applications to the Core Group.

The MC received a suggestion to support the publication and to buy a certain number of copies of the teaching programme on Agrometeorological simulations organized by COST 718 to which some 734 members acted as the lecturers.

**MCM1/D17** The MC agrees to buy cca 250 copies of the teaching programme of Training Summer School on Agrometeorological Simulation for cca 7000 Euro for the distribution to Action's participants.

-The MC members are encouraged to bring some suggestions for the Action's logo.

**MCM1/D19** Delegates are expected to prepare an Expression of Commitment using the template in **Annex 8**.

**MCM1/D20** The MC agrees to support common WMO-COST publication on "Weather, Climate and Farmers", which will be published by Cambridge University Press by 10000 Euro.

Coming Conferences:

-Climate and heritage/London/18-19/01/2007

-Climate change and the European Water Dimension /Berlin/12-14 February 2007/

Annex 1 List of participants

Annex 2 List of MC members

Annex 3 Agenda

Annex 4 COST Office information

Annex 5 Rules of Procedures of COST Action 734

Annex 6 WMO and COST734 common activities

Annex 7 The Conference "Living with Climate"

Annex 8 The EoC

#### Annex 1

1	Josef EITZINGER	Austria
2	Valentin KAZANDIJEV	Bulgaria
3	Vesselin ALEXANDROV	Bulgaria
4	Visnja VUCETIC	Croatia
5	Petroula MAVRIKIOU	Cyprus
6	Miroslav TRNKA	Czech Republic
7	Jørgen Eivind OLESEN	Denmark
8	Heikki TUOMENVIRTA	Finland
9	Pirjo PELTONEN-SAINIO	Finland
10	Kurt Christian KERSEBAUM	Germany
11	Leonidas TOULIOS	Greece
12	Nicolas R. DALEZIOS	Greece
13	Bernard SEGUIN	FRANCE
14	Emmanuel CLOPPET	FRANCE
15	János MIKA	Hungary
16	Elena KALMAR	Hungary
17	Simone ORLANDINI	Italy
18	Federica ROSSI	Italy
19	A. VERHAGEN	Netherlands ??
20	Ronald W.A. HUTJES	Netherlands ??
21	Tor Hakon SIVERTSEN	Norway
22	Jerzy KOZYRA	Poland
23	Malgorzata KEPINSKA - KASPRZAK	Poland
24	Marica ADRIANA CORNELIA	Romania
25	Elena MATEESCU	Romania
26	Dragutin MIHAILOVIC	Serbia
27	Lucka KAJFEZ - BOGATAJ	Slovenia
28	Luis GIMENO	Spain
29	Antonio MESTRE BARCELO	Spain
30	Pierluigi CALANCA	Switzerland
31	Giampiero MARACCHI	DC ESSEM representative
32	M.V.K SIVAKUMAR	WMO observer
33	Tomas HALENKA	CECILIA project (observer)
34	Pavol NEJEDLIK	COST Office

Annex 2

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**Draft Agenda**  
**Management Committee Meeting**  
**COST Action 734**  
**Impacts of Climate Change and Variability on European**  
**Agriculture: CLIVAGRI**  
**Brussels (Belgium), from 16/11/2006 to 17/11/2006**

**The meeting starts at: 10:00**

**Meeting place: Avenue Louisa 149, Ground floor**

1. Welcome to participants
2. Adoption of agenda
3. Presentation of the delegations
4. Status of the COST Action
  - Basic information from the COST Office /COST instruments, Grant System/
  - Status of Action
  - Number of Signatories
  - Budget Status, budget allocation process
5. Agreement on the internal rules of procedure for the Management Committee of the COST Action
  - /Internal procedures, EoC, COST reporting/
6. Election of the Chair and Vice-Chair
7. Working plan for the implementation of the COST Action (Memorandum of Understanding).
  - objectives and working programme
  - working method - organisation and management (including working groups)
  - nominations to the Working Groups
  - Working Groups leaders election and distribution to the Working Groups
  - distribution of tasks
  - Working Groups – working plans before the next MC+WGs meeting
  - time-table
8. Web site
9. External contacts /WMO, EEA, CECILIA/
10. Long-term planning
11. Time and place of next meeting
12. AOB /Forward look on Food in changing world/.

Conferences:

Climate and heritage/London/18-19/01/2007, Climate change and the European Water Dimension.

Annex 4



European **CO**operation in the field of **Sc**ientific and **T**echnical research

## ***Reform & Renewal***

COST Office, Brussels

*Article 1*

*The Management Committee(MC) for COST Action 734 has been set up in accordance with the provision of 1.3.7 - the Management Committee. The MC shall consist of no more than two representatives for each Signatory and no more than one representative for each non-COST institution admitted to participate in the Action.*

*The members of the MC shall be appointed for the duration of the Action. The COST Office shall be notified of any amendments to such appointments.*

*Article 2*

*The main responsibilities of the MC are defined in particular in 1.3.7 - the Management Committee with some additional provisions in 1.3.8 - Reports and 1.3.9 - Property rights.*

*Article 3*

*Each Signatory shall have one vote in the MC. If a member representing a Signatory is unable to attend, this power is delegated to an officially appointed deputy. Members representing non-COST institutions have the right to express their views but not to vote.*

*Article 4*

*The members of the MC, with the agreement of both the relevant CNC and the MC Chair, may appoint experts or advisors to accompany them or substitute for them in case of absence. Attendance at the meeting shall be strictly limited to members and their appointed experts or advisors as well as to specialists invited in connection with specific items on the Agenda. Only MC members and officially invited experts will be entitled to be reimbursed.*

*The names of the experts, advisors or specialists shall be communicated to the COST Office before each meeting.*

*Subject to the approval of the MC, any member may also invite representatives of international organisations or experts from non-signatory Countries to participate as observers in some of its activities in accordance with requirements.*

#### *Article 5*

*The MC may decide that some of its discussions or certain Minutes of meetings and other documents be considered confidential. Documents are not considered confidential unless this is clearly stated on the front page.*

*The information supplied by the members of the MC shall not be published without their agreement.*

#### *Article 6*

*If in the course of this Action results are obtained or expected, which could give rise to intellectual (industrial or non industrial) property rights, the MC shall take the necessary steps, be it by written agreement among the participants or otherwise, in order to protect these rights, with respect to the principles set out in section 11 of this Part.*

#### *Article 7*

*The MC shall appoint from among its members representing Signatories, by a simple majority vote, a Chair and a Vice-Chair for the whole duration of the Action.*

*If the Chair is unable to attend, his/her place shall be taken by the Vice-Chair.*

*In the event of the premature termination of the appointment of the Chair or Vice-Chair, they shall be replaced for the remainder of the term of office in question, again by a simple majority vote.*

#### *Article 8*

*Meetings of the MC shall be officially held only if at least two-thirds of the Signatories are represented.*

*The decisions of the MC shall be taken by a simple majority of the Signatories present and voting. If appropriate, a secret ballot may be carried out and the votes shall be counted by the COST Office representative. In the event of a tie, the procedure may be repeated.*

#### *Article 9*

*The MC shall be convened by the Chair as often as required for the performance of its tasks, and should meet at least once per year.*

*It may also be convened at the request of members representing at least three Signatories.*

#### *Article 10*

*Support for the MC shall be provided by the COST Office, according to section 8, paragraph 5 of the Rules and Procedures or directly by the Action MC in the case of support through the annual grant system. In the latter case, a grant holder institution is appointed (normally that of the Chair or Vice-Chair of the MC) provided it can demonstrate appropriate competence in administrative and financial matters (see Article 11)*

#### *Article 11*

*Correspondence shall be dealt with by the COST Office, which shall be responsible for all contact with the Chair, Vice-Chair and members of the MC other than in the case of the annual grant system (see Article 10).*

*The COST Office will receive copies of all correspondence.*

*Documents to be distributed by the COST Office or the grant holder at the meetings should be sent at least three weeks before, for their duplication. For last minute documents to be distributed during meeting sessions, a sufficient number of copies should be brought, in order to avoid duplication on the spot. Whenever possible, documents should be duplicated and mailed by the authors directly to the participants and the COST office/grant holder.*

*The COST Office will maintain master copies of all documents when it provides the secretariat. In the case of annual grants, this is the responsibility of the grant holder.*

#### *Article 12*

*Meetings shall be held where the MC considers it advisable to meet at the invitation of an institution in a signatory State. The COST Office shall, however, only undertake the organisation of the meetings held in Brussels.*

*The cost of organisation of meetings elsewhere shall be borne by the host country.*

#### *Article 13*

*The working language of the MC is English. Documents from the COST Office will be issued in this language. The personal academic and scientific titles will not be used in Action's communication and documents.*

#### *Article 14*

*The travelling expenses incurred by and allowances due to a maximum of two members and for a maximum of three meetings per year of the MC will be borne by the COST budget for representatives of a Signatory eligible for reimbursement. Details of the reimbursement are covered by the "Rules for reimbursement of expenses for experts eligible for reimbursement".*

#### *Article 15*

*These rules of procedure may be amended by the MC following a valid vote as long as the changes do not contravene the basic principles set out in these Articles nor the "Rules and Procedures for implementing COST Actions" or adversely affect the functioning of the Action. Proposals for the amendment of these rules shall be circulated one month prior to their discussion to the members of the MC and to the COST Office.*

**WMO and COST Action 734**  
**CLIVAGRI**

*M.V.K. Sivakumar*  
*World Meteorological Organization*



## Annex 7

"Living with Climate" conference was organized by World Meteorological Organization (WMO) and co-hosted by Finnish Meteorological Institute (FMI) and International Research Institute for Climate and Society (IRI) on 17-21 July 2006 in Espoo, Finland. COST Actions were introduced at a poster stand presented by Pavol Nejedlik. In addition, Malgorzata Kepinska-Kasparzyk, Lucka Kajfez Bogotaj and Heikki Tuomenvirta participated the conference. Participants of the conference being experts in natural disasters, public health, energy and the built environment, water resources, agriculture and food security, decision-related sciences, and policy and climate, prepared a statement on climate-related risk management. These recommendations are meant to be considered by WMO, other UN System organisations, and sectoral and development organisations operating at national, regional and international levels. A summary on the conference will provided to the Action.

Annex 8

**TEMPLATE for individual Expression of Commitment of Participants in COST Actions**

- 1. Title of contribution**
- 2. Name of proposer, institution, contact information,**
- 3. Which objective(s) of the MoU you will address?**
- 4. Briefly describe you envisaged contribution(s) to the Action. Which part(s) of the scientific programme of the MoU your contribution is concerned with?**
- 5. What deliverables you will produce within the Action?**
- 6. Indicative timetable for performing the proposed tasks**
- 7. How much manpower/resources will be approximately dedicated to the Action?**
- 8. Can you assure that the necessary resources will be available to perform the task;**
- 9. Foreseen collaboration within the Action and with external programmes or projects**
- 10. Short statement on previous experience in the field (incl. up to 5 relevant publications).**

**Date:**