

COST Action CA16218
Action Title: NANOSCALE COHERENT HYBRID DEVICES FOR SUPERCONDUCTING QUANTUM TECHNOLOGIES

Minutes
Management Committee Meeting
Bourg Saint Maurice, France
From 26th March 2018 to 29th March 2018

1. Welcome to participants

The Chair of the Action, Hermann Suderow opens the meeting and welcomes all participants.

2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum

With the minimum of 2/3 of the parties present (19 country representatives attended the meeting: NL, IL, UK, SE, CH, FR, RO, HU, DE, ES, SI, PT, AT, BE, BG, EL, SK, IT, PL – out of 25 – Apologies: FI, TK, ME, DK, CZ, EE), the necessary quorum was achieved allowing the Management Committee meeting to officially take place in accordance with Article 9 of the Rules of Procedure for the Management Committee (see http://www.cost.eu/action_management)

3. Adoption of agenda

The meeting participants agreed to adopt the draft meeting agenda sent by the Action Chair via email on the 21st of March, 2018, where the main points for discussion were also highlighted.

4. Approval of minutes and matters arising of last meeting

There were no pending issues from last meeting. All participants had already acknowledged the minutes of previous MC meeting via email vote after the introduction of minor corrections.

5. Update from the Action Chair

a) Status of Action: start and end dates of Action, participating COST countries, participating NNC/ IPC institutions and Specific Organisations.

CSO approval: 23/06/2017	GP 1: 1 Nov 2017 – 30 April 2018
Start of Action: 18/10/2017	GP 2: 1 May 2018 – 30 April 2019
End of Action: 18/10/2021	GP 3: 1 May 2019 – 30 April 2020
Duration: 4 years	GP 4: 1 May 2020 – 30 April 2021
Parties: 25	GP 5: 1 May 2021 – 30 Sept 2021

6 countries joined the Action since the kick-off meeting took place in October, 2017: Denmark, Hungary, Czech Republic, Turkey, Montenegro and Finland.

Parties							
Country	Date	Country	Date	Country	Date	Country	Date
Austria	18/07/2017	Belgium	19/09/2017	Bulgaria	04/10/2017	Czech Republic	24/10/2017
Denmark	17/10/2017	Estonia	25/08/2017	Finland	04/12/2017	France	13/07/2017
Germany	19/07/2017	Greece	03/08/2017	Hungary	18/10/2017	Israel	16/07/2017
Italy	27/09/2017	Montenegro	30/10/2017	Netherlands	29/08/2017	Poland	04/10/2017
Portugal	19/09/2017	Romania	17/08/2017	Slovakia	21/09/2017	Slovenia	28/07/2017
Spain	22/08/2017	Sweden	06/09/2017	Switzerland	11/07/2017	Turkey	08/01/2018
United Kingdom	01/08/2017						

6 NNC/ IPC institutions are included or in the process to be included in the Action.



The following are MC Observer requests being processed (click on one to see the Detail page).

#	ID	Type	Action	Country	Institution	Participation
1	2975	IPCR	CA16218	 CO	Universidad Central	MC Approval
2	3021	IPCR	CA16218	 BR	Sao Carlos Federal University	Template Completion
3	3022	IPCR	CA16218	 US	Los Alamos National Laboratory	MC Approval
4	3023	NNCR	CA16218	 UA	Karazin Kharkov National University	MC Approval
5	3051	IPCR	CA16218	 US	Ames National Laboratory	Template Completion

Any other institutions interested in joining and which can be of benefit for the action are welcome. At present, there is no institution from Japan nor China and other countries are also much welcome. Hermann reminds that we should add groups where we plan to have people from Europe travelling over there (and not the opposite), in order to take full advantage of the possibilities offered by the Action.

b) Short Term Scientific Missions (STSM): review of completed reports and new applications

3 STSMs have taken place until the moment:

Mr Pablo Orús	2017-12-10	2017-12-24	15 days	1700.00
Dr Yonathan Anahory	2018-01-18	2018-01-23	6 days	1150.00
Prof Oleksandr Dobrovolskiy	2018-02-04	2018-02-21	18 days	2465.00

The aim and main outcomes of these STSM was briefly explained.

There is budget available for at least one additional STSM in this Grant Period (GP1), as one of the planned STSMs within the period had to be cancelled due to 'force majeure' reasons (it will likely take place during the 2nd GP).

In addition, one ITC conference grant application was received and approved via mail by the Management Committee. The travel will take place during the 2nd Grant Period.

6. Update from the Grant Holder: Action budget status

The planned budget for GP1 was presented to the Management Committee members by the Action Chair with a brief explanation of the expenses incurred to date.

COST Action CA16218 Annex A of the Grant Agreement (not editable) from 2017-11-01 to 2018-04-30

Networking Tools	Quantity	Budget
Meetings	1	EUR 45 600.00
Training Schools	0	EUR 0.00
Short Term Scientific Missions (STSM)	3	EUR 7 395.00
ITC Conference Grant	0	EUR 0.00
COST Action Dissemination	1	EUR 3 000.00
Other Expenses Related to Scientific Activities (OERSA)	1	EUR 92.00
Total Science Expenditure		EUR 56 087.00
Financial and Scientific Administration and Coordination (FSAC) - MAX. 15%	15 %	EUR 8 413.05
Total Grant		EUR 64 500.05

For this Conference/Meeting, there will likely be remaining budget because of few cancellations (approximately 3000 €). All participants agreed to use these funds to:

- cover additional students, if allowed by COST
- cover further travel expenses of participants from ITC countries

In order to be able to precisely adjust this budget, the Chair reminded that all participants should submit their Travel Reimbursement Requests as soon as possible.

7. Update from the COST Association, if a representative is present

Representatives from the COST Association were finally not able to join for the meeting. Nevertheless, the presentations and points highlighted by them in previous emails and phone conversations have been included in the MC discussion.

8. Monitoring of the Action

The webpage of the Action was presented. Input and feedback was requested to all participants on several aspects: Industry collaborations, publications, attendance to conferences or the European Virtual Institute – EVI (an update on the equipment and techniques available from different groups is needed from which the Action could benefit). The Chair reminded that it is essential to acknowledge the Action in the publications in order to improve its visibility and facilitate exchanges. Furthermore, the publications receive additional visibility by being highlighted in the webpage and social network activity of the Action (twitter).

Then, the procedure for evaluating and selecting STSM applications and ITC conference grants was reviewed. By now, applications are granted on a first come, first served basis. However, considering how successful these activities have been during the first months of the action, budget issues might arise at some point. The MC decided that the same procedure will be used, with, however, regular monitoring each two months. If the Chair detects a risk of overspending in these items, he will inform the MC and set-up regular calls every two months, with an assignment of resources at a competitive basis.

9. Implementation of COST policies on:

- a) **Promotion of gender balance and Early Career Investigators (ECI)**
- b) **Inclusiveness and Excellence (see below list of Inclusiveness Target Countries)**

The Chair of the action presented the monitoring efforts made by the Action. 30% of the STSMs budget has been spent on or from ITC countries. 66% has been invested in covering the STSMs costs of ECIs. In the case of the meeting, 30% of the supported participants come from ITCs and 65% of the supported participants are ECIs. The Chair acknowledges the effort of the main organizers, Dimitri Roditchev and Brigitte Leridon, to implement COST policies. Final figures on budget allocation to these two groups will be calculated once all TRR forms are submitted and reported in the periodic report.

The MC agrees again that the aim is to reach 50% of the budget allocated to ITC countries at each grant period, as far as possible.

Regarding Gender balance, the responsible person, Beena Kalisky, informs about the monitoring activities that have taken place. In particular, representation of female participants in the meeting is certainly higher than in other physics related conventions, but still and despite the efforts to support female participants, there is a strong gender imbalance (3:1). The Chair informed about general statistics related to gender and insisted that monitoring and improving as far as possible gender balance are key points of the Action. He also informed about representation of MC members on the women and girls in science day, and other related activities performed. It was agreed that the monitoring efforts can be improved, given that at the time of the meeting there were only 28 responses with a few obvious errors, that have been corrected shortly after the meeting. The MC agreed to foster participation from partners in Gender and ECI monitoring.

10. Follow-up of MoU objectives: progress report of working groups

The Chair reminded the Action objectives and WGs based on the Memorandum of Understanding as well as the management structure. A list of achievements will be prepared in September by the WG leaders.

A discussion arose about the strong connections of the Action with industry and that the next steps for the development of the webpage should include industry. Several proposals were made: Siemens, Plassys, Singlequantum, Hypres or Seeqc. Efforts will be made on boosting this aspect of the action in the coming months.

11. Scientific planning

- a) **Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)**

A new Work and Budget Plan will be prepared in the next few weeks for the 2nd Grant Period, with specific GP goals, WG tasks, deliverables and networking activities to successfully achieve them. It will be circulated to MC members for approval.

One of the key activities for the 2nd Grant Period will be a training event to be organized in Braga (Portugal) for the week of the 8th- 12th of October, 2018. Venue and dates were communicated and voted via email prior to the meeting. Participants discussed the need of organizing a school at the beginning of the Action so that students can take most benefit. It was agreed that a school is fundamental for the success of the Action. Furthermore, the possibility to combine it with a workshop was mentioned. The Chair agreed to organize a school (training event) and to check available options with the COST project officers to combine the school with a workshop.

The tentative title for the school is "QUANTUM MATERIALS" Details on the aims and program to be discussed as soon as possible after the meeting.

Overall budget for the 2nd GP is presented and discussed by the Action Chair. There is budget to cover costs of 60 participants approximately in the main event (training event and eventually workshop). The MC decided to limit the reimbursement rates of accommodation and meals at 130€ per day altogether. Furthermore, trainees will be reimbursed based on real costs, not in form of grants.

Another important activity for the 2nd Grant Period will be the MC meeting and the workshop to be held in Q1 of 2019. Possible dates were discussed, in particular in relation to other activities expected during 2019. Three proposals were discussed:

- Scanning probes in quantum materials (Israel)
- Ultra-fast physics in quantum coherent systems (Slovenia)
- Carbon based nanostructures for superconducting devices (Hungary)

The one in Israel seems promising, even though it is not an ITC country. The MC decided to favor the meeting in Israel and take the final decision once a written description is distributed among all members. The MC also decided to make the next MC meeting within this workshop, because that will provide the best time frame, taken into account that the MC has met early 2018.

Furthermore, the organizers of a Vortex conference in May 2019, which were present at the MC meeting, mentioned the dates of that meeting and the fact that its objectives coincide in most aspects directly with the objectives of the Action. The dates of this meeting are within the 3rd grant period. Therefore, the final relation between the COST Action and this meeting can only be discussed in the next MC meeting. However, the MC already now wants to state the extremely positive view of making a joint meeting with the COST Action, both to improve the visibility and impact of the Action, as well as to optimize efforts at a European level.

Some additional requests for support from the action were discussed. There is one meeting organized in Vercors-Grenoble-France and another one to be organized in Finland in September 2018. As these are too close to the above mentioned school in time and to present meeting in location, the MC decided to offer support to the organizers by allocating a limited amount of ITC conference grants for potential participants of the Action giving invited presentations in those meetings.

b) Action Budget Planning

An option for distributing the budget allocated by the COST association (€139.000) for the 2nd Grant Period was proposed by Hermann:

School Autumn 2018		70.000
Meeting 2019		35.000
STSM	6 x 1.700€	10.200
ITC conference Grants	3 x 1.200€	3.600
Dissemination		2.000
OERSA		120
TOTAL SCIENTIFIC EXPENDITURE		120.920
FSAC		18.138
TOTAL ELIGIBLE COSTS		139.058

It was accepted and approved unanimously by all the MC members.

c) Long-term planning (including anticipated locations and dates of future activities)

Apart from the school in Braga in October, 2018, and the different meeting options discussed above (Q1, 2019 – venue to be decided and possibly May 2019 in Belgium), the Chair mentioned the possibility to organize joint meetings with other related COST Actions, in particular Actions MOLSPIN and ATOMQTECH.

d) Dissemination planning (Publications and outreach activities)

Apart from the webpage (see point 8 of this document) it was mentioned that a video to popularize the action is being organized. All members agreed this is a good idea. A flyer and a brochure will also be prepared during the 2nd GP.

12. Requests to join the Action from:

- a) **COST countries**
- b) **Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations**

Refer to point 5 of this document.

13. AOB

Main themes for discussion were risen in previous points.

14. Location and date of next meeting

Bom Jesus site – Braga (Portugal) 8th – 12th of October, 2018

Structure and final contents to be decided in next few weeks. Speakers to be selected and invited shortly.

No registration fee for Action participants. Reservation of hotels including full board by each participant. Per decision of the MC, the full board is limited to 130€ per day, including trainees. Trainees will be reimbursed on actual costs.

15. Summary of MC decisions

The most relevant points and decisions of the meeting were summarized:

- The next event in Portugal (see details in points 11a and 14 above)
- Plan for another meeting in early 2019 (GP2) and in May 2019 (GP3)
- GP1 Budget available for one/two additional STSMs and for covering further travel expenses of ECIs and participants from ITC countries
- Think of MC observers (non EU participants) or of any institutions or persons interested in joining the action and provide us with their contact details.
- Gender balance: Fill up the form that Beena and Floriana sent (goo.gl/pCHKLx)
- Procedure for allocating STSMs/ITC conference grants to be polished.
- Involve industry as much as possible in the action.
- Provide input for the webpage in general and the EVI in particular.
- **Acknowledge the action (CA16218 nanoco-hybr) in the acknowledgments section of papers.**
- A new Work and Budget Plan will be prepared in the next few weeks for the 2nd Grant Period. It will be circulated to MC members for approval. Budget proposed unanimously approved.

16. Closing

The MC Chair thanked the participation of all the MC members and closed this meeting. Then all MC members joined the rest of the conference participants where a general presentation was given by the Action Chair and the Grant manager about COST Actions, networking instruments and policies as well as on funding, administration and reimbursement mechanisms.

[Meeting ends]