



Subject | Minutes of the First Management Committee Meeting of COST Action CA16218 “Nanoscale coherent hybrid devices for superconducting quantum technologies”

*Brussels, Belgium
18th October 2017*

1. Welcome to participants

The participants were welcomed by Dr Mónica Pérez-Cabero, Science Officer and by Ms. Milena Stoyanova, Administrative Officer of the Action. Dr Mónica Pérez-Cabero chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Grant Holder that was carried out under agenda item 7 and 8.

2. Verification of the presence of two-thirds of the Participating COST Countries (quorum)

With the minimum of 2/3 of the parties present (17 country representatives out of 19 attended the meeting), 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)

It is important to mention that 2 new countries joined the Action on 17th Oct (Denmark) and 18th Oct (Hungary) 2017, and there was not time to invite them for the MC1, thus, they were not considered for the quorum, which was anyway achieved.

3. Adoption of agenda

The meeting participants agreed to adopt the draft meeting agenda received with the official invitation to the meeting.

4. Tour de table / introduction of the MC members

At point 2 of the Agenda, the delegates presented themselves in a “tour de table” (Participants list see Annex 1).

5. General information on COST mechanism and on the funding and reporting of coordination activities:

Dr Mónica Pérez-Cabero, gave a presentation on the COST mechanism, Actions, networking instruments and policies of the COST Association (Annex 2). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Ms. Milena Stoyanova, continued with an introduction on the COST Grant System and administration of COST Actions). Relevant information can be found on the COST website at <http://www.cost.eu/participate>.

Ms. Ingeborg Nolte continued with an introduction on the COST Communication Department and the Guidelines for communicating Action results. Relevant information can be found on the COST website at http://www.cost.eu/download/guidelines_action_dissemination_results_outcomes. Moreover, the new COST Science Communication Manager role was introduced and his/her responsibilities were fully described.



6. Agreement on the internal rules of procedure for the Management Committee of the COST Action

The participants agreed to comply with the Rules of Procedure for the Management Committee were presented and read by the meeting participants from Annex I *COST Action Management, Monitoring and Final Assessment (COST 134/14: http://www.cost.eu/action_management)*.

7. Setting the frame for the Action - presentation by the Science Officer

CSO Approval: 23/06/2017

Start of the Action: 18/10/2017

End of Action: 17/10/2021

Parties							
Country	Date	Country	Date	Country	Date	Country	Date
Austria	18/07/2017	Belgium	19/09/2017	Bulgaria	04/10/2017	Denmark	17/10/2017
Estonia	25/08/2017	France	13/07/2017	Germany	19/07/2017	Greece	03/08/2017
Hungary	18/10/2017	Israel	16/07/2017	Italy	27/09/2017	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
United Kingdom	01/08/2017						

Total number of COST Countries having accepted the MoU: 21

The budget for the first grant period (1st Nov 2017 to 30th April 2018) is maximum 61,500 €.

The MC took note of the recommendations of the Scientific Committee at the selection of the proposal for this COST Action and agreed to follow them.

8. Election of the Chair and Vice-Chair

Dr Hermann Suderow (Spain) was elected unanimously as Action Chair, who chaired the session from this moment. The MC decided unanimously to elect Dr Francesco Tafuri (Italy) as Vice Chair.

9. Selection of The Grant Holder institution (Scientific Representative)

Universidad Autonoma de Madrid (Spain) was elected as the Grant Holder Institution, represented in the MC by Dr Hermann Suderow (Spain), who was elected as the Scientific Representative of the Grant Holder Institution.

The MC decided to set the FSAC rate to a maximum of 15% of the Total Scientific Expenditure.

10. Presentation and discussion of the Action

The elected Chair presented the Action based on the Memorandum of Understanding (Annex 3).

The Action objectives and WGs have been presented in detail.

D1. Midterm report

D2. Final report

- D3. First MC meeting, including organization.
- D4. Second MC meeting, including workshop, WG advances and monitoring.
- D5. Third MC meeting, including workshop, WG advances and monitoring.
- D6. Fourth MC meeting, including workshop, WG advances and monitoring.
- D7. Fifth MC meeting, including workshop, WG advances and monitoring
- D8. Report on the main advances in the field on interface and monolayer superconductors, including the workshop and publications related to the WG1 of the Action.
- D9. Report on the main advances in the field on superconducting junctions for detectors and quantum devices, including the workshop and publications related to the WG2 of the Action.
- D10. Report on the main advances in the field of **vortex pinning**, including the **workshop** and **publications** related to the WG3 of the Action.
- D11. Report on the first training school.
- D12. Report on the conference.

11. Establishment of Action Management structure

The MC elected the following MC members/substitutes for the relevant positions of WG leaders:

- WG1. Leader: Dr. D. Kölle (Germany)
 - Co-leader: Dr. *S. Bending* (United Kingdom)
- WG2. Leader: Dr. A.I. Buzdin (France)
 - Co-leader: Dr. *J. Villegas* (France)
- WG3 Leader: Dr. B. Leridon (France)
 - Co-leader: Dr. *A. Silhanek* (Belgium)
- STSM Manager: Dr. G. Kakazei (Portugal)
 - Supporting group: Dr. P. Samuely (Slovakia), Dr. M. Milosevic (Belgium) and Dr. A. Crisan (Romania)
- Science Dissemination Manager: Dr. Y. Anahory (Israel)
 - Supporting group: Dr. A. Palau (Spain), Dr. I. Guillamón, (Spain), Dr. A. Black-Schaffer (Sweden) and Dr. T. Samuely (Slovakia)
- Industry Collaboration: Dr. T. Puig (Spain)
 - Supporting group: Dr. W. Lang (Austria), Dr. J. Robinson
- Gender and ECI monitoring: Dr. F. Lombardi (Sweden)
 - Supporting group: Dr. *B. Kalisky* (Israel)
- Virtual Laboratory: Dr. D. Stornaiolo (Italy)
 - Supporting group: I. Maggio-Aprile (Switzerland) and O. Dobrovolskiy

The Core Group is formed by the WG leaders (underlined names above). In order to facilitate the daily management of the COST Action, the MC agreed to provide the Core Group with the mandate to take decisions for budget modifications under 5,000 €, and all changes concerning the STSMs management without consulting the full MC. This decision was voted unanimously.

The whole MC also voted unanimously in favour of limiting to 15 days the time to reply to an invitation

and the time to submit the travel expense report and receipts to the GH. .

12. Action implementation planning

The following aspects were reviewed and discussed:

The MC discussed on the venue options for the first workshop. Four countries were considered, France, Israel, Portugal and Poland. For now, the most promising location is France starting either on March 18th or 25th was. Confirmation will be given shortly.

The MC revised and approved the Action proposed contents for the WBP, as follows:

A. COST Networking Tools		Budget	
(A.1) MEETINGS	MC meeting, Core group meeting, Scientific Workshop <i>about 50 participants, 3 days</i>	44,000 €	
		LOS	4,000 €
(A.2) STSM	General STSM	3,000 €	5,500 €
	ECI STSM	2,500 €	
(A.3) Dissemination activities: Website + Marketing		3,000 €	
B. TOTAL SCIENCE EXPENDITURE (sum (A.1) to (A.3))		53,500 €	
C. FSAC (15% of B)		8,000 €	
D. TOTAL EXPENDITURE (B+C)		61,500 €	

The MC agreed to promote by all possible means the use of STSM and other instruments available to the Action. The MC agreed to revise the budget and allow for the use of funds in STSM, according to the activities developed during the first granting period.

13. Any Other Business (AOB)

- To promote young researchers and to diversify the speakers in the workshops, the MC agreed unanimously to limit the number of oral presentations given by the MC members.
- The MC agreed on the procedure to apply for a STSM. It was agreed that a form will be available online. The form will be filled and submitted by candidates. Each application will be evaluated by the STSM committee.
- The MC agreed on the procedure to have an open minded and inclusive approach to new members, and allow their participation to the largest possible extend, as long as their expertise and projects contribute to the objectives of the Action.

14. Closing

The MC Chair thanked the participation of all the MC members and closed the meeting at 17:00h.

Prepared by:

COST Association: Dr Mónica Pérez-Cabero

Action Chair: Dr Hermann Suderow



Minutes of the afternoon meeting were taken by Dr Y. Anahory.

List of Annexes

Annex 1: Participants List

Annex 2: Presentation from COST Association

Annex 3: Presentation from the Action Chair

