

Brussels, 22 April 2009

# **COST Action TD 0804**

## **“Soundscape of European Cities and Landscapes”**

### **Kick-Off Meeting**

### **Minutes**

**21 April 2009 (15:30 – 17:30)**

**22 April 2009 (09:30 – 12:00)**

**Venue:**

COST OFFICE

**Local host:**

COST OFFICE

Thierry Goger & Carmencita Malimban

# AGENDA

0. *List of participants*
1. *Welcome*
2. *Approval of the agenda*
3. *Presentation of the delegates*
4. *General information on COST mechanism and the funding of coordination*
5. *Status of the Action*
6. *Agreement on the internal rules of procedure for the MC*
7. *Election of the Chair and Vice-Chair*
8. *Working Plan for the Implementation of the COST Action (including work groups)*
9. *Budget Plan*
10. *Place and date of the next meetings*
11. *Miscellaneous*
12. *Closing of meeting*

# TERMS OF REFERENCE

## 0. List of participants

Country	Official MC delegate	Present	Apology	Absent
Austria (MC Member)	<a href="#">Professor Peter LERCHER</a>	X		
Austria (MC Member)	Dr. Norbert OSTERMANN (Pending)			
Belgium (MC Member)	<a href="#">Professor Dick BOTTELDOOREN</a>	X		
Belgium (MC Member)	<a href="#">Professor Maria LEUS</a>	X		
Croatia (MC Member)	<a href="#">Professor Hrvoje DOMITROVIC</a>	X		
Denmark (MC Member)	<a href="#">Dr. Jens Holger RINDEL</a>			
Finland (MC Member)	<a href="#">Dr. Heikki UIMONEN</a>	X		
Finland (MC Member)	<a href="#">Dr. Tapio LOKKI</a>	X		
France (MC Member)	<a href="#">Dr. Catherine LAVANDIER</a>			
France (MC Member)	<a href="#">Dr. Daniele DUBOIS</a>	X		
France (MC Substitute)	Dr. Catherine SEMIDOR (Pending)	X		
Germany (MC Member)	<a href="#">Professor Brigitte SCHULTE-FORTKAMP</a>	X		
Germany (MC Member)	<a href="#">Professor Klaus GENUIT</a>	X		
Greece (MC Member)	<a href="#">Dr. Kalliopi CHOURMOUZIADOU</a>	X		
Hongria (MC Member)				
Italy (MC Member)	<a href="#">Professor Luigi MAFFEI</a>	X		
Italy (MC Member)	<a href="#">Dr. Giovanni BRAMBILLA</a>	X		
Netherlands (MC Member)	<a href="#">Dr. Tjeerd ANDRINGA</a>	X		
Norway (MC Member)	<a href="#">Dr. Truls GJESTLAND</a>	X		
Poland (MC Member)	<a href="#">Professor Anna PREIS</a>	X		
Portugal (MC Member)	Professor Jos COELHO (Pending)	X		
Spain (MC Member)	<a href="#">Ms. Itziar ASPURU SOLOAGA</a>	X		
Spain (MC Member)	<a href="#">Mr. Alberto BANUELOS IRUSTA</a>	X		
Spain (MC Substitute)	<a href="#">Ms. Igone GARCIA PEREZ</a>			
Spain (MC Substitute)	Mr. Jose maria PEREZ LACORZANA (Pending)			
Sweden (MC Member)	<a href="#">Dr. Mats NILSSON</a>	X		
Sweden (MC Member)	<a href="#">Professor Birgitta BERGLUND</a>	X		
Sweden (MC Substitute)	<a href="#">Mr. Osten AXELSSON</a>	X		
Sweden (MC Substitute)	Mr. Jesper ALVARSSON (Pending)			
Switzerland (MC Member)	<a href="#">Dr. Kurt HEUTSCHI</a>	X		

United Kingdom (MC Member)	<a href="#">Professor Jian KANG</a>	X		
United Kingdom (MC Member)	<a href="#">Mr. Max DIXON</a>	X		
DC_TUD Co-rapporteur	Cristina Pronello	X		
DC_TUD Rapporteur	Frank Michaelberger	X		

## 1. Welcome

The Science Officer Thierry Goger welcomed all the participants. He introduced his colleagues, Carmencita Malimban and Kerstin Wilde, as the Administrative Officers (AO) and himself as the Science Officer (SO) for the COST Action and for the Domain Transport and Urban Development.

## 2. Approval of the agenda

Thierry Goger presented the agenda already sent by COST Office to all members with the official invitation. The agenda was adopted unanimously by the members.

## 3. Presentation of the delegates

The Science Officer invited each member to present itself and its main field of activities. All members introduced themselves and their link with the COST Action.

Thierry Goger requested the participants to submit a short description of their expertise and their areas of interest, including their potential participation to other COST Actions (5-10 lines) to the Action Chair in order to draw the global expertise covered by the COST Action and eventually to identify some gaps in the expertise regarding the need for the Action.

## 4. General information on COST mechanism and the funding of coordination

The Science Officer presented a power point presentation on this issue. This presentation is attached to the minutes.

## 5. Status of the Action

Thierry Goger presented the status of the Action. The information is available at [http://www.cost.esf.org/index.php?id=240&action\\_number=TD0804](http://www.cost.esf.org/index.php?id=240&action_number=TD0804) under the Action Fact Sheet.

## 6. Agreement on the internal rules of procedure for the MC

Each member was given a copy of the procedure. Thierry Goger read aloud each article with no objection from the participants. The rules of procedure were approved by the MC.

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

Thierry Goger invited the participants of the management committee (MC) to proceed with the election of the Chair and the Vice-Chair of the COST Action.

**Jian Kang** (UK) was elected unanimously Chair of the COST Action.

**Brigitte Schulte-Fortkamp** (DE) was elected unanimously Vice-Chair of the COST Action.

## 8. Working Plan for the Implementation of the COST Action (including work groups)

The Action Chair took over the floor and reminded the objectives and the organisation of the COST Action. The details can be found in the MoU at [http://www.cost.esf.org/index.php?id=240&action\\_number=TD0804](http://www.cost.esf.org/index.php?id=240&action_number=TD0804) and in the presentation from the Action chair attached to the minutes.

The MC members choosed the different WGs they want to contribute.

The MC appointed also a chair for all the WGs as mentioned below.

The MC approved also the contribution of participants for WG only.

	WG 1	WG 2	WG 3	WG 4	WG 5
Chair	<a href="#">Professor Dick BOTTELDOOREN</a>	<a href="#">Dr. Truls GJESTLAND</a>	<a href="#">Professor Peter LERCHER</a>	Dr. Catherine SEMIDOR (Pending)	<a href="#">Professor Luigi MAFFEI</a>
Vice-Chair	<a href="#">Dr. Tjeerd ANDRINGA</a>	<a href="#">Dr. Daniele DUBOIS</a>	<a href="#">Professor Brigitte SCHULTE-FORTKAMP</a>	Professor Jos COELHO (Pending)	<a href="#">Mr. Max DIXON</a>
<b>Participants</b>					
<a href="#">Professor Peter LERCHER</a>		X	X (1)		
Dr. Norbert OSTERMANN (Pending)					
<a href="#">Professor Dick BOTTELDOOREN</a>	X (1)				X
<a href="#">Professor Maria LEUS</a>				X	
<a href="#">Professor Hrvoje DOMITROVIC</a>		X		X	
<a href="#">Dr. Jens Holger RINDEL</a>					
<a href="#">Dr. Heikki UIMONEN</a>		X (1)			X
<a href="#">Dr. Tapio LOKKI</a>	X (1)				X
<a href="#">Dr. Catherine LAVANDIER</a>					
<a href="#">Dr. Daniele DUBOIS</a>	X (1)	X			
Dr. Catherine SEMIDOR (Pending)				X (1)	X
<a href="#">Professor Brigitte SCHULTE-FORTKAMP</a>			X (1)	X	
<a href="#">Professor Klaus GENUIT</a>	X (1)		X		
<a href="#">Dr. Kalliopi CHOURMOUZIADOU</a>				X	
<a href="#">Professor Luigi MAFFEI</a>					X
<a href="#">Dr. Giovanni BRAMBILLA</a>			X (1)	X	
<a href="#">Dr. Tjeerd ANDRINGA</a>	X (1)	X			
<a href="#">Dr. Truls GJESTLAND</a>		X (1)		X	
<a href="#">Professor Anna PREIS</a>	X (1)	X			

Professor Jos COELHO (Pending)			X	X (1)	
<a href="#">Ms. Itziar ASPURU SOLOAGA</a>	X		X	X	
<a href="#">Mr. Alberto BANUELOS IRUSTA</a>			X (1)	X	
<a href="#">Ms. Igone GARCIA PEREZ</a>					
Mr. Jose maria PEREZ LACORZANA (Pending)					
<a href="#">Dr. Mats NILSSON</a>			X	X (1)	
<a href="#">Professor Birgitta BERGLUND</a>	X (1)		X		
<a href="#">Mr. Osten AXELSSON</a>			X (1)	X	
Mr. Jesper ALVARSSON (Pending)					
<a href="#">Dr. Kurt HEUTSCHI</a>			X		
<a href="#">Professor Jian KANG</a>		X		X (1)	
<a href="#">Mr. Max DIXON</a>				X	X (1)

## 9. Budget Plan

The Science Officer asked the Chair to build an annual work plan and an annual budget plan for the following periods and to send them to COST Office by 15 May 2009:

- from the date of the kick-off meeting till 31 May 2010

The Science Officer indicated to the MC Chair to base the budget plan on an average of 80 000 €/year (considering the number of parties involved already in the COST Action) and to use the average outlay of 800 € for a person attending a meeting.

The SO informed the MC members that the COST Action will migrate to the COST Grant System. Therefore, the Action has to appoint a Grant Holder.

The Action Chair suggested its institution “University of Sheffield” to be the Grant Holding Institution for the Action. The MC approved “University of Sheffield”.

The MC agreed to allocate 2000 € for GASG in order to build the COST Action Web Site. This task will be managed by the “University of Sheffield”.

The MC appointed a Steering or Executive Committee constituted by the Chair, the Vice-Chair and the relevant WG leaders. The Executive Committee is in charge of several operational aspects such as the selection and approval of the STSMs.

## 10. Place and date of the next meetings

The SO invited the participants to schedule the next meetings for the COST Action.

The MC agreed on the following time schedule for the coming meetings.

Meeting	Date	Place
MC + WGs	25-26 /06/2009	Brussels (BE)
MC + WGs + Workshop	28-29 /10/2009	Edinburgh (UK)

**11. Miscellaneous**

**12. Closing of meeting**

Thierry Goger thanked all the participants for their attendance and closed officially the meeting.

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