



**Minutes**  
**Management Committee Meeting**  
April, 17<sup>h</sup> 2018

**COST Action no. IC1403**  
**Action Title: Cryptanalysis of ubiquitous computing systems (CRYPTACUS)**  
**Lince Azores Hotel, Ponta Delgada, Sao Miguel, Portugal**

The MC Chair opens the meeting at 8:35.

The secretary of the meeting is Isabelle Mesguen (Grant Holder administrative manager).

Represented countries are: Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Italy, Montenegro, Netherlands, Poland, Portugal, Serbia, Slovenia, Spain, Turkey, United Kingdom.

## **1. Adoption of the agenda**

The quorum is checked before the meeting starts. 14 countries are represented today out of 30 countries involved in the Action: the quorum is not reached.

The MC Chair displays the agenda previously sent by e-mail to MC Members and Substitutes.

The MC Chair asks whether there are new points to be included into the agenda.

## **2. Welcome to participants**

The MC Chair thanks Richardo Chaves for organising the meeting in Ponta Delgada, Sao Miguel.

The MC Chair welcomes Muhammed Ali Bingöl, who is a new MC substitute for Turkey.

The MC Chair recalls that the most important documents to be taken into account for the Action are:

- the Memorandum of Understanding (MoU) for the Action's objectives and scientific targets
- the COST Vademecum for administrative rules,
- the Cryptacus website ([www.cryptacus.eu](http://www.cryptacus.eu))
- the Work and Budget plan of the current Grant Period.

### **3. Approval of minutes and matters arising from last meeting**

Three e-votes were organised since Nijmegen's MC Meeting:

- Budget amendment (07/02/18)
- Minutes approval (21/12/17)
- Colocate a Workshop with the Training School (21/12/17)

The results are:

- "EUR 12,131.30 are re-allocated as follows: EUR 8,500 for STSMs and EUR 3,631.30 EUR for the Training School in São Miguel."
- "The minutes of the MC Meeting organized in Montenegro have been unanimously approved.""
- "The Cryptacus event in São Miguel Island will be held from April 14th to 20th, 2018, instead of April 16th to 20th, 2018 (as originally stated in the Work & Budget Plan). MC Members will be reimbursed to attend the distance bounding workshop, the book working session, and the MC Meeting. Speakers will be reimbursed to attend the distance bounding workshop. Authors of a selected chapter will be reimbursed to attend the book working session. Trainers will be reimbursed to attend the training school."

Given that the quorum is not reached, the minutes of the last Cryptacus meeting which took place in Nijmegen, Netherlands in November 2017 will be approved through an electronic vote. The MC Vice-Chair will launch the vote in May 2018,

### **4. Update from the MC Chair**

The MC Chair reminds that acknowledgement of the COST is required for publications related to the Action. If posters and presentations result from the COST cooperation, they have to show the COST logo.

He also reminds that changes in the W&B Plan after signature and approval from the COST office need to be re-approved by the management committee. The W&B Plan of the final Grant Period was voted by the MC in February 2018.

## **5. Update from the Grant Holder**

The MC Chair presents the activity within the current Grant Period.

The Grant Holder administrative manager explains the budget allocated and planned during this running Grant Period. The budget allocated to ITC grants was not used (no request submitted) and has been reallocated to Sao Miguel's event and to STSMs. The number of reimbursed persons for this meeting should be higher than expected.

The next financial report is to be submitted by the end of May: travel reimbursement requests should be presented as soon as possible.

The Grant Holder administrative manager reminds the main COST rules regarding reimbursement of nights, local transport and taxi expenses, and she answers MC Members questions.

The MC Chair shows the STSM applications throughout the Action and informs that participants can apply for STSMs for the next Grant Period. For this current Grant Period, 12 STSMs already took place since May 2017, one is taking place at the moment.

The Grant Holder administrative manager informs the MC Members that no application for ITC grants was claimed for during this current Grant Period. One MC Member asked for an ITC grant for the next Grant Period. This COST tool dedicated to Inclusiveness Target Countries allows Early Career Investigators and PhD students to get grants if they give talks in international conferences not organized by a COST action. This tool excludes regional and national events. Demands need to be submitted 45 days before the event.

## **6. Update from the COST Association**

The MC Chair informs the MC Members that COST reminded him that e-votes should be initiated and managed by the MC Vice-Chair, instead of the MC Chair, given that the MC Chair is affiliated to the Grant Holder.

## **7. Promotion of gender balance and of Early Career Investigators (ECI)**

The MC Chair informs that:

- Gender balance is nearly respected throughout the STSMs since the beginning of the action: 38 % dedicated to female participants;
- ECI: 100 % of STSMs were dedicated to Early career investigators;
- Inclusiveness Target Countries : the first Action meeting took place in Croatia and 3 WG Vice leaders are from ITCs. The fourth meeting was organised in Montenegro and the current meeting and training school take place in Portugal: 50 % of all Cryptacus meetings occurred in ITCs;
- Out of the 13 STSM applications of the current Grant Period, 6 originate from France. Since the beginning of the Action, only 8 % of the STSM applicants came from ITCs.

## **8. Follow-up of MoU objectives**

Since the Cryptacus Action is running, 6 MC meetings, 2 training schools and 3 workshops took place. The expectations provided in the Memorandum of Understanding (MoU) are met.

The Action Vice-Chair explains the process related to the future collaborative Cryptacus book: the publisher Springer was contacted. 8 chapters have been selected until now. The goal is to reach 14 chapters with 15 pages each. Some MC Members will contribute to the additional chapters (deadline: 11/06/18). Authors are asked to review one chapter. Each chapter will be reviewed twice (deadline: 11/07/18). If internal reviews are well made, Springer will not have to call for external reviewers. An extra budget amounting to a maximum of 10 000 Euros (Final Action Dissemination) can be allocated by the COST office for publication expenses. Recordings will be made during the next Cryptacus meeting (5 minutes for each chapter of the book). They will be available through open access.

## **9. Scientific planning**

The MC Chair presents the final Grant Period: it starts on May, 1<sup>st</sup> and finishes on December, 11<sup>th</sup> 2018.

Two other meetings are planned for the next and last Grant Period which will last 7 ½ months:

- 18-20 September 2018: final conference in Rennes, France. The website is available: [www.cryptacus.eu/en/conference](http://www.cryptacus.eu/en/conference). The meeting will consist of 45 minute talks. Several speakers have already been invited and accepted the invitation: the programme will be completed by Mid May. Many local people will attend the talks. Registration will be free for them (if they do not attend lunches and social event) as well as for MC Members and speakers. Registration fees will apply to external people. The official invitations will be sent to MC Members by the end of May. A social event should take place on September, 19<sup>th</sup> 2018. Hotel rooms have been pre-booked. More information in May.
- 4 December 2018: Cryptacus' Awareness Day in the COST office, Brussels, Belgium where a few speakers, some MC Members, companies and representatives of the European Commission will gather for 3-5 talks. The aim is to spread the results of the Cryptacus Action.

## **10. Promotion of the Action**

The MC Chair encourages MC Members to submit COST Action proposals: it is very important for the discipline.

Julio Hernandez-Castro insists that it is important to use the newsletter to get some input from MC Members: recent papers, organising an event, STSMs, job offers... (to be sent at the end of each month for the following newsletter). He would like Members to participate more in this newsletter. It is a way to promote the discipline and the members' work. To submit news to Julio: [cryptacus.newsletter@irisa.fr](mailto:cryptacus.newsletter@irisa.fr). The newsletter will be running until December 2018.

## **11. AoB**

No remarks from the audience.

## **12. Summary of MC decisions**

No decision was taken during this meeting because the quorum is not reached.

Ponta Delgada's MC meeting (unapproved) minutes will be sent in May to the MC Members and Substitutes. The minutes will be approved during the next MC Meeting (Rennes, September 2018).

## **13. Closing**

The MC Chair thanks Ricardo Chaves and his team for the organization of the meeting in Ponta Delgada, Sao Miguel.

The MC meeting ends at 9:30.