



Brussels, 12 December 2014

Minutes of the First Management Committee Meeting of COST Action IC1403 “IC1403: Cryptanalysis of ubiquitous computing systems (CRYPTACUS)”

Meeting place and date: Brussels, Belgium, 12 December 2014

Welcome to participants

The participants were welcomed by Dr Ralph Stübner, Science Officer, and by Mr Matthias Kahlenborn, Administrative Officer, for this Action. Dr Stübner chaired the first part of the meeting, including the election of the Action Chair, which was carried out under agenda item 7.

Adoption of the agenda

The draft agenda was adopted unanimously (Annex 1).

Status of the COST Action

CSO Approval: 15/05/2014

End of Action: 12/12/2018

Total number of accepting Parties to date: 24

Total number of parties intending to accept: 0

Presentation of the delegations

The delegates presented themselves in a “tour de table” (Participants list see Annex 2). Each delegate also expressed preferences for Working Group involvement.

With 21 countries present out of 24 COST countries participating in the Action the necessary quorum was achieved allowing the Management Committee meeting to officially take place in accordance with Article 8 of the Rules of Procedure for the Management Committee (see Annex 5).

General information on COST mechanism and the Annual Grant Scheme

Dr Stübner gave a presentation on COST, its policies and the networking to available to the Action (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Mr Matthias Kahlenborn then continued with the principles and procedures related to the administration of COST Action grants and with an introduction to the COST Grant System (Annex 4). Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- Rules for Participation in and Implementation of COST Activities (COST doc. 4112/13)
- COST Grant System Vademecum (Part 1)
- Progress Report and Final Report templates
- Grant Agreement Template



COST is supported by
the EU Framework Programme
Horizon 2020

COST Association
Avenue Louise 149 | 1050 Brussels, Belgium
t: +32 (0)2 533 3800 | f: +32 (0)2 533 3890
office@cost.eu | www.cost.eu

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

The Rules of Procedure for the Management Committee (Annex 5) were presented and read by Dr Stübner from Annex II of COST 4114/13 (COST Action Management). The Rules of Procedure were approved unanimously by the MC.

Election of the Chair and Vice-Chair of the Management Committee

Prof Gildas Avoine from INSA Rennes, Rennes, France, was elected unanimously as Chair.

Dr Julio Hernandez-Castro from University of Kent, Canterbury, United Kingdom was elected unanimously as Vice-Chair.

Election of the Grant Holder Institution

Grant Holder: INSA Rennes, Rennes, France, was elected as the Grant Holder institution with Prof Gildas Avoine being the Grant Holder Scientific Representative.

The MC approved that the elected Grant Holder receives for the fulfilment of the Financial and Scientific Administration and Coordination (FSAC) tasks a budget equivalent to 15% of the scientific expenditures of the Action.

Dr Stübner passed the chairing of the meeting to Prof Gildas Avoine.

Minutes of the first CRYPTACUS Management Committee Meeting, on 12/12/2014 at the COST office in Avenue Louise, 149 in Brussels.

The Management Committee meeting resumes at 13:09 local time, after the lunch break. The required quorum is $\frac{2}{3}$ of the total of 24 participating countries, i.e. 18 countries. The quorum is reached with 21 countries present. Prof. Avoine chairs the meeting.

Prof. Avoine starts with a brief introduction to what will happen in the rest of the MC and goes on with a general introduction covering different related topics.

At 13:33, when Prof. Avoine is discussing related COST Actions, Prof. Orlandi intervenes to ask about recent updates to the Vademecum document.

At 13:43 Prof. Avoine presents the proposed Organigram of CRYPTACUS to the MC members.

At 13:51 Prof. Avoine circulates a list of MC members for each to register to their WGs of interest.

At 13:58 Prof. Mauw representing Luxembourg intervenes to propose that the criteria used by the Scientific Committee to make their decisions should be public and published. His suggestion is accepted by Prof. Avoine.

At 14:03 Prof. Avoine presents a proposal for the place and approx. time of the next MC+WG+TS meeting in Croatia in June 2015.

At 14:07 the Polish member (Prof. Kutylowski) recommends his country for the 2nd. MC member in fall/winter 2015. Prof. Avoine suggests candidates to organize the next meeting to contact the chair of the scientific committee.

At 14:09 the Grant agreement and the budget plan for the first year is shown and discussed by Prof. Avoine.

At 14:15 Prof. Francillon from France has some general questions that are addressed by Dr. Ralph Stuebner from COST and Prof. Avoine.

At 14:17 Prof. Orlandi comments that the presented budget for the meetings can be later revealed to be too low. This leads to a three party discussion involving Dr. Stuebner, Prof. Avoine and Prof. Orlandi on the risks associated with the incorporation of new countries and hence new MC members that should be refunded if they attend meetings but won't be covered in the current budget. The debate finishes when Dr. Stuebner assures there are measures taken to avoid this from happening.

At 14:20 Prof. Francillon asks some clarification about STSMs. Dr. Stuebner answers his questions.

At 14:23 the Decision Phase starts.

At 14:23 the proposed Organigram (Decision 1 in Annex-5) is approved by the 21 countries present, no abstentions, none against.

At 14:25 the Working Plan (Decision 2 in Annex-5) is approved by the 21 countries present, no abstentions, none against. .

At 14:29 the 1st. year Budget Plan (Decision 3 in Annex-5) is approved by the 21 countries present, no abstentions, none against.

At 14:31 the proposed place and approx. time for the next MC meeting (Decision 4 in Annex-5) is approved by the 21 countries present, no abstentions, none against.

At 14:32 the invitation and reimbursement rule (Decision 5 in Annex-5) is approved by the 21 countries present, no abstentions, none against after some exchanges and contributions from Dr. Stuebner, Prof. Francillon and Prof. Koeune.

At 14:34 the procedure to become a member of a working group (Decision 6 in Annex-5), is approved by the 21 countries present, no abstentions, none against.

At 14:35 the proposal of having WG vice-leaders preferably drawn from MC members or MC substitutes but also from outside non-participants (Decision 7 in Annex-5) is approved by the 21 countries present, no abstentions, none against after contributions from Turkey, Italy, and Portugal representatives.

At 14:41 the STSM selection procedure (Decision 8 in Annex-5), after comments from Prof. Francillon, Dr. Stuebner, Prof. Preneel and Prof. Avoine is approved by the 21 countries present, no abstentions, none against.

At 14:48 the roles of the Policy Enforcement Committee are discussed. While describing how its members will be selected, Prof. Mauw asks when formal invitations for the next meeting will be sent, and Prof. Avoine responds in the affirmative, and setting a deadline for sending them close after 1st. of March 2015. Dr. Stuebner says that the eCOST online application does not allow the MC Chair to send invitations before the Grant Period starts.

At 14:55 it is mentioned that e-vote could be use to approve WG vice-leaders, members of the Policy Enforcement Committee and Procedures and Criteria for STSMs.

At 14:56 Prof. Avoine opens the turn for Q&A.

At 14:57 Prof. Avoine presents some dinner-related info.

At 15:00 Meeting ends.