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Subject | Minutes of the First Management Committee (“Kick-Off”) Meeting of COST Action **MP1308** “Towards Oxide-Based Electronics (TO-BE)”

at COST Office, Avenue Louise 149, B-1050, Brussels (Belgium)

on 15th April 2014, from 10h00 till 16h00

1. Welcome to participants

The Science Officer (SO) and the Administrative Officer (AO) for the Domain Materials, Physics and Nanosciences (MPNS), respectively Dr. Caroline M. WHELAN and Ms. Milena STOYANOVA welcomed all the participants. The objectives of the meeting were explained.

The Management Committee (MC) members of COST Action **MP1308** were reminded that they do not represent themselves or their institutions but their country. For future MC meetings it should be noted that MC members may be substituted only if the replacement is confirmed by the COST National coordinator (CNC) of the respective country. [http://www.cost.eu/about_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)

The meeting was chaired by the SO until the election of a chairperson for the Action, which was carried out under agenda item 7.

2. Adoption of the agenda

The draft agenda of the meeting as found in **Annex 1** was approved without changes or additions by the members of the MC.

3. Status of the COST Action

COST Action **MP1308** was approved by the Committee of Senior Officials on **15/11/2013**. The Action officially starts with the 1st MC Meeting **15/04/2014** and will end in four years, on **14/04/2018**. The MPNS Domain Committee (DC) nominated Didier THERON (FR) as Rapporteur for the Action.

As of the 1st MC meeting, a total of **21** Parties had accepted the MoU according to the official records of the COST Council Secretariat. The Action would be open for COST countries to join unconditionally until **14/11/2014**, after which new members could join only after the approval of the MC.

4. Presentation of the delegations

A total of **30** participants from the following **23** Parties attended the meeting:

COST Participants

Country	MC Member
<u>Austria</u>	<u>Prof Cesare FRANCHINI</u>
Austria	<u>Prof Alessandro TOSCHI</u>
<u>Belgium</u>	<u>Prof Philippe GHOSEZ</u>
Croatia	<u>Dr Andreja GAJOVIC</u>
<u>Finland</u>	<u>Dr Sayani MAJUMDAR</u>
France	<u>Dr Laurence MECHIN</u>
<u>Germany</u>	<u>Prof Regina DITTMANN</u>
Germany	<u>Prof Jeroen VAN DEN BRINK</u>
Greece	<u>Dr Alexandros LAPPAS</u>
<u>Ireland</u>	<u>Dr Karsten RODE</u>
<u>Italy</u>	<u>Dr Fabio MILETTO GRANOZIO</u>
<u>Italy</u>	<u>Dr Daniele MARRE</u>
<u>Lithuania</u>	<u>Prof Liutauras MARCINAUSKAS</u>
<u>Netherlands</u>	<u>Dr Gertjan KOSTER</u>
Netherlands	<u>Dr Cas DAMEN</u>
Poland	<u>Dr Przemyslaw PIEKARZ</u>
Portugal	<u>Dr Paula FERREIRA</u>
Serbia	<u>Dr Vojislav SPASOJEVIC</u>
Spain	<u>Dr Gervasi HERRANZ</u>
Spain	<u>Prof Josep FONTCUBERTA</u>
Sweden	<u>Dr Alexei KALABOUKHOV</u>
Switzerland	<u>Dr Thorsten SCHMITT</u>
Turkey	<u>Dr Ebru Mensur ALKOY</u>
United Kingdom	<u>Prof Geetha BALAKRISHNAN</u>
Country	MC Substitute
Denmark	<u>Dr Yunzhong CHEN</u>
France	<u>Dr Manuel BIBES</u>
Ireland	<u>Dr Karsten FLEISCHER</u>
Switzerland	<u>Prof Manfred FIEBIG</u>
United Kingdom	<u>Dr. Josee KLEIBEUKER</u>

COST Participants subject to MoU acceptance

Country	MC Member
Slovenia	<u>Dr Katarina VOJISAVLJEVIC</u>



The participants list of the meeting is presented in **Annex 2**. The complete list of Action MC Members and their contact information can be found in **Annex 3**. Daniela FINIZIO (IT) attended as an observer from the potential grant holder institution.

The COST Office was represented by the SO and AO of the COST MPNS Domain, respectively Caroline WHELAN and Milena STOYANOVA. The MPNS Domain was represented by the Action DC Rapporteur Didier THERON.

All participants introduced themselves and reported briefly about their professional background.

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

The SO presented the history, mission and main features of COST (**Annex 4**), as well as a detailed description of the MPNS Domain, while AO introduced COST main instruments and procedures (**Annex 5**).

Comprehensive information was also provided with regard to the COST Grant System (**Annex 5**) under which the Action will be funded. The presentation focused on the Grant System implementation in terms of objectives, boundary conditions, work and budget plan and role and the responsibility of the Grant Holder. The Action will sign a Grant Contract for a period of 12 months starting on **02/06/2014**. The MC was informed that a Grant Holder (GH) institution should be designated to sign a contract with the COST Office to receive the Action's yearly allocation in the form of an annual grant. The GH must be the institution of an MC member. It was stated that, for local organizer support, VAT is NOT an eligible cost for reimbursement. Also flat rates must always be applied for hotel and meals but the MC can lower the flat rates to match the average local costs or contribute only partially to participant's costs.

The expenses of the 1stMC ("Kick-Off") meeting on **15/04/2014** are covered by the COST Office.

Initially the budget allocated to the Action from **02/06/2013 to 31/05/2014** is **EUR 140000**, which shall include the maximum of 15% of overheads of the GH Institution.

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

The Rules of Procedure for the Management Committee (**Annex 6**) were presented and read to the MC by SO from Annex II of COST 4154/11 "*Rules and Procedures for implementing COST Actions*".

The Rules of Procedure were unanimously approved by the MC.

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

The Science Officer invited volunteers or nominations for the positions of Chair and Vice Chair of the Action.

The MC elected unanimously the following MC Members as Chair and Vice Chair of the Action:

Chair: Dr Fabio MILETTO GRANOZIO (IT)

Vice Chair: Prof Geetha BALAKRISHNAN (UK)

After the election of the Action’s Chair and Vice-Chair, the SO handed the meeting over to the newly-elected Chair. The Chair began by presenting the Action (**Annex 7**).

8. Selection of the Grant Holder (Legal and Scientific Representatives) and 2 Financial Rapporteurs

Grant Holder (GH) Institution: CNR SPIN, C.so Perrone 63 Genova, Italy.

Legal Representative: Carlo FERDEGHINI, carlo.ferdeghini@spin.cnr.it

Scientific Representative: Fabio Miletto Granozio fabio.miletto@spin.cnr.it

Grant Holder Manager: Daniela FINIZIO, tobe@spin.cnr.it

The GH was elected during the meeting. The Chairs institution was selected.

The MC agrees that FSAC equal to 15% of the science expenditure should be allocated to the elected GH.

9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding in annex 8 – Presentation of the Action by the proponent)

The AC presents the main points of the Action as follows:

- Objectives and working programme

1) To network active researches on the applications of transition metal oxides in the fields of nanoelectronics, micro actuation/micro sensing and macro electronics and to disseminate knowledge about their potential to external stakeholders.

2) ORGANIZATION: To network scientists working on transition metal oxides (a) among themselves; (b) to the mainstream of solid-state technologies; (c) to Public Society

3) SCIENCE : To foster and coordinate a research aimed at advancing our present understanding about the way the multiple lattice and electronic degrees of freedom and of their mutual interactions determine the physical properties of TMOs

4) TECHNOLOGY (1) To foster the development of a technology for the growth of in-situ-quality controlled, large-area epitaxial oxide films and heterostructures on different substrates including Si.

5) TECHNOLOGY (2) To single out the most promising applications of TMOs to nanoelectronics, microactiation/microsensing and energy conversion and to coordinate fabrication and testing of devices performed at a prototype level.

- Working method - organisation and management (including working groups)

The WGs are presented and approved by the MC.

WG0	Management (MA)
WG1	Fundamental Understanding (FU)
WG2	Growth Control (GC)
WG3	Towards Applications (TA)

- Distribution of tasks

- WG1(FU)– (T1) “Experiments”; (T2) “Theory”
- WG2(GC)- (T1) “Large area growth”; (T2) “Perovskite-on-Si”; (T3) “Real-time monitoring”.
- WG3(TA)- (T1) “Nanoelectronics”; (T2) “Microactuation and microsensing”; (T3) “Energy conversion”

- Promotion of gender balance and of Early Stage Researchers (ESR)



At this purpose actions will enforce policies to promote gender balance and participation of ESRs, both at the Action activities and at the Action governing-bodies.

- Time-table

The time table was presented according to the MoU

The Milestones **[M]**, Deliverables **[D]** and Events **[E]** of this Action are reported in the Table Below.

The Acronyms employed in the table are defined below:

- **MC:** Management Committee
- **CG:** Core Group
- **T1:** First Task of the Management WG: “Internal meetings, conferences, workshops, joint projects”
- **T2:** Second Task of the Management WG: “ Dissemination and website managements”
- **T3:** Third Task of the Management WG: named:” ERS careers and training; short term scientific missions (STSM)”
- **T4:** Fourth Task of the Management WG: “Editing the Roadmap book/volume”



The MC elects unanimously the following as WG/Task leaders:

WG1 Leader (Fundamental Understanding): Jeroen Van Den Brink
WG2 Leader (Growth Control): Gertjan Koster
WG3 Leader (Towards Application): Nini Pryds
WG0-T1 Leader (Internal Meetings): Patrycja Paruch
WG0-T2 Leader (Dissemination): Daniele Marré
WG0-T3 Leader (Early Stage Researchers): Laurence Mechin
WG0-T4 Leader (Oxide Technology Roadmap): Josep Fontcuberta

Moreover, it was unanimously agreed to form a **Core Group (CG)**. The **CG** will be composed by the Action Chair, the Vice Chair, the three above listed leaders of WG1,2 and 3 and the four above listed leaders of the WG0 Tasks.

The MC agrees that financial decisions up to a maximum of EUR 5000,00 can be performed by the CG.

The MC agrees that **electronic voting** of the MC members by e-mail is valid. In general, no reply to a voting request from the Action Chair within 1 week (7 days) will be equivalent as a YES vote. For important questions (decided by the CG and the COST Office), everyone must reply to the email and specify his/her vote. The SO reminded the MC that each party has 1 vote and to assist the Chair in counting votes, MC members should agree on the vote for their party before voting.

10. Budget plan for the first period

The total budget for the grant period **01-June-2014- 31-May-2015** is EUR **140.000,00** with EUR **121.739,13** for scientific activities and **15%** for FSAC. The drafted breakdown is:

(1) MEETINGS

MC and Working Group Meetings (2014)

Start-up meeting on – [WG1 – WG2 – WG3- WG0] and MC Meeting;

Location: **Rome**

Date: **22-23/09/2014 (2 day meeting)**

Number of participants to be reimbursed: **40-50**

Travel and accommodation costs: 40 x 750

Organizational support: max € 5000

Estimated budget: € 35.000 approved

The MC approved to hold other 3 meetings (one per each scientific WG). Dates and venues will be established by the MC and detailed in the Work and budget plan.

Total estimated budget: € 55.000 (in particular € 45.000 for travel and accommodation and € 10,000 for organizational support) - approved

(2) SHORT TERM SCIENTIFIC MISSIONS (STSMs)

Number: >15 / year / min 1 week – max 3 months /

Estimated budget: 25000

(3) DISSEMINATION, PUBLICATIONS, OUTREACH

Title: Web site development
Cost: €4000
Extra money from COST could be allocated for creation of Virtual Institute

Title: Project brochures
Cost: €3000

Estimated budget: k€7-approved

(4) FINANCIAL & SCIENTIFIC ADMINISTRATION AND COORDINATION (FSAC)

Up to 15 % of (1 to 3)

Estimated budget: k€ 18-approved

The MC may decide if travel expenses of the eligible participants are covered or not by the COST Action. In general, many of the eligible participants can take advantage of alternative funding for travel. The SO reminded the MC that they must always apply flat rates for hotel and meals but that they can lower the flat rate to match the average local costs or contribute only partially to participant's costs. **However, in accordance with COST guidelines (Annex 6), travel and subsistence for MC meetings will be covered by the COST budget assigned to the Action.**

The budget-work plan draft will be finalized electronically by the MC and sent to the COST Office SO and AO for agreement before sending to the MC for electronic approval.

11. Place and date of next meeting

See item 10.

12. AOB

13. Closing

List of Annexes

- Annex 1:** draft of the meeting agenda
- Annex 2:** signed COST Attendance list
- Annex 3:** list of meeting participants with contact information, Action Fact Sheet
- Annex 4:** presentation from the Science Officer
- Annex 5:** presentation from the Administrative Officer including the COST Grant System (CGS)
- Annex 6:** COST 4154/11 "Rules and Procedures for implementing COST actions"
- Annex 7:** presentation from the Action Chair
- Annex 8:** Action MoU

List of MC Decisions

- D1: Dr Fabio Miletto is elected Chair
- D2: Prof Geetha BALAKRISHNAN is elected vice-chair
- D3: The Grant Holder and Grant Holder Management are selected (see point 8)



D4: The MC agrees that FSAC equal to 15% of the science expenditure should be allocated to the elected GH.

D6: The WG/Task leaders are elected (see point 9)

D5: A CG is appointed

D6: The CG can make financial decisions < € 5000 without approval of the MC

D7: MC decisions via electronic voting are possible

D7: The next MC and WG meeting will take place in September 2014 in Rome

D8: The other meetings will be established in the Work and budget plan and approved by the MC