Meeting Minute

Kickoff Meeting

25/11/2014

9:30-17:30 at COST Office, Av. Louise 149, 1050 Brussels, Belgium

Participants: Member of the ICT COST Action IC1404 action Management Committee (MC), invited by the COST office.

1. Welcome to the participants by the COST science officer Mafalda Quintas and COST administrative officer Rose Cruz Santos

2. Tour de table/introduction of the participants

3. Briefing about COST mechanisms by the COST science and administrative officers

4. Election of the chair and vice-chair

   - The MC voted unanimously to appoint Hans VANGHELUWE (BE) as chair and Vasco AMARAL (PT) as vice-chair of COST Action 1401.

5. Selection of grant holder

   - The chair proposed the University of Antwerp to be the grant holder and motivated why the University of Antwerp is a suitable candidate. The MC voted unanimously to accept the University of Antwerp as the grant holder for COST action 1404.

6. Presentation and motivation for the action

   - Hans VANGHELUWE presented the motivation and vision of the Multi-Paradigm Modeling for Cyber-Physical Systems (MPM4CPS) COST Action.

7. Work Group (WG) presentation

   - The chair presented the Working Groups, including their intended aims proposed in the MoU. The aims of each of the WGs were discussed and a management structure was set up. In the process, a number of issues were raised:

   WG1: FOUNDATIONS

   Importance of Examples/Case studies:

The chair highlighted the importance of discussing and building a set of adequate criteria for the selection of Examples/Case studies. The scope of CPS is very wide. Therefore, for effectiveness sake, the action should focus on a small number of well-defined, significant and well-understood case studies. Within this topic, the question was raised whether this consideration would not reduce generality. This is a relevant topic for further discussion in the next technical meeting.

Balance Committee:

The chair raised the issue of the difficulty, at this early stage in the operation of the Action, of selecting the WG leaders according to the COST balance/equal opportunity guidelines.

To help the MC to address this concern shared by the COST officers, a mechanism is needed to monitor and report, and propose actions to guarantee balance/equal opportunity. This, not limited to the WGs, but covering all the COST Action's activities.

Tom MENS (BE) and Eva NAVARRO-LOPEZ (UK) accepted the responsibility to form a Balance Committee that will report to the MC. To avoid constraining the scope of the committee, it was agreed that the "Balance Committee" will be responsible for observing and to propose actions regarding all aspects of inclusiveness (gender, age, inclusive countries, to name a few).

WG2: TECHNIQUES

Dissemination

The secondary stated objective of WG2 (in the MoU) of standardization was considered to have a possible interpretation (not intended by the proposers) that would not be feasible during the life-time and with the limited resources of the Action. It was proposed that instead of interpreting the MoU text such that a result of the current COST action would be standards, in fact, it should mean that the network will seek to proactively advise and raise awareness of European regulators concerning the essential complexities of CPS and possible solutions offered by MPM. This may eventually lead to new standards, but this is outside the scope of this action. The MC unanimously agreed with this clarification.

Activities:

Concerning the activities planned for this working group, it was mentioned that, as mentioned in the proposal, "charting" should strive not only to identify what exists, but also to identify what is missing.

WG3: APPLICATION DOMAINS

Criteria:

After some discussion among the MC members, a major observation regarding this working group's activities emerged that the selection criteria should be aligned with the current R&D strategic roadmap of the European Community.

WG4: CPS EDUCATION AND DISSEMINATION

Outreach to other research groups/areas

Bernhard SCHATZ (DE) mentioned that people from non-traditional engineering domains should also be considered to be included in the Action. Yet, it was observed that, given the constraints of the goals for the Action itself, it may be a very complex effort to put into this practice with as a risk, loss of focus.

Tom MENS (BE) mentioned that, in the spirit of the proposal, this WG should reach out to Software Engineering, Modelling and Simulation, and Systems Modelling lecturers in Europe and give them advice (and possibly pointers to material) on how to include CPS (multi-paradigm) modelling in their curricula.

WG0: CROSS-WG ACTIVITIES, SHOWCASES

Short Term Scientific Mission (STMS):

It was mentioned that, as a matter of principle, early-stage researchers should be preferred in the mobility. Furthermore, the result of these missions should always be concrete deliverables in the context of the WG activities. The produced reports should always be revised within the Action before publication.

8. Voting

WG and STSM committee chairs:

- Holger GIESE (DE) was elected as chair of WG1 with votes: none against, and one abstention by the UK.
- Jan BROENINK (NL) was elected as chair of WG2 with votes: none against, and one abstention by the UK.

- Bernhard SCHATZ (DE) was elected as chair of WG3 unanimously by all the countries present.
- Paulo CARREIRA (PT) was elected as chair of WG4 with votes: none against, and one abstention by the UK.
- António VALLECILLO (ES) was elected chair of WG0 with votes: none against, and one abstention by the UK.
- Marian MERNICK (SLO) was proposed as chair of a STSM Committee with votes: none against, and one abstention by the UK.

Management Committee:

The composition of the Management Committee "core group" consisting of the above and the chair and vice-chair was voted on and approved unanimously by all the MC members present.

9. Governance

- It was suggested that the Action, besides having its own website as required by COST, should have a process for collaboratively editing the deliverables.
- The composition of a "Training Schools Committee" is decided by the Management Committee on a per-event basis.
- In order to better cope with the balance requirements, the chair proposed that the initial setup of chairs for the WG will be of temporary nature (1 or 2 years). One of the tasks of the MC committee is to identify and nominate competent and performant researchers (that satisfy the profile required for a balanced action) to undertake the WG chair or WG vice-chair role.

10. Budget plan

The budget plan was approved unanimously. Minor modifications (such as the inclusion of approximately 300Eur for website creation and maintenance) were pre-approved.

Information from the COST officers: It is possible that there will be the opportunity to publish, at the end of the Action, a book costing a maximum of 10k Euros.