Minutes of the 1st Working Group Committee Meeting of the COST Action

CA20130 – European MIC Network – WG3 Development of innovative monitoring technologies

Malaga Group Meeting & Online MS Teams meeting

27th July 2022
Hosted by WG 3 Chair: Matthew Snape

Minutes: Matthew Snape

Meeting Request: 57 Invited, 10 Accepted, 5 Tentative, 2 Declined, 40 No Response (MS Teams access is limited to 30 attendees)

Attendance: 13 Atendees (listed below)

Nanni Noel
Pierangela Cristiani
Matthew Snape (Chair)
Andreas Erbe
Vassiliou P
Scott Wade
Maria Salta
Marina Milenković'
Jan Kuever
Andreu Ruiz
Husnu Gerengi
Grassini Sabrina
Sunday Chukwudi Okoro

The Meeting 4 recording was secured and presentation slides will be atatched to these minutes.

The following key discussion points were raised druing the meeting:

Discussion Point	Raised by	Agreed Output
High Level Goals Refresh	Matthew Snape	Importance reiterated of remianing focussed to assigned goals and deliervables
New Members / Countries	Matthew Snape	WG3 members now registered is up by 40 person since the last WG meeting to 101, onboarding demand and sharing of key information is required.
WG3 Meeting Schedule / Future Meeting Dates	Matthew Snape	Trial review of pre-planned meetings every second month to a fixed date and time. It is clear we cant meet all members requirements and doodle feedback is mislaeading. The next meeting will be online in September. Separate stakeholder meetings will be required for technical governace, technical authors and sub-group leads. Matt reitertede that he undersad poepel have other commitmenst and may not attend all meetings.

Agreement that a 10 minute technical presnetaisosn at the begineeing of all future WG meeting would be valued and allows acadmeic (young reserchers please) and industry partners to showcase products of relevance to scope (innovation for MIC monitioring and surveillenace). |
| Term Schedules | Maria Salta | Maria and Andreas expliend that lecture timings are fixed for term 1 in Sepetember and if possible we should avoid a fixed meeting schedule as many peoepel may not be able to attend. Matt undersatdna and explaiend that the current doodle poll doesnt eqaully help in coordination with so many staskeholders and he wishes to afford memebers in the the USA, |

		Australia and Argentina to attend henec the mid-day 1pm time slot. Agreement to trial regular meeting slots (*wed 1pm-2pm in Europe) for first academic term.
File Sharing	Matthew Snape	Need an IT solution from communications teams on file sharing – action point for Berlin
Engageemnt	Matthew Snape	Great progress to date, many thanks to all.
Data Protection / NDA	Matthew Snape	Feeling this would support industry enegenemenet if they can secure IP – *action point for Berlin (also dicussed on WG4 call by Matt)*
IP Protection	Scott Wade	Demand for a level of protection on IP for industry partners agreed, balance is required between commercial promotion Vs protection in sharing detial – *action point for Berlin*
Code of conduct	Andreas Erbe	WG1 had driven this demand and Andreas is leading authroship and will continue to share updates when viable.
Stakeholders Page	Matthew Snape	Established by WG4 for population by all WG members to avoid overlapping in efforts and contact conlficts. Please update when required.
Team Structure	Matthew Snape	Team structure presented and thanks to the volunteers. More volunteers are required for RESEARCH sub-group and key technical author roles. Matt explaiedn that call to action is more impotenet athan experience and poeople may want to lead an area they may have never worked in before e..g concerete, that is very workable as a support role option *(pun intended!)* and to support learnings. Very hopeful that new members will also be ready to also support. Please volunteer by emailing *Matthew.snape@sgs.com*
Technical Authors	Matthew Snape	Explanation povided on the role of technical authors and the clear need for linkage and conversations with other WG's henece the demand for the lead roles. This role is not intended to complete the majority of work but to drive accountability, execution and enegageemnt within WG3 and cross polination of informtion and devloped content with other WG's.
Timeline	Matthew Snape	We remain on course against the deliverbales timeline but need to move into execution mode in terms of technical authroship and publications from September 2022. Activity report for GP1 will be submitted by Oct 1st 2022.
Progress	Scott Wade	WG1 are making significnat progress and are ready to publish. Matt explained each group has different timelines and we are on schedule. Matt advised that he has some moderate concern and agrees significant progression on this point is essential in Septemeber onwards. Now roels and accountabaility in the WG team structure is communicted this should susspport the drive to execute.

Grant Period Goals	Matthew Snape	Proposed outline provided. Input is required from all WG members – deadline for completion is 16th August. Please provide your input buy email to *Matthew.snape@sgs.com*
Working Budget Plan	Matthew Snape	Proposed outline provided. Input is required from all WG members – deadline for completion is 16th August. Please provide your input buy email to *Matthew.snape@sgs.com*
Publishing Fees	Scott Wade	Publishing costs likley need a buget assigement; Andreas Erbe outlined that maany research institutions in europe have acess to free publishing for relevanat journals and for a limited numebr of articles. Query on how multiple authors / organisations could be judged in this case. Matt Snape explained that there are specific rules on the type of budget line items that COST will approve and he beleieved from MC discussions that this was not one that was accepted. Publishing routes to be defiend by technical geoverneece group (4 persons) using there manay years of experience in this regard – *action point for Berlin.*
Berlin Schedule	Matthew Snape	Combined technical workshop between WG2 / WG3 memebers is planned for August 25th 08:45am-12:15. Agenda TBC with Matt and Annie (WG2 Lead) and updates provided.
MC and WG meetings	Matthew Snape	Berlin, Germany: 24th (MC) 25th -26th (WG) August
AOB / Feedback Loop	Matthew Snape	Member engagement and feedback is critcal to the WG execution. Please continue to provide your feedback.

The following key action points were promoted for WG3 Member execution:

Action	Raised by	Planned Execution	Deadline
1) Input and feedback is required on ideas and demands for grant period goals (GPG) and working budget plan (WBP)	Matthew Snape to all WG3 Members	Email valued input to Matthew.snape@sgs.com	August 9th 2022
2) Communicate with new members	N/A	Matt to provide an invite to a 30min introdcutory meeting for next week.	July 29th 2022
3) Engagement	Matthew Snape to all WG3 Members	Please continue to provbide enegaem,enet with industry partners and young researchers – they can register on COST websiste	September 1st 2022

4) File Sharing	Matthew Snape to all WG3 Members	Need a solution for EURO-MIC commuiniactiosn team – Berleien Action	September 1st 2022
5) Resolution on key discussion points above during MC meeting in Berlin	WG3 (MC Members)	Matt to provide feedback post MC meeting	September 1st 2022
6) Next WG Meeting	Matthew Snape to all WG3 Members	To be propsoed post Berlin	September 1st 2022
7) Volunteers required	Matthew Snape to all WG3 Members	Volunteers required as per provided meeting slides, please engage / sign up via Matthew.snape@sgs.com	September 1st 2022