Brussels, 07 November 2012

Subject │ Minutes of the First Management Committee ("Kick-Off") Meeting of COST Action IC1202 "Timing Analysis on Code-Level (TACLe)"

Brussels, Belgium
07 November 2012

1. Welcome to participants

The participants were welcomed by Dr Ralph Stübner, Science Officer for the Information and Communication Technologies (ICT) Domain at COST, and by Ms Aranzazu Sanchez, Administrative Officer for the ICT Domain. Dr Stübner chaired the first part of the meeting, including the election of the Action Chair, which was carried out under agenda item 7.

2. Adoption of the agenda

The draft agenda for the kick-off meeting was adopted (Annex 1).

3. Status of the COST Action

CSO Approval: 07/06/2012
Entry into force: 25/07/2012
End of Action: 06/11/2016
DC Rapporteur: Prof. Gideon Ariely
Total number of accepting Parties to date: 12
Total number of parties intending to accept: 0

4. Presentation of the delegations

The delegates presented themselves in a "tour de table" (Participants list see Annex 2).
With 9 parties present 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 6).

5. General information on COST mechanism and the Annual Grant Scheme

Dr Stübner gave a presentation on COST and the ICT Domain (Annex 3). Relevant information can be found on the COST website at: http://www.cost.eu.

Dr Stübner and Ms Sanchez then continued 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 and procedures for implementing COST Actions (COST doc. 4154/11)
- COST Grant System Vademecum (Part B)
- Progress Report and Final Report templates
- Grant Agreement Template

Lastly, Ms Sanchez informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 5).

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 by Dr Stübner from Annex II of COST 4154/11 (Rules and Procedures for implementing COST actions). The Rules of Procedure were approved by the MC.

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

Prof. Björn Lisper from Mälardalen University, School of Innovation, Design, and Engineering (SE) was elected unanimously as Chair.

Prof. Heiko Falk from Ulm University Institute of Embedded Systems/Real-Time Systems (DE) was elected unanimously as Vice-Chair.

8. Election of the Grant Holder Institution & 2 Financial Rapporteurs

Grant Holder: Mälardalen University (SE) was selected as Grant Holder for the Action.

Prof. Kevin Hammond (UK) and Prof. Peter Puschner (AT) volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

Dr Stübner passed the chairing of the meeting to Prof. Björn Lisper.

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

The Chair presented the workplan, based on the Memorandum of Understanding (MoU). This was followed by a discussion of different matters in the workplan, and some decisions were taken.

The Action will have an Industrial Advisory Board (IAB), which will aid the Action by providing recommendations from an industrial perspective. The following persons, who all have agreed to be on the IAB, were appointed:

Arne Hamann, Bosch
Franck Wartel, Airbus
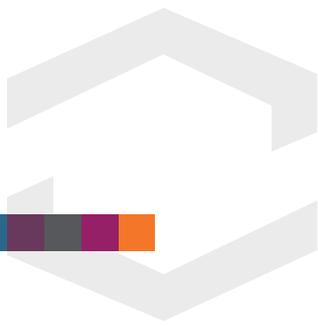
Stuart G. Hutchesson, Rolls-Royce
Pascal Montag, Daimler

It was decided that more members can be appointed to the IAB, but that it should not have more than six members. It is also the view of the MC that it would be advisable to have a balance between different end-user domains in the IAB. The IAB should also have some balance between end-users and tool providers: however, the major WCET tool providers are already members of the Action (or could be expected to join), so they cannot be on the IAB.

The exact procedure for appointing members to the IAB is not yet decided and will have to be worked out, as well as the mode of the operation for he IAB and mechanisms for delivering its feedback to the MC. A possible arrangement is that the IAB joins a TACLe joint meeting towards the end of each year, in order to participate in discussions and provide feedback. In any case, decisions on these matters should be reached in agreement with the IAB.

It was also discussed whether TACLe in addition should strive to gather an Industrial Interest group (different from the IAB), and possibly have industrial sessions at the TACLe joint meetings.

The Action will have four Working Groups (WG1 - WG4), as described in the MoU. The Action will also have an STSM assessment committee with three members, whereof one is the chair. Furthermore, the Action will have a membership secretary.

It was decided to appoint the following persons to the following roles:

  WG1 leader: Christine Rochange (FR)

  WG2 leader: Martin Schoeberl (DK)

  WG3 leader: Tullio Vardanega (IT)

  WG4 leader: Stefan Petters (PT)

 STSM assessment committee: Stefan Petters (PT), Vesa Hirvisalo (FI), Isabelle Puaut (FR, chair)

  Membership secretary: Raimund Kirner (GB)

It was decided to delegate the decisions on whether or not to grant STSMs to the STSM assessment committee. The committee chair will propose a procedure for how to apply for STSMs.

The MC also decided to create two more roles, not yet appointed:

Dissemination Manager: the main responsibility of this role is to cater for the different forms of dissemination that the Action will use. In particular, the responsibility includes the setup and maintenance of the Action website. The MC stressed the importance that the web site really is properly maintained and up-to-date.

Industry Liason: the task of this role is to promote contacts between the Action and industry.

The Action Chair will approach suitable candidates for these roles.

A special mailing list will be created for the MC. The Action Chair will see to it that this is done.
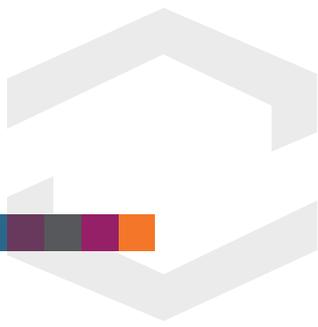
The MC discussed the promotion of gender balance, and of Early Stage Researchers (ESRs). The female gender is seriously underrepresented in the Action, which is due to the gender imbalance in our area in general. To promote the visibility of female resarchers in the area, the Action will strive to put female Action members in leading positions. The Action will also actively approach female researchers who would fit into the Action and offer them to join. Some potential candidates were identified: they will be approached by the Action Chair. Furthermore the STSM committee will encourage young female researchers to apply for STSMs.

Regarding promotion of Early Stage Researchers, the MC decided to include "focused meetings" in the Budget and Work Plan for Year 1. These focused meetings will take place at the site of some member of the Action and will include (1) experts and ESRs travelling from some other Action site, and (2) ESRs from the site where the meeting takes place. The purpose is to help the ESRs penetrate some topic by intense, focused discussions with the experts and the other ESRs. The MC encourages members of the Action to make proposals for focused meetings.

Another means to promote ESRs is to arrange Summer Schools (Training Schools). Although no decision was taken, the MC noted that arranging a Summer School towards the end of the Action seems like a good idea.

10. Budget plan for the first period

Dr. Stübner informed that no expenditures can appear before the Grant Agreement, between the COST Office and the Grant Holder, is in place which is foreseen to March 1st, 2013. This means that the first year of the action will be the period March 1st, 2013 - February 28th, 2014. The Budget and Work Plan for the first year will thus be for this period.

Based on the above facts, it was decided to arrange the major (joint) meetings of Year 1 as follows:

The first joint meeting (all WGs and MC) will be a two day meeting taking place in Barcelona, in March 2013, arranged by Barcelona Supercomputing Center. The exact dates are to be decided: the Action Chair will set up a poll and propose dates based on its outcome.

The second joint meeting will be a single day meeting in Paris, taking place July 8th, in conjunction with the WCET Workshop.

The third joint meeting will be a two day meeting that will be co-located with the HiPEAC 2014 conference taking place in January 2014 (provided this conference will take place in a country participating in the Action). Exact dates and location will be decided when these are known for the conference. It is proposed that an IAB meeting will take place at this joint meeting.

It was decided to go for two focused meetings during Year 1 in the Budget & Work Plan, and to plan for 10 STSMs.

The Action Chair will submit a revised Budget & Work Plan to the COST Office in early December 2013. In this revised plan, all planned costs must be clarified.

The MC finally stressed the importance of inviting more parties to join the action. In addition to strengthening the Action, this is a way to promote our area. It is also important that we brand our activities as COST activities, e.g., when arranging special sessions at conferences.

11. Place and date for the next meeting

Next MC meeting will be held in conjunction with the joint TACLe meeting that is planned to take place in Barcelona in March 2013. The exact date will be decided according to above.

12. **AOB**

Abhik Roychoudhury at National University of Singapore (NUS) wants to be associated with the Action. In addition Tulika Mitra, also at NUS, was identified by the MC as a female researcher in our field who should be approached according to the decision on promotion of gender balance under item 9 above. The Action Chair will initiate the process to have NUS accepted as a non-COST institution participating in the Action. The MC endorsed the (forthcoming) application from NUS to participate in the Action.

The Action plans to have a special session at the HiPEAC Spring Meeting in Paris, May 2-3. It was decided that Kevin Hammond (GB), Francisco Cazorla (ES), and Stefan Petters (PT) will take on the responsibility to arrange this session.

The COST Action IC1103 "Manufacturable and Dependable Multicore Architectures at Nanoscale", which has been running for a year, may have some interests in common with TACLe. The Action Chair will get in touch with this action in order to investigate whether there are any potential synergy effects between the Actions.

13. **Closing**

The meeting was closed by the Action Chair.