



COST ACTION FP1301

“Innovative management and multifunctional utilization of traditional coppice forests - an answer to future ecological, economic and social challenges in the European forestry sector (EuroCoppice)”

SG Meeting Notes

**KWF, Groß-Umstadt, Germany
25-26th of June, 2015**

Participants:

Chair: Gero Becker	WG 1: Dagnija Lazdina
Vice Chair: Raffaele Spinelli*	WG 2: Norocel Nicolescu
Organisation: Alicia Unrau	WG 4: Christian Suchomel (<i>on behalf of Peter Buckley</i>)
STSM- coordinator: Pieter Kofman	WG 5: Debbie Bartlett

* *Raffaele Spinelli will represent WG 3 on behalf of Natascia Magagnotti*

Rapporteur: Alicia Unrau

Agenda:

Welcome, approval of agenda & nomination of Rapporteur

- A. Action status & general overview of next 2 years
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- C. Options for format and content of additional major Action output(s)
 - a. Options: H2020 Proposal(s), Book, (Joint) Publication(s), Special Issue...
 - b. Steps needed for major Action output(s) (if applicable)

Closing remarks

Welcome, approval of agenda & nomination of Rapporteur:

Gero Becker welcomed all participants to the meeting.

The Agenda (p. 1 of this document) was approved.

Alicia volunteered to write the Meeting Notes. They should be in a condensed form and include important discussion points, decisions and recommendations.

The Meeting Notes will be sent to the Meeting participants for approval, then published on the website.

Who	What	When
Alicia	Send minutes to SG	27.06.
All SG Meeting participants	Review minutes and send modifications /comments	03.07.

A. Action status & general overview of next 2 years

a) Action overall

i. Budget

The Chair reviewed Action spending in Grant Period 1 (GP 1) and the remaining budget of GP 2 (2015).

Spending

A fairly significant portion of the GP1 budget was not spent (approx. 18 000€). This is due to the difficulty of calculating accurate expenditure estimations for large meetings (e.g. variation in travel costs and last-minute cancellations).

→ Since the Chatham meeting was held late in the first Grant Period, there was no flexibility time-wise to redirect the unspent funds from that meeting to other activities.

To make the most of this year's and future budgets, the recommendations are to:

1. Plan to have larger meetings earlier in the GP (= earlier in the year)
2. Have early deadlines for meeting registration
3. Process the TRRs from meetings quickly, especially meetings held in the second half of the year
4. Ensure the Action has activities in reserve that can be implemented easily and quickly at the end of a GP (that can potentially be transferred to the next GP)
 - Examples: STSMs, small task-oriented meetings (that can include more than one WG; henceforth called "Task Group Meetings"), dissemination (such as printing costs)

Current GP

Activities still planned for this GP are:

- WG2 Conference in Bucharest
- STSMs (approx 6)
- Reserve activities: Task Group Meeting(s)

Budgets in GP 3 and GP 4

No information is yet available from Brussels on the budget of upcoming GPs. The COST Association has, however, warned all Actions that COST may be facing budget cuts of approx. 7 %.

ii. Eva-Mayr-Stihl Stiftung (Stiftung = Foundation)

Gero informed the SG that the management and administrative tasks of the Action are too extensive to be covered solely by the funds from the Financial Scientific and Administrative Coordination (FSAC).

He was able to secure financial support from the Eva-Mayr-Stihl Stiftung and invested these funds into the Action management and administration since the beginning of the Action.

To acknowledge this support, a logo and brief information has been added to the website.

iii. Overall Action deliverables

Capacity building and networking: are considered successful thus far; any improvements possible will be strived for in the future.

Identify & list coppice-relevant European institutions: This has been done in terms of a list of EuroCoppice members on the website. It is also a task of WG1 (see below) and will be added to the website once it's been further developed.

Platform for networking and interactive cooperation: are also considered successful thus far; the main contributors are the website, meetings/conferences, TSs and STSMs.

Website: The website is running and is continuously updated.

Promote establishment of an international working group on coppice forests hosted by IUFRO: This began in Salt-Lake City and will be continued by the Chair.

Coppice Policy Paper: The Policy Paper is connected to all WGs, particularly WG 5, and will be based on data and experience gained during the Action.

b) Each WG (Work Plan)

The current status of all WG deliverables (as listed in the MoU Work Plans) can be found Progress Report, which was submitted by the Chair to the Scientific Officer on April 30th, 2015. Following external evaluation, the Progress Report will be published by COST. Thus, not all details of Deliverable will be repeated here.

Note: The Deliverables are based on the Work Plans of the respective WG in the MoU

WG 1 Deliverables – Dagnija

Comments on Deliverables:

- Del 1 – Definitions: Has begun; resulted in responses from 22 countries, a second inquiry email for rough statistical data and updates will be sent soon
- Del 2 - Statistics: It was agreed that this can only be done on a “rough” level. The results will end up in the Factsheet.
- Del 3 - Expert List: Has begun, along with list of publications. Identified experts overlapping with International poplar expert list.
- Del 4&5 - Glossary: STSM on the Glossary has been completed; know-how on technical issues now in Latvia. First draft to be done this year. Rob Jarman will check the English;
** It's important that another native English speaker with a stronger forestry background also proofread the English definitions**
- Del 6 – Typology: will be done in coop with WG2 (see next)
- Dissemination: details have been given to Alicia

Who	What	When
Alicia	Send a current Action email list to Dagnija	August
Dagnija & Noro	Discuss overlap between the statistical data Factsheet (WG1) and the 1 page country descriptions (WG2)	Very soon

Dagnija & Debbie	Discuss overlap between legal framework information (being) collected in WG1 and deliverables in WG5	Soon
Dagnija	Develop a template for the Factsheet well in advance	Soon

WG 2 Deliverables – Noro

Comments on Deliverables:

- Del 2 - Meaning of “collect knowledge which may not yet have been published”: This refers to an “oral history” or, in other words, a “collection of stories” related to common (historical) views on coppice in different countries/regions OR information from unpublished Bachelor/Master Theses etc. It is not meant to be comprehensive, but rather add “spice” to facts and figures.
- Del 5 – Typology: should be done quickly and should avoid overlap with WG1 (or potentially WG5). It provides a basis for Del 6.
- Del 6 – Best Practice Handbook: should be developed in cooperation with WG3, who also have a Best Practice Handbook deliverable. The structure and Table of Contents etc. should be done soon so that there’s a clear idea of what needs to be done and by whom until the end of the Action.
- Dissemination: details have been given to Alicia
- Other: Noro and Patrick Pyttel have produced a booklet with 500 word summaries of 17 countries titled “Evolution and perspectives of coppice forests in some European countries and South Africa”. Debbie offered to assist with the proofreading of the document and will write a contribution for the UK.

Who	What	When
Noro	Develop a proposal for a small Task Group Meeting involving either WG1 (typology) and/or WG3 (best practice guidelines) (and/or other WGs if necessary). Involves 8-10 participants, 2 days, <10.000€ & easy to access location. Submit proposal to Gero and Alicia, including who, what, when and where.	Beg. of August
Noro & Natascia	Discuss development of the Best Practice Guidelines	Soon
Noro & Debbie	Discuss the 500-word summary for UK and proofreading of the country summaries.	July

WG 3 Deliverables – Raffaele (on behalf of Natascia)

Comments on Deliverables:

- Del 1 & 2 - Traditional & new products: these two Dels are connected and have begun. A draft will be presented in Bucharest
- (Del 3 – Remote Sensing: cancelled due to lack of resources, see Chatham meeting)
- Del 4 & 5 - Harvesting methods & benchmarks: Data from published and grey literature sources (in respective national language and internal reports) have been collected for multiple countries, including: Italy*, France*, Spain, UK, Portugal, Germany and Poland... (*Most extensive thus far). A meta-analysis is planned. Results from a preliminary statistical analysis will be discussed in Bucharest.
- Del 6 – Identify knowledge gaps: Begins in 2016
- Del 7 – Conference: Begins in 2017, see Conference point later in the Agenda
- Del 8 – Handbook: A Task Group will be set up with WG2
- Dissemination: There are 2 published articles with Impact Factor and 2 published without, posters etc. (Details have been given to Alicia)

WG 4 Deliverables – Christian (on behalf of Peter)

Comments on Deliverables:

- Del 1 & 2 – Protection functions lit & legislations: The group is concentrating on coppice protection functions in steep terrain (erosion, rock falling...) and the emphasis is on literature rather than legislation. The two Dels are not defined very clearly and will be rephrased. It should then be clear that 1 is more technical and 2 is legislative (and 3 is general) and can include further specifics. In addition, the WG doesn't have the expertise for part of Del 2 and will contact WG3 for assistance. → These rephrased Deliverables will be presented to the MC in Bucharest for approval, providing that the Officer / COST Association is in agreement. The final report is planned for December 2015.
- Del 3 – Services: The group is mainly working on Natura 2000. There will be a presentation on the topic at the SISEF (Italian Society of Forest Systems and Ecology) conference in Italy this year (Sept. 16-19). The Directive Annexes (Species Lists) will be checked for those who could benefit from coppice. Florian will compile a report on SRC.
- Del 4 – Legal docs: This is connected to WG5 and somewhat to WG1.
- Dissemination: Book chapter and article, Life+ application, conferences (Details have been given to Alicia)

Who	What	When
Peter	Send Alicia rephrased Deliverable 1 & 2 (others if necessary)	Aug
Alicia	Inform Officer and update Del on web, progress report...	Aug/Sept
Peter / WG4	Contact Natascia regarding information pertaining to Del 2 “... and <u>derive technical recommendations</u> for future protection CFM”	Soon
Alicia & Gero	Review the new Deliverables, discuss with Peter and WG4 if necessary, & ask the Federica Ortelli for approval (plus further steps if needed)	Sept / Beg of Oct
Alicia & Gero & Peter	Add the rephrasing of WG 4 Dels to the Bucharest MC Agenda, present in Bucharest and ask for approval	Oct (Bucharest)

WG 5 Deliverables - Debbie

Comments on Deliverables:

- The Deliverables have been rephrased in plain English:
 1. To identify governance issues influencing coppice management, particularly with respect to ownership and access
 2. Explore the interaction(s) between small scale forestry and coppice management
 3. To identify barriers to the development of the coppice business sector, particularly with respect to traditional practices in the current legislative context
 4. Explore potential ways to overcome barriers and promote development in the small scale coppice forestry sector
- → These rephrased Deliverables were agreed upon by those present at the SG Meeting and will be proposed to the MC in Bucharest for approval, providing that the Officer / COST Association is in agreement. Further modifications to the rephrasing may take place beforehand if deemed necessary by WG5. The WG has had some difficulty grasping the meaning of the Deliverable and direction the WG should take. It was also commented that the topic is not very clear to the rest of the Action. Debbie will thus develop a short summary/review on coppice governance for distribution.
- Dissemination: details have been given to Alicia

Who	What	When
Debbie	Send Alicia rephrased WG5 Dels	By 03.07.
Alicia	Inform Officer and update WG5 Del wording on web, next progress report, etc.	Aug/Sept
Debbie	Develop a short summary/review on coppice governance for WG5 and other WGs	Aug
Debbie & Alicia	Discuss the WG 5 Dels	Aug
Alicia & Gero	Review the rephrased Deliverables, discuss with Debbie and WG5 if necessary, & ask the Federica Ortelli for approval (plus further steps if needed)	Sept / Beg of Oct
Alicia & Gero & Debbie	Add the rephrasing of WG 5 Dels to the Bucharest MC Agenda, present in Bucharest and ask for approval	Oct (Bucharest)

B. Strengthening WG/Action and focussing activities

a) Nomination to a WG

To join the Action as a WG member, an individual must receive a positive vote by the MC. Anyone interested in joining should contact the Chair for further information.

The current list of WG members will be sent to the MC for a vote to approve the status quo.

Who	What	When
Alicia	Send current lists of WG Members to the WG Leaders for cross-checking, in preparation for the MC vote	03.08
WG Leaders	Check the lists sent by Alicia to ensure they are complete (if a WG Leader is away on vacation that entire time, the deadline for that WG Leader can be postponed)	By 17.08.
Alicia	Send around WG member lists for MC e-vote	By 01.09.

b) Meeting/Conference attendance reimbursement

It had become apparent prior to the SG meeting that an exact procedure for identifying participants to be reimbursed for attending a WG Meeting or Conference was needed. This procedure is first and foremost required to adhere to COST Rules (which can be found in the Vademecum). Secondly, within the framework of these rules, the objective is to have a balanced group of competent and engaged Action Members attending. Being such a large Action, with so many scientists from so many different countries, deciding on who is authorised to make this selection of WG Members to be reimbursed is a challenge. The SG endeavoured to find a procedure that takes the COST Rules and MoU Objectives into account, draws on the competencies of the MC and is feasible from an administrative point of view.

After a long discussion and with the notable opposition of Raffaele Spinelli, who advocated a stronger (decisive) role of the National MC delegates in the selection of National experts to the WGs, the SG agreed on the procedure below for the selection of participants eligible to be reimbursed for a WG Meeting or a Conference.

Note 1: To be eligible for reimbursement, the participant must belong to a Working Group (see "Nomination to a WG" above).

Note 2: This procedure does not pertain to MC Meeting, to which all MC Members are invited.

Steps	Involvement
1. Total number of participants eligible for reimbursement are derived from the Work and Budget Plan	Chair
2. The total number of participants, plus a number of reserve candidates, are allocated to WGs according to the criteria: - Thematic relevance - Total number of WG members	Chair, Checked by Vice-Chair
3. WG Leaders are requested by the Chair to propose WG members to be reimbursed for the meeting, along with a prioritised list of reserve candidates. Theme-specific member competence and COST principles (gender and country balance, ITCs, young researchers and ECIs)* are taken into consideration → these draft lists are sent to the Chair	WG Leaders, Chair
4. The Chair sends these drafted lists of proposed meeting participants (including reserve candidates) to the National MC Members to give them the opportunity to comment on the list.	MC, Chair
5. The Chair compiles a final list, taking into account the comments made by the National MC Members.*	Chair
6. The Chair sends the final list to the MCs for an MC vote (an e-vote or at an MC meeting, always according to COST rules).	MC, Chair
7. The proposed participants in the accepted final list will be invited via e-COST and are requested to confirm/decline their attendance by a certain date (e.g. within 2 weeks). If there is no response / negative response by the deadline, reserve candidates will be invited via e-COST according to priority.	Proposed Participants, Chair

* *Note from the Chair following the Meeting: For Conferences, accepted contributions of WG members may also be taken into account accordingly.*

c) Encouraging engagement of WG members

In order to encourage WG member engagement, the Chair will send a message letter in “plain English” to all Action members, along the lines of these points:

- More than 18 months have passed since the beginning of the Action and we are now “mid-term”. We now have a good overview of the Action through the Progress Report handed in April 30th and the discussions at the Steering Group Meeting July 25-26th.
- The Action is progressing well, but we really need a strong and continuous commitment from all WG Members in order to reach our MoU Objectives and Deliverables.
- (As Chair of the Action...), ...strongly encourage the engagement of all Action Members to reach our set goals and to benefit to the full extent of the advantages of a COST Action.

Who	What	When
Gero	Formulate message letter in plain English to the Action Members to encourage WG engagement	Very soon
Alicia	Send Gero Mailing List for email of WG engagement encouragement	Very Soon

d) Interaction between WGs

The following necessary interactions between WGs were identified.

- WGs 1-2-3
- WGs 1-4-5
- WGs 3-4

More details can be found in the WG Deliverables section above.

It was found that this SG meeting was very effective and productive. Thus, a meeting along a similar format will be proposed for the budgets of 2016 and 2017 (pending MC vote).

It was emphasised again that Task Group Meetings are also expected to be highly effective, productive and cost-efficient. (See points Budget and WG Deliverables)

Who	What	When
Alicia & Gero	Add SG Meetings to 2016 & 2017 budget proposals and prepare some words on it for the Bucharest MC Meeting	Sept
Alicia & Gero	Add "Task Group Meetings" to 2016 & 2017 budget proposals and prepare some words on it for the Bucharest MC Meeting	Sept

e) COST principles & eligibility: gender, countries (ITC), young researchers & ECIs

List of Inclusiveness Target Countries (ITCs)

Bosnia and Herzegovina	BA	Latvia	LV
Bulgaria	BG	Lithuania	LT
Croatia	HR	Poland	PL
Czech Republic	CZ	Romania	RO
Estonia	EE	Serbia	RS
fYR Macedonia	MK	Slovakia	SK
Hungary	HU	Slovenia	SI

Definition of Early Career Investigators (ECI): "A researcher within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent)." (In some Action definitions, those at the end of their PhD are also included.)

Definition of young researchers: These are not necessarily ECIs (see previous) and are also mentioned explicitly, but not clearly defined.

Eligibility:

Meetings:	no specific rules other than the above
STSMs:	must be a PhD student *OR* have completed a PhD < 8 years prior to applying (ECI)
Training School:	must have at least a Bachelor; the TS call can define further criteria

f) STSMs - Pieter

- Rules: There are new COST rules and guidelines for STSMs
 - o The pdf with application instructions on the Action website has been updated
- Quality: There is much room for improvement in the quality of STSM applications and reports. Pieter (as STSM Coordinator) will reject all future applications that do not have a connection to the MoU (rather than send them to the SG to vote).
- Report: Often the report cannot be accepted right away and there is no (clear) description as to what was actually done during the STSM (it is rather closer to a literature review).

- Focus: The SG recommends focussing the STSMs more on the Deliverables of the Action
 - STSM topics will be offered on the website as a sort of “billboard”. However, it should be highlighted that freelance application on another topic is still possible.
 - WG Leader will work more closely with Pieter on the evaluation of STSM applications and reports on subjects relevant to their respective WG
- Format: The format of “first-come-first-serve” will be kept as it is. All applications are sent by Pieter also to Enrico without comment to be evaluated; thus far, Pieter and Enrico have shared the same view of each application.
- Application Deadline 2015: Incoming requests will be accepted until Sept. 15th. The Chair will propose the MC to transfer any leftover funds to a Task Group Meeting.
- Application formalities: Any changes to an application means that it must be resubmitted in e-COST. Thus, all applicants should read the info on the website in detail before applying.

Who	What	When
Alicia	Send around info to the STSMs in the coming email Newsletter. Include: eligibility criteria; check website before applying (incl. link); PDF with instructions on website updated this month; are still spots available; list of potential topics related to WG on web beg of next week; any applications to be considered this year must be submitted by Sept 15th.	29.06.
WG Leaders	Send Alicia a list of potential STSM topics that are tied to WG Deliverables. Minimum information to send is Topic + Contact Person, but more (such as host, dates etc.) can be added.	03.07.
Alicia	Add list of potential STSM topics from WG leaders to website – include that “freelance” applications are also possible.	04.07.
Alicia	Add publications arising from STSMs as a section to the Dissemination section of the website and link to the STSM section	Sept
WG Leaders	Work closely with Pieter on the evaluation of STSM applications and reports on STSM topics relevant to the respective WG	Continuous from now on

g) Conferences

The upcoming Conference in Bucharest was discussed, along with the proposals for 2016 and 2017. Details concerning the 2016 and 2017 conferences (e.g. number of reimbursed participant) cannot be planned until budgets for those GPs are available.

WG2 Conference: Oct 19-21, 2015 in Bucharest, Romania - Noro

Noro presented an outline of the Conference. It was decided that:

- MC Meeting: The MC meeting on Monday 19.10. will be moved to the afternoon (16:00 or 16:30) and there will not be a second MC Meeting on Wednesday 21.
- Expenses: None of the reimbursable expenses will be capped
- Conference Break: A 15 minute break is too short
- Invited Speakers: Up to 2 invited speakers could be reimbursed, provide they are keynote speakers (they should be included in list sent to MC with others for approval)
- Call for presentations: will be open to all (also those outside the Action – but they won’t be reimbursed)

Who	What	When
WG Leaders	Send Alicia a list of proposed participants to be reimbursed for Bucharest (WG1=6+3; WG2=25+8; WG3=20+8; WG4=10+4; WG5=6+2)	By 10.07. (=1 week after original due date)
Noro	Send Alicia names of desired keynote speakers for MC e-vote. If this isn't possible, add as "invited speaker" to list.	By 10.07.
Alicia	Add Noro as LOS for Bucharest in e-COST	Aug
Noro	Inform Alicia if a letter from the Chair is needed by the University outlining details of the LOS	Aug
Alicia	Send list of proposed participants to MC members for comment	10(/13).07.
MC Members	Send comments on lists to Gero	24.07
Gero	Revise list taking into account MC member comments	28.07.
Alicia	Send final list to MC for e-vote	28.07.
Alicia	Invite first rounds of participants via e-COST	Beg. of Aug

WG4 Conference 2016

Planning is in progress for a Conference in Belgium, to be hosted and organised at the University of Antwerp by Reinhart Ceulemans & Stefan Vanbevern, with input from Kris Verheyen (Ghent University). A preliminary plan for the conference (developed by Peter and the organisation team) was presented.

The SG made the following comments & recommendations:

- Dates: 15-17.06.2016 were deemed good dates for the conference (there is a competing conference by the KWF the 8-10.06, Gero and others would not be able to attend then)
- Number of reimbursed Action participants: 70-80; depends on GP3 budget, may have to be less.
- Invited Speakers: up to 2 invited speakers can be reimbursed through the Action (pending approval by the MC). This should be reserved for keynote speakers.
- Length: a 1-day (as opposed to 1.5 day) conference was supported, especially in order to be more attractive to those from outside of the Action. It was thought that presentations should last 20 min (including discussion) and that 30 min presentations are too long.
- Timeline: 3 full days;
 - o Wed → WG meetings 9-12 and 13-16:00, MC Meeting 16-17:30, 17:30 Conf. registration
 - o Thurs → Conference (whole day)
 - o Fri → Excursion (whole day)
- Topic: The WG4 topic has priority for the Conference, but it is important to have cross-sectional relevance, allowing insights from other WGs (e.g. harvesting/silviculture/governance + protection). Examples of technical subjects are the environmental impact of harvesting techniques and, conversely, the impact of environmental restrictions on the financial sustainability of harvesting operations. → The Conference organisers are requested to include *at least 2* presentations on cross-sectional topics, which are to be presented in plenum.
- Conference Format: It was considered important to have at least some presentations in plenum (see "Topic" above). Possible options could thus be Plenum-Parallel-Plenum, or Plenum-Parallel.
- Scientific Committee: Debbie volunteers to be on the scientific committee

A MC vote will be sent around by Alicia asap so that the organisation for the conference can proceed.

Who	What	When
Alicia	Confirm dates of WG4 conference with Peter & Stefan; Prepare and send an MC vote for the WG 4 conference	Asap, send e-vote 29.07 if possible

Peter	Contact other WG Leaders regarding cross-sectional presentations	Soon
Peter	Contact Debbie regarding her offer of being on the Scientific Committee	Soon
Peter	Further develop the Conference proposal and communicate it to Alicia	By beg. of Sept
Peter	Prepare to present info to MC in Bucharest (with conference host)	Oct (Bucharest)

WG3 Conference 2017

WG3 is grateful for two attractive proposals from French and Spanish Members to host a WG3 Conference in 2017. The conference will take place in the beginning of the year (likely Jan/Feb), as excursions to forest operations must take place in winter. A final decision on the location and dates will take place soon.

As mentioned in the WG4 Conference points above, the WG3 Conference will also include *at least 2* cross-sectional presentations (involving members from other WGs).

Up to 2 invited speakers can be reimbursed through the Action (pending approval by the MC). This should be reserved for keynote speakers.

Who	What	When
Natascia	Develop one WG3 Conference proposal and communicate it to Gero and Alicia	By mid-Sept
Natascia	Prepare to present info to MC in Bucharest (with conference host)	Oct (Bucharest)
Natascia	Contact other WG Leaders regarding cross-sectional presentations for the WG3 Conference	Whenever suitable
Alicia	Prepare MC votes on WG 3 & Final Conference for Bucharest	Oct (Bucharest)

Final Conference 2017

Gero proposed connecting the Final Conference in 2017 to the IUFRO 125 anniversary conference held in Freiburg, Sept. 19-23 2017 (Tues-Sat). The SG endorsed this proposal and Gero will look into it further.

Since there will be a WG3 Conference in 2017 as well, Gero will lobby for a larger budget in 2017 to compensate for the extra expense of a final conference.

Who	What	When
Gero	Inquire at the FVA regarding a potential cooperation with the 125 th IUFRO conference in Freiburg and the Action's final conference	Soon
Gero & Alicia	Prepare a proposal for the Final Conference	Aug/Sept
Gero & Alicia	Prepare a presentation for the MC meeting in Bucharest for the Final Conference	Oct (Bucharest)
Gero	Lobby for a larger budget in 2017 to compensate for the extra expense of a final conference	2016

h) Training Schools

TS Proposals 2016

There are several ideas for the TS in 2016.

- 1) Eduard Hochbichler from BOKU (Vienna, Austria) informed Noro he may be interested in hosting a TS in March 2016 on the Practical Applications of Coppice with Standards
- 2) David Rossney mentioned to Debbie he'd be interested on having a TS on non-mechanised harvesting techniques (? - Rapporteur is unsure as to whether the topic is accurate).
- 3) Gero thought Patrick Pyttel from the University of Freiburg may be interested in organising/hosting a TS.

It was deemed necessary to go about choosing a TS for 2016 fairly quickly in order to have enough time to prepare.

Who	What	When
Noro	Ask Eduard H. for an outline of his TS proposal, which he should report directly to Alicia and Gero	By 07.08.
Debbie	Ask David R. for an outline of his TS proposal with Natascia in CC and have him should report directly to Alicia and Gero	By 07.08.
Gero	Ask Patrick P. regarding his interest/intentions	By 07.08.
Gero and Alicia	Evaluate proposals and plan further steps (MC vote etc.)	Aug

TS Proposals 2017

Dagnija volunteered to host a TS in 2017, including topics such as typology, typology mapping, history & ecosystem services:

- This proposed TS could be done in cooperation with WG 4 and 5 – Debbie volunteered to assist.
- It could be between 5 and 10 days, with excursions to different areas with different types of coppice.
- Part of the TS must involve practical application.

Who	What	When
Dagnija	Contact Debbie and Peter to discuss a cooperation. Elaborate on the topic and develop an outline; send this to Alicia and Gero. Be prepared to present a rough proposal in Bucharest.	By end of Sept.

i) BSc / MSc Theses

Some SG members have already supported Bachelor of Master Thesis on Action topics. The WG Leaders & Members are encouraged to offer Theses related to their Deliverables if possible.

Who	What	When
All	Send any completed Theses titles + Author etc to Alicia	Aug
Alicia	Update Website	Aug/Sept

j) Dissemination

This could be included more in future GPs and/or be an option for spending any extra funds at the end of a GP.

Who	What	When
Alicia & Gero	Plan the potential allocation of Dissemination funds for the remainder of the Action.	Aug/Sept

Noro	Provide Alicia with an outline and estimate for printing the collection of country factsheets.	By beg. of Sept
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C. Options for format and content of additional major Action output(s)

a) Options: H2020 Proposal(s), Book, (Joint) Publication(s), Special Issue...

& b) Steps needed for major Action output(s) (if applicable)

The different options were discussed and it is proposed that:

- 1) A collection of the major deliverables of the Action (e.g. country factsheets, guidelines, glossary, policy paper etc.) be combined to a book after the end of the Action, utilising COST's FAD funds.
- 2) Developing proposals for new projects is encouraged, but Gero will not lead this since he is already retired.

Who	What	When
Gero & Alicia	Develop the book idea further	Aug/Sept
Gero & Alicia	Present the book idea to the MC in Bucharest (have an MC vote if appropriate)	Oct (Bucharest)
Gero & Alicia	Apply for FAD funding	2016
Debbie & Alicia & Noro	Discuss regarding H2020 proposals	Aug

Closing Remarks

Gero thanked the all present for a productive meeting and Alicia for the preparation and organisation.

Appendix: To Do List of all Agenda Points (Note: only those with a To Do list!)

Welcome, approval of agenda & nomination of Rapporteur:

Who	What	When
Alicia	Send minutes to SG	27.06.
All SG Meeting participants	Review minutes and send modifications /comments	03.07.

WG 1 Deliverables

Who	What	When
Alicia	Send a current Action email list to Dagnija	August
Dagnija & Noro	Discuss overlap between the statistical data Factsheet (WG1) and the 1 page country descriptions (WG2)	Very soon
Dagnija & Debbie	Discuss overlap between legal framework information (being) collected in WG1 and deliverables in WG5	Soon
Dagnija	Develop a template for the Factsheet well in advance	Soon

WG 2 Deliverables

Who	What	When
Noro	Develop a proposal for a small Task Group Meeting involving either WG1 (typology) and/or WG3 (best practice guidelines) (and/or other WGs if necessary). Involves 8-10 participants, 2 days, <10.000€ & easy to access location. Submit proposal to Gero and Alicia, including who, what, when and where.	Beg. of August
Noro & Natascia	Discuss development of the Best Practice Guidelines	Soon
Noro & Debbie	Discuss the 500-word summary for UK and proofreading of the country summaries.	July

WG 4 Deliverables

Who	What	When
Peter	Send Alicia rephrased Deliverable 1 & 2 (others if necessary)	Aug
Alicia	Inform Officer and update Del on web, progress report...	Aug/Sept
Peter / WG4	Contact Natascia regarding information pertaining to Del 2 "... and derive technical recommendations for future protection CFM"	Soon
Alicia & Gero	Review the new Deliverables, discuss with Peter and WG4 if necessary, & ask the Federica Ortelli for approval (plus further steps if needed)	Sept / Beg of Oct
Alicia & Gero & Peter	Add the rephrasing of WG 4 Dels to the Bucharest MC Agenda, present in Bucharest and ask for approval	Oct (Bucharest)

WG 5 Deliverables

Who	What	When
Debbie	Send Alicia rephrased WG5 Dels	By 03.07.
Alicia	Inform Officer and update WG5 Del wording on web, next progress report, etc.	Aug/Sept
Debbie	Develop a short summary/review on coppice governance for WG5 and other WGs	Aug
Debbie & Alicia	Discuss the WG 5 Dels	Aug
Alicia & Gero	Review the rephrased Deliverables, discuss with Debbie and WG5 if necessary, & ask the Federica Ortelli for approval	Sept / Beg of Oct

	(plus further steps if needed)	
Alicia & Gero & Debbie	Add the rephrasing of WG 5 Dels to the Bucharest MC Agenda, present in Bucharest and ask for approval	Oct (Bucharest)

a) Nomination to a WG

Who	What	When
Alicia	Send current lists of WG Members to the WG Leaders for cross-checking, in preparation for the MC vote	03.08
WG Leaders	Check the lists sent by Alicia to ensure they are complete (if a WG Leader is away on vacation that entire time, the deadline for that WG Leader can be postponed)	By 17.08.
Alicia	Send around WG member lists for MC e-vote	By 01.09.

c) Encouraging engagement of WG members

Who	What	When
Gero	Formulate message letter in plain English to the Action Members to encourage WG engagement	Very soon
Alicia	Send Gero Mailing List for email of WG engagement encouragement	Very Soon

d) Interaction between WGs

Who	What	When
Alicia & Gero	Add SG Meetings to 2016 & 2017 budget proposals and prepare some words on it for the Bucharest MC Meeting	Sept
Alicia & Gero	Add "Task Group Meetings" to 2016 & 2017 budget proposals and prepare some words on it for the Bucharest MC Meeting	Sept

f) STSMs - Pieter

Who	What	When
Alicia	Send around info to the STSMs in the coming email Newsletter. Include: eligibility criteria; check website before applying (incl. link); PDF with instructions on website updated this month; are still spots available; list of potential topics related to WG on web beg of next week; any applications to be considered this year must be submitted by Sept 15th.	29.06.
WG Leaders	Send Alicia a list of potential STSM topics that are tied to WG Deliverables. Minimum information to send is Topic + Contact Person, but more (such as host, dates etc.) can be added.	03.07.
Alicia	Add list of potential STSM topics from WG leaders to website – include that "freelance" applications are also possible.	04.07.
Alicia	Add publications arising from STSMs as a section to the Dissemination section of the website and link to the STSM section	Sept
WG Leaders	Work closely with Pieter on the evaluation of STSM applications and reports on STSM topics relevant to the	Continuous from now on

	respective WG	
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WG2 Conference: Oct 19-21, 2015 in Bucharest, Romania - Noro

Who	What	When
WG Leaders	Send Alicia a list of proposed participants to be reimbursed for Bucharest (WG1=6+3; WG2=25+8; WG3=20+8; WG4=10+4; WG5=6+2)	By 10.07. (=1 week after original due date)
Noro	Send Alicia names of desired keynote speakers for MC e-vote. If this isn't possible, add as "invited speaker" to list.	By 10.07.
Alicia	Add Noro as LOS for Bucharest in e-COST	Aug
Noro	Inform Alicia if a letter from the Chair is needed by the University outlining details of the LOS	Aug
Alicia	Send list of proposed participants to MC members for comment	10/(13).07.
MC Members	Send comments on lists to Gero	24.07
Gero	Revise list taking into account MC member comments	28.07.
Alicia	Send final list to MC for e-vote	28.07.
Alicia	Invite first rounds of participants via e-COST	Beg. of Aug

WG4 Conference 2016

Who	What	When
Alicia	Confirm dates of WG4 conference with Peter & Stefan; Prepare and send an MC vote for the WG 4 conference	Asap, send e-vote 29.07 if possible
Peter	Contact other WG Leaders regarding cross-sectional presentations	Soon
Peter	Contact Debbie regarding her offer of being on the Scientific Committee	Soon
Peter	Further develop the Conference proposal and communicate it to Alicia	By beg. of Sept
Peter	Prepare to present info to MC in Bucharest (with conference host)	Oct (Bucharest)

WG3 Conference 2017

Who	What	When
Nataschia	Develop one WG3 Conference proposal and communicate it to Gero and Alicia	By mid-Sept
Nataschia	Prepare to present info to MC in Bucharest (with conference host)	Oct (Bucharest)
Nataschia	Contact other WG Leaders regarding cross-sectional presentations for the WG3 Conference	Whenever suitable
Alicia	Prepare MC votes on WG 3 & Final Conference for Bucharest	Oct (Bucharest)

Final Conference 2017

Who	What	When
Gero	Inquire at the FVA regarding a potential cooperation with the 125 th IUFRO conference in Freiburg and the Action's final conference	Soon
Gero & Alicia	Prepare a proposal for the Final Conference	Aug/Sept
Gero & Alicia	Prepare a presentation for the MC meeting in Bucharest for the Final Conference	Oct (Bucharest)
Gero	Lobby for a larger budget in 2017 to compensate for the extra expense of a final conference	2016

Training School Proposals 2016

Who	What	When
Noro	Ask Eduard H. for an outline of his TS proposal, which he should report directly to Alicia and Gero	By 07.08.
Debbie	Ask David R. for an outline of his TS proposal with Natascia in CC and have him should report directly to Alicia and Gero	By 07.08.
Gero	Ask Patrick P. regarding his interest/intentions	By 07.08.
Gero and Alicia	Evaluate proposals and plan further steps (MC vote etc.)	Aug

Training School Proposals 2017

Who	What	When
Dagnija	Contact Debbie and Peter to discuss a cooperation. Elaborate on the topic and develop an outline; send this to Alicia and Gero. Be prepared to present a rough proposal in Bucharest.	By end of Sept.

i) BSc / MSc Theses

Who	What	When
All	Send any completed Theses titles + Author etc to Alicia (if she doesn't already have them)	Aug / continuous
Alicia	Update Website	Aug/Sept

j) Dissemination

Who	What	When
Alicia & Gero	Plan the potential allocation of Dissemination funds for the remainder of the Action.	Aug/Sept
Noro	Provide Alicia with an outline and estimate for printing the collection of country factsheets.	By beg. of Sept

Options for format and content of additional major Action output(s)

Who	What	When
Gero & Alicia	Develop the book idea further	Aug/Sept
Gero & Alicia	Present the book idea to the MC in Bucharest (have an MC vote if appropriate)	Oct (Bucharest)
Gero & Alicia	Apply for FAD funding	2016
Debbie & Alicia & Noro	Discuss regarding H2020 proposals	Aug