



COST Action 272
“Packet-Oriented Service Delivery via Satellite”

Minutes of the kick-off meeting
Brussels, 15 June 2001

COST272 secretariat

1. Opening of the meeting

Mr Peter Wintlev-Jensen opens the meeting. The list of attendants is shown in Annex I.

Apologies for absence : Dr Fun Hu, Dr Niovi Pavlidou.

2. Adoption of the agenda

All participants agree on the content of the agenda :

1. Opening of the COST 272 Action
2. Adoption of the Agenda
3. Presentation of COST
4. Presentation of the delegates
5. Agreement on the internal rules of procedure for the committee
6. Election of chairperson and vice-chairperson
7. Decision on secretariat
8. Presentation of the COST 272 related activities by each delegate
9. Discussion of the programme, overall time schedule and organisation of the action activities
10. Relationship between COST 272 and other activities
11. Next MC meetings/workshop
12. Any other business

3. Presentation of COST

Mr Peter Wintlev-Jensen presents the COST framework and activities.

Related COST activities close to Action 272 : COST273, COST279 and COST280.

A COST portal has been set up, hosting information about COST as well as links to the specific actions web pages. The web site of COST272 (<http://www.tesa.prd.fr/cost272>) will also link back to the EC portal.

Contacts with the IETF and other standardisation bodies are strongly encouraged by the EC. With that respect, limited funding might be available to cover travel expenses (however not for the current year).

The COST template contract is currently being modified, though it is likely that the grant model will be kept as it is.

The budget for COST272 will run from June 2001 to June 2002.

4. Presentation of the delegates

The COST272 delegates present themselves shortly (detailed presentations are deferred until point 8 of the agenda).

5. Agreement on the internal rules of procedure for the committee

All participants agree to keep the standard rules of procedure (see [ED-01-000-P] for further information).

6. Election of chairperson and vice-chairperson

Prof Gérard Maral and Dr Erina Ferro are elected as chairperson and vice-chairperson respectively. Prof Gérard Maral will act as chairman for one year and may transfer his duties after that period.

Prof Gérard Maral is pleased to note that the EC commitment in supporting COST actions has become stronger lately. Mr Peter Wintlev-Jensen announces that in the 6th Framework Programme, the overall budget for sponsoring Cost Actions might increase by 100%.

7. Decision on Secretariat

As agreed previously by e-mail by the participants of the Action, Mr Laurent Franck will act as secretary for the Action.

8. Presentation of the COST 272 related activities by each delegate

All participants present their activities as well as the possible links within the COST272 Action.

9. Discussion of the programme, overall time schedule and organisation of the action activities

Programme and organisation of the action activities

Mr Laurent Franck presents a summary of the declaration of interests (see [WD-01-002-S.1]) from each participants. Additionally, a proposal for organising WG activities in chains is also presented. This matter has to be further discussed at the next meeting.

Each working group is coordinated by a working group leader. The role of the working group leader is :

- To coordinate the activities within the working group.
- To trigger interests among working group members and outside the working group.
- To interface with the chairman regarding the dissemination of the documents/results.
- To establish a list of priorities regarding the possible short term scientific missions.

The working group leaders are :

- Working group 1 (Access Network Aspects): Luca Simone Ronga (Univ. of Firenze/CNIT).
- Working group 2 (Space Segment Aspects) : Markus Wener (DLR).
- Working group 3 (User and Service Provider Aspects) : Haitham Cruickshank (Univ. of Surrey)

Mr Mihael Mohorčič raises the issue about whether to include or discard HAP (High Altitude Plate-forms) from the scope of the Action. It is decided to take HAP into account provided there is a relation with the activities of the Action.

Budget issues

Considering the expenses of one meeting to be around 30.000 EUROS, the budget allows only for one MCM this year. Mr Peter Wintlev-Jensen is aware of the problem. However, the number of EC sponsored COST actions has grown tremendously, resulting in smaller shares of the overall budget for each action. The current and only solution is to spend well the money and try to find external resources to fund the next MCMs.

10. Next MC meetings/workshop

Several locations are proposed for the next meeting :

- Barcelona (IST Mobile Communication Summit'2001) : first week of September [The MCM could be funded using an IST project Accompanying Measures facility].
- Pisa (CNUCE/CNR premises) close to the venue for the Ka Band conference (end of September)
- Sicily (International Conference on the Future of the Internet) : end of September.

Unfortunately, these proposals raise the issues of hotel reservation (difficult considering the holiday season) or travel (Sicily is remote).

As a result, Brussels is chosen as the venue of the next meeting. Date : 11-12 October 2001.

Prof Gérard Maral closes the meeting.

ANNEX I

List of Attendants

Agne Nordbotten	Telenor R&D
Enrico Del Re	University of Firenze/CNIT
Erina Ferro	CNUCE/CNR
Evangelos Papapetrou	Aristotle University of Thessaloniki
Francisco Javier González-Castaño	Universidad de Vigo
Franco Davoli	DIST-University of Genoa/CNIT
Gérard Maral	ENST/TéSA
Guy Latouche	Université Libre de Bruxelles
Haitham Cruickshank	University of Surrey
Laurent Franck	ENST/TéSA
Luca Simone Ronga	University of Firenze/CNIT
Marco Annoni	Telecom Italia Lab
Marie Ange Remiche	Université Libre de Bruxelles
Markus Werner	DLR
Maryan Vázquez-Castro	Universidad Carlos III de Madrid
Mihael Mohorčič	Institut Jozef Stehan
Olivier Markowitch	Univerisité Libre de Bruxelles
Peter Wintlev-Jensen	European Commission
Ray Sheriff	University of Bradford
Robert Rumeau	CNES
Steve Kremer	Univerisité Libre de Bruxelles