



## COST Action 299 "FIDES"

Chairman: Luc THEVENAZ (+41 21 693 4774, luc.thevenaz@epfl.ch)  
Vice-Chairman: Francis BERGHMANS (+32 14 332637, fberghma@sckcen.be)  
Secretary: Miguel GONZALEZ HERRAEZ (+34 91 885 65 84, miguelg@depeca.uah.es)  
Grant Holder: Mircea HOTOLEANU (+358 19 357 3983, mircea.hotoleanu@liekki.com)



### **Draft Minutes of the 5<sup>th</sup> MC meeting**

#### **COST Action 299**

#### **Optical Fibres for New Challenges Facing the Information Society**

**Tuesday, 3 July 2007, Naples**

#### **1. Welcome and presentation of new members**

The participants of the 5<sup>th</sup> MC meeting of COST Action 299 (see Annex I) were welcomed by Dr. Thévenaz, the Chairman of the Action, who warmly thanked the local organizers (Dr. Luigi Zeni) for the organization of the Technical Meeting.

The MC members accept the suppliants of the delegates that could not come. Kay Schuster (GE) was replaced by Martin Becker (GE) and Yehuda Leviatan (IL) was replaced by Amit Hochman (IL). The new delegates from Greece (Stavros Pissadikis) and Croatia (Marco Bosiljevac, in substitution of Prof. Zvonimir Sipus) presented themselves.

#### **2. Approval of agenda**

The draft agenda for the 5<sup>th</sup> MC meeting of COST Action 299 was adopted without any amendments. (Annex II).

#### **3. Approval of the Les Houches MC meeting minutes**

The draft minutes for the 4<sup>th</sup> MC meeting of COST Action 299 held in Les Houches (2 February 2007) were approved without any amendments. (see COST 299 document repository)

#### **4. Overview of the present status of the Action**

CSO Approval: 14/06/2005

Entry into force: 14/10/2005

End of Action: 18 January 2010.

Total number of Signatories at date: 20

The Chairman of the Action informed on the changes introduced in COST in the last months. The Chairman thanked the WG Chairmen and Executive Committee for their implication in elaborating the last Progress Report. The Progress Report of the Action is available in the COST website.



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The Chairman informs that there is the Grant for 2007-2008 has not been transferred yet. Therefore, there is no money yet to reimburse the participants to this meeting, and the reimbursement will be delayed until the Grant is transferred. A special request to the COST Administration will be done during the Annual Review Meeting.

### Collaboration with other COST Actions and EU funded initiatives:

No news on this side

### Action dissemination:

The Chairman reminds that the COST 299 Action will be visible throughout the meeting in Naples. In particular, COST Action FIDES sponsors the "Best Student Paper" prizes

## **5. Critical discussion on the Technical Meeting**

### Concerning the separation between WGs:

The Chairman reminds that we are only one Action, and that the workload should be divided among the different WGs equally. Specifically, a problem was spotted for crosstalk between WG1 and WG4.

W. Urbanczyk points out that any effort involving fabrication or modelling of the fibers produced by WG1 should be presented in the session of this WG. M. Tur points out that all the PCF applications concerning sensing should be presented in WG4 with full credit to the WG1 members involved. Therefore, the presentations in WG1 should mainly concern the modelling, fabrication and characterisation technology behind these fibers, and any sensing device or sensor-related experiments should be reported in WG4.

The Chairmen of WG3 and WG4 acknowledge that essentially similar problems can be found between WG3 and WG4. Some sensing applications are reported regularly in WG3, while probably they should be shifted to WG4.

F. Berghmans points out that there should be a re-organization process done for the Workshop in Berlin. Proposals for the re-organization were done by H. Maillotte, K. Kalli and M. Hotoleanu. It is decided that the Chairman will be in charge of distributing the load between the WGs for the next meeting.

The Chairman reminds the delegates that this structure is internal, not external. So any activity reported in a conference should be done simply as within Action COST 299, and not within a specific WG of the Action. In terms of the activity of WG4, the feeling of the Chairman is that the sensing applications should be reported in WG4. M. Tur makes a



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similar remark, but specifically pointing out that the providers of the fibers would be credited sufficiently in WG4.

### Concerning the organization of the Technical Meeting co-located with a conference:

The Chairman points out that three days of conference plus the two days of the COST Meeting are tiring. This opinion is backed by several MC members. The possibility of making the sessions in parallel with a big conference is discussed. It is decided that only SG meetings are made co-located with big conferences, but not the whole COST Meeting. So from now on, the COST Meetings will not be co-located with a conference.

The Chairman also addresses the problem of the schedules and timetables of the conference. He recommends that the WG Chairmen keep the schedule more strictly than up to now, with some flexibility.

Finally the Chairman reminds that the COST Annual Review Meeting will take place in the 4<sup>th</sup> July. The presentation of the report to be done at this meeting will be reviewed by the Executive Committee. The Chairman thanks the Grant Holder (M. Hotoleanu) for making the presentation of the Action in Budapest.

## **6. Presentation of new applying participants and approval of their participation**

The following institutions applied: University of Parma, University of Palermo, University of Bourgogne, University of Brescia, the German company Hottinger Baldwin Messtechnik GmbH (that manufactures fibre optic strain sensors for experimental stress Analysis) the Swiss company Omnisens (that manufactures distributed fiber sensors) and the Romanian National Institute for Lasers, Plasma and Radiation Physics. These applications are accepted.

## **7. Decision on the status of inactive participants**

The Chairman informs that some participants have never participated in a meeting. The Chairman asks if the list of participants should be cleaned up. There are some contributions stating that this should be done carefully since some participants are active but have never come to a meeting. It is decided that the delegates will try to stimulate that the regular participants participate also to the meetings.

The Chairman is even more concerned by the case of some MC members with no substitute: a delegate from Italy (S. Taccheo, vice-chairman of WG2) and a delegate from Sweden (P. O Hedekvist). It is suggested to replace S. Taccheo by M. Legre in the vice-chairmanship of WG2. It is decided that the Chairman of the Action writes to S. Taccheo to propose this change and eventually take a decision.



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### **8. Proposition to organize a Winter or Summer School in 2008-2009.**

The Chairman proposes to organize a Winter or Summer School in 2008-2009. The purpose of this School would be to disseminate the knowledge of the Action to junior researchers and PhD students. The teachers would be advanced researchers involved in the Action together with experts from outside the Action. This proposal is accepted by the Management Committee.

The proposal of the Executive Committee is to make a Workshop on "Advanced Fiber Optics" or even using simply the full title of the Action. A Technical Committee has to be set-up to select the speakers and the topics carefully. It is decided that the School will take place in Cyprus and the local organizer will be Michael Kommodromos. The Technical Committee will be chaired by Kyriacos Kalli. The other members of the Technical Committee will be Mircea Hotoleanu, Brian Culshaw, Francis Berghmans, Herve Maillotte and Sébastien Fevrier. These two Committees have to report during the next MC Committee in Berlin about their progress and propose a draft of the School Program.

### **9. Website of COST 299**

The Chairman informs that the website is running smoothly. The PDFs of the presentations of the Technical Meeting should be uploaded in the website but in the restricted area. All information about content in the website should be sent to [admin@cost299.org](mailto:admin@cost299.org).

### **10. Financial situation**

The Chairman reminds that the Grant for this year has not been received yet, and the budget is not yet known. Therefore, any decision on the expenses should be postponed until having an idea of the exact amount to be received by the Action. The expenses of the Meetings are fully under control and the Chairman thanks the delegates for that. The Chairman presents the proposal of budget for 2007-2008 that was sent to the COST office last June. The total claim for the Grant in 2007-2008 is 104740 Eu.

The reimbursement rule for this meeting is decided using this estimated budget. It is decided that the reimbursement rule is the same as the last meeting, that is, to reimburse the participants reporting STSMs, the invited speakers and those presenting technical contributions.

### **11. Report on completed STSMs**



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The Vice-Chairman (F. Berghmans) reports on the STSMs: in total, 9 STSMs have been finalized and approved by the MC, of which 3 have been reported along the Technical Meeting in Naples (Laura Abrardi from CSIC/UAH to LOPMD, Cathy Crunelle from FPMS to GAP and T. Geernaert from VUB to IPHT) and one will be reported in the next meeting (J. C. Beugnot from LOPMD to EPFL). Three more are in the process of being completed now (J. Montalvo from UC3M to INESC Porto, Y. Botsev from Tel-Aviv to Strathclyde and E. Arad from Tel-Aviv to Strathclyde) and one more will be started soon (A. Mussot from ULille to UAH/CSIC). Two more have been received before the MC meeting (M. Spulack from WRUT to XLIM and P. Peterka from IPE to Nice) and several more are in the process of being prepared. The guidelines for proposition of new STSMs will be put in the website.

### 12. Proposition of new STSMs

The proposed STSMs are formally accepted. The Vice-Chairman asks that the STSMs should not be too short, since junior researchers normally have difficulties in completing the STSMs in such short periods.

### 13. Place and date for the next meeting

The place and dates for the next meetings are decided as follows:

- Berlin 5-7 February 2008: this meeting will be a workshop, and hence three full days will be dedicated. This means that every WG will have half day for the WG Meeting. The meeting will be organized by W. Habel. The details of the Meeting were given in the TM.
- A meeting in the first two weeks of September 2008 will be organized in Madeira. The local organizer will be J. M. Baptista.

### 14. Elections

No elections were done.

### 15. All other business

H. Maillotte reported on the French GDR project that was supported by COST Action 299. This project has been accepted officially in France.

The delegates raised no other business.



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### **16. Action point for the next meeting**

The STSMs will be treated in the next months using the conventional email procedure that has been used up to now.

### **17. Closing**

Dr. Thévenaz concluded the meeting by thanking the participants.



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### Annex I: Participants

**5<sup>th</sup> MC Meeting, Action 299, Naples, Italy  
3 July 2007**

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1	Andersson	Anne	Sweden
2	Baptista	Jose Manuel	Portugal
3	Becker	Martin	Germany
4	Berghmans	Francis	Belgium
5	Boliljevac	Marko	Croatia
6	Culshaw	Brian	UK
7	Gonzalez-Herraez	Miguel	Spain
8	Habel	Wolfgang	Germany
9	Hochman	Amit	Israel
10	Hotoleanu	Mircea	Finland
11	Ivan	Monica	Romania
12	Jaroszewicz	Leszek R.	Poland
13	Kacik	Daniel	Slovakia



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14	Kalli	Kyriacos	Cyprus
15	Kanka	Jiri	Check Republic
16	Kommodromos	Michael	Cyprus
17	Legre	Matthieu	Switzerland
18	Lewis	Elfed	Ireland
19	Lopez-Amo	Manuel	Spain
20	Maillotte	Herve	France
21	Monnom	Gerard	France
22	Pissadikis	Stavros	Greece
23	Rogers	Alan	UK
24	Santos	Jose Luis	Portugal
25	Thevenaz	Luc	Switzerland
26	Tur	Moshe	Israel
27	Urbanczyk	Waclaw	Poland
28	Voiculescu	Emil	Romania
29	Wuilpart	Marc	Belgium
30	Zeni	Luigi	Italy



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### Annex II

#### Draft Agenda of the 5th Management Committee Meeting

#### COST Action 299

#### Optical Fibers for New Challenges Facing the Information Society

Naples Conference Centre (Italy), 03/07/2007

17h15 – 19h00

1. Welcome and Presentation of new members (Chairman)
2. Approval of the agenda (Chairman)
3. Approval of the Minutes of the 4th MC Meeting (Secr.)
4. Overview on the present status of the Action and general information (Chairman)
  - a. Information from COST-ESF, CSO committees or other, ... (Chairman, Rapport.)
  - b. Collaboration with other COST actions, EU funded initiatives or standardization bodies (All)
5. Critical discussion about the Technical meeting and the Action operation. (All)
6. Presentation of new applying participants and approval on their participation (All)
7. Decision on the status of inactive participants (All)
8. Proposition to organize a Summer or Winter School in 2008-2009 (Chairman)
9. Website of COST299
  - a. Status (M.Ivan)
  - b. Propositions for the content (All)
10. Financial situation: (Chairman & Grant Holder)
  - a. Comments on the financial situations (travel expenses, STMs,..) (Chairman)
  - b. Decisions about the 2007-2008 Grant (All)
11. Report on completed STMs (concerned delegates)
12. Proposition of STMs and approval (concerned delegates)
13. Place and date of the next meetings (Chairman, All)
  - a. Discussion about the Winter 2008 meeting (W.Habel, Chairman)
  - b. Discussion and decision for the Autumn 2008 meeting
14. Elections (Chairman)



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15. All other business (All)
16. Action points for the next meeting
17. Closing (Chairman)

# Agenda MC Naples 03.07.2007

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1. Welcome and Presentation of new members (Chairman)
2. Approval of the agenda (Chairman)
3. Approval of the Minutes of the 3rd MC Meeting (Secr.)
4. Overview on the present status of the Action and general information (Chairman)
  - a. Information from COST-ESF, CSO committees or other, ... (Chairman, Rapport.)
  - b. Collaboration with other COST actions, EU funded initiatives or standardization bodies (All)
5. Critical discussion about the Technical meeting and the Action operation. (All)
6. Presentation of new applying participants and approval on their participation (All)
7. Decision on the status of inactive participants (All)
8. Proposition to organize a Summer or Winter School in 2008-2009 (Chairman)
9. Website of COST299
  - a. Status (M.Ivan)
  - b. Propositions for the content (All)

# Agenda MC Naples 03.07.2007

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10. Financial situation: (Chairman & Grant Holder)
  - a. Comments on the financial situations (travel expenses, STMs,.) (Chairman)
  - b. Decisions about the 2007-2008 Grant (All)
11. Report on completed STMs (concerned delegates)
12. Proposition of STMs and approval (concerned delegates)
13. Place and date of the next meetings (Chairman, All)
  - a. Discussion about the Winter 2008 meeting (W.Habel, Chairman)
  - b. Discussion and decision for the Autumn 2008 meeting
14. Elections (Chairman)
15. All other business (All)
16. Action points for the next meeting
17. Closing (Chairman)

# Informations

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- Thank you for your contribution and your efforts for the annual reporting
- No news about the Grant...  
Transition period from FP6 to FP7
- COST ICT Annual Review Meeting (July 4 2007)  
Our Grant Holder will represent the Action

# New participants

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- Photonic Components and Devices Group, Information Engineering Department, University of Parma, Italy (Stefano Selleri)
- Laboratory of Amorphous Materials Physics, Department of Physical and Astronomical Sciences, University of Palermo, Italy (Simonpietro Agnello)
- Università degli Studi di Brescia, Dipartimento di Elettronica per l'Automazione, Laboratorio di Fotonica, Italy (Costantino de Angelis)
- Université de Bourgogne, Institut Carnot de Bourgogne, Département Optique, Interaction Matière-Rayonnement , France (Guy Millot)
- Omnisens
- HBM
- Romanian National Institute for Lasers, etc...

## Decision on the status of inactive participants

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- Some participants show their interest when the Action was launched, but never show up at a Meeting...
- The list of participants needs a clean-up.
- Proposition: use the registrations on the website.
- More problematic: some Delegates and even WG vice-Chairmen did not show up since the Mons/Nice meeting...

# Proposition to organize a Summer/Winter school

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- Dissemination of the Action cumulated knowledge among all participants and more.
- Participants: students, junior and senior researchers
- Teachers: advanced researchers active in the Action, some very selected external speakers.
- To be found:
  1. A place and a local organizer...
  2. A topic!

# Proposition to organize a Summer/Winter school

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- Proposition of the Executive Committee:

## "Advanced Fibre Optics"

1. Photonic crystal fibres: theory, simulations, novel applications...
2. Doped fibres
3. Nonlinear fibre optics: supercontinuum, wavelength conversion, parametric processes, slow&fast light...
4. Fibre sensing: distributed sensing, biosensing, ...

# Travel expenses

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<b>Nice meeting:</b>	Estimated budget	28'200€
	Real costs	25'200€
<b>Average cost per delegate (29):</b>	869€	(Estim. 940€)
<b>Les Houches meeting:</b>	Estimated budget	24'000€
	Real costs	21'400€
<b>Average cost per delegate (36):</b>	594€	(Estim. 800€)

## COST 299 Budget July 1, 2007-June 30, 2008

<b>(1) Travel expenses</b>	<b>73240</b>	
Technical Meeting (36 delegates, 940€)	33840	
Technical Meeting (36 delegates, 800€)	28800	
Study group meeting	4800	
Study group meeting	4800	
Chairman reporting	1000	
<b>(2) Workshop organiz. support</b>	<b>2000</b>	
1 Workshop	2000	
<b>(3) Short Term Scientific Missions</b>	<b>13500</b>	
to be defined	2500	
to be defined	2500	
To be defined	2500	
To be defined	1500	
To be defined	1500	
To be defined	1500	
To be defined	1500	
<b>(4) Training school</b>	<b>0</b>	
	0	
<b>(5) Publications</b>	<b>5000</b>	
<b>(6) Secretariat</b>	<b>10000</b>	
Flat rate 15%	14211	
<b>(7) Others</b>	<b>1000</b>	
Executive Committee meeting	1000	
<b>Total</b>	<b>104740</b>	98280 Target

# Account balance

I. INCOME		
<b>COST GRANT AGREEMENT</b>		70'200.00 €
(1) First Downpayment	Date :4.10.2006	44'404.25 €
(2) Second Payment	Date :	20'745.00 €
(3) Third Payment	Date :	0.00 €
(3) Carry-over from previous grant, if applicable		1'885.77 €
Total received :(1) +(2) + (3)		67'035.02 €
II. EXPENDITURE		
<i>A. Science Expenditure (Specify on corresponding sheets)</i>		
(1) Total travel to Meetings - according to enclosed table		47'682.84 €
(2) Total Workshops - according to enclosed table		0.00 €
(3) Total STSMs- according to enclosed table		11'493.61 €
(4) Training Schools		0.00 €
(5) Dissemination, Publications		0.00 €
(6) Others Total		0.00 €
<b>Total Science Expenditure (sum 1 to 6)</b>		59'176.45 €
<i>B. Secretarial support (maximum 15% of A.)</i>		
		7'000.00 €
<i>C. Total expenditure (= A + B)</i>		
		66'176.45 €
III. OUTSTANDING BALANCE		858.57 €

# Short Term Missions

STSM		Dates	Date received	Date approved	Applicant	Home	Host	Financial Request	Finances Paid	Status	
Year	Number										
0	1	20/03/2006-31/03/2006			A. Vedadi	FEMTO-ST	EPFL	700	538.00	Finalized	
0	2	19/04/2006-27/04/2006			S. O'Keeffe	Limerick Univ.	SCK	1400	687.53	Finalized	
0	3	01/07/2006-31/07/2006			S. Diaz	UPNA	EPFL	2400	2400.00	Finalized	
1	4	16/10/2006-23/10/2006	03/10/2006	10/10/2006	A. Boucon	FEMTO-ST	FPMS	700	357.10	Finalized	
1	5	29/10/2006-03/11/2006	05/10/2006	27/10/2006	M. O'Farrell	Limerick Univ.	City Univ.	1600	805.38	Finalized	
1	6	09/06/2007-09/07/2007	18/12/2006	05/02/2007	J. Montalvo	UCIIM	INESC	2000	2000.00	Requested	
1	7	05/03/2007-16/03/2007	19/01/2007	05/02/2007	C. Crunelle	FPMS	GAP Optique	1210	1210.00	Finalized	
1	8	20/02/2007-02/03/2007	24/01/2007	05/02/2007	T. Geernaert	VUB	IPHT	1400	1400.00	Report to MC	
1	9	18/02/2007-23/02/2007	08/02/2007	14/02/2007	L. Abrardi	IFA-CSIC	LOPMD	550	704.57	Finalized	
1	10	23/04/2007-30/04/2007	02/04/2007	18/04/2007	J.-C. Beugnot	FEMTO-ST	EPFL	700	416.56	Finalized	
1	11	20/05/2007-04/06/2007	20/04/2007	07/05/2007	Y. Botsev	Tel-Aviv. Univ.	Strathclyde Univ.	2300	2300	Requested	
1	12	10/06/2007-24/06/2007	20/04/2007	07/05/2007	E. Arad	Tel-Aviv. Univ.	Strathclyde Univ.	2200	2300	Requested	
2	13	15/07/2007-19/07/2007	18/05/2007	11/06/2007	A. Mussot	PhLAM	IFA-CSIC	950	950.00	Requested	
2	14	01/10/2007-20/10/2007	14/06/2007	pending	M. Spulak	Wroclaw Univ.	XLIM	2400	2400.00	Pending approval	
2	15	15/10/2007-26/10/2007	26/06/2007	pending	P. Peterka	IPE	Nice Univ.	1500	1500.00	Pending approval	
2	16	14/09/2007-26/09/2007	planned	-	R. Buczynski	Warsaw Univ.	VUB	1820	1820.00	In preparation	
								<b>TOTAL</b>	<b>23830.00</b>	<b>21789.14</b>	

# Logo

