

HYCON

Governing Board meeting

October 23, 2004, Paris

Minutes

Authorised representatives present :

FIST : Joseph de Macedo
CNRS : Françoise Lamnabhi-Lagarrigue
ETHZ : Manfred Morari
RUB : Jan Lunze
UNIDO : Sebastian Engell
UMD : Jörg Raisch
US : Eduardo Camacho
SUPELEC : Hervé Gueguen
INRIA : Giancarlo Ferrari Trecate
UPAT : John Lygeros
UAQ : Fortunato Santucci
UNIFI : Lucia Pallottino (substitute)
UNISI : Alberto Bemporad
PARADES : Andrea Balluchi
TUE : Bert Van Beek (substitute)
UT : Jan Willem Polderman (substitute)
TUD : Bart de Schutter
KTH : Karl Henrik Johansson
ULIN : Jacob Roll (substitute)
LTH : Rolf Johansson
UCAM : Jan Maciejowski

Absent :

UCL
DLR

The quorum is met.

The meeting was declared open at 4 :00 p.m.

Election of the chairperson

Sebastian Engell was the only candidate. He was elected by unanimous vote as chairperson of the Governing Board for the full duration of the Project.

Management requests

Summarizing previous discussions in the Executive Committee and the Governing Board, S. Engell requested

- FIST to send to each Contractor a copy of the signed Contract and Consortium Agreement as well as a letter stating that the Commission has guaranteed a pre-financing of xxx € according to the Contract signed between the Commission and the Co-ordinator.

- CNRS to send the algorithm used for computing the budgets of the nodes as well as a detailed breakdown of the individual budgets to each contractor.

It was agreed that this should happen within the next 10 days.

Meetings

S. Engell gave the schedule of the next meetings :

Executive Committee : March 8, in Zurich (in connection with HSCC, 2005, March 9-11)
This meeting will be held to prepare the project review scheduled by Project officer Rolf Riemenschneider at month 6 of the project.

Executive Committee and Governing Board : July 18-19, in Siena (in connection with the summer school)

The two meetings will be held to prepare the annual periodic reports and the updating of Joint programme of activities.

Audit certificates

Motion : audit certificates will be reimbursed by CNRS (management budget) up to 1,000€. All further costs for audit certificates will be borne by each Contractor.

Vote : all in favour but one

Administrative contact persons

A clear identification of the person(s) in charge of HYCON was requested from FIST.
Each Contractor shall name whom to get in touch with regarding administrative matters.
A list of administrative contact persons will be drawn up.

EC contribution

Motion : to withhold 10% (210,000€) from the total amount of the requested EC contribution in order to cover general costs (e.g. inviting the Scientific Board) giving the following breakdown:

Total EC contribution for 18 months	: 2,100, 000
Pre-Financing (85%)	: 1,785, 000
First instalment (75%)	: 1,575, 000

The way the Contractors plan to spend the global remaining 25% will be discussed at each further meeting.

Vote : unanimous in favour

Industrial Property Use and Dissemination Committee

According to the rules laid down in the Consortium Agreement, the members of this advisory committee were appointed :

Andrea Balluchi
Stefan Kowalewski
FIST (one representative)

Joint Programme of Activities

The JPA was approved by unanimous vote.

The meeting adjourned at 4:40 p.m.