



**COST**  
EUROPEAN COOPERATION  
IN SCIENCE AND TECHNOLOGY

COST Office  
Avenue Louise 149  
1050 Brussels, Belgium  
t: +32 (0)2 533 3800  
f: +32 (0)2 533 3890  
office@cost.eu

[www.cost.eu](http://www.cost.eu)

Minutes of the First Management Committee Meeting of COST Action

**MP1307 StableNextSol**

**“Stable Next-Generation Photovoltaics: Unraveling degradation mechanisms of Organic Solar Cells by complementary characterization techniques”**

**COST Office**

Avenue Louise 149, B-1050, Brussels (Belgium)

**20<sup>th</sup> March 2014, from 10h00 till 16h00**



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## 1. Welcome to participants

The Science Officer (SO) and the Senior Administrative Officer (SAO) in the Domain Materials, Physics and Nanosciences (MPNS), Dr. **Maria Moragues** and Ms. **Milena Stoyanova** respectively, welcomed all the participants. The objectives of the meeting were explained.

The Management Committee (MC) members of COST Action **MP1307** were reminded that they do not represent themselves or their institutions but their country. For future MC meetings it should be noted that MC members may be substituted by an officially nominated MC substitute only if the replacement is confirmed by the COST National coordinator (CNC) of the respective country. [http://www.cost.eu/about\\_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)

The meeting was chaired by the SO until the election of a chairperson for the Action, which was carried out under agenda item 7.

## 2. Adoption of the agenda

The draft agenda of the meeting as found in **Annex 1** was approved without changes or additions by the members of the MC.

## 3. Status of the COST Action

COST Action **MP1307** was approved by the Committee of Senior Officials on **15/11/2013**. The Action officially starts with the 1st MC Meeting **20/03/2014** and will end in four years, on **19/03/2018**. The MPNS Domain Committee (DC) nominated **Dr Denis Dowling (IE)** as Rapporteur for the Action.

As of the 1st MC meeting, a total of **23** Parties had accepted the MoU according to the official records of the COST Council Secretariat. The Action would be open for COST countries to join unconditionally until **15/11/2014**, after which new members could join only after the approval of the MC.

## 4. Presentation of the delegations

A total of 34 participants from 21 out of 23 Parties attended the meeting.

Apologies from absence and the participants' list of the meeting is presented in **Annex 2**. The complete list of Action MC members and their contact information can be found in **Annex 3**.

The COST Office was represented by the SO and SAO of the COST MPNS Domain, Maria Moragues and Milena Stoyanova respectively.

All participants introduced themselves and reported briefly about their professional background and previous experience with COST.

## 5. General information on COST mechanism and on the funding and reporting of coordination activities

The SO presented the history, mission and main features of COST (**Annex 4**), as well as a detailed description of the MPNS Domain, while AO introduced COST main instruments and procedures (**Annex 5**).





Comprehensive information was also provided with regard to the COST Grant System (**Annex 5**) under which the Action will be funded. The presentation focused on the Grant System implementation in terms of objectives, boundary conditions, work and budget plan and role and the responsibility of the Grant Holder. The Action will sign a Grant Contract for a period of 12 months starting on **01/06/2014**. The MC was informed that a Grant Holder (GH) institution should be designated to sign a contract with the COST Office to receive the Action's yearly allocation in the form of an annual grant. The GH must be the institution of an MC member. It was stated that, for local organizer support, VAT is NOT an eligible cost for reimbursement. Also flat rates must always be applied for hotel and meals but the MC can lower the flat rates to match the average local costs or contribute only partially to participant's costs.

The expenses of the 1<sup>st</sup> MC meeting on **20/03/2014** are covered by the COST Office.

Initially the budget allocated to the Action from **01/06/2014 to 31/05/2014** is **EUR 145.000,00**, which shall include the maximum of 15% of overheads of the GH Institution

## 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 to the MC by SO from Annex II of COST 4154/11 "*Rules and Procedures for implementing COST Actions*".

The Rules of Procedure were unanimously approved by the MC.

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

The Science Officer invited volunteers or nominations for the positions of Chair and Vice Chair of the Action.

The MC elected unanimously the following MC Members as Chair and Vice Chair of the Action:

**Chair:** Dr Monica Lira-Cantu (ES)

**Vice Chair:** Dr Moritz Riede (UK)

After the election of the Action's Chair and Vice-Chair, the SO handed the meeting over to the newly-elected Chair. The Chair began by presenting the Action (**Annex 7**).

## 8. Selection of the Grant Holder

The MC elected unanimously the following positions:

**Grant Holder (GH) Institution:** FUNDACIÓ INSTITUT CATALÀ DE NANOCIÈNCIA I NANOTECNOLOGIA (ICN2), BARCELONA, SPAIN.

- **Legal Representative:** Prof. Pablo Ordejón (pablo.ordejon@icn.cat), Director.
- **Scientific Representative:** Dr. Monica Lira-Cantú (monica.lira@icn2.es) Tenured Scientist and Group Leader.
- **Grant Holder Manager:** Dulce Tienda Martagon ([dulce.tienda@icn.cat](mailto:dulce.tienda@icn.cat)) Project Manager



The GH was elected during the meeting. As the MC Chair is affiliated with the Grant Holder, the Vice Chair shall represent the Action for financial matters. In this case, any decisions which according to the COST Vademecum require MC Chair approval must be approved by the MC Vice Chair.

The MC agrees that FSAC equal to 15% of the science expenditure should be allocated to the elected GH.

### 9. Work plan for the implementation of the COST Action (based on the Memorandum of Understanding in **Annex 8** – Presentation of the Action by the proponent)

The MC approves the two main Programs of the Action: the Science and Technological Program and the Networking Program.



The MC elects unanimously the following as WG leaders for the Science and Technological program>

- **WG1: Technology Monitoring:** Dr. Nieves Espinosa ([nimar@dtu.dk](mailto:nimar@dtu.dk)), Denmark
- **WG2: OPV Fabrication:** Dr. Yulia Galagan ([yulia.galagan@tno.nl](mailto:yulia.galagan@tno.nl)), Netherlands.
- **WG3: OPV Degradation:** Dr. Sjoerd Veenstra ([veenstra@ecn.nl](mailto:veenstra@ecn.nl)), Netherlands.
- **WG4: No-Destructive Characterization:** Dr. Harald Hoppe ([harald.hoppe@tu-ilmenau.de](mailto:harald.hoppe@tu-ilmenau.de)), Germany
- **WG5: Destructive Characterization:** Prof. Eugene Katz ([keugene@bgu.ac.il](mailto:keugene@bgu.ac.il)), Israel
- **WG6: New Device Engineering:** Dr. Voroshazi Eszter ([Eszter.Voroshazi@imec.be](mailto:Eszter.Voroshazi@imec.be)), Belgium.

The MC elects unanimously the following as managers of the Networking Program:

- The MC elects Elizabeth von Hauff ([e.l.von.hauff@vu.nl](mailto:e.l.von.hauff@vu.nl)), the Netherlands, as **Manager of the Networking Group**.



- The MC elects Dr. Lars Muller/Meskamp (lars.mueller-meskamp@iapp.de), Germany, as **Manager of the Science and Technology Group**.
- The MC elects Dr. Jesus de la Fuente from the company Graphenea (j.delafuente@graphenea.com), Spain, as the **Responsible for the Industrial Advisory Board**.
- The MC elects Prof. Marta Ramos ([marta@fisica.uminho.pt](mailto:marta@fisica.uminho.pt)), Portugal, **head of the Ethics Committee Ethics Committee**.
- The **dissemination and webpage coordination** will be taken care of by the Grant Holder Institution.

The Steering Committee (SC) will be composed of the Chair, the Vice Chair and the responsible of the various Action tools (WG, STSMs, GHM, etc.). Other representatives would be asked to participate when it appears it is necessary.

The MC agrees that financial decisions up to a maximum of EUR 5000 can be taken by the SC.

The MC agrees that electronic voting of the MC members by e-mail is valid. In general, no reply to a voting request from the Action Chair within 1 week (7 days) will be equivalent as a YES vote. For important questions (decided by the SC and the COST Office), everyone must reply to the e-mail and specify his/her vote. The SO reminded the MC that each party has 1 vote and to assist the Chair in counting votes, MC members should agree on the vote for their party before voting.

## 10. Budget plan for the first period

The total budget for the grant period from **01/06/2014 to 31/05/2015** is EUR 145.000,00 with EUR **121.740, 00** for scientific activities and **15%** for FSAC (EUR **21,750.00**).

The drafted breakdown for scientific activities is:

Meetings should be avoided in the following the weeks of the 10-11 March 2014 and 08-14 of September 2014.

Activity	Location	Organiser	Period
MC Meeting + WGs Meetings	Barcelona (Spain)	Dr. Monica Lira-Catú	8-9 October 2014
International Summit on Organic Photonic Stability (ISOS-7)	Barcelona (Spain)	Dr. Monica Lira-Catú	6-8 October 2014
MC Meeting + WGs Meetings	Lille (France)	Dr. Harald Hoppe	11-12 May 2015
Materials Design and Processing Concepts for Efficient and Stable Organic, Hybrid, Perovskite and Dye Solar Cells Meeting at E-MRS	Lille (France)	Dr. Harald Hoppe	11-15 May 2015





The budget-work plan draft will be finalized electronically according to the MoU (**Annex 8**) by the MC and sent to the COST Office SO and AO for agreement before sending to the MC for electronic approval.

## BUDGET FOR THE FIRST GRANT PERIOD

<b>A. COST Networking Tools</b>	EUR
(1) MEETINGS	94.000,00
(2) TRAINING SCHOOLS	00.00,00
(3) SHORT-TERM SCIENTIFIC MISSIONS	24.900,00
(4) DISSEMINATION	3.900,00
(5) OERSA	450,00
<b>B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (5))</b> AUTOMATIC SUM: Click in cell to the right and click button "F9" to update the autosum	<b>123,250.00</b>
<b>C. FSAC (max. of 15% of B.)</b>	21.750,00
<b>D. TOTAL EXPENDITURE (B+C)</b> AUTOMATIC SUM: Click in cell to the right and click button "F9" to update the autosum	<b>145,000.00</b>

### 11. Place and date of next meeting

Barcelona, Spain. See item 10.

### 12. AOB

### 13. Closing

The meeting ends at 16:00.