



ACTINPAK MC MEETING #2

16 SEPTEMBER 2015



**Draft Agenda
Management Committee Meeting**

COST Action no. FP1405

**Action Title: Active and intelligent fibre-based packaging - innovation and market introduction
(ActInPak)**

University of Aveiro, Portugal 16th September 2015 15:30-18:00

1. Welcome to participants
2. Adoption of agenda
3. Approval of minutes and matters arising of last meeting
4. Update from the Action Chair
 - a. Status of Action, including participating countries
 - b. Action budget status
 - c. STSM status and new applications
5. Promotion of gender balance and of Early Career Investigators (ECI)
6. Update from the Grant Holder
7. Update from the COST Association
 - a. Update from Scientific Officer – Ms. Fatima Bouchama
 - b. Update from Administrative Officer – Ms. Cassia Azavedo
8. Follow-up of MoU objectives
 - a. Progress report of working groups
9. Scientific planning
 - a. Scientific strategy
 - b. Action Budget Planning
 - i. Reimbursement rules for next meetings
 - ii. Lower reimbursement for hotels/travel for next meeting GP1
 - iii. Fixed amount of budget allocated for ECIs? (for next GPs)
 - c. Long-term planning (including anticipated locations and dates of future activities)
 - d. Dissemination planning (Publications and outreach activities)
10. Requests for new members
11. Non-COST applications to the Actions
12. AOB
13. Location and date of next meeting
 - a. 9-10 November 2015, Athens, Greece – cancelled
 - a. 17th November 2015, Utrecht – WG2+4 meeting in cooperation with AIPIA conference
 - b. March 2015?? Location Slovenia??
14. Summary of MC decisions
15. Closing

3. MINUTES LAST MEETING

- Already approved by e-vote 13/4/2015
- Other approved decisions via e-vote:
 - Core Group (13/4/2015)
 - MC Observer University of Tokyo, Japan (29/5/2015)
 - MC Observer SCION, New Zealand (29/5/2015)
 - MC Observer CSIR South Africa (31/7/2015)

4A. STATUS OF ACTION

- Start date: 20 March 2015
- Grant Period 1: June 2015 – April 2016

4A. CORE GROUP



Chair
Sanne Tiekstra, NL



Vice-Chair:
Julien Bras, FR



STSM Coordinator
Marco Giacinti B., IT



WG1
Selcuk Yildirim, CH



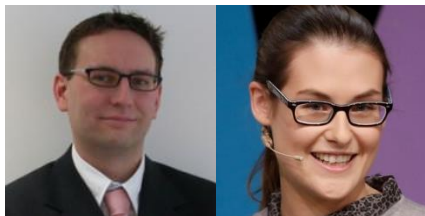
WG2
Johanna Lahti, FI



WG3
Greg Ganczewski,
PL



WG4
David Ravnjak &
Tadeja Muck, SI

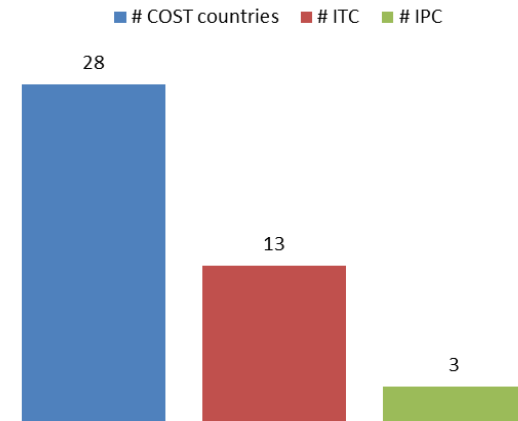


KTC/IIC
Johannes Bergmair &
Victoria Heinrich, AT

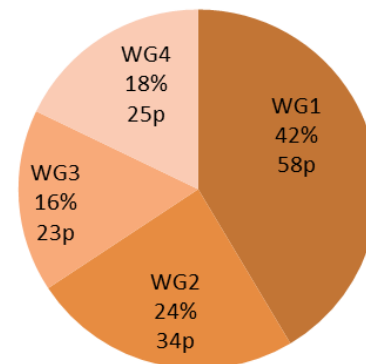


Editorial Board
Diana Gregor-Svetec, SI

4A. PARTICIPATING COUNTRIES



members
(not unique)



4C. ACTION BUDGET STATUS

- Available for GP1: €129.000
- Distribution according to approved Work and Budget Plan:

Grant Period: 1

A. COST Networking Tools

Meetings (4) 96,620

Training Schools 0

STSMs (4) 10,000

Dissemination 4,500

OERSA 1,000

B. Total Science Expenditure 112,120

C. FSAC (max 15% of B) 16,818

D. Total Expenditure 128,938

4D. STSM STATUS

- Short-Term Scientific Mission
- 4 STSM in Grant Period 1 (until May 2016)
- Max budget GP1: €10.000

- Maximum reimbursement and duration:



	Duration	COSTS
STSM	5-90 days	160 €/day up to € 2500
STSM by an Early Career Investigator (ECI)	91-180 days	160 €/day up to € 3500

4D. STSM RULES FOR SELECTION

- Relevance of topics and activities with respect to ActInPak
- Selection every two months (app. January/March/May/July/September/November)
- Results will be communicated on ActInPak Website as well as via mail to the applicants
- Eligible proposals will be funded until the total number of STSM considered for the Grant Period will be completed
- In case number of proposals exceeds number of positions a selection will be made based on the following priorities:
 1. ECI STSM
 2. Industrial STSM (from or to industries)
 3. STSM involving young researchers (Master or PhD students)
 4. Amount of funding requested (lower amount for the same stay will be preferred)

4D. STSM FLYER WITH ALL REQUIREMENTS

ActInPak COST Action FP1405
Active and intelligent (fibre-based) packaging – innovation and market introduction

SHORT TERM SCIENTIFIC MISSIONS

General information

What is ActInPak
ActInPak is a COST Action focused on active, smart and intelligent fiber-based packaging solutions; despite the huge potential showed by such products in the optimization of supply chain, improvement of the shelf-life and development of consumer consciousness in food utilization; very few of the potential solutions have been able to reach the market.

The main objective of the Action is thus to fill the gap among the research innovation, industrial production and commercial exploitation of new products by conducting research actions which encompasses not only the development of scientific and technical solutions, but also the analysis of opportunities for and obstacles to market introduction. The key technical, social, economic and legislative factors to focus on, and possibilities/limitations for successful market introduction will be identified by providing an open, multidisciplinary platform for the complete paper and board packaging value chain to share knowledge and solutions among partners.

What is an STSM
Short Term Scientific Missions are COST networking tools aimed at increasing collaborations through exchange of researchers between Partners. STSMs are thus exchange visits fostering collaboration, contributing to the scientific objectives of the Action and allowing participants to learn new techniques and to have access to data/instruments/methods not available in their own institution. They are particularly intended for young scientists such as Early Career Investigators (ECI). STSMs can be from a **Participating COST country**:

- ✓ To another Participating COST country
- ✓ To an approved Near Neighbour Country (NNC) institution and vice versa
- ✓ To an approved International Partner Country (IPC) institution
- ✓ To an approved European Organisation (and vice versa in case of RTD organizations)

Each STSM has to be started and concluded in the same Grant Period - that is between June 1st of one year and 31st May of the next year for ActInPak.



COST distinguishes between two types of STSMs with the following duration and allowed funding:

	Duration	COSTS
STSM	5-90 days	160 €/day up to € 2500
STSM by an Early Career Investigator (ECI)	91-180 days	160 €/day up to € 3500

More information can be found in the [COST Vademecum](#) (Pages 29-30)

Participants
Austria
Belgium
Bulgaria
Croatia
Czech Republic
Denmark
Finland
France
Germany
Greece
Hungary
Ireland
Italy
Lithuania
Luxembourg
Netherlands
Norway
Poland
Portugal
Romania
Serbia
Slovakia
Slovenia
Spain
Sweden
Switzerland
Turkey
United Kingdom
COST International Partners
SCION, New Zealand
University of Tokyo, Japan

ActInPak COST Action FP1405
Active and intelligent (fibre-based) packaging – innovation and market introduction

SHORT TERM SCIENTIFIC MISSIONS

Application and selection procedure

Applicants can register online through the following website: <https://e-services.cost.eu/stsm>
The following information has to be provided during the registration procedure:

- » the Action number;
- » the title of the planned STSM;
- » the start and end date;
- » the applicant's details, including key academic details and workplan;
- » the applicant's bank details;
- » the host institution;
- » financial data (amount for travel and subsistence)

After encoding the information a formal STSM application will be issued which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with CV, full work plan*, list of publications motivation letter, letter of support from the home institute and invitation letter from the host institution and any other documents which the Applicant may regard as helpful in supporting the application at the evaluation process to:

- » the future Host of the STSM;
- » the ActInPak STSM coordinator (Marco Giacinti B.: marco.giacinti@unibo.it).

*In the work plan, elaborate on the expected impact of the STSM on ActInPak as well as the expectations for dissemination of the work (e.g. a presentation during an ActInPak meeting, an external conference presentation, a video pod cast for the ActInPak website, etc.).

The complete application file (as described in the COST Vademecum), including MC approval, must be submitted at least three months before the start date of the proposed STSM.

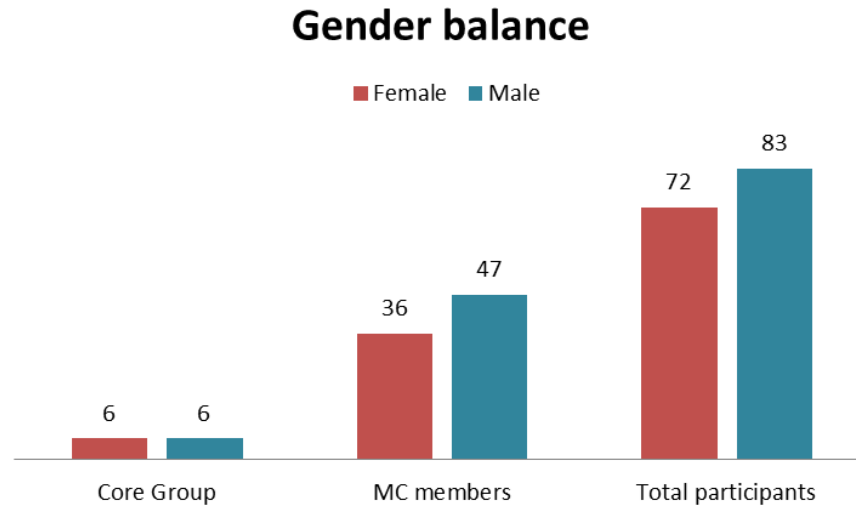
The STSM coordinator will evaluate the different proposals on the base of the relevance of the topics addressed and of the proposed activities with respect to the COST action focus. Selection will be made every two months (approximately January – March – May – July – September – November) and results will be communicated on the Action Website as well as via mail to the different applicants. Proposals declared as eligible will be funded until the total number of STSM considered for the Grant Period will be completed. In case the number of proposals exceeds the number of available positions a selection will be made based on the following priorities:

- a) ECI STSM
- b) Industrial STSM (from or to industries)
- c) STSM involving young researchers (Master or PhD students)
- d) Amount of funding requested (lower amount for the same stay will be preferred)

The possibility to fund additional STSM will be discussed within the Steering Committee depending on the budget available.

More information:
ActInPak STSM coordinator Marco Giacinti B.: marco.giacinti@unibo.it

5. PROMOTION OF GENDER BALANCE AND ECI



ECI = Early Career Investigator

Meaning: a researcher within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent).

6. UPDATE GRANT HOLDER

- Don't forget to fill in your TRR within 30 days after this meeting and upload all relevant documents before submitting
- Receipts should specify amount, date and location.
- Please be aware of all the rules, available for download on the reimbursement page
- Have some patience with the e-COST page ;)
- Questions? fp1405@bumaga.nl

7. UPDATE FROM COST ASSOCIATION

- Update from SO: Ms. Fatima Bouchama
- Update from AO: Ms. Cassia Azavedo

8. FOLLOW-UP OF MoU OBJECTIVES

- The main objective of the Action is to develop a knowledge-based network on sustainable, active and intelligent fibre-based packaging in order to overcome current technological, industrial, and social limitations that hinder the wide deployment of existing and newly developed solutions in market applications.

8. SECONDARY MoU OBJECTIVES

- Direct future innovations and contribute to existing development efforts into scientific/technical research into fibrebased materials, new additives and techniques for active and intelligent functions;
- Identify market demands, possibilities and any obstacles to market introduction of active and intelligent fibre-based packaging;
- Identify the technical limits and opportunities for development of active and intelligent fibre-based packaging;
- Identify market demands and supply chain challenges to ensure easy introduction of smart packaging;
- Identify sustainability, health and safety issues;
- Disseminate knowledge to industry and society;

8. SPECIFIC GOALS GP₁

- State of the art and current scientific developments will be assessed so scientific research can take into account all the boundary conditions for implementation of the developments;
- Boundary conditions (social, technological, economical, ecological, political, market demand) for successful market introduction will be inventoried and assessed;
- A first evaluation will be made of the success rate regarding acceptation and implementation of the scientific developments to be able to direct further innovation.

8. SPECIFIC OUTPUTS AVEIRO MEETING

- Work and action plan per WG:
 - to organise a training school,
 - prepare and submit (by end of GP₁) a review paper,
 - promote a workshop,
- Workshop and conference presentations and proceedings (in electronic format), preferably to be published on the Action public website and LinkedIn page.

8. SPECIFIC OUTPUTS UTRECHT MEETING

- Workshop and conference presentations and proceedings (in electronic format), preferably to be published on the Action public website and LinkedIn page.
- Network creation
- Awareness creation amongst industry
- A summary of the view of and input from industry

8. SPECIFIC OUTPUTS SPRING 2016 MEETING

- MC will set goals for the second Action year, including a preliminary agenda for Grant Period 2.
- WGs will deliver:
 - review paper,
 - definition documents (clarifying a.o. active and intelligent packaging, fibre-based, market),
 - a proposal for a training school in GP2.

8. SPECIFIC OUTPUTS STSMs

- At least 4 STSMs should be executed by the end of GP₁, preferably from science to industry or v.v.
- Contribution of experience in the analysis of state-of-the-art, boundary conditions, and most promising scientific developments
- Initiation of collaboration between laboratories
- Reports on the STSM activities, preferably in the form of a presentation or video pod cast so that it can be presented during conferences/meetings and be published on the Action Public website and LinkedIn page or even other social media.

8. FOLLOW-UP OF MoU OBJECTIVES

- Progress report of working groups

9A. SCIENTIFIC STRATEGY

- Active participation of all partners is necessary to create a successful achievement of goals.
- Each partner should add an industrial partner to the network to be able to identify the issues in market uptake.
- ???

9B. ACTION BUDGET PLANNING

To enable as much participants as possible:

- Reimbursement rules for next meeting (if needed)
 - Pre-registration procedure
 - 1 participant per institute
 - No limit per country
- Lower reimbursement for hotels/travel for Spring meeting ?
- Fixed amount of budget allocated to ECIs? (for next GPs)

9C. LONG-TERM PLANNING GP1

- 9-10 November 2015, Athens: cancelled
- 17 November 2015, Utrecht:
 - change of date compared to WPB!
 - WP2+4 meeting including industry
- Spring meeting (MCM₃ + WGs)
 - 3/2015 ?
 - Slovenia / Poland / ???

9C. UTRECHT MEETING 17-11-2015

	Time	Event
17 November 2015	9:00 - 13:00	WG2+4 working session Presentations of participants, Feedback from September meeting, work according to work plan (WG leaders)
	14:00-17:30	Business speed dates with industry 'How to gain a successful market implementation of active and intelligent packaging' An interactive business speed date session where, in 2-3 hours, industrial attendees will have the opportunity to meet experts from leading European research institutes, get to know their work, and exchange views on a personal level. Industry can benefit from this session by being able to express their issues with active and intelligent packaging and to make sure the researchers work on the right topics. Furthermore, this personal and easy accessible approach makes it easy to identify the opportunities for your own business.
	18:00-20:00	APIA welcome reception 'industry meets science'

- 15% discount on fee for APIA conference 18-19 November 2015 for COST participants via code XE11B 5AA4 92C4 2862

9C. UTRECHT MEETING 17-11-2015

- Budget for about 18 persons from COST
- What % for industry?

- Invitation to AIPIA partners + Dutch industry
- Also other European industry partners! (flyer)

9C. LONG-TERM PLANNING GP2

- 26-27 September 2016 Nanotec2016, Valencia
- Parallel topics: (i) food and food packaging, (ii) structural reinforcement, (iii) biomedical applications.
- Topical insertion within session (i) for active fiber based food packaging
- Sponsored by SPE (Society of Plastics Engineers), GEP (Spanish Plastics Group) and EPF (European Polymer Federation)
- Possible combination with COST Action MP1206 (Electrospinning of biofibers)

9C. LONG-TERM PLANNING OVERALL

		Year 1	Year 2	Year 3	Year 4
Coordination	SG meetings	■	■	■	■
	MC meetings	■	■	■	■
	WGs meetings	■	■	■	■
	EB meetings	■	■	■	■
	KTC meetings	■	■	■	■
Events	Kick-off meeting	■			
	Conferences		■		■
	Expert and Innovation Workshops		■	■	■
	Industrial Expectations Workshops		■	■	■
Exchange & training	Training schools		■	■	■
	Exchange of researchers	■	■	■	■
	STSMs		■	■	■

9C. LONG-TERM PLANNING OVERALL

		Year 1	Year 2	Year 3	Year 4
Diseemination	Website creation	■	■		
	Website update		■	■	■
	Newsletter		■	■	■
	Brochure of the Action		■		
	LinkedIn group	■	■		
	Action book				
	Ambassador Activities				■
Deliverables of WGs	Overview		■		
	Scientific papers			■	
	Industrial publications			■	
	Technical papers			■	
	Guidelines/roadmaps				■
	Surveys	■			

9D. DISSEMINATION PLANNING

(Publications and outreach)

- How to collect all publications, and other outreach activities?

9D. TRAVELING EXHIBITION

- To display products / demos
- Focus on different topics related to the meeting and location?
- Perhaps combined with a public exhibition
- Final, bigger exhibition
- Can be combined with video pod-casts and other social media dissemination!
- Focus towards industry and public

- Example: COST FP1104 Paper Evolutions

9D. WEBSITE DEMO

- Homepage: <http://weingerl.si/demo/actinpak/>
- WG subpage: <http://weingerl.si/demo/actinpak/wg1.html>
- Members: <http://weingerl.si/demo/actinpak/members.html>
- Joining/Participate: <http://weingerl.si/demo/actinpak/members-sign.html>
- List of events: <http://weingerl.si/demo/actinpak/events.html>
- Single event: <http://weingerl.si/demo/actinpak/single-event.html>
- Resources: <http://weingerl.si/demo/actinpak/resources.html>

- Developers: University of Ljubljana

10. REQUESTS FOR NEW MEMBERS

- None

11. NON-COST APPLICATIONS

No new applications

12. AOB

?

13. LOCATION AND DATE OF NEXT MEETING

14. SUMMARY OF MC DECISIONS



THANK YOU!

HAVE A SAFE TRIP BACK HOME