

**Invitation to the 4th MC and WG meetings of COST270,
8 – 10 April 2002
at Technical University of Graz, in Graz, Austria**

On behalf of The Management Committee of COST 270 and the workshop organizing committee, it is my pleasure to invite You, the invited speakers, management committee members and participants of COST270, to **the 4th Management Committee and Working Group meetings of COST270** to be arranged at The Technical University of Graz, during 8 – 10 April 2002. The meeting will take place at The Institut für Nachrichtentechnik und Wellenausbreitung, address: Inffeldgasse 12, A-8010, TU Graz, Austria.

Schedule:

- **WG2 meeting:** starting on Monday 8th April at 13.00 and ending at noon on Tuesday 9th April
- **WG1 meeting:** starting on Tuesday 9th April at 13.00 and ending at noon on Wednesday 10th April
- **MC meeting:** on Wednesday afternoon 10th April, at 13.00 – ca. 16.30.

Invited speakers: Would You, please, be so kind and send a copy of Your paper and presentation (pdf-file) at latest by 1st of April to the secretary of COST270, Dr. Tarja Volotinen (kirje.laatikko@ofcon.se)

Reimbursement for travelling expenses (i.e. flight, train and bus tickets + daily allowance) can be applied at the meeting by the invited speakers and management committee members of COST270. The travelling tickets (flight, bus, train) shall be of the low fair (coach, tourist etc.) class. Taxi-cab costs are not reimbursed. For further information see Confirmation Form, Annex 1 and contact the secretary Tarja Volotinen.

Confirmation of attendance to both WG and MC meetings shall be done to secretary Tarja Volotinen by email (or telefax) latest by 1st April Use the confirmation form attached, Annex 1.

Presentations at the WG and MC meetings: Please, send the title of Your talk to the respective chairperson. They will prepare the final agendas of the meetings. **MC:** Hans (hans.limberger@epfl.ch), **WG1:** Lena (lena@it.kth.se) and **WG2:** Daniel (ddaems@tycoelectronics.com).

Welcome to The 4th MC and WG meetings of COST270!

Sincerely

Dr. Hans G. Limberger,
Chairman of COST 270

Contact persons:

- Dr. Tarja Volotinen, COST270 secretary: Tel: +46 650 753 50, Fax: +46 650 753 55, Email: kirje.laatikko@ofcon.se.
- Dr. Erich Leitgeb, local contact person, Tel.+43 316 873 7442, Fax :+ 43 316 463697. Email: leitgeb@inw.tu-graz.ac.at

ANNEX 1. Confirmation form

OBS. Deadline: 1st of April 2000

Telefax/Email message to COST 270 Secretary Dr. Tarja Volotinen, OFCON AB

COST270 Meeting Attendance Confirmation

I, Dr./Mr./Ms. _____ from the company/
University/Institution _____
hereby confirm my attendance to the 4th Management Committee and Working Group
Meetings of COST 270, 8-10 April 2002 at Technical University of Graz, in Graz, Austria.

Mail (post) address: _____
Country: _____
Phone numbers: + _____ and + _____
Telefax number : + _____
E-mail Address: _____@_____

1. I

- * _____ will / _____ will not attend the above mentioned meeting.
- * _____ will / _____ will not apply for reimbursement of travel expenses.

Please, note that confirmations received after 1st April 2001 may not be considered for reimbursement.

Invited speakers: Please contact the secretary Tarja Volotinen for the information on reimbursement of traveling and accommodation costs.

COST270 Participants: Please, note that it is only possible to reimburse the travel expenses and daily allowances for up to two MC members per EC Country, which has signed the MoU and for a maximum of three management meetings per year. For the application form, please, bring with You: copies of Your tickets, the bank account number and bank address for the account holder of the institute/company/person for the payment of the reimbursement. It is highly advisable to photocopy your completed reimbursement form and travel documents, and to give the original application together with the ticket copies to the secretary, before she leaves the meeting.

2. I plan to present the following talk/s at the COST 270 MC ___ / WG1 ___ / WG2 ___
Meeting. (Send this information also to the respective chairman of MC/WG1/WG2.)

Title/s: _____

Other messages and information regarding the Action and meeting arrangements:

Signature: _____

Send this to Tarja by Telefax to: **+46 650 753 55, or** by e-mail: kirje.laatikko@ofcon.se

Best Regards
Tarja

Annex 2. Proposal to Agenda of WG2 meeting, 8-9 April 2002

WG2 meeting: starting on Monday 8th April at 13.00 and ending at noon on Tuesday 9th April

Chairman: Daniel Daems

1. Review minutes of last meeting.

2. Follow up action points of last meeting:

- Liaisons with standardization bodies

- ***Connectors (Champion: Ton Bolhaar):***

- Fiber undercut or permanent fiber withdrawal. Assigned expert: Ton Bolhaar.
- Strength of coupling mechanism after ageing. Assigned expert: Caterina Ciminelli.
- Ferrule degradation (roughening, flattening). Assigned expert: Ton Bolhaar.
- UV sensitivity of materials (connector and cable degradation): Assigned expert: Laura Gheraldi.

- ***Couplers and WDM's (Champion: Daniel Daems):***

- No actions in this WG2 meeting

- ***FWDM (thin film filters and micro optics) (Champion: Christian Boisrobert).***

- Caterina Ciminelli will give a presentation on test results of filter WDM's.
- List of actions + assignment experts (Christian Boisrobert)

- ***Gratings (Champion: Hans Limberger):***

- EMPA presentation on gratings (Urs Sennhauser).

- ***Cables (Champion: Daniel Daems):***

- No actions this WG2 meeting.

- ***Fibers (Champion: Frédérique De Fornel):***

- List of actions + assignment experts (Frédérique De Fornel)

- ***High power effects:***

- Feedback on list of Hans Limberger

3. Presentations of new results (not covered by actions above).

- List to be completed after feedback of invitations.

4. Actions for next meeting.

- High power testing. What are objectives? List of components. Who can do tests? Task force? Experts? Life time prediction models?
- Follow up actions of experts.

5. Review and Conclusions.

Annex 3

Proposal to AGENDA for Working Group 1 meeting, 9-10 April 2002

WG1meeting: starting on Tuesday 9th April at 13.00 and ending at noon on Wednesday 9th April

Chairperson Dr. Lena Wosinska

WG1: Reliability of Optical Networks and Systems Including Free Space Communication

1. Review minutes of last meeting

2. Review of objectives

3. Invited talks

4. Presentations of new results

5. Actions for next meeting.

- **Workshop in October**
- **Scientific visits**

6. Working methods

7. Review and Conclusions

ANNEX 4 Preliminary Agenda for the 4th MC meeting of COST270, 10 April 2002

Chairman: Dr. Hans G. Limberger

Time: On Wednesday afternoon at 13.00 – ca. 16.30

1.1. Opening Formalities

- Welcome
- Agenda

1.2. Administrative issues:

- Approval of the minutes of the 3rd MC meeting
- Status of the action: New signatories, MC-members, new participating institutes
- Non-COST country institutes: new applications, approvals, recommendation letters
- Status of the Budget for the 1st period Jan 2001- June 2002, used and left, plan for the rest.
- Final Work plan and Budget for the 2nd period July 2002 – June 2003
- General information: News from COST-TIST Committee, conferences and workshops, etc.
- Web-site of COST270
- Document archive of COST270
- Action points of last MC meeting, including liaisons

1.3. Chairperson's Report

- Information from CSO- and TIST- Committees, etc., Prof.
- Annual progress report 2002, and presentation to COST-TIST

1.4. Technical session:

- Reports of progress, each working group
- Links between WG1 and WG2
- Technical strategies, test series, collaboration
- Short term missions, applications and reports
- Co-operation with other COST Actions
- Co-operation within institutes and companies in each COST 270 signatory country
- Workshops
- Becoming publications

1.5. Next Meetings and Workshops

- Preliminary Workplan and Budget for the 3rd Period July 2003 – June 2004

1.6. Other issues

1.7. Actions for the next meeting

1.8. End of the meeting

Traveling and accommodation

See the separate pdf file.