



## BOARD OF DIRECTORS MEETING

Tuesday, 15 February 2022

### MINUTES

<b>Meeting place:</b>	Online meeting
<b>Meeting date:</b>	15 February 2022
<b>Meeting time:</b>	h. 15:00 (Central Europe Time)

Attendees	Title	Present	Justified	Absent
Prof. Andrea Alù	<i>President</i>	✓		
Prof. Filiberto Bilotti	<i>Executive Director</i>	✓		
Prof. Maria Kafesaki	<i>Director</i>	✓		
Prof. Dorota Pawlak	<i>Director</i>		✓	
Prof. Kostantin Simovski	<i>Director</i>	✓		
Prof. Yannis Vardaxoglou	<i>Director</i>		✓	
Dr. Davide Ramaccia	<i>Director/General Secretary</i>	✓		

<b>Meeting chaired by:</b>	<i>Prof. Andrea Alù</i>
<b>Meeting minutes kept by:</b>	<i>Dr. Davide Ramaccia</i>

### AGENDA

1. Association status
  - a. Budgets and events
2. Link with EurAAP association
  - a. Memorandum of Understanding
  - b. Nomination of a representative for negotiation
3. Any other business

### Meeting Minutes

#### 1. Association status

The President informs the BoD that the Final Budget 2020, Expected Budget 2021 and Provisional Budget 2022 have been all approved by the General Assembly on 31 December 2021. The Executive Director Prof Bilotti informs the BoD that the Association assets have been reduced due to the low incomes in the year 2020 because of the unexpected change of the congress format from "in presence" to "fully online". However, in



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the year 2021, although the congress was still in online format, the fees have been slightly increased and it benefitted of several grants and sponsors. Moreover, the 42 EUPROMETA school registered a record number of attendees that allowed increasing the overall incomes and personal memberships without any costs for the organization. Finally, the Executive Director points out that in the year 2021 the VI has not paid the usual 10k Euro for the contract with Roma Tre, *i.e.*, the cost for the Association to have the Operative Office at Roma Tre University and use its facilities. The reason is that Roma Tre, due to administration issues, was not able to transfer to the VI the ONR grant received for the organization of the Congress 2019 (around 8k Euro) and, thus, to solve the issue, the Executive Director has negotiated with Roma Tre the withdrawal of the payment for the 2021 contract. To avoid similar issues in the future, the Executive Director informs that the Operative Office has finalized the request of the DUNS number so that the VI can directly apply itself to US funding bodies for getting grants for the congress organization.

## **2. Link with EurAAP association**

The President informs the BoD that the Presidential office has received an expression of interest to sign a Memorandum of Understanding (MoU) between Metamorphose VI and EurAAP association (Annex I). The contact person is Prof. Oscar Quevedo-Teruel, institutional member coordinator of KTH and EurAAP delegate for negotiation of new MoUs. The President asks to the Secretary General Davide Ramaccia to illustrate with more detail the expression of interest. The Secretary General informs the BoD that the EurAAP is currently renewing several MoU signed with other Associations and Companies and looking for new partnerships. The main agreements that can be included within the MoU are about the memberships, organization of the schools, organization of Special sessions within the congresses of the two associations, common projects, and co-sponsorship of events, just to name a few.

After a brief discussion, the BoD approves to start the discussion of the MoU with EurAAP association. The BoD proposes to investigate the possibility to have some delegates of the two associations within two committees of the corresponding congresses for increasing the scientific partnership. The MoU may clearly state the reciprocal use of advertisement tools such as mailing lists, social media, etc.



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The President informs the BoD that a first draft of the MoU must be written between MVI and EurAAP and a negotiator must be identified. After a brief discussion, the BoD delegates the Secretary General to start the negotiation for MVI. The first draft of the MoU will circulate among the Directors as soon as ready.

### **Any other business**

There are no other businesses to discuss. The meeting ends at 16:00 (Central Europe Time).

Rome, 15 February 2022

**Dr. Davide Ramaccia**  
*Secretary general*

**Prof. Filiberto Bilotti**  
*Executive Director*

**Prof. Andrea Alù**  
*President*



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## Annex I

**Oggetto:** Discussion about at MoU between METAMORPHOSE VI AISBL and EurAAP

**Mittente:** Oscar Quevedo-Teruel <oscarqt@kth.se>

**Data:** 04/02/2022, 10:18

**A:** "Alu, Andrea" <aalu@gc.cuny.edu>, Filiberto Bilotti <filiberto.bilotti@uniroma3.it>

**CC:** Davide Ramaccia <davide.ramaccia@uniroma3.it>

Dear President and Vice-President of METAMORPHOSE VI AISBL,

Following the conversations with Dr. Davide Ramaccia, I would like to start some discussions about a possible elaboration of a MoU between EurAAP and METAMORPHOSE VI AISBL.

This MoU could help to enhance the cooperation between both Societies for the mutual benefit, based on reciprocity. Some topics that could be discussed and included are:

- Cooperation or coordination between the **PhD European Schools**. For example, this could include common courses, or reciprocal exchange of teachers among our courses. Or scholarships (free tuition free) for students of the other society.

- Cooperation between **plenary talks** between conferences (EuCAP and Metamaterials) and/or **special sessions**. For example, each society could have a reserved slot for a convened session at the conference organized by the other society. Or each society could propose a plenary speaker at the others conference. Important point: this does not mean an immediate acceptance of the session (which must be checked by the organizers), or the papers (which must be reviewed as normally by the reviewers), or the plenary talk (which must be aligned with the interest of the local organizers).

- Reciprocal free-registration-fee (with similar value) for delegates to attend our conferences (EuCAP and Metamaterials) for representatives of the other societies. For example, one representative of EurAAP can attend for free to Metamaterials and the other way around, if the "cost" of the registration fee and value (conference days, lunches included, etc...) are similar. If not, a good match should be established (for example, 3 EurAAP correspond to 2 Metamaterials, or the other way around).

- Reciprocal advertisements in the booths of both conferences. For example, EuCAP permits a booth of Metamaterials and the other way around. As usual, this must be reciprocal, so consider that the services and costs of both booths must be similar in value.

- Other agreements, for example, cooperation through our journals, if applicable.

As vice-chair of EurAAP, and person-in-charge of the MoU within European organizations, I am at the disposition to start the negotiations/discussions with you. However, I have no the right to sign, which correspond to the EurAAP BoD.

If you agree to start some negotiations, it is typically more simple to assign one/two people for the initial negotiations, when a first draft is written down, this document is reviewed by both BoDs (EurAAP and Metamorphose), and the BoD make amends, suggestions and modifications, prior to the final official signing.

Best regards,

Oscar.

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### Kth Logo

Dr. Oscar Quevedo-Teruel

Full Professor

Responsible of the Antenna Laboratory

Director of Master Programme in Electromagnetics, Fusion and Space Engineering

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