

**Formal Methods Europe
Minutes of the 29th meeting
held at West Consulting, Delft, The Netherlands, 30 June 2001**

Present at the meeting were:

- Dines Bjørner
- Raymond Boute
- Ana Cavalcanti
- Michel Chaudron (from 11:30)
- John Fitzgerald (Chairman)
- Stefania Gnesi
- Michael Goldsmith
- Kees Middelburg (from 14:45)
- Jun Pang
- Jan Storbank Pedersen
- Nico Plat (Secretary)
- Kees Pronk (Treasurer)
- Marcel Verhoef
- Jan Wessels (from 15:15)
- Jim Woodcock

Apologies had been received from: Bernhard Aichernig, Derek Andrews, Rob Arthan, Eerke Boiten, Robin Bloomfield, Jonathan Bowen, Manfred Broy, Andrew Butterfield, Eric Delalonde, Tim Denvir, Lars-Henrik Eriksson, Alessandro Fantechi, Loe Feijs, Manuel Fernández Iglesias, Andreas Fett, Stefan Gruner, Neil Henderson, Randolph Johnson, Cliff Jones, Steve King, Derrick Kourie, Peter Gorm Larsen, Yves Ledru, Franz Lichtenberger, Peter Lucas, Dino Madrioli, Andrew Martin, Lynn Marshall, Dominique Méry, Markus Montigel, Paul Mukherjee, José Oliveira, Stephen Paynter, Wolfgang Reisig, Jan Tretmans, Bruce Watson, Jeannette Wing and Pamela Zave.

1 Welcome

John Fitzgerald welcomed all those present at the meeting. He thanked Nico Plat and West's secretary Angela de Graaf for all the work involved in hosting the meeting.

2 Agree upon agenda

The agenda distributed at the meeting was agreed upon.

3 Minutes of the meeting held in Berlin on 14 and 15 March 2001

The minutes were approved with one modification:

- Action 27/6 was discontinued, not carried forward, as it had been superseded by action 28/9.

4 Action list

Action 25/7: Awaits the final closure of the FM'99 books; carried forward.

Action 27/5: No news on this action. Nico will e-mail Andrew and Peter to find out if there is any progress.

Action 29/1: Nico Plat to enquire whether Peter Lucas has sent his notes on the 'Education' meeting to Andrew Butterfield.

Action 27/8: Continues.

Action 28/1: No news on this action. Nico will e-mail Andrew to find out if there is any progress.

Action 29/2: Nico Plat to enquire with Andrew what the state of affair is on the ITT for the FME web site.

Action 28/2: Done.

Action 28/3: Done.

Action 28/4: Done.

Action 28/5: Ongoing.

Action 28/6: Done.

Action 28/7: Done. John volunteered to send a message to FME members clarifying the purpose of each subgroup

Action 29/3: John Fitzgerald to inform FME members on the purpose of the subgroups.

Action 28/8: Ongoing.

Action 28/9: Carried forward.

Action 28/10: Andrew Martin (convenor of the subgroup on Education) had submitted a plan, the other subgroups had not, therefore this action remains ongoing. John volunteered to find convenors for the other subgroups.

Action 29/4: John Fitzgerald to find convenors for the SoS, SoM and SoSy FME subgroups.

Action 28/11: Done.

Action 28/12: Done.

5 Financial report

Treasurer Kees Pronk reported that he had been in hospital for an operation during FME 2001 in Berlin and could therefore not be present at the symposium. He thanked the members who were present for the "get well" card he had been sent.

Kees presented an overview of the financial situation of FME at the moment. The financial situation is quite good, apart from the fact that too much money is being spent on travel expenses. Jim Woodcock remarked that it would be better to plan how much money can be spent on travel in advance so that corrective actions can be taken if needed. Marcel Verhoef suggested that we should consider producing budgets FME expenditure a year ahead as part of our annual review around the AGM. These suggestions were welcomed and an action for the treasurer resulted from it.

Action 29/5: Kees Pronk to make a financial planning for FME for next year.

Dines remarked that he expected that his travel expenses could be covered by his department at the university from now on.

Jim suggested that organisations that pay travel expenses themselves could be rewarded in some sense, e.g. by being mentioned as sponsors in the proceedings of the symposium or at the web site. Dines will make such an arrangement for the proceedings of FME 2002.

Action 29/6: Dines to honour organisations that support attendance of FME meetings in the FME 2002 proceedings.

Kees suggested that reimbursement forms be filled in at the meeting immediately, so that reimbursements can take place as soon as possible.

6 Report on FM'99

Kees Pronk reported that Rene Jacquart had been in hospital for quite a long time and that this was the reason that the books on FM'99 cannot yet be closed. Jacques Cazin had written to Kees that he expected that Rene will be back at work in July/August and that the matter had his attention. It is expected that at the next meeting the books on FM'99 can be closed.

The members present wished to record their good wishes to Rene.

7 Report on FME 2001

A written report had been received from Wolfgang Reisig on the administrative finalisation of FME 2001. Wolfgang reported that there would be a small surplus as a result of the symposium, and that he expected that the books could be closed in a couple of weeks. Wolfgang also mentioned that he would be taxed for the surplus on the symposium, however it was not clear to the meeting why this was the case. John and Kees will enquire about this matter.

Action 29/7: John Fitzgerald and Kees Pronk to enquire with Wolfgang Reisig on the tax charges made on the surplus of FME 2001.

Michael Goldsmith reported that some attendees were unpleasantly surprised that the symposium venue was so far away from the recommended hotel and that the costs for attending were too high. He also felt that, taking part in the tools exhibition, the exhibition room was too far away from the lecture halls. If possible, this should be avoided in future events.

Action 29/8: John Fitzgerald to include Michael Goldsmith's remarks in the guidelines document on organising a FME symposium.

He finally suggested that there should be a survey amongst attendees of the symposium in the past to find out their reason(s) for attending the symposium, what they are willing to pay to attend etc. Marcel Verhoef volunteered to set up such a survey, collaborating with Michael.

Action 29/9: Marcel Verhoef to set up a web-based survey for FME symposium attendees in the past.

8 Report on FME 2002

Dines Bjørner reported on the current state of events with FME 2002. The symposium will be running alongside the LICS symposium during the first week of the event.

A budget for FLOC for the symposium is under consideration (almost established, will be made public around 15 August) but it was remarked that costs for a PC-meeting were not included.

Dines was asked to enquire about these costs with the PC-chairs for FME 2002.

Action 29/10: Dines Bjørner to enquire with Lars-Henrik Eriksson and Peter Lindsay about the costs for a physical FME 2002 PC-meeting (if needed) and to include that within the budget.

Dines also reported that there will be a programme booklet (just as was the case with FME 2001) and that there will only be an electronic Call for Papers, not a paper one.

The registration for the event will include attendance for an entire week (one common fee), any event during that week can be attended but only the proceedings for the event one registered for will be included in the package. The budget supposes that there will be three invited speakers: one each from Asia, North America and Europe.

No OC has been established yet but that is not considered a big problem by Dines. Local people are required for the OC. It was suggested to ask Paul Mukherjee again to organise the tools exhibition.

Action 29/11: Dines Bjørner to invite Paul Mukherjee to become the organiser of the tools exhibition of FME 2002.

Lars-Henrik Eriksson had sent in a written report on the progress made by the PC. Lars-Henrik Eriksson and Peter Lindsay are the co-chairs, about 20 people have been invited to join the PC and half of them have already accepted the invitation.

The PC-chairs have requested from the FLoC organisers space for a tool exhibition during FME as well as for workshops and tutorials the two days before FME. They have asked for two sessions with the total number of attendees in the range 60-120. The deadlines for the workshops to be held at FME 2002 have been postponed, so suggestions are still welcomed. Enough rooms will be available to hold small meetings.

According to the schedule recommended by FLoC, the CFP should be send out on 10 August 2001, the submission deadline should be 15 January 2002, the PC should meet (physically) on 15 March 2002, notice of acceptance/rejections should be sent out by 22 March 2002, final papers due 10 May 2002.

The theme of the symposium is likely to be "Formal Methods: Getting IT right".

The URL for the symposium web site is <http://floc02.diku.dk/FME/>.

The proceedings to be published with Springer Verlag in the LNCS series have not been arranged yet but no problems are expected here, given the experiences in the past. Dines volunteered to work with Lars-Henrik on this issue.

Action 29/12: Dines Bjørner to consult Lars-Henrik Eriksson on the publication of the symposium proceedings with Springer Verlag.

Dines remarked that a JRA (Joint Responsibility Agreement) between FME and FLOC had been circulated but nobody from the Board recalled having signed it. Dines would clarify this.

Action 29/13: Dines Bjørner to clarify matters on the Joint Responsibility Agreement to be signed by FME and FLOC and to clarify the financial situation of the FLOC-FME cooperation and in particular to provide FME with a budget for FME-only costs.

9 Report on FME 2003/4

Stefania Gnesi clarified her written report which had been sent in advance, including a preliminary budget. Some FME members had commented by e-mail on this report, with minor remarks, but all were positive on the Pisa candidature.

The initial budget put forward by Stefania were briefly discussed. Dines Bjørner remarked that he found the amount of money to be raised from sponsors (EURO 5000) on the low side. Stefania replied that this was on purpose: she expects more but wants to be conservative here. Kees Pronk suggested that sponsors could actually be asked to sponsor a specific item, e.g. air tickets for the invited speakers.

Dines also remarked that the costs for a PC-meeting were missing from the budget.

Jim Woodcock suggested to examine which companies are actually making money using formal methods, and asking them to sponsor the event and being listed as such in the proceedings.

Marcel Verhoef remarked that an expense item 'Unforeseen' was missing and he suggested to add it.

It was decided that FME 2003 will be held in the first half of September 2003.

The meeting formally commissioned Stefania to organise the event.

John Fitzgerald volunteered to seek (a) PC-chair(s) for the event.

Action 29/14: John Fitzgerald to propose (a) PC-chair(s) for FME 2003 in consultation with members of the Symposium subgroup.

10 Reports by the FME subgroups (Education, Marketing, Scope)

Scope: No progress here, John Fitzgerald volunteered to draft an action plan.

Action 29/15: John Fitzgerald to draft an action plan for the Subgroup on Scope.

Education: There was an excellent written report and action plan written by Andrew Martin. It described briefly and succinctly what the group intends to do. This plan had the full support by the meeting and it encourages the group to carry out the plan. John will send feedback to Andrew.

Action 29/16: John Fitzgerald to give Andrew Martin feedback on the action plan for the Subgroup on Education

Dines Bjørner asked to become a member of this subgroup at the meeting, at the same time resigning from the Subgroup on Marketing.

Symposium: It was suggested to give the subgroup a more strategic responsibility for the FME 2003, and this lead Marcel Verhoef to the idea to ask the OC-chair of the symposium being organised after the upcoming one to become the convenor of this subgroup.

Marketing: There was no formal report from the Marketing Subgroup at the meeting.

Marcel Verhoef reported that Peter Gorm Larsen had made a presentation given by him in Japan on the use of formal methods in Europe, also mentioning FME, of course.

Marcel volunteered to set up a survey amongst attendees of FME symposia in the past to find out more about their attitudes towards the FME symposia, FME itself and formal methods in general.

Action 29/17: Marcel Verhoef to set up an internet survey amongst previous FME symposium attendees.

Finally, Marcel volunteered to become the convenor of this subgroup.

11 Expert networks

Nico Plat reported on this issue. At the previous meeting, Manuel Fernández Iglesias had mentioned that in the 5th framework there were now possibilities to fund so-called researcher networks. Nico had looked into this information but found that there was too little time to submit a proposal, hence he suggested to seek a volunteer to watch EU-funding opportunities for these and similar activities in the future.

Jim Woodcock mentioned that a researcher network focussing on formal methods would probably not be well received by the commission, such a network should focus on a 'problem', not an a particular 'technique'. Michel Chaudron mentioned that in The Netherlands there was a workshop title "Mathematics for Industry", in which industry would present a problem to be solved in conjunction with academic members. The researcher network could be shaped along similar lines.

It was suggested to ask Manuel Fernández Iglesias to become the EU watcher for funding possibilities, since he was apparently keeping track of the EU web site already. John volunteered to ask him.

Action 29/18: John Fitzgerald to invite Manuel Fernández Iglesias to become FME EU watcher for funding possibilities.

12 FME web site

Nico Plat reported that progress with the FME web site was slow, due to his own lack of time and absence of volunteers. Nevertheless, it was recognised that the web site was very important for FME and that the work on it should be continued.

To keep the site actual, Nico said it was essential that at least the sections on events and job openings should be kept up-to-date. John mentioned that he had an idea for a person to maintain these sections.

Action 29/19: John Fitzgerald to propose a maintainer for the events and job openings sections of the FME web site.

Raymond Boute mentioned that he knew some good students to work on the design of the web site.

Action 29/20: Raymond Boute to concretise his proposal for students to work on the graphical design of the FME web site.

13 Date and place of next meeting

It was proposed to have the 30th meeting early October 2001 in London, UK, perhaps during the afternoon and early evening. Nico Plat was asked to find an organiser and to set a date for the meeting.

Action 29/21: Nico Plat to organise the next FME meeting.

Since this meeting will also be the Annual General Meeting (AGM), an auditing committee was appointed at the meeting: Jan Storbak Pedersen and Marcel Verhoef volunteered to become members of this committee this year.

14 Other business

- Raymond Boute mentioned that he is trying to get formal methods off the ground in Belgium but that it was really difficult. He intends to organise a one day seminar in the subject in October 2002, in Gent. To support Raymond, it was suggested to have an FME meeting conjunction with this and this idea was welcomed by the meeting.
- Both Raymond Boute, Stefania Gnesi, Dines Bjørner (AMORE project) and John Fitzgerald mentioned that they sought students willing to work in their organisations.

Technical presentations

The meeting was followed by two technical presentations: one by Jun Pang (CWI, The Netherlands) and one by Jan Wessels (CMG, The Netherlands). The corresponding presentation materials can be found at the FME web site (www.fmeurope.org).

Summary of actions

Action 25/7: Kees Pronk and Peter Lucas to inform the EU that the grant provided by them will be renounced.

Action 27/5: Peter Lucas to distribute his notes on the 'Education' meeting with Andrew Butterfield.

Action 27/8: Nico Plat to find volunteers among the FME members for maintaining the content of the FME web site.

Action 28/1: Andrew Butterfield to report on the state of affairs with the ITT for the FME web site.

Action 28/5: John Fitzgerald to coordinate the production of a document on "Best practices while organising a FME symposium".

Action 28/8: José Oliveira to browse the internet for educational material on formal methods.

Action 28/9: John Fitzgerald to form two new subgroups on 'Scope'.

Action 28/10: (Convenors of the) FME subgroups to formulate a plan for the coming year.

Action 29/1: Nico Plat to enquire whether Peter Lucas has sent his notes on the 'Education' meeting to Andrew Butterfield.

Action 29/2: Nico Plat to enquire with Andrew what the state of affair is on the ITT for the FME web site.

Action 29/3: John Fitzgerald to inform FME members on the purpose of the subgroups.

Action 29/4: John Fitzgerald to find convenors for the SoS, SoM and SoSy FME subgroups.

Action 29/5: Kees Pronk to make a financial planning for FME for next year.

Action 29/6: Dines to honour organisations that support attendance of FME meetings in the FME 2002 proceedings.

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Action 29/21: Nico Plat to organise the next FME meeting.