

**Formal Methods Europe
Minutes of the 36th meeting
Held in Canterbury, UK (Annual General Meeting)
Sunday 4 April 2004**

Present at the meeting were:

- Raymond Boute
- Bernhard Beckert
- David Crocker
- John Derrick (left after item 8 of the agenda)
- John Fitzgerald (Chairman)
- Stefania Gnesi
- Stefan Gruner
- Randolph Johnson
- Markus Montigel
- Nico Plat (Secretary)
- Kees Pronk (Treasurer)
- Willem-Paul de Roever (left after item 5 of the agenda)
- Julia Romijn
- Marcel Verhoef

Apologies had been received from: Derek Andrews, Dines Bjørner, Jonathan Bowen, Anthony Hall, Yves Ledru, Dino Mandrioli, José Oliveira, Jan Storbank Pedersen, Jan Tretmans.

1 Welcome

John Fitzgerald welcomed all those present at the meeting. He thanked Eerke Boiten for organising and hosting the meeting.

2 Agree upon agenda

The agenda distributed at the meeting was agreed upon.

3 Minutes of the meeting held in Ghent on 27 November 2003

The minutes of the meeting were approved without modification.

4 Action list

Action 34/7: Action continues.

Action 35/1: Done. Action closed.

Action 35/2: Done. Action closed.

Action 35/3: Done. Action closed.

Action 35/4: Action continues.

Action 35/5: Done. Action closed.

Action 35/6: Done. Action closed.

Action 35/7: Done. Action closed.

Action 35/8: Done. Action closed.

Action 35/9: Done. Action closed.

Action 35/10: Action continues.

Action 35/11: Done. Action closed.

5 Financial report regarding the period 1 January 2003 – 31 December 2003

Kees also clarified the financial report over 2003. The financial position of FME is good. Current low interest rates, however, mean that FME is increasingly dependent on its income from the

symposia. Although reserves are at a satisfactory level, there is some concern that expenditure may begin to exceed income.

John Fitzgerald thanked Kees for all his work as FME's Treasurer during the period discussed.

6 Report by the Audit Committee

The members of the audit committee (David Crocker and Markus Montigel) had individually checked the FME accounts and found no irregularities. Both reported at the meeting but will send in a written report as well.

Action 36/1: David Crocker and Markus Montigel to send in their written audit reports for the financial year 2003

The meeting discharged the Treasurer from his responsibilities during this period. John thanked the audit committee for their work. David Crocker volunteered to serve again as member of next year's Audit Committee. Randolph Johnson volunteered to serve as member of next year's Audit Committee. Both nominations were approved *nem. con.*

7 Board member election

In accordance with Article 10.5 of the FME Statutes, Kees Pronk stepped down as Treasurer of FME. There were no other candidates to take his position and Kees was re-elected *nem. con.*

Stefania Gnesi and Bernhard Aichernig were elected as Board members. In accordance with Article 10.1, Stefania was elected Deputy Chair by the Board.

The rotation scheme of board members is published on the web site.

8 Administrative status of FME 2003

The books on FME 2003 can be closed. 60% of the surplus that the Symposium generated has been transferred to FME's bank account (but had not yet been received at the time of the meeting).

9 Status reports on FM 2005 and FM 2006

John Fitzgerald reported on the progress made with the organisation of FM'05. A progress report was distributed at the meeting. The current status of the symposium can be found at <http://www.csr.ncl.ac.uk/fm05>

The entire team is now complete. The PC consists of 39 people, the largest number ever on an FME Symposium. The Call for Papers is ready and will be distributed shortly. The time schedule is also finished.

Invited speakers have been approached but since not every one of them has agreed to come no announcement can be made about them yet.

For tutorials and workshops a 'responsive mode' will be used: submissions will be considered at any time and as many as possible will be accommodated. Tutorials and workshops will be held on the Monday and Tuesday.

The exact date for I-Day, organised by ForTIA (see item 13 of the agenda) is not yet known; the debate on this is ongoing.

The Symposium will be held at several different venues but all are in the city so no buses will be used to transfer the delegates from the hotels to the campus and vice versa. The conference

dinner will be held at Alnwick Castle (<http://www.alnwickcastle.com/>).

Accommodation in Newcastle is very in demand and therefore expensive. First Option is offering the best prices. Delegates must book accommodation themselves via the web site. Very early registration is recommended. To enable delegates to decide at an early stage whether or not they want to attend the programme will be published as soon as possible.

Stefania Gnesi reported briefly on FM 2006. McMaster University has agreed to organise FM 2006 and already submitted a proposal. The proposal seems very reasonable, also from a financial point of view. FM 2006 will be held at the end of August 2006. It will be the first time the an FME Symposium is being held outside Europe.

10 Status report on the Symposium on Teaching Formal Methods

Raymond Boute reported on the progress made with the organisation of the Symposium on Teaching Formal Methods.

Everything is going as planned. Neville Dean will be the PC Chair and the PC consists of 8 members. A number of invited speakers have been approached. CoLogNET will probably pay for these. The Belgian government will support the event with EUR 5.000,-.

A budget was made and sent to John Fitzgerald. John will send the budget on to Kees Pronk for an assessment. Kees will also consider the request by Raymond for an advance.

Action 36/2: John Fitzgerald to send the budget for the Symposium on Teaching Formal Methods to Kees Pronk

Action 36/3: Kees Pronk to assess the budget for the Symposium on Teaching Formal Methods

Action 36/4: Kees Pronk to consider an advance for the Symposium on Teaching Formal Methods

A reservation for the main hall at Ghent University has been made. The conference dinner will take place here and it is probably the same place as where the Symposium will be held.

11 FMnet Network of Excellence Proposal

Jonathan Bowen had reported on the status of the FMnet Network of Excellence Proposal in writing prior to the meeting. Unfortunately the proposal had not been successful. The proposal was strong with respect to the consortium, however it was poor on management aspects, risk assessment for the action and presentation of how the various work packages contributed to the overall aim.

The proposal was particularly aimed around open systems. If the proposal is to be revised and resubmitted it may need retargeting. Jonathan would be very happy to take advice from anyone on whether we should resubmit a version of this proposal and, if so, under which call. Jonathan believes that the proposal should be resubmitted in some form and he asked for any comments or suggestions.

Action 36/5: All to send comments and suggestions to Jonathan Bowen on resubmitting the FMnet proposal

Action 36/6: John Fitzgerald to thank Jonathan Bowen for his work on the FMnet proposal so far and encourage him to resubmit

John Fitzgerald remarked that the Commission had decided to fund proposals on tools for formal methods in the open source domain. He also asked if the members present felt that FME should be involved in initiatives such as FMnet. The answer to this was positive.

12 FME policy document

FME operates using several policies (e.g. for travel reimbursements, sponsoring events, the use of its mailing lists, etc.), some of which are explicit (but perhaps not always clear or known by the

members) and some implicit. Nico Plat had collected all current policies into one document (available at the web site) and briefly went through them at the meeting.

John Fitzgerald explained the policy in relation to event sponsorship. If funding is requested to sponsor a conference or workshop, FME will consider sponsoring the costs for an invited speaker, with a maximum of EUR 500. In such a case the invited lecture must be branded as an FME (sponsored) talk. The speakers should normally be contributing to FME's objectives. Variations to this policy can be considered on individual merit.

13 ForTIA

John Fitzgerald explained the general principles and history of ForTIA. It was set up after a campaign by Dines Bjørner and Tim Denvir, and a successful I-Day at FM'03. It has an initial membership of around 40 and a board of seven, from Japan, US and Russia as well as Europe. ForTIA has a long list of objectives, to share experiences, promote the use of formal methods, to encourage industry/academic collaboration, encourage the development of tools and, more ambitiously and controversially, to establish the reputation and reliability of companies offering formal methods services.

After Marcel Verhoef and Kees Pronk had concluded (visiting the Dutch Chamber of Commerce seeking advice) that establishing ForTIA as an independent organisation might have some undesirable legal consequences, it was agreed that ForTIA should act as a subgroup of FME for the time being, although it will become a fully independent body if it becomes active enough to justify this.

Marcel Verhoef commented on the written report Anthony Hall had sent prior to the meeting. Some of ForTIA's activities have already started. Trevor King is collecting case studies to share experiences. Richard Moore is organising a ForTIA session (I-Day) at FM'05. Jorge Cuellar is working on the ForTIA web site. Nico Plat has helped with setting up the mailing lists and infrastructure. Marcel explained that the next step will be to motivate other members to actively contribute to help achieve ForTIA's aims.

Randolph Johnson asked if only companies could become a member. This is not the case although all individual members represent the companies they work for. It was noted though that not many ForTIA members are FME members and this is desirable now that ForTIA is officially recognised as an FME subgroup. Nico Plat remarked that FME has two forms of membership: individual membership and institutional membership. The latter is not currently used but might be useful for companies that want to be a member of ForTIA. Institutional membership raises some questions e.g. when it comes to voting. The FME Board and the ForTIA Board were asked to pursue this matter further.

Action 36/7: FME Board and ForTIA Board to reinvestigate the concept of FME institutional membership

14 FME website

Nico Plat reported that the new web site was now operational and can be maintained by using a CMS (Content Management System). He gave a brief demonstration. Bernhard Aichernig will, from now on, supervise and coordinate the maintenance of the web site.

15 Date and place of the next meeting

The next meeting will be organised on Monday 6 September 2004 in Newcastle upon Tyne, UK.

16 Other Business

John Fitzgerald reported that he had been in contact with Springer's FACS Journal and that a discount subscription rate would be offered by Springer to FME members. John will send out

details on the offer.

Summary of actions

Action 34/7: José Oliveira to submit a report on the status of the Education Subgroup

Action 35/4: Kees Pronk to discuss the establishment of a Dutch bank account with a tax advisor

Action 35/10. Tiziana Margaria to distribute her presentation on ISOLA to the FME members

Action 36/1: David Crocker and Markus Montigel to send in their written audit reports for the financial year 2003

Action 36/2: John Fitzgerald to send the budget for the Symposium on Teaching Formal Methods to Kees Pronk

Action 36/3: Kees Pronk to assess the budget for the Symposium on Teaching Formal Methods

Action 36/4: Kees Pronk to consider an advance for the Symposium on Teaching Formal Methods

Action 36/5: All to send comments and suggestions to Jonathan Bowen on resubmitting the FMnet proposal

Action 36/6: John Fitzgerald to thank Jonathan Bowen for his work on the FMnet proposal so far and encourage him to resubmit

Action 36/7: FME Board and ForTIA Board to reinvestigate the concept of FME institutional membership

Action 36/8: John Fitzgerald to send out information on the reduced subscription rate on FACS Journal for FME members