

Minutes of the COST E50 Management Committee Meeting 29 Oct 2008, Dübendorf.

Chair: Prof. John Barnett

1. The chairman welcomed the delegates to the meeting which was attended by MC members from Austria, Denmark, Finland, France, Germany, Italy, Latvia, Netherlands, Poland, Sweden, Switzerland, Turkey and the United Kingdom
2. The agenda was approved.
3. Minutes of the last meeting were approved
4. Scientific Officer's Report

The chair introduced the new Scientific Officer (SO) for the Action, Melae Langbein who presented her report and commented with approval that for E50:

- Budget expenditure for the 2008 budget year was close to target
- 3 STSMs were now planned, with 2 more pending

The SO outlined the procedure for an Action nearing its close:

Mandatory

- Final evaluation report 3 months before end
- Preparation of a brochure needed, to demonstrate the value of the Action

Encouraged

- Preparation of a final publication
- Website should be future-proofed for 5 years after end of action
- Publicity – media invitation to final conference

There have been a number of modifications to the COST rules

- Exploratory workshops may be approved at any time by the Director with funding of up to 50,000€ Lead times are short in contrast with strategic workshops which could need about one year for approval if resubmission is needed.
- Conference grants for early stage researchers are available. These are for researchers with up to ten years post doctoral experience and provide up to 3000€ to support attendance at an international conference. An applicant must have had an abstract already accepted by the conference organisers to be eligible for a grant.
- Participation in Actions by “near-neighbour” countries is encouraged and is funded from the COST strategic budget, not from the action budget.
- The strategic budget will pay for (COST country) members of COST Actions to visit Action participants from non EU countries with reciprocal agreements with COST (presently Australia and New Zealand). Experts from these countries will be funded locally to enable them to visit COST partners. Fast-track mechanisms are in place for rapid approval of proposals.

5. Budget planning

The Scientific Officer indicated that moneys could not normally be carried over into the following financial year. This meant that the final meeting in Wageningen on 8-11 July 2009 would be in a new financial year. The SO indicated that it is likely that E50 would receive a budget of 40,000€ for the 2010 financial year in which the meeting occurs.

The budget of E50 for the 2009 budget year (1 June 2008-31 May 2009) is E85 000. The following items have been incurred or are planned against this budget:

STSMs

Processed	6 150
approved	3 260
Steering Group (Nancy)	5 583
Dubendorf workshop support	3 000
Dubendorf reimbursements	~ 35 000

This would leave around E 32 000 to support the Working Groups 3 and 4, Steering Group and book authoring meetings to be held in Nancy on 16-18 March 2009 and to support more STSMs.

6. STSM status and applications

- Two applications had been received and approved in principle by the Steering Committee pending information on the state of the Action Budget. These were now formally approved and would take place. The chair would send out a request for further proposals for STSMs to be completed by the end of May 2009.

7. Publications, annual report.

The MC approved the publication of a book to be edited by the Action chair; the outline would be circulated when ready. A potential publisher would be contacted by R Wimmer. Funding can be sought from COST for the publication costs, the Action's final publication is paid by the COST central budget (not the Action budget). In order to receive this funding for the Action final publication a single email containing the following should be sent to the COST Office:

- publication request from Chair (as per 7.3 and 7.5.2 of COST Vademecum)
- offer from publisher (offer must be sought from more than one publisher if >E1500)
- Copy of the minutes approving the publication, and
- proposed distribution list to the COST Office (to justify the number of copies requested).

It was proposed that authors contributing chapters should meet at the WG3/4 meeting in March.

The chair would send out the usual request to Management Committee members at the beginning of December for information concerning activities and publications for use in preparation of the annual report.

8. Evaluations

- A Steering Committee meeting on outcomes of the action will be held at the Nancy meeting to assist in the final evaluation. The evaluators will be the Action Rapporteur Eva Esping, together with Arnis Tremanis and Erja Ämmälathi.

9. Requests for new members.

- A request for a new member (Norway) was approved

10. Non-COST participation

- A request from Lesley Francis (Department of Primary Industries and Fisheries, Forestry Building, 3/80 Meiers Road, Indooroopilly, Queensland 4068 Australia) for membership was approved.
- A request from Dr Clemens Altener, of the University of Auckland, New Zealand was also approved

Members of COST Action E50 wishing to apply for funding from the COST central budget (not Action budget) to visit one of these non-COST participants should contact the Chair as soon as possible. Such visits are encouraged.

11. Web News

- The absence of Barry Gardener from the meeting meant that there was no news on this item, but the chair reported that the website was being kept up to date and was felt to be excellent.

12. Progress report of working groups

- The working groups had submitted progress reports at the conclusion of the scientific part of the meeting. The main item of interest was the proposed working groups 3 and 4 meeting to be held in Nancy (see above)

13. Long term planning.

- As the Action enters its last nine months, this was limited to the working group meeting and final meeting, both of which had been dealt with in earlier agenda items.

14. Time and place of next meeting

- The next meeting will be the final one and will be held in Wageningen on the 11th July, in combination with the evaluation meeting.

15. AOB. There was no other business and the meeting closed at 15-00.