

**COST ACTION FP1002****“Pathway Evaluation and  
pest Risk Management In Transport - PERMIT”****Minutes of the 1<sup>ST</sup> Management Committee Meeting****COST Office  
Avenue Louise 149, Brussels, Belgium****18-19 November 2010****1. Welcome**

The participants of the inaugural meeting of COST Action FP1002 were welcomed by the Science Officer for this Action, Melae Langbein, who explained that she would chair the meeting until the election of a chairperson for the Action, which was carried out under agenda item 7.

**2. Adoption of the agenda**

The draft agenda of the meeting as found in Annex 1 was approved without changes or additions by the members of the Management Committee (MC) of FP1002.

**3. Status of the COST Action**

The Science Officer presented the status of COST Action FP1002, highlighting the following important dates (as found at [http://w3.cost.esf.org/index.php?id=143&action\\_number=FP1002](http://w3.cost.esf.org/index.php?id=143&action_number=FP1002))  
FP1002:

- was approved by the Committee of Senior Officials (CSO) on 25 May 2010,
- entered into force on 22 July 2010 after five Parties had accepted the Memorandum of Understanding (MoU),
- officially starts on 18 November 2010 with this first MC meeting, and
- will end in four years on 17 November 2014.

According to the official records of the COST Council secretariat, at the date of the first MC meeting:

- 14 Parties (Austria (AT), Belgium (BE), Bulgaria (BG), Finland (FI), France (FR), Germany (DE), Hungary (HU), Italy (IT), Netherlands (NT), Poland (PL), Slovenia (SI), Spain (ES), Switzerland (CH), United Kingdom (UK)) had accepted the MoU, and
- 6 COST countries (Croatia (HR), Denmark (DK), Ireland (IE), Portugal (PT), Serbia (RS), Sweden (SE)) had officially indicated the intention to accept the MoU.

It was recalled that according to the COST rules (specifically COST 4159/10 III.2.3) COST countries (including those that have indicated the intention to accept the MoU) may accept the MoU within the twelve month period after the approval by the CSO. Thus COST countries wishing to join FP1002 have until 24 May 2011 to accept the MoU of the Action (COST4138/10 – Annex 3). After this date the approval of the MC of the Action is needed (including for any countries currently listed as “intentions” that do not complete the process of accepting the MoU before this date). Five (CZ, EE, LV, LT, NO) of the 23 COST countries listed in the proposal of FP1002 have not yet accepted the MoU or formally indicated the intention to do so. The Science Officer and the Chair encouraged the Action to make sure that these countries are aware of the deadline by which they should complete the process of accepting the MoU of the Action.

COST Action budgets are allocated annually on the basis of the number of Parties having accepted the MoU of the Action and on the Action’s performance as assessed by the Domain Committee and the COST Office. For FP1002:

- the first Grant Period will run from 1 January 2011 to 31 December 2011, and
- the budget for this period will be approx €85 000 (subject to confirmation by the COST Office management).

#### **4. Presentation of the delegations**

A total of 17-18 participants from the following 12-13 Parties attended the meeting: Bulgaria (BG), Finland (FI), France (FR) (day 2 only), Germany (DE), Hungary (HU), Italy (IT), Netherlands (NT), Poland (PL), Slovenia (SI), Spain (ES), Switzerland (CH), United Kingdom (UK).

With 12 of the 14 (85%) Parties having accepted the MoU to date represented at this meeting the quorum of 2/3 required under the COST rules (specifically COST 4159/10 Annex II Article 8) is attained.

The following countries having indicated the intention to accept the MoU also attended the meeting: Croatia (HR), Denmark (DK), Ireland (IE), Serbia (RS),

The COST Office was represented by the Science Officer of the COST Domain on Forests, their Products and Services Melae Langbein. The list of participants in the meeting is presented in Annex 2, their contact details can be found on the COST website at [http://w3.cost.esf.org/index.php?id=183&action\\_number=FP1002](http://w3.cost.esf.org/index.php?id=183&action_number=FP1002). Each participant introduced him/herself and his/her main research interests related to the COST Action.

#### **5. General information on COST mechanism and on the funding of coordination**

##### **5.1 General information on COST**

The Science Officer presented to the participants the COST mechanism to promote scientific and technical co-operation in Europe. Relevant information can be found on the COST

Website at <http://www.cost.esf.org/module/download/6163> and the presentation is found in Annex 4.

The mission of COST is to “strengthen Europe in scientific and technological research for peaceful purposes through the support of cooperation and interaction between European researchers”. COST’s main characteristics are:

- “Bottom-up” - no fixed programmes / priorities
- À la carte participation -Coordination of national efforts through networking
- Networks based on funded (research) projects
  - national responsibility
- Open to global cooperation in the mutual interest
- Building bridges between research communities
- Enabling agent – focus on Early Stage Researchers
- Pan-European dimension
- Scientific scope incl. pre-normative and public utility research & technologies
- Focus on multidisciplinary cooperation fostering innovation
- Equal access / Open Call
- Transparent procedures

COST Actions are thus open networks that should aim to be as inclusive as possible. They are not a closed club that is unable or unwilling to accommodate new participants.

The key bodies involved in COST were described, including the:

- CSO (responsible for the governance of COST including the overall strategy and steering, the approval of new Actions, the approval of participation of institutions from non-COST countries (through its executive group, JAF) and the approval of any requests for the prolongation/extension of Actions),
- Domain Committees (responsible, within their Domain, for assessment of proposals for new Actions, monitoring of ongoing Actions, evaluation of completed Actions, dissemination and exploitation of results of a COST Action and strategic developments in its domain),
- Management Committees (responsible for supervising and co-ordinating implementation of the Action, ensuring scientific coordination at a national level, managing the Action’s budget, submitting the work and budget plan and the annual Monitoring Progress Report), and
- Working Groups (a small number of researchers working together comprising MC members or other scientists from the Parties, invited experts / speakers (at workshops / conferences) and members from non-COST country institutions.

As described in the COST Vision 2020 (COST 252/09) COST aims to be an inclusive and flexible international framework for the benefit of the European scientific community with worldwide geographical coverage which will be further extended in a pragmatic way by

continuing to involve non-member countries in its Actions and through a more structured series of collaborative arrangements. COST thus welcomes the participation of researchers from institutions in countries outside the COST countries (“non-COST country institutions”). In order to join a COST Action a non COST country must make a specific application using the proscribed template and its application must be approved by the MC, the relevant Domain Committee and JAF (the executive group of the Committee of Senior Officials). Once a non-COST country institution has been fully approved as a participant in the Action it will be listed on the Action page on the COST website. Special provisions apply for funding the participation of researchers from particular groups of countries:

- The Near Neighbour countries (Balkan countries (Albania, Montenegro); Mediterranean countries (Algeria, Egypt, Lebanon, Libya, Morocco, The Palestinian Authority, Syria and Tunisia) and Eastern European countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia and Ukraine) – participants from these countries are eligible for reimbursement by COST;
- Reciprocal Agreement countries (Argentina, Australia, New Zealand, South African)
  - Participants from these countries can apply to their country’s “Reciprocal Agreement implementing agent” for funding to travel to CSOT Action meetings, and
  - Participants from the COST countries can apply to COST to undertake a “Reciprocal Short Term Scientific Mission (RSTSM)” to visit the participating institution in one of the Reciprocal Agreement countries.

The participants were also informed about the COST Strategy towards increased support of early stage researchers (COST295/09) and informed that certain of the support measures proposed therein provide guidance to the MC regarding actions it should take in this regard, in particular:

- Setting a target figure (in terms of a percentage of the Action budget) that will be spent on STSMs,
- Financing Training Schools from the Action budget,
- Establishing an Action “think tank” to provide additional opportunities for ESRs,
- Encouraging ESRs to apply for one of the DC-administered Conference Grants for Early Stage Researchers, and
- Appointing ESRs as the Leader of some of the Working Groups.

## **5.2 Implementation of COST Actions**

The participants were informed about framework within which COST Actions must be implemented. This framework is defined by the following documents:

- Rules and procedures for implementing COST Actions (COST 4159/10) (Annex 5)
  - Rules of Procedure for Management Committees of COST Actions (Annex 5a)
- COST Vademecum – Instruments for financing of COST Action activities (Annex 6)

- COST Vademecum (Part B) – Grant System (Annex 6a)
- COST Vademecum (Part A) – Pay-as-you-go System (Annex 6b)
- Guidelines for Assessment, Monitoring, Evaluation and Dissemination Results of COST Actions (COST 4115/10) (Annex 7)
- COST Strategy for Early Stage Researchers (COST295/09) (Annex 8)
- COST Code of Conduct (COST4160/10) (Annex 9)

In particular the participants were informed that COST Action MCs are required to respect a good balance in terms of gender, geography and Early Stage Researchers in the management (specifically in the appointment of Core Group Members) and the conduct (eg allocation of reimbursement places, STSMs, Training School student grants etc) of the Action's activities. According to the COST rules (specifically COST 4115/10) gender balance and the participation of Early Stage Researchers must be discussed by the MC at each meeting and the key points of the discussion recorded in the minutes of the meeting.

The MC must use the standard MC Agenda template provided by COST as the agenda for all subsequent MC meetings. This agenda appears as Annex 10.

### **5.3 Financing mechanisms at COST – COST Grant System**

The participants were informed that only the first meeting of the Action is held under the PAYG system where participants are reimbursed directly by COST. All subsequent activities will be held under the COST Grant System wherein COST will provide funding to a Grant Holder organisation appointed by the MC at point 8 of the agenda and the Grant Holder organisation will be responsible for the scientific and administrative coordination and management of the Action in accordance with the COST rules. As mentioned under point 4 the Action budget is calculated each year on the basis of the number of COST countries having accepted the MoU and the Action's performance as assessed by the Domain Committee and the COST Office. The budget for the upcoming Grant Period will be communicated to the Action Chair and the Grant Holder and a budget and work plan developed, approved by the MC and sent to the COST Office for approval. The Action's budget plan must be efficient and justified in terms of COST's mission and strategic orientations and the Action's objectives as described in the MoU.

### **5.4 COST instruments and eligible expenses**

The participants were informed that according to the COST rules (specifically the COST Vademecum) COST can provide financing to Actions for Meetings, Short Term Scientific Missions (STSMs), Training Schools and Dissemination.

The participants were informed that, subject to the rules described in the COST Vademecum: For Meetings:

support can be provided for

- participant travel reimbursement, and
- a contribution to the expenses of Local Organisers (noting that under COST 4159/10 "The cost of organisation elsewhere [than Brussels] shall be borne by the Local

Organiser”, which means in practice that the Local Organiser should at least cover their personnel costs in organising the meeting and make no venue-related charges for meetings held at their institution).

it was noted that “registration/ participation fees” are specifically ineligible for reimbursement by COST and MCs should therefore, when approving Local Organisers for future meetings, ensure that Local Organisers do not charge high registration/ participation fees, in particular:

- it is NOT appropriate for the organisation of COST Action meetings to be subcontracted to commercial organisations with a profit making objective that then charge participants high fees including significant amounts for staff time, and
- if participants that have paid a “registration/ participation fee” for a COST Action meeting are then unable to attend that meeting (due to any reason at all including serious illness) it is not possible to claim reimbursement of this fee from COST.

When approving the location of future Action meetings the MC must chose locations that are well justified economically and/ or scientifically and are easily accessible. The location approved by the MC must be the exact location of the meeting (not a town nearby/ approval or a region).

#### For STSMs

- STSMs are intended mainly for the benefit of Early Stage Researchers, however participants that do not qualify as ESRs may apply for a STSM in well-justified cases
- The financial support available for STSMs lasting three months or less is €2500
- For ESRs only it is possible to extend the STSM beyond three months up to a maximum of six months, in which case the maximum financial support available is €3500
- STSMs must start and finish within one of the Action's Grant Periods (it is not currently possible for a STSM to start in one Grant Period and finish in another)

#### For Training Schools

- The ratio of Trainers to Trainees should not be higher than 1:5 (or at most 1:3)
- The Trainee grant should be set at 2-4 different levels in view of the differing travel costs that Trainees travelling different distances will have
- Training School programmes must incorporate a mix of theoretical and practical sessions (often on a morning theory afternoon practical basis)
- The (majority of the) Trainers should be MC/ WG Members of the Actions, the (majority of the) Trainees should be ESRs from COST countries and Near Neighbour countries
- Trainee grants should be well distributed across the participating countries (the MC should set a limit eg no more than 1/10 of the available Trainee grants to any one country (additional local Trainees not in receipt of grants may also attend)

### **5.5 Monitoring of the Action**

The participants were informed that according of the COST rules (specifically 4115/10) monitoring running Actions is one of the key tasks of a Domain Committee. The two main ways that the Domain Committee monitors running Actions in its Domain are through the:

- Appointment of one of the DC Members as a “DC Rapporteur” to the Action to monitor the Action and provide feedback to the DC on its performance, and
- Organisation of an Annual Progress Conference at which the Chairs of all running Actions must present.

### **5.5.1 DC Rapporteur**

As required under the COST rules (specifically COST 4115/10 §7) the Domain Committee Forests, their Products and Services (DC FPS) has appointed one of its members as the Rapporteur to this Action in order to assist the DC in monitoring the Action over the next four years and in conducting the final evaluation at the end of the four years. The DC Rapporteur for FP1002 is Tomasz Oszako (PL) [T.Oszako@ibles.waw.pl](mailto:T.Oszako@ibles.waw.pl). The Rapporteur must be copied on all correspondence relating to the Action and invited to Action meetings however the Rapporteur may not be an active participant in the Action (eg STSM host/ recipient, Training School Trainer/ Trainee etc).

### **5.5.2 Annual Progress Conference**

The participants were informed that as required under the COST rules (specifically COST 4116/10) a FPS Domain Annual Progress Conference (APC) is held each year (usually in early March). The APC is organised in accordance with the COST Guidelines for the organisation of the Annual Progress Conference (APC) (COST 4116/10). FPS Action Chairs will be advised in each September/ October of the documents that must be submitted for the APC and when these documents must be submitted (usually in the following January).

Currently the documents that must be submitted are:

- Action Brochure (by all Actions)
- Action Monitoring Progress Report (by Actions running for longer than 6 months at the time of the APC)
- Action Presentation (by all Actions but different templates for Actions running for more than and less than 6 months at the time of the APC).

At each Annual Progress conference the DC Members and Actions Chairs will be provided with an overview of each Actions:

- average participant reimbursement, and
- budget % spent on each of the CGS expenditure categories: (meetings (both participant reimbursements and local organiser support grants), STSMs, Training Schools, Dissemination and FSAC

and this information will be used by the DC and the COST Office in assessing the efficiency and strategic orientation of the Action’s financial management for the purposes of determining the performance-related adjustment to the Action budget.

## **6. Agreement on the internal rules of procedure for the Management Committee of the COST Action.**

The MC adopted as its rules of procedure the Rules of Procedure for Management Committee (COST 4159/10 Annex II) which appear as Annex 5a.

## **7. Election of the Chair and Vice-Chair**

The MC elected the following MC Members as Chair and Vice Chair of the Action:

- Chair – Hugh Evans (UK) [hugh.evans@forestry.gsi.gov.uk](mailto:hugh.evans@forestry.gsi.gov.uk)
- Vice Chair – Thomas Jung (DE) [DR.T.JUNG@T-Online.de](mailto:DR.T.JUNG@T-Online.de)

## **8. Selection of the Grant Holder and Financial Rapporteur(s)**

The MC appointed the institution of the Chair, Forest Research the Research Agency of the Forestry Commission (UK) as the Grant Holder for the Action, represented in the Management Committee by the institution's Scientific Representative (Hugh Evans ([hugh.evans@forestry.gsi.gov.uk](mailto:hugh.evans@forestry.gsi.gov.uk))).

The MC agreed that the Grant Holder will be entitled to claim 15 % of the Action's scientific expenditure as the Grant Holder's Financial & Scientific Administration and Coordination ("FASC") fee.

The MC appointed the following two Financial Rapporteurs (the role of the Financial Rapporteurs is described in the COST Vademecum (Part B) Grant System):

- Maarten Steeghs (NL) [thomas.schroeder@jki.bund.de](mailto:thomas.schroeder@jki.bund.de),
- Thomas Schroder (DE) [m.h.c.g.steeghs@minInv.nl](mailto:m.h.c.g.steeghs@minInv.nl).

## **9. Working plan for the implementation of the COST Action (based on the Memorandum of Understanding):**

### **9.1 Objectives and working programme**

The objectives of the Action are outlined in the Memorandum of Understanding (MoU) COST 4138/10 (Annex 7). The newly elected Chair, Hugh Evans presented a summary of the Action background on pathway evaluation and pest risk management In transport.

According to the MoU the main objective of the Action is: Movements of Invasive Alien Species (IAS) globally by trade and human movement present severe and increasing risks of transfer of plant pests (principally invertebrates and plant pathogens) globally. Climate change adds further opportunities for pest establishment and impact, both by providing increased survival and growth opportunities for pests and, through environmental stresses, making trees more vulnerable to those pests. In relation to ecosystem services and their longevity, forests are particularly vulnerable to IAS. In particular, multiple PATHWAYS for transfer of pests internationally are poorly characterised, leading to increasing transfer and establishment of new damaging organisms. The COST Action PERMIT addresses this shortfall in knowledge and practice and will focus on reducing threats from exotic pests through promoting enhanced pathway management.

### **9.2 Working method - organisation and management**



It was agreed that, as per the MoU of the Action, the Action will be carried out mainly through 4 Working Groups: WG1: Pathway characterisation linked to pest movements and trade patterns, WG2: Development of generic risk mitigation measures to reduce pest movements along pathways, WG3: Analysis of the level of education and awareness of risks associated with different pathways and WG4: Identification of research and data gathering needs. The Action will also function through Short Term Scientific Missions (STMS). All 4 Working Groups will address the relevant key areas as described in the MoU. The Management Committee agreed that the Working Groups must cooperate as closely as possible to ensure the necessary flow of information.

### 9.2.1 Working Group Leaders

After a comprehensive discussion the following structures and responsibilities were agreed upon:

- **Working Group 1: Pathway characterisation linked to pest movements and trade patterns**  
Leader: Ana Maria Vettraino (IT) [vettrain@unitus.it](mailto:vettrain@unitus.it)  
Deputy Leader: Marc Kenis (CH) [m.kenis@cabi.org](mailto:m.kenis@cabi.org)  
Key tasks/ activities:
  - Pathway characterisation
  - Evidence of movement of pests along pathways
  - Trade patterns in relation to movement along pathways
- **Working Group 2: Development of generic risk mitigation measures to reduce pest movements along pathways**  
Leader: Thomas Schroeder (D) [thomas.schroeder@jki.bund.de](mailto:thomas.schroeder@jki.bund.de)  
Deputy Leader: Treena Burgess (Murdoch University, AU)  
Key tasks/ activities:
  - Analysis and development of generic risk mitigation measures to reduce pest movements along pathways
- **Working Group 3: Analysis of the level of education and awareness of risks associated with different pathways**  
Leader: Mariella Marzano (UK) [mariella.marzano@forestry.gsi.gov.uk](mailto:mariella.marzano@forestry.gsi.gov.uk)  
Deputy Leader: To be appointed.  
Key tasks/ activities:
  - Education and dissemination of information for pathway risk awareness and risk reduction
- **Working Group 4: Identification of research and data gathering needs**  
Leader: Rimvydas Vasaitis (SE) [rimvys.vasaitis@mykopat.slu.se](mailto:rimvys.vasaitis@mykopat.slu.se)  
Deputy Leader: Milka Glavendekic (RS) [milka.glavendekic@sfb.rs](mailto:milka.glavendekic@sfb.rs)  
Key tasks/ activities:
  - Identification of research and data gathering needs.
  - Production of electronic and hard-copy synthesis of the findings as a basis for a Decision Support System for pathway risk recognition and management and post-doctoral scientists.

It was decided that WG members would be appointed by email exchange with a deadline of January, 2011 for WG Leaders to finalise the initial listing and inform the MC.

### 9.2.2 Short Term Scientific Missions (STSMs)

The MC decided that the WG4 Leader Rimvydas Vasaitis (SE) [rimvys.vasaitis@mykopat.slu.se](mailto:rimvys.vasaitis@mykopat.slu.se) would also be the STSM Manager who will receive applications. Applications will be assessed by the Core Group (with the exception of anyone whose institute is involved as applicant or host in any application).

The MC agreed that all MC members should encourage, in particular, Early Stage Researchers, to participate in the scheme. It was agreed during the MC meeting that the applications for STSM should be assessed on an 'as received' basis during the first year of the Action and would then be reviewed by the MC and STSM Steering Group. The applications for STSMs will be collated by the STSM Manager and circulated within one week or receipt to the Core Group members. A decision on the award of an STSM will be made within 10 working days of receipt by the Core Group members and passed to the STSM applicant by the STSM Manager. STSMs applications will be considered as soon as possible and the successful STSMs will finish no later than 31 December 2011 for the first Grant Period and annually thereafter..

It was emphasised that the complete application file (as described in the COST Vademecum), including MC approval, must be received by the Grant Holder at least four weeks before the start date of the proposed STSM. Applications can only be submitted by using the on-line registration tool ([www.cost.eu/stsm](http://www.cost.eu/stsm)) described in COST Vademecum and forwarding the necessary documents to STSM Manager for onward transmission to the Core Group members.

### 9.2.3 Core Group

In accordance with the existing COST rules the MC has set up a Core Group consisting of the Chair, Vice-Chair, the four Working Group Leaders and the Financial Rapporteurs.

### 9.2.4 Action website

To facilitate communication between the members of the Action and to promote distribution of information on the research activities relevant to the Action the MC agreed that the Grant Holder institution should manage and maintain the Website for this Action on its server as part of the Grant Holder activities. As soon as this website is established the Grant Holder will send the address of the Action website to the COST Office ([fps@cost.eu](mailto:fps@cost.eu)) so that a link to the site can be established from the Action page ([http://w3.cost.esf.org/index.php?id=143&action\\_number=FP1002](http://w3.cost.esf.org/index.php?id=143&action_number=FP1002)) on the COST website.

## 10. Budget plan

The COST Office reiterated that the Aciton's priority should be to make efficient arrangements that maximise the number of participants able to be reimbursed within the available budget. The MC decided that the budget for the first Grant Period should be allocated as follows:

STSMs	<b>15000 €</b>
Meetings	<b>57000 €</b>
• Meeting travel costs	<b>55000 €</b>
• Workshop support	<b>2000 €</b>
Training School	<b>0 €</b>
Dissemination	<b>2000 €</b>
Scientific Expenditure	<b>74 000 €</b>
Grant Holder	<b>11 000 €</b>
Budget	<b>85 000 €</b>

## 11. Place and date of next meeting

### 11.1 Next meeting

The MC decided that the next meeting of the Action would be in one of the following countries, the precise location to be dependent on facilities, ease of travel and total cost of organising the meeting:

Croatia  
Poland  
Serbia

The MC decided that participation fees for this meeting must not exceed €50 for members of the Action and that the accommodation reimbursement rate would be (€120/ night OR reduced to the actual value if the real accommodation costs at the venue are lower).

### 11.2 Long-term planning

The Action established the following long-term planning

Date	Event	Location	Justification
Late 2011	MC meeting 2	TBC	
June 2011	WG meeting 1	TBC	
Sept 2011	WG meeting 2	TBC	

Noting that dissemination and industrial/ end user involvement are important aspects of COST Actions the MC anticipated the following activities to enhance dissemination and industrial/ end user involvement:

- Website interaction with user forum for industrial and end user input
- Production of an Action leaflet to encourage involvement
- Invitations to key meetings of the Action, particularly for specific themes where relevant expertise would enhance the outcome of the meeting.

## 12. AOB

### 12.1 Non-COST country institution requests (to join the Action)

The MC approved the following the following non-COST country institutions to join the Action (subject to completion of the necessary documentation and approval by DC FPS and JAF):

Institution	Country	Researcher	Email address
CSIRO	Australia	Darren Kriticos	<a href="mailto:darren.kriticos@csiro.au">darren.kriticos@csiro.au</a>
Natural Resources Canada	Canada	Leland Humble	<a href="mailto:Leland.Humble@NRCan-RNCan.gc.ca">Leland.Humble@NRCan-RNCan.gc.ca</a>
Chinese Academy of Agricultural Sciences (Institute of Plant Protection)	China	Fang-hao Wan	<a href="mailto:wanfanhao@ieda.org.cn">wanfanhao@ieda.org.cn</a>
Chinese Academy of Agricultural Sciences (Institute of Zoology)	China	Sun Jiang-Hua	<a href="mailto:sunjh@ioz.ac.cn">sunjh@ioz.ac.cn</a>

Scion	New Zealand	Todd Ramsfield, Eckehard Brockhoff, Brian Richardson, James Turner	<a href="mailto:tod.ramsfield@scionresearch.com">tod.ramsfield@scionresearch.com</a> , <a href="mailto:Eckehard.Brockhoff@scionresearch.com">Eckehard.Brockhoff@scionresearch.com</a> , <a href="mailto:Brian.Richardson@scionresearch.com">Brian.Richardson@scionresearch.com</a> , <a href="mailto:James.Turner@scionresearch.com">James.Turner@scionresearch.com</a>
All-Russian Center of Plant Quarantine	Russia	Oleg Kulinich	<a href="mailto:okulinich@hotmail.ru">okulinich@hotmail.ru</a>
V.N. Sukachev Institute of Forest	Russia	Yuri Baranchikov	<a href="mailto:baranchikov_yuri@yahoo.com">baranchikov_yuri@yahoo.com</a>
Forestry & Agricultural Biotechnology Institute	South Africa	Michael Wingfield, Treena Burgess	<a href="mailto:mike.wingfield@fab.up.ac.za">mike.wingfield@fab.up.ac.za</a>
University of Georgia	USA	Keith Douce	<a href="mailto:kdouce@uga.edu">kdouce@uga.edu</a>
USDA Forest Service	USA	Kerry Britton	<a href="mailto:kbritton001@comcast.net">kbritton001@comcast.net</a>
Agricultural University of Tirana	Albania	Ejup Çota	<a href="mailto:ejupcota@gmail.com">ejupcota@gmail.com</a>
Murdoch University	Australia	Treena Burgess	<a href="mailto:tburgess@murdoch.edu.au">tburgess@murdoch.edu.au</a>

## 12.2 Interaction with other COST Actions (or European Projects)

The MC identified the following COST Actions (and European projects) as relevant to the Action and anticipated connecting with them in the following ways:

COST Action/ European project	Way(s) that FP1002 will connect with it
FP0802	Although FP0802 concentrates on <i>Phytophthora</i> spp, the principles of management of the phytosanitary risks are similar and of particular relevance to the Plants for Planting Pathway that will be a key focus of FP1002.
ISEFOR	This new FP7 programme includes components dealing with risk with reference to climate change. Several members of FP1002 (including the Chair) are involved in ISEFOR and there will be a natural synergy and exchange of information and research findings.
PRATIQUE	Although PRATIQUE is now entering its final year, there are many strands of its research that can directly contribute to pathway analysis. Both improved methods of pest risk analysis and risk mitigation are included in PRATIQUE, which will provide a strong link to FP1002.

## 13. Closing

The meeting closed at 11.45.

Hugh Evans  
Chair  
COST Action FP1002

Melae Langbein  
Science Officer  
Forests, their products and Services

## **ANNEXES**

### **Annex 1: Agenda**

[http://www.forestry.gov.uk/pdf/COST\\_FP1002\\_MC1\\_Annex\\_1\\_2010\\_11.pdf/\\$FILE/COST\\_FP1002\\_MC1\\_Annex\\_1\\_2010\\_11.pdf](http://www.forestry.gov.uk/pdf/COST_FP1002_MC1_Annex_1_2010_11.pdf/$FILE/COST_FP1002_MC1_Annex_1_2010_11.pdf)

### **Annex 2: Attendance List**

[http://www.forestry.gov.uk/pdf/COST\\_FP1002\\_MC1\\_Annex\\_2\\_2010\\_11.pdf/\\$FILE/COST\\_FP1002\\_MC1\\_Annex\\_2\\_2010\\_11.pdf](http://www.forestry.gov.uk/pdf/COST_FP1002_MC1_Annex_2_2010_11.pdf/$FILE/COST_FP1002_MC1_Annex_2_2010_11.pdf)

### **Annex 3: Memorandum of Understanding of COST Action FP1002 (COST 4138/10)**

[http://w3.cost.eu/typo3conf/ext/bzb\\_securelink/pushFile.php?cuid=253&file=fileadmin/domain\\_files/FPS/Action\\_FP1002/mou/FP1002-e.pdf](http://w3.cost.eu/typo3conf/ext/bzb_securelink/pushFile.php?cuid=253&file=fileadmin/domain_files/FPS/Action_FP1002/mou/FP1002-e.pdf)

### **Annex 4: Presentation of Science Officer**

[http://www.forestry.gov.uk/pdf/COST\\_FP1002\\_MC1\\_Annex\\_4\\_2010\\_11.pdf/\\$FILE/COST\\_FP1002\\_MC1\\_Annex\\_4\\_2010\\_11.pdf](http://www.forestry.gov.uk/pdf/COST_FP1002_MC1_Annex_4_2010_11.pdf/$FILE/COST_FP1002_MC1_Annex_4_2010_11.pdf)

### **Annex 5: Rules and procedures for implementing COST Actions (COST 4159/10)**

<http://www.consilium.europa.eu/igcpdf/en/10/st04/st04159.en10.pdf>

- a. Rules of Procedure for Management Committees (Annex II of the document 'Rules and procedure for implementing COST Actions' (COST 4159/10) link above)

### **Annex 6: COST Vademecum – Instruments for financing of COST Action activities**

<http://www.cost.esf.org/participate/guidelines>

- a. **COST Vademecum (Part B) – Grant System**  
<http://www.cost.esf.org/module/download/8321>
- b. **COST Vademecum (Part A) – Pay-as-you-go System**  
<http://www.cost.esf.org/module/download/8320>

### **Annex 7: Guidelines for Assessment, Monitoring, Evaluation and Dissemination Results of COST Actions (COST 4115/10)**

<http://www.consilium.europa.eu/igcpdf/en/10/st04/st04115.en10.pdf>

### **Annex 8: COST Strategy for Early Stage Researchers (COST 295/09)**

<http://www.consilium.europa.eu/igcpdf/en/09/st00/st00295.en09.pdf>

### **Annex 9: COST Code of Conduct (COST 4160/10)**

<http://www.consilium.europa.eu/igcpdf/en/10/st04/st04160.en10.pdf>

### **Annex 10: Standard agenda for use at all MC meetings of the Action**

[http://www.forestry.gov.uk/pdf/COST\\_FP1002\\_MC1\\_Annex\\_10\\_2010\\_11.pdf/\\$FILE/COST\\_FP1002\\_MC1\\_Annex\\_10\\_2010\\_11.pdf](http://www.forestry.gov.uk/pdf/COST_FP1002_MC1_Annex_10_2010_11.pdf/$FILE/COST_FP1002_MC1_Annex_10_2010_11.pdf)

### **Annex 11: Instructions for accepting invitation and downloading reimbursement form**

[http://www.forestry.gov.uk/pdf/COST\\_FP1002\\_MC1\\_Annex\\_11\\_2010\\_11.pdf/\\$FILE/COST\\_FP1002\\_MC1\\_Annex\\_11\\_2010\\_11.pdf](http://www.forestry.gov.uk/pdf/COST_FP1002_MC1_Annex_11_2010_11.pdf/$FILE/COST_FP1002_MC1_Annex_11_2010_11.pdf)