

Draft Agenda
Management Committee Meeting

COST Action <Action Number>
<Action Title>
<Meeting City>, <Meeting Country>, the <date>

0. Welcome to participants
1. Adoption of agenda
2. Minutes of last meeting
3. Matters arising
4. Report from the COST Office
 - News from the COST Office
 - Status of Action, including participating countries
 - Budget status, budget planning and allocation process
5. Action budget planning status
6. STSM status, applications
7. Publications, annual report
8. Evaluations
9. Request for new members
10. Promotion of gender balance and of Early Stage Researchers (ESR)
11. Non-COST country participations
12. Web news
13. Progress report of working groups
14. Long-term planning
15. Place and date of next meeting
16. AOB
17. Closing