

Monday, 25 July 2011

Subject: First Meeting of the Management Committee of COST Action COST Action FP1002 “Pathway Evaluation and pest Risk Management In Transport (PERMIT)”

In consultation with the proposer, the COST Office has planned the first Management Committee meeting of the above Action to take place in Brussels from 13:00 on 18 November (lunch will be available from 12:00) to 12:00 (lunch will be available until 13:00) on 19 November 2010 at the **COST Office**, Avenue Louise 149, Brussels, 15th Floor – Auditorium Room.

The meeting will start on 18 November at 13:00 (preceded by lunch from 12:00) and end on 19 November at 12:00 (followed by lunch until 13:00).

The draft agenda is as follows:

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Presentation of the delegations
5. General information on COST mechanism and on the funding and reporting of coordination activities:
 - COST Instruments and Eligible expenses
 - Work and Budget plans
 - Grant Agreements
 - Financial Reports
 - Monitoring Progress Reports
 - Annual reviews at the Annual Progress Conferences
 - Website
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair and Vice-Chair
8. Selection of:
 - The Grant Holder (Legal and Scientific Representatives)
 - Two Financial Rapporteurs

9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).
 - Objectives and working programme
 - Working method - organisation and management (including working groups)
 - Distribution of tasks
 - Promotion of gender balance and of Early Stage Researchers (ESR)
 - Time-table
10. Budget plan for the first period
11. Place and date of next meeting
12. AOB
13. Closing

Please note that some COST countries interested in the Action have not yet accepted the Memorandum of Understanding or nominated their national representative(s). The Memorandum of Understanding for COST Action **FP1002** was approved by the COST Committee of Senior Officials (CSO) on **25 May 2010**. The period within which COST member states can join this Action without any conditions being imposed runs for twelve months from the date of CSO approval until **24 May 2011**.

If a COST country intends to participate in the Action and if this has not already been done, it is necessary to:

- officially nominate up to two Management Committee Members before the meeting; this is done by the country's COST National Coordinator;
- implement the administrative procedure required to accept the Memorandum of Understanding of the Action as soon as possible.

Please note that the COST National Coordinator shall ensure that all information regarding this meeting is forwarded to the nominated national representative(s) of this Action.

Reimbursement of the nominated representatives will be according to the rules for participant reimbursement (for details see COST web-site <http://www.cost.eu/module/download/8320> section 1.7).

Kind regards,

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