



**“Determining Invasiveness and Risk Of Dothistroma (DIAROD)”**

**Minutes of the 1<sup>ST</sup> Management Committee Meeting**

**COST Office  
Avenue Louise 149, Brussels, Belgium**

**05 December 2011**

**Minutes Summary**

**Action Chair:** Anna Brown (UK)

**Vice-Chair:** Libor Jankovsky (CZ)

**DC Rapporteur:** Nick McCarthy (IE)

**GH institute:** Forest Research, Alice Holt Lodge, Farnham, GU10 4LH, United Kingdom

**Financial Rapporteur:** Iben Margrete Thomsen (DK) and Gergely Janik (HU)

**STSM manager :** Anna Hopkins (SE)

**WG1 :** The Pathogen : Defining the current disease situation

**Leader:** Jan Stenlid (SE); Deputy: Irene Barnes (NZ)

**WG2:** The environment: Determining the risk of DNB

**Leader:** Julio Javier DIEZ CASERO (ES); Deputy: Lindsay Bulman (NZ)

**WG3:** The host: resistance and susceptibility

**Leader:** Stephen Woodward (UK); Deputy: Rosie Bradshaw (NZ)

**WG4:** Identify knowledge gap, disseminate findings and provide best practice guidance for management of DNB (Tech Transfer)

**Leader:** Anna Brown (UK, if nobody else)

WB plan:

STSMs	<b>15,000 €</b>
Meetings	<b>63,080 €</b>
Training School	<b>17,700 €</b>
Dissemination	<b>2,000 €</b>
Scientific Expenditure	<b>97,780 €</b>
Grant Holder	<b>14,667 €</b>
Budget	<b>112,600 €</b>

## 1. Welcome

The participants of the inaugural meeting of COST Action FP1102 were welcomed by the Science Officer for this Action, Dr.Xin-Ying Ren, 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 FP1102.

## 3. Status of the COST Action

The Science Officer presented the status of COST Action FP1102, highlighting the following important dates (as found at [http://w3.cost.esf.org/index.php?id=143&action\\_number=FP1102](http://w3.cost.esf.org/index.php?id=143&action_number=FP1102)) FP1102:

- was approved by the Committee of Senior Officials (CSO) on 17/05/2011
- entered into force on 26/07/2011 after five Parties had accepted the Memorandum of Understanding (MoU),
- officially starts on 05/12/2011 with this first MC meeting, and
- will end in four years on 04/12/2015.

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

- 22 Parties had accepted the MoU, and
- 1 COST countries had officially indicated the intention to accept the MoU.

22 Parties		
Country	Date	Status
Austria	14/09/2011	Confirmed
Belgium	08/09/2011	Confirmed
Bulgaria	28/07/2011	Confirmed
Croatia	30/09/2011	Confirmed
Czech Republic	12/07/2011	Confirmed
Denmark	20/10/2011	Confirmed
Estonia	26/08/2011	Confirmed
Finland	27/10/2011	Confirmed
Former Yugoslav Republic of Macedonia	09/09/2011	Confirmed
France	12/08/2011	Confirmed
Germany	26/08/2011	Confirmed
Greece	02/08/2011	Confirmed
Hungary	09/08/2011	Confirmed
Italy	05/09/2011	Confirmed
Lithuania	26/07/2011	Confirmed
Norway	24/11/2011	Confirmed
Poland	11/08/2011	Confirmed
Portugal	18/10/2011	Confirmed
Spain	07/07/2011	Confirmed
Sweden	16/09/2011	Confirmed
Switzerland	05/07/2011	Confirmed
United Kingdom	03/06/2011	Confirmed

1 Intentions to accept the MoU		
Country		Status
Slovenia		Intention

It was recalled that according to the COST rules (specifically COST 4154/11 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 FP1102 have until 16/05/2012 to accept the MoU of the Action (COST4128/11)– Annex 2). 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).

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. ForFP1102:

- the first Grant Period will run from 1 January 2012 to 31 December 2012, and
- the budget for this period will be set according to the number of parties that have accepted the MoU of the Action, thus approximately € 112 600.

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

A total of 24 participants from the following 19 Parties attended the meeting: Austria (AT), Belgium (BE), Bulgaria (BG), Czech Republic (CZ), Estonia (EE), Former Yugoslav Republic of Macedonia (MK), Finland (FI), Greece (GR), Hungary (HU), Italy (IT), Lithuania (LT), Norway (NO), Poland (PL), Portugal (PT), Slovenia (SI), Spain (ES), Sweden (SE), Switzerland (CH), United Kingdom (UK).

With 19 of the 22+1 intention (82.6%) Parties having accepted the MoU to date represented at this meeting the quorum of 2/3 required under the COST rules (specifically COST 4154/11 Annex II Article 8) is attained.

The following countries having indicated the intention to accept the MoU also attended the meeting: Slovenia (SI)

The COST Office was represented by the Science Officer of the COST Domain on Forests, their Products and Services D. The list of participants in the meeting is presented in Annex 3, their contact details can be found on the COST website at [http://w3.cost.esf.org/index.php?id=183&action\\_number=FP1102](http://w3.cost.esf.org/index.php?id=183&action_number=FP1102). 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 on-going 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 institution 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:

- COST Code of Conduct (COST4160/10) (Annex 5)
- Rules and procedures for implementing COST Actions (COST 4154/11) (Annex 6)
  - Rules of Procedure for Management Committees of COST Actions (Annex 6a)
- COST Vademecum – Instruments for financing of COST Action activities (Annex 7)
  - COST Vademecum (Part B) – Grant System (Annex 7a)
  - COST Vademecum (Part A) – Pay-as-you-go System (Annex 7b)
- Guidelines for Monitoring, Evaluation and Dissemination Results of COST Actions (COST 4112/11) (Annex 8)

- COST Strategy for Early Stage Researchers (COST295/09) (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 4111/11) 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 COST Code of Conduct

The Science Officer informed the participants about the COST Code of Conduct (COST4160/10), noting in particular that:

- COST expects from all participants ethical behaviour of researchers involved in COST activities at all levels. COST strives to avoid any kind of conflicts of interest in its framework.
- All participants in COST should follow good practice in terms of a code of conduct and should not plagiarise or copy or use material in any unauthorised manner and should respect the rights and confidentiality of their colleagues, including IPR.
- It is mandatory that any potential conflict of interest be declared.
- In the case of the assessment of proposals for COST Actions, DC members and other assessors should not involve themselves in the assessment of proposals in which they have a personal or financial interest (this means that anyone that participated in the assessment of a proposal may not join the resultant Action).
- The basic principle of this Code of Conduct is to rely on the trustworthiness and own sense of responsibility of the persons involved. Self-certification and open declaration of potential Conflicts of Interest is the first expected action.

The following examples of things that would breach the COST Code of Conduct, and appropriate solutions/ approaches in each situation were given:

- Assessing a proposal and joining the resultant Action  
*=>if interested to join the Action do not assess the proposal*
- Chair approving expenditure/ financial reports that would benefit his/ her institution  
*=>if Chair's institution is Grant Holder then Vice Chair must sign financial reports and communicate MC approval to the COST Office/ Grant Holder*
- Chair/ STSM Manager approving STSM when their institution is the host or the applicant is from their institution/ family  
*=>if your institution is host/ applicant get someone else to give the approval (Chair/ Vice Chair/ STSM Manager).*

### 5.4 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. Participants were informed how they will receive meeting invitations, confirm their participation and download their personalised meeting-specific reimbursement form under the COST Grant System. A summary of these instructions (which can be forwarded to participants that were not present at the meeting and to those that subsequently have difficulty following the process) is found in Annex 11.

## **5.5 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 4154/11 "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 choose 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 of 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)

### **5.6 Monitoring of the Action**

The participants were informed that according to the COST rules (specifically 4112/11) 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.

#### **5.6.1 DC Rapporteur**

As required under the COST rules (specifically COST 4112/11 §3) 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 FP1102 is Dr. Nick McCarthy (IE) (nmccarthy@wit.ie). The Rapporteur must be copied on all correspondence relating to the Action and invited to Action meetings. The Rapporteur may not



participate actively in the Action's activities (eg the Rapporteur may not be a Local organiser, a scientific presenter, a Trainer, a Trainee, a STSM Host or Recipient etc) as this would be a conflict with the Rapporteur's monitoring duties. Any such participation by the Rapporteur would be a breach of the COST Code of Conduct.

### **5.6.2 Annual Progress Conference**

The participants were informed that as required under the COST rules (specifically COST 4113/11) 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 4113/11). 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.

### **5.7 Ending the Action**

The MC was informed that ending Actions must:

- Complete the Action section of the Final Evaluation Report (> 1 month before end of Action/ Final Conference)
- Write an "ended Action summary" (500 words) for COST Annual Report
- Organise a "final conference" (see below)
- Update the Action brochure (focusing on outcomes and impacts and using the past tense)

Ending Actions may also produce a final publication (eg book) funded by COST (outside Action budget).

In particular the MC was informed that the purpose of the Action's "Final Conference" is to disseminate Action's outcomes and impacts and facilitate evaluation of the Action. Therefore the Action's final conference is not a standard "scientific conference" with a programme of "invited expert" speakers from outside the Action. The MC was reminded that the requirements

of ending Actions may change over the life of the Action and revisions will be communicated as the Action approaches its end.

## **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 4154/11 Annex II) which appear as Annex 5a.

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

Recalling that according to the COST rules (specifically Rules and Procedures for Implementing COST Actions (COST 4154/11) Annex II: “Rules of procedure for Management Committee” Article 7) “The MC shall appoint from among its members representing Parties or European bodies, by a simple majority vote, a Chair and a Vice-Chair for the duration of the Action” the Science Officer invited volunteers or nominations for each position. The MC elected the following MC Members as Chair and Vice Chair of the Action:

- Chair – Anna Brown (UK) (Anna.Brown@forestry.gsi.gov.uk)
- Vice Chair – Libor Jankovsky (CZ) (jankov@mendelu.cz)

The template that Financial Rapporteurs must use in assessing the Action’s Yearly Financial Reports is [http://www.cost.eu/download/financial\\_rapporteur\\_template](http://www.cost.eu/download/financial_rapporteur_template).

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

The MC appointed Forest Research, Alice Holt Lodge, GU10 4LH Farnham, United Kingdom as the Grant Holder for the Action, represented in the Management Committee by the institution’s Scientific Representative Anna Brown (UK) (Anna.Brown@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):

- IbenMargrete Thomsen (DK)
- GergelyJanik (HU)

## **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 4128/11 (Annex 2). The newly elected Chair, Anna Brown presented a summary of the Action background on Determining Invasiveness and Risk Of Dothistroma (DIAROD)

According to the MoU the main objective of the DIAROD Action is to identify the biosecurity implications and determine the risk of changing behaviour of forest pathogens to aid policy makers, regulators and land managers in the successful management of pathogen outbreaks. This will be achieved using DNB, a fungal disease of rising profile in Europe, as a model. The Action will encourage, on an international scale, collaboration and the co-ordination of research, data collection and knowledge transfer in order to tackle the fundamental issues. It will focus on two separate, but interlinking objectives, met through a series of Tasks with defined Milestones that will be managed through four Working Groups.

## **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: The Pathogen : Defining the current disease situation

WG2: The environment: Determining the risk of DNB,

WG3: The host: resistance and susceptibility and

WG4: Identify knowledge gap, disseminate findings and provide best practice guidance for management of DNB (Tech Transfer).

The Action will also function through Short Term Scientific Missions (STMS). All 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: The Pathogen : Defining the current disease situation**

Leader: Jan Stenlid (SE) (jan.stenlid@slu.se)

Key tasks/ activities:

Task 1: Distribution and severity of DNB in Europe

Target 1. Review data, including unpublished results and grey literature on the presence and intensity of DNB in Europe collected from ground surveys.

Target 2. Data will be collated on the species and range of the DNB pathogens present in Europe that are currently being identified using molecular techniques.

## Task 2: Genetic diversity of DNB in Europe

Target 1. Data on the genetic diversity of *D. septosporum* and *D. pini* in Europe, using molecular techniques targeted to microsatellite and effector gene regions will collated.

Target 2. The relatedness of the *Dothistroma* populations within Europe to those elsewhere in the world will be compared.

### **Working Group 2: The environment: Determining the risk of DNB**

Leader: Julio Javier DIEZ CASERO (ES)([jdcasero@pvs.uva.es](mailto:jdcasero@pvs.uva.es))

Key tasks/ activities:

#### Task 3: Influence of environment on DNB

Target 1. Review data, including unpublished results and grey literature to determine the extent to which climate can explain disease spread in Europe over the past 20 years.

Target 2. Review data, including unpublished results and grey literature to determine if changes in forest management can explain disease spread in Europe over the past 20 years.

Target 3. Review data, including unpublished results and grey literature to determine if new pathways and dispersal mechanisms have contributed to the recent spread of DNB.

Target 4. Review data, including unpublished results and grey literature to determine if the interaction between other foliar pathogens and DNB has influenced DNB intensity and spread.

### **Working Group 3: The host: resistance and susceptibility**

Leader: Stephen Woodward (UK)([s.woodward@abdn.ac.uk](mailto:s.woodward@abdn.ac.uk))

Key tasks/ activities:

#### Task 4: Host defence resistance studies

Target 1. Review and collate data, including unpublished results and grey literature on mechanisms that contribute to host resistance

Target 2. Review and collate data, including unpublished results and grey literature on the influence of stand management on DNB intensity

#### Task 5. Susceptibility of alternative hosts and apparent changes in susceptibility

Target 1. Review and collate data, including unpublished results and grey literature of new host records over the past 20 years and changes in host/disease behaviour.

Target 2. Review and collate data, including unpublished results and grey literature on disease intensity within and between host species collected in species and provenance trials.

Target 3. Produce a host susceptibility list after evaluating findings from Task 3 and Targets 1 and 2 in Task 5.

#### **Working Group 4: Identify knowledge gap, disseminate findings and provide best practice guidance for management of DNB (Tech Transfer)**

Leader: Anna Brown (UK, if nobody else) (anna.brown@forestry.gsi.gov.uk)

Key tasks/ activities:

Task 6: Identification of future research needs

Target 1. Undertake an annual web based questionnaire and feedback review processes within DIAROD, and further a field i.e. stakeholders and interested parties to identify research questions.

Target 2. Establish a database of capabilities within the Working Groups to ensure the best use of existing and new research techniques and facilities as they are developed.

Task 7: Dissemination of results

Target 1. Identify target audiences, stakeholders and research parties for both external and internal communication.

Target 2. Establish communication mechanisms and link appropriate information to target audiences.

It was decided that MC members must inform WG Leaders of their attention to become working group members.

#### **9.2.2 Short Term Scientific Missions (STSMs)**

The MC appointed AnnaHopkins (SE) as 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 a received basis.

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 the Chair and STSM Coordinator.

#### **9.2.3 Core Group**

In accordance with the existing COST rules the MC has set up a Core Group consisting of the Anna Brown (UK), Libor Jankovsky (CZ), Anna Hopkins (SE), JanStenlid (SE), Julio Javier DiezCasero (ES), Stephen Woodward (UK).

### 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=FP1102](http://w3.cost.esf.org/index.php?id=143&action_number=FP1102)) on the COST website.

## 10. Budget plan

The COST Office reiterated that the Action'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>63080€</b>
• Meeting travel costs	€
• Workshop support	€
Training School	<b>17700 €</b>
Dissemination	<b>2000 €</b>
Scientific Expenditure	<b>97780 €</b>
Grant Holder	<b>14667 €</b>
Budget	<b>112447 €</b>

Recalling that specific MC approvals are needed for Action expenditure the MC approved the following items:

- Organisation support grant of up to €30 per participant to the Local Organiser of combined Annual workshop, Working group and Management committee meeting, and to the Local Organiser of the training school.
- Publication of Action website at a cost of up to 2000 EUR

## 11. Place and date of next meeting

### 11.1 Next meeting

The MC decided that the next meeting of the Action would be:

Date	Event	Location	Justification
Summer 2012	MC/working group,workshop	Scotland, UK	MC decision

The MC decided that participation fees for this meeting must not exceed € 800 for members of the Action and that the accommodation reimbursement rate would be either € 120/night or reduced in view of the real accommodation cost at the venue (venue and cost to be confirmed).

### 11.2 Long-term planning

The Action established the following long-term planning. A number of countries offered to host future meetings including the Czech republic, Spain, Slovenia, Estonia and Sweden. These will be considered by the Management Commiitte in due course.

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

- Inclusion of industrial/end user participants at the annual workshop
- Promotion of the Action website to industrial/end user participants
- Inclusion of industrial/end user in surveys of knowledge gaps

## **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):

- Belarus - Belarusian state technological university from Belarus
- Canada - 1) British Columbia Ministry of Forests and Range, Northern Interior Region and 2) The University of Northern British Columbia
- New Zealand -1) Massey University and 2) Scion Research
- Ukraine 1) State Specialized Forest Protection Union "Eastern Forest Protection" (I think this is also known as the "Kharkiv State Special Forest Protective Enterprise "Kharkivlisozachist") and 2) Ukrainian Research Institute of Forestry & Forest Melioration
- Russia - Saint Petersburg State Forest Technical Academy, Russia and 2) Russian Academy of Sciences
- South Africa - University of Pretoria

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

The MC will identify COST Actions (and European projects) relevant to the Action and ways in which this Action could connect with them.

## **13. Closing**

The meeting closed at 15:00.

Anna Brown  
Chair  
COST Action FP1102

Dr.Xin-Ying Ren  
Science Officer  
Forests, their Products and Services

## ANNEXES

### Annex 1: Agenda

1. Welcome
2. Adoption of the agenda
3. Status of the COST Action
4. Presentation of the delegations
5. General information on COST mechanism
6. Agreement on the internal rules of procedure for the MC of the COST Action
7. Election of Chair (and Vice-Chair) of the Action
8. Appointment of: Grant Holder, 2 Financial Rapporteurs (Lunch)
9. Working plan for the implementation of the COST Action (Memorandum of Understanding)
10. Budget Plan for the first period
11. Place and date of next meeting
12. AOB
13. Closing

### Annex 2: Memorandum of Understanding of COST Action FP1102 (COST 4128/11)

([http://w3.cost.esf.org/typo3conf/ext/bzb\\_securelink/pushFile.php?cuid=253&file=fileadmin/domain\\_files/FP/PS/Action\\_FP1102/mou/FP1102-e.pdf](http://w3.cost.esf.org/typo3conf/ext/bzb_securelink/pushFile.php?cuid=253&file=fileadmin/domain_files/FP/PS/Action_FP1102/mou/FP1102-e.pdf))

### Annex 3: Attendance List

COST OFFICE ATTENDANCE LIST		COST Office	
Name of the meeting: 1st MC Meeting		11-12 December 2011	
Science Officer: M. Langdon		Meeting code: COST-FP1102-401211-07286	
Nr	Name	Email	Signature 05/12/2011
1	BORJA ISABELLA	NO <a href="mailto:isabella_borja@cost.esf.org">isabella_borja@cost.esf.org</a>	
2	BORON PIOTR	PL <a href="mailto:piotr.boron@cost.esf.org">piotr.boron@cost.esf.org</a>	
3	BROGANCA HELENA	PT <a href="mailto:helena_broganca@cost.esf.org">helena_broganca@cost.esf.org</a>	
4	BROWN ANNA	UK <a href="mailto:anna.brown@cost.esf.org">anna.brown@cost.esf.org</a>	
5	DIEZ JULIO	ES <a href="mailto:julio.diez@cost.esf.org">julio.diez@cost.esf.org</a>	
6	DRENKHAN REIN	EE <a href="mailto:rein.drenkhan@cost.esf.org">rein.drenkhan@cost.esf.org</a>	
7	GEORCHEVA MARGARITA	BG <a href="mailto:margarita.georgeva@cost.esf.org">margarita.georgeva@cost.esf.org</a>	
8	JANKI GERSELY	HU <a href="mailto:gersely.janki@cost.esf.org">gersely.janki@cost.esf.org</a>	
9	JANKOVSKY LIBOR	CZ <a href="mailto:libor.jankovsky@cost.esf.org">libor.jankovsky@cost.esf.org</a>	
10	KESSLER MARION	AT <a href="mailto:marion.kessler@cost.esf.org">marion.kessler@cost.esf.org</a>	

COST activity code: FP1102, MC Meeting, 11-12 Dec 2011, COST Office, Brussels, Belgium. Meeting code: COST-FP1102-401211-07286. Meeting Secretary: M. Langdon. Chair: Dr. Xin-Ying Ren. Meeting Secretary: M. Langdon. Meeting code: COST-FP1102-401211-07286. Meeting Secretary: M. Langdon. Chair: Dr. Xin-Ying Ren. Meeting Secretary: M. Langdon.

### Annex 4: Presentation of Science Officer

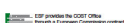
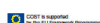


#### FP1102: Determining Invasiveness And Risk Of Dothistroma (DIAROD)

Start date: 5 December 2011

Dr. Xin-Ying Ren

FP1102 MC1, COST Office, Brussels, 5 Dec. 2011



### Annex 5: COST Code of Conduct (COST

4160/10) <http://www.consilium.europa.eu/igcpdf/en/10/st04/st04160.en10.pdf>

### Annex 6: Rules and procedures for implementing COST Actions (COST

4154/11) <http://www.consilium.europa.eu/igcpdf/en/11/st04/st04154.en11.pdf>



- a. Rules of Procedure for Management Committees (Annex II of the document 'Rules and procedure for implementing COST Actions' (COST 4154/11) link above

**Annex 7: 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 8: Guidelines for Monitoring, Evaluation and Dissemination Results of COST Actions (COST4112/11)**[http://www.cost.eu/download/COST doc. 4112 11.](http://www.cost.eu/download/COST_doc_4112_11)

**Annex 9: COST Strategy for Early Stage Researchers (COST 295/09)**<http://www.consilium.europa.eu/igcpdf/en/09/st00/st00295.en09.pdf>

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



Template MC  
Agenda.doc

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



How to download the  
reimbursement form (

**Annex 12: Presentation of Chair of the Management Committee**

