

# MINUTES

**EVBRES COST Action - CA 17117**

## **Action MC meeting**

**Monday, February 4<sup>th</sup>, 2019 from 5.00-7.00pm (CET)**

**Room Aud 11 (E106)**

**Western Norway University of Applied Sciences**

**Inndalsveien 28, Bergen, Norway**

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum:  
29 countries were present: Austria, Bosnia Hercegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Finland, France, fYR Macedonia, Germany, Greece, Iceland, Ireland, Israel, Italy, Latvia, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Serbia, Slovakia, Spain, Switzerland, Turkey, United Kingdom. Thus, more than two-thirds of the Participating COST Countries were present.
3. Adoption of agenda:  
Agenda was approved (See appendix).
4. Approval of minutes and matters arising from the last meeting:  
No comments to the minutes from 1<sup>st</sup> Action MC (October 17<sup>th</sup> 2018).
5. Update from the Action Chair
  - a) Status of Action: start and end dates of Action, participating COST countries, participating NNC/ IPC institutions and Specific Organisations:  
35 out of 39 COST Countries nominated. EVBRES PMG will try to recruit participants from the remaining 4 countries:
    - i. Albania
    - ii. Belgium
    - iii. Lithuania
    - iv. Republic of Moldova.

Engagement is excellent: So far, 159 people have answered the GDPR survey; 147 have filled in the Activity Selection Survey; more than 85 are attending the workshop in Bergen (Incl. 2 from NNC and 2 from IPC).

- b) Short Term Scientific Missions (STSM): review of completed reports and new applications:  
Not relevant for this Grant Period.

- c) Approval of the replacement of Kjetil Brurberg (WG3) with Barbara Nussbaimer-Streit:  
Kjetil Brurberg (Leader of WG3) had to step down due to urgent personal matters. Barbara Nussbaumer-Streit from Austria stepped in with very short notice. There was full support to have Barbara as new Leader of WG3.
6. Update from the Grant Holder: Action budget status:  
EVBRES has arranged/held so far
  - a) A meeting to kick-off the preparation of the website, and other communication plans
  - b) A face-to-face Core Group Meeting
  - c) The Bergen Workshop
7. Update from the COST Association, if a representative is present  
The Science Officer, Karina Marcus participated in the Action MC via Skype and presented the following items during the meeting (The PowerPoint is attached to the minutes):
  - a) How to prepare the W&BP for GP2
  - b) Principles for Communication and Dissemination
  - c) Monitoring of the Action
  - d) COST policy
  - e) COST Connect
  - f) COST Academy
8. Implementation of COST policies on:
  - a) Promotion of gender balance and Early Career Investigators (ECI):  
EVBRES have an overweight of female participants, but still a very good gender balance. Numerous participants finalized their PhD within the last 8 years and so count as Early Career Investigators.
  - b) Inclusiveness and Excellence (see below list of Inclusiveness Target Countries):  
Having participants from 35 out of 39 possible COST countries, EVBRES has fulfilled the demands about inclusiveness and excellence.
  - c) Follow-up of MoU objectives: progress report of working groups:  
No report yet, as the very aim of the Bergen Workshop (where this Action MC took place) was to start preparing the work of all Working and Activity Groups.
9. Scientific planning
  - a) Approval of the suggestion to use the possible surplus following the Bergen Meeting: Core Group meeting in London  
There was unanimous support for this suggestion.  
In addition, there was a suggestion to use a possible surplus for STSMs. However, as STSMs was not planned for the first GP, it would be administratively difficult to do that for GP1, but will try - WG3-A12 to come up with the process for application and disseminate ASAP, so that if people are interested in STSM for GP1, they will know how to apply. NOTE: STSMs will be included in the W&B Plans of future GPs.
  - b) Approval of delegation to Core Group to use a surplus late in a Grant Period without asking the Action MC: Suggest that Core Group can act with 10.000 EUROS or less.

This suggestion was discussed and all agreed to delegate to the Core Group the decision about the most appropriate use of a possible surplus of any size within the last 2 months of a Grant Period.

10. Requests to join the Action from:

a) COST countries:

No requests.

b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations:

Anyone from NNC/IPC signing the GDPR and thinking about coming to Bergen had been contacted, with the formal process explained. Requests from two institutions are in process (Lebanon and USA), and two institutions are in the process of submitting requests (Hong Kong and Russia).

11. AOB: None.

12. Location and date of next meeting: Anticipated September 2019; location to be determined.

13. Summary of MC decisions:

a) Decision by e-Vote (mailed out by December 12th, 2018):

- i. Request: In order to be able to reimburse all COST Country participants in the EVBRES Workshop in Bergen, 4.-6. February 2019 members of Action MC must approve the registering of a group of individuals as participants in EVBRES, but who is not members of the Action MC.

Decision: Full support to the list

- ii. Request: The Action MC must approve the criteria by which the Program Management Group (PMG) have used to place a person on the list. The names have been selected based upon the following criteria. These criteria will be used to include new names in the future:

1. They are not Action MC members or substitutes
2. They are from a COST Country
3. They have answered the GDPR survey
4. They have answered the second Activity Group survey

Decision: Full support for the criteria

14. Closing

# Agenda

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- 3) Adoption of agenda
- 4) Approval of minutes and matters arising from the of last meeting
  - a) Update from the Action Chair
  - b) Status of Action: start and end dates of Action, participating COST countries, participating NNC/ IPC institutions and Specific Organisations.
- 5) Short Term Scientific Missions (STSM): review of completed reports and new applications
- 6) Update from the Grant Holder: Action budget status
- 7) Update from the COST Association, if a representative is present
  - a) Monitoring of the Action
- 8) Implementation of COST policies on:
  - a) Promotion of gender balance and Early Career Investigators (ECI)
  - b) Inclusiveness and Excellence (see below list of Inclusiveness Target Countries)
- 9) Follow-up of MoU objectives: progress report of working groups
- 10) Scientific planning
  - a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)
  - b) Action Budget Planning
  - c) Long-term planning (including anticipated locations and dates of future activities)
  - d) Dissemination planning (Publications and outreach activities)
- 11) Requests to join the Action from:
  - a) COST countries
  - b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations
- 12) Organization and chain of communications within EVBRES: Future meetings in Action MC (Suggest e-vote)
- 13) AOB
- 14) Location and date of next meeting
- 15) Summary of MC decisions
- 16) Closing