

Brussels, 17/10/2018

Subject | Minutes of the First Management Committee Meeting of COST Action CA17117: “Towards an International Network for Evidence-based Research in Clinical Health Research (EVBRES)”

1. Welcome to participants

The participants were welcomed by Dr. Karina Marcus, Science Officer and by Ms Jeannette Nchung Oru, Administrative Officer of the Action. Dr. Karina Marcus chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Selection of Grant Holder Institution that was carried out under agenda item 9.

2. Verification of the presence of two-thirds of the participating COST Countries

CSO Approval: 13/04/2018

Start of the Action: 17/10/2018

End of Action: 16/10/2022

Total number of COST Countries having accepted the MoU: 32 (**Annex 1 - Action Fact Sheet**)

Total number of COST Countries intending to accept the MoU: 0

Number of parties present at the meeting: 28

The quorum (2/3 of COST Countries participating in the Action) was reached: 28 COST countries out of 32 attended the meeting (COST doc. 134/14 REV2 “COST Action Management Monitoring and Final Assessment” Annex I, Article 9).

3. Adoption of the agenda

The agenda (**Annex 2**) for the 1st Management Committee (MC) meeting was adopted.

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

5. General information on COST mechanism and the funding and reporting of coordination activities

Dr. Karina Marcus presented the COST Overview, policies, and COST Actions: participation, Management Monitoring, Ms Jeannette Nchung Oru continued with an introduction to the COST Grant System, and Ms Sophia Sheridan presented on how to effectively communicate the Action's outcomes (**Annex 4**).

Hans Lund, as main proposer, presented the overall aim of the EVBRES COST Action (Annex 6).

Relevant information is on the COST website at <http://www.cost.eu/participate> and <http://www.cost.eu/participate/networking>, including the following reference documents:

- Rules of Procedure for COST Action Management Committees (COST doc. 134/14 REV2, Annex I)
- COST Grant System Vademecum
- Grant Agreement Template
- Guidelines for Action management, Monitoring and Assessment

6. Agreement on the internal rules of procedure for the MC of the COST Action

The Rules of Procedure for the Management Committee (**Annex 5**) were presented to the MC.

7. Setting the frame for the Action

The recommendations by the Scientific Committee were presented to the MC (**Annex 4**).

The budget allocated to the Action for the 1st Grant Period was communicated (**Annex 4**). At the day of the kick off, 32 parties had officially joined the Action corresponding to a budget of 113,000.00 €.

8. Election of the Chair, Vice-Chair,

- Prof Hans Lund (NO) was unanimously elected as the Chair.
- Dr Klara Brunnhuber (UK) was unanimously elected as the Vice-Chair.

9. Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate

- Western Norway University of Applied Sciences (HVL) (NO) was selected as the Grant Holder Institution (GH).
- Prof Hans Lund (NO) was appointed as the Scientific Representative of the Grant Holder Institution.
- The MC agreed that the GH could charge the maximum rate of 15% rate for FSAC the first Grant Period.

10. Presentation and discussion of the Action

The session in the afternoon started at 1.30 p.m. with the presentation of the Action by the newly elected vice-Chair: Klara Brunnhuber. The presentation is attached (Annex 7).

The organization of EVBRES was presented and the scope of Program Management Group and Core Group was explained.

The different activities related to the four Working Groups were presented, and the possibility of participating in more than one activity was brought up. Hans Lund (HL) answered that it was preferred

that each participant select one activity. This was due to the need to focus and to make room for as many as possible to participate activity.

11. Establishment of Action Management structure

WG1: The Dissemination and Exploitation Working Group

Leader: Arlene McCurtin (IE)

WG2: Development and teaching of methods to be evidence-based doing clinical research.

Leader: Miloslav Klugar (CZ)

WG3: Improve Efficiency in Producing and Updating Systematic Reviews

Leader: Kjetil Brurberg (NO)

WG4: The Meta-Research Group

Leader: Livia Puljak (HR)

Moreover, the participants elected the following positions and the Core Group composition:

Communication Science Manager

Caroline Blaine (UK)

Short Term Scientific Missions (STSM) Coordinator

Tatjana Zorcec (MK)

Core group composition:

- Action Chair,
- Action Vice-Chair
- Working Group Leaders
- STSM Coordinator
- Science Communication Manager
- The two vice-leaders of Program Management Group
- Grant Holder Manager

In addition, the leaders of the ten different Activity Groups related to the four Working Groups was elected:

Under Working Group 1 (leader: Arlene McCurtin (Ireland)):

WG1-A1 (Ethic Committees): Simon Kolstoe (UK)

WG1-A2 (Funding Agencies): Matt Westmore (UK)

WG1-A3 (Medical Journals): Klara Brunnhuber (UK)

Under Working Group 2 (leader: Miloslav Klugar (Czech Republic)):

WG2-A4 (Training Schools): Hrund Thorsteinsson (Iceland)

WG2-A5 (Delphi study related to Training Schools): Sveinbjörn Gizurarson (Iceland)

WG2-A6 (EVBRES conferences/seminars): Program Management Group

WG2-A7 (EVBRES online Handbook): Jane Andreasen (Denmark)

Working Group 3 Efficient production of systematic reviews), WG3-A8: Kjetil Brurberg (Norway). Only one activity under WG3.

Under Working Group 4 (leader: Livia Puljak (Croatia)):

WG4-A9 (Standard for monitoring clinical research): Malgorzata Bala (Poland)

WG4-A10 (Executing parts of the standard for monitoring): Dawid Pieper (Germany)

12. Action implementation planning

The 1st Grant Period Goals, Working Group tasks, deliverables, specific activities and Work and Budget Plan for the 1st Grant Period was presented by one of the vice-leaders of the Program Management Group, Professor Maritta Välimäki (see annex 8).

Caroline Blaine asked all participants to share their twitter account with her as Science Communication Manager. Thus, all messages from EVBRES could be shared in a wider forum and in other languages than English.

In order to support all Working Groups and activities, four Consultant Groups have been established. One for Delphi studies, one for systematic review, one for teaching methods, and one for how to involve end-users.

The need for a Core Group meeting was suggested and agreed upon. The meeting will take place in one of the ITC countries before the workshop for all working groups in Bergen, February 4.-6., 2019.

The possibility of arranging work group meetings before the meeting in Bergen in February 2019 was discussed. As the aim of the Bergen meeting is to prepare specific plans for each working group and for the related activities, it was agreed that there should not be working group meetings before this meeting in Bergen.

To make a realistic budget for the meeting in Bergen all participants were asked about plans for coming to Bergen. Apart from one participant, everybody intended to come.

For the moment 32 out of 38 possible European countries have accepted the nomination. The Action MC strongly encouraged all to identify groups or individuals from the remaining countries to join the COST Action. These countries are Albania, Belgium, Latvia, Lithuania, Montenegro, and Slovenia.

13. Any Other Business (AOB)

No other business

14. Closing

The meeting was closed at 16h30

LIST OF ANNEXES

Annex 1 – Action Fact Sheet (OK)

Annex 2 – Agenda (OK)

Annex 3 – Attendance List --

Annex 4 - Science Officer & Administrative Officer presentation --

Annex 5 – The Rules of Procedure for COST Action Management Committees (COST doc. 134/14 REV2, Annex I).

http://www.cost.eu/COST_Action_Management_Monitoring_and_Final_Assessment

Annex 6 – Presentation by the Action Chair (OK)

Annex 7 – Presentation about organization of EVBRES by Klara Brunnhuber (OK)

Annex 8 – Presentation about the plans for 1st Grant Period by Maritta Välimäki (OK)