



“The Voice of Research Administrators – Building a Network of Administrative Excellence (BESTPRAC)”

Minutes of the 2nd Management Committee Meeting

Zagreb, Croatia

18 March 2014

Overview of the key details

Chair: Jan Andersen (DK)

Vice-Chair: Martina Poell (AT)

WG1: Administration

Leader: Ellen Schenk (NL)

WG2: Finance

Leader: Vanessa Ravagni (IT)

WG3: Legal

Leader: Diana Pustula (PL)

STSM Manager : tbd

Communication Manager: Rebekka Steinmann

Transversal Task Force National: Elke Dall (AT)

Transversal Task Force Training: Anne Katrin Werenskiold (DE);

GH institute: Vienna University of Technology (AT)

GH FSAC rate: 15%

Financial Rapporteurs: Eva Vas (HU) and Gregory Makrides (CY) and as a reserve Milly Perry (IL)

First Grant Period: 1 January 2014– 30 November 2014

WB plan:

STSMs	13 860 €
Meetings	117 699 €
Training School	34 700 €
Dissemination	4 000 €
Scientific Expenditure	170 259 €
FSAC	25 541 €
Budget	195 800 €

1. Welcome

Jan Andersen, the Chair of BESTPRAC, welcomed the participants of the MC2-meeting of COST Targeted Network TN1302. He thanked the local organiser of the meeting, Antun Plenkovic, for his organizational efforts.

The following 25 of the 28 countries having accepted the MoU of the Action were represented at the meeting:

Austria, Belgium, Bosnia and Herzegovina, Croatia, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Hungary, Iceland, Ireland, Italy, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Switzerland, United Kingdom

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 TN1302.

3. Approval of minutes and matters arising of last meeting

The minutes of the MC1-minutes held on October 15, 2013 in Brussels, Belgium were approved unanimously.

4. Update from TN Chair

The TN Chair reminded the participants on the aims and objectives of BESTPRAC:

- to allow networking and exchanging financial, legal and administrative experience
- to share and develop best practices encouraging knowledge sharing, knowledge transfer and increased efficiency in project management
- establish a network for the administrative, finance and legal services in universities, research organizations and related entities

He also reminded the participants that the target group of BESTPRAC is the staff in universities and research institutions carrying out administrative tasks in support of European projects during the post-award phase, often with low salaries, without any possibility to travel and to network and share experiences about carrying out administrative tasks in European research projects. The target group does not include researchers, European project officers focussed on the pre-award phase of the project lifecycle, managers/ directors, people with PhDs.

a. Status of TN, including participating countries

Currently 28 countries have signed the MoU. The following COST-countries have not yet signed: Bulgaria, fYR Macedonia, Greece, Latvia, Lithuania, Romania, Serbia, Turkey. MC-members who have contacts to research administrators fitting the target group in those countries are asked to encourage them to become a MC-member.

Participations

Country	Date	Status
▶ Austria	05/08/2013	Confirmed
▶ Belgium	12/08/2013	Confirmed
▶ Bosnia and Herzegovina	30/07/2013	Confirmed
▶ Croatia	03/09/2013	Confirmed
▶ Cyprus	18/07/2013	Confirmed
▶ Czech Republic	27/09/2013	Confirmed
▶ Denmark	19/08/2013	Confirmed
▶ Estonia	13/08/2013	Confirmed
▶ Finland	16/09/2013	Confirmed
▶ France	26/09/2013	Confirmed
▶ Germany	04/09/2013	Confirmed
▶ Hungary	25/07/2013	Confirmed
▶ Iceland	03/09/2013	Confirmed
▶ Ireland	02/08/2013	Confirmed
▶ Israel	20/08/2013	Confirmed
▶ Italy	30/09/2013	Confirmed
▶ Luxembourg	14/10/2013	Confirmed
▶ Malta	03/09/2013	Confirmed
▶ Netherlands	17/09/2013	Confirmed
▶ Norway	16/09/2013	Confirmed
▶ Poland	27/08/2013	Confirmed
▶ Portugal	11/09/2013	Confirmed
▶ Slovakia	05/11/2013	Confirmed
▶ Slovenia	25/08/2013	Confirmed
▶ Spain	24/07/2013	Confirmed
▶ Sweden	26/09/2013	Confirmed
▶ Switzerland	30/10/2013	Confirmed
▶ United Kingdom	24/07/2013	Confirmed
Total: 28		

c. STSM status and new applications

Johan Akerman steps down as STSM manager. MC-members interested in taking over the position are asked to indicate their interest to the Chair of BESTPRAC. MC Members from COST “inclusiveness countries” are particularly encouraged.

The deadlines for the STSM applications in 2014 are May 1, July 1, and October 1. Detailed information on STSM applications and the procedure is available at <http://www.bestprac.eu/exchange-training/short-term-scientific-mission-stsm/>

5. Election of Leader of WG1 (Admin)

The MC unanimously elected Ellen Schenk-Braat from Erasmus MC, Netherlands to Leader of Working Group 1 – ADMIN.

6. Promotion of gender balance and early stage administrators

Gender balance:

MC-members: 63 % female, 37 % male

Core Group: 75 % female, 25 % male

WG-members: 81 % female, 19 % male

Early stage administrators:

MC-members: 23 % ESA (*information from 40 out of 53 MC-members not yet available*)

Core Group: 13 % ESA

WG-members: 47 % ESA (*information from 49 out of 102 WG-members not yet available*)

7. Update from the Grant Holder

The Grant Holder reported on the new e-cost strong authentication feature which enables that Online Travel Reimbursement Request (OTRR) forms are submitted fully online.

The MC members are again reminded to nominate national Working Group (WG) members (two per each WG) and send the contact details to the Grant Holder. Each MC-Member has to assign her/himself also to a WG.

All MC- and WG-members are also asked to return the filled in personal information sheet for inclusion into the BESTPRAC webpage.

The webpage of BESTPRAC is available at www.bestprac.eu The MC-members are asked to include a link to the webpage on their institutional webpages in order to make the TN webpage traceable on google.

8. Update by COST office

Please see the presentations by T. Kovacikova and M. Langbein for further information.

9. Follow-up of MoU objectives – Progress report of working groups

Please see the report of the working group meeting, March 18-19, 2014 for a detailed report on the progress of the working groups.

10. Scientific Planning

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

Date	Event	Location	Justification
September XX-XX, 2014	Meeting of all three Working Groups	Bratislava, Slovakia	
Late autumn 2014	Training School	To be decided	
Feb/March 2015	Meeting of all three Working Groups	To be decided	
Autumn 2015	MC-meeting, meeting of all three Working Groups	To be decided	

The Management Committee decided that the LOS for all meetings will be made on the basis of 20 EUR x number of participants x number of days.

The MC elected Rebekka Steinmann to communication manager of BESTPRAC. Rebekka will be also a member of the core group.

11. Request for new members

No requests received.

12. Near Neighbour Country Applications

Currently, applications from Albania, Moldova, Tunisia, and Ukraine are pending. If MC-members have contacts to research administrators fitting the target group in those countries, please inform Elke Dall so that she can launch the process.

13. AOB

T. Kovacikova reported on the future participation of Switzerland in COST (see Annex 6)

14. Location and date of next meeting

The next MC-meeting will take place in autumn 2015. The exact date and place will be announced in due course.

15. Summary of MC-decisions

1. Ellen Schenk-Braat (NL) was elected to WG1-leader
2. Rebekka Steinmann (DE) was elected to communication manager
3. The next meeting of all three working groups will take place in Bratislava, Slovakia, on September XX-XX, 2014

14. Closing

The meeting closed at 10:30.

Martina Pöll, AT

Vice-Chair, Grant Holder

COST Action TN1302

ANNEXES

Annex 1: Agenda

Annex 2: Presentation of Chair

Annex 3: Presentation of COST Office (T. Kovacikova)

Annex 4: Presentation of COST Office (M. Langbein)

Annex 5: Report of WG-meeting

Annex 6: Key Message regarding participation of Switzerland in COST