



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

Minutes of the 6th Management Committee Meeting

Bucharest, Romania

08 February 2018, 09:00 – 12:00

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: Miriam Ryan (IE)

Communication Manager: Rebekka Steinmann (DE)

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

GH institute: Vienna University of Technology (AT)

GH FSAC rate: 15%

Sixth Grant Period: 1 November 2017 – 30 April 2018

WB plan:

Meetings	99,620.00 €
STSMs	7,040.00 €
Training School	0.00 €
Dissemination	18.77 €
Others	350.00 €
Scientific Expenditure	107,028.70 €
FSAC	16,054.31 €
Budget	123,083.01 €

1. Welcome

Jan Andersen, the Chair of BESTPRAC, welcomed the participants of the MC6-meeting of COST Targeted Network TN1302.

2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum

The following 29 of the 37 countries having accepted the MoU of the Action were represented at the meeting:

Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Norway, FYR Macedonia, Netherlands, Poland, Portugal, Romania, Serbia, Slovenia, Slovakia, Spain, Sweden, Switzerland. Hence, 78 % of the Participating COST Countries were present.

For the detailed attendance list, please see Annex 3.

3. 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.

4. Approval of minutes and matters arising of last meeting

The minutes of the MC5-minutes held on March 30, 2017 as virtual meeting were approved unanimously.

The MC recorded in the minutes that it had previously approved the following MC decisions:

- MC-approval by e-mail for reduction of accommodation allowance for WG-meeting in Bucharest from € 120 to € 50
- MC-approval by email of request of Montenegro to join BESTPRAC

5. Update from TN Chair

a. Status of TN, including participating countries

All 37 countries have signed the MoU.

Country	Date	Country	Date	Country	Date	Country	Date
Austria	05/08/2013	Belgium	12/08/2013	Bosnia and Herzegovina	30/07/2013	Bulgaria	19/11/2014
Croatia	03/09/2013	Cyprus	18/07/2013	Czech Republic	27/09/2013	Denmark	19/08/2013
Estonia	13/08/2013	Finland	16/09/2013	France	26/09/2013	FYR Macedonia	10/10/2014
Germany	04/09/2013	Greece	16/09/2014	Hungary	25/07/2013	Iceland	03/09/2013
Ireland	02/08/2013	Israel	20/08/2013	Italy	30/09/2013	Latvia	08/04/2015
Lithuania	08/04/2014	Luxembourg	14/10/2013	Malta	03/09/2013	Montenegro	18/12/2017
Netherlands	17/09/2013	Norway	16/09/2013	Poland	27/08/2013	Portugal	11/09/2013
Romania	29/04/2015	Serbia	10/02/2015	Slovakia	05/11/2013	Slovenia	25/08/2013
Spain	24/07/2013	Sweden	26/09/2013	Switzerland	30/10/2013	Turkey	24/06/2014
United Kingdom	24/07/2013						

In addition, the following international partners joint COST TN1302:

- COST Near Neighbour Countries:
 - Agency for Research Technology and Innovation, Albania
 - Agency for Innovation and Technology Transfer, Republic of Moldova,
 - Biotechnology Center Borj-Cedria, Tunisia
- COST International Partner Countries:
 - Ministerio de Ciencia, Tecnología e Innovación Productiva, Argentina

b. STSM status and new applications

Within the previous grant period, two group STSM took place with a total of 8 applications approved. Within the current grant period, one call was launched with a closing date on February 1. Three applications for the group STSM to Bucharest and additional 5 individual applications were received.

6. Update from the Grant Holder

The Grant Holder reported that for the Grant Period (May 2017 – October 2017) nearly the full budget was spent. The Grant Holder also reminded on the budget of the current Grant Period (November 2017 – April 2018).

The webpage of BESTPRAC is available at www.bestprac.eu. Access to the internal area: user (bestprac), password (!tn1302!). 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. All MC- and WG-members are also asked to return the filled in personal information sheet for inclusion into the BESTPRAC webpage.

In addition, BESTPRAC can be followed on Twitter (#BESTPRAC) and LinkedIn (group: BESTPRAC).

7. Update from the COST Association

no report provided

8. Monitoring of the Action

no report provided

9. Implementation of COST Policies

	Gender balance	Early Career Invest.	Inclusiveness
MC	72 % f / 28 % m	17 %	
Core Group	89 % f / 11 % m	22 %	
WG Members	80 % f / 20 % m	51 %	
Meeting participants			
Zagreb (66)	78 % f / 22 % m	28 % (61 % without MC)	
Bratislava (89)	89 % f / 11 % m	59 %	27 %
Ljubljana (83)	84 % f / 16 % m	70 %	45 %
Budapest (76)	82 % f / 18 % m	54 % (72 % without MC)	43 %
Sofia (83)	77 % f / 23 % m	51 %	48 %
Vilnius (92)	79 % f / 21 % m	58 %	46 %
Lisbon (118)	80 % f / 20 % m	50 %	47 %
Brussels (86)	81 % f / 19 % m	49 %	37 %

Training Schools			
Warsaw (22)	90 % f / 10 % m	85 %	30 %
Nuremberg (24)	87 % f / 13 % m	92 %	33 %
Verona (20 + 8 own costs)	90 % f / 10 % m	100 %	45 %
Vienna (15)	80 % f / 20 % m	80 %	93 %
STSM	86 % f / 14 % m	64 %	61 % (appl.) / 11 % host

10. Follow-up of MoU objectives

Please see the slides of the dissemination meeting in September 2017 in Brussels for a detailed report on the progress of the working groups.

11. Election of new Core Group Members

The MC elected unanimously the following MC Members as new Core Group Members. For the Communication Manager a separate voting was needed: 21 votes for Maja Skocanic, 6 votes for Valerian Croitorescu, 2 invalid votes.

Chair:	Andjela PEPIC (University of Banja Luka, BIH)
Vice-Chair & Grant Holder:	Andri CHARALAMBOUS (Cyprus Institute of Neurology and Genetics, CY)
WG1 Leader:	Edwin KANTERS (VUmc, NL)
WG1 Vice-Leader:	Virág ZSÁR (HEFTA, HU)
WG2 Leader:	Marija SOLA SPASIC (University of Belgrade, RS)
WG3 Leader:	Sarah DELLO (University of Ghent, BE)
WG3 Vice-Leader:	Niina MIKKONEN (Aalto University, FI)
STSM Manager:	Marijana KROTEVA (Goce Delcev University, MKD)
Communication Manager:	Maja SKOCANIC (University of Rijeka, HR)
Communication Vice-Manager:	Valerian CROITORESCU (University Politehnica of Bucharest, RO)
TS Manager:	Madalena MARTINS (Universidade Nova de Lisboa, PT)
TS Vice-Manager:	Cristina OLIVEIRA (Universidade Nova de Lisboa, PT)

12. Planning

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

Date	Event	Location	Justification
April 2018	ISEG/SG/COMG Meeting	Not yet defined	Joint Meeting of ISEG/SG/COMG
June 2018	Training School	Belgrade, Serbia	TS on key financial tasks on H2020

September 2018	Meeting of all three Working Groups	Belgrade, Serbia	Working Group Meeting
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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 STSM deadline in the upcoming Grant Period will be April 1, September 30, December 1, 2018. A proposal for hosting a group STSM has already been received by Hungarian Academy of Sciences and Central European University, Hungary.

13. Requests to join the Action

No requests received.

14.AOB

No comments.

15.Location and date of next meeting

The next meeting of all three working groups will take place in September 2018 in Belgrade, Serbia.

16. Summary of MC-decisions

The next meeting of all three working groups will take place in September 2018 in Belgrade, Serbia. The next MC meeting will again be scheduled as virtual meeting.

17. Closing

The meeting closed at 12:00.

Martina Pöll, AT
Vice-Chair, Grant Holder

COST Action TN1302

ANNEXES

Annex 1: Agenda

Annex 2: Presentation of Chair

Annex 3: Attendance List