



COST Action TN1302
Action Title: The Voice of Research Administrators - Building a Network of Administrative Excellence (BESTPRAC)

Draft Agenda
Management Committee Meeting
Virtual, Belgium
From 27 November 2018 to 27 November 2018

To be completed by the meeting secretary and circulated to the MC and the COST Association (Science and Administrative Officer)

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum
3. Adoption of Agenda
4. 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.
b) Short Term Scientific Missions (STSM): review of completed reports and new applications
5. Update from the Grant Holder: Action budget status
6. What has been done so far. ISEG/SG/COMG
7. Additional Budget from COST for current Grant Period
8. Sustainability Group Meeting in Brussels
9. Location and date of next meeting
10. AOB
11. Closing

Inclusiveness Target Countries: Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey.