



## **COST Action TN1302**

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

#### **Minutes**

#### **Management Committee Meeting**

#### **Virtual, Cyprus**

**From 27 November 2018 to 27 November 2018**

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum
3. Approval of minutes and matters arising of last meeting
4. Adoption of Agenda
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.
b) Short Term Scientific Missions (STSM): review of completed reports and new applications
6. Update from the Grant Holder: Action budget status
7. What has been done so far. ISEG/SG/COMG
8. Additional Budget from COST for current Grant Period
9. Sustainability Group Meeting in Brussels
10. Location and date of next meeting
11. AOB
12. 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.



**1. Welcome to participants**

Andri Charalambous, the Vice-Chair of the action welcomes all members present to the meeting.

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

22 participants from 19 COST countries present at the meeting

**3. Approval of minutes and matters arising of last meeting**

MC-approval for reduction of accommodation allowance for WG-meeting in Belgrade from € 120 to € 70. This was approved via mail.

**4. Adoption of agenda**

The agenda for the MC meeting was adopted

**5. Update from the Action Chair**

***a. Status of Action, including participating countries***

- Start of the Action: 15/10/2013. End of the Action: 19/10/2019.  
37 countries have now joined in the action, which is a great accomplishment.
- Albania and Moldova have now become COST countries. An email will be sent to MC member to approve Moldova's and Albania's participation in action TN 1302.

***b. STSM status and new applications***

Next STSM deadline is 10th of December

- April call we had 6 applications, 4 approved
- September call we had 7 applications, 4 approved.
- Group STSM at Centre for Social Sciences, Hungarian Academy of Sciences (MTA TK) and Central European University, May 21-25, 2018  
(Ms. Barbara Pandev, Znanstveno-raziskovalno središče Koper, Slovenia, Dr. Leena Sivula, University of Jyväskylä, Finland, Ms Nadja Beglerovic, International University of Sarajevo, Bosnia and Herzegovina

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.

## 6. Update from the Grant Holder

Last year we spent all budget for WG meeting and Training School. There seems to be an underspent in STSMs.

A. SUMMARY BUDGET	Initial Budget	Spent so far
(1) Travel costs for meetings		
(a) WG	€ 107.300,00	€ 46.416,45
(2) Training Schools	€ 49.920,00	€ 19.886,66
(3) Short-term scientific missions	€ 13.500,00	€ 3.294,00
(4) Dissemination	€ 2.692,70	€ 267,42
(5) Others (bank charges)	€ 500,00	€ 262,00
<b>B. TOTAL SCIENCE EXPENDITURE</b>	<b>€ 173.912,70</b>	<b>€ 70.126,53</b>
C. 15 % financial & scientific admin & coord	€ 26.086,91	€ 10.518,98
<b>D. TOTAL EXPENDITURE</b>	<b>€ 199.996,61</b>	<b>€80.645,51</b>

## 7. What has been done so far, ISEG/SG/COMG.

- **ISEG**

Following its first face-to-face meeting in Vienna in 2018, the Impact and Stakeholder Engagement Group of BESTPRAC has been working on identifying stakeholders, preparing SWOT analysis for BESTPRAC and analyze the possible sustainability tracks identified by the Sustainability Group. At the Belgrade meeting ISEG was assigned twofold task: preparing general stakeholder mapping and analysis for the project and also to focus specifically on two to the sustainability options: liaising with EARMA and lobbying for block funding in Brussels. On the session on September 25 in close cooperation with the leaders and the members of the Sustainability and the Communications Group ISEG discussed further the two sustainability options. The group also prepared a first



version of the stakeholder map regarding to the lobbying for funding sustainability option. The leader of the group informed the plenary session on the progress made so far and the steps to take next towards the concise impact and Stakeholder Engagement Plan of BESTPRAC.

- **SG**

The sustainability group discussed about pinpointing the actions towards a sustainable network. Many ideas have been put forwards and now a choice need to be made what direction needs to be taken. The conclusion is to proceed with the liaisoning with EARMA and block funding plan and in parallel apply for other networking funds such as Erasmus plus. Furthermore, a delegation needs to go to Brussels to discuss the terms and conditions for liaisoning and make sure that the ideas behind Bestprac stay alive and are defended. These terms need to be defined in more detail and we need the communication and stakeholder group to increase the gross value of Bestprac giving us a better position for the negotiations. Next to talking to EARMA we also need to talk to people involved in allocating block funding and try to provide a construction that helps those not financial capable to still be part when BESTPRAC enters the next phase.

- **COMG**

- *If Liaisoning with EARMA and Lobbying for block funding in Brussels is the direction BESTPRAC is taking, the BESTPRAC network should make sure that the persons that are going to do the lobbying have strong tools in their hands. Therefore, the efforts of COMG should be focused on building a **strong BESTPRAC brand** and **spreading the key messages of BESTPRAC**.*
- Clear differences between EARMA and BESTPRAC still need to be defined. this will be key for the lobbying process. We need to make a clear distinction about BESTPRAC's selling point when compared to EARMA and focus our communication strategy on that.
- Besides sustainability in regards to funding, we also think that the

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.



sustainability of BESTPRAC can be viewed from another perspective - in **sustaining the virtual network**.

- Communication activities in the period from February until September 2018 were focused on improving the existing and developing new communication tools for BESTPRAC.
- The BESTPRAC **website** is being modified and being made more user friendly. It's important that all the information is easily accessible to people outside of the network and that the possibility to join the network is clearly emphasized. All learning materials will be moved to one place and will be made more interactive when possible.
- As far as **social media** is concerned, a Facebook page for communicating BESTPRAC achievements and a Facebook group for internal communication have been started. Also, an official BESTPRAC YouTube channel has been opened. BESTPRAC's Twitter channel and LinkedIn group have been regularly updated. BESTPRAC members were encouraged to post, comment, share or like posts published on our social media channels, to foster communication between meetings and contribute to the increased visibility of the network. Also, if any of our members have presented BESTPRAC or published something connected to BESTPRAC or [www.bestprac.eu](http://www.bestprac.eu) research administration, they can send an e-mail to [maja.skocanic@uniri.hr](mailto:maja.skocanic@uniri.hr) and we'll gladly share it.
- We've been actively working on improving promotion of BESTPRAC **events**, by ensuring high quality photographs from the events, web streaming of training schools and specific sessions on WG meetings and filming video testimonials during BESTPRAC events. Official acknowledgement letters for host institutions of WG meetings, training schools and STSMs have also been made.
- We've also been developing new **promotional materials**. For now, posters

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.

for the WG meeting in Belgrade have been made.

- BESTPRAC members which have the possibility are encouraged to put a BESTPRAC message in their e-mail signatures in order to further promote the network. They're also encouraged to publish information about BESTPRAC on the official websites of their organisations, if possible.

## 8. Additional Budget from COST for current Grant Period – Update from Grant Holder

A. SUMMARY BUDGET	Additional Budget	Total Amended Budget	Spent so far	Remaining Budget
(1) Travel costs for meetings				
(a) WG	€ 15.996,24	€ 123.296,24	€ 46.416,45	€ 76.879,79
(2) Training Schools	€ 8.566,68	€ 58.486,68	€ 19.886,66	€ 38.600,02
(3) Short-term scientific missions	€ 0,00	€ 13.500,00	€ 3.294,00	€ 10.206,00
(4) Dissemination	€ 3.426,00	€ 6.118,70	€ 267,42	€ 5.851,28
(5) Others (bank charges)	€ 0,00	€ 500,00	€ 262,00	€ 238,00
<b>B. TOTAL SCIENCE EXPENDITURE</b>	<b>€ 27.988,92</b>	<b>€ 201.901,62</b>	<b>€ 70.126,53</b>	<b>€ 131.775,09</b>
C. 15 % financial & scientific admin & coord	€ 4.198,33	€ 30.285,24	€ 10.518,98	€ 29.203,12
<b>D. TOTAL EXPENDITURE</b>	<b>€ 32.288,63</b>	<b>€ 232.285,24</b>	<b>€ 80.645,51</b>	<b>€ 151.639,73</b>

## 9. Sustainability Group meeting in Brussels

A delegation consisted of approximately 4 to 5 BESTPRAC members will meet with officials of EARMA and EC officials. The idea is to lobby for block funding that somehow might be earmarked to use for inclusiveness within BESTPRAC continuation, so we can specifically use it for BESTPRAC within EARMA.

If block funding does not work, a tailor made Horizon Europe Call can be targeted (CSA).



The Stakeholder involvement group is working on a mapping of people our delegation should talk with.

**10. Location and date of next meeting**

11-12 March 2019 at Tallinn University of Technology, Tallinn, Estonia

**11. AOB**

There was no other business

**12. Requests to join the Action from:**

New COST countries (Albania and Moldova) – email for voting to MC members

**13. Closing**

The meeting was closed at 15:00