



Second Meeting of the Management Committee of COST Targeted Network TN1302: BESTPRAC

TN1302: BESTPRAC



The voice of research administrators
building a network of administrative excellence

1. Welcome to participants
2. Adoption of agenda
3. Minutes of last meeting and matters arising of last meeting
4. Update from TN Chair
 - a. Status of TN, including participating countries
 - b. TN budget status
 - c. STSM status and new applications
5. Election of Leader of WG1 (Admin)
6. Promotion of gender balance and of Early Stage Researchers (ESR)
7. Update from the Grant holder
8. Update from the COST Office
9. Follow-up of MoU objectives
 - a. Progress reports of working groups
10. Scientific planning
 - a. Scientific strategy
 - b. TN Budget planning
 - c. Long-term planning
 - d. Dissemination planning
11. Requests fro new members
12. Near Neighbour Country Applications and Non-COST country participations
13. AOB
14. Location and date of next meeting
15. Summary of MC decisions
16. Closing



- 1. Welcome to participants**
- 2. Adoption of agenda**
- 3. Minutes of last meeting and matters arising of last meeting**



- 4. Update from TN Chair**
 - a. Status of TN, including participating countries**
 - b. STSM status and new applications**

Aim / objectives

- 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



Target group

- **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.



The voice of research administrators
building a network of administrative excellence

Status of Parties of BESTPRAC

Participations

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

- **missing COST-countries:** Bulgaria, fYR Macedonia, Greece, Latvia, Lithuania, Romania, Serbia, Turkey
- If MC-members have contacts to research administrators fitting the target group in those countries, please encourage them to become a MC-member.



STSM status and applications

- Johan Akerman steps down as STSM Manager

Short-Term Scientific Missions

General:	<ul style="list-style-type: none">▪ to support individual mobility, strengthen existing networks, and foster collaborations▪ to visit institutions in other participating COST countries, approved NNC institutions, or approved IPC institutions
Aims of STSMs:	<ul style="list-style-type: none">▪ 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 rel. entities
Applicants:	<ul style="list-style-type: none">▪ early stage administrators, representing the target group of BESTPRAC and coming from so-called inclusiveness countries are particularly encouraged to submit a STSM application▪ applications from all other participants of BESTPRAC interested in a STSM are, of course, also very welcome



Short-Term Scientific Missions

<p>standard vs. group STSM</p>	<ul style="list-style-type: none"> ▪ standard STSM: application of an individual person going to a host institution ▪ group STSM: up to 5 people (fitting the target group definition) from different institutions can go to one host institution. All participants of a group STSM have to submit a single STSM application by reflecting that it is part of a group STSM
<p>Call for host institutions:</p>	<ul style="list-style-type: none"> ▪ set-up of a database of host institutions volunteering to host STSM incl. knowledge / STSM-topics they are offering
<p>Finances / number:</p>	<ul style="list-style-type: none"> ▪ € 13,860 for a minimum of 8 STSMs for Grant Period 1 (Jan 1- Nov 30, 2014) ▪ fixed contribution for travel & accommodation (max. € 160 per day; up to € 500 for travel; max € 2,500 per application)
<p>Duration:</p>	<ul style="list-style-type: none"> ▪ COST-general rule of min. one week ▪ shorter STSMs have to be approved by COST office on case-by-case basis

Short-Term Scientific Missions

Deadlines:	<ul style="list-style-type: none">▪ April 1, July 1, October 1▪ STSMs shall not start sooner than six weeks after the collection date and finishing no later than the end of the first Grant Period.
Assessment:	<ul style="list-style-type: none">▪ assessment by Core Group▪ assessment criteria:<ul style="list-style-type: none">▪ the relevance of the submitted STSM to the goals of the particular WG and the overall objectives of BESTPRAC▪ the clarity and rigour of the submission▪ expected impact of the STSM
Reporting:	<ul style="list-style-type: none">▪ report on STSMs stay to be submitted within 4 weeks after STSM▪ assessment of the report

Detailed information on STSM applications is available in **BESTPRAC STSM Info Sheet!**

The Core Group is looking forward to receiving many interesting STSM applications!

STSM status and applications

- as Johan Akerman steps down as STSM Manager
- volunteers?

5. Election of WG1-Leader (Admin)

Proposals received

- Ellen Schenk-Braat (Erasmus MC, NL)

6. Promotion of gender balance and ESA

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

COST Grant budget plan for 1st year

A. SUMMARY BUDGET	
(1) Travel costs for meetings	€ 117,701
(a) Core Group Meeting, Brussels	€ 1,987
(b) MC- & WG-meeting, Zagreb	€ 56,180
(c) WG2-meeting, Tallinn	€ 19,850
(d) WG1- & WG3-meeting, Bratislava	€ 39,684
(2) Short-term scientific missions	€ 13,860
(3) Training schools	€ 34,700
(4) Dissemination – publications	€ 4,000
(5) Others	
B. TOTAL SCIENCE EXPENDITURE	€ 170,261
C. 15 % financial & scientific admin & coord	€ 25,538
D. TOTAL EXPENDITURE	€ 195,800

e-cost: strong authentication feature

- enables **Online Travel Reimbursement Request (OTRR)** forms to be **submitted fully online**
- enables participants to identify themselves as unique individuals to the e-COST system in a fully secured way and thus submit not only supporting documents but also the OTRR form (which previously could only be submitted as an original, signed, hard copy document sent by post) completely online
- the new feature represents a **further significant advancement in the continuous efficiency improvements implemented by the COST Office** to better address the networking needs of the European science and technology communities we serve.

Nomination of Working Group Members

- MC-members are again asked to **nominate national WG members (two per WG)** and send contact details to Action Chair / Grant Holder
- each MC-member also has to assign her/himself to a WG
- **countries with missing WG-members:** Belgium, Bosnia and Herzegovina, Croatia, Czech Republic, Estonia, Germany, Hungary, Israel, Netherlands, Slovak Republic, Sweden, United Kingdom
- All MC- and WG-members are also asked to return the **Personal Info Sheet** for inclusion in the TN webpage!
- WG-members are always welcome to attend the WG-meetings (also on their own costs)

Set-up of a library of know-how

Including projects, publications, etc.

Examples:

- MIRRIS - Mobilising Institutional Reforms in Research and Innovation Systems, FP7-SSH, www.mirris.eu, ZSI partner
- Co-ordination of Research Policies with the Western Balkan Countries, FP/-INCO, till 2014, www.wbc-inco.net, ZSI coordinator
- Danube-INCO.NET, not yet started, till 2016, ZSI coordinator
- Eastern Europe: INCO-NET EaP, FP7-INCO, till 2016, www.inco-eap.net, ZSI co.
- Ukraine: BILAT UKR*AINA, FP7-INCO, till 2015, www.bilat-ukraine.eu, ZSI co.
- Russia: BILAT RUS Advanced, FP7-INCO, till 2015, www.bilat-rus.eu, ZSI pa.
- Africa: CAAST-NET PLUS, FP7-INCO, till 2016, www.caast-net-plus.org, ZSI pa.

Input on other related projects/publications from MC-&WG-Members requested!



Webpage of Targeted Network: <http://www.bestprac.eu>

Home Organisation Working Groups Events Exchange & Training Internal

The voice of research administrators
building a network of administrative excellence

Login

User

Password

Login

Home

Welcome to COST Targeted Network TN1302

The main objective of this Targeted Network is to establish a network for the administrative, finance and legal services in universities, research organizations and related entities supporting researchers involved in the lifecycle of transnational external competition based (in particular European funded) projects in order to exchange experiences and share and develop best practices, encourage knowledge sharing, knowledge transfer and increased efficiency.

Information on the Targeted Network is also available at the official [COST webpage](#).

What is COST?

COST - European Cooperation in the field of Scientific and Technical Research - is one of the longest-running European instruments supporting cooperation among scientists and researchers across Europe. COST is also the first and

Search...

Dissemination

General Presentation of Action
TN Folder
(for download and dissemination / presentation)

Updated Information

[WG1/WG2/WG3-Meeting, MC-Meeting](#)
Zagreb, Croatia | March 18-19, 2014



Webpage of Targeted Network: <http://www.bestprac.eu>

- Internal area not yet activated: login data will be provided as soon as possible
- Personal info on MC- and WG-members available as far as received. Please return personal info sheets & photos!
- Please include a link to www.bestprac.eu on your institutional webpages in order to make the TN webpage traceable on google



8. Update from the COST Office

- Presentation by Tatiana Kovacicova
- Presentation by Melae Langbein



9. Follow-up of MoU objectives

a. Progress reports of working groups

AIM: improved administrative, financial and legal procedures of research projects carried out with European funding

◆ **WG1 – Administration:** overall management of externally funded projects

◆ **WG2 – Finance:** financial aspects of preparing and running cross-European projects

◆ **WG3 – Legal:** legal framework of the projects

WG1 – Administration

Topics: overall management of externally funded research projects

- project establishing (tools, methods, and procedures)
- cross-cultural barriers
- overall reporting
- timesheets and closing of projects
- audits

Deliverables:

- deepened understanding of topics mentioned above
- checklists and templates
- case stories “good practice and experiences”

WG2 – Finance

Topics: financial aspects of preparing and running cross-European projects

- accounting practices
- VAT
- overhead
- exchange rates
- audit

Deliverables: deepened understanding of financial regulations

- of FP7 & H2020 (year 1)
- of structural funds programmes with R&I focus (year 2)
- checklists and templates
- case stories “good practice and experiences”

WG3 – Legal

Topics: legal framework of projects

- new framework programme standard contract and consortium agreement
- IPR and IPR in working with third parties
- Patenting and technology transfer
- International legal frameworks

Deliverables: deepened understanding of the legal issues of interacting with third parties in research projects

- input to the maintenance and development of the DESCAs for H2020
- checklists and templates
- case stories “good practice and experiences”

Topics

BESTPRAC shall focus on the administration of all European funded research projects. However, H2020 will be used as one example among others to develop procedures and best practices for all European projects.

First activities of BESTPRAC

- identification of **difficulties administrators are confronted with in dealing with European projects**
 - BESTPRAC shall then contribute to harmonization of problems
 - Research administrators with practical experience are needed for identifying this
- **identification, understanding, and quantification of the different aspects of project management Europe-wide**



Topics

- **development of job profiles, functions for a project administrator of European projects** and other aspects of competences and qualifications needed for research administrators
- **establishing of an overall documentation on EC-funding** and its part of institutional/national funding such as
 - reports defining and describing good practices (guidelines, year-cycle descriptions, project life-cycle descriptions, check-lists, "not-to-do"-list etc)
 - definition of the role of the research administrator
 - similarities and differences between countries (cultural, linguistic, size-wise)
 - recommendations for the European Commission on how to improve the management of European research projects
 - gender issues (documentation)
 - career develop needs and barriers (survey / report)
 - documentation of networking activities
 -



10. Planning

a. Scientific strategy

b. TN budget planning

c. Long-term planning

d. Dissemination planning

WG2-Meeting

Participants:	WG2-members
Date:	2-days-meeting, July 2-3, 2014
Venue:	Tallinn, Estonia
Tasks:	<ul style="list-style-type: none">▪ Topics will be the result of the discussion of the WG2-meeting in the next two days▪ Participants also going to the EARMA Annual Conference, will be asked to abstain from reimbursement, and hereby contribute to BESTPRAC and its ability to reach the target group. Respective information on the recommendations of the reimbursement will be sent out in advance to participants.

MC-approval for local organiser support grant of € 20 per day per registered person requested!

WG1- & WG3-Meeting

Participants:	WG1- & WG3-members
Date:	2-days-meeting, two days in weeks September 8-19, 2014 → decision to be made
Venue:	Bratislava, Slovakia
Tasks:	<ul style="list-style-type: none">▪ Topics will be the result of the discussion of the WG1- & WG3-meeting in the next two days

MC-approval for local organiser support grant of € 20 per day per registered person requested!

Training School on “...”

Participants:	35
Date:	min. 3 days; late autumn 2014
Venue:	tbd (should take place in COST inclusiveness countries)
Programme:	<ul style="list-style-type: none">▪ tbd (on emerging topics from following WG-meetings)
Reimb. of trainers/ trainees:	<ul style="list-style-type: none">▪ Trainers will be reimbursed according to meeting rules▪ Trainees will receive a fixed financial contribution (max. € 160 per day, € 300 for travel) <p>→ € 750 for 3-days training school suggested</p>

MC-approval for local organiser support grant of € 20 per registered person or payment of invoices & fixed reimbursement of trainees requested!

COST inclusiveness countries

- EU 13 (Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Malta, Poland, Romania, Slovenia, Slovakia)
- Bosnia and Herzegovina, Serbia, Turkey, the former Yugoslav Republic of Macedonia

Planning of activities in 2nd year

- MC-meeting
- WG-meetings
- Training School
- The first meeting has to take place before mid March 2015, because the decision by the CSO on the possible extension of BESTPRAC will be made in May 2015.

Dissemination Planning

- webpage
- folder of BESTPRAC
- slides for distribution & presentation
- social media (Twitter, Facebook) - Rebekka Steinmann volunteers to take over this task!
- publications on outcome of WG-discussions



11. Requests for new members

not applicable as in first year of TN

12. Near Neighbour Country Applications and Non-COST applications to TN

- **current pending applications from NNC:** Albania, Moldova, Tunisia, and Ukraine
- If MC-members have contacts to research administrators fitting the target group in those countries, please inform me so that we can launch the process.
- **future:** aim at including further administrators from NNC

MC-approval for members from Albania, Moldova, Tunisia and Ukraine!

Near Neighbour Countries (NNC) & International Partner Countries (IPC)

NNC:

- Albania, Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Lebanon, Libya, Moldova, Montenegro, Morocco, Palestinian Authority, Russia, Syria, Tunisia, and Ukraine
- to benefit from dedicated support for the integration in COST activities
- can become a participant of the TN (MC Observer)
- application procedure: letter of application to MC Chair – filing in e-cost – COST Office SO check – MC approval – DC approval – JAF approval
- once officially affiliated eligible for reimbursement
- top-up of up to 10 % to TN budget can be granted for NNC researchers
- **MC members are asked enforce NNC applications**

IPC:

- countries that are neither COST countries nor NNC
- affiliation on basis of mutual benefit
- not eligible for reimbursement



13. AOB

14. Location and date of next meeting

No further MC-meeting scheduled in 2014.

15. Summary of MC decisions

16. Closing