



**Agenda  
Management Committee Meeting**

**COST Action no. TN1302**

**Action Title: The voice of research administrators - building a network of administrative excellence (BESTPRAC)**

**Budapest, Hungary, September 15, 2015, 14:00 – 15:30**

1. Welcome to participants
2. Adoption of agenda
3. Approval of minutes and matters arising of last meeting
4. Update from the TN Chair
  - a. Status of TN, including participating countries
  - b. TN budget status
  - c. STSM status and new applications
5. Promotion of gender balance and of Early Stage Researchers (ESR)
6. Update from the Grant Holder
7. Update from the COST Association
8. Follow-up of MoU objectives
  - a. Progress report of working groups
9. Report of MC members on national activities for promoting/disseminating BESTPRAC
10. Scientific planning
  - a. Scientific strategy
  - b. TN Budget Planning
  - c. Long-term planning (including anticipated locations and dates of future activities)
  - d. Dissemination planning (Publications and outreach activities)
11. Requests for new members
12. Non-COST applications to the TN
13. AOB
14. Location and date of next meeting
15. Summary of MC decisions
16. Closing