



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

**Minutes of the 4<sup>th</sup> Management Committee Meeting**

**virtual**

**30 March 2017, 10:00 – 11:30**

**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%

**Fourth Grant Period:** 1 May 2016 – 30 April 2017

**WB plan:**

STSMs	14,250.00 €
Meetings	110,880.00 €
Training School	13,870.00 €
Dissemination	20.44 €
Others	110.00 €
Scientific Expenditure	<b>139,130.44 €</b>
FSAC	<b>20,869.57 €</b>
Budget	<b>160,000.01 €</b>

## **1. Welcome**

Jan Andersen, the Chair of BESTPRAC, welcomed the participants of the MC5-meeting of COST Targeted Network TN1302 which was scheduled as virtual meeting using GoToMeeting.

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

The following 21 of the 36 countries having accepted the MoU of the Action were represented at the meeting:

Austria, Belgium, Croatia, Cyprus, Denmark, Estonia, France, Hungary, Iceland, Ireland, Italy, fYR Macedonia, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden

In addition, an MC Observer from the Republic of Moldova participated.

For the detailed attendance list, please see Annex 4.

## **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 MC4-minutes held on April 4, 2016 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 Vilnius from € 120 to € 100
- MC-approval by e-mail for reduction of accommodation allowance for WG-meeting in Lisbon from € 120 to € 70

## **5. Update from TN Chair**

### **a. Status of TN, including participating countries**

Currently 36 countries have signed the MoU.

Country	Date	Status			
▶ Austria	05/08/2013	Confirmed	▶ Italy	30/09/2013	Confirmed
▶ Belgium	12/08/2013	Confirmed	▶ Latvia	08/04/2015	Confirmed
▶ Bosnia and Herzegovina	30/07/2013	Confirmed	▶ Lithuania	08/04/2014	Confirmed
▶ Bulgaria	19/11/2014	Confirmed	▶ Luxembourg	14/10/2013	Confirmed
▶ Croatia	03/09/2013	Confirmed	▶ Malta	03/09/2013	Confirmed
▶ Cyprus	18/07/2013	Confirmed	▶ Netherlands	17/09/2013	Confirmed
▶ Czech Republic	27/09/2013	Confirmed	▶ Norway	16/09/2013	Confirmed
▶ Denmark	19/08/2013	Confirmed	▶ Poland	27/08/2013	Confirmed
▶ Estonia	13/08/2013	Confirmed	▶ Portugal	11/09/2013	Confirmed
▶ Finland	16/09/2013	Confirmed	▶ Romania	29/04/2015	Confirmed
▶ France	26/09/2013	Confirmed	▶ Serbia	10/02/2015	Confirmed
▶ FYR Macedonia	10/10/2014	Confirmed	▶ Slovakia	05/11/2013	Confirmed
▶ Germany	04/09/2013	Confirmed	▶ Slovenia	25/08/2013	Confirmed
▶ Greece	16/09/2014	Confirmed	▶ Spain	24/07/2013	Confirmed
▶ Hungary	25/07/2013	Confirmed	▶ Sweden	26/09/2013	Confirmed
▶ Iceland	03/09/2013	Confirmed	▶ Switzerland	30/10/2013	Confirmed
▶ Ireland	02/08/2013	Confirmed	▶ Turkey	24/06/2014	Confirmed
▶ Israel	20/08/2013	Confirmed	▶ United Kingdom	24/07/2013	Confirmed
			<b>Total: 36</b>		

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 last grant period, 29 applications have been received. In total, 15 STSM applications have been approved, including a group STSM to three Belgian universities, to FCRB in Barcelona, and Politecnio di Milano. A total budget of € 12,450 has been spent.

#### **c. Training School “Administration of research funding: dealing with several funding resources: for non-university research organisations in Inclusiveness Targeted Countries”**

20 applications have been received for the Training School which took place on September 27-29, 2016 in Vienna, Austria. 15 trainees have been approved and 13 finally participated.

#### **d. Working Group Meeting**

166 applications have been received for the Working Group Meeting which took place on March 23-24, 2017 in Lisbon, Portugal. 124 research administrators finally participated (46 % of them from ITCs and 49 % ESA).

### **6. Update from the Grant Holder**

The Grant Holder reported that for the Grant Period (May 2016 – April 2017) the full budget will be spent.

The webpage of BESTPRAC is available at [www.bestprac.eu](http://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 %	
<b>Meeting participants</b>			
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 (124) / Mar 23-24, '17	82 % f / 18 % m	48 %	46 %
<b>Training Schools</b>			
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	88 % f / 12 % m	94 %	66 % (appl.) / 9 % host)

## 10. Follow-up of MoU objectives

Please see the report of the working group meeting, March 23-24, 2017, Lisbon, Portugal, for a detailed report on the progress of the working groups.

## 11. Planning

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

Date	Event	Location	Justification
May 16, 2017	Core Group Meeting	Copenhagen, Denmark	Preparation of the final meeting
Week of September 18-22, 2017	Meeting of all three Working Groups Final Dissemination Meeting	Brussels, Belgium	Working Group Meeting Presentation of final results of TN1302

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 May 1, 2017. A proposals for hosting a group STSM has already been received by Katholieke University Leuven, Ghent University, and Fee University Brussels.

## **12. Requests to join the Action**

No requests received.

## **13.AOB**

No comments.

## **14.Location and date of next meeting**

The next meeting of all three working groups will take place in the week of September 18-22, 2017 in Brussels, Belgium.

## **15. Summary of MC-decisions**

The next meeting of all three working groups will take place in the week of September 18-22, 2017 in Brussels, Belgium.

## **16. Closing**

The meeting closed at 11:30.

Martina Pöll, AT  
Vice-Chair, Grant Holder

COST Action TN1302

## **ANNEXES**

**Annex 1: Agenda**

**Annex 2: Presentation of Chair**

**Annex 3: Report of WG-meeting**

**Annex 4: Attendance List** (screenshot of GoToMeeting;; in addition M. Ryan (Ireland) called in by phone