

# **Third Meeting of the Management Committee of COST Targeted Network TN1302: BESTPRAC**

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. 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 reports 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
  - d. Dissemination planning
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

## **1. Welcome to participants**

## **2. Adoption of agenda**

## **3. Minutes of last meeting and matters arising of last meeting**

- MC-approval by e-mail for inclusion of former Yugoslav Republic of Macedonia (October 7, 2014), Bosnia and Herzegovina (November 19, 2014), Serbia (February 2, 2015), Latvia (March 30, 2015), Romania (April 29, 2015)
- MC-approval by e-mail for Core Group meeting in Trento, November 2014 (October 7, 2014)
- MC-approval by e-mail for Core Group and dissemination meeting in Leiden, June 2015 (May 29, 2015)

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

## Status of BESTPRAC - Extension

- BESTPRAC was officially extended for another two years (until October 2017)
- Quote of Dr. David Coates (Academia Europea, Rapporteur of BESTPRAC):

*"I would like to express my congratulations to the Chair and management committee of the Action and also to the grantholder. **This very large and unique Action has already and is continuing to develop a major capacity across Europe, for a large and varied group of professional people who under normal circumstances are at best undervalued and at worst treated with scant regard in many of their host institutions and lack opportunity to interact and to exchange knowledge and best practise.** I also note, that unlike bona fide academics, this network of administrators all have closely defined jobs and relatively rigid boundaries to their responsibilities and career possibilities that mostly prevent access to outside networking of the type that this Action has offered. It is therefore to be especially noted **that this Action has been successful in creating probably the largest network of all stage administrators of research information and project management services in existence.** A significant feat. Congratulations to COST."*



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## TN1302: BESTPRAC

# Status of Parties of BESTPRAC

Country	Date	Status
▶ Austria	05/08/2013	Confirmed
▶ Belgium	12/08/2013	Confirmed
▶ Bosnia and Herzegovina	30/07/2013	Confirmed
▶ Bulgaria	19/11/2014	Confirmed
▶ Croatia	03/09/2013	Confirmed
▶ Cyprus	18/07/2013	Confirmed
▶ Czech Republic	27/09/2013	Confirmed
▶ Denmark	19/08/2013	Confirmed
▶ Estonia	13/08/2013	Confirmed
▶ Finland	16/09/2013	Confirmed
▶ France	26/09/2013	Confirmed
▶ FYR Macedonia	10/10/2014	Confirmed
▶ Germany	04/09/2013	Confirmed
▶ Greece	16/09/2014	Confirmed
▶ Hungary	25/07/2013	Confirmed
▶ Iceland	03/09/2013	Confirmed
▶ Ireland	02/08/2013	Confirmed
▶ Israel	20/08/2013	Confirmed

▶ Italy	30/09/2013	Confirmed
▶ Latvia	08/04/2015	Confirmed
▶ Lithuania	08/04/2014	Confirmed
▶ Luxembourg	14/10/2013	Confirmed
▶ Malta	03/09/2013	Confirmed
▶ Netherlands	17/09/2013	Confirmed
▶ Norway	16/09/2013	Confirmed
▶ Poland	27/08/2013	Confirmed
▶ Portugal	11/09/2013	Confirmed
▶ Romania	29/04/2015	Confirmed
▶ Serbia	10/02/2015	Confirmed
▶ Slovakia	05/11/2013	Confirmed
▶ Slovenia	25/08/2013	Confirmed
▶ Spain	24/07/2013	Confirmed
▶ Sweden	26/09/2013	Confirmed
▶ Switzerland	30/10/2013	Confirmed
▶ Turkey	24/06/2014	Confirmed
▶ United Kingdom	24/07/2013	Confirmed
<b>Total: 36</b>		

- **missing COST-countries:** Montenegro (newly accepted COST country)

## Status of BESTPRAC – promotion of ITCs

- Request received by our Science Officer, Melae Langbein:

**“In addition, with reference to the COST Inclusiveness Target Policy **we would like to kindly propose that the Management Committees of those TNs that are not already Chaired by a person representing an Inclusiveness Target Country should seriously take into consideration at the next MC meeting of the Action appointing an ITC representative as the Chair, and potentially also Grant Holder of the TN for the remainder of the life of the TN.** The ITCs are Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, fYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey.”**

- Irritation on side of all TNs
- No reaction on TN-feedback from COST Association so far
- Your opinion on this? Any volunteers from ITCs for taking over the positions?



## STSM status and applications

<b>STSM Manager:</b>	<ul style="list-style-type: none"> <li>▪ Miriam RYAN (Maynooth University, Ireland)</li> </ul>
<b>Applications/ approvals in GP2 (2014/15):</b>	<ul style="list-style-type: none"> <li>▪ Call 1 (February 2015): no applications received</li> <li>▪ Call 2 (April 1): 6 applications received and approved</li> <li>▪ Call 3 (June 1): 14 applications received and 6 approved</li> <li>▪ Call 4 (August 1): 1 application received and approved</li> <li>▪ Total budget of € 11,000 spent</li> </ul>
<b>Details on STSM stays:</b>	<ul style="list-style-type: none"> <li>▪ Daniel GYORI (HU) → University College London, Sept 28 - Oct 2, 2015</li> <li>▪ Group STSM at the University of Iceland and Reykjavik University, May 18-20, 2015: Thomas BRANDL (AT), Nomeda GUDELIENE (LT), Claudia OLIVEIRA (PT)</li> <li>▪ Group STSM at the Katholieke University Leuven, Ghent University, and Fee University Brussels, May 18-22, 2015: Francesca TOMASI (IT), Darina ZAIMOVA (BG)</li> <li>▪ Eva BAGUENA (ES) → Cardiff University, July 20-24, 2015)</li> <li>▪ Morana JAREC (HR) → University of London, University College London, Aug 28 - Sept 4, 2015)</li> </ul>



## Short-Term Scientific Missions

### Details on STSM stays (cont'd):

- Eva KREMSHUBER (AT) → Brunel University London, July 27-31, 2015)
- Group STSM at the University of Carlos III de Madrid, Universidad Politécnica de Madrid, and Universidad de Murcia, September 21-25, 2015: Eszter BORDAS (HU), Mariana KROTEVA (MK), Rebeka LESJAK (SI)
- Martina CALAMUSA (IT) → ERASMUS MC Rotterdam, Sep 28-30, 2015

### Outlook Grant Period 3 (2015/16):

- Calls for applications on Nov 1, 2015; Feb 1, 2016; May 1, 2016.
- One group STSM (2-3 applicants) in addition to single STSMs per call
- Total budget: € 19,000

### Call for group STSM hosts:

- Please submit proposals for group STSMs by November 1, 2015 to Miriam Ryan

## 5. Promotion of gender balance and ESA

	Gender balance	Early Stage Administrators
<b>Management Committee</b>	72 % female / 28 % male	17 % *
<b>Core Group</b>	89 % female / 11 % male	22 %
<b>Working Group Members</b>	80 % female / 20 % male	51 % *
<b>Meeting participants</b>		
<b>Zagreb</b>	78 % female / 22 % male	28 % (61 % without MC)
<b>Bratislava</b>	89 % female / 11 % male	59 %
<b>Ljubljana</b>	84 % female / 16 % male	70 %
<b>Budapest</b>	82 % female / 18 % male	54 % (72 % without MC)
<b>Training Schools</b>		
<b>Warsaw</b>	90 % female / 10 % male	85 %
<b>Nuremberg</b>	87 % female / 13 % male	92 %
<b>STSM</b>	88 % female / 12 % male	92 %

\* Info of many members missing → please return personal info sheets!

## 6. Update from the Grant Holder

### Pre-financing of grant necessary although not foreseen in COST Vademecum

2014: exceptional measures because of closing of FP7: own pre-financing of ~ € 20,000

2015: again exceptional measures because of H2020 Framework Partnership Agreement / Specific Grant Agreement: own pre-financing of ~ € 6,000

outlook 2016: informal update from Melae Langbein yesterday: grant agreement has to be split again (Oct 2015 – April 2016, May 2016 – April 2017, May 2017 – Oct 2017)

→ MC will have to approve only Oct 2015 – April 2016 now and will have to approve May 2016 – April 2017 in early 2016

→ until yesterday we had planned a work plan for Oct 2015 – Oct 2016

## **COST Grant budget for Grant Period 2 (Oct 14 – Oct 15)**

<b>A. SUMMARY BUDGET</b>	
(1) Travel costs for meetings	€ 87,627.82
(a) WG-meeting, Ljubljana	€ 54,657.20
(b) CG-meeting, Leiden	€ 2,407.57
(c) MC- & WG-meeting, Budapest	€ 30,563.05 (planned)
(2) Short-term scientific missions	€ 10,972
(3) Training schools	€ 24,488.18
(4) Dissemination – publications	€ 0
(5) Others	€ 100
<b>B. TOTAL SCIENCE EXPENDITURE</b>	<b>€ 123,188</b>
C. 15 % financial & scientific admin & coord	€ 18,479
<b>D. TOTAL EXPENDITURE</b>	<b>€ 141,667</b>

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



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## 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>**

- Access to internal area: user: bestprac, password: !tn1302!
- 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](http://www.bestprac.eu) on your institutional webpages in order to make the TN webpage traceable on google

## 7. Update from the COST Office



## **8. Follow-up of MoU objectives**

### **a. Progress reports of working groups**

- Summing-up of all three working groups already given.
- Any further questions/requests in this respect?

## **9. Report of MC members on national activities for promoting/disseminating BESTPRAC**

- Written reports received from Cyprus, Ireland, Slovenia, Spain, Turkey, UK
- Every represented country is now asked to briefly (1-2 mins.) report on their national activities.

## **10. Planning**

### **a. Scientific strategy**

### **b. TN budget planning**

### **c. Long-term planning**

### **d. Dissemination planning**

- Today: discussion of workplan for Oct 2015 – April 2016; outlook until October 2016 (as originally planned)
- Final approval has to be made by e-voting through the e-cost system (should be started in the coming days; delay because of splitting of grant agreement Oct-Apr, May-Oct)

## **COST Grant budget for Grant Period 3 (Oct 15 – Oct 16)**

<b>A. SUMMARY BUDGET</b>	
(1) Travel costs for meetings	€ 118,370
(a) WG-meeting, Sofia	€ 56,800
(b) CG-meeting, Brussels	€ 4,770
<b>(c) WG-meeting, Vilnius</b>	<b>€ 56,800 → moved to next period</b>
(2) Short-term scientific missions	€ 19,000
(3) Training schools	€ 25,980
(a) Verona	€ 12,990
<b>(b) Vienna</b>	<b>€ 12,990 → moved to next period</b>
(4) Dissemination – publications	€ 820
(5) Others	€ 1,047.40
<b>B. TOTAL SCIENCE EXPENDITURE</b>	<b>€ 165,217.40</b>
C. 15 % financial & scientific admin & coord	€ 24,782.60
<b>D. TOTAL EXPENDITURE</b>	<b>€ 190,000</b>

## **COST Grant budget for Grant Period 3 (Oct '15 – April '16)**

<b>A. SUMMARY BUDGET</b>	
(1) Travel costs for meetings	€ 61,570
(a) WG-meeting, Sofia	€ 56,800
(b) CG-meeting, Brussels	€ 4,770
(2) Short-term scientific missions	€ 15,000
(3) Training school, Verona	€ 12,990
(4) Dissemination – publications	€ 820
(5) Others	€ 924.35
<b>B. TOTAL SCIENCE EXPENDITURE</b>	<b>€ 91,304.35</b>
C. 15 % financial & scientific admin & coord	€ 13,695.65
<b>D. TOTAL EXPENDITURE</b>	<b>€ 105,000</b>

## WG-Meeting

### Participants:

WG-members

### Date:

2-days-meeting, March 2016 (*date to be fixed after launch of deadlines for H2020 calls*)

### Venue:

Sofia, Bulgaria

### Topics:

- **interactive session** of all three working groups on the emerging topics of **open access and open data**
- an **expert from the EC** will be invited to report on this topic
- an **extended plenary session** (entire first day) will be devoted **on IPR issues**. WG3 members will report on their outcome of the previous meetings. Participants of all three working groups will be asked to present case studies of their home institutions on how they handle IPR issues.

**Thanks to Darina Zaimova  
and Zlatina Karova for acting  
as local organizer!**

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

## Virtual MC-Meeting

<b>Participants:</b>	MC-members
<b>Date:</b>	2-3 hours meeting, September 2016 (now probably already in early 2016)
<b>Venue:</b>	virtual
<b>Reasons for virtual MC meeting:</b>	<ul style="list-style-type: none"><li>▪ For allowing a maximum number of Management Committee members to participate</li><li>▪ For saving time both for traveling to and participating in a MC meeting</li><li>▪ The meeting will be scheduled in September 2016 for an anticipated duration of 2-3 hours.</li><li>▪ The chosen virtual tool will guarantee access for all, even for MC members from countries with restricted bandwidth.</li><li>▪ A virtual meeting room will be rented for the period of the MC meeting.</li></ul>



## Training School on “How to manage key financial tasks for FP7 and H2020 European research projects: Finance for Non-Financial research administrators”

<b>Participants:</b>	15
<b>Date   venue:</b>	April 18-20, 2016   Verona, Italy
<b>Topics:</b>	Beneficiaries of EU projects have to commit themselves to the <b>requirements of budgetary management regulations</b> . It is crucial that projects both meet the overall strategic objectives of the funding scheme and also meet the detailed financial rules. <b>Complex eligibility criteria and rules have to be followed and strict deadlines have to be met</b> . During the the 3 days BESTPRAC Training School <b>participants will be able to analyze and understand financial management procedures and requirements for well-planned FP7 and H2020 projects</b> .

**Thanks to Vanessa Ravagni for acting as local organizer!**

MC-approval for local organiser support grant of € 20 per registered person & fixed reimbursement of trainees of € 750 requested!

# **Planning of activities in Grant Period 4 (May '16 – April '17)**

## WG-Meeting

### Participants:

WG-members

### Date:

2-days-meeting, September 2016

### Venue:

Vilnius, Lithuania

### Topics:

- general theme of the meeting: **"responsible research and innovation"**
- **interactive session** of all three working groups will focus on **ethical aspects**. As offered by him, Isidoros Karatzas - Head of Sector Ethics and Research Integrity - will again be invited to participate in the meeting. Participants of all three working groups will be asked to present case studies of their home institutions on how they handle ethical issues. Enough time for discussion will be allocated.

**Thanks to Nomeda Gudeliene, Dalius Serafinas, and Loreta Staskuniene for acting as local organizer!**

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

## Training School on “Funding Strategies for Inclusiveness Targeted Countries: dealing with Structural Funds and synergies between funding programmes”

<b>Participants:</b>	15
<b>Date   venue:</b>	September 1-3, 2016   Vienna, Austria
<b>Topics:</b>	<b>Inclusiveness Targeted Countries</b> have the possibility but also the <b>challenge to use several different funding sources</b> for R&D and Innovation such as Structural Funds or in non-EU Member States also the Instrument for Pre-Accession and the European Neighborhood Instrument; synergies with H2020 funding are expected and also several other funding possibilities are available (Transnational and Cross-border Cooperation programmes, funding by foundations, etc.). <b>Research administrators in inclusiveness targeted countries face specific difficulties</b> - the BESTPRAC training school will allow <b>exchange of experiences and provide input on necessary conditions for multi-project management with different funding sources.</b>

## Training School on “Funding Strategies for Inclusiveness Targeted Countries: dealing with Structural Funds and synergies between funding programmes”

### Topics:

In addition, **post-award phase topics** to be treated during the Training School will be **strategies of financial and funding management in relation to dealing with different sources, different rules and requirements in parallel as well as to combine different funding sources.**

There are first discussions, that one day of the Training School **might be held in cooperation with TN1301 Sci-Generation.** Within TN1301, young scientists identified inefficient research administration and management as main barrier for their careers. This joint initiative might be a starting point for generating a mutual understanding and for possibly overcoming these obstacles in the future.

**Thanks to Elke Dall  
for acting as local  
organizer!**

**MC-approval for local organiser support grant of € 20 per registered person & fixed reimbursement of trainees of € 750 requested!**

## Planning of activities in Grant Period 4 (May '16 – April '17) and beyond

- **MC-meeting** (again virtual if it turns out to be successful)
- **WG-meetings:**
  - **Career development** (Human resources European charter and code) as cross-cutting issue
  - **discussion will go beyond H2020**
- **Training School**
  - **“Surviving alone in the office”** providing participants with basic administrative/legal/financial knowledge
- **STSMs**
- **Publication** (as outcome of BESTPRAC)
  - **variety of publications** related to our activities
  - will contain **formal & longer review papers** and also **shorter presentations of case studies and best practice examples**
  - Rebekka Steinmann & Elke Dall will prepare guidelines for Call for Papers, templates, means of publications, etc.

## **11. Requests for new members**

no applications pending



## **12. Non-COST applications to the TN**

no applications pending

## **13. AOB**

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

Working Group Meeting in March 2016 in Sofia,  
Bulgaria

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

## **16. Closing**