



**COST Action TN1302**  
**Action Title: The voice of research administrators - building a network of administrative excellence (BESTPRAC)**

**Draft Agenda**  
**Management Committee Meeting**  
**Bucharest, Romania**  
**From 08 February 2018, 09:00 – 12:00**

To be completed by the meeting secretary and circulated to the MC and the COST Association (Science and Administrative Officer)

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum
3. Adoption of agenda
4. Approval of minutes and matters arising of last meeting
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) Extension of Targeted Network and requirements for continuation
  - b) Short Term Scientific Missions (STSM): review of completed reports and new applications
6. Update from the Grant Holder: Action budget status
7. Update from the COST Association, if a representative is present
8. Monitoring of the Action
9. Implementation of COST policies on:
  - a) Promotion of gender balance and Early Career Investigators (ECI)
  - b) Inclusiveness and Excellence (see below list of Inclusiveness Target Countries)
10. Follow-up of MoU objectives: progress report of working groups
11. Election of the new Core Group members (Chair, Vice-Chair, Grant Holder, Working Group Leaders, STSM Manager, Communication Manager, Training School Manager): presentation of candidates and voting
12. Scientific planning
  - a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)
  - b) Action Budget Planning
  - c) Long-term planning (including anticipated locations and dates of future activities)
  - d) Dissemination planning (Publications and outreach activities)
13. Requests to join the Action from:
  - a) COST countries
  - b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations
14. AOB
15. Location and date of next meeting
16. Summary of MC decisions
17. 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.