



COST TARGETED NETWORK TN1302

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

Minutes of the 3rd Management Committee Meeting

Budapest, Hungary

15 September 2015

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 National: Elke Dall (AT)

Transversal Task Force Training: Anne Katrin Werenskiold (DE);

GH institute: Vienna University of Technology (AT)

GH FSAC rate: 15%

Second Grant Period: 15 October 2014 – 14 October 2015

WB plan:

STSMs	10,792.00 €
Meetings	87,627.82 €
Training School	24,488.18 €
Dissemination	0.00 €
Others	100.00 €
Scientific Expenditure	123,188.00 €
FSAC	18,749.00 €
Budget	141,667.00 €



1. Welcome

Jan Andersen, the Chair of BESTPRAC, welcomed the participants of the MC3-meeting of COST Targeted Network TN1302. He thanked the local organiser of the meeting, Zsuzsanna Gabor and Eva Vas, for their organizational efforts.

The following 24 of the 36 countries having accepted the MoU of the Action were represented at the meeting:

Austria, Belgium, Croatia, Denmark, Estonia, France, Germany, Hungary, Iceland, Ireland, Italy, Latvia, FYR Macedonia, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Switzerland, United Kingdom

2. 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.

3. Approval of minutes and matters arising of last meeting

The minutes of the MC2-minutes held on March 19, 2014 in Zagreb, Croatia were approved unanimously.

The MC recorded in the minutes that it had previously approved the following MC decisions:

- 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

The TN Chair reminded the participants on the extension of BESTPRAC for another period of two year. He also quoted the recommendation of the rapporteur, Dr. David Coates:

“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.”

The TN Chair also shared with the MC a recently received e-mail by the COST Association including the following statement: „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 MC thoroughly discussed this proposal and voted unanimously on the continuation of the current Core Group of BESTPRAC. The individual MC members expressed strong confidence in the current Core Group and requested them to continue for allowing a smooth continuation of BESTPRAC.

a. Status of TN, including participating countries

Currently 36 countries have signed the MoU. Only Montenegro, which was only recently accepted as COST-country has not yet signed.

Country	Date	Status			
			▶ Italy	30/09/2013	Confirmed
▶ Austria	05/08/2013	Confirmed	▶ Latvia	08/04/2015	Confirmed
▶ Belgium	12/08/2013	Confirmed	▶ Lithuania	08/04/2014	Confirmed
▶ Bosnia and Herzegovina	30/07/2013	Confirmed	▶ Luxembourg	14/10/2013	Confirmed
▶ Bulgaria	19/11/2014	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	▶ Romania	29/04/2015	Confirmed
▶ Finland	16/09/2013	Confirmed	▶ Serbia	10/02/2015	Confirmed
▶ France	26/09/2013	Confirmed	▶ Slovakia	05/11/2013	Confirmed
▶ FYR Macedonia	10/10/2014	Confirmed	▶ Slovenia	25/08/2013	Confirmed
▶ Germany	04/09/2013	Confirmed	▶ Spain	24/07/2013	Confirmed
▶ Greece	16/09/2014	Confirmed	▶ Sweden	26/09/2013	Confirmed
▶ Hungary	25/07/2013	Confirmed	▶ Switzerland	30/10/2013	Confirmed
▶ Iceland	03/09/2013	Confirmed	▶ Turkey	24/06/2014	Confirmed
▶ Ireland	02/08/2013	Confirmed	▶ United Kingdom	24/07/2013	Confirmed
▶ Israel	20/08/2013	Confirmed	Total: 36		

c. STSM status and new applications

Miriam Ryan is acting as new STSM manager. Within the last grant period, 21 applications have been received. In total, 13 STSM applications have been approved, including three group STSMs to Iceland, Belgium, and Spain. A total budget of € 10,792 has been spent.

5. Promotion of gender balance and early stage administrators

	Gender balance	Early Stage Administrators
Management Committee	72 % female / 28 % male	17 %
Core Group	89 % female / 11 % male	22 %
Working Group Members	80 % female / 20 % male	51 %
Meeting participants		
Zagreb	78 % female / 22 % male	28 % (61 % without MC)
Bratislava	89 % female / 11 % male	59 %
Ljubljana	84 % female / 16 % male	70 %
Budapest	82 % female / 18 % male	54 % (72 % without MC)
Training Schools		

Warsaw	90 % female / 10 % male	85 %
Nuremberg	87 % female / 13 % male	92 %
STSM	88 % female / 12 % male	92 %

6. Update from the Grant Holder

The Grant Holder reported on necessary pre-financing although this has not been foreseen in the COST Vademecum. In 2014, exceptional measures because of closing of FP7 has resulted in an own pre-financing of approx. € 20,000. In 2015, again exceptional measures because of H2020 Framework Partnership Agreement / Specific Grant Agreement has resulted in an own pre-financing of approx. € 6,000.

Following further changes, the grant agreement periods will again be changed: October 15, 2015 – April 30, 2016; May 1, 2016 – April 30, 2017; May 1, 2017 – October 14, 2017.

The MC discussed and approved in the following only activities planned in the period October 15, 2015 – April 30, 2016.

The webpage of BESTPRAC is available at 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.

7. Update from the COST Office

no report provided

8. Follow-up of MoU objectives

Please see the report of the working group meeting, September 14-15, 2015, Budapest, Hungary, for a detailed report on the progress of the working groups.

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

Austria: no official network exists; plans together with Austrian Research Promotion Agency to set up a network; dissemination of BESTPRAC at two COST-related events in Austria which resulted in increased interest

Belgium: the MC members informed other universities in Belgium on BESTPRAC and succeeded in an increased number of applications and participants from Belgium; the dissemination to French universities in Belgium is so far limited as they have not yet shown interest

Croatia: the MC members contacted almost all universities in Croatia, the interest is however limited because of lack of knowledge of COST at all; also the national contact point seems not to understand what COST is about

Cyprus: Cyprus' representatives are meeting regularly for discussing participation, dissemination of information, creation of targeted mailing list, etc. STSM calls are also disseminated.

Denmark: dissemination through the Danish network for research administrators in providing status reports of BESTPRAC

Estonia: there is only an informal network available

France: two kind of networks exist: 1. national network in framework of rectors conference on French universities (BESTPRAC already introduced), 2. network on regional level at which BESTPRAC is also disseminated

Germany: Germany has a highly diversified landscape of local, regional, and national networks in the field of research funding. BESTPRAC was promoted through the major nationwide players, namely the national network of university liaison offices (BAK: Bundesarbeitskreis der EU-Referent/innen) and the "Netzwerk Wissenschaftsmanagement", a network of research managers.

Hungary: so far dissemination within CEU, the MC members will start to disseminate Hungary-wide

Iceland: dissemination through the national network; Iceland universities already hosted a group STSM

Ireland: BESTPRAC opportunities was circulated through the Irish Universities Research Officers group and discussed at their quarterly meetings. A similar circulation was carried out with the Institutes of Technology.

Italy: dissemination activities through the national network; COST dissemination session during CG meeting in Trento; in March 2015 the Italian ministry organized a COST open day and BESTPRAC was presented

Latvia: The information about BESTPRAC has been published in the web page of Latvian institute of Organic Synthesis. Also the Latvian higher education and research institutions involved in FP7 and Horizon2020 programmes have been informed orally about this targeted network activities.

Norway: dissemination through the Norwegian network for research administrators; presentations of BESTPRAC representatives at annual conference

fYR Macedonia: the MC member appointed other WG members and tried to disseminate among fYR Macedonia; COST is, however, not much known

Netherlands: national network which is used as dissemination channel, BESTPRAC presentation on annual meetings; always many applications from Netherlands; status report also made to national contact point, no feedback received

Malta: The University of Malta will disseminate the activities of the BESTPRAC network in the upcoming issue of Think Magazine and on the UoM website, both of which publish research activities undertaken by the University. Furthermore, any publications resulting from the BESTPRAC network will be disseminated to other parties involved in research administration.

Poland: MC members included BESTPRAC logo on their webpage, use the national networks (Regional Contact Points spreaded through out Poland) to disseminate information about the Bestprac goals, meetings, training schools and STSMs highlighting the importance of active contribution to the Bestprac activities.

Portugal: the Portuguese MC was informed by Italian colleague about BESTPRAC; as no formal network exists in Portugal, information is only spread informally which, however, works pretty well

Romania: the Romanian MC member was actively contact by the national contact point to participate in BESTPRAC; as they are new in BESTPRAC, they are just about to start disseminating also among larger universities in Romania

Serbia: is at the very beginning to set up a network in Serbia; there might be a possible exchange of the current MC member

Slovakia: the MC member created a Slovakian webpage on BESTPRAC for dissemination; in addition, a Slovakian project administrator network exists

Slovenia: no network available; BESTPRAC info available on webpage of University of Ljubljana; MC member sent articles in newsletters; special promotion of BESTPRAC before Ljubljana meeting → 18 Slovenian participants in Ljubljana

Switzerland: a national network exists through which especially the STSM calls are promoted

Turkey: working groups defined and currently start working on promoting their knowledge about what and how other European countries perform project management

UK: The activities of BESTPRAC have been circulated primarily to Early Stage Research Managers. As a result the WG meetings have been attended regularly by colleagues from the UK.

The MC members requested to receive a list of tasks which they are expected to do within BESTPRAC.

10. Scientific Planning

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

Date	Event	Location	Justification
March XX-XX, 2016	Meeting of all three Working Groups	Sofia, Bulgaria	Special focus on open access and open data
Spring 2016	Virtual MC meeting	virtual	
April 18-20, 2016	Training School	Verona, Italy	Finance for non-financial research administrators

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.

Outlook on planned activities from May 2016 on:

Date	Event	Location	Justification
September XX-XX, 2016	Meeting of all three Working Groups	Vilnius, Lithuania	Special focus on ethical aspects
September 1-3, 2016	Training School	Vienna, Austria	Funding strategies for inclusiveness targeted countries

11. Request for new members

No requests received.

12. Near Neighbour Country Applications

Argentina has currently a request to join BESTPRAC pending. The chair is taking care on the approval process.

13. AOB

Per Inge Andersen proposed to use BESTPRAC as a voice to submit a resolution to the EC on the issue “personnel costs on closed financial year”. See proposal for resolution attached.

14. Location and date of next meeting

The next meeting of all three working groups will take place in March 2016 in Sofia, Bulgaria.

15. Summary of MC-decisions

The next meeting of all three working groups will take place in March 2016 in Sofia, Bulgaria.

14. Closing

The meeting closed at 15:30.

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: Resolution to be sent to EC