



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

Minutes of the 4th Management Committee Meeting

virtual

4 April 2016, 10:00 – 11:15

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%

Third Grant Period: 15 October 2015 – 30 April 2016

WB plan:

STSMs	15,000.00 €
Meetings	61,570.00 €
Training School	12,990.00 €
Dissemination	820.00 €
Others	924.35 €
Scientific Expenditure	91.304.35 €
FSAC	13.695.65 €
Budget	105,000.00 €

1. Welcome

Jan Andersen, the Chair of BESTPRAC, welcomed the participants of the MC4-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 26 of the 36 countries having accepted the MoU of the Action were represented at the meeting:

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

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 MC3-minutes held on September 15, 2015 in Budapest, Hungary 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 Moldova as NCC
- MC-approval by e-mail for reduction of accommodation allowance for WG-meeting in Sofia from € 120 to € 56

5. Update from TN Chair

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			
▶ 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
			Total: 36		

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, 13 applications have been received. In total, 7 STSM applications have been approved, including a group STSM to three Belgian universities. A total budget of € 5,190 has been spent.

c. Training School “How to manage key financial tasks for FP7 and H2020 European research and innovation projects: Finance for Beginners”

76 applications have been received for the Training School taking place on April 18-20, 2016 in Verona, Italy. 20 trainees have been approved.

6. Update from the Grant Holder

The Grant Holder reported that for the Grant Period (October 2015 – April 2016) there might be a small underspending of approx. € 5.000. Because of some reimbursements for the Sofia meeting still pending and the upcoming Training School, a definitive number cannot yet be presented.

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.

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 % *	
Meeting participants			
Zagreb	78 % f / 22 % m	28 % (61 % without MC)	
Bratislava	89 % f / 11 % m	59 %	27 %
Ljubljana	84 % f / 16 % m	70 %	45 %
Budapest	82 % f / 18 % m	54 % (72 % without MC)	43 %
Sofia	77 % f / 23 % m	51 %	48 %
Training Schools			
Warsaw	90 % f / 10 % m	85 %	30 %
Nuremberg	87 % f / 13 % m	92 %	33 %
Verona	90 % f / 10 % m	100 %	45 %
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 10-11, 2016, Sofia, Bulgaria, 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
September 22-23, 2016	Meeting of all three Working Groups	Vilnius, Lithuania	Special focus on admin/finance/legal issues resulting from provisions of Model Grant Agreement / Consortium Agreement
September 27-29, 2016	Training School	Vienna, Austria	Administration of research funding: dealing with several funding resources: for non-university research organisations in Inclusiveness Targeted Countries
March 2017	Meeting of all three Working Groups	Lisbon, Portugal	Topics arising from WG-meeting in Vilnius
Spring 2017	Virtual MC meeting	virtual	

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 MC supported the continuation of scheduling the MC meeting on a virtual basis. The current meeting was considered as very efficient.

Concerning the planned Training School the MC raised the question on the focus on non-university research organisations. For being able to widen the topic, Elke Dall (local organizers, dall@zsi.at) would be pleased to receive a helping hand from an university-related BESTPRAC member with experience on the topic.

STSM deadlines in the upcoming Grant Period will be June 1, 2016 / October 1, 2016 / February 1, 2017. The following proposals for hosting a group STSM have already been received:

- Katholieke University Leuven, Ghent University, and Free University Brussels
- Politecnico di Torino
- Fundacio Clinic per a la Recerca Biomédica in Barcelona

Outlook on planned activities from May 2017 on:

Date	Event	Location	Justification
XXX	Training School	XXX	“Surviving alone in the office”

12. Requests to join the Action

No requests received.

13. AOB

Vadim latechevici, newly joined NNC member from the Agency for Innovation and Technology Transfer, Republic of Moldova, briefly introduced himself.

14. Location and date of next meeting

The next meeting of all three working groups will take place on September 22-23, 2016 in Vilnius, Lithuania. The next meeting of the Management Committee will be held again as virtual meeting in Spring 2017.

15. Summary of MC-decisions

The next meeting of all three working groups will take place on September 22-23, 2016 in Vilnius, Lithuania. The next meeting of the Management Committee will be held again as virtual meeting in Spring 2017.

16. Closing

The meeting closed at 11:15.

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; [waiting for name] = C. Velasco (Spain); in addition L. Bonadei (France) and P. Sihvonen (Finland) called in by phone