

1. Subject | Minutes of the First Management Committee Meeting of COST Action CA17139: “European Topology Interdisciplinary Action”

1. Welcome to participants

The participants were welcomed by Dr. Fatima Bouchama, Science Officer and by Ms Gabriela Cristea, Administrative Officer of the Action. Dr. Fatima Bouchama chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Selection of Grant Holder Institution that were carried out under agenda item 8 and 9 respectively.

2. Adoption of the agenda

3.

4. The agenda (**Annex 1**) for the 1st Management Committee (MC) meeting was adopted

5.

6. Verification of the presence of two-thirds of the participating COST Countries

CSO Approval: 13/04/2018

Start of the Action: 18/10/2018

End of Action: 17/10/2022

Total number of COST Countries having accepted the MoU: 21 (**Annex 2 - Action Fact Sheet**)

Total number of COST Countries intending to accept the MoU: 1

Number of parties present at the meeting: 16 (**Annexe 3 – Attendance List**)

The quorum (2/3 of COST Countries participating in the Action) was reached: 16 COST countries out of 20 attended the meeting (COST doc. 134/14 REV2 “COST Action Management Monitoring and Final Assessment” Annex I, Article 9).

7. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

8. General information on COST mechanism and the funding and reporting of coordination activities

Dr. Fatima Bouchama presented the COST Overview, policies, and COST Actions: participation, Management Monitoring, Ms Carla Mauricio Planas presented on how to effectively communicate the Action's outcomes and Ms Gabriela Cristea continued with an introduction to the COST Grant System, and presentation of the financial rules (**Annex 4**).

Relevant information is on the COST website at <http://www.cost.eu/participate> and <http://www.cost.eu/participate/networking>, including the following reference documents:

Rules of Procedure for COST Action Management Committees (COST doc. 134/14 REV2)

COST Grant System Vademecum <http://www.cost.eu/download/COSTVademecum>

Guidelines for Action management, Monitoring and Assessment

http://www.cost.eu/download/Guidelines_Action_management_monitoring_assessment

9. Setting the frame for the Action

The foreseen Grant Periods dates over the life time of the Action were presented by Dr Fatima Bouchama; and the total budget including FSAC allocated to the Action for the 1st Grant Period (01/10/2018-30/04/2019) was communicated to the MC (**Annex 4**). The Action was allocated a total budget including FSAC of up to EUR 90 000.

The recommendations by the Scientific Committee were presented to the MC (**Annex 4**).

10. Information on the internal rules of procedure for the MC of the COST Action

The Rules of Procedure for the Management Committee (**Annex 6**) were presented to the MC by Dr Fatima Bouchama.

11. Election of the Chair, Vice-Chair

- ✓ Dr Raffaello Potestio (IT) was unanimously elected as the Chair.
- ✓ Dr Franco Ferrari (PL) was unanimously elected as the Vice-Chair.

12. Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate

- ✓ Università degli studi di Trento was selected as the Grant Holder Institution (GH).
- ✓ Dr Raffaello Potestio (IT) was appointed as the Scientific Representative of the Grant Holder Institution.

- ✓ The MC agreed that the GH could charge the maximum rate of 15% rate for FSAC the first Grant Period.

13. Presentation and discussion of the Action

Dr. Luca Tubiana and Dr. Raffaello Potestio provide an overview of the Action's goals and structure.

Overall objectives include the following:

- Inclusiveness policy
- Gender/age balance policy
- Environmental and sustainability policy

14. Establishment of Action Management structure

Working Group leaders

- Antti Niemi (SE) was proposed as leader of WG 1. Since the candidacy of Dr. Niemi as a COST national representative for Sweden is still in progress, he has to be approved by the Swedish CNC, in case nominated, the candidacy of Dr. Niemi will be again formally proposed to the MC by e-vote. There was no other candidate for WG1 leader position. The MC will re-evaluate the situation in the coming weeks
- Simon Copar (SI) was unanimously elected co-leader of WG 1.
- Achille Giacometti (IT) was unanimously elected leader of WG 2.
- Angelo Rosa (IT) was unanimously elected co-leader of WG 2.
- Patricia Faisca (PT) was unanimously elected leader of WG 3.
- Joanna Sułkowska (PL) was unanimously elected co-leader of WG 3.
- Davide Michieletto (UK) was unanimously elected leader of WG 4.
- Dorothy Buck (UK) was unanimously elected co-leader of WG 4.
- Gareth Alexander (UK) was unanimously elected leader of WG 5.
- Slobodan Zumer (SI) was unanimously elected co-leader of WG 5.

Other roles

- Tiina Salminen (FI) and Rui Travasso (PT) have been unanimously elected Synergy coordinators. The STSMs coordinator will be Tiina Salminen (FI)
- Ivan Coluzza (ES) and Davide Michieletto (UK) have been unanimously elected in the Exploitation board.
- Emanuele Locatelli (AT) has been unanimously elected Web manager.
- The identification of the Dissemination Board and the Training Board

members has been postponed to a later time and will be subject to e-vote.

Other decisions unanimously taken by the MC:

- The Core Group (CG) has the responsibility of approving the STSMs for the whole MC.
- The CG is mandated by the MC to take decision on behalf of the MC for budget changes up to 5000 EUR. The CG will always inform the MC about the outcome of the decision.
- The CG is mandated by the MC to decide which participants to events organised by the COST Action will be eligible for reimbursement, it will always inform the MC about the outcome.
- Requests for participation to Action events by non-members of the Action will be decided upon by the CG informing, but without asking the authorisation of the MC.
- For all decisions, Conflict of Interest will be avoided. Every time a decision taken by the CG or the MC directly involves a member of the voting body, the latter will be excluded by the voting body.

15. Action implementation planning

The planning of the Action's activities in the current GP will be decided via e-vote by simple majority.

A set of activities to be proposed during the first Grant Period has been discussed. It has been proposed to include in the WBP:

- An Action meeting (MC and WGs and WS)
- STSMs
- Dissemination item (Website development and maintenance)
- FSAC

16. Any Other Business (AOB)

None.

17. Closing

The MC meeting is closed at 17:00 hrs.



LIST OF ANNEXES

Annex 1: Draft Agenda

Annex 2 : Action Fact Sheet

Annex 3 : Attendance List

Annex 4 : Science Officer & Administrative Officer presentation

Annex 5 – The Rules of Procedure for COST Action Management Committees (COST doc. 134/14 REV2, Annex I).

http://www.cost.eu/download/COST_Action_Management_Monitoring_and_Final_Assessment

