

COST ACTION B28
“Array Technologies for BSL 3 and BSL 4 Pathogens”

MINUTES of the
1st Management Committee Meeting

30 May 2005
Brussels
Belgium

Present:

BELGIUM

Patrick BUTAYE

Jean-Luc GALA

FRANCE

Patricia RENESTO-AUDIFFREN

GERMANY

Mandy ELSCHNER

Frank HUFERT

LUXEMBURG

Claude MULLER

SLOVAKIA

Rudolf TOMAN

SWEDEN

Anders SJOSTEDT

SWITZERLAND

Jacques SCHRENZEL

Joachim FREY

ESF-COST OFFICE

Mihail PASCU

Ronan RUSSELL

Excused: Levente BODROSSY (AU), Pierre –Alain FONTEYNE (BE), Urban STULIK (CZ), Jaroslav URBAN (CZ), Niels HEEGARD (DK), Wieger HOMAN (NL), Sybren DE HOOG (NL), Veljko VELJKOVIC (CS), Ake LUNDKVIST (SE), Michal MULVEY (CA).

The Management Committee up-dated list is given in Annex 1

1. Welcome

M. Pascu, the Science Officer for the COST Medicine and Health Domain welcomed the participants. He also introduced Mr. Ronan Russell the Administrative Assistant for the COST Medicine and Health Domain.

2. Adoption of the Agenda

The Draft Agenda was approved

3. Presentation of the delegations

M. Pascu circulated his CV.

He kindly asked the MC members to send to the COST Office their CVs not later than the 6th of June 2005 to allow constituting the COST data base in the COST Action's B26 field.

The delegates in the MC briefly introduced themselves.

4. General information on COST mechanisms and on the funding of coordination

M. Pascu presented the following COST information/documents, introducing specific data with particular emphasis on the COST Action B28 tasks, according to the specific Technical Annex:

- COST General Slides: particular mentions were made to clarify things related to the COST Action B28.

- COST National Coordinators list the web site address where this information may be found (www.cost.cordis.lu/contacts).

- COST contacts list at European Commission (COST Sector) and the COST Secretariat at the European Council. He particularly mentioned that the signature of the MoU by the countries has to be done at the level of the COST Secretariat at the European Council. He also introduced the web sites at which these information may be found, which are linked with the COST Office we site: www.cost.cordis.lu.

- official countries codes used in Europe

- micromanagement of the COST Action B28; two variants were presented, namely:

 - * pay as you go, which is currently used and which implies that the micromanagement is made by the COST Office for the Actions

 - * grant system in which the micromanagement is made by the MC itself based on a grant signed between the institution of the MC Chair and the COST Office; it is recommended that the responsible person of the grant is the MC Chair.

Out of the two possibilities the MC decided to use the pay as you go system, at least for the first year of the lifetime of the COST Action B28.

Ronan Russell presented in detail the new reimbursement forms used by the COST Office; M. Pascu and Ronan Russell answered the questions of the MC members with respect to the reimbursement forms and procedures.

- the new instructions about the COST procedures were introduced; with respect with these new instructions M. Pascu presented examples of Draft Agendas and Lists of Participants used to prepare and have the COST meetings approved. Examples of the Minutes of the MC meetings were also presented by M. Pascu.

- the STSM instrument was presented in detail; particular emphasis was put on the new on-line registration of the STSM proposals and on the approval procedures of the STSMs proposals by the MC and by the COST Office.

M. Pascu particularly mentioned that the MC may approve the STSMs individually either by written procedures or in the meetings held in plenum. He also mentioned that the MC may elect an STSM panel (containing no more than 3 – 5 members) to which it delegates the attribution to approve the STSMs both from the scientific and the financial points of view, requiring that the panel reports to the MC occasioned each MC meeting.

The MC members mentioned that this issue will be treated at a later stage in Action's development after working groups and the scientific programme are better defined.

- the instrument of COST training schools was also presented, in connection with the STSM instrument; the MC decided to consider this use of this instrument at a later stage.

- the publication policy of COST Medicine and Health Technical Committee was presented in connection with the dissemination of results procedures; books, peer reviews regular or special issues, abstract booklets, position papers guidelines to submit to policy maker bodies, etc were mentioned and examples were shown. The MC took note.

- several documents describing the COST assessment procedures were introduced, namely:

- * Rules and procedures for implementing COST Actions

- * Guidelines for assessment, monitoring and evaluation of COST Actions

approved by CSO

- M. Pascu presented in detail the document "Rules of Procedures of the Management Committee of the COST Action B28"; the MC discussed the points of this document and decided that the official language of the Action will be English; the approved form of this document is presented in Annex 2.

5. Status of the COST Action

M. Pascu informed:

12 countries nominated members in the Management Committee of the COST Action B28; the total number of nominated delegates is 20. Two countries nominated more than two members in the Management Committee: Belgium, nominated three out of whom one should be substitute and Germany nominated three specifying who is the substitute. In the nearest future Belgium should specify the scientist who will be substitute in the MC of the COST Action B28.

Out of the 12 countries, 5 have signed the Memorandum of Understanding of the COST Action B26, namely: Bulgaria, Denmark, France, Germany, Serbia and Montenegro.

This allows that the present kick-off meeting is the 1st Management Committee meeting at the same time and decisions may be taken, according to COST rules and procedures.

M. Pascu also informed that the CSO approved Canada as non-COST participating country in the COST Action B28.

6. Election of the Chair (and the acting vice-chair) of the Action

The MC has chosen Dr. Patrick Butaye (Belgium) as Chair of the Management Committee of the COST Action B28.

It has chosen Prof. Rudolf Toman (Slovakia) as Vice-Chair of the Management Committee of the COST Action B28.

7. Working plan for the implementation of the COST Action (Memorandum of Understanding).

Dr. Patrick Butaye took over chairing of the meeting from M. Pascu.

- objectives and working programme

The MC decided to deal with these at the level of the Working Groups first and decide about the final forms of them during the last MC meeting in 2005.

- working method – organization and management (including working groups) and distribution of tasks

These points were discussed together.

The MC established that the core groups within each Working Group described in the Technical Annex of the COST Action B28 will be established occasioned to the last MC meeting in 2005; until then the MC members will exchange data and opinions to better know their laboratories capabilities.

8. Place and date of next meeting and the time-table were discussed together

-The MC decided that the 2nd MC meeting will be held in Bratislava on 21 – 22 November 2005; local organizer: Pro. Rudolf Toman

9. Miscellaneous

The MC decided to accept Russia as non-COST participating country in the COST Action B28. P. Butaye will send asap the coordinates of the Russian scientists and institutions which expressed the interest to participate in the Action.

10. Closing

The meeting was closed.

CHAIR COST ACTION B28
Patrick BUTAYE

SCIENCE OFFICER COST ACTION B28
Mihail PASCU

30th May 2005

COST ACTION B28

“Array technologies for BSL3 and BSL4 pathogens”

LIST OF NOMINATED MANAGEMENT COMMITTEE MEMBERS

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