

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

MINUTES of the
2nd Management Committee Meeting

22 November 2005
Brussels
Belgium

Present:

BELGIUM	Patrick BUTAYE
	Jean-Luc GALA
BULGARIA	Todor KANTARDJIEV
	Stefan PANAIOTOV
CZECH REPUBLIC	Jiri STULIK
FRANCE	Patricia RENESTO-AUDIFFREN
GERMANY	Mandy ELSCHNER
	Manfred WEIDMANN
GREECE	Maria SAKARELLOS
LUXEMBURG	Claude MULLER
SERBIA AND MONTENEGRO	Veljko VELJKOVIC
SLOVAKIA	Rudolf TOMAN
SWITZERLAND	Jacques SCHRENZEL
	Joachim FREY
ESF-COST OFFICE	Anja VAN DER SNICKT
CANADA	Michal MULVEY

Excused: Levente BODROSSY (AU), Jaroslav URBAN (CZ), Niels HEEGARD (DK), Bruno GARIN-BASTUJI (FR), Frank HUFERT (DE), Wieger HOMAN (NL), Sybren DE HOOG (NL), Iuliana APOSTOL (RO), Maria NICA (RO), Anders SJOSTEDT (SE), Ake LUNDKVIST (SE), Michal MULVEY (CA).

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

1. Welcome

Patrick Butaye, the Chair of B28 welcomed the participants to the second management committee meeting and presented Anja Van der Snickt as the Administrative Officer for the Action B28.

2. Adoption of the Agenda

The Draft Agenda was approved

3. Adoption of the Minutes of the 1st MC - Brussels

Anja Van der Snickt noted that there was a minor mistake in the minutes of the first management committee meeting. Patrick Butaye informed the participants of the 2nd MC and asked them to amend in paragraph 3 “B26” to “B28”. After this, the minutes were adopted.

4. General information from the Chair

A. Election of the STSM Panel

Patrick Butaye explained to the MC what STSM is and the procedures to follow in case there is an application for an STSM. He informed the Management Committee of the possibility to elect an STSM Panel to organise the STSM applications. The MC agreed on this proposal.

The MC agreed on the following composition of the STSM Panel consisting of 3 people :

Rudolf Toman - vice chair of the action

Patricia Renesto-Audriffen

Maria Sarakellos

The MC agreed to send all the applications to Rudolf Toman as the leader of the panel who will treat the applications according to the COST regulations for STSMs which can be consulted on www.cost.esf.org/index. As a general guideline a checklist for the different steps to take in the STSM Application is added in Annex II.

Patrick Butaye explained that the applicants can get a fund from COST to cover the travel expenses and stay of the applicant. He informed the members of the MC that the funds could not be higher than 2500 Euro for a stay of maximum 3 months.

Anja Van der Snickt will check on the Budget for STSMs in 2006 and inform Patrick Butaye and the STSM Panel.

B. Website/Publications

Patrick Butaye told the MC that they could obtain a fund of 2000 Euro from COST for installing a website. Anja Van der Snickt will send him the procedure for application of this fund.

Patrick Butaye will set up the website. He asked the MC if they agreed on the following contents of the website :

COST B28 Action details

CV of MC Members
Short list of major publications of MC Members
Meeting agenda and minutes
Abstracts of the meetings
Presentations at the meetings

The MC agreed on all points stated above except for the last point. It was generally voted not to put the Presentations at the meetings on the website.

With reference to the abstracts, Rudolf Toman informed the MC that not all participants sent in their abstracts for this 2nd MC Meeting. He asked the MC members if they could forward to him and Patrick Butaye the missing abstracts as a matter of urgency.

Publications :

The MC proposed to make a booklet on their activities. Every Working Group would make one especially dedicated to their domain and activities. Thus there would be 5 booklets to publish. Anja Van der Snickt will check on the budget for 2006.

C. Annual Report

Patrick Butaye informed the MC that the Annual Report should be ready by 1 December 2005. He informed the MC that he will prepare the annual report up to the first MC but that it was too late to include the information on the Second MC Meeting. This information will therefore exceptionally be reported in the Annual Report of 2006.

5. General information from the Chair

Anja Van der Snickt informed the MC of the following topics:

- A. The list of nominated MC members was passed around to check on irregularities/changes in their coordinates. Anja will correct the list and joint it to these minutes.
- B. The budget for 2006 for COST Action B28 has been set at 70,000 Euro. This budget should cover the WG Meetings.
- C. As from June 2006 there will be a structural change in the domains. There will be 9 domains covering the existing domains. As a consequence of the restructuring, there will be no Technical Committees anymore but there will be Domain Committees with newly elected members.
- D. The next Technical Committee for Medicine and Health is scheduled for 1-2 December 2005 in Brussels. In view of the TC Meeting, Mihail Pascu needs to receive the full annual report of the action by the end of November 2005.
- E. Status of the Action :
 - 17 Countries have signed the Memorandum of Understanding (including Romania)

 - 1 Country is ready to sing the Memorandum of Understanding ie Turkey
Mr Piskin informed the MC that Turkey is expected to sign the MoU in December 2005.

6. Election of the Working Group Leaders : (items 6 to 10 on the agenda)

Patrick Butaye made 2 calls, one via e-mail, one during the working group meetings on 21 November 2005. The WG Leaders were voted in the MC Meeting. The results are as follows :

A. WG 1

Proposed WG Leader : Jacques Schrenzel

Vote : all MC voted in favour

Result : Jacques Schrenzel Leader of WG1

B. WG2

Proposed WG Leader : Claude Müller

Remark : Claude Müller informed the MC that he would have more interest in WG3.

However, since there was no other candidate, and Jiri Stulik is also a candidate for WG3 leader, he is willing to accept the position as WG2 Leader.

Vote : All MC voted in favour

Result : Claude Müller Leader of WG2

C. WG3

Proposed WG Leader : Jiri Stulik, Claude Müller

Remark : Patrick Butaye asked both gentlemen to give a brief presentation on their activities. After this presentation the MC voted for one of the candidates.

Vote : 6 in favour of Claude Müller - 7 in favour of Jiri Stulik

Result : Jiri Stulik Leader of WG3

D. WG4

Proposed WG Leader : Stefan Panaiotov

Vote : All MC voted in favour

Result : Stefan Panaiotov Leader of WG4

E. WG5

Proposed WG Leader : Mandy Elschner

Remark : Mandy Elschner is willing to accept the position of WG5 Leader but asked if nobody else would be willing to lead this WG as she had taken on another position earlier this year. However, all strongly recommended Mandy Elschner to be the Leader.

Vote : All MC voted in favour

Result : Mandy Elschner Leader of WG5

11. Working Plans for the Future :

Patrick informed the MCon the future plans of B28 as follows :

A. website

see point 4B above

B. publications

see point 4B above

C. Meetings :

The MC agreed that it is difficult to plan future meetings within the tight budget for 2006 because they don't know yet how many countries will join the action in 2006. IT was generally agreed and accepted to organise 1 big meeting in 2006 in stead of 2 smaller meetings.

There were two offers from Turkey and Bulgaria. Turkey was accepted for 2006 and Bulgaria as host of 2007 Meeting.

The idea of Turkey is to join the MC/WG meetings to a Workshop with the industry. The whole conference would take 4 days in total being :

1st day separate WG meetings

2nd day am joined WG meeting and pm MC3 meeting

3rd day participation in the Workshop

4th day participation in the workshop

The plan is to have this workshop in Antalya beginning October 2006. Mr Biskin will check available dates with conference venue and inform the MC as soon as possible.

For financial reasons it is imperative that all participants to the Workshop register (guranteeing the venue) as early as possible.

12. Place and date of the next meetings

Joint 3rd MC/WGMeetings + Conference Antalya October 2006

13. Any other business

Patrick Butaye informed the MC that he was invited to a COST meeting earlier in November, dealing with exchange meetings in micro-arrays. COST wants to bring together all groups active in micro-arrays with specialised fields. B28 is invited to participate in a Worshop on the current usage and evolution of micro-arrays that COST will organise in Hamburg in Autumn 2006. B28 is invited to sit in the scientific committee. Patrick Butaye asked if the WG1 Leader would be interested in representing B28 in the Science Committee as he has more knowledge in micro-array. Jacques Schrenzel agreed and asked Patrick Butaye to distribute more information to WG1.
7 other COST Actions will be involved in the Workshop.

Meeting Closed.

COST ACTION B28

“Array technologies for BSL3 and BSL4 pathogens”

LIST OF NOMINATED MANAGEMENT COMMITTEE MEMBERS

Version: 15 January, 2007

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Checklist STSM for COST ACTIONS			
Name		Start date	
Action		End date	
		OK	DATE
BEFORE STSM - TO HAVE STSM APPROVED - docs to be sent to COST			
1)	Approval Management Committee or STSM Panel		
2)	Application Form sent by MC Chair or STSM Panel		
3)	Check contents of Application		
a)	Information about the Applicant		
b)	CV of the Applicant		
c)	Detailed Working Plan		
d)	Detailed Breakdown of Grant		
e)	Supporting Docs by Applicants Institution		
f)	Acceptance by Host Institution		
4)	Check date and Signature on Application Form		
COMMON NET (after above is OK) steps to be taken by COST			
1)	Choose STSM Folder		
2)	Choose nr of COST Action		
3)	Complete Budget Control STSM		
4)	Approve Budget Control STSM*		
5)	Generate Letter to Applicant		
6)	Generate Payment Request Form		
7)	Introduce STSM request in Docs associated		
8)	Applicant + MC Chair or Chair of STSM Panel		
9)	mail and original by post		
10)	STSM Panel Approval of STSM		
AFTER STSM - TO APPROVE PAYMENT			
1)	Receive Payment Request Form DATED + SIGNED and send to COST		
2)	Receive Attached Documents to PRF as follows and send to COST		
a)	Scientific Report (SR)Signed by Applicant		
b)	Support of SR by HOST		
c)	MC Approval of SR + Budget Requested		
3)	SO stamp "Good for Payment" on PRF		
4)	Send PRF Approved to financial compartment		
5)	Scan copy of approved PRF on Common Net		
6)	of Approval of Payment		
	* At this moment the STSM is approved		

(1) The blue parts **must** be checked by MC and/or STSM Panel

(2) The yellow parts lines are checked by COST OFFICE