



COST
EUROPEAN COOPERATION
IN SCIENCE AND TECHNOLOGY

COST Office
Avenue Louise 149
1050 Brussels, Belgium
t: +32 (0)2 533 3800
f: +32 (0)2 533 3890
office@cost.eu

www.cost.eu

Brussels, 30 April 2013

Subject | Minutes of the First Management Committee (“Kick-Off”) Meeting of COST Action BM1206. Cooperation Studies on Inherited Susceptibility to Colorectal Cancer

COST OFFICE
Brussels, Belgium
30 April 2013 from 09:30 till 15:30

1. Welcome to participants

The Science Officer (SSO) and Administrative Office (AO) for the Domain BMBS, respectively Dr Ilias Papadopoulos and Mr Philippe Callens welcomed all the participants. The objectives of the meeting were explained.

The MC members were reminded that neither of them represents himself or his institution but his country. For further meetings it should be noted that MC members may be replaced in one meeting only if the replacement is confirmed by the COST National Coordinator of the respective country. [http://www.cost.eu/about_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)

The meeting was chaired by Dr. Ilias Papadopoulos until the election of a chairperson for the Action, which was carried out under agenda item 8.

2. Adoption of the agenda

The draft agenda of the meeting was approved without changes or additions by the members of the Management Committee (MC) of COST Action BM1206.

3. Status of the COST Action

The COST Action BM1206 was approved by the Committee of Senior Officials on 21/11/2012. The Action entered into force on 11/01/2013 after five Parties had accepted the Memorandum of Understanding. The Action officially starts with the 1st MC / Kick-Off Meeting on 30/04/2013 and will end in four years, on 29/04/2017. The BMBS Domain Committee nominated Dr Ursula GUNDERT-REMY Rapporteur of COST Action BM1206.



COST is supported
by the EU Framework Programme



ESF provides the COST Office
through a European Commission contract



As of the first Management Committee meeting, a total of 11 Parties had accepted the MoU according to the official records of the COST Council Secretariat, The Action would be open for COST countries to join unconditionally during 12 months from 21/11/2012, after which new members could join only after the approval of the MC.

Austria	07/01/2013	Confirmed
Finland	17/12/2012	Confirmed
Germany	17/01/2013	Confirmed
Italy	14/02/2013	Confirmed
Malta	12/03/2013	Confirmed
Netherlands	21/01/2013	Confirmed
Portugal	11/01/2013	Confirmed
Spain	28/11/2012	Confirmed
Sweden	07/02/2013	Confirmed
The Former Yugoslav Republic of Macedonia	27/02/2013	Confirmed
United Kingdom	28/11/2012	Confirmed

4. Presentation of the delegations

A total of 12 participants from the 9 Parties were attending the meeting. The COST Office was represented by the Science Officer of the COST BMBS Domain, respectively Dr. Ilias Papadopoulos and Administrative Officer Mr Philippe Callens.

All participants introduced themselves and reported briefly about their professional background.

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

Dr. Ilias Papadopoulos presented the history, mission and main features of COST, as well as a detailed description of the BMBS Domain and COST tools. Philippe Callens introduced COST reimbursement rules and procedures.

Comprehensive information was also provided with regard to the COST Grant System (under which the Action will be funded). The presentation focused on the Grant System implementation in terms of objectives, boundary conditions, work and budget plan and role and the responsibility of the Grant Holder. The Action will sign a Grant Contract in June 2013, for a period of 12 months. The Grant Holder must be the institution of an MC member normally, but not necessarily that of the Chair or Vice-Chair. When selecting an institution, care must be taken on tax issues to avoid problems when receiving the grant or making payments. It was stated that, for local organizer support, VAT is NOT an eligible cost for reimbursement. (Annex1).



All available information is summarized on COST website Vademecum Part B: <http://www.cost.eu/participate/guidelines>. (Annex 1).

The expenses of the 1st MC ("Kick-Off") meeting on 30 April 2013 are covered by the COST Office.

The budget allocated to the Action from 01/06/2013-31/05/2014 is 86 000 EUR, which shall include the maximum of 15% of overheads of the GH Institution.

6. Agreement on the internal rules of procedure for the Management Committee of the COST Action

The Rules of Procedure for the Management Committee (Annex 2) were presented to the MC by Dr. Ilias Papadopoulos from Annex II of COST 4154/11 "*Rules and Procedures for implementing COST actions*". website: <http://www.cost.eu/participate/guidelines>

The Rules of Procedure were unanimously approved by the MC.

7. Presentation by the DC chair and DC Rapporteur

Prof Roland Pochet gave a short introductory presentation about his role and the expectations at the Annual Progress Conference. He highlighted some important points that must be kept in mind during the course of the action.

Dr Gundert-Remy gave an introductory presentation about the Role of DC rapporteur and her motivations joining the action.

8. Election of the Chair and Vice-Chair of the Management Committee

The Science Officer invited volunteers or nominations for the positions of Chair and Vice Chair of the Action.

The MC elected unanimously approved the following MC Members as Chair and Vice Chair of the Action:

Chair: Dr Sergi Castellvi-Bel

Vice Chair: Prof Annika Lindblom

After the election of the Action's Chair and Vice-Chair, the Science Officer handed the meeting over to the newly-elected Chair.

9. Selection of the Grant Holder (Legal and Scientific Representatives) and 2 Financial Rapporteurs, Working Group Leaders and STSM.

Grant Holder Institution: **Institut d'investigation Biomediques Agust Pi I Sunyer (IDIBAPS)** will be the Grant Holder. The MC decided that Grant Holder can charge a maximum of 15% for FSAC as administration costs.

Scientific Representative: Dr. Sergi Castellvi-Bel

Financial Rapporteur 1°: Prof Jochen Hampe

Financial Rapporteur 2°: Dr Clara Ruiz-Ponte



The MC approved the following WG leaders, STSM panel and editorial board:

Working Group 1: Prof. Ian Tomlinson

Working Group 2: Dr. José Luis Gómez-Skarmeta

Working Group 3: Dr. Tom van Wezel

Working Group 4: Dr. Albert Tenesa

STSM Panel/Coordinator: Prof. Kari Hemminki (coordinator), Prof. Andrea Gsur, Dr. Lauri Aaltonen.

Editorial board: Prof. Ian Tomlinson, Ms. Vanessa Petroni

10. Work plan for the implementation of the COST Action (based on the Memorandum of Understanding)

The Chair presented slides giving an overview of the Cost Action, the structure of the network, budget and activities, and reviewed the aims and objectives of the Working Groups (WGs).

11. Budget plan for the first period

86 000 € budget was assigned to the Action. First Grant Agreement will start on 01/06/2013 and will run for 12 months. According to our contractual agreements, the budget that is not spent within the one year cycle will be returned to COST. All new activities introduced to the original MC approved and COST Office approved budget and work plan need to be approved by the MC.

The MC decided to distribute and approve the budget as indicated below:

Meetings: 60,400€
STSMs: 5,500€
Dissemination: 7,980€
OERSA: 1,000€
Total science expenditure: 74,880€
FSAC: 11,120€
Total expenditure: 86,000€

12. Place and date of next meeting

Edinburgh, 21-23 October 2013

13. Closing

