

COST ACTION CA17118 - IDENTIFYING BIOMARKERS THROUGH TRANSLATIONAL RESEARCH FOR PREVENTION AND STRATIFICATION OF COLORECTAL CANCER (TRANSCOLOCAN)

Meetings committee duties

- COST meetings, workshops and conferences must be held for the sole purpose of supporting the Action's scientific and networking activities in line with their objectives.
- Dedicated working group meetings will take place once or twice per year. Workshops on the field of the different working group will be included during meetings. Management committee meetings will take place at the beginning of each working group meeting.
- Management committee meetings, working group meetings and dedicated workshops will be usually co-located.
- Decide the focus and topic of meetings, as well as the meeting location and dates, in agreement with working group leaders, management committee and meeting local organizers.
- Overspending is not permitted and non-expensive options are required in meetings. Being careful with the Action's expenditure permits more participants to attend activities. Locating meetings in inclusiveness targeted countries is also a way to make better use of the available budget.
- Comply with COST rules (Vademecum)
- Prepare the meeting agenda and other documentation for meetings. Decide about internal and external invited speakers.
- Determine from amongst eligible participants those who are entitled to attend meetings and be reimbursed depending on focus and topic. COST Association representatives and management committee members are automatically invited to attend Action management committee meetings. Representatives of the regulatory authorities in the EU and members of patient organizations may be asked to join meetings as independent ad hoc participants in order to be informed and bring their point of view.
- Take into account gender balance, young researchers and inclusiveness targeted countries (ITC) policies.
- Whenever possible, and especially for the final conference, workshops will be international and open to the scientific community outside the Action and will include outstanding experts invited to give plenary lectures.
- To increase the visibility of this Action, meetings may be organized when possible as satellites to major scientific conferences in the related fields.
- Remind meeting participants about the COST reimbursement policies (Vademecum).
- Prepare the minutes after each meeting. Minutes should describe decisions reached, talks, collaborations and discussions.
- Remind participants to acknowledge the Action in research articles ("This article is based upon work from COST Action CA17118, supported by COST (European Cooperation in Science and Technology). www.cost.eu.")
- Additional working group meetings may be also necessary throughout the year in order to facilitate progress/collaborations for each objective. Skype meetings may be an acceptable option if budget is not available.