

## NOMINUOTOS LIETUVOS ATSTOVĖS COST VEIKLOJE CA15221

### “Advancing effective institutional models towards cohesive teaching, learning, research and writing development“

Prof. Dr. Ingridos Baranauskienės

#### ATASKAITA

#### Apie dalyvavimą valdymo komiteto posėdyje, vykusiame 2017 m. spalio 31 d. Lisabonoje, Portugalijoje

2017 m. spalio 31 d. įvyko trečiasis COST veiklos Nr. CA15221 valdymo komiteto susitikimas. Susitikimo darbotvarkę sudarė trys loginės dalys:

1. Įvadinė dalis – partnerių susitikimas, techniniai klausimai, kvorumo nustatymas, darbo grupių narių pakeitimai, antrojo ir trečiojo susitikimo darbotvarkių tvirtinimas ir kt.;
2. Biudžeto klausimai, veiklos planavimas 2018 m.; veiklos monitoringo aspektai ir kt.;
3. Mokslinės veiklos planavimas, trumpųjų mokslinių misijų planavimas; stažuočių galimybės, mokslinės veiklos skaidos priemonės ir galimybės ir kt.

Susitikime dalyvavo 30 šalių atstovai. Neatvykę atstovai apie susitikimo rezultatus informuojami el. paštu.

Susitikimą pradėjo COST atstovas, supažindinęs susirinkusius su COST veiklos pagrindiniais aspektais, finansavimo ir kompensavimo tvarka.

#### Balsavimo keliu nuspręsta:

1.

Susitikimo metu taip pat aptarti biudžeto klausimai. Numatytos lėšos susitikimams, vasaros mokykloms, trumpiesiems vizitams bei viešinimui.

Artimiausias valdymo komiteto bei darbo grupių susitikimas vyks 2018 m. vasario mėn. Maltoje, kuriame be kitų klausimų (dienotvarkė bus atsiųsta vėliau) bus galutinai patvirtinti trumpųjų mokslinių misijų bei stažuočių klausimai.

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Lisbon, 31 October 2017

## **Minutes of the Third Management Committee Meeting of COST Action CA15221: “Advancing effective institutional models towards cohesive teaching, learning, research and writing development”**

*Lisbon, Portugal  
31/10/2017*

### **1. Welcome to participants**

The participants were welcomed by Dr Alison Farrell, MC Chair. Dr Farrell chaired the meeting.

### **2. Verification of the presence of two-thirds of the participating COST Countries**

Number of parties present at the meeting: 22. This represents more than two-thirds of the 30 participating COST Countries.

The participants attending the meeting, with their contact information, was noted in the official COST sign in.

### **3. Adoption of the agenda**

The agenda (**Appendix 1**) for the 3rd Management Committee (MC) meeting was adopted.

### **4. Approval of agenda and matters arising of the last meeting**

The minutes were agreed as an accurate account of the second MC meeting held on the 23rd February 2017 (**Appendix 2**). There was one matter arising: that of the appointment of an internal communications officer. Subsequent to the second MC meeting, Marina Ventura volunteered and was appointed to this post.

### **5. Update from the Action Chair and Core Group Members**

- (a) Status of Action: Dr Farrell provided an update on the Action, noted the start and end dates of the Action, the participating COST countries, participating NNC/IPC institutions and specific organisations. The participating COST countries are listed in **Appendix 3**. Hungary and Austria have joined our Action since MC Meeting 2 as has Albania, a NNC.
- (b) Short Term Scientific Missions (STSM): Catherine Kanellopoulou, the Action’s STSM Co-Ordinator, presented on STSMs. She noted the following:
  - They are typically 1-3 weeks duration.
  - 7,500 euro has been allocated to STSMs from the Action budget.
  - All STSMs must be aligned with the MoU of the Action.
  - No STSMs have been completed to date.

The question was raised whether the call for STSMs had been sent out. It was noted that this would be done in November 2017 and that a link to the STSM call would be on the We ReLaTe website.



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- (c) Training School: Katrin Girgensohn provided an update on the Training School. The following was noted:
- That the Training School will take place from 4<sup>th</sup> – 8<sup>th</sup> December in Frankfurt (Oder).
  - That 15 candidates had been selected out of thirty applications.
- (d) ICT Grants: Dr Farrell provided an update on ICT Grants. She noted the following:
- That there is funding for conference participation for ECI and PhDs, which is solely directed at ICTs.
  - Eligible applicants must be contributing to the conference.
  - Eligible applicants must be presenting on a topic that is related to the COST Action.
  - 12,000 euro has been allocated to this tool, which is connected to each grant period.

The criteria and the selection process with regards potential recipients of ICT Grants were discussed. Reference was made to the criteria used for the Training School and STSMs. Following consultation with colleagues the selection process and criteria were agreed. With regards the selection process, it was agreed that this would be managed by a co-ordinator and two colleagues. Volunteers were called for and the following delegates responded: Coordinator Mohamed Yahia (Bosnia), Dorit Olenik Shemesh (Israel), Gordana Dobravac (Croatia). With regards the criteria, the following were noted:

- That representation across as many COST countries be observed.
- That where we have more than one applicant from a COST country, the applicant whose conference topic best aligns with the COST Action be offered the grant (alignment will be judged by the selection committee).
- That, insofar as is allowable by the applications received, and these selection criteria, a gender balance be observed.
- That where all the above criteria are satisfied, grants be offered on a first come, first served basis.

These criteria are noted in addition to any requirements specified with regards ICT Grants in the Vademecum.

These criteria were agreed by the MC.

There were objections raised to the COST Association criteria with regards this networking tool. Delegates raised the point that it is unfair to send ECIs to conferences in place of experienced staff members of the Action who have not had the opportunity to attend and present at conferences in the past because of unsettled political situations or lack of support in their home countries.

- (e) Dissemination Meetings: Dr Farrell provided an update on Dissemination Meetings and noted the following:
- Neither of the two approved dissemination meetings had occurred. In one case, the application was rejected, in the other, the application was accepted but the presenter could not travel to the conference at the last minute.
  - 4,000 euros remains for this networking tool. Colleagues may identify conferences between now and the end of April 2018, attendance at which could be supported.

There was **agreement** that Dr Farrell will ask COST if pertinent funds can be redirected to STSM or ICT if not taken up.

## 6. Update from the Grant Holder: Action budget status

Dr Farrell outlined the details of the original budget awarded for Grant Period 2.

Meetings	86,640
Training Schools	22,830

STSMs	7,500
ITC Grants	0
Action Dissemination	1,200
Total	118,170.00
FSAC 15%	17,725.50
Total Grant	135,895.50

(of a possible 136,000 euro)

She noted that there was an increase in budget from 136,000 euro to 149,895.45 as a result of the awarding of 12,173.90 for ITC Grants.

None of the Grant Period 2 budget had been spent at this point.

## 7. Monitoring of the Action

- Dr Farrell noted that the First Progress Report is due by 7th November 2017. Dr Farrell will submit this report.
- Dr Farrell asked for ideas about how better to improve ECI participation.
- Dr Farrell asked for ideas about how to include target countries. Delegates volunteered to contact three countries: Slovakia, Turkey and Luxembourg.

There was **agreement** that Olga Dontcheva-Navratilova would make contact with Slovakia.

There was **agreement** that Ilze Ivanova would make contact with Turkey.

There was **agreement** that Katrin Girgensohn would make contact with Luxembourg.

## 8. Implementation of COST policies on

### a) Promotion of gender balance and Early Career Investigators (ECI)

- Gender balance is included as a criterion for STSMs, ITC conference grants, training schools, leadership roles.
- ECI – The Training school is specifically for ECIs.

### b) Inclusiveness and Excellence

- The Action is prioritising ITCs as venues for meeting and activities.
- The Action is seeking to identify MC colleagues from ITCs who will take up leadership roles in the Action.

## 9. Follow-up on MoU objectives: progress report of working groups

The Working Groups continue to refine the documents generated in response to the first two Action objectives as noted in the MoU, namely:

- Clarify and publish what we mean, collectively, by key terms associated with the Action (agreed working definitions; glossary of terms where beneficial; shared bibliography on which definitions are based).
- Develop a common understanding of the desirable functions of higher education centralised supports for teaching, learning, research and writing internationally (agreed published matrix mapping desirable functions of centralised supports).

## 10. Scientific planning

### a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)

Dr Farrell outlined the objectives which are noted in the Memorandum of Understanding (MoU) for the grant period. They are to:

- Co-ordinate the identification of existing centralised models which aim to support teaching, learning, research and writing in higher education with particular regard to their place institutionally and their existing interconnectedness/interoperability (research informed, evidence-based publication and graphic illustrations of existing models internationally).
- Co-ordinate the mapping of the purposes, processes, knowledge/scholarship basis, skills development and values of the existing aforementioned centralised models of support (shared database of mapping exercise).
- Develop a replicable, reusable data gathering instrument for use with key informants in order to capture their individual purposes, processes, knowledge, skills and values which lead to their success, effectiveness and productivity, in each of the four areas (data gathering instrument).
- Agree criteria for the identification of key informants and subsequent identification of key informant group.

The Grant Period goals and deliverables, with reference to the MoU, were noted as follows:

- To publish (online and as a work in progress) a matrix mapping desirable functions of centralised support for teaching, learning, research and writing – on-going (deadline March 2018).
- To publish (online) existing models of support for teaching, learning, research and writing internationally (based largely on submissions from Action partners) – on-going (deadline January 2018).
- To produce a shared database which maps the purposes, processes, scholarship, skills development and values of existing centralised models of support – on-going (deadline March 2018).
- To produce a data gathering tool for use with key informants – Training School (deadline December 2017).
- To produce an agreed list of criteria for identification of key informants – Malta meeting
- To agree an \*initial\* list of key informants – Malta meeting.
- To agree an list of key informants – post Malta meeting.
- To continue to develop the Action as a community of practice based on a commitment to collaboration and collegiality towards the successful achievement of shared goals – on-going.
- To maintain agreed ways of working together (terms of reference) in line with COST Action guidelines – on-going.
- To execute the communications and dissemination plan for the Action and to review the plan prior to the end of the grant period – on-going.
- To share knowledge and expertise, and to develop new knowledge and skills, across and beyond the network, and with special reference to the fulfilment of COST Action policies – on-going.
- To continue to grow the network in line with COST Action policies and in response to recommendations re international cooperation and gender balance – on-going.
- To continue to build research capacity through workshops and a training school – on-going.
- To share our work within the Action and beyond – on-going.

### (b) Action Budget Planning

Colleagues were reminded of the budget for Grant Period 2 as detailed in Minute No. 6 (above) “Update from the Grant Holder: Action budget status”.

### c) Long-term planning (including anticipated locations and dates of future activities)

The anticipated activity for Grant Period 3, according to the MoU, includes the following :



- 2 MC meetings (1 day duration).
- 1 working group meeting (2 days duration).
- 1 training school.
- 1 workshop (2 days duration).

It was noted that our evolving pattern of meeting in October and in March may be replicated for Grant Period 3.

It was also recorded that according to our MoU, we need to host one conference during Grant Period 4 - May 2019 to April 2020. Ideally, this event will connect with an existing conference for 2019.

- Long-term planning will be done in Malta for Grant Period 3.
- Dr Farrell flagged thinking about conferences for Grant Period 4 (May 2019 – April 2020) in advance, due to lengthy lead in time and perhaps, connecting with existing ones.

There was **agreement** to try to set dates for post Malta meetings in March 2018 if possible.

#### **d) Dissemination planning (Publications and outreach activities)**

The following achievements were noted:

- A communications and dissemination strategy and a post of responsibility within the Action partners for Internal and External Communications.
- Terms of reference for communicating within the Action.
- A dedicated web space and identified synchronous and asynchronous communication tools.
- A listserv for Action partners – through ecost.
- Shared project plans.
- Shared documents space and the development of shared documents – Google docs.
- Action partners - partners will be encouraged and reminded to talk about and publicise the Action as widely as possible.
- An Action summary flyer - hard and soft copy.

It was noted that according to our MoU, all publications associated with outputs, deliverables and the achievement of the COST Action objectives will be available as open source documents with a Creative Commons licence or equivalent.

In response to a suggestion about collating a book about the project from various contributors, it was decided that this idea would be returned to at the Malta meeting.

#### **11. Requests to join the Action from:**

- a) COST countries: Austria and Hungary have joined the Action.
- b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations: Albania has joined the Action.

There are no outstanding requests to join the Action.

#### **12. AOB**

A soft deadline for claims submissions was agreed: 15 November 2017. Correctly submitted claims will be processed shortly afterwards. Claims with queries or errors will be processed in a later batch.

There was **agreement** on LOS for Training School in Frankfurt Oder.

There was **agreement** that location of next two meetings, STSMs and Training Schools will be revisited at the Malta meeting.

### 13. Location and date of next meeting

The location and proposed dates of the next meeting are 28 February and 1 & 2 March 2018 in Malta; these dates will be confirmed by email to MC members.

There was **agreement** on LOS for Malta and the dates proposed.

### 14. Summary of MC decisions

MC decisions were as noted throughout the meeting and are recorded again here:

- One coordinator and two colleagues were agreed upon to coordinate ICT Grant applications: Coordinator Mohamed Yahia (Bosnia), Dorit Olenik Shemesh (Israel), Gordana Dobravac (Croatia)
- There was **agreement** with the ICT Grant eligibility criteria presented.
- There was **agreement** that Dr Farrell will ask COST if pertinent funds can be redirected from the Dissemination budget to STSM or ICT if not taken up.
- To include ITCs, the following strategy was agreed: that Olga Dontcheva-Navratilova would make contact with Slovakia, that Ilze Ivanova would make contact with Turkey and that Katrin Girgensohn would make contact with Luxembourg.
- There was **agreement** on LOS for Malta and the dates proposed.
- There was **agreement** to try and set dates for post Malta meetings in March 2018 if possible.
- In response to a suggestion (Mohamed Yahia) about collating a book about the project from various contributors, it was **agreed** that this idea would be returned to at the Malta meeting.
- There was **agreement** on LOS for Training School in Frankfurt Oder.
- There was **agreement** that location of next two meetings, STSMs and Training Schools will be revisited at the Malta meeting.

### 15. Closing

Dr Farrell thanked all colleagues for their active participation, be it just at the MC meeting, or over the workshops days and meeting times. The Action provides us with a wonderful opportunity to learn and work together and she noted how much she is looking forward to this experience over the life of the Action.

## Appendix 1

### **COST Action CA15221**

**Action Title: Advancing effective institutional models towards cohesive teaching, learning, research and writing development.**

### **Agenda**

#### **Management Committee Meeting**

**Lisbon, Portugal**

**31st October 2017**

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum
3. Adoption of agenda
4. Approval of minutes and matters arising of last meeting
5. Update from the Action Chair and Core Group members
  - a) Status of Action: start and end dates of Action, participating COST countries, participating NNC/IPC institutions and Specific Organisations.
  - b) Short Term Scientific Missions (STSM): update
  - c) Training School
  - d) ICT Grants
  - d) Dissemination Meetings
6. Update from the Grant Holder: Action budget status
  
7. Monitoring of the Action
8. Implementation of COST policies on:
  - a) Promotion of gender balance and Early Career Investigators (ECI)
  - b) Inclusiveness and Excellence (see below list of Inclusiveness Target Countries)
9. Follow-up of MoU objectives: progress report of working groups
10. Scientific planning
  - a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)
  - b) Action Budget Planning
  - c) Long-term planning (including anticipated locations and dates of future activities)
  - d) Dissemination planning (Publications and outreach activities)
11. Requests to join the Action from:
  - a) COST countries
  - b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations
  
12. AOB
13. Location and date of next meeting
14. Summary of MC decisions
15. Closing



## Appendix 2

# Minutes of the Second Management Committee Meeting of COST Action CA15221: “*Advancing effective institutional models towards cohesive teaching, learning, research and writing development*”

Maynooth, Ireland  
23/02/2017

## 2. Welcome to participants

The participants were welcomed by Dr Alison Farrell, MC Chair. Ms Nathalie Warengnien, Administrative Officer of the Action was especially acknowledged. Dr Farrell chaired the meeting.

## 3. Verification of the presence of two-thirds of the participating COST Countries

Number of parties present at the meeting: 22. This represents more than two-thirds of the 28 participating COST Countries.

The participants attending the meeting, with their contact information, was noted in the official COST sign in.

## 5. Adoption of the agenda

The agenda (**Appendix 1**) for the 2<sup>nd</sup> Management Committee (MC) meeting was adopted.

## 6. Approval of agenda and matters arising of the last meeting

The minutes were agreed as an accurate account of the first MC meeting held on the 24<sup>th</sup> October 2016. There was one matter arising: that of the appointment of an internal communications officer. There were no volunteers for this post. It was agreed that anyone interested in the post should contact the MC Chair by email.

## 7. Update from the Action Chair.

- (f) Dr Farrell provided an update on the Action, noted the start and end dates of the Action, the participating COST countries, participating NNC/IPC institutions and specific organisations. The participating COST countries are listed in **Appendix 2**.
- (g) There are no STSMs completed.

## 8. Update from the Grant Holder: Action budget status

Dr Farrell outlined the status of the budget noting the following:

- That the overall budget for the project is €68,000
- That no expenses have been paid by the project yet but that the estimates are to be €53,590
- That the Grant Holder absorbed the training costs associated with the workshop (facilitator fees of €950 and an honorarium of €100) from the FSAC
- That the logo and flyer budget of €1000 has been spent
- That the website budget is €2000

- That the Grant Holder will absorb the VAT costs associated with the logo, flyer and website from the FSAC
- That though STSM are listed in Annex A of the Grant Agreement it was not the intention of the Action to include STSMs in this first grant period (but the COST online system would not allow them to be omitted fully).

### **7. Update from the COST Association, from CA and 'Administrative rules'.**

Ms Nathalie Warengnien from the COST Association presented to the group. A link to her slides is included as **Appendix 3**.

Ms Warengnien was questioned about reimbursement guidelines and responded to all the queries with reference to the Vademecum.

Ms Warengnien drew our attention particularly to the new networking tools, namely:

- STSM for Leadership Skills
- Conference Grants.

It was remarked that STSM for Leadership Skills might be useful for members of the Action's MC.

It was noted by Ms Warengnien that the conference grants are exclusively for PhD students and Early Career Investigators (ECI) with affiliation from a participating Inclusiveness Target Country (ITC).

### **8. Monitoring of the Action**

Dr Farrell quoted from the Action Science Officer Dr Magli with regards the monitoring of the Action. She noted that the COST Scientific Committee will monitor 'on the basis of how well [we] cope with COST policies and the recommendation to [our] Action i.e. "The proposed Action must define and implement specific measures to increase international cooperation and gender balance."'

Dr Farrell noted, based on Dr Magli's advice that 'The next monitoring report, that [we] will have to prepare is due at Month 24 of the Action'.

### **9. Implementation of COST policies on**

#### **c) Promotion of gender balance and Early Career Investigators (ECI)**

The following action was noted in order to address this policy:

- ECI – attendance at workshops (local)
- ECI - Information event on involvement in COST for ECIs on campus by each partner. This was proposed by the MC Chair for partners to consider at local level
- ECI - Training school: in Grant Period 2 there will be a training school specifically for ECIs
- To follow up with with current IPC's listed in system as Action proposers
- To consider seeking more IPCs.

#### **d) Inclusiveness and Excellence**

It was noted that of the Inclusiveness Target Countries (ITCs) only Hungary, Luxembourg, Slovakia, and Turkey are not represented.

ITCs which are not represented could be targetted by the Action.  
The Action will prioritise ITCs as venues for meeting and activities.

### **10. Follow-up on MoU objectives: progress report of working groups**

The working groups had provided updates in the morning session. They are noted in the notes of that session available as a link in **Appendix 4**.

Dr Farrell reminded the MC of the objectives that need to be fulfilled in Grant Period 1. They are noted here:

MoU objectives for 1<sup>st</sup> Grant Period Goals (until 30<sup>th</sup> April 2017):

- To articulate a common understanding of the key terms associated with the Action
- To begin to capture what would be desirable in terms of central support for teaching, learning, research and writing (from now until end of April)
- To begin to develop the Action as a community of practice based on a commitment to collaboration and collegiality towards the successful achievement of shared goals
- To establish agreed ways of working together (internal communications) in line with COST Action Guidelines (terms of reference)
- To develop a communications and dissemination plan for the Action
- To share knowledge and expertise, and to develop new knowledge and skills, across and beyond the network, and with special reference to the fulfillment of COST Action policies.

Dr Farrell noted that draft Terms of Reference and a draft Communications and Dissemination plan were tabled. Dr Farrell regretted that she had been unable to circulate these documents in advance of the meeting. She promised to email the documents to all participants.

## **11. Scientific planning**

### **a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)**

Dr Farrell outlined the objectives which are noted in the Memorandum of Understanding (MoU) for the next grant period. They are to:

- Co-ordinate the identification of existing centralised models which aim to support teaching, learning, research and writing in higher education with particular regard to their place institutionally and their existing interconnectedness/interoperability (research informed, evidence-based publication and graphic illustrations of existing models internationally)
- Co-ordinate the mapping of the purposes, processes, knowledge/scholarship basis, skills development and values of the existing aforementioned centralised models of support (shared database of mapping exercise)
- Develop a replicable, reusable data gathering instrument for use with key informants in order to capture their individual purposes, processes, knowledge, skills and values which lead to their success, effectiveness and productivity, in each of the four areas (data gathering instrument)
- Agree criteria for the identification of key informants and subsequent identification of key informant group.

As the work plan for grant period 2 is in early draft stage detail on the GP goals and WG tasks was not confirmed.

With regards deliverables, these were noted, with reference to the MoU as follows:

- A published (online and as a work in progress) matrix mapping desirable functions of centralised support for teaching, learning, research and writing
- Published (online) existing models of support for teaching, learning, research and writing internationally (based largely on submissions from Action partners)
- a shared database which maps the purposes, processes, scholarship, skills development and values of existing centralised models of support
- a data gathering tool for use with key informants
- an agreed list of criteria for identification of key informant
- an agreed list of key informants.

## **(b) Action Budget Planning**

In terms of action budget planning Dr Farrell presented a notional sketch of what the networking tools for the next grant period might be. This sketch was based on the planned activity around networking tools noted in the MoU. A summary is noted here:

- MC meeting (1 day), 2 day meeting working groups, half day core group meeting. 24<sup>th</sup> – 26<sup>th</sup> (27<sup>th</sup> half day for core group) Oct 2017
- MC meeting (1 day), 2-day workshop (with 1 workshop day dedicated to capacity building for working groups), half day core group. 19<sup>th</sup> – 21<sup>st</sup> (22<sup>nd</sup> half day core group meeting) Feb 2018
- Dissemination meeting – POD, 25<sup>th</sup> – 29<sup>th</sup> Oct 2017 (?)
- Training School – 4 day (30<sup>th</sup> Oct – 2<sup>nd</sup> Nov)
- STSM x 4 of 14 days duration.

The proposed activity was discussed. It was agreed that the 2 day workshop and the 2 day meeting for working groups would be best devoted to capacity building for the working groups and the MC. The draft of the Grant Period 2 Workplan will reflect this.

The topic for the training school was discussed but no agreement reached; it was noted that the training school could reflect specific needs identified by the Action. No further action was agreed on this however.

STSMs were discussed. It was proposed that these might be 14 days of duration. This was explored and an agreement reached that we would not limit the number of days for a STSM, mindful always of COST guidelines.

## **c) Long-term planning (including anticipated locations and dates of future activities).**

The dates of future activities were proposed. It was noted that our colleagues in Portugal will be approached re the hosting of October events. Our colleagues in Malta have been approached re the hosting of February events. There was no agreement with regards where the training school might take place but we do need to be mindful of COST policies with regards ITCs.

## **d) Dissemination planning (Publications and outreach activities)**

It was noted that as per Grant Period 1 a dissemination plan should be agreed by the MC. Alison regretted that she could not distribute the dissemination plan before the meeting but a draft was tabled at the meeting. Alison asked for comments on the dissemination plan to be emailed to her.

Publication was discussed at length.

It was noted that according our MoU, all publications associated with outputs, deliverables and the achievement of the COST Action objectives will be available as open source documents with a Creative Commons licence of equivalent.

It may be that there will be other, additional publications from the Action, as happens in other Actions (the example of a book was provided). Our Action will need to have a stated policy on 'additional publication' so that there is clarity around what will happen in this space. In response to a question on the matter, it was noted that our Action will not pay publication fees for submissions to peer-reviewed journals regardless of their association with the Action's work.

## **12. Requests to join the Action from:**

- c) COST countries. The list of current COST countries who are signed up to the Action was noted
- d) Alison noted that there is a request to join the Action in process from colleagues in Albania.

## **13. AOB**

Alison asked for agreement from the MC that where there had been any confusion about an MC member's entitlement to attend the February workshops, and where any member had attended in error, but in good faith, their reimbursement claim be honoured as long as it was in line with COST guidelines. MC members agreed.

#### **14. Location and date of next meeting.**

The location and date of next meeting is to be advised but will be recorded in the Grant Period 2 work plan.

#### **15. Summary of MC decisions.**

MC decisions were as noted throughout the meeting and are recorded again here:

- the role of internal communications officer still remains vacant and no one volunteered for this post at the meeting. It was agreed that anyone interested in the post should contact the MC Chair by email after the meeting.
- that the Action will prioritise ITCs as venues for meeting and activities.
- that the Grant Period 2 workplan will largely reflect the outline as presented (which was in turn based on the Action's MoU).
- that the Grant Period 2 workshops and a the majority of working group meeting time will be devoted to capacity building for all working group and MC members (within the Action's budget).
- that Alison will follow up with our colleagues in Portugal and Malta re their hosting of the next MC meetings and associated activity.
- that the theme of the training school be revisited but that in future MC meetings this sort of topic be included specifically.
- that we would not limit the number of days for a STSM, mindful always of COST guidelines.
- that Alison would forward the draft communications/dissemination plan to cover grant periods 1 and 2 to MC members for their comments.
- that according to our MoU, all publications associated with outputs, deliverables and the achievement of the COST Action objectives will be available as open source documents with a Creative Commons licence or equivalent.
- that our Action will be open to 'additional publications' which spring from the Action and that we will need to have a stated policy on such publications so that there is clarity around what will happen in this space.
- that our Action will not pay publication fees for submissions to peer-reviewed journals regardless of their association with the Action's work.
- that where there had been any confusion about an MC member's entitlement to attend the February workshops, and where any member had attended in error, but in good faith, their reimbursement claim be honoured as long as it was in line with COST guidelines.

#### **16. Closing**

Alison again thanked all colleagues for their active participation, be it just at the MC meeting, or over the workshops days and meeting times. The Action provides us with a wonderful opportunity to learn and work together and she noted how much she is looking forward to this experience over the life of the Action.

## Appendix 3

### Participations

Country	Date	Status
<a href="#">Austria</a>	04/09/2017	Confirmed
<a href="#">Bosnia and Herzegovina</a>	27/06/2016	Confirmed
<a href="#">Bulgaria</a>	26/07/2016	Confirmed
<a href="#">Croatia</a>	14/10/2016	Confirmed
<a href="#">Cyprus</a>	28/09/2016	Confirmed
<a href="#">Czech Republic</a>	14/11/2016	Confirmed
<a href="#">Denmark</a>	01/04/2016	Confirmed
<a href="#">Estonia</a>	25/03/2016	Confirmed
<a href="#">France</a>	08/09/2016	Confirmed
<a href="#">fYR Macedonia</a>	08/04/2016	Confirmed
<a href="#">Germany</a>	02/03/2016	Confirmed
<a href="#">Greece</a>	11/04/2016	Confirmed
<a href="#">Hungary</a>	04/09/2017	Confirmed
<a href="#">Iceland</a>	06/05/2016	Confirmed
<a href="#">Ireland</a>	16/03/2016	Confirmed
<a href="#">Israel</a>	28/03/2016	Confirmed
<a href="#">Italy</a>	23/06/2016	Confirmed
<a href="#">Latvia</a>	02/09/2016	Confirmed
<a href="#">Lithuania</a>	08/06/2016	Confirmed
<a href="#">Malta</a>	26/02/2016	Confirmed
<a href="#">Montenegro</a>	21/11/2016	Confirmed
<a href="#">Netherlands</a>	06/02/2017	Confirmed
<a href="#">Poland</a>	02/11/2016	Confirmed
<a href="#">Portugal</a>	02/05/2016	Confirmed
<a href="#">Romania</a>	22/04/2016	Confirmed
<a href="#">Serbia</a>	25/03/2016	Confirmed
<a href="#">Slovenia</a>	08/09/2016	Confirmed
<a href="#">Spain</a>	03/05/2016	Confirmed
<a href="#">Sweden</a>	02/09/2016	Confirmed
<a href="#">United Kingdom</a>	11/03/2016	Confirmed

**Total: 30**

