

COST ACTION FP0905**Action FP0905: Biosafety of forest transgenic trees: improving the scientific basis for safe tree development and implementation of EU policy directives****Minutes of the 1st Management Committee Meeting**

COST Office
Avenue Louise 149, Brussels, Belgium
12-13 April 2010

1 Welcome to participants

The participants of the inaugural meeting of COST Action FP0905 were welcomed by Melae Langbein, the Science Officer for this Action.

The meeting was chaired by Melae Langbein until the election of a chairperson for the Action, which was carried out under agenda item 7.

2 Adoption of the agenda

The draft agenda was amended to include the consideration of non-COST country applications under item 12.

3 Status of the Action

COST Action FP0905 was approved by the Committee of Senior Officials on 2 December 2009. The Action entered into force on 11 January 2010 after five Parties had accepted the Memorandum of Understanding. The Action officially starts with this first MC Meeting and will end in four years on 11 April 2014.

As of the first Management Committee meeting, a total of 16 Parties had accepted the MoU according to the official records of the COST Council Secretariat. The acceptance countries were Belgium, Bulgaria, Estonia, Finland, France, Germany, Greece, Israel, Italy, The Netherlands, Norway, Romania, Serbia, Slovak Republic, Spain, United Kingdom. 7 Parties have the intention

to accept the MoU; these are Austria, Bosnia and Herzegovina, Croatia, Denmark, Latvia, Slovenia, Sweden.

4 Presentation of the delegations

A total of 27 participants from the following 14 Parties attended the meeting: Belgium, Bulgaria, Estonia, Finland, France, Germany, Israel, Italy, The Netherlands, Norway, Romania, Serbia, Slovak Republic and Spain. The following countries having indicated the intention to accept the MoU also attended the meeting: Austria, Denmark, Latvia, Slovenia.

The COST Office was represented by the Science Officer of the COST Domain on Forests, their Products and Services Melae Langbein. The list participants in the meeting is presented in Annex 1, their contact details can be found on the COST website at http://w3.cost.esf.org/index.php?id=183&action_number=FP0905.

5 General information on the COST mechanism and on the funding of co-ordination

At the beginning of this item Melae Langbein gave a briefing on the COST mechanism, presenting the general framework for that programme created to promote scientific and technical co-operation in Europe. Relevant information can be found on the COST Website at <http://www.cost.esf.org/module/download/6163>.

Melae Langbein informed the delegates about the principles and procedures related to COST Actions and about the possibilities of getting activities funded from the COST budget. The relevant documents can be found at the official Website of COST:

- Rules and procedures for implementing COST Actions (COST 270/07) (Annex 3)
- Rules of Procedure for Management Committees of COST Actions (Annex 3a)
- Financing of COST activities (Annex 4)
- Rules for reimbursement of expenses for experts eligible for reimbursement(see COST Vademecum – Travel and subsistence (Annex 4a))
- Guidelines for the implementation of Short-Term Scientific Missions (Annex 4b)
- Guidelines for Assessment, Monitoring, Evaluation and Dissemination Results of COST Actions (Doc. 205/08) (Annex 5)
- Memorandum of Understanding of COST Action FP0905 (Annex 6)
- COST Grant System (CGS) (Annex 7)
- COST Strategy for Early Stage Researchers (Annex 8)

With reference to the COST guidelines Melae Langbein reminded the MC that Acceptances are committed to making every effort to ensure that the necessary funds for participating in the Action are made available under their internal financing procedure. The document ‘Rules and Procedure for Implementing COST Actions’ provides various modes for the participation in a COST Action (see Chapter 4).

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

With reference to the Rules and Procedures for implementing COST Actions (COST 270/07) Melae Langbein outlined the standard Rules of Procedure for Management Committee. The MC accepted these as the rules of procedure for the MC of FP0905.

7 Election of Chair and Vice Chair

The Management Committee elected Cristina Vettori (IT) to the Chair of COST Action FP0905. Matthias Fladung (DE) was elected Vice-Chair.

The new Action Chair took over the chair of the meeting from this item onwards.

8 Selection of Grant Holder (Legal and Scientific Representatives and two Financial Rapporteurs)

The Management Committee appointed the National Research Council, Plant Genetics Institute CNR-IGV (IT) as the Grant Holder for FP0905 with Cristina Vettori as the Scientific Representative. The MC agreed the overhead rate of 15% for the Grant Holder.

The Management Committee appointed Lucia Ionita (RO) and Simcha Lev-Yadun (IL) as the two Financial Rapporteurs for FP0905.

9 Working plan for implementing the Action

9.1 Objectives and working programme

The objectives of the Action FP0905 are outlined in the Memorandum of Understanding (MoU) COST 266/09 ([Annex 7](#)). The newly elected Chair, Cristina Vettori presented a summary of the Action background on improving the scientific basis for safe transgenic tree development and implementation of EU policy directives.

9.2 Working method - organisation and management

It was agreed that, as per the MoU of the Action, the Action will be carried out mainly through four Working Groups: Biological characterisation of GMTs (WG1), Environmental impact assessment and monitoring of GMTs in the whole production chain from plantation to final products (WG2), Socio-economic implications of and recommendations for the use of GMTs (WG3) and Management of intranet – internet websites and dissemination. Also the Action will function through Short Term Scientific Missions (STMS). All 4 Working Groups should address the relevant key areas as described in the MoU. Working Groups have been invited by the Management Committee to cooperate as closely as possible and to ensure the necessary flow of information.

After a comprehensive discussion the following structures and responsibilities were agreed upon:

9.2.1 Working Group 1: Biological characterisation of GMTs

Leader:	Gilles Pilate (FR)
Vice Leader:	Hely Haggman (FI)
Task Group:	Task Group Members to be nominated at MC2

9.2.2 Working Group 2: Environmental impact assessment and monitoring of GMTs in the whole production chain from plantation to final products

Leader:	Fernando Gallardo (ES)
Vice Leader:	Lucia Ioanita (RO)
Task Group:	Task Group Members to be nominated at MC2

9.2.3 Working Group 3: Socio-economic implications of and recommendations for the use of GMTs

Leader: Detlef Bartsch (DE) – pending his agreement (*he subsequently agreed*)
Vice Leader: Mirjana Sijacic-Nikolic (RS)
Task Group: Task Group Members to be nominated at MC2

9.2.4 Working Group 4: Management of intranet – internet websites and dissemination

Leader: Fabio Migliacci (IT)
Vice Leader: Francesca Donnarumma (IT)
Task Group: Task Group Members to be nominated at MC2

9.2.5 Steering Board

In accordance with the existing COST rules the MC has set up a Steering Board (core group) consisting of the Chair, Vice-Chair and the four Working Group Leaders (see 9.2.1 - 9.2.4).

9.2.6 STSM

STSM applications will be assessed by the STSM Training Committee which will be comprised of Chair, Vice Chair, L Jouanin (FR), C Fossdal (NO), V Galovic (RS), M Ruohonn-Lehto (FI). The MC appointed L Jouanin (FR) as the STSM Coordinator to receive applications and liaise as necessary between the applicant, the STSM Training Committee and the Grant Holder.

The MC appointed a Training Committee (TC) to oversee the STSM application and approval process.

All MC members have been invited to encourage, in particular, Early Stage Researchers, to participate in the scheme. It was agreed during the MC meeting that the applications for STSM should be assessed on an “as received” basis (not by fixed collection date).

It was emphasised that the complete application file, including MC approval, must be received by the Grant Holder at least four weeks before the start date of the proposed STSM.

Applications can only be submitted by using the on-line registration tool (www.cost.eu/stsm) described in the relevant guidelines and forwarding the necessary documents to the Chair and STSM Coordinator.

The Management Committee approved the following changes to the planned STSM of the first year respect to the MoU: 6 STSM

9.2.7 Training School

The MC agreed that for each Training School a Training School Scientific Management Team will be appointed.

9.2.7 INTERNET/WEB site

To facilitate communication between the members of the Action and to promote distribution of information on the research activities going on in the field of COST Action FP0905 the MC agreed that the Grant Holder institution (also the Chair’s institution) should manage and maintain the Website for this Action on its server. The MC agreed to also make a facebook site to increase

traffic to the Action's website. The Action website will have the following address: www.cost-action-fp0905.eu.

9.2.8 DC Rapporteur of the Action

Melae Langbein advised that:

- The Domain Committee on Forests, their Products and Services (DC FPS) will nominate a Rapporteur for FP0905 at the DC's next meeting (in September 2010), whose task will be to report about the activities of this COST Action to DC FPS and the Chair the panel that conducts the Final Evaluation of the Action.
- The MC should copy the Rapporteur on all important communication relevant to the Action and ensure that they are invited to all MC meetings.

9.3 Distribution of tasks

MC members were requested to support the Action Chair in building up an informative Website by providing adequate material to the Chair in a timely manner.

The MC agreed that each Party would provide to each WG Coordinator by 15 May the names of WG Members from their country (MC members for each country to coordinate among themselves to provide a single perspective for the country).

10 Budget plan for the first period

The MC approved the following budget plan:

Budget plan for the first period (1/06/2010-31/05/2011)		
Meetings		70 000 €
Second Management Committee Meeting (September 2010 ?)	50 people x 900 € (45 000€) Organisation support (50 x 30 € = 1 500 €)	
WG meetings (limited to Chair, Vice-Chair, WGs L and VL, TG) (February 2011?)	21 people x 880 € (18 480€) Organisation support (21 x 30 € = 630 €)	
Steering Board meeting (April 2011?)	5 people x 878 € (4 390€)	
Short-term scientific missions		15 000 €
	6 x 2 500 € Travel 300€ daily allowance 60-90€	
Training school		0 €
Dissemination (publication, website)		2 000 €
Total Scientific Expenditure		87 000 €
FSAC (15% Sci. expenditure)		13 000 €
TOTAL		100 000 €

Budget relevant decisions:

The Management Committee approved the following requests:

- Action Grant: National Research Council, Plant Genetics Institute (Grant Holder Institute), Financial and Administrative Secretariat rate of 15%;

- Workshop support grant of up to 30 EUR x number of participants for MC2/ WG meeting in Germany (Berlin/ Hamburg).

The MC was advised that, according to the number of countries having accepted the MoU of the Action the budget for the first year will be around 85-100 000 EUR and that priority should be given to making efficient meeting arrangements in order to maximise the number of reimbursement places.

11 Place and date of the next meetings

The Management Committee approved the following changes to the planned meetings of the first year respect to the MoU:

- 1 MC-WG meetings with a workshop (joint) (50 persons, the Grant Holder financial representative included)
- 1 WG meeting (limited to Chair, Vice-Chair, WGs Leaders and VL, TG, and the Grant Holder financial representative included) (21 persons)
- 1 SB meeting (5 persons)

Next meeting

The next meeting, a joint MC2/WG will be held on 8 (13:00) to 10 (12:00) September 2010 in Hamburg/ Berlin (DE). The MC approved a meeting support grant of up to 30 EUR x the number of participants for this meeting.

Subsequent meetings

The subsequent meetings will be:

February 2011 (1 day meeting)	Malaga (ES)	Extended Steering Board (Chair, Vice Chair, WG Leaders and Vice Leaders and Task Groups from each WG, and the financial representative enclosed) = 21 people
April 2011 (1 day meeting)	Florence (IT)	Steering Board meeting to plan the activities of the following Grant Period (max 5 reimbursements as Florence-based people don't need reimbursement).

12 Any Other Business

Non-COST countries

The MC approved the following requests from non-COST countries to participate in the Action:

Involved in FP0905 proposal

- University of Melbourne, Australia;
- University of Ottawa, Canada;
- Queen's University Kingston, Canada;
- Natural Resources Canada, Canada;
- Chinese Academy of Forestry, China;
- Agricultural University of Hebei, China;
- Plant and Food Research Institute, New Zealand;
- Scion, New Zealand;
- AgResearch, New Zealand;

- University of California, Davis, USA;
- New York University , USA;
- Oregon State University, USA.

Not involved in FP0905 proposal

- Agricultural University of Tirana, Albania;
- Unidad de Genética Forestal, INTA Bariloche, Patagonia, Argentina
- Cenargen, Brazil;
- Ministry for Agriculture, Brazil;
- University of Concepcion, Chile;
- FAO, international organisation;
- ARC Infruitec-Nietvoorbij, South Africa;
- Stellenbosch University, South Africa.

The MC noted that the COST Office will submit all of these requests for approval by the Domain Committee and those requests that were not included in the proposal under which FP0905 was approved by the CSO will also require the approval of the executive group (JAF) of the Committee of Senior Officials.

13 Closing of the meeting

In closing the meeting on 13 April 2010 at 12:38 hrs Action Chair Cristina Vettori expressed her gratitude to the members of the Management Committee for their active participation in the meeting.

Melae Langbein

ANNEXES:

1. Agenda of the Meeting (see page 8)
2. List of Participants (see pages 9-10)
3. Rules and procedures for implementing COST Actions (Doc. COST 270/07) (www.consilium.europa.eu/igcpdf/en/07/st00/st00270.en07.pdf)
 - a. Rules of Procedure for Management Committees (Annex II of the document 'Rules and procedure for implementing COST Actions' (COST 270/07) link at point 3)
4. COST Vademecum – Instruments for financing of COST Actions activities (<http://www.cost.esf.org/module/download/8321>)
 - a. Rules for reimbursement of expenses for experts eligible for reimbursement(see COST Vademecum – Travel and subsistence; see Section 2 of <http://www.cost.esf.org/module/download/8321>)
 - b. Guidelines for the implementation of Short-Term Scientific Missions (see COST Vademecum – Short Term Scientific Missions (STSM) see section 4 of <http://www.cost.esf.org/module/download/8321>)
5. Guidelines for Assessment, Monitoring, Evaluation and Dissemination Results of COST Actions (Doc. 205/08) (<http://www.cost.esf.org/module/download/1054>) which will be replaced in September 2010 by COST 4115/10 (<http://www.consilium.europa.eu/igcpdf/en/10/st04/st04115.en10.pdf>)
6. Memorandum of Understanding of COST Action FP0905 (see COST Website) <http://www.consilium.europa.eu/igcpdf/en/09/st00/st00266.en09.pdf>
7. COST Grant System (CGS) (see COST Vademecum – COST Grant System (CGS); see COST Website <http://www.cost.esf.org/module/download/8321>)
8. COST Strategy for Early Stage Researchers (COST doc. 295/09 (see <http://www.consilium.europa.eu/igcpdf/en/09/st00/st00295.en09.pdf>)

**Subject: First Meeting of the Management Committee of COST Action FP0905
“Biosafety of Forest Transgenic Trees: Improving the Scientific Basis for Safe Tree
Development and Implementation of EU Policy Directives”**

In consultation with the proposer, the COST Office has planned the first Management Committee meeting of the above Action to take place in Brussels on 12-13 April 2010 at the **COST Office**, Avenue Louise 149, Brussels, 15th Floor.

The meeting will start at 13:00 on 12 April and end at 12:00 on 13 April 2010.

The draft agenda is as follows:

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Presentation of the delegations
5. General information on COST mechanism and on the funding and reporting of coordination activities:
 - COST Instruments and Eligible expenses
 - Work and Budget plans
 - Grant Agreements
 - Financial Reports
 - Monitoring Progress Reports
 - Annual reviews at the Annual Progress Conferences
 - Website
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair and Vice-Chair
8. Selection of:
 - The Grant Holder (Legal and Scientific Representatives)
 - Two Financial Rapporteurs
9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).
 - Objectives and working programme
 - Working method - organisation and management (including working groups)
 - Distribution of tasks
 - Promotion of gender balance and of Early Stage Researchers (ESR)
 - Time-table
10. Budget plan for the first period
11. Place and date of next meeting
12. AOB
13. Closing

Annex 2: List of participants

COST OFFICE ATTENDANCE LIST

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Please use black ink

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COST country codes: Austria (AT), Belgium (BE), Bulgaria (BG), Croatia (HR), Cyprus (CY), Czech Republic (CZ), Denmark (DK), Estonia (EE), F.Y.R. of Macedonia (MK), Finland (FI), France (FR), Germany (DE), Greece (GR), Hungary (HU), Iceland (IS), Ireland (IE), Israel (IL), Italy (IT), Latvia (LV), Lithuania (LT), Luxembourg (LU), Malta (MT), Netherlands (NL), Norway (NO), Poland (PL), Portugal (PT), Romania (RO), Serbia (RS), Slovakia (SK), Slovenia (SI), Spain (ES), Sweden (SE), Switzerland (CH), Turkey (TR), United Kingdom (UK)

Place, Date: Brussels, 12/04/2010

Meeting Secretary
(Chair or local organiser or COST representative)
Name + signature

Please sign on each page

ATTENDANCE LIST

Meeting code: COST-FP0905-120410-06548

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