



COST
EUROPEAN COOPERATION
IN SCIENCE AND TECHNOLOGY

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Brussels, 14 May 2014

Subject | Minutes of the First Management Committee Meeting of COST Action FP1305 “BioLink: Linking belowground biodiversity and ecosystem function in European forests”

*Brussels, Belgium
14 May 2014*

1. Welcome to participants

The participants were welcomed by Dr Fatima BOUCHAMA, Science Officer for the Forest, their Products and Services (FPS) Domain at COST, and by Ms Cassia AZEVEDO, Administrative Officer for this Action. Dr Fatima BOUCHAMA chaired the first part of the meeting, including the election of the Action Chair and Action Vice-Chair, which was carried out under agenda item 7.

2. Adoption of the agenda

The draft agenda for the kick-off meeting was adopted (Annex 1).

3. Status of the COST Action

CSO Approval: 15/11/2013
Start of Action: 14/05/2014
End of Action: 13/05/2018
DC Rapporteur: Mr Minas PAPADOPOULOS (CY)
Total number of accepting Parties to date: 30
Total number of parties intending to accept: 0

4. Presentation of the delegations

The delegates presented themselves in a “tour de table” (Participants list see Annex 2). With 27 parties present out of 30 the necessary quorum was achieved allowing the Management Committee meeting to officially take place in accordance with Article 8 of the Rules of Procedure for the Management Committee (see COST Action Management (COST 4114/13; http://www.cost.eu/action_management)).



5. General information on COST mechanism and the Annual Grant Scheme

Dr Fatima BOUCHAMA gave a presentation on COST, COST Action Management, COST Policies and the FPS Domain (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Ms Cassia AZEVEDO then continued with an introduction to the COST Grant System and a presentation of the principles and procedures related to the administration of COST Actions Grants (Annex 4).

Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- Rules for Participation in and Implementation of COST Activities (COST doc. 4112/13)
- COST Grant System Vademecum (Part 1)
- Progress Report and Final Report templates
- Grant Agreement Template

Lastly, Dr Fatima BOUCHAMA presented the Status of this Action at this date (Annex 3).

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

The Rules of Procedure for the Management Committee were presented and read (Annex 3) by Dr Fatima BOUCHAMA from Annex II of COST 4114/13 (COST Action Management). The Rules of Procedure were approved by the MC.

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

Dr Martin LUKAC from University Reading (UK) was elected unanimously as Chair.

Dr Ivika OSTONEN-MARTIN from University of Tartu (EE) was elected unanimously as Vice-Chair.

Dr Fatima BOUCHAMA passed the chairing of the meeting to Dr Martin LUKAC.