



# Minutes of the First Management Committee Meeting of COST Action ES1306 “Connecting European connectivity research”

**Brussels,  
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## 1. Welcome to participants

The participants were welcomed by Dr Deniz Karaca, Science Officer for the Earth System Science and Environmental Management (ESSEM) Domain at COST, and by Ms Andrea Tortajada, Administrative Officer for this Action. Deniz Karaca chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, Grant Holder, STSM Manager which was carried out under agenda item 9.

## 2. Adoption of the agenda

The draft agenda for the 1<sup>st</sup> Management Committee (MC) meeting was adopted (Annex 1).

## 3. Status of the COST Action

CSO Approval: 15/11/2013  
End of Action: 09/04/2018  
DC Rapporteur: Dr John Boardman (UK)  
Total number of accepting Parties to date: 24  
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). Each delegate also expressed interest for the Action involvement. With 22 parties present out of 24 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.

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

Deniz Karaca gave a presentation on COST and the ESSEM Domain (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Deniz Karaca and Ms Tortajada then continued with an introduction to the COST Grant System (Annex 4). Relevant documentation may be found at the official COST website at <http://www.cost.eu/guidelines>, including the following reference documents:

- Rules of Procedure for the Management Committee (COST doc. 4114/13)
- COST Grant System Vademecum (Part 1)
- Progress Report and Final Report templates
- Grant Agreement Template

Lastly, Andrea Totajada informed the delegates about the principles and procedures related to the administration of COST Action grants (Annex 3).

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



COST is supported by the EU Framework Programme



ESF provides the COST Office through a European Commission contract



The Rules of Procedure for the Management Committee (Annex 4) were presented as hangouts by Deniz Karaca 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 Saskia Keesstra (NL) was elected unanimously as Chair.

Prof Artemi Cerda (ES) was elected unanimously as Vice-Chair.

## 8. Election of the Grant Holder Institution

Grant Holder: Wageningen University (NL) was selected as the Grant Holder Institution for the Action.

Prof Tony Parsons (UK) volunteered for the role of Short Term Scientific Mission (STSM) coordinator, with unanimous approval from the Management Committee.

Deniz Karaca passed the chairing of the meeting to Saskia Keesstra.

## 9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).

Saskia Keesstra, the new chair of the action introduced the action. An Introduction on connectivity, a definition of the objectives of the project and means to meet these objectives were given. The presentation was attached to the email containing these notes, and will be uploaded to the website as soon as it becomes available..

The objectives and procedures can also be found in the MoU, which can be found at: [http://w3.cost.eu/fileadmin/domain\\_files/ESSEM/Action\\_ES1306/mou/ES1306-e.pdf](http://w3.cost.eu/fileadmin/domain_files/ESSEM/Action_ES1306/mou/ES1306-e.pdf)

### Working Groups

Working group leaders were proposed by the chair. These were the people involved in the proposal writing process. They were asked to give a short introduction and motivation as to why they wanted to become working group leaders. The working group leaders were unanimously accepted by the MC committee as proposed. An overview is given in the table below.

Management committee	Chair	Vice
<b>Chair</b>	Saskia Keesstra (ECS; NL)	Artemi Cerdà (ES)
<b>WG1: theory</b>	Tony Parsons (UK)	Ronald Poepl (ESR; AT)
<b>WG2: Measuring Approaches</b>	Damia Vericat (ES, ESR)	Richard Brazier (UK)
<b>WG3: modelling Approaches</b>	John Wainwright (UK)	Joao Nunes (ECS; PT)
<b>WG4: Indices</b>	Tobias Heckmann (ESR, DE)	Francesco Brardinoni (ECS, IT)
<b>WG5: Water and land management</b>	Eva Mueller (ESR) (DE)	Tamara Hochstrasser (ESR, IR)



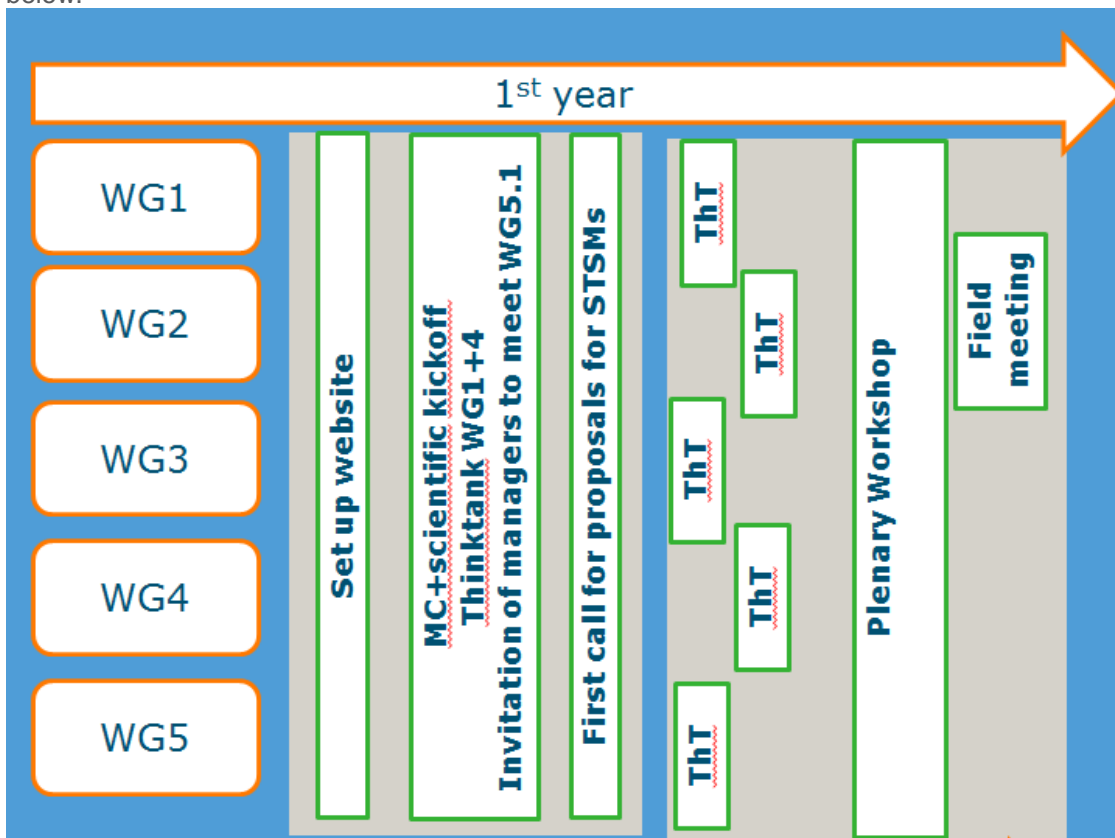
The MC members were asked in which working group(s) they were interested. This resulted in the distribution given in the table below. Note that these are not the official memberships of the working groups and serve mainly as an indication how the distribution between the different working groups might be.

	Number of MC members interested
<b>WG1: theory</b>	9
<b>WG2: Measuring Approaches</b>	9
<b>WG3: modelling Approaches</b>	8
<b>WG4: Indices</b>	12
<b>WG5: Water and land management</b>	10

MC members were asked to think about of which working group(s) they would like to become a member. All MC members must also be a member of at least one working group. A deadline was given to the MC members to decide this before the 10<sup>th</sup> of May 2014. The preference can be emailed to [Saskia.keesstra@wur.nl](mailto:Saskia.keesstra@wur.nl) and a cc to [connecteur.cost@wur.nl](mailto:connecteur.cost@wur.nl)

### Planning

A planning for the first year was presented. The activities in the first year are depicted in the scheme below.



### Website

The website was mentioned as one of the most important tools for e.g. dissemination, e-learning and communication. A website will be set up as soon as possible. A setup of the website will be discussed among the core group.

### STSM

It was proposed by the COST officer that instead of a constant open call for STSM's, it would be more convenient to have 2-3 deadlines per year where all applications will be gathered and reviewed. These deadlines are yet to be determined.

### 10. Budget plan for the first period

A proposal was done for a budget plan, of which a summary can be found below. The budget needs to be further developed and will then be sent to all MC members for approval as soon as it has been finished.

Type of expenditure	Subtype	Location	Subtotal	Total
Meetings	MC meeting + WG meetings	Wageningen (NL)	45,000	116,000
	WG meetings	Valencia (ES)	37,000	
	WG think tanks	WG1: Vienna(AU)	4,000	
		WG2: Lleida (ES)	4,000	
		WG3 : Aveiro (PT)	4,000	
		WG4: Eichstaett (DE)	4,000	
WG5: Berlin (DE)		4,000		
Field Meeting	Israel	14,000		
Dissemination	At EGU conference	NA	3,000	8,000
	Website & Logo	NA	5,000	
Training Schools	None in the first year	NA		
STSM's	2000 eur max. per STSM	Various		12,000
Scientific expenditure				136,000
FSAC (administration)	15 % of scientific expenditure	Grant Holder (Wageningen, NL)		20,000
<b>Total Expenditure</b>				<b>156,000</b>

### Tasks for the MC

- The MC members were kindly requested to gather all the information and data related to connectivity from their own country. Once the website is available, this information can be uploaded. The procedure for this will be sent once the website goes online
- The MC members were asked to think about preferences for working groups. When the MC members have decided from which working group they would like to be a member of they can send an email to [Saskia.keesstra@wur.nl](mailto:Saskia.keesstra@wur.nl) with a cc to [connecteur.cost@wur.nl](mailto:connecteur.cost@wur.nl)

### 11. Place and date of next meeting



It was decided by the MC that the next MC meeting will be held in Wageningen (NL) on October the 13<sup>th</sup>. The MC, DC rapporteur and Cost action officer will get a formal invitation in due time. Next to the MC meeting, working group meetings will be held from October 13 until October 15. Approximately 80 people (including MC members) will get reimbursed by the action.

*At the time of sending these minutes to the MC members it was decided by the MC that the next MC meeting will not be held in October, but on August the 25<sup>th</sup>. The place of the meeting will still be Wageningen.*

The second place and time for working group meetings was set for January/February and these will be held in Valencia, ES.

#### **12.AOB**

There was no other business to discuss

#### **13.Closing**

The meeting was closed by the chair at 15.45.

