

Draft Minutes of the kick-off meeting

COST Action TD0904 – Time In MEntAL activitY: theoretical, behavioral, bioimaging and clinical perspectives (TIMELY)

April 27th, 2010 - Brussels

1. Welcome

The participants of the inaugural meeting of COST Action TD0904 were welcomed by Francesca Boscolo, the Science Officer (SO) responsible for the Action. The SO chaired the first part of the meeting, including the election of a Chairperson for the Action and of the Grant Holder, which was carried out under agenda items 7 & 8.

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: 02/12/2009

Entry into force: 13/01/2010

End of Action: 26/04/2014

Total number of accepting Parties at date: 15

Total number of parties intending to accept: 2

4. Presentation of the delegations

The delegates presented themselves in a “tour de table”. (Annex 2)

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

The SO gave an orientation on the COST mechanism presenting the general framework created to promote the scientific and technical co-operation in Europe (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.esf.org>.

She informed delegates about COST and the COST Actions in the field of Individuals, Societies, Cultures and Health (ISCH).

The SO informed the delegates about the principles and procedures related to the administration of COST Action grants. She also informed about the reimbursement rules and regulations as well as process. The following relevant documents can be found at the official COST website at <http://www.cost.esf.org/guidelines> :

- Rules and procedures for implementing COST Actions

- Financing of COST activities from the COST budget (Vademecum PART B – Grant System)
- Information Guide for the implementation of Short Term Scientific Missions in the COST Framework

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

The Rules of Procedure for the Management Committee (Annex 4) were discussed and agreed upon.

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

Dr Argiro Vatakis (GR) was elected unanimously as Chair. Dr Elzbieta Szelag (PL) was elected with a majority vote (7 out of 13 present voting countries) as Vice Chair.

8. Election of the Grant Holder Institution & 2 Financial Rapporteurs

Grant-holder: University of Groningen (NL) was unanimously selected as Grant Holder for the Action, represented by DR Hedderik van Rijn, provided that after the legal checks the University of Groningen is in the position to accept the grant. Should this not be possible, the MC unanimously selected the Institute for Language and Speech Processing (GR), represented by Dr Argiro Vatakis as second option.

Prof Dan Zakay (IL) and Dr Jordi Navarra Ordone (ES) volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

The SO passed the chairing of the meeting to Dr Vatakis

9. Workplan for the implementation of the COST Action

Dr. Argiro Vatakis briefly presented the main idea and aims of the Action. She also presented the four main Working Groups and the issues that will be dealt under these. Dr. Vatakis gave an overview of the composition of the Action in terms of participating countries, gender balance and the disciplines involved. She emphasized that the Action should foster the participation of more women and young researchers. All the above mentioned information is contained in the Memorandum of Understanding (MoU) published on the web site: http://w3.cost.eu/index.php?id=233&action_number=TD0904 and in Annex 5 of this document.

Dr. Vatakis presented an initial plan for the organization of the various Working Groups; this plan will be modified based on the discussion that took place in the meeting and will be sent by e-mail to the MC for a final decision.

The MC had a fruitful discussion regarding: the organization of the meetings for the first year of the project; the website; and the short-term scientific missions (STSMs). It was decided that for the first year only the MC members and WG coordinators will be reimbursed for participating in Action meetings, while the WG members will mainly participate in the Action's work through the Action's website in order to decrease the travel costs. Additionally,

the MC set out a plan for the STSMs. This plan will be drafted by Dr. Vatakis and sent by e-mail to the MC for final comments and approval. Finally, the MC agreed on the importance of setting up a website and a wiki allowing online cooperation. Dr. Georgios Papadelis accepted the task of starting the development of this website. Dr. Fred Cummings expressed his willingness to assist Dr. Papadelis and Dr. Vatakis in setting up the online tools necessary for the Action's work. The website will be set up such that different Action activities can be handled by different MC members (e.g. WG coordinators and co-coordinators) according to their willingness to take responsibility for a given activity.

Dr. Elzbieta Szelag proposed that we should have a space on the Action's website where all the new papers of the Action's members will be posted. Given the difficulty of keeping the article repository updated, Dr. Vatakis and Dr. Papadelis proposed to utilize an online tool where each partner will be uploading their own work. Dr. Vatakis will create a TIMELY repository and send out an invitation to all members to upload their work. Each member will be responsible to update their own work.

10. Budget plan for the first period

The MC had a long discussion regarding the budget plan of the action on the basis of a budget estimation provided by the Science Officer. This discussion led to some important decisions. Based on these decisions, Dr. Vatakis will prepare a proposal which will be subject to comments and MC approval via written procedure. The proposal must reach the COST Office by mid-May 2010.

As a general rule, due to the low budget allocated to the Action, the MC decided that for each meeting an attempt will be made to seek for a lower hotel flat rate (instead of the 120 euro flat rate proposed by COST) in order to decrease the cost of each meeting. This flat rate will change dynamically from meeting to meeting depending on the country the meeting is taking place. It is the responsibility of the organizer to ensure a lower hotel flat rate, whenever possible. The partners also discussed that an attempt should be made to reserve meeting locations that are central (so that the travel will be cheaper for all members) and low-cost (preferably in locations such as member's institutions in order to decrease costs).

It has been decided that the first meeting will include an MC and WG coordinators meeting and an open access workshop. This workshop will be composed of a set of talks by MC members of all the WGs. It was estimated that there will be 2-3 talks by each WG. Dr. Vatakis will draft a plan and send it by email for approval.

11. Place and Date of next meetings

Tentatively, the next meeting will take place in Athens (GR) on October 6-8, 2010. A final decision will be taken via email.

12. AOB

None

13. Closing

Dr. Vatakis and the SO concluded the meeting by thanking the participants.