

Brussels, 19 March 2010

Subject: First Meeting of the Management Committee of COST Action TD0904

“Time In MEntal activitY: theoretical, behavioral, bioimaging and clinical perspectives (TIMELY)”

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 **April 27th, 2010**. The meeting will take place at the **Hotel “Le Chatelain All Suite”**, Rue du Chatelain 17, 1050 Brussels. It will start at 10:00 and finish at 17:00.

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