

Draft Agenda
Management Committee Meeting

COST Action TD0904
Time In MEntal activiTY: theoretical, behavioral, bioimaging and clinical
perspectives (TIMELY)
Granada, SP, October 17, 2013

0. Welcome to participants
1. Adoption of agenda
2. Matters arising
 - a. 4th year update; Final Conference; Active participation in Corfu; Network Continuation
3. Web news
 - a. Website Update- Maintain after the Action is over for at least two years per COST rules; Completion of the final conference website
4. Action budget planning status
 - a. Funds status
5. STSM status, applications
 - a. 1 completed; 2 pending for completion; encourage students to apply
6. Publications, annual report
 - a. Edited book on Time Distortions in Mind – Temporal processing in clinical populations. Publisher: Brill – editing stage
 - b. Acta Psychologica Special Issue Temporal Processing Within and Across Senses – final stages of reviewing; expected 2014
 - c. Timing & Time Perception Special Issue “Special Issue on the “The Golden Anniversary of Timing: The Internal Clock Model” – expected end of 2013
 - d. Edited book on “Multisensory Timing” – Planned
 - e. Edited Book Volume as a result of the TIMELing Conference – In progress
 - f. Special Issue in Frontiers as a result of the JAMMMIT meeting – Final reviewing stages
 - g. Edited Book on Measurement-Methodologies of Timing – Planned

- h. Proceedings Volume for Final Conference - Planned
 - i. Acknowledge TIMELY in your papers/presentations
- 7. Request for new members
 - a. No further additions given end of the Action as per decision taken at the MC meeting in Corfu (February 2nd, 2013)
- 8. Promotion of gender balance and of Early Stage Researchers (ESR)
- 9. Non-COST country participations
- 10. Progress report of working groups
 - a. WG1 – Philosophy-Cognitive Science Meeting in Turku, Finland
 - b. WG2-WG3 – Developmental & Prediction Meeting in Granada, Spain
 - c. WG4 – Magdeburg Imaging Time Training School
 - d. All WGs – Final Conference
- 11. Long-term planning
 - a. 4th year
 - i. Large Final Conference [GR]
 - ii. MC Meeting in Corfu – Evaluation of the Action by COST (see attached information regarding evaluation of the Action)
 - b. Continuation of TIMELY
- 12. Place and date of next meeting
 - a. Corfu, Greece
- 13. AOB
- 14. Closing

~~Such an opinion shall be given with full knowledge of the views of the Management Committee of the Action concerned; a decision on the proposal will then be taken by the CSO.~~

~~The DC advises the Actions assigned to its Domain with regard to the scientific and strategic aspects within the objectives as laid down in the respective MoU. During the course of the Action, the DC will encourage the MCs to enter into dialogue with international organisations or bodies such as EUREKA and CEN in order to link to industry and standardisation activities.~~

~~As soon as a new Action is approved by the CSO, the relevant DC nominates one of its members as Rapporteur. The Rapporteur of an Action is encouraged to attend MC meetings of the Action whenever it is considered necessary. He/she should not be actively involved in the Action. The Rapporteur will be on the mailing list covering all Actions activities. He/she also receives and reads MC minutes. He/she reports to the DC about progress and problems.~~

~~In the monitoring process, the DC and its Rapporteur are assisted by its Science Officer and Grant Holder of the Action respectively.~~

~~The Monitoring of an Action in progress by the Domain Committee is based on the annual “Monitoring Progress Report” which each Action is required to provide, following the layout in Annex E, and to forward to the DC’s Science Officer. The report is a “cumulative” report, i.e. it is updated annually and covers the period from the start date of the Action to the end of the current year. The entire set of progress reports of all current Actions in a given Domain is made available every year to the members of the DC. It will be listed on the COST website along with other Action documents.~~

~~The monitoring of Actions in progress by the Domain Committee is performed annually by each Domain during a joint meeting between the DC members and the MC Chairs of the Domain. This should be combined with an event presenting the scientific achievements to the scientific community and interested parties, in particular potential users of results.~~

~~When the result of the monitoring is positive, no further action is taken by the DC. If the progress of an Action is found to be unsatisfactory, or requires a revision to the original description of the activities, the DC will inform the MC Chair who will be asked to respond to the comments and take appropriate measures. Should the monitoring produce an unacceptable result, the DC will inform the CSO and recommend appropriate remedial measures, or the termination of the Action.~~



8 - Evaluation of completed Actions

Within 6 months of the end of an Action, the MC will prepare a final report composed of the last updated version of the progress report covering the entire period of the Action and an extended scientific report. The MC is encouraged to produce also an extended version that can be published and circulated as widely as possible, with the aim of reaching the target scientific community and the end users of the results.

The evaluation of completed Actions is the third important duty of a DC, which according to the DC's Terms of Reference “is responsible for the evaluation of its COST Actions on completion of each Action”.

The basic objective of the final evaluation is to identify and describe how well the Action has

reached its stated objectives, including the initiation of any follow-up activities and its impact on R&D activities in the area covered by the Action. The Action is evaluated as a whole examining the scientific results, any added value, and the co-ordination and management aspects. Issues relating to possible future activities should be considered in the evaluation.

The final evaluation of the Action is performed by the DC through an Evaluation Panel, which is supported by the Science Officer. The Panel comprises the DC Rapporteur, who will act as coordinator of the Panel, additional DC members and up to two external experts who may be appointed by the COST Office in consultation with the DC.

If appropriate, a representative of the European Commission may be invited to participate. The views of the European Commission, through its Contact Points involved in DCs and those of other bodies are normally taken into account by the Panel. In those cases, when it is impossible or difficult to convene a meeting of the Evaluation Panel, the final evaluation may be carried out through a written process.

The evaluation process includes:

- Establishing an Evaluation Panel;
- Arrangement of a final workshop or conference where the Rapporteur and preferably the external evaluators participate.
- Submission by the MC Chair of the final report. This report and any other additional document considered useful including book of abstracts/proceedings of the final workshop or conference will be made available to the members of the Evaluation Panel, within 3 months after the final workshop/conference.
- Evaluation Report, prepared by the Evaluation Panel according to the layout shown in Annex F. The DC Rapporteur will act as Editor of the report and will submit it to the DC at the first DC meeting after the preparation of the report.
- Final evaluation by the DC. The DC will complete the “Final Evaluation Report” by adding remarks, if applicable, and approve it. The approved Final Evaluation Report will then be made available on the COST website and the CNCs notified accordingly.
- A summary of the main results obtained in the Action will be prepared by the COST Office for inclusion in the COST Annual Report.

In case an Action fails to comply with this evaluation procedure the COST Office will inform the COST National Coordinators accordingly.

9 - Dissemination of results

At the end of the penultimate year of operations, the MC of the Action will produce a revised dissemination plan as part of its annual report and present it to the DC for approval.

The Final Evaluation Report shall also cover the dissemination and exploitation of the results in line with the DC's Terms of Reference:

“The DC should take all the measures it considers necessary to ensure efficient dissemination and/or exploitation of the results of its COST Actions, in close cooperation with the relevant Management Committees.”

The DC may consider the possibility of publishing its final evaluation reports and of giving them a wide circulation. Similarly, any document prepared by the DC about the activities and the results obtained in its domain, may be published and disseminated to a wider audience in order to substantially increase the visibility of COST.

The COST Office routinely publishes reports highlighting outcomes and impacts of all Actions, and other documents highlighting noteworthy achievements of COST Actions as part of its general publicity and dissemination policy.

A general COST condition is that subject to copyright and licensing arrangements, a copy of publications arising from and supported by COST (including journal articles, books and conference and workshop proceedings) are deposited in an appropriate e-print repository of the COST Office.