



Brussels, 20 January 2017

Subject | Minutes of the First Management Committee Meeting of COST Action CA15226

*Brussels, Belgium
17/10/2016*

1. Welcome to participants

The participants were welcomed by *Estelle Emeriau*, Science Officer and by *Rose Cruz Santos* Administrative Officer of the Action. *Estelle Emeriau* chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Grant Holder that was carried out under agenda item 8.

2. Adoption of the agenda

The agenda (**Annex 1**) for the 1st Management Committee (MC) meeting was adopted.

3. Status of the COST Action

CSO Approval: 26/02/2016

Start of the Action: 17/10/2016

End of Action: 16/10/2020

Total number of COST Countries having accepted the MoU: 23 (**Annex 2-Action Fact Sheet**)

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

5. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached:

22 country representatives out of 23 attended the meeting (COST doc. 134/14 "COST Action Management Monitoring and Final Assessment" Annex I, Article 8).

6. General information on COST mechanism and the funding and reporting of coordination activities

Estelle Emeriau gave a presentation on the COST mechanism, Actions, networking instruments and policies of the COST Association (**Annex 4**). Relevant information can be found on the COST website at: <http://www.cost.eu>.



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the EU Framework Programme
Horizon 2020

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Rose Cruz Santos continued with an introduction to the COST Grant System (**Annex 4**). Relevant information is on the COST website at <http://www.cost.eu/participate/networking>, including the following reference documents:

- Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)
- COST Action Management
- COST Vademecum
- Grant Agreement Template

7. Information on the Rules of Procedure for COST Action Management Committees (MC)

The Rules of Procedure for the Management Committee (**Annex 5**) were presented to and adopted by the MC.

8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative

- Prof. Roberto TOGNETTI, Italy, was elected as the Chair.
- Dr. Melanie SMITH, UK, was elected as the Vice-Chair.
- Università degli Studi del Molise, Dipartimento di Bioscienze e Territorio, Contrada Fonte Lappone, 86090 Pesche, Italy, was elected as the Grant Holder Institution.
- Prof. ROBERTO TOGNETTI was elected as the Scientific Representative of the Grant Holder Institution **GH Scientific Representative [GH-CA15226-1]**.
- The MC agreed on 15% FSAC rate for the Grant Holder institution

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

- Prof. Roberto Tognetti presented the context of the COST Action CLIMO (see appended ppt), summarising the climate smart agriculture approach and the issues, challenges and opportunities for forestry if this approach is applied in mountain areas.
- The scope of CLIMO was summarised: livelihood, adaptation, mitigation are key drivers underpinning the scope of the Action.
- The objectives and work packages of the Action were outlined and discussed by the MC members. Prof. Tognetti explained why the focus is on mountain forests – to build upon and expand existing networks such as MOUNTFOR and link with other Actions such as PESFOR-W.
- It was emphasised that a bottom up approach would be applied in the operation of the working groups – so that specific issues that the Action feel are important can be addressed by bringing in relevant expertise in specialist areas. This approach should be applied in meetings.
- The tasks and objectives for the Action were explained together with the expected deliverables.
- Prof. Tognetti presented a possible logo for the Action. The design was generally agreed to be good – there was comment/discussion on the absence of people representation; the need to include the full title of the Action under the logo. It was clarified that the COST logo and EU logo do not need to be incorporated into the CLIMO logo. Overall there was agreement that the logo would work for the Action. Prof. Tognetti agreed to review and circulate final version.
- Prof. Tognetti explained that the Università degli Studi del Molise would be able to set up and run the CLIMO website.
- This led into a description/discussion of the work packages and associated working groups.
- Working group leads and deputies were agreed:

WG1 **Leader:** ***Violeta Velikova***
 Deputy: ***Renzo Motta***

WG2 **Leader:** ***Miren del Rio***
 Deputy: ***Hans Pretzsch***

WG3 **Leader:** **Lisa Wingate**
Deputy: **Bruce Talbot**

WG4 **Leader:** **Tatiana Kluvankova**
Deputy: **Joao Azevedo**

- Each WG leader gave a brief outline of how they see the working group developing. Different perspectives and ideas were discussed, demonstrating the vibrancy and potential for development of activities in each working group.
- Other MC members expressed an interest in particular working groups. It was agreed that there is much cross over between working groups and most members would want to input into the activities of more than one group. However, most also favoured one group over the others.
- It was agreed that all MC members would email working group leaders with their ideas/interest in the work package. This would be done by 18th November 2016.
- Each WG leader will make a list of all those interested in her/his WG.
- Each WG will make a summary of tasks/objectives for the WG as a starting point for the meetings of the WG in Trento in early 2017.
- Prof. Tognetti will send a Memo to WG leaders and deputies of their roles and responsibilities with regarding to managing and co-ordinating the WG.
- e-voting within 7 days (no answer means YES).
- Time limit for accepting e-COST invitations is 10 days, (no answer means cancellation and/or transfer of the invitation in order to have accurate view of spending).
- In case of under spending in one activity, the chair may propose on how to use the unspent funds.
- A leader for each activity dealing with training schools and workshops should be established.
- Reimbursements should be claimed no later than 10 days after the end of the meeting.
- Involve ECI and ITC in the organization of meetings and training schools.
- Active scientific participation of MC members in WGs and workshops.

Other country participation

- Prof. Tognetti showed the map of countries involved in the Action and those looking to join. He explained that if more countries join before 26th February 2017 then further funding can be requested for the Action.
- The following country/institutions applied for the MC and they were accepted: NNC (Ukraine and Jordan); IPC [University of British Columbia (Canada), Universidad de Concepcion (Chile), Universidad de Cuenca (Ecuador), Universidad Federal do Tocantins (Brazil), National University of Cordoba (Argentina)]; International Organizations (FAO, EFI, CATIE, ICRAF, ICIMOD, MRI, IUFRO).
- Near neighbour countries can go through the procedure to join the Action.

10. Appointment of horizontal roles

Dissemination

- It was agreed that **Paolo Cherubini** (Switzerland) who has a wealth of experience from previous COST Actions would be the right person to manage the dissemination activity.

Short Term Scientific Missions

- **Spela Pezdevsek Malovrh** (Slovenia) was elected to lead on the STSM co-ordination.

Early Career Investigators

- It was agreed that it would be good to have a scientist to lead, preferably from Eastern Europe. **Vlatko Andonovski** (fYR Macedonia) was elected.
- It was suggested (and agreed) that it would be good to have a deputy and that this might be shared with the PESFOR-W COST Action as it would be a good way to develop close synergy with this parallel Action. **Mersudin Avdibegovic** (Bosnia and Herzegovina) was elected as deputy.

11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)

- 58,000 Euros are available to spend in the first grant period to the end of April 2017.
- The budget, to be finalised, will be circulated to MC members for agreement by eVote and to be approved by Estelle Emeriau preferably by the 1st November.
- It was emphasised that any funding not claimed in this first grant period will be lost, so it is important to have a clear, workable plan for activities (meetings etc.) that will take place before the end of April 2017.
- The discussions and agreed way forward (summarised below) underpin the plan for the first grant period:
 - a. It will be important to have working group meetings soon to ensure people get to know who is working in the group/areas of particular interest and responsibilities etc.
 - b. It will be important to have an MC meeting in the early part of 2017 to keep motivation and momentum for the Action. Agreed that meeting would be in Trento, Italy. Date would be set by end of Oct. at the latest. Prof. Tognetti to circulate a doodle poll with possible dates.
 - c. A plan for STSM should be drawn up, and ideally calls would be out to ensure some STSM took place in the first grant period. However, due to shortage of time (information on budget received a few days before the kick off), a more suitable option could be to discuss STSM issues during the first meeting in 2017, to be ready for very beginning of the second grant period. STSM co-ordinator to prepare.
 - d. Training school(s) could be organised in advance – if needed a resource is available in the first grant period budget. However, a discussion on this issue would be preferably undertaken during the first meeting in 2017.

12. Any Other Business (AOB)

- MC member Vera Lavadinovic (Serbia) presented concepts for research from different department colleagues.....documents handed to Prof. Tognetti.
- Prof. Tognetti emphasised that there is flexibility to include others, adapt the Action and develop discussions for the working groups.
- Suggestion for everyone (from Rhys Evans) to contribute a publication which they consider to be cutting edge science. Representing science/interests. These can then be linked interests of people with respect to the WG themes etc. Prof. Tognetti to ask Paolo Cherubini if he could be in receipt of papers from participants and to make these available via the on-line 'forum' for the Action.
- A request that where possible can travel not be first class on trains and also not by air wherever possible, as this is both sustainable and more cost effective.
- It was clarified that it is possible to have WG group meetings in Brussels utilising the COST Action meeting rooms.
- Prof. Tognetti clarified that the Core Group includes:
 - Action chair and vice-chair
 - the WG leaders; deputies will also be included
 - the horizontal role leaders and deputies, if any
- A request was made to (where possible) not have meetings on Mondays or Fridays to avoid having to travel on Sundays (is also more expensive).

13. Closing

Prof. Tognetti thanked all the participants for attending and looked forward to the next meeting in Trento in early 2017.

ACTIONS from meeting

No.	ACTION	TIMESCALE / DEADLINE	RESPONSIBILITY
1	Logo design – Prof. Tognetti agreed to review and circulate final version.	Mid Nov. 2016	RT
2	All MC members to email working group leads with their ideas/interest in the work package.	18 th Nov.2016	All MC Members
3	Each WG leader will make a list of all those interested in their WG	Dec. 2016	WG Leaders
4	Each WG leader will make a summary of tasks/objectives for the WG as a starting point for the meetings of the WG in Trento in early 2017.	Jan. 2017	WG Leaders
5	Prof. Tognetti will send a Memo to WG leaders and deputies of their roles and responsibilities with regarding to managing and co-ordinating the WG.	1 st Nov. 2016	RT
6	Prof. Tognetti to circulate budget to MC members before 1st November	By 1 st Nov. 2016	EE / RT
7	Prof. Tognetti to circulate a doodle poll with possible dates	By 20 th Oct. 2016	RT
8	STSM co-ordinator to prepare plan for STSM for meeting in Trento.	By Feb. 2017	SPM
9	Prof. Tognetti to ask Paolo Cherubini if he could be in receipt of papers from participants and to make these available via the on-line 'forum' for the Action.	1 st Nov. 2016	RT

List of Annexes

Annex 1- Agenda

Annex 2- Action Fact Sheet

Annex 3- Attendance list

Annex 4- **COST Association** presentation

Annex 5- The Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)

Annex 6 – Prof. Tognetti presentation

Annex 7 - Photos
