Minutes of the Management Committee Meeting of the COST Action

CA18202 - Network for Equilibria and Chemical Thermodynamics Advanced Research

COST Action CA18202: "Network for Equilibria and Chemical Thermodynamics Advanced Research"
Management Committee Meeting
Draft Agenda
25/09/2023 at 16:00:00 (CET)
Virtual, Zoom Platform
https://videoconf-colibri.zoom.us/j/92163397012?pwd=WUhyWVp1TVBjTUk2OTdqTGc2bmtNQT09
PW: CA18202

ACTION Status at date:

- Action parties: 31 COST countries
- CSO approval: 04/06/2019
- Start date: 02/10/2019

---

i. Agenda and Materials

The MC meeting agenda is in Annex 1. The MC meeting was organised to take some necessary decisions and indications following previous MC meeting.

ii. Participants and Hosting Team

Meeting was hosted online on the Zoom platform.

iii. Pre-requisites for the Decision Making

During the meeting, the participants acknowledged and agreed to comply with the Rules of Procedure for the MC from Annex I COST Action Management, Monitoring and Final Assessment (COST 134/14: https://www.cost.eu/uploads/2019/11/COST-134-14-REV-4-Action-management-monit-and-final-assess.pdf)

Before any decision was taken, the Action Chair (AC) verified that the minimum of 2/3 (21) of the parties present; the necessary quorum to approve decisions was achieved (21 members present) allowing the MC meeting to officially take place in accordance with Article 9 of the Rules of Procedure for the MC (see https://www.cost.eu/uploads/2019/11/COST-134-14-REV-4-Action-management-monit-and-final-assess.pdf).

1) Welcome to participants, verification of the quorum and adoption of agenda

MC meeting started on time. The AC (Demetrio Milea) welcomed the participants.

According to Pre-requisites of point iii., 31 Member Countries are parties of the Action. Quorum is represented by 21 Members

Member		Member		Member	
Albania (AL)	A	France (FR)	P	North Macedonia (MK)	P
Austria (AT)	A	Germany (DE)	P	Poland (PL)	P
Belgium (BE)	A	Greece (EL)	P	Portugal (PT)	P
Bosnia and Herzegovina (BA)	A	Hungary (HU)	P	Romania (RO)	P
Bulgaria (BG)	P	Iceland (IS)	A	Serbia (RS)	P
Croatia (HR)	A	Ireland (IE)	P	Slovakia (SK)	P
Czech Republic (CZ)	P	Italy (IT)	P	Slovenia (SI)	P
Denmark (DK)	P	Lithuania (LT)	P	Spain (ES)	P
Estonia (EE)	A	Malta (MT)	A	Switzerland (CH)	P
Finland (FI)	A	Moldova (MD)	A	Turkey (TR)	P
				United Kingdom (UK)	P

P = Present; A = Absent

Members present were: 21

Members absent were: 10

AC announced that quorum was reached to have a regular meeting, and for approving decisions. As such, AC declared that MC Meeting could officially take place and that all votes and decisions taken will be approved instantly.

AC acknowledged all MC Member Representatives who were present, either physically or online, for their great efforts in support of the Action and for their sense of responsibility.

Concerning absent members, AC informed that he received explanations from some members, who could not attend either for serious institutional and/or personal issues, while some other members were not able to connect to the platform to attend online.

Nevertheless, AC could not avoid to mention the absence and/or lack of interest of some Member Representatives, which causes systematic difficulties in Action Management, in relation to delays in approving decisions that cannot be done instantly, but need time because of the e-vote required timing.

AC reads the Agenda (Annex 1), previously sent by email to all MC Members.

AC launched the vote for the Adoption of Agenda.

Agenda was unanimously adopted.

2) Information to the MC

a. Recap of the minutes of the last meeting, e-votes and matters arising since the last meeting

Last MC meeting was held in Ljublijana on 26/08/2022 minutes were approved online.

Since that date, the following evotes were launched:

• E-vote launched on 31/10/2022 to approve minutes and decisions of last MC meeting: APPROVED

• E-vote launched on 08/02/2023 to approve a TS to be organised by WG1: APPROVED

• E-vote launched on 14/02/2023 to approve a topup request and a WBP remodulation: APPROVED

• E-vote launched on 19/05/2023 to approve to refund APC of OA paper (software PyES): APPROVED

Any matter was bringed to discussing by any of the participants.

b. Core Croup: report from the Core Group, including delegated decisions

CG meeting was held immediately before MC meeting. Main topics were related to the management and results of the Action, especially in relation to deliverables from various WGs for current and next GP, networking activities.

c. Action Membership: New Specific Organisations and COST Members represented in the MC

At present time, no requests for new MC memberships were received.

d. Action Participation: WG membership and applications, New MC members/Observers and provisional substitution.

AC reminded MC about new WG membership and application procedures .

AC informed that new membership requests are continuously arriving. The uptdated list of Action participants is reported on Action webpage.

e. Budget status: summary from the Grant Holder.

GH informed MC that budget allocated for GP is being spent for planned activities.

GH informed that some unspent money from some Networking Activities could be spent for "last minute" activities. AC asks mandate to MC to take decision on budget changes to allow those activities.

AC launched the vote for this mandate.

Proposal was unanimously approved by MC.

f. Update from the COST Association.

NO COST representatives were present at meeting.

3) Follow up and discussion on the

a. Action management: structure, leadership positions and other supporting roles. Mandates to the Core Group (if applicable)

AC informed participants that all leadership positions are now reported on COST official CA18202 webpage (https://www.cost.eu/actions/CA18202/) as well as in NECTAR official webpage (https://cost-nectar.eu/).

Based upon suggestions from CG, AC asked to approve the following leadership positions:

- Tarita Biver (IT) as new WG2 leader
- Slawomir Potocki (PL) as new WG2 co-leader
- Silvia Berto (IT) as new WG4 leader
- Carmelo Sgarlata (IT) as new WG4 co-leader

Proposal was unanimously approved by MC.

b. Implementation of the COST Excellence and Inclusiveness Policy

COST Excellence and Inclusiveness Policy is very well implemented by NECTAR CA18202 Action.

c. Grant Awarding by the Action

AC informed MC that Grant Awarding process is going on in a very positive and fruitful way. For the present GP4, 17 STSMs have been completed/assigned.

d. Progress of each working group

WG leaders/co-leaders of each of the 5 Action's WGs informed MC about their activities for GP4. Particular attention was given to the progress of deliverables expected for the end of GP4 for each WGs,. All planned deliverables will be provided within the end GP4. MC gave mandate to AC to collect from WG leaders/coleaders the expected deliverables and WGs planned activities, and to report them. WG leaders/co-leaders agreed to provide those data in written form ASAP, in order to allow AC to prepare all required documents and final report in due time.

e.   Science Communication Plan

AC invited SCM and WG5 leader to refer about the Science Communication Plan and Dissemination activities. Scientific results obtained within the Action have been published in peer reviewed and high impact journals, both regular and open access, properly acknowledging COST Association and NECTAR CA18202. An updated list is reported in Action webpage (www.cost-nectar.eu). Overall, Science Communication Plan, as well as Dissemination Activities, are well implemented and no particular changes were suggested. SCM and WG5 leader just underlined again the importance of collaborations and "publications" within Action's aims and between at least three Action's members (i.e. 3 Countries), with the aim of strenghtening the network, as well as the importance of Dissemination Activities.

f.   Progress on MoU Objectives, WG tasks, deliverables, and Goals for the current GP

AC remembered MC what are MoU general objectives, as well as the GP4 goals and deliverables. On the basis of reports provided by WG leaders and Coordinators/Managers about the status of the Action, the progress of the Action in terms of fulfillment of on MoU Objectives, WG tasks, deliverables, and Goals for the current GP can be considered as highly satisfactory.

4)   Planning

a.   Revision of Work and Budget Plan of the current GP

AC informed MC that, for current GP, almost all planned activities have been completed, and the allocated budget almost entirely spent according to WBP for GP4.

b.   Draft plans for the following GP and Action extension

AC informed MC that he has been informed by SO that allocated budget for next GP5 should be around 95k€ including FSAC.

AC made the following proposal for the GP5 activities and consequent budget plan.

A. COST Networking Tools	
(1) Meetings	62'900.00
(2) Training Schools (TS)	0.00
(3) Mobility of Researchers and Innovators (STSM)	15'000.00
(4) Presentation at Conferences organised by Third Parties	0.00
(5) Dissemination and Communication Products	3'700.00
(6) Other Expenses Related to Scientific Activities (OERSA)	1'000.00
(7) VNT	0.00
B. Total Science Expenditure (sum of (1) to (7))	82'600.00
C. Financial and Scientific Administration and Coordination (FSAC) (15% of B)	12'390.00
Total Grant (B+C)	94'990.00

AC underlined that, according to previous decisions concerning the importance of "in-presence" activities, no budget to VNT was dedicated.

AC launched vote.

MC unanimously approved.

c.   Upcoming activities

Based on decision taken, AC proposed to organize the 4th European NECTAR Conference and Final Action Meeting in Milazzo (Italy), on february 26th and 27th, 2024, asking mandate to reduce daily allowance (not less than 80€/day) to increase the number of participants, launching vote.

MC unanimously approved to give mandate to AC.

5)   Monitoring and Reporting to the COST Association

No matter arose concerning this point.

6)   AOB

No other point was found to be relevant to be further discussed.

7)   Summary of MC decisions

From the 31 COST Member Countries of the Action, 21 (twenty one) were present and represented by their corresponding MC members. MC meeting was valid to make proposals and take and approve decisions, summarized as follows:

- **Decision 1:** Agenda of the meeting was adopted.
- **Decision 2:** AC received mandate for last-minute budget changes.
- **Decision 3:** New leadership positions approved.
- **Decision 4:** New WBP.
- **Decision 5:** Meeting location, dates and mandate to AC for DA changes.

8)   Closing

In conlusion, AC thanked all people present for their active participation to the meeting, acknowledging the excellent work done by everybody during this year.

Meeting was officially closed.

List of Annexes

- Annex 1 – Agenda

Minutes prepared by:

- *Action Chair*
- *Action Vice-Chair*

ANNEX 1

COST Action CA18202: "Network for Equilibria and Chemical Thermodynamics Advanced Research"
Management Committee Meeting
Draft Agenda
25/09/2023 at 16:00:00 (CET)
Virtual, Zoom Platform
https://videoconf-colibri.zoom.us/j/92163397012?pwd=WUhyWVp1TVBjTUk2OTdqTGc2bmtNQT09
PW: CA18202

1. Welcome to participants, verification of the quorum and adoption of agenda
2. Information to the MC
    a) Recap of the minutes of the last meeting, e-votes and matters arising since the last meeting
    b) Core Croup: report from the Core Group, including delegated decisions
    c) Action Membership: New Specific Organisations and COST Members represented in the MC
    d) Action Participation: WG membership and applications, New MC members/Observers
       and provisional substitution.
    e) Budget status: summary from the Grant Holder.
    f) Update from the COST Association (if representative is present)
3. Follow up and discussion on the
    a) Action management: structure, leadership positions and other supporting roles.
       Mandates to the Core Group (if applicable)
    b) Implementation of the COST Excellence and Inclusiveness Policy
    c) Grant Awarding by the Action
    d) Progress of each working group
    e) Science Communication Plan
    f) Progress on MoU Objectives, WG tasks, deliverables, and Goals for the current GP.
4. Planning
    a) Revision of Work and Budget Plan of the current GP (if applicable)
    b) Draft plans for the following GP(s).
    c) Upcoming activities
5. Monitoring and Reporting to the COST Association
6. AOB
7. Summary of MC decisions
8. Closing