



COST
EUROPEAN COOPERATION
IN SCIENCE AND TECHNOLOGY

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Subject | Minutes of the First Management Committee (“Kick-Off”) Meeting of COST Action BM1204. An integrated European platform for pancreas cancer research: from basic science to clinical and public health interventions for a rare disease

COST OFFICE
Brussels, Belgium

14 December 2012 from 09:30 till 17:00

1. Welcome to participants

The Senior Science Officer (SSO) and Administrative Office (AO) for the Domain BMBS, respectively Dr Magdalena Radwanska and Ms. Anja Van Der Snickt welcomed all the participants. The objectives of the meeting were explained.

The MC members were reminded that neither of them represents himself or his institution but his country. For further meetings it should be noted that MC members may be replaced in one meeting only if the replacement is confirmed by the COST National Coordinator of the respective country. [http://www.cost.eu/about_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)

The meeting was chaired by Dr Magdalena Radwanska until the election of a chairperson for the Action, which was carried out under agenda item 8.

2. Adoption of the agenda

The draft agenda of the meeting was approved without changes or additions by the members of the Management Committee (MC) of COST Action BM1204.

3. Status of the COST Action

The COST Action BM1204 was approved by the Committee of Senior Officials on 07/06/2012. The Action entered into force on 16/07/2012 after five Parties had accepted the Memorandum of Understanding. The Action officially starts with the 1st MC / Kick-Off Meeting on 14/12/2012 and will end in four years, on



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13/12/2016. The BMBS Domain Committee nominated Prof Mario Vallejo as Rapporteur of COST Action BM1204.

As of the first Management Committee meeting, a total of 14 Parties had accepted the MoU according to the official records of the COST Council Secretariat, The Action would be open for COST countries to join unconditionally during 12 months from 07/06/2012, after which new members could join only after the approval of the MC.

Country	Date	Status
<u>Belgium</u>	16/07/2012	Confirmed
<u>France</u>	31/10/2012	Confirmed
<u>Germany</u>	02/07/2012	Confirmed
<u>Ireland</u>	26/09/2012	Confirmed
<u>Israel</u>	04/07/2012	Confirmed
<u>Italy</u>	25/07/2012	Confirmed
<u>Lithuania</u>	03/10/2012	Confirmed
<u>Netherlands</u>	17/07/2012	Confirmed
<u>Norway</u>	07/09/2012	Confirmed
<u>Romania</u>	22/10/2012	Confirmed
<u>Slovakia</u>	25/11/2012	Confirmed
<u>Slovenia</u>	08/11/2012	Confirmed
<u>Spain</u>	11/06/2012	Confirmed
<u>United Kingdom</u>	12/06/2012	Confirmed



4. Presentation of the delegations

A total of 16 participants from the 12 Parties were attending the meeting. The COST Office was represented by the Science Officer of the COST BMBS Domain, respectively Dr Magdalena Radwanska and Administrative Officer Ms. Anja van Der Snickt.

All participants introduced themselves and reported briefly about their professional background.

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

Dr Magdalena Radwanska presented the history, mission and main features of COST, as well as a detailed description of the BMBS Domain and COST tools. Anja Van Der Snickt introduced COST reimbursement rules and procedures.

Comprehensive information was also provided with regard to the COST Grant System (under which the Action will be funded). The presentation focused on the Grant System implementation in terms of objectives, boundary conditions, work and budget plan and role and the responsibility of the Grant Holder. The Action will sign a Grant Contract in April/May 2013, for a period of 12 months. The Grant Holder must be the institution of an MC member normally, but not necessarily that of the Chair or Vice-Chair. When selecting an institution, care must be taken on tax issues to avoid problems when receiving the grant or making payments. It was stated that, for local organizer support, VAT is NOT an eligible cost for reimbursement. (Annex1).

All available information is summarized on COST website Vademecum Part B: <http://www.cost.eu/participate/guidelines>. (Annex 1).

The expenses of the 1st MC ("Kick-Off") meeting on 14 December 2012 are covered by the COST Office.

The budget allocated to the Action from 01/04/2013 till 31/03/2014 is EUR 114 000 EUR, which shall include the maximum of 15% of overheads of the GH Institution.

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 2) were presented to the MC by Dr Magdalena Radwanska from Annex II of COST 4154/11 "*Rules and Procedures for implementing COST actions*". website: <http://www.cost.eu/participate/guidelines>

The Rules of Procedure were unanimously approved by the MC.

7. Presentation by the Rapporteur

Prof Mario Vallejo gave an introductory presentation.

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



The Science Officer invited volunteers or nominations for the positions of Chair and Vice Chair of the Action.

The MC elected unanimously approved the following MC Members as Chair and Vice Chair of the Action:

Chair: Dr Núria Malats, Spain (CNIO, ES)

Vice Chair: Dr Roger Milne (CNIO, ES) was unanimously approved by the MC, however needed to be replaced by Carlo La Vecchia (IT) due to administrative incompatibility of three positions: the Grant Holder, the Chair and Vice-Chair being from the same institution. The written approval was used (e-mail).

After the election of the Action's Chair and Vice-Chair, the Science Officer handed the meeting over to the newly-elected Chair.

9. Selection of the Grant Holder (Legal and Scientific Representatives) and 2 Financial Rapporteurs

Grant Holder Institution: Fundación Centro Nacional de Investigaciones Oncológicas Carlos III (CNIO), Spain is unanimously approved. The MC decided that CNIO can charge a maximum of 15% for FSAC as administration costs.

Scientific Representative: Dr Nuria Malats (ES)

Financial Rapporteur 1°: Dr Angela Brand (NL)

Financial Rapporteur 2°: Dr Eithne Costello (UK)

10. Work plan for the implementation of the COST Action (based on the Memorandum of Understanding)

The Chair presented slides giving an overview of the Cost Action, the structure of the network, and reviewed the aims and objectives of the Working Groups (WGs). This led to elections of the WG leaders.

The Chair proposed the following individuals to lead the Working Groups which were unanimously approved:

WG leaders are:

Working Group 1

Coordinator: Roger Milne, Spain

Co-leaders: Eithne Costello, UK; Irene Esposito, Germany

Working Group 2

Coordinator: Kristel Van Steen, Belgium

Co-leaders: Núria López-Bigas, Spain; Joerg Hoheisel, Germany

Working Group 3

Coordinator: Stephan Hahn, Germany

Co-leaders: Patrick Maisonneuve, Italy; Christoph Mickalski, Germany

Working Group 4





Coordinator: Angela Brand, Netherlands
Co-leaders: Bodo Lange, Germany; Paco Real, Spain

The Steering Committee: was approved by the MC and will include: the Chair, Vice-Chair, Working Group Coordinators, STSM Coordinator and the Website Coordinator.

The MC approved the following positions:

Dissemination Manager: Dr Roger Milne (appointed by the MC by a written procedure)

STSM Coordinator

Sole nominee: Carlo La Vecchia, Italy

Votes for: Unanimous

Elected: Carlo La Vecchia, Italy

STSM Panel Member

Sole nominee: Tatjana Crnogorac-Jurcevic, UK

Votes for: Unanimous

Elected: Tatjana Crnogorac-Jurcevic, UK

Website Coordinators

Nominees: Angela Brand, Netherlands; Roger Milne, Spain; Núria Malats, Spain

Votes for: Unanimous for all three

Elected: Angela Brand, Netherlands; Roger Milne, Spain; Núria Malats, Spain

11. Budget plan for the first period

The next immediate deadline is on the 7th January 2012 when a final workplan must be submitted to COST for approval. 114 K€ budget was assigned to the Action. First Grant Agreement will start on 01/04/2013 and will run for 12 months. According to our contractual agreements, the budget that is not spent within the one year cycle will be returned to COST. All new activities introduced to the original MC approved and COST Office approved budget and work plan need to be approved by the MC.

The MC decided to distribute and approve the budget as indicated below:

Meetings: 85 620 EUR

STSMs: 6000 EUR

Dissemination: 4500 EUR

OERSA: 3000 EUR

Total science expenditure: 99 120 EUR

FSAC: 14 868 EUR

Total Expenditure: 113 988 EUR





The above budget is based on the following provisional work plan for the first year of the ACTION which was also unanimously approved:

Meetings:

- 4 Working Group (WG) meetings (1 each) in April 2013
- 1 conference combined with and Management Committee (MC) and 4 WG meetings in November 2013 (to be held at the CNIO, Madrid on the 7-8th of November)
- budget to be reworked to maximize number of participants, based on an approximate cost of 750 euros per participant for a two-day meeting (590 euros per participant for a one-day meeting).

STSM:

- Plan to be reworked to meet minimum requirement of 4 STSM per year (in first year)

12. Place and date of next meeting

13. AOB

14. Closing