



Brussels, 31 May 2013

**Subject | Minutes of the First Management Committee (“Kick-Off”)  
Meeting of COST Action ES1105  
“Cyanobacterial blooms and toxins in water resources: Occurrence,  
impacts and management”**

***COST Office | Avenue Louise 149  
1050 Brussels | Belgium  
11/04/2012, from 09:30 till 16:30***

### **1. Welcome**

The Science Officer (SO) for the Domain Earth System Science and Environmental Management (ESSEM), Başak Kısakürek, welcomed all the participants.

The meeting was chaired by Başak Kısakürek until the election of a chairperson for the Action, which was carried out under agenda item 7.

### **2. Adoption of the agenda**

The draft agenda of the meeting as found in **Annex 1** was approved without changes or additions by the members of the Management Committee (MC) of COST Action ES1105.

### **3. Presentation of the delegations**

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

The COST Office was represented by the Science Officer and Administrative Officer of the COST ESSEM Domain, respectively Başak Kısakürek and Chandrasa Sjamsudin. The ESSEM Domain was represented by Mr. Dick Blaauboer, the Action DC Rapporteur.

A total of 33 participants (and 2 observers) from the following 19 Parties were attending the meeting: Belgium, Bulgaria, Finland, France, Germany, Greece, Ireland, Italy, Lithuania, Netherlands, Norway, Poland, Serbia, Slovakia, Slovenia, Spain, Sweden, Turkey and United Kingdom. Austria and Switzerland were not represented in the meeting. The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 2**.



#### 4. General information on COST and status of the COST Action

Başak Kısakürek presented the mission, features, history and structure of COST, as well as a detailed description of the ESSEM Domain (**Annex 3**).

The COST Action ES1105 was approved by the Committee of Senior Officials on 01/12/2011. The Action officially starts with the 1st MC / Kick-Off Meeting and will end in four years, on 10/04/2016. The ESSEM Domain Committee nominated Mr. Dick Blaauboer (IS) as Rapporteur for COST Action ES1105.

As of the first Management Committee meeting, a total of 21 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 until 10/04/2013, after which new members could join only after the approval of the MC.

The objectives of the meeting were given as understanding how to manage a COST Action, understanding COST Rules and Procedures, understanding MC responsibilities for COST Grant System, electing a Chair, a Vice-Chair, WG Leaders, a Grant Holder, a webmaster, an STSM coordinator and two Financial Rapporteurs, creating an Action structure with working groups, and developing the Annual Work Plan and Annual Budget Plan for June 2, 2012 – June 1, 2013 period. The MC was reminded to submit the first Work Plan and Budget Plan to the COST Office by the 27<sup>th</sup> of April 2012.

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

Chandrasa Sjamsudin introduced COST main instruments and procedures (**Annex 4**). The procedure about processing the reimbursement forms and the attendance list for each meeting was explained: since meeting reimbursements are processed in a batch and not one by one, COST meeting participants are asked to complete the forms before the meeting and to bring them together with copies of all tickets to the meetings. For future meetings, the local organizer or the Grant Holder Manager has the responsibility to collect the signed "Attendance list" for each day signed by the participants together with all reimbursement forms and relevant receipts to be processed by the Grant Holder after the meeting. It was also pointed out that the Grant Holder shall keep all financial documents until 5 years after the end of the 7<sup>th</sup> Framework Program-2014, i.e. **till 2019**.

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 02/06/2012, for a period of 12 months. The MC was informed that a Grant Holder institution should be designated to sign a contract with the COST Office to receive the Action's yearly allocation in the form of an annual grant. 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.

The expenses of the 1<sup>st</sup> MC ("Kick-Off") meeting on 11/04/2012 are covered by the COST Office.

The budget allocated to the Action from 02/06/2012 till 01/06/2013 is EUR 139 900 which shall include the maximum of 15% of Financial and Scientific Administration and Coordination of the Total Science Expenditure.



## 6. Agreement on the internal rules of procedure for the Management Committee of the COST Action

The Rules of Procedure for the Management Committee (**included in Annex 3**) were presented and read to the MC by Başak Kısakürek from Annex II of COST 4154/11 “*Rules and Procedures for implementing COST actions*”.

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)

**MC1D1** The Rules of Procedure were unanimously approved by the MC.

## 7. 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.

**MC1D2** The MC elected unanimously Triantafyllos Kaloudis (EL) as the Chair of the Action.

**MC1D3** Ludek Blaha (at the time an observer from CZ) was nominated as the Vice-Chair of COST Action ES1105. The MC approved that he will be acting as the Vice-Chair subject to his MC nomination by the COST National Coordinator of Czech Republic.

**MC1D4** The MC approved Geoffrey Codd (UK) as an honorary member of the Action, meaning that he will be invited to all Action meetings and activities by default.

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

## 8. Selection of the Grant-Holder, two Financial Rapporteurs, STSM Coordinator, Webmaster

**MC1D5** The MC elected unanimously the following Grant-Holder, Financial Rapporteurs, STSM Coordinator and Webmaster:

<b>Grant Holder Institution:</b>	National Center for Scientific Research “Demokritos”, Agia Paraskevi Attikis, P.O.Box 60228, 153 10 Athens, EL
<b>Legal Representative:</b>	Dr. Nikolaos Kanellopoulos, Chairman of the Board and Director, president@central.demokritos.gr
<b>Scientific Representative:</b>	Dr Anastasia Hiskia, Research Director, hiskia@chem.demokritos.gr
<b>Grant Holder Manager:</b>	Mr. Euripides Papadopoulos, Financial Officer, NCSR Demokritos, gram-gel@gel.demokritos.gr
<b>Financial Rapporteur 1°:</b>	Elke Dittmann, University of Potsdam, DE, editt@uni-potsdam.de
<b>Financial Rapporteur 2°:</b>	Myriam Bormans, Universite de Rennes 1, FR, myriam.bormans@univ-rennes1.fr
<b>STSM Coordinator:</b>	Zorica Svircev, University of Novi Sad, RS zorica.svircev@dbe.uns.ac.rs
<b>Web Coordinator:</b>	Luc Brient, University of Rennes, FR luc.brient@univ-rennes1.fr

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

- Presentation of the Action by the proponent
  - The Chair provided an overview of the COST Action proposal, background information on toxic cyanobacterial and toxins, previous developments and projects as well as current needs and expected impacts of the Action. **(The presentation with details relevant also to the following points is included in Annex 5)**
- Objectives and working programme
  - The Chair described overall objectives of the COST Action and provided a brief outline of the work plan **(included in Annex 5)**
- Working method - organisation and management (including working groups)
  - The Chair described a proposed structure, specific objectives and expected outcomes (deliverables) of four Working Groups (WG1-4) of the COST Action **(included in Annex 5)**
  - The Chair invited volunteers for nominations of the WG leaders and WG deputy leaders
  - **MC1D6** The MC elected unanimously following WG leaders and deputy leaders:
    - **WG1**     **leader**   Linda Lawton, Robert Gordon University, Aberdeen, UK,  
l.lawton@rgu.ac.uk
    - deputy**   Kaarina Sivonen, Helsinki University, FI,  
[kaarina.sivonen@helsinki.fi](mailto:kaarina.sivonen@helsinki.fi)
    - **WG2**     **leader**   Geoffrey Codd, University of Stirling, UK,  
g.a.codd@stir.ac.uk
    - deputy**   Zorica Svircev, University of Novi Sad, Serbia  
zorica.svircev@dbe.uns.ac.rs
    - **WG3**     **leader**   Petra Visser, University of Amsterdam, NL  
p.m.visser@uva.nl
    - deputy**   Anastasia Hiskia, Demokritos Institute, EL  
[hiskia@chem.demokritos.gr](mailto:hiskia@chem.demokritos.gr)
    - **WG4**     **leader**   Luc Brient, University of Rennes, FR  
luc.brient@univ-rennes1.fr
    - deputy**   Antonio Quesada, University of Madrid, ES  
antonio.quesada@uam.es
- Distribution of tasks
  - Distribution of tasks and affiliation of MC members to WGs have been discussed. MC agreed that particular distribution will be discussed electronically. Chair, Vice Chair and WG leaders will prepare relevant documents and commitment template(s), which will be further communicated to all MC members.
- Promotion of gender balance and of Early Stage Researchers (ESR)
  - The Chair and the Scientific officer highlighted the importance of the promotion of early stage researchers (ESRs) and gender balance within the Action.
- Time-table

- The Chair presented the time-table of the COST Action as presented in the Action proposal and pointed out major activities as well as schedule of deliverables (**included in Annex 5**)
- Composition of the Steering Committee or Core Group
  - **MC1D7** The MC unanimously agreed on the following composition of the Core Group of the Action (or the Steering Committee) - 8 persons: **Chair + Vice Chair + 4 WG leaders (including webmaster as a leader of WG4) + STSM coordinator + Grant Holder**
  - **MC1D8** The MC unanimously agreed that the Core Group can make decisions about budget allocation for operational expenses up to 10,000 EUR/year

## 10. Budget plan for the first period

Breakdown of the budget for the first period (June 2012-June 2013) has been discussed by MC. It was reminded that rough values can be adjusted according to actual needs during the year.

**MC1D9** MC agreed on the budget for 2/June 2012-June 2013

	EUR
MC Meeting 1 (Oct-Nov 2012)	30000
Meeting 2 (exp. March 2013)	30000
STS Ms	22200
Training schools	10000
Web	4000
External experts	5000
Workshop(s)	20000
Bank charges	500
Overheads for GH (15%)	18200
<b>Total</b>	<b>139900</b>

## 11. Place and date of next meeting

The next MC meeting has been discussed. It was proposed to merge MC meetings with WG meetings. Antonio Quesada proposed organization of the meeting at facilities of the Universidad Autonoma de Madrid during autumn 2012.

**MC1D10** The MC unanimously agreed that the next MC meeting will take place in Spain at Universidad Autonoma de Madrid facilities during October/November 2012. The MC agreed that the MC meeting will be coordinated together with meetings of all 4 WGs. Since the accommodation costs at the Universidad Autonoma de Madrid will be lower, the MC unanimously agreed that reimbursement of the 2nd MC meeting will be lowered to 80 EUR/night. Exact dates and planning of the meeting will be specified upon electronic communication tools such as DOODLE.

## 12. AOB

- Evaluation committee of STSM proposals



- **MC1D11** - The MC unanimously agreed on the following four members of the STSM evaluation committee:  
**Zorica Svircev**, STSM coordinator, University of Novi Sad, SR,  
zorica.svircev@dbe.uns.ac.rs  
**Nico Salmaso**, Fondazione Edmund Mach, IT, [nico.salmaso@iasma.it](mailto:nico.salmaso@iasma.it),  
**Hans C.P. Matthijs**, University of Amsterdam, NL, [j.c.p.matthijs@uva.nl](mailto:j.c.p.matthijs@uva.nl)  
**Maya Stoyneva**, Sofia University, BG, [mstoyneva@abv.bg](mailto:mstoyneva@abv.bg)
- Short name of the Action
  - Several short names have been proposed and discussed. It was agreed to select the short name, which receives the highest number of votes from the MC members.
  - **MC1D12** The MC selected "CYANOCOST" as the short name for the Action by unanimous voting of the MC members.

### 13. Closing

The Chair and the Scientific officer thanked to all MC members for productive discussions, wished the success to the COST Action and officially closed the 1st MC meeting.

### List of Annexes

- Annex 1:** meeting agenda
- Annex 2:** COST Attendance list
- Annex 3:** presentation from the Science Officer
- Annex 4:** presentation from the Administrative Officer
- Annex 5:** presentation from the Action Chair

### List of MC Decisions

- MC1D1** The Rules of Procedure were unanimously approved by the MC.
- MC1D2** The MC elected unanimously Triantafyllos Kaloudis (EL) as the Chair of the Action.
- MC1D3** Ludek Blaha (at the time an observer from CZ) was nominated as the Vice-Chair of COST Action ES1105. The MC approved that he will be acting as the Vice-Chair subject to his MC nomination by the COST National Coordinator of Czech Republic.
- MC1D4** The MC approved Geoffrey Codd (UK) as an honorary member of the Action, meaning that he will be invited to all Action meetings and activities by default.
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  - Legal Representative:** Dr. Nikolaos Kanellopoulos, Chairman of the Board and Director, [president@central.demokritos.gr](mailto:president@central.demokritos.gr)



**Scientific Representative:** Dr Anastasia Hiskia, Research Director, [hiskia@chem.demokritos.gr](mailto:hiskia@chem.demokritos.gr)  
**Grant Holder Manager:** Mr. Euripides Papadopoulos, Financial Officer, NCSR Demokritos, [gram-gel@gel.demokritos.gr](mailto:gram-gel@gel.demokritos.gr)

**Financial Rapporteur 1°:** Elke Dittmann, University of Potsdam, DE, [editt@uni-potsdam.de](mailto:editt@uni-potsdam.de)  
**Financial Rapporteur 2°:** Myriam Bormans, Universite de Rennes 1, FR, [myriam.bormans@univ-rennes1.fr](mailto:myriam.bormans@univ-rennes1.fr)

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[zorica.svircev@dbe.uns.ac.rs](mailto:zorica.svircev@dbe.uns.ac.rs)

**Web Coordinator:** Luc Brient, University of Rennes, FR  
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**MC1D6** The MC elected unanimously following WG leaders and deputy leaders:

- **WG1 leader** Linda Lawton, Robert Gordon University, Aberdeen, UK, [l.lawton@rgu.ac.uk](mailto:l.lawton@rgu.ac.uk)  
**deputy** Kaarina Sivonen, Helsinki University, FI, [kaarina.sivonen@helsinki.fi](mailto:kaarina.sivonen@helsinki.fi)
- **WG2 leader** Geoffrey Codd, University of Stirling, UK, [g.a.codd@str.ac.uk](mailto:g.a.codd@str.ac.uk)  
**deputy** Zorica Svircev, University of Novi Sad, SR, [zorica.svircev@dbe.uns.ac.rs](mailto:zorica.svircev@dbe.uns.ac.rs)
- **WG3 leader** Petra Visser, University of Amsterdam, NL, [p.m.visser@uva.nl](mailto:p.m.visser@uva.nl)  
**deputy** Anastasia Hiskia, Demokritos Institute, EL, [hiskia@chem.demokritos.gr](mailto:hiskia@chem.demokritos.gr)
- **WG4 leader** Luc Brient, University of Rennes, FR, [luc.brient@univ-rennes1.fr](mailto:luc.brient@univ-rennes1.fr)  
**deputy** Antonio Quesada, University of Madrid, ES, [antonio.quesada@uam.es](mailto:antonio.quesada@uam.es)

**MC1D7** The MC unanimously agreed on the following composition of the Core Group of the Action (or the Steering Committee) - 8 persons: **Chair + Vice Chair + 4 WG leaders (including webmaster as a leader of WG4) + STSM coordinator + Grant Holder**

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**Nico Salmaso**, Fondazione Edmund Mach, IT, [nico.salmaso@iasma.it](mailto:nico.salmaso@iasma.it)

**Hans C.P. Matthijs**, University of Amsterdam, NL, [j.c.p.matthijs@uva.nl](mailto:j.c.p.matthijs@uva.nl)

**Maya Stoyneva**, Sofia University, BG, [mstoyneva@abv.bg](mailto:mstoyneva@abv.bg)

**MC1D12** The MC selected "CYANOCOST" as the short name for the Action by unanimous voting of the MC members.

