

**COST Action CA18110**

**Action Title: Underground Built Heritage as catalyser for Community Valorisation**

**1st Management Committee Meeting**

**Thon Hotel, 91-93 Avenue Louise, 1050, Brussels, Belgium**

**9 April 2019 from 09:30 to 17:00**

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries (quorum)
3. Adoption of agenda
4. Tour de table / introduction of the MC members
5. General information on COST mechanism and on the funding and reporting of coordination activities:
  - COST overview, policies and structure
  - Financing COST Action activities: Administrative Rules and Guidelines, Work and Budget Plan, COST Action Grant Agreement, Financial Reporting
  - Scientific/networking Reporting and Monitoring
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Setting the frame for the Action - presentation by the Science Officer
  - Budget
  - Presentation of the Scientific Committee recommendations to the Action

----- *Coffee break* -----

8. Election of the Chair and Vice-Chair
9. Selection of:
  - The Grant Holder institution (Scientific Representative)
  - The FSAC rate for the Grant Holder institution
10. Presentation and discussion of the Action
  - a. Presentation of the Action by the "Main Proposer"/Chair of the Action (based on the Memorandum of Understanding)
    - Objectives and deliverables
    - Working Groups and other management roles/structures
    - Implementation of COST policies on the promotion of Inclusiveness and Excellence (see below list of Inclusiveness Target Countries), gender balance and Early Career Investigators (ECI)
  - b. MC discussion of:
    - Deliverables and timeline
    - Working Groups and other management roles/structures
    - Implementation of Scientific Committee recommendations and COST policies

Inclusiveness Target Countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Moldova, Montenegro, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia and Turkey.

#### 11. Establishment of Action Management structure

- Election of Working Group Leaders and STSM Manager
- Election of other management roles

----- *Lunch break* -----

#### 12. Action implementation planning

a. Development of Objective Achievement Indicators for MoU Objectives

b. 1st Grant Period (GP)

- Grant Period Goals, WG tasks and deliverables
- Activity and budget planning (Work and Budget Plan preparation)
- Dissemination strategy/ planning (Publications and outreach activities)

#### 13. Any Other Business (AOB)

#### 14. Closing