

Brussels, 26/04/2019

Subject: Minutes of the First Management Committee Meeting of COST Action CA18110: "Underground Built Heritage as catalyser for Community Valorisation"; Brussels, 09/04/2019

1. Welcome to participants

The participants were welcomed by Estelle Emeriau, Science Officer and by Carmencita Malimban 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: 13/11/2018
- Start of the Action: 09/04/2019
- End of Action: 08/04/2019
- Total number of COST Countries having accepted the MoU as of 09/04/2019: 22 (Annex 2-Action Fact Sheet)
- Total number of COST Countries intending to accept the MoU: N/A

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact details is presented in Annex. Called by country, each participant introduced his/herself, his/her institution, and expressed their interest to which WG(s) they intend to participate.

5. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: all representatives of countries that have signed the MOU attended the meeting (COST doc. 134/14 "COST Action Management Monitoring and Final Assessment" in Annex, Article 8).

6. COST Action Communication

Karima BenSalah, from the Communications team, gave a presentation on the COST Communication Policy and the role of the Science Communication Manager.

7. 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>.



8. Administrative Support by the COST Administration

Carmencita Malimban continued with the presentation of the administrative Support given by the COST Administration to the COST Action including an introduction to the COST Grant System and the presentation of the administrative rules and guidelines for reimbursement. Relevant information is available on the COST website at <http://www.cost.eu>

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

10. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific representative

- Giuseppe PACE was elected as the Action Chair
- Prof Susana MARTÍNEZ-RODRÍGUEZ was elected as the Action Vice-Chair
- the CNR was elected as the Grant Holder institution
- FSAC rate: 15% of scientific expenditures

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

Giuseppe Pace did a brief presentation of CA 18110: challenges, research and capacity building objectives, keywords, areas of expertise relevant for the Action, deliverables, GANTT diagram, first-year scheme (The presentation is available as Annex I to this minute).

The MC discussed and made clarification about first year deliverables and timeline. The next meeting in agenda is the 1st Working Groups Meeting in Ancona (6 June 2019), then a 2nd Management Committee will be held, together with a Training School, in Naples next February 2020 (date to be decided). A tentative agenda for the first meeting has been discussed.

The AC introduced the adopted informal procedure for the WGs' establishment - circulating a Doodle pool among proposers and members of the MC - and provided for the resulting own proposal to be discussed. Some MC members asked for flexibility in moving from one group to the other. The AC proposed a flexible approach. He introduced the other management roles and structures, starting from the AC and VAC, and continuing with the Grant Holder structure.

The AC reported on the implementation of Scientific Committee recommendations and COST policies, to be taken into account for the Leaders and co-leaders election, as well as general policy to follow in the network development.

12. Establishment of Action Management structure

- The AC proposed Leaders and Co-leaders of the Working Groups. All the proposed names were voted and accepted by unanimity:-
 - WG1: Dr SORIN HERMON
 - WG2: Dr Alfonso Bahillo
 - WG3: Dr Shirley Cefaj
 - WG4: Dr Carlos Smaniotto Costa
 - WG5: Prof Florin Codrut Nemtanu
 - STSM coordinator: Dr Muge Akkar Ercan
 - Sc Com Manager: Bernardo (Dov) Winer
 - ITC CG coordinator: Dr Zili Li
- Then, the AC asked for agreement on MC rules and mandate:
 - Agreement on new limits for the travel reimbursement for this first year that will be upon 400€ for travel expenses and a flat rate of 100€ for night/hotel. The final proposal had one vote against it.
 - Invitation should be sent 2 months before a foreseen event
 - Reply to invitation within 2 weeks
 - No answered invitation can be canceled or sent to another participant

Formattato: Tipo di carattere: (Predefinito) Arial, 9,5 pt, Colore carattere: Colore personalizzato(RGB(85;87;91)), Espansa 0,1 pt

Formattato: Paragrafo elenco, Puntato + Livello:1 + Allinea a: 3 cm + Imposta un rientro di: 3,64 cm

Formattato: Tipo di carattere: (Predefinito) Arial, 9,5 pt, Colore carattere: Colore personalizzato(RGB(85;87;91)), Espansa 0,1 pt

13. Action implementation planning

The AC presented the Action implementation planning. In particular, he pointed out on the need to discuss and vote about the Objective Achievement Indicators. He presented his proposal on 7 indicators, which were voted by unanimity. The indicators can be revised by the MC whenever there is a need.

Then, the AC reported about the planned Grant Period Goals, WG tasks and deliverables. The floor vote by unanimity. Finally, he described the Activity and budget planning, by entering in the online draft of the Work and Budget Plan. The MC agreed on the activities and costs, but no vote was required.

The AC informed the MC about the preparation of a Dissemination and Exploitation Plan, which will be soon finalised, of the Action planned promotion in a number of International Conferences, about the next WGs meeting in Ancona, the preparation of the website (Science Communication Manager + support team for developing interactive tools).

• Decisions and voting:

- Agreement of launching a competition for the definitive action (new) logo. The floor vote by unanimity the candidates who proposed themselves for the board of the logo competition:

- o Dr Alice TAVARES (Portugal)
- o Dr Preston PERLUSS (France)
- o Ms Roberta VARRIALE (Italy)
- o Dr Sorin HERMON (Cyprus)
- o Prof. Susana MARTÍNEZ-RODRÍGUEZ (Spain)

- Agreement on the Editorial board: one person per each Working Group will compose the Editorial board. The members of each WP-WG will choose their member at the editorial board. The floor vote by unanimity.

- International participation: should be accepted by e-vote.

• Finally, the AC informed the MC about the need to incorporate as MC observer two co-proposers, members of the AEIDL (European Association for Information on Local Development), which is considered as a European organisation. statute should be verified.

- In addition, Dr. Amine HAJ TAIEB, professor at the ISAM of Sfax in Tunisia asked to become MC Observer. Need to follow the procedure. MC approved and voted by unanimity.

Meeting adjourned at 16.50h

Minutes submitted by the SO Estelle Emeriau, and the AC, Giuseppe Pace

Formattato: Tipo di carattere: (Predefinito) Arial, 9,5 pt, Colore carattere: Colore personalizzato(RGB(85;87;91)), Espansa 0,1 pt

Formattato: Inglese (Regno Unito)

Formattato: Tipo di carattere: (Predefinito) Arial, 9,5 pt, Colore carattere: Colore personalizzato(RGB(85;87;91)), Inglese (Regno Unito), Espansa 0,1 pt

Formattato: Giustificato, Destro 2,9 cm, SpazioDopo: 0 pt, Interlinea: multipla 1,05 ri, Puntato + Livello:1 + Allinea a: 3 cm + Imposta un rientro di: 3,64 cm

Formattato: Inglese (Regno Unito)

Formattato: Tipo di carattere: (Predefinito) Arial, 9,5 pt, Colore carattere: Colore personalizzato(RGB(85;87;91)), Inglese (Regno Unito), Espansa 0,1 pt

Formattato: Tipo di carattere: (Predefinito) Arial, 9,5 pt, Colore carattere: Colore personalizzato(RGB(85;87;91)), Inglese (Regno Unito), Espansa 0,1 pt

Formattato: Inglese (Regno Unito)

Formattato: Inglese (Regno Unito)

Formattato: Tipo di carattere: (Predefinito) Arial, 9,5 pt, Colore carattere: Colore personalizzato(RGB(85;87;91)), Inglese (Regno Unito), Espansa 0,1 pt

Formattato: Paragrafo elenco, Destro 2,9 cm, SpazioDopo: 0 pt, Puntato + Livello:1 + Allinea a: 3 cm + Imposta un rientro di: 3,64 cm

Formattato: Paragrafo elenco, Puntato + Livello:1 + Allinea a: 3 cm + Imposta un rientro di: 3,64 cm

Rules of Procedure for COST Action Management Committees

Article 1

The Management Committee (MC) for COST Action has been set up in accordance with the provisions of the “COST Action Management, Monitoring and Final Assessment”.

The members of the MC are nominated by the COST National Coordinator of the respective COST Member Country or Cooperating State participating in the Action. The MC consists of up to two representatives for each COST Member Country and Cooperating State. MC members are considered as representatives of their country.

Researchers, engineers or scholars from Near Neighbour Countries and International Partner Countries can be MC Observers; participation is limited to up to two representatives provided they come from two different institutions of the country in question. Also Specific Organisations can be represented in the MC as MC Observers, with no voting right. MC Observers must be approved by the MC and the COST Association. Their participation must follow the “COST International Cooperation and Specific Organisations Participation Rules”.

Article 2

The main responsibilities of the MC are, as defined in Section 4.3. - *Action Strategy and Structure* of the “COST Action Management, Monitoring and Final Assessment”, to ensure the coordination, implementation and management of the Action as well as supervising the appropriate allocation and use of the funds. Minutes must be taken at each MC meeting and uploaded into e-COST.

Article 3

Each COST Member Country and Cooperating State participating in the Action has one vote in the MC. If a MC Member is unable to attend a meeting, the vote may be delegated to an officially appointed substitute (see Article 4). MC Observers from Near Neighbour Countries, International Partner Countries, or Specific Organisations have the right to express their views but not to vote.

Votes can be held electronically via e-mail and are valid if all of the following conditions are met:

- 3.1 Voting is initiated and managed by the MC Chair;
- 3.2 All MC Members are among the recipients of the message initiating the vote (and MC Observers receive the message but have no voting right);
- 3.3 The vote is open for seven days;
- 3.4 The COST Association is informed of the outcome of the vote;
- 3.5 The outcome of the vote is included in the minutes of the next MC Meeting after the electronic vote is held.

In case of electronic vote, absence of reply is interpreted as consent. Electronic vote (via e-mail) cannot be used for the approval of International Partner Country participants and for the approval of the annual Work and Budget Plan, for which specific procedures and dedicated online tools are available.

Article 4

The MC members of a country may, with the agreement of both the relevant COST National Coordinator and the MC Chair, appoint a substitute in case of his/her absence. Attendance at the MC meeting should be limited to members (or their substitute), as well as the designated MC Observers.

Article 5

The MC may decide that some of its discussions or certain minutes of meetings and other documents be considered confidential; those documents shall be sent to the COST Association. Documents are not considered confidential unless this is clearly stated on the front page.

The information supplied by the members of the MC shall not be published without their agreement.

Article 6

If in the course of this Action results are obtained or expected, which could give rise to intellectual property rights, the MC shall take the necessary steps, be it by written agreement among the participants or otherwise, in order to protect these rights, with respect to the principles set out in "Rules for Participation in and Implementation of COST Activities" and corresponding guidelines.

Article 7

The MC appoints by a simple majority vote from among its members a Chair and a Vice-Chair for the duration of the Action¹. The election shall take place during the first MC meeting.

If the Chair is unable to attend a meeting, his/her place shall be taken by the Vice-Chair. Whenever the Chair is affiliated to the Grant Holder or acts as a local organiser, commitments, validation and approval are transferred to the Vice-Chair.

In the event of the premature resignation or termination of the appointment of the Chair or Vice-Chair, they shall be replaced for the remainder of the mandate, again by a simple majority vote to elect a new Chair and/or Vice-Chair.

The COST Committee of Senior Officials (CSO) may, in exceptional cases, revoke the Chair and/or Vice-Chair of the Action. The CSO issues a written justification of the act to the MC. Such decision is without the possibility of appeal.

Article 8

Meetings of the MC can be held only if at least two-thirds of the COST Countries participating in the Action are represented.

¹ Representatives from European RTD Organisation are eligible to be elected Chair or Vice-Chair provided the host country nominates them as country representatives. MC Observers from Near Neighbour Countries, International Partner Countries and Specific Organisations other than European RTD Organisations are not eligible to be elected Chair or Vice-Chair.

Decisions of the MC shall be taken by simple majority vote of MC Members present or represented at the meeting, with one vote per COST Member Country and Cooperating State participating in the Action. In the event of a tie, the procedure may be repeated. The MC Chair does not have the right to vote.

The minutes of an MC meeting at which at least two-thirds of the COST countries participating in the Action are not represented must be approved by a MC vote according to Article 3.

Article 9

The MC is convened by the Chair as often as required for the performance of its tasks and not less than once per year.

It may also be convened at the request of members representing at least three COST countries participating in the Action.

Article 10

Support for the MC must be provided by the Grant Holder following the Decentralised management (so-called COST Grant System). Support to the MC can be provided by the COST Association in a subsidiary basis for meetings organised following the Centralised management.

Article 11

The COST Association must receive copies of correspondence and minutes of meetings pertinent to the monitoring of the Action.

Official documents to be distributed by the Grant Holder (or by the COST Association in case of meeting organised under the Centralised management) at meetings must be provided at least one week before the meeting. Whenever possible, documents should be electronically distributed by the authors directly to the Action Participants and the Grant Holder as well as to the COST Association.

Article 12

Meetings shall be held where the MC considers it advisable to meet, in easy to reach locations such as universities or research organisations of any COST country participating in the Action. The first MC meeting is organised by the COST Association and takes place in Brussels.

Article 13

The working language of the MC is English. Documents emanating from the MC must be written in English.

Article 14

These Rules of Procedure must be respected and can not be amended by the MC.

