

Rennes, 7/02//2018

Subject | Minutes of the Second Management Committee Meeting of COST Action CA16208: *“Knowledge Conversion for Enhancing Management of European Riparian Ecosystems and Services”*

1. Verification of the presence of two-thirds of the participating COST Countries

Total number of COST Countries having accepted the MoU: 27 (**Annex 1 - Action Fact Sheet**)

Total number of COST Countries intending to accept the MoU: 0

Number of Parties present at the meeting: 25

The quorum (2/3 of COST Countries participating in the Action) was reached: 25 COST Countries out of 27 attended the meeting (COST doc. 134/14 REV2 “COST Action Management Monitoring and Final Assessment” Annex I, Article 9).

2. Adoption of the agenda

The agenda (**Annex 2**) for the 1st Management Committee (MC) meeting was adopted.

3. COST Association informations (Cassia Azevedo)

Some issues have been presented concerning the status of the action, administrative rules, communication and connections, WBP preparation and COST Strategic plan (**Annex 3 and 4**).

4. eVote

Since the first MC meeting in November 2017 (9th), three eVote have been done :

- Minutes of last MC meeting
- Election of Dr. eng. Mila CHILIKOVA-LUBOMIROVA as WG4 leader (Priit Tammeorg as co-leader)

- Approvement of 3 NNC participation (Algeria, Tunisia and Morocco)

The Chair did a reminder about the eVote process.

5. Work and Budget Plan 1 (WBP1) progress

Concerning forecast activities :

- Meetings. Two were planned and will be done.
 - Kick off : Rennes (February)
 - Core group : Lisboa (April)
- STSMs. Five were planned and six demands have been done. The STSM coordinator is currently assessing the demands; first, based on the alignment with the goal of the Action. If all the demands fit, we will propose either modifying the schedule or the amount allocated for each to see if it is possible to give a positive answer to all demands. For the next GP, the STSM coordinators will propose some criteria to prioritize choices in case of many demands (**see point 7**)
- ITC conference Grant
 - Forecast = 1
 - N = 1
- Dissemination
 - The website will be launched after the next core group meeting in April.

No objections were manifested concerning all activities forecast and done during the WBP 1

6. Rules for reimbursed participants selection in organized activities (all kinds of meetings and training schools)

The MC discussed concerning the rules for the selection of reimbursed participants for the activities that are implemented during the Action. The proposition is, when the demand exceeds the places, to follow this procedure: the organizer of each activity (except STSM) propose some criteria. They include necessarily COST policies (ECI, ITC, Gender balance). Other criteria could be: a presentation, any active participation, etc. Then, the criteria and a list of selected participants are validated by the core group.

7. Delegation to the core group

The decision concerning the criteria and the selected participants to organized activities is delegated to the core group.

Vote: Yes (unanimity)

8. Next Work and Budget Plan (WBP2)

- Grant Period 2 : May 2018 to April 2019
- To do in March
- Final validation during Core group meeting (17th April)
- An eVote will validate it in April.
- Expected budget : 146 000 euros (see **Annex 4**)
- Content: a draft prepared by the WG (co-)leaders has to be sent to the Chair for the end of February. It will include a list of activities (related to the goals of the GP2) and the expected number of participants by activities.
- A MC meeting will be organized during the GP2 and it is proposed to do it during a joint event (with WG1, WG2 and WG4).

- Concerning STSMs, the possibility of doing both top/down and bottom/up call is discussed.

9. Questions, comments ?

No

10. Closing

The meeting was closed at 16h30.

LIST OF ANNEXES

Annex 1 – Action Fact Sheet

Annex 2 - Agenda

Annex 3 and 4 –Science Officer & Administrative Officer presentation

Annex 5 - Attendance List



COST Action CA16208
COST Association

COST Grant System
8 February 2018

Action CA16208 Fact Sheet

| Title | | | |
|-----------|------------|---------------|---|
| KNOWLEDGE | CONVERSION | FOR ENHANCING | MANAGEMENT OF EUROPEAN RIPARIAN ECOSYSTEMS AND SERVICES |

| Contacts | | |
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| Details | | | |
|----------------------------|------------|--------------------|------------|
| Draft Mou: OC-2016-2-21391 | | Mou: 019/17 | |
| Start of Action: | 09/11/2017 | Entry into force: | 27/07/2017 |
| End of Action: | 08/11/2021 | CSO approval date: | 23/06/2017 |

| Objectives |
|--|
| Vegetation is a central component of riparian landscapes, and provides multiple ecosystem services. The scientific community is aware of the importance of riparian vegetation and its role in both biological and physical processes. In recent decades such importance stimulated a steadily growing number of investigations focussing on riparian vegetation. However scientific investigations in this field are proceeding as isolated initiatives that translate to common practices at a very slow rate and with limited input from the practitioners. Evidence of poor knowledge conversion at societal levels includes the marginality of riparian vegetation in EU normative assets (e.g. the Water Framework Directive) and the complete neglect of vegetation-mediated processes in water policy debates. The limited consideration of riparian vegetation is also demonstrated by the widespread degradation of riparian forest resulting from centuries of water use and environmental pressures exerted by society on rivers. Such degradation motivated many restoration and mitigation projects aiming at the improvement of riparian status. Alas, many have failed because of scarce consideration of vegetation-mediated processes, so that public resources have been ineffectively allocated. In order to address the above-mentioned issues, this action aims to establish a baseline in the state of knowledge regarding riparian vegetation, coordinate research efforts, contribute to knowledge conversion from science to practitioners and to COST Inclusiveness Target Countries and to promote practitioners research interests in the scientific community. |

| Parties |
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|---------|



| Country | Date |
|----------------|------------|
| Belgium | 25/09/2017 |
| Czech Republic | 03/08/2017 |
| France | 11/07/2017 |
| Iceland | 08/08/2017 |
| Norway | 17/08/2017 |
| Serbia | 30/08/2017 |
| Sweden | 26/07/2017 |

| Country | Date |
|------------------------|------------|
| Bosnia and Herzegovina | 17/07/2017 |
| Denmark | 03/08/2017 |
| Germany | 11/09/2017 |
| Ireland | 24/01/2018 |
| Poland | 30/10/2017 |
| Slovakia | 29/09/2017 |
| United Kingdom | 14/07/2017 |

| Country | Date |
|---------------|------------|
| Bulgaria | 19/07/2017 |
| Estonia | 29/08/2017 |
| Greece | 03/08/2017 |
| Italy | 31/10/2017 |
| Portugal | 28/07/2017 |
| Slovenia | 27/07/2017 |
| fYR Macedonia | 11/07/2017 |

| Country | Date |
|------------|------------|
| Croatia | 28/08/2017 |
| Finland | 06/09/2017 |
| Hungary | 05/09/2017 |
| Montenegro | 31/10/2017 |
| Romania | 22/09/2017 |
| Spain | 22/08/2017 |

Total: 27

Intentions to accept the MoU

| Country | Date | Country | Date | Country | Date | Country | Date |
|---------|------|---------|------|---------|------|---------|------|
|---------|------|---------|------|---------|------|---------|------|

Total: 0

Working Groups

None

Website

None

Management Committee

| Chair | Vice Chair |
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| Grant Holder: Universite Rennes 2- France | |
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| GH Scientific Representative | GH Financial Representative |


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COST Action CA16208
Action Title: KNOWLEDGE CONVERSION FOR ENHANCING MANAGEMENT OF EUROPEAN
RIPARIAN ECOSYSTEMS AND SERVICES

Draft Agenda
Management Committee Meeting
Rennes, France
From 7 February 2018 to 7 February 2018

1. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum
2. Attendance List
3. Adoption of agenda
4. e-votes : Approval of minutes, WG4 leader and NNC
5. Update from the Action Chair : Work and Budget Plan 1 progress
 - a) Meetings
 - b) Short Term Scientific Missions (STSM): review of completed reports and new applications
 - c) ITC Conference Grant
 - d) Dissemination : website
 - e) Update from the Grant Holder: Action budget status
6. Rules for reimbursed participants selection
7. Delegation to core group
8. Next Work and Budget Plan (WBP2)
9. Questions
10. Summary of MC decisions
11. Closing



Growing
ideas
through
networks

COST Action CA16208

KNOWLEDGE CONVERSION FOR ENHANCING
MANAGEMENT OF EUROPEAN RIPARIAN ECOSYSTEMS
AND SERVICES

2nd Action Meeting Cassia Azevedo – Rennes – 07/02/2018

 **cost**
EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY


 Funded by the Horizon 2020 Framework Programme
of the European Union




- 1 Status of the Action
- 2 How to obtain MC Decisions
- 3 Reimbursement Rules
- 4 Claims submission
- 5 Communication with COST Association


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2





Status of the Action



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3

CM2

Status of the Action

- CSO Approval: 23/06/2017
- Start date: 09/11/2017
- End Date: 08/11/2021
- Number of Parties: 27
- New Parties: 1
- Grant Holder: Université Rennes 2
- Grant Holder Manager: Ms. Servane de Bélizal

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EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

4

Diapositive 4

CM2 This is an optional slide if not presented by SO or MC Chair
Carmencita Malimban; 12/05/2017

MC Decisions

MC MEETINGS



2/3 of Participating COST
Full Members/COST
Cooperating Member

Majority vote with one
vote per Participating
COST Full Member/COST
Cooperating Member

MC decision minuted and
sent to COST Association



WRITTEN PROCEDURE / E-VOTE

Initiated by MC Chair

All MC members

Vote open (7 days)

Majority vote with one vote per
Participating COST Full
Member/COST Cooperating
Member

MC decision sent to COST
Association and included in
minutes of next MC Meeting

Always communicate the MC decisions
to the GH Manager

5

Reimbursement Rules

**KNOW THE
RULES!**



6



Meetings

- Sign attendance list
- Claim Submission Deadline: 30 days



Long distance travel = cross border travel

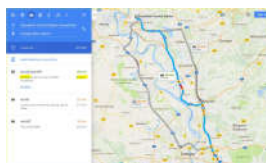
Flight expenses:

- Economy class only
- Max EUR 1200
- Full travel itinerary
- Ticket price
- Name of passenger



Car travel expenses:

- Maximum distance 2000 km at
 - EUR 0.20 per km
 - EUR 0.30 per km with 2 or more eligible participants
- Proof of distance



Trains, bus and ferry expenses:

- First, second and business class

You must submit invoice / receipts




KNOW THE RULES!

Local Transport – travel within 1 country

Public transport expenses (shuttle, bus, train, metro and tram):

Claimed amount

- ≤ EUR 25 → No receipts required
- Claimed amount
- > EUR 25 → All receipts required




Taxi expenses are allowed when:

- No other means of public transport is available
- To/From airport between 10pm and 7am

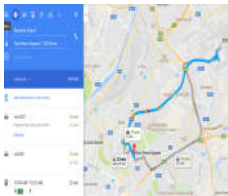
AND

Only up to a maximum of EUR 80 in total with receipts



Car travel expenses:

- Same rules apply



cost
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9

KNOW THE RULES!

Accommodation expenses

- Flat rate: EUR 120 per night
- No receipts
- Maximum nights = **actual number of meeting days attended** + 1 night before the event



cost
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10




Meals expenses

- Flat rate: EUR 20 for lunch and dinner
- No receipts
- Based on travel times




11

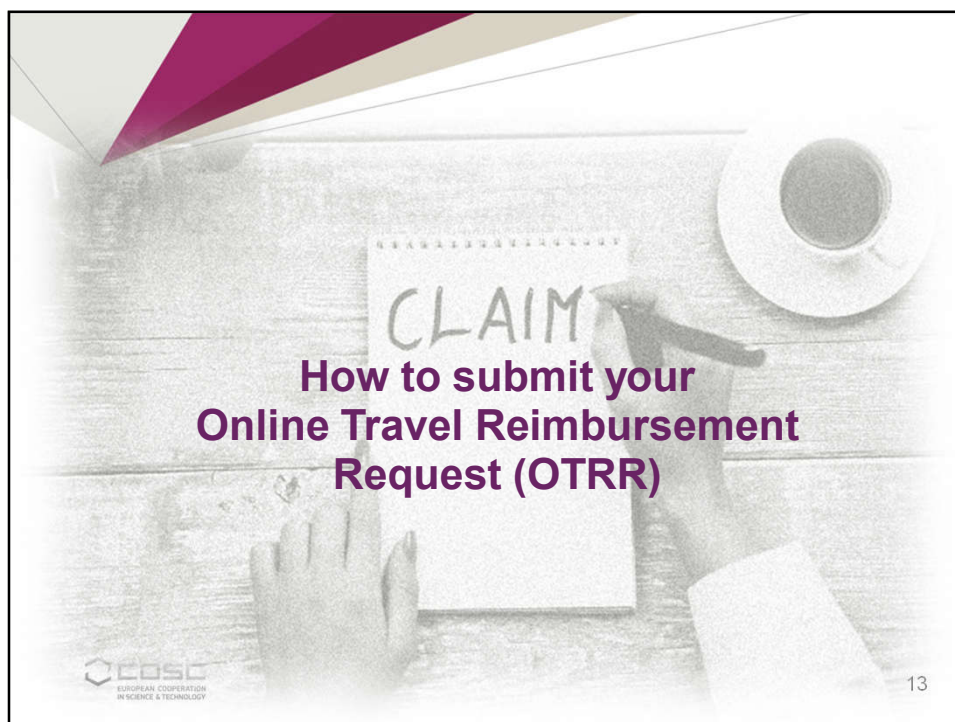


Non-eligible expenses

- Registration, lecture fees and honoraria
- Insurance (life, medical, health, luggage, etc.)
- Fuel, road tolls and car rental
- Charges for a rebooked travel ticket
- Expenses associated with obtaining visas



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Step 1/5 Accept or Decline

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Invitation to COST Association Event

Dear Dr.


You are invited to the following **COST** event. Please indicate below if you wish to participate.

Training School Details

| | |
|--------------------|--|
| Training School ID | ECOST-TRAINING_SCHOOL-TD1409-010517-087354 |
| Title | ICMS Modellins Camp |
| Start Date | 2017/05/01 |
| End Date | 2017/05/04 |
| Location | ICMS, Edinburgh, United Kingdom |

Step 1/5 **Invitation**

Please advise us if you intend to come to the event.



Step 2/5 Reimbursement?

Invitation to COST Association Event

Mr Ertuğrul Altuntaş

Meeting Details

Meeting ID:

Title: Building with Bio-Based Materials: Best Practice and Performance Specification

Start Date: 2017/09/06

End Date: 2017/09/07

Location: Lisboa, Zagreb, Croatia

Step 1/5 Invitation ☒ Accepted ☐ Decline


Step 2/5 Reimbursement ☒ Yes ☐ No

If you decided to NOT submit a claim, please click the 'No' button above.

To be able to electronically sign documents, your browser needs to be activated for strong authentication. This is a one time operation for every browser used. If later on you use a different browser, you will be prompted to activate that browser before it can be used to sign documents electronically.

Please click the button below to proceed. You will receive an e-mail containing an activation code which you will be prompted to enter in the next screen.

Note: Additional information of the Strong Authentication is available here.



Step 3/5 Fill in your travel expenses

Travel information and expenses

Please note:

- Local organiser has paid 1 meal(s) for this meeting, which has/have been automatically deducted from the number of eligible meals that you can claim.

Please carefully read the Travel Reimbursement Request (TRR) Rules before you encode your expenses.

Travel dates (Door to Door)


Travel Start Date: 2016-04-13 Time: 10:00 - 10:59

Travel End Date: 2016-04-15 Time: 22:00 - 22:59


Meeting Attendance

Please indicate by clicking on the check box below which days you attended the COST event as confirmed by you signing the attendance list.

14 Apr 16 ☒

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ACCOMMODATION

Number of nights

Cost per night

Justification

() Accommodation is only reimbursed based on a flat rate.*

MEALS

Number of meals



Cost per meal

Justification

() Meals are only reimbursed based on a flat rate.*

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LONG DISTANCE TRAVEL EXPENSES

Means of transportation

From

Country

City

To


Country

City


Journey

Single ☐

Outward and return ☒

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From

Country

City

To

Country

City

Journey


Single ☐

Outward and return ☒

Price

Amount

Currency

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LOCAL TRANSPORT EXPENSES

Expense type

About Public transport expenses

Public transport expenses are bus, tra

Public transport expenses are bus, train, metro and tram) are as follows: If the amount claimed for the entire journey is equal to or less than EUR 25, then no supporting documents are required. In any case, the local transport options for your journey(s) must be detailed in the relevant section below. If the amount claimed for the entire journey is more than EUR 25, then supporting documents justifying the total amount claimed must be provided by the participant. All submitted invoices / receipts must clearly detail the name of the service provider, the full price of the ticket and the date of travel. All segments of the journey must be detailed in the relevant section below.

Amount

Currency

Please detail the nature and price of your local transport expense(s)

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LOCAL TRANSPORT EXPENSES

Expense type Car Travel

About Car travel

Car travel within one country – specifically not travelling across national borders. Car travel is limited to a maximum distance of 2 000 km for the entire journey and is reimbursed at EUR 0.20 per km, when one eligible participant is travelling and at EUR 0.30 per km, when additional COST participants who are also eligible to be reimbursed are travelling in the same vehicle. The required supporting document that qualifies as proof of distance travelled is a print out from Google maps or another reputable online route planner showing the route taken and the kilometres travelled.


The distance in KM 120

Number of other COST Passengers 0

Please detail the nature and price of your local transport expense(s)

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Upload receipts

Supporting Documents

Download ALL

| | | |
|---------------------|----------------------------|-----------------------|
| Attached Document 1 | flight tickets | Download |
| Attached Document 2 | taxi receipt | Download |
| Attached Document 3 | local car travel itinerary | Download |
| Attached Document 4 | flight invoice | Download |
| Attached Document 5 | | |

Current Total

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Step 4/5 Select Bank account

Bank Account

[Add A New Account](#)

Select the Bank Account you would like to get reimbursed on above. To select a non-listed account, click "Add a new account".
After selecting your bank account, you will be able to preview a draft version of your TRR (Travel Reimbursement Request) Form to verify the details.
Once you have selected your bank account you will be able to review your TRR and submit your claim.

[Save](#)



Step 5/5 Submission

Submission

☒ I declare that the above expenses are not being reimbursed from any other source.

The COST Association reserves the right to correct this document after signature by the participant to comply with COST Rules.

Click to submit your claim electronically. You will be prompted to enter your e-COST password to verify your identity.

[Submit e-Claim](#)

Note: Additional information of the Strong Authentication is available here.

Dr John Smith

Your online reimbursement request has been successfully submitted. You may download the Travel Reimbursement Request (TRR) in pdf format for personal filing. No further action is required from your side.

[Download TRR](#)

Meeting Details

| | |
|------------|--|
| Meeting ID | ECOST-MEETING -140416-072346 |
| Title | Management Committee meeting |
| Start Date | 2016/04/14 |
| End Date | 2016/04/14 |
| Location | COST Association, 149 Avenue Louise, B-1050, 15th Floor, Brussels, Belgium |

Communicating with COST

- Communicate only outcomes of MC decisions
- Always indicate your Action number



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Thank you

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Preparation for Grant Period 2

- For the activities from 1st May 2018 to 30th April 2019
- Estimated budget: 146,000 € (depends on the number of Participating COST Countries)
- The Work and Budget Plan must be
 - Submitted by the Action Chair
 - Validated by the Science Officer
 - Approved by the COST Financial Team
 - Approved by the Management Committee (e-COST voting), one week
 - Signed by the Grant Holder Legal Representative
 - Signed by the COST Director

Do not wait
until the last
minute!!!



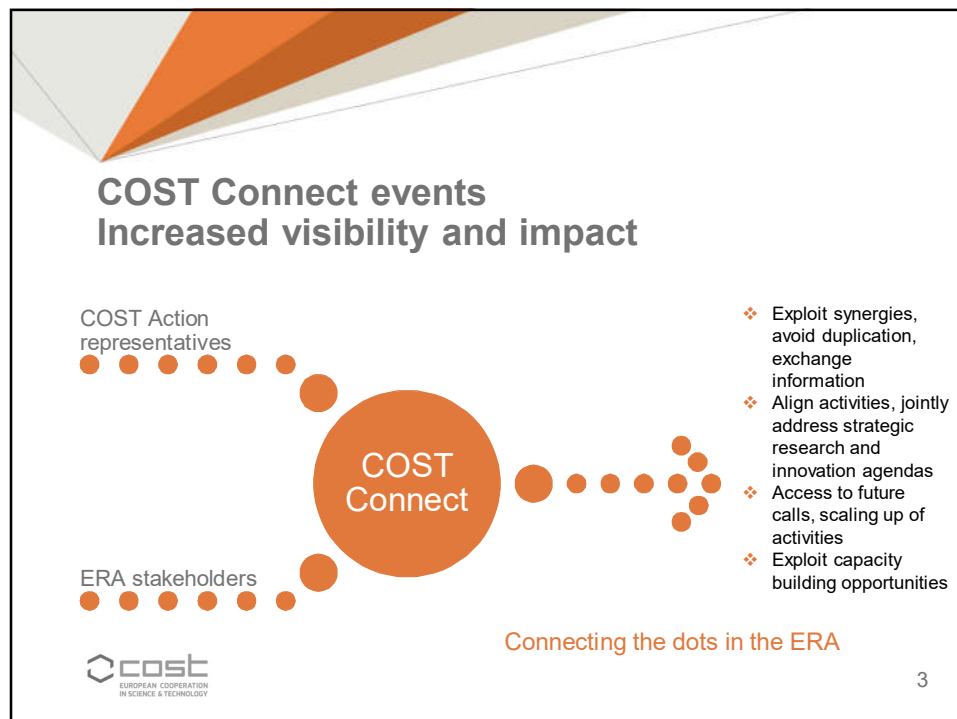
1

Communication and Dissemination

- An active and attractive Action website is a must!!!
- Contact your Action Science Communication Manager: Dr Mila Chilikova (milasemail@yahoo.com)
- Supporting Tools
 - Eligible costs: Vademecum requirements
 - COST strategy and visual identity: our brand book <http://www.cost.eu/visualidentity>
 - Guidelines for Dissemination of COST Action results: http://www.cost.eu/Action_dissemination_guidelines



2



<http://www.cost.eu/events?event-type=15>

Navigation: About COST | COST Actions | Participate | **Events** | Media | COST Connect | COST Academy | e-COST

Home | Events

Events

display all event types / all COST domains

| Date | Location | Event Title | Registration |
|--------------------|---|---|----------------------|
| 05 June 2018 | Sofia, Bulgaria | COST Connect: Climate Change and Forest Systems | Upon invitation only |
| 25 - 26 April 2018 | Bucharest, Romania | COST Connect: How to Shape a Sustainable Urban Mobility for all? | Upon invitation only |
| 08 March 2018 | Copernicus Science Centre, Warsaw, Poland | COST Connect: Quantum: Where will the next jump go? | Upon invitation only |
| 24 November 2017 | COST Association, Brussels | COST Connect: The relevance of impact in R&I policy - What role for networks? | Upon invitation only |

COST Strategic Plan (Dec 2017)

- Three priorities for the current and next Framework Programme for Research and Innovation:
 1. Promoting and spreading excellence,
 2. Fostering interdisciplinary research for breakthrough science,
 3. Empowering and retaining young researchers and innovators
- Implying a need to increase the budget to at least EUR 600 million (EUR 85,7 million per year), enabling initiating up to 75 new COST Actions per call (currently 30-35 Actions per call)
- <http://www.cost.eu/download/62986>



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Thanks!

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