

**Minutes from 4th Management Committee Meeting  
COST Action no. FA1408**

**Action Title: A European Network for Foodborne Parasites (Euro-FBP)  
Venue: Faculty of Medicine, Ljubljana, Slovenia. 26<sup>th</sup> September 2016, 16.30-17.30**

**Subject: Minutes of the fourth Management Committee Meeting (1<sup>st</sup> MCM of Year 2) of COST Action FA1408 “A European Network for Foodborne Parasites”**

**Goals:** Update the MCs about the progress of the Action, provide information and guidance on the meeting and also on how to move forward with the project.

**Agenda: Notes for Minutes kindly provided by Kristoffer Tysnes (NO)**

- 1. Welcome to participants**
- 2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum**

At least 2/3 of the participating COST countries were deemed present by show of hands (27 of 31 countries) –see point 16.
- 3. Adoption of agenda**

The draft agenda of the meeting was adopted by the MC members present. No other business was added to the agenda.
- 4. Approval of minutes and matters arising of last meeting**

The minutes from the previous MCM (Bilthoven, 8th February 2016, 09.30-11.00) had been approved remotely (by email distribution of draft minutes to attending MC members on 17<sup>th</sup> February, and finalized minutes to all MC members, including non-attending, and the COST scientific officer on 24<sup>th</sup> February). These minutes are on the members’ section of the homepage.
- 5. Update from the Action Chair**

An update from the Action chair had been provided to all attending Action participants between 09.30-10.30 on the same day (26<sup>th</sup> September 2016), and therefore only an overview of specific points was provided during the MCM. The associated presentation is attached as Appendix 1).

  - a) Status of Action: start and end dates of Action, participating COST countries, participating NNC/ IPC institutions and Specific Organisations.**

The start/end dates of the Action were reiterated, 30/03/2015 - 29/03/2019, also the number of participating COST countries (31) and the NCC (2), IPC (1), and Specific Organisations (1). The suggestion to include EFSA was raised and the Chair (who is in BioHaz Panel of EFSA) promised to take this forward.

**b) Short Term Scientific Missions (STSM): review of completed reports and new applications**

A full report of the STSM status had been already provided in the morning session by the STSM coordinator Ricardo Santos (Pt), but the main points were emphasized – 5 STSM had been completed in Y1, and a similar number had been budgeted for Y2. Of these 5, one has been completed, and one will be completed shortly. All MC members were reminded of the importance of STSM as a tool for the Action. It was noted that some of the STSM attendees would be presenting their STSM the following day.

**6. Update from the Grant Holder: Action budget status**

TOOLS	BUDGET	CURRENT EXPENDITURE
MEETINGS	97500	20250 (BERLIN) + SLOVENIA
TRAINING SCHOOLS	0	0
STSM	12500	5000
DISSEMINATION	13600	0
OERSA	0	0
TOTAL SCIENCE BUDGET	122600	25250
FSAC (15 %)	12600	3787,5
TOTAL	140990	29037,5

The table above was presented. It was noted that the Berlin meeting appeared to have been cheaper than budgeted for, but the Slovenia meeting was expected to be more expensive due to more than 50 participants. However, as Cystinet will be taking some (all) of the LOC, this may reduce the burden.

It was noted that the STSM budget is still largely unused, and the dissemination budget completely unused (apart from for the webpage – details not available). The requirements for dissemination (publication of articles) to be financed from this budget (Open Access) were mentioned.

The next planned meeting is in Portugal and may also come below budget.

The use of “excess” budget if all meetings were below budget were discussed. In the WBP for Y2, a TS had been raised if the budget was sufficient. This seems to be unlikely, although perhaps for a “theoretical” section of a training school. Alternatively, a meeting to arrange the details of TS for Y3 would be a more useful option. These possibilities can be clarified after the payments for the Slovenia meeting are finalized.

**7. Update from the COST Association, if a representative is present**

A COST representative was not present.

## **8. Monitoring of the Action**

In the original plans, a Monitoring and Evaluation Plan (MEP) had been agreed. For logistical reasons this has not been taken forward, and should be discussed by the Core Group.

## **9. Implementation of COST policies on:**

### **a) Promotion of gender balance and Early Career Investigators (ECI)**

The Gender Equality Group leader (Smaragda Sotiraki, EL) noted that the gender distribution among the attending MC members was approximately equal. No special measures are necessary at this time to promote further gender balance.

The leader of the Early Stage Researcher Forum (Kristoffer Tysnes, NO) had already made a short announcement in the morning. He reiterated the main message of prioritized application for ESR/ECI and that he would take forward any particular special issues.

### **b) Inclusiveness and Excellence**

The broad contribution of Inclusiveness countries to the Action was mentioned. Other inclusiveness countries that are currently not included in the Action (e.g. Lithuania) were mentioned with request to spread the word especially to appropriate researchers etc. within these countries regarding the Action.

## **10. Follow-up of MoU objectives: progress report of working groups**

The progress of each of the WG had been discussed in plenary session following the separate WG discussions (14.45-16.30, 26 Sept 2016). The main points were reiterated, but not detailed, in particular that the deputy WG leader for WG4 was now Chiara Trevisan (DK), as Brecht Devleesschauwer (BG) is no longer able to take that role or be part of the Action, due to a change in employment. All WG were reminded to pay attention to the MoU objectives of their particular WG.

## **11. Scientific planning**

### **a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)**

The short-term plans had already been discussed. The GP goals were read out by the Chair from the WBP for Y2, including which had been completed and the plans to complete those not yet completed. The deliverables within each were highlighted. The Chair urged WG members (and particularly Chairs) to ensure their familiarity with the GP goals, and it was noted that the WBP (that includes the GP Goals) is on the members' section of the Action homepage.

### **b) Action Budget Planning**

The items mentioned under Point 6 were reiterated, particularly with respect to being able to plan better when the expenditure on the current meeting has been finalized. This will enable

better planning of any WG meetings (targeted workshops) during the remainder of Y2, particularly with respect to organizing 1 (or 2) TS for Y3.

**c) Long-term planning (including anticipated locations and dates of future activities)**

The meeting in Portugal for WG3 is already almost finalized for November 2016. The possibility of a TS planning meeting in Berlin or Brussels during early 2017 was raised, and also of a Core Group meeting in early 2017. For Y3, those who would be interested in hosting a MC and WG meeting should contact the Action Chair. One possibility that was raised was holding the next MC/WG meeting in combination with the NRL-meeting in Rome. Participants from ISS were asked to consult with Edoardo Pozio to see if this is a possibility, and, if so, the relevant dates. It was noted that the NRL-meeting in Rome is in the Spring when the city is both busy and expensive. Alternative suggestions should be raised as soon as possible.

**d) Dissemination planning (Publications and outreach activities)**

Again the possibility of disseminating some deliverables through the FEW-PAR journal was raised and discussed. It continues to have few publications (13 in 12 months) and no IF. Not all articles published are of particularly high quality. Nevertheless, in terms of target group and intended matter it remains very relevant. No conclusion was reached.

**12. Requests to join the Action from:**

**a) COST countries**

**b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations**

No particular requests raised for discussion.

**13. AOB**

None

**14. Location and date of next meeting**

See point 11 c

**15. Summary of MC decisions**

- a. Future meetings (in Y2) – provided budget allows when other meetings and repayments completed, a meeting to finalise training school planning to be held (probably in Berlin or Brussels) in early 2017 AND possibly a Core Group meeting in early 2017.
- b. Y3 – participants from ISS, Rome to investigate possibility of MC meeting in conjunction with NRL meeting.
- c. WG leaders to ensure that they are on target regarding goals.

## List of participants

	<b>Name</b>	<b>Category/Position</b>	<b>Country</b>
1	Pierre Dorny	MC Member	Belgium
2	Ivona Mladineo	MC Member	Croatia
3	Relja Beck	MC Vice-Chair	Croatia
4	Michal Slany	MC Member	Czech Republic
5	Age Karssin	MC Member	Estonia
6	Stephanie La Carbona	MC Member	France
7	Hélène Yera	MC Substitute	France
8	Jovana Stefanovska	MC Member	fYR Macedonia
9	Maja Jurhar-Pavlova	MC Member	fYR Macedonia
10	Christian Klotz	MC Member	Germany
11	Gereon Schares	MC Substitute	Germany
12	Ilias Chaligiannis	MC Member	Greece
13	Smaragda Sotiraki	MC Substitute	Greece
14	Andras Jozsef Laki	MC Member	Hungary
15	Istvan Kucsera	MC Member	Hungary
16	Theo De Waal	MC Member	Ireland
17	Abidelfatah Nasser	MC Member	Israel
18	Maria Angeles Gomez Morales	MC Member	Italy
19	Simone Caccio	MC Member	Italy
20	Gunita Deksnė	MC Member	Latvia
21	Joke Van Der Giessen	MC Member	Netherlands
22	Laetitia Kortbeek	MC Member	Netherlands
23	Kristoffer Tysnes	MC Substitute/ Note taker at MCM	Norway
24	Kurt Hanevik	MC Member	Norway
25	Lucy Robertson	MC Chair	Norway

### List of participants (contd).

	<b>Name</b>	<b>Category/Position</b>	<b>Country</b>
26	Jacek Sroka	MC Member	Poland
27	Mirosław Rozycki	MC Member	Poland
28	Jacinto Gomes	MC Substitute	Portugal
29	Ricardo Santos	MC Member	Portugal
30	Carmen Michaela Cretu	MC Member	Romania
31	Vasile Cozma	MC Member	Romania
32	Jelena Petrovic	MC Member	Serbia
33	Olgica Djurkovic-Djakovic	MC Member	Serbia
34	Emilia Dvoroznakova	MC Member	Slovakia
35	Marian Varady	MC Member	Slovakia
36	Barbara Soba	MC Substitute	Slovenia
37	Miha Skvarc	MC Member	Slovenia
38	David Rodriguez-Lazaro	MC Member	Spain
39	Santiago Mas-Coma	MC Member	Spain
40	Karin Troell	MC Member	Sweden
41	Cedric Gerard	MC Member	Switzerland
42	Rabia Cakir Koc	MC Member	Turkey
43	Rachel Chalmers	MC Member	United Kingdom