Brussels, 12 September 2016

# Subject │ Minutes of the First Management Committee Meeting of COST Action CA15203: *“Mitochondrial mapping: Evolution - Age - Gender - Lifestyle - Environment”*

1. **Welcome to participants**

The participants were welcomed by Dr. Federica Ortelli, Science Officer and by Mr Christophe Peeters, Administrative Officer of the Action. Dr. Federica Ortelli chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Selection of Grant Holder Institution that was carried out under agenda item 8.

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

CSO Approval: 26/02/2016

Start of the Action: 12/09/2016

End of Action: 11/09/2020

Total number of COST Countries having accepted the MoU: 29 *(****Annex 1 - Action Fact Sheet****)*

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

Number of parties present at the meeting: 27

The quorum (2/3 of COST Countries participating in the Action) was reached: 27 COST countries out of 29 attended the meeting (COST doc. 134/14 “COST Action Management Monitoring and Final Assessment” Annex I, Article 8).

1. **Adoption of the agenda**

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

1. **Tour de table/ introduction of the MC members**

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

1. **General information on COST mechanism and the funding and reporting of coordination activities**

Dr. Federica Ortelli presented the COST Overview, policies, and COST Actions : participation, Management Monitoring (**Annex 4**). Mr Christophe Peeters continued with an introduction to the COST Grant System **(Annex 4**).

Relevant information is on the COST website at <http://www.cost.eu/participate> and <http://www.cost.eu/participate/networking>, including the following reference documents:

* Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)
* COST Grant System Vademecum
* Grant Agreement Template
* Guidelines for Action management, Monitoring and Assessment

1. **Agreement on the internal rules of procedure for the MC of the COST Action**

The Rules of Procedure for the Management Committee (**Annex 5**) were presented to the MC.

1. **Setting the frame for the Action**

The recommendations by the Scientific Committee were presented to the MC (**Annex 4**).

The budget allocated to the Action for the 1st Grant Period was communicated (**Annex 4**). At the day of the kick off, 29 parties had officially joined the Action corresponding to a budget of 70.500 EUR.

1. **Election of the Chair, Vice-Chair,**

* Prof Erich Gnaiger (AT) was unanimously elected as the Chair.
* Dr Elisa Calabria (IT) was unanimously elected as the Vice-Chair.

1. **Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate**

* The Medical University of Innsbruck was selected as the Grant Holder Institution (GH).
* Ms Christina Plattner was appointed as the Scientific Representative of the Grant Holder Institution.
* The MC agreed that the GH could charge the maximum rate of 15% rate for FSAC the first Grant Period.

1. **Presentation and discussion of the Action**

* The objectives and deliverables, as written in the MoU, were presented by the Action Chair.
* Working Groups and Task Groups (TGs) within the WGs were presented by the Action Chair.
  + Presentation and discussion of “MitoPedia: SUIT” and “MitoPedia: Respiratory states” as examples for tasks in WG1
    - <http://www.bioblast.at/index.php/MitoPedia:_SUIT>
    - <http://www.bioblast.at/index.php/MitoPedia:_Respiratory_states>
* Suggestions for the Working Group Leaders, Coordinators and other horizontal roles were presented by the Action Chair.
* Discussion of the presented WGs, TGs and horizontal roles in the Action by the MC.

1. **Establishment of Action Management structure**

* It was decided to have Co-Leaders/Co-Coordinators for each working group/coordinator role.
* WG Leaders: All were elected unanimously.
  + WG1 Leader: Dr Kathrin Renner-Sattler (DE), Co-Leader Dr Marko Vendelin (EE)
  + WG2 Leader: Dr Pablo M. Garcia-Roves (ES), Co-Leader Prof Terje Larsen (NO)
  + WG3 Leader: Prof Jan Nedergaard (SE) – adipose tissue, Co-Leaders: Prof Vilmante Borutaite (LT) – neuronal, Prof Zuzana Cervinkova (CZ) - liver
  + WG4 Leader: Dr Nicoleta Moisoi (UK), Co-Leader: Dr Eskil Elmer (SE)
* Dr Magdalena Labieniec-Watala (PL) was unanimously elected as the STSM Coordinator, Co-Coordinator: Prof Susanne Klaus (DE)
* Prof Uwe Schlattner (FR) was unanimously elected as the TS Coordinator, Co-Coordinator: Dr Ayse Basak Engin (TR)

Other horizontal roles:

* Dr Marina Makrecka-Kuka (LV) was unanimously elected as the Dissemination Coordinator, Co-Coordinator: Dr Suresh Rattan (DK)
* Dr Nina Krako (RS) was unanimously elected as the Coordinator for ECI, ITC and gender balance, Co-Coordinator: Prof Tomaz Mars (SI)
* Ms Verena Laner (AT) was unanimously elected as the MitoGlobal Network Coordinator, Co-Coordinator: Prof Pierre Sonveaux (BE)

1. **Action implementation planning**

* The draft Work and Budget plan for the first Grant Period was presented by the Action Chair.
* The draft Work and Budget plan was discussed by the MC.
  + Suggestions were to have two meetings instead of three in the first Grant Period and to split the travel costs for all participants in these meetings
* It was decided to have a deadline for STSM applications for each Grant Period (2nd of November for the first Grant Period).

1. **Any Other Business (AOB)**

The following country / institution acted as secondary proposer at the time of submission and it joins this Action:

* 1. NNC (Egypt) Represented by Prof Ali Sameh (Helmy Institute of Medical Sciences, Zewail City for Science and Technology)

The following country/institutions applied for the MC and they were accepted with a majority vote by the MC:

* 1. NNC (Russia) Represented respectively by Dr Vyssokikh Mikhail and Dr Yulya Itkis with Dr Tatiana Krylova as a Substitute

1. **Closing**

This meeting was closed by the Action Chair at 4:45 pm.

**LIST OF ANNEXES**

**Annex 1 – Action Fact Sheet**



**Annex 2 - Agenda**



**Annex 3 – Attendance List**

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| **Country** | **Name** | **Country** | **Name** |
| Austria | Ms Christina Plattner | Latvia | Dr Marina Makrecka-Kuka |
| Austria | Prof Erich Gnaiger | Lithuania | Prof Vilmante Borutaite |
| Belgium | Dr Dominique-M. Votion | Malta | Ms Joanna Vella |
| Belgium | Prof. Pierre Sonveaux | Netherlands | Dr Werner Koopman |
| Croatia | Prof Ivica Rubelj | Norway | Prof Karl Johan Tronstad |
| Czech Republic | Prof Zuzana Cervinkova | Norway | Prof Terje Larsen |
| Denmark | Prof Suresh Rattan | Poland | Dr Magdalena Labieniec-Watala |
| Estonia | Dr Kersti Tepp | Poland | Dr Slawomir Michalak |
| Estonia | Dr Marko Vendelin | Romania | Dr Rodica Lighezan |
| France | Dr Beatrice Chabi | Serbia | Dr Nina Krako |
| France | Prof Uwe Schlattner | Slovenia | Dr Natasa Kopitar-Jerala |
| Germany | Dr Kathrin Renner-Sattler | Slovenia | Prof Tomaz Mars |
| Germany | Prof Susanne Klaus | Slovenia | Sergej Pirkmajer |
| Greece | Prof Ioannis P. Trougakos | Spain | Dr Maria Monsalve |
| Greece | Prof Nektarios Tavernarakis | Spain | Dr Pablo M. Garcia-Roves |
| Hungary | Dr Christos Chinopoulos | Sweden | Prof Barbara Cannon |
| Ireland | Dr Donal O'Gorman | Sweden | Prof Jan Nedergaard |
| Ireland | Prof Richard Porter | Switzerland | Prof Max Gassmann |
| Israel | Prof Dan Mishmar | Turkey | Dr Ayse Basak Engin |
| Italy | Dr Elisa Calabria | United Kingdom | Dr John Boyle |
| Italy | Prof Roberto Scatena | United Kingdom | Dr Nicoleta Moisoi |

**Annex 4 - Science Officer & Administrative Officer presentation**

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**Annex 5 –** The Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)

<http://www.cost.eu/download/COST_Action_Management_Monitoring_and_Final_Assessment>**.**

**Annex 6 –** Presentation by the Action Chair

