Brussels, 10/09/2018

# Subject │ Minutes of the First Management Committee Meeting of COST Action CA17108: *“Aedes Invasive Mosquitoes”*

1. **Welcome to participants**

The participants were welcomed by Dr. Federica Ortelli, Science Officer and by Mrs Andrea Tortajada, 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 items 7 and 8.

1. Adoption of the agenda

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

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

CSO Approval: 13/04/2018

Start of the Action: 06/09/2018

End of Action: 05/09/2022

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: 22

The quorum (2/3 of COST Countries participating in the Action) was reached: 22 COST countries out of 29 attended the meeting (COST doc. 134/14 REV2 “COST Action Management Monitoring and Final Assessment” Annex I, Article 9).

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, Mrs Andrea Tortajada continued with an introduction to the COST Grant System, and Ms Anna Toivonen presented on how to effectively communicate the Action’s outcomes (**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 REV2, 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 EUR 110.000.

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

* Professor Alessandra della Torre (Italy) was unanimously elected as the Chair.
* Prof Dusan Petric (Serbia) was unanimously elected as the Vice-Chair.

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

* Università di Roma SAPIENZA (Italy) was selected as the Grant Holder Institution (GH).
* Professor Alessandra della Torre 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. **Approval of IPCs/NNCs**

* **Armenia** - National Center for Disease Control and Prevention and Armenian National Academy of Sciences - Scientific Center of Zoology and Hydroecology;
* **Kosovo** - Faculty of Agriculture and Veterinary, University of Prishtina;
* **Moldova** - Academy of Sciences of Moldova, Institute of Zoology and Academy of Sciences of Moldova - Institute of Ecology and Geography;
* **Tunisia** - Institut Pasteur Tunis;
* **U.S.A.** - USDA-ARS European Biological Control Laboratory; Yale University and Rutgers University

The participation of NNC and IPC institutions that were secondary proposers listed above has been unanimously approved by the Action’s MC.

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

The Action chair Professor Alessandra della Torre presented details of the Action and its implementation planning. The presentation is provided at **Annex 6**, and will be available on the draft project website (http://www.aedescost.eu). Details included the scientific rationale underlying the Action, a description of the wide-ranging challenges facing the Action; a summary of Action’s objectives and the five groups of activities to achieve them.

Professor della Torre also presented an overview of the Work Group tasks and deliverables; distribution of tasks.

Some initial discussion from the floor about objectives and modus operandi was encouraged.

The **MC voted unanimously** to add (subject to receipt of the appropriate application letters) the following Institutions:

-National Center for Disease Control & Public Health, GEORGIA

-Institut Agronomique & Veterinaire, MOROCCO

-Institut Scientifique, MOROCCO

-An-Najah University, PALESTINE

The **MC voted unanimously** to ask for motivation letters from ECDC, WHO, EMCA, ECSA, ESOVE, IAEA, GLOBAL REGIONAL WHO, to join the Action.

The Chair stated it is intended to improve the gender balance, and involvment of ECIs and ITC countries during the course of the Action.

1. **Establishment of Action Management structure**

The proposed **Work Group leaders, and coordinators of the Short Term Scientific Missions (STSM), Training Schools, and Science Communications** were presented to the Committee, which **voted unanimously to accept the nominations**, namely:

WG1: Francis SHAFFNER (Switzerland)

WG2: Antonios MICHAELAKIS (Greece)

WG3: William WINT (United Kingdom)

STSM: Joao PINTO (Portugal)

Training school: Andrei MIHALCA (Romania)

Scientific Communication: Filiz GUNAY (Turkey)

The IPR coordinator will be nominated in next MC meeting.

The **Management Committee also unanimously voted to accept** the nominations for deputy coordinators, namely: WG: Miguel Ángel MIRANDA, Spain (WG3); Carla SOUSA, Portugal (WG2); Eva VERONESI, Switzerland (WG3); STSM: Marie PICARD (France); Training School: Bulent ALTEN (Turkey); Scientific Communication: Ana Firanj SREMAC (Serbia).

The **Management Committee also unanimously voted to accept** the nominations for Task leaders and Deputy Task Leaders, namely:

Task 1.1a - Miguel Ángel MIRANDA (Spain), Enkelejda DIKOLLI (Albania)

Task 1.1b - Frederic BARTUMEUS (Spain), Helge KAMPEN (Germany)

Task 1.2 - Els DUCHEYNE (Belgium), Willy WINT (United Kingdom)

Task 2.1 - Gregory LAMBERT (France), Clare STRODE (UK)

Task 2.2 - Vincent ROBERT (France), Alex CHASKOPOULOU (US)

Task 2.3 - Nikos PAPADOPOULOS (Greece), Igor PAJOVIĆ (Montenegro)

Task 3.1 - Jolyon MEDLOCK (United Kingdom), Thanas GOGA (Albania)

Task 3.2a - Eva VERONESI (Switzerland), Frédéric JOURDAIN (France)

Task 3.2b - William WINT (United Kingdom), Sophie VANWAMBECKE (Belgium)

**It was agreed** that existing task leaders could appoint additional deputy task coordinators, if needed.

1. **Action implementation planning - 1st Grant Period (GP)**

The Chair proposed a number if activities to be implemented during the first grant period (October 1st 2018 to April 30th 2019). These tentatively include the first Annual Meeting (starting Tuesday week 11 February 2019 in Rome, or Bucharest,) 30 person/days of Task Meetings, 3 STSMs, 2 Dissemination Meetings, 2 ITC conference grants and website construction. The budget presented and **agreed by the MC and the CG was mandated to have a discretionary flexibility threshold of 15% of the budget which was also agreed unanimously.**

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

Summary details of WG3 were presented to the MC as this WG was the only one with activities with Milestones/Deliverables within the first Grant Period. The draft Website was also briefly presented, and the MC informed that any requests for content should be sent to [info@aedescost.eu](mailto:info@aedescost.eu). In addition, the MC was asked to send suggestions for an Action logo to the same address.

The MC divided into Work Groups to discuss activities to be achieved before the Annual Meeting in February 2019. These were briefly summarised for the group by the WG leaders, and it was also agreed that three WG task meetings should be held together in late November, tentatively on November 29th at the COST premises in Brussels.

1. **Closing**

The meeting is closed at 17h00.

## LIST OF ANNEXES

**Annex 1 – Action Fact Sheet**



**Annex 2 - Agenda**



**Annex 3 – Attendance List**



**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 REV2, Annex I).**

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

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

