

**Minutes of the 1<sup>st</sup> Management Committee Meeting of the COST Action  
CA20123 – Intergovernmental Coordination from Local to European Governance  
(IGCOORD)**

*Online ZOOM meeting*

*30 Sept - 01 Oct 2021*

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**ACTION Status**

- CSO approval: 25/05/2021
- Start date: 30 september 2021

## 1. AGENDA AND MATERIALS

The agenda is in Annex 1. The meeting was organised following a participatory methodology. The material presented by the hosting team and produced by the participants during the two half days (referred to as Day 1 and Day 2, respectively) is attached.

## 2. PARTICIPANTS AND HOSTING TEAM

Estelle Emeriau (Science Officer assigned to this Action) and Katchamon Nimprang (Administrative Officer assigned to this Action) supported by Dominique Vandekerchove (Technical Host) hosted the meeting. Further colleagues from the COST Association supported the hosting team in the COST Action Café. The Main Proposer, Dr Noémia Bessa Vilela, presented the COST Action to the MC. She moderated the meeting after her election as Action Chair on Day 2.

According to the GDPR, the Hosting Team clearly explained the “etiquette” of the meeting which includes to not take screen shoot nor record the meeting or part of it without the consent of the participants. The hosting team welcomed the participants (see list in Annex 2). The participants were introduced to COST and the COST Action and actively participated to attain the objectives of the MC1 which are:

- Take ownership of the Action challenge
- Networking and community building
- Bring everyone to the same level of knowledge on COST
- Develop the Action structure, methodology and planning

## 3. Relevant Information to the Management Committee

In preparation to the MC1 meeting, the hosting team provided the MC with the following material:

- Welcome by the Director
- Annotated rules
- Extract with all the General Information section of the MC1 slides
- Selection of online tutorials for ZOOM meeting participation

At the meeting, the hosting team provided the opportunity for MC members to formulate their questions on the COST framework.

After the meeting, the hosting team uploaded in ecost the slides presented at the MC1 meeting including the presentation of the Action by the Main Proposer and the group photo.

Participants who didn't want to appear on the group photo were requested to switch off their camera.

## 4. COST ACTION CAFÉ AND DEBRIEFING

For three rounds of the discussion on Day 1, the participants were invited to join online breakout rooms organised by Working Groups and Management topics listed hereafter:

## List of Working Groups and Management Topics

No	Room Topic	Rapporteur
1	WG1 – Vertical coordination	Ivan Kopic
2	WG2 – Horizontal coordination	Nathalie Behneke
3	WG3 – Political Actors	Teresa Ruel
4	WG4 – Intergovernmental fiscal relations	Flavia Ghencea
5	WG5 – Data, mixed methods and training courses	Istvan Hoffman
6	Defining a communication strategy	Nevila Xhindi
7	Grant awarding (mobility/STSM/ ITC Conference Grants)	Miro Hacek
8	WG membership/capacity building	Sean Mueller

In each breakout room, a volunteer from the MC was appointed as Rapporteur. The hosting team supported the discussions. The outcome of the discussions are in attachment. The Management Committee will further develop the ideas in the MC2 meeting and in the upcoming months.

## 5. PRE-REQUISITES FOR THE DECISION MAKING

During Day 2, the participants acknowledged and agreed to comply with the rules for COST Action Management, chapter 3 of the Annotated Rules for COST Actions ([http://www.cost.eu/action\\_management](http://www.cost.eu/action_management)).

Before any decision was taken, the AO verified that the minimum of 2/3 of the parties were present. 31 countries having signed the MOU, the necessary quorum of 21 was achieved through the presence of 26, allowing the Management Committee meeting to officially take place in accordance with Article 3.8 of the Annotated Rules for COST Actions (see [http://www.cost.eu/action\\_management](http://www.cost.eu/action_management)).

## 6. DECISIONS BY THE MANAGEMENT COMMITTEE

### a. Election of the Chair and Vice-chair and selection of the Grant Holder (Scientific Representative)

**Decision 1:** Dr Noémia Bessa Vilela (SI) was elected Chair

**Decision 2:** Prof Sean Mueller was elected Vice Chair

**Decision 3:** The MC selected the Inštitut pravnih znanosti (Maribor, Slovenia) as Grant Holder Institution, represented at the MC by the elected Chair.

### b. Agreement on the Action Structure

### c. Election of other mandatory leadership positions

**Decision 4:** The following participants were elected into mandatory leadership positions:

- WG1 Leader: Ivan Kopic, country: HR, gender: M;
- WG2 Leader: Nathalie Behnke, country: DE, gender: F;
- WG3 Leader: Teresa Ruel, country :PT, ECI, gender: F;

- WG4 Leader: Juraj Nemeč, country: CZ, gender: M;
- WG5 Leader: Istvan Hoffman, country: HU, ECI, gender: M; Vice-Leader: Jaroslaw Kostrubiec, country: PL, gender: M;
- Grant Award Coordinator: Miro Hacek, country: SI, gender: M; Adjunct Coordinator: Blendi Çali, country: AL, ECI, gender: M;
- Training School Coordinator: Jaroslaw Kostrubiec, country: PL, gender: M;
- Science Communication Coordinator: Iveta Reinholde, country: LV, ECI, gender: F;
- It was agreed that WG Vice-Leaders will be determined inside each WG, and then proposed to the MC for approval. Exception is WG5 due to the connection between this WG and Training Schools.

**Decision 5:** The following structure was created:

- A Core Group of the Action composed by the Chair and Vice Chair, WG1–5 Leaders, Grant Awarding Coordinator, Training School Coordinator, and Science Communication Coordinator was established.
- A mandate to take urgent decisions in specific aspects not in the exclusive competence of the MC was discussed. Such as:
  - Change of place and date of activities;
  - Invitation to participants for networking activities;
  - Selection of providers for dissemination items (e.g. website, publications, etc.);
  - Approval or refusal of WG applications as well as termination of WG membership against criteria set by the Action MC;
  - Selection of invited participants who will be reimbursed;
- The delegation of powers to the Core Group will be decided by means of an e-vote.

## d. Discussion on Work and Budget Plan

**Discussion 1:** Budget allocation

- The MC was informed of the 125.000 Euros Budget for the first Grant Period of the Action from November 1<sup>st</sup> 2021 to October 31<sup>st</sup> 2022.
- The Chair proposed the following budget that was approved:

Expense type	No of participants	Average cost per participant	Total Cost	Location/ Provider	Date
<b>CG Meeting</b>	15 p	800 Euros	12.000 Euros	tbd <sup>1</sup>	December/ January
<b>LOS</b>			<1.000 Euros		
<b>MC Meeting</b>	50 p	900 Euros	45.000 Euros	Ljubljana, Slovenia	May 2022
<b>WG Meeting</b>	20 p	750 Euros	15.000 Euros	Ljubljana, Slovenia	May 2022
<b>LOS</b>			8.500 Euros		
<b>Logo/ Image</b>			1.000 Euros	tba <sup>2</sup>	November
<b>Website hosting</b> +			4.000 Euros	tba	Pilot: May 2022 Final: Month 18
<b>STSM</b>	4 p	2.500 Euros	10.000 Euros		
<b>ITC</b>	4 p	1.000 Euros	4.000 Euros		
<b>Dissemination</b>			4.000 Euros	tbd	
<b>OERSA</b>			1.750 Euros		
<b>FSCAC</b>			18.750 Euros		
<b>Total Grant</b>			125.000 Euros		

<sup>1</sup> To be determined

<sup>2</sup> To be appointed

- The possibility of the need of re-allocation of funds due to the impossibility to meet in person for public health reasons was discussed and several possibilities were presented, i.e. increasing the number of STSMs, ITC online and in person Grants;
- It is possible that the Core Group meeting will not take place due to public health conditions. Its need/necessity will be evaluated in the Online Core Group meeting booked for November.

#### **Discussion 2: Activity planning**

- The initially foreseen planning of the Action was approved by the MC, no specific changes were made;
- CG will meet online every 3 month and in person yearly;
- MC will meet online every 6 month and in person yearly;
- WGs shall meet online as determined by the WG leader and in person, yearly.
- Other than the meetings, the team has agreed on the following activities for the current grant period:
  1. A Policy Briefing to introduce IGCOORD to all stakeholders (main coordinator: Nathalie Behnke);
  2. Development of the visual identity of IGCOORD, to be decided upon by the majority of votes in one of the design proposals;
  3. Production of dissemination materials for the Action;
  4. Website design and hosting;
  5. Awarding of 4 STSMs;
  6. Awarding of 4 ITC Grants.

#### **Discussion 3: Communication and Dissemination**

- The communication strategy is to be developed in the first four months of the Action: (1) A Facebook profile will be created with the visual identity of IGCOORD; (2) An Instagram account will be created using the visual identity of IGCOORD; (3) A twitter account will be created; (4) A LinkedIn profile will be created; (5) The hashtag #IGCOORD will be used in all dissemination activities conducted online to increase visibility and allow collection of publications by all action participants;
- The pilot version of the Website will be presented to the MC in MC2 meeting;
- All communications will be coordinated by the Science Communication Coordinator, working closely and with the support of the Core Group;
- Compliance with GDPR will be assured in all events and publications of IGCOORD. Permission for the use of images and sound will be collected prior to the first participation in any IGCOORD event.

#### **Discussion 4: Working Groups**

- The MC discussed the participation in Working Groups. A proposal was set forth that each participant should only be part to 2 WGs, in case of an MC member, and 1 WG, if external to the MC;
- An email requesting the selection of one single WG will be sent to all applicants;
- Participants are not bond to the WG(s) they initially enrolled in and may decide to leave their original WG and join a different WG;
- All MC Member were advised to register online in the WG of their preference;
- The Action has 90 days to accept/decline applications;
- The MC has agreed that decision on the participation in the WGs will be addressed in the following manner:



### a. Next MC meeting and AOB

The MC agreed to meet in Ljubljana, Slovenia, presumably in May 2022 for a joint MC+WG meeting.

The hosting team gave some final words about the COST Action. The participants expressed their individual follow up actions for the success of the Action.

The MC Chair thanked the participation of all the MC members and closed the meeting with an inspirational thought.

### b. List of Annexes

- Annex 1 - Agenda
- Annex 2 - List of participants
- Annex 3 - Breakout rooms reports

#### **Minutes prepared by:**

- *Action Science Officer*
- *Action Chair*
- *Action Vice Chair*

## ANNEX 1- AGENDA

### Day 1 – 14:00 - 17:00 CET

- I. Welcome and Frame
- II. Getting to know each other
- III. Refresher: What you need to know about managing a COST Action
- IV. Presentation of the Action by the Main Proposer & Discussion

Group Photo and Pause

- V. COST Action Café (breakout discussions)
- VI. Closure and set the scene for Day 2

### Day 2 - 9:30 - 12:30 CET

- I. Welcome and Frame
- II. Getting together
- III. COST Action Café (debriefing)

Pause

- IV. Decision making of the MC
  - a. Election of the Chair and Vice Chair and Grant Holder institution
  - b. Agreement on the Action Structure
  - c. Election of other leadership positions
  - d. Core Group and mandates
  - e. Discussion on Work and Budget Plan
  - f. Planning for management procedures and upcoming activities
  - g. Next MC meeting and AOB
- V. Closing by check-out

## **ANNEX 2- LIST OF PARTICIPANTS ATTACHED**



## **ANNEX 3- BREAKOUT ROOMS REPORTS ATTACHED**

