

MC meeting 2 – in person Minutes

Date: 26 May 2022

Venue: Ljubljana – Hybrid meeting

The meeting started at 10:00 and ended at 14:00 CET

1. Action Chair Noémia Bessa Vilela opened the meeting and welcomed the participants.
2. All participants signed attendance sheets and Consent forms for data collection.
3. Online participants were accepted in the Zoom meeting room.
4. The Quorum was confirmed with 24 country representatives being present out of 32.
5. The Action Chair presented the agenda and the MC adopted it unanimously.
6. The Action Chair briefly introduced the MC to the provisions set in the Annotated Rules regarding the duties, roles and rights of the MC members.
7. Other aspects regarding the administration of COST Actions were also briefed.
8. The Action Chair then presented the Action's progress from day one to the MC meeting:
 - Undertaken actions
 - Deliverables
 - Outputs
 - Growth
 - Country participation
9. The Action Chair invited the MC members to share their opinions on the overall accomplishments of the action. The MC members were invited to send information by email with comments and suggestions on how to improve dissemination, contents and impact/ sustainability of IGCOORD.
10. The MC group was introduced to the CORE GROUP, Action Chair, Action Vice Chair WG 2, 3,4 and 5 Leaders, Grant awarding coordinator, Science communication Officer, and Training School coordinator.
11. A new position of IT contents manager was voted. The nominee was Sean Muller who cumulates the position of Action Vice-Chair and IT contents manager.
12. The Action Chair continued with the Action's plans for the second grant period.
 - Events to be conducted.
 - Location of the events.

- Upcoming deliverables

13. The Action Chair requested approval and obtained unanimous approval of:

- Location for the next year's meetings: Budapest;
- Co-location of Training School, Conference, MC meeting: In Budapest;
- Dates: last week of May;
- Budget approval for the events with a decrease in the daily allowance and a maximum cap for air travel of 350 Euros (to be addressed casuistically);
- Adoption of different daily allowances and travel caps for students and trainers;
- WG3 in Lisbon in December/ January for preparing the conference;
- CG meeting in February, probably in Switzerland – to be confirmed;
- Forecast (very preliminary) budget for GP2;
- Readjustment of the GP1 by eventually launching new calls for STSMs, Grants and dissemination contents;
- Discussion of the location for the GP3 meeting: Proposed Croatia, Dubrovnik: To be confirmed.

14. The Action's Science Communication officer presented the Dissemination and communication Strategy and stressed the need for the engagement of all MC members in the dissemination of IGCOORD.

15. Summary of decisions

- Nomination of Sean Mueller as IT contents manager
- Location for the next year's meetings: Budapest
- Co-location of Training School, Conference, MC meeting: In Budapest
- Dates: last week of May
- Budget approval for the events with a decrease in the daily allowance and a maximum cap for Air travel of 350 Euros (to be addressed casuistically)
- Adoption of different daily allowances and travel caps for students and trainers.
- All MC members are to provide feedback to the Science Communication Coordinator's draft of the new science and communication strategy.
- Each WG leader is to organise an online WG meeting in 2022, and encourage the production of new academic and policy papers.

16. The Action Chair closed the session after thanking the Local Organiser and all MC members for their participation.