
Management Committee Meeting 4 – Minutes

Tzuba, Israel, 7st November 2017 14:00-17:00

1. Welcome to participants

2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a Quorum

Of the 34 MC participating countries, 24 are represented by their MC or Substitute member, equalling 71%.

3. Adoption of agenda

Agenda has been adopted.

4. Approval of minutes and matters arising of last meeting (MCM3, Bled, Slovenia, November 2016)

All vote and e-vote were summarized. Minutes have been approved.

5. Update from the Action Chair

a) Status of Action:

i. start and end dates of Action: 20/3/2015 to 19/3/2019, Currently in GP3: 1/5/2017-30/4/2018

ii. participating COST countries: 34, of which 17 ITC

iii. participating NNC/IPC institutions and Specific Organisations: 5

51% of member are working in WG1.

120 came only to one meeting and about 30-40 people more than once.

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

GP1: 5 STSMs, GP2: 11 STSMs, GP3: up till now 4, and still money left for STSMs that finish before April 2018

GP2 was very good for STSM but only 4 STSM in GP3.

Only 1 has been rejected on the basis of returning applicant.

STSM: there are still room for 2 to 3 proposal

The budgets of GP1 and GP2 have been detailed.

Last feedback for GP3 has been presented.

It has been decided that the Steering Group meeting will not be organized, or at least postponed and can be organised when there is still budget remaining in GP3.

6. Update from the Grant Holder: Action budget status (not know yet at time of sending this agenda)

New requests travel reimbursement: mark in the receipt the type of transport, fill in according to local currency.

7. Update from the COST Association: New instrument – ITC Conference Grants

There are new instruments, aimed at supporting PhD students and ECI researcher for oral presentation in conference.

All the instruments are written in the COST Vademecum.

8. Monitoring of the Action - Feedback from Action Rapporteur on Progress Report M24

The progress report has been submitted.

Feedback from reviewer (a person from industry) has been presented:

- Positive: lots of qualities, outstanding holistic approach, great progress to develop network, considerably high industrial application, STSMs videos are highly appreciated
- Constructive criticism (Negative): progress is lacking concerning the markets demand and obstacle to market introduction, meaning no publications for WG2-3-4, Improve economic and policy, more focus on dissemination

What is good is that we have anticipated the criticism already with new actions for GP3.

9. Implementation of COST policies on:

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

b) Inclusiveness and Excellence

All the definition but also main results from last meeting, see powerpoint slides.

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

The main objectives and secondary objectives have been presented.

What has been already achieved has been presented.

The TO DO list is:

- List of experts: who can you contact on what topic (who?)
- Finalize review papers
- Finalize roadmap and guidelines
- Different level of dissemination: videos, social media, ambassador activities

WG1: Reviews are on-going, Budapest meeting was OK and a roadmap

WG2: Meeting in Valencia focus towards industry, summary are available on the website, very successful summer school, work on publications: legislation, planned : leaflet on consumer expectations

WG3: work on a sustainability leaflet, 3 demonstrator products LCA

WG4: publication list (shows mainly in scientific) and media channels have been presented, goal: use more new media

11. Scientific planning

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

Overview of the GP3 was given.

b) Action Budget Planning

Overview of planned GP3 activities was given.

c) Long-term planning: GP4 proposals (to decide during this MCM4)

i. Goal: finish deliverables, celebrate success, move forward

ii. 1 WG meeting: ~June 2018, Baltic States >> MC agrees and decides on 4-8 June 2018 in Riga

iii. 1 MC meeting + final conference: 20-22 November 2018, Vienna, Austria

iv. 1 Training School on business development: 24-30 September 2018, Grenoble, France

v. 7 STSMs

vi. Dissemination: videos, leaflets, website, booklets, papers

d) Dissemination planning (Publications and outreach activities)

GP3 goals have been reminded and the actions already done and the action which will be.

The idea is to focus on leaflet and finalize them.

For GP4 (the last one), a draft is proposed, prepared by the Steering Group:

- Goals:
 - Celebrate success and move forward
 - Deliverables (i.e. roadmaps and guidelines) all ready by mid-GP4
 - Focus on dissemination, market implementation and follow-up
 - Policy: ILSI meeting in March, some partners in the policy, draft to policy maker, involved associations like CEPI and plastic association or invite policy maker. Participants that are involved in policy activities are encouraged to help the Steering Group in this activity.
- Approach:
 - We get our deliverables done, dedicate the second half of GP4 to active promotion of those deliverables to the widest audience as possible, and pick ~3 challenges from our results to focus on for future work.

- Activities:
Proposal for distribution according to approved Work and Budget Plan:
1 WG meeting: 50 participants for all WG
 ⇒ VOTE: 4-5 June in Riga, Latvia
1 MC meeting + final conference: 100 participants for all participants, 20-22 Nov 2018
1 Training School : 24-30 of September
7 STSMs
Dissemination:
 - Leaflets and website
 - Review papers
 - Videos (non stsm): a script, made with AIPIA >> participants are invited to assist in this activity, perhaps there are students that would like to help?!
 - Newsletter
 - Showroom
 - Press releases >> with the help of EFSA participant

MC agrees to send this proposal to COST when preparing the Work and Budget Plan for GP4.

Participants are encouraged to contact the Chair in case they would like to participate in any of the activities!

12. Requests to join the Action from:

a) **COST countries:** n/a

b) **Institutions in NNC, IPC, and/or Specific Organisations:** n/a

Nothing

13. AOB –

a) **Follow-up/continuation of work:**

- **Set-up of Active and Intelligent Packaging Working Group within IAPRI**

- **Other, such as: AIPIA cooperation? / Projects? / COST Action?**

b) **Other AOB**

none

14. Location and date of next meeting

Next MC meeting will be during the final conference, 20-22 November 2018 in Vienna.

15. Summary of MC decisions

- postponing the SG meeting (planned Jan 2018) due to budget
- next WG meeting: 4-8 June 2018 in Riga, Latvia

16. Closing

Thanks for attending!

Attachments:

- Presentation of Chair.