

Trondheim/Berkeley, December 9, 2014

Minutes of the 2nd Management Committee (MC) Meeting

**Institute of Social Sciences – University of Lisbon, Portugal
Tuesday 11 November 2014, 14:00-16:00**

Agenda

1. Welcome to participants (Toril Aalberg, Susana Salgado & ICS-UL director José Luís Cardoso)
2. Adoption of the agenda (Toril Aalberg)
3. Approval of minutes
4. Presentation of the delegations
5. Status of the COST Action (Toril Aalberg & Karin Ekberg)
6. General orientation of the Work and Budget Plan (Toril Aalberg)
7. Selection and presentation of Communication chairs and communication strategy (Toril Aalberg & Jane Suiter)
8. Positions to be filled
9. STSMs (Peter van Aelst)
10. ESR Think Thank (Sven Engesser & Nayla Fawzi)
12. Athens 2015 (Stylianios Papathanassopoulos, via SKYPE)
13. Review & next assignment planning (Jesper Strömbäck, Frank Esser & Carsten Reinemann)
14. Annual Progress Conference (Claes de Vreese)
15. Place and date of future meetings (Toril Aalberg)
16. AOB (Toril Aalberg)
17. Closing

Minutes

Participants:

Chair: Toril AALBERG

Austria Jörg MATTHES

Belgium: Peter VAN AELST & Benjamin DE CLEEN

Bosnia and Herzegovina: Nedzma DZANANOVIC

Bulgaria: Lilia RAYCHEVA & Dobrinka PEICHEVA

Czech Republic: Vaclav STETKA

Denmark: David HOPMANN

Finland: Cristian NOROCEL

France: Nicolas HUBE

Germany: Nayla FAWZI & Carsten REINEMANN

Greece: Ioannis ANDREADIS (substitute)

Hungary: Peter CSIGO

Iceland: Eirikur BERGMANN

Ireland: Jane SUITER

Israel: Keren TENENBOIM-WEINBLATT & Tamir SHEAFER

Italy: Giuliano BOBBA & Guido LEGNANTE

Lithuania: Gintaras ALEKNONIS & Renata MATKEVICIENE

Netherlands: Linda Bos (substitute) & Claes DE VREESE

Norway: Bente KALSNES (substitute)

Poland: Agnieszka STEPINSKA & Agnieszka HESS

Portugal: Susana SALGADO

Romania: Nicoleta CORBU

Slovenia: Jernej AMON PRODNIK (substitute) & Igor VOBIC

Spain: Rosa BERGANZA & Karen SANDERS

Sweden: Jesper STRÖMBÄCK

Switzerland: Sven ENGESSER & Frank ESSER

United Kingdom: Lone SORENSEN (substitute) & James STANYER

Observers:

Grant Holder Manager: Karin EKBERG

Excused

Austria: Hajo BOOMGAAARDEN

Bosnia and Herzegovina: Sinisa MARCIC

Croatia: Ivan BALABANIC & Marko MUSTAPIC

fYR Macedonia: Senka ANASTASOVA

Greece: Liza TSALIKI & Stylianos PAPATHANASSOPOULOS

Hungary: Norocel MERKOVITY

Netherlands: Paul NIXON

Norway: Elisabeth IVARSFLATEN & Anders Todal JENSSEN

Portugal: Ana BELCHIOR

Romania: Delia Cristina (Balaban) BALAS
Slovenia: Slavko SPLICHAL
Sweden: Stefan DAHLBERG
United Kingdom: Cristina ARCHETTI

1. Welcome

Action Chair (Toril Aalberg) and local organizer (Susana Salgado) welcomed the participants to the COST MC meeting.

2. Adoption of the agenda

The draft agenda of the meeting was approved without changes or additions by the members of the MC.

3. Approval of minutes

Approval of minute taker Action Vice Chair Claes de Vreese

4. Presentation of the delegations

The members presented themselves. Quorum was present (26/28).

5. Status of the COST Action (Toril Aalberg & Karin Ekberg)

The Chair gave an overview of the Action. The Action now includes 68 members, including 4 affiliated working group members. The Action comprises 28 countries. A few of the MC members were reminded to sign up for Working Group.

Action COST Office representatives are: Rossella Magli (science officer) and Rose Cruz Santos (admin officer). Grant Holder is Norwegian University of Science and Technology, Trondheim represented by Karin Ekberg (grant manager) and Rachel Nielsen Lørum (financial officer).

The Action was approved on 14/11/2013. Start of the Action was 07/04/2014, and end date will be 06/04/2018. The open period will close in late November, after this date new MC members need to be approved by MC.

The Grant Holder Manager explained the procedure for making travel plans and being reimbursed, using e-COST. The members were reminded to keep all originals until 31 May 2019. The claimants should be careful to indicate travel times from home to home. If local transport costs are less than 25 EUR, no receipts are needed. The claim should be submitted to e-COST within one month after completed travel.

6. General orientation of the Work and Budget Plan (Toril Aalberg)

The Action Chair presented the Work and Budget plan, and reminded everyone that the budget for the 2nd period would be based on the 1st period: more members, more payment, less activities, less payment.

The Action Chair explained that there will be annual reporting on six key objectives (in %). Budget-wise there are two major items: the Lisbon and Athens meetings.

The status on inclusiveness is good, and has improved since first meeting in Brussels. The status of ESR (Early Scientific Researcher) involvement is also good. Gender representation is relatively good, but has decreased since Brussels due to new primarily male inclusiveness MC representatives. The

Lisbon MC meeting is the first self organized MC meeting held in an inclusiveness country, with a female ESR local organizer.

7. Selection and presentation of Communication Chairs and communication strategy (Toril Aalberg & Jane Suiter)

The Action Chair presented two members who have agreed to take on the responsibility as Communication Chairs.

Decision: Jane Suiter (Chair) and Sahra-Josephine Hjort (Vice Chair) were proposed and voted in.

The communication strategy was presented by Jane Suiter and discussed, such as:

Use of Action Webpage and Twitter account, and proposals for Facebook Groups. Newsletter and Educational packages should be included in the proposed plans. Members are encouraged to contact Jane, Toril or Karin for ideas to the Action webpage.

Decision: Communication Chair and Core Group will develop a communication group with members from at least one representative from each Working Group.

8. Positions to be filled

Decision: Nicoleta Corbu was elected Editorial Board Chair. A vice chair from each WG to be appointed.

Decision: Peter van Aelst was elected Training School Chair.

Decision: MC agrees that an Inclusiveness Chair is not needed at this point.

9. STSMs (Peter van Aelst)

First STSM to Dr Nayla FAWZI. Home institution: Ludwig-Maximilians-University of Munich

Host Institution: University of Zurich. Time frame: 5 days: August 4 – 8, 2014

Budget: 19 STSMs in year 1 was meant for travel to Zurich Workshop in January 2015 to participate in Launch Event of the Early Stage Researchers Think Tank. According to Cost Office this would be a deviation from the normal use of STSMs. The Cost Office and the Action Chair therefore suggest that Zurich is organized as a Training School event instead.

Decision: Workshop in Zurich2015/ESR Think Tank will be classified as a Training School Event and will not be financed through STSMs as originally planned. Chair is free to adjust and update the work & budget plan accordingly. This change indicates that participants will be classified as trainees and be reimbursed according to Training School regulations. Trainees do not have to submit a scientific report after the event. As a Training School event Zurich may apply for LOS.

10. ESR Think Thank (Sven Engesser & Nayla Fawzi)

Presentation by Sven Engesser and Nayla Fawzi who had met for a first planning meeting in August 2014. A call was announced and resulted in 24 applications of which 19 were accepted. The spread of participants was considered good both in terms of gender and inclusiveness.

12. Athens 2015

MC member Stylianos Papathanassopoulos joined the meeting via SKYPE. Stylianos is the local organizer of the 3rd joint MC and WG meetings and Action Conference March 26-28, 2015. (25th being the Greek national independence day). Three keynote speakers have been secured for the Action Conference. Additionally, the local organizer will arrange a panel/stakeholder panel/roundtable.

13. Review & next assignment planning (Jesper Strömbäck, Frank Esser & Carsten Reinemann)

Based on the Country reviews that will be presented at the WG meetings, Jesper Strömbäck proposed an edited volume with country chapters. This volume should also include a few general introductory chapters, as well as concluding chapters related to the three working groups. A new

template for the book chapters will be circulated to the Action members shortly. The next iteration will also include international literature.

14. Annual Progress Conference

Uncertainty from COST Office whether this event will take place in 2015. As the Chair lives in the USA this year, the Vice Chair has agreed to attend the conference on behalf of the Action.

15. Place and date of future meetings

The Action Chair presented the future meetings:

Athens, Greece. 26-28 March 2015. Settled. Including Action Conference on 27 March

Odense, Denmark. 25-26 August 2015. Settled. Meetings will take place prior to the ECREA polcom division meeting

Poland. Spring 2016: Date and city to be announced

Prague, Czech Republic. November 2016. Date to be decided but meeting will take place prior to the ECREA general conference

There were no objections, nor suggestions to the above plan.

16. AOB

None

17. Closing

Meeting adjourned at 16:08