

Management Committee Meeting Minutes

Date	February 27 th 2019
Venue	Instituto Nacional de Saúde Doutor Ricardo Jorge
Invited	MC members of COST Action CA16226

Welcome to participants

The MC Meeting was chaired by, Francisco Melero, Chair (ES) with support of: Mike Burnard, Vice-chair (SI).

Verification of the presence of two-thirds of the Participating COST countries

Representatives from 32 countries were present. A quorum was achieved with 89 % of countries represented.

Country representation

Austria	N	Italy	N
Belgium	Y	Latvia	Y
Bosnia & Herzegovina	Y	Lithuania	Y
Bulgaria	Y	Malta	N
Croatia	Y	Montenegro	Y
Cyprus	Y	Netherlands	Y
Czech Republic	Y	Norway	Y
Denmark	Y	Poland	Y
Estonia	Y	Portugal	Y
Finland	Y	Romania	Y
France	Y	Serbia	Y
North Macedonia	Y	Slovakia	Y
Germany	Y	Slovenia	Y
Greece	Y	Spain	Y
Hungary	Y	Sweden	Y
Iceland	N	Switzerland	Y
Ireland	Y	Turkey	Y
Israel	Y	UK	Y

Adoption of the agenda

The agenda of the Management Committee meeting was adopted

Approval of minutes and matters arising of last meeting

Mr. Melero summarized the most relevant matters arising during last Management Committee Meeting (Feb 22nd 2018, Alicante).

Francisco Melero raised a motion to approve the minutes and matters arising since the last Management Committee Meeting.

RESULTS: Minutes from the 2nd Management Committee meeting were approved.

Update from the Action chair

Francisco Melero gave a brief summary about the starting and ending dates of the action, current COST participating countries (36), participating Near Neighbour Countries (5), and participating International Partner Countries (1).

On 7 November 2018, the Committee of Senior Officials (CSO) gave approval for the Republic of Moldova to become the 38th COST Member. As the Sheldon Action has a participating institution from Moldova, it is likely that Moldova will soon request to join.

Mr. Denés (STSM manager) gave a brief summary of the Short Terms Scientific Missions funded during the 2nd period.

- 12 applications have been presented, 10 of them has been accepted.
- On rejected application will correct application and submit again.
- Good inclusion of ECI and ITC countries.

Update from the Grant Holder: Action budget status and Monitoring

Francisco Melero, as representative of the Grant Holder institutuion, provided a grant holder update:

- Budget plan and use was explained
- There was an addition of ~26,000 euros provided in January through an amendment, to be used to increase the number of attendees to the MC and Working Group meetings in Portugal, the number of STSMs funded and dissemination actions.

Implementation of COST policies

- Implementation of COST policies on promoting of Gender Balance
 - MC members: 38% female on CA16226 (39% in the overall COST actions).
 - Other measures taken: Considering gender balance during the selection procedure of the Training School trainees and STSM beneficiaries.

- Implementation of COST policies on promoting the involvement of Early Career Investigators (ECI)
 - MC members: 35% ECI (27% in the overall COST actions).
 - Other measures taken: Considering ECIs during the selection procedure of the Training School trainees and STSM beneficiaries.
- Implementation of COST policies on promoting Inclusiveness and Excellence.
 - The 19 Inclusiveness Target Countries are currently involved in Sheldon.

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

Francisco Melero invited Professors Kaner, Lameski and Tomsone, Working Group Leaders, to present the activities and outcomes of Working Groups 1, 2 and 3.

Election of the Working Group Leader and Vice leaders.

Francisco Melero presented the reorganization of working groups.

- WG1,2,3 will be completed at the end of GP2.
- New WG4, with 1 WG leader and 4 vice leaders for each sub group.
 - 4.1 Solutions for aging well at home
 - 4.2 Solutions for aging well in the community
 - 4.3 Solutions for aging well at work
 - 4.4 Technology adoption

Survey results for WG4 sub groups membership were presented.

Sub group members were divided to elect their sub group leaders.

- The appointed subgroup leaders are:
 - 4.1 Jake Kaner (UK)
 - 4.2 Petre Lemenski (North Macedonia)
 - 4.3 Brigitta Langhammer (Norway)
 - 4.4 Michael Isaacson (Israel)

Rafael Maestre was selected as leader of Working Group 4 by a voting process.

1st Sheldon Training School

Nuno Garcia presented the training school held in Tallinn

Scientific Planning

Francisco Melero presented the Scientific planning of the action – overall, with a focus on the deliverables of GP2 and looking forward to GP3.

Michael Burnard Presented the Work Plan and Budget Draft of the 3rd period (May 2019 – April 2020), along with long term planning goals. Michael Burnard encouraged MC members to identify potential STSM candidates, specially ECIs.

Dissemination Planning

Ciprian Dobre presented the communication plan.

Requests to join the action

Francisco Melero indicated the countries that joint the action since last Management Committee meeting:

-3 New COST countries joined the action since 2nd MC meeting: Lithuania, Turkey and The Netherlands. Francisco Melero highlighted we are still missing Luxembourg and it would be great to have them. Please reach out: Two MC members offered to reach out.

-4 Institutions in Near Neighbour Countries requested to join the action as MC observers:

- Ukrainian National Forestry University (Ukraine)
- Academy of Economic studies of Moldova (Republic of Moldova)
- Higher Institute of Applied Sciences and Technology of Sousse (Tunisia)
- Georgian Technical University (Georgia)

Some contacts from Russia and Belarus are interested in joining.

1 Institution in IPC requested to join the action as MC observers, the Georgia Southern University (**United States**)

AOB

Mr. Joost Van Hoof (NL) suggested submitting papers to special issues in journals he is editing which relate to our SHELTON COST Action. Both journals are indexed in WoS, and IJERPH also has an impact factor.

https://www.mdpi.com/journal/ijerph/special_issues/Quality_Life

https://www.mdpi.com/journal/healthcare/special_issues/age_friendly_communities

Location and Dates of next Consortium Meeting

Mr. Dobre (RO) suggested to have next WG meetings, at the Polytechnical University of Bucharest, the planned date will be at the end of June and will be confirmed shortly.

Summary of MC decisions

Michael Burnard summarized all decisions taken during the meeting.

Closure

The meeting was adjourned by Francisco Melero.