

SUBJECT | MINUTES OF THE FIRST MANAGEMENT COMMITTEE MEETING OF COST ACTION CA17116 “INTERNATIONAL NETWORK FOR TRANSLATING RESEARCH ON PERINATAL DERIVATIVES INTO THERAPEUTIC APPROACHES”

*Brussels, Belgium
16/10/2018*

1. Welcome to participants

The participants were welcomed by Dr Lucia Forzi, Science Officer, and by Ms Nathalie Warengien, Administrative Officer of the Action. Lucia Forzi chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and selection of Grant Holder Institution that was carried out under agenda item 8 and 9.

2. Verification of the presence of two-thirds of the participating COST Countries

CSO Approval: 13/04/2018

Start of the Action: 6/10/2018

End of Action: 15/10/2022

Total number of COST Full and Cooperating Members having accepted the MoU: 22 (**Annex 2**)

Total number of COST Full Members intending to accept the MoU: 0

The quorum (2/3 of COST Countries participating in the Action) was reached: 20 country representatives out of 22 attended the meeting (COST doc. 134/14 REV 2 “COST Action Management, Monitoring and Final Assessment” Annex I, Article 9).

3. Adoption of the agenda

The agenda (**Annex 1**) for the 1st Management Committee (MC) meeting was adopted.

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

5. General information on COST mechanism and the funding and reporting of coordination activities

Dr Lucia Forzi presented the COST Overview, policies and COST Actions: participation, Management, Monitoring (**Annex 4**). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Ms Ingeborg Nolte, Head of Communications of the COST Association, presented the importance of communicating about the Action and the role of the Science Communication Manager (**Annex 5**).

Ms Nathalie Warengnien continued with an introduction to the COST Grant System and provided details on COST Actions administrative rules and guidelines (**Annex 4**). Relevant information is on the COST website at <https://www.cost.eu/funding/how-to-get-funding/documents-and-guidelines/>, including the following reference documents:

- Rules of Procedure for COST Action Management Committees (COST 134/14 REV 2, Annex I) (**Annex 6**).
- COST Action Management, Monitoring and Final Assessment
- COST Vademecum
- Guidelines for Action Management, Monitoring and Assessment
- Guidelines for the communication, dissemination and exploitation of COST Action results and outcomes

6. Agreement on the internal rules of procedure for the MC of the COST Action

The Rules of Procedure for the Management Committee (**Annex 6**) were sent to the MC prior to the meeting.

7. Setting the frame for the Action

The recommendations by the Scientific Committee were presented to the MC (**Annex 4**).

The budget allocated to the Action for the 1st Grant Period was communicated during the meeting (**Annex 4**). A budget of 88 000 EUR has been allocated for the 1st Grant Period (01/11/2018 – 30/04/2019), this budget level is exceptionally higher than usual.

8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative

Prof Ornella Parolini (Italy) was elected as the Chair.

Prof Peter Ponsaerts (Belgium) was elected as the Vice-Chair.

9. Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate

Universita' Cattolica del Sacro Cuore (Italy) was selected as the Grant Holder Institution.

Prof Ornella Parolini (Italy) was appointed as the Scientific Representative of the Grant Holder Institution.

15% rate for FSAC was decided by the MC for GP1.

10. Presentation and discussion of the Action

Prof Ornella Parolini (Action Chair) presented the Action: Reasons for the Action, Objectives and Working groups (need, aims, tasks, deliverables), important dates, Action participants and MC observers, Management roles and proposals for candidates (for WG leaders, vice leaders, STSM Manager, Communication Manager), Meeting dates, Promotion of Inclusiveness and Excellence, Gender Balance, and Early Career Investigators (**Annex 7**).

11. Establishment of Action Management Structure

The MC discussed and voted for the following Management Positions:

WORKING GROUP LEADERS AND VICE LEADERS
WG 1: IN VITRO CHARACTERISATION AND CONSENSUS

Leader: Mateja Erdani Kreft (Slovenia)

Vice-Leader: Bernd Giebel (Germany)

WG 2: PRECLINICAL STUDIES AND MODELS

Leader: Andreina Schoeberlein (Switzerland)

Vice-Leader: Maria Filomena Botelho (Portugal)

WG 3: CLINICAL APPLICATIONS

Leader: Racheli Ofir (Israel)

Vice-Leader: Francisco José Nicolás (Spain)
WG 4: REGULATORY AND ETHICAL ASPECTS
Leader: Nicola Hofmann (Germany)
Vice-Leader: Andreas Kremer (Luxembourg)
WG 5: DISSEMINATION AND EXPLOITATION
Leader: Antonietta R. Silini (Italy)
Vice-Leader: Michael Gasik (Finland)

NB: Nicola Hofmann was elected as WG 4 Leader with the provision that the German COST National Coordinator will proceed within a short time with the nomination as MC member.

OTHER POSITIONS:

Short Term Scientific Mission (STSM) Manager: Susanne Wolbank (Austria)
STSM Committee: Susanna Miettinen (Finland); Maria Roubelakis (Greece); Pedro Fonte (Portugal); Sergiu Susman (Romania)
Communications Manager (MC voted that this coincides with WG5 Leader): Antonietta R. Silini (Italy)

12. Action implementation planning

Dr. Lucia Forzi invites the MC to discuss and defined the goals for the first grant period and the deliverables for the entire Action.

First Grant Period Goals:

1. Development of in vitro studies questionnaire (WG1)
2. Development of in vivo preclinical studies questionnaire (WG2)
3. Development of clinical trials questionnaire (WG3)
4. Create general public and professional awareness of SPRINT COST Action (WG5)

DELIVERABLES (in chronological order)

- D5b. Development and publishing of Action Website to raise public awareness of Action and objectives. (M5)
- D1a. Preparation of “In Vitro” questionnaire for available PnD, tests for isolation, characterization, and cryopreservation (M6)
- D2a. Preparation of the “In Vivo” questionnaire for available animal models treated with PnD, references, and experts (M6)
- D5c. Website publication of the network-wide register of capacities for Action participants (M8)
- D3a. Preparation of the “Clinical” questionnaire for bone and muscle regeneration and fibrotic, inflammatory disorders and their potential therapeutic approaches in terms of PnD used, dosage, and route of administration (M10)
- D5d. Website publication of the “Business opportunities” section (M11)
- D1b. Report on consensus nomenclature for cells from different Pn compartments (M12)
- D1c. “Online PnD atlas”: informative maps of placental regions and cell populations which can be isolated from each (M15)
- D5e. Training tools (videos, models, simulators, manuals) for medical, biomedical, and science students (M30)
- D4a. Drafting key elements of European Standards for QC and QA of clinical-grade PnD (M18)
- D4b. Identify key elements for GMP-grade validation, qualification and testing PnD (M24)
- D2b. Submission of multi-author review regarding consensus on disease-specific therapeutic protocols and PnD to be used, dosage, and route of administration, and standardized readouts, pin-pointing research gaps to advance the research as well as to pave the way for clinical application(s) (M30)
- D4c. Identify and collect EU stakeholder’s and patient’s views on the collection and use of PnD for therapeutic approaches (M36)
- D5a. Yearly Dissemination and Exploitation plans - varying months (M3, M15, M27, M39)
- D3b. Submission of clinical review manuscript on the use of different PnD in patients (M40)
- D4d. To develop a sustainability model for a perinatal derivative product (M42)
- D1d. Submission of peer-position paper (M46)
- D2c. Submission of position paper (M46)

13. Any Other Business (AOB)

The MC voted and approved the Core group (Action Chair, Vice Chair, WG Leaders and Vice Leaders, STSM Manager, Communications Manager) to make budgetary decisions up to maximum 5000 euros.

The MC voted and approved the possibility to cancel unanswered invitations after 2 weeks (with the premise that a reminder be sent 1 week after original invitation).

14. Closing

To be finalized within the next few days are:

- the dates for the First General Action Meeting/Second MC Meeting to be held in Rome in January 2019
- First Grant Period Goal for WG4
- Workplan budget for the first grant period

List of Annexes

Annex 1 - Agenda

Annex 2 - Action Fact Sheet

Annex 3 - Attendance list

Annex 4 - Science Officer presentation and Administrative Officer presentation

Annex 5 – Communications Officer presentation

Annex 6 - The Rules of Procedure for COST Action Management Committees (COST 134/14 REV 2, Annex I)

Annex 7 - MC Chair presentation