

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

*Rome, Italy  
9 January 2019*

## **1. Welcome to participants**

The participants were welcomed by Ornella Parolini, Action Chair. The Agenda of the meeting is available in **Annex 1** and the list of the participants of the meeting with their contact information is presented in **Annex 2**.

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

The quorum (2/3 of COST Countries participating in the Action) was reached: 19 country representatives out of 24 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 2nd Management Committee (MC) meeting was adopted. Ornella Parolini invites Lucia Forzi to the podium.

## **4. Update from the Scientific Officer of COST Association, Lucia Forzi**

Lucia Forzi presented the COST Overview as a refresher from the First MC Meeting in Brussels: policies and COST Actions: participation, Management, Monitoring (**Annex 3**). Relevant information can be found on the COST website at: <http://www.cost.eu>.

## **5. Update from the Administrative Officer of COST Association, Nathalie Warengnien**

Nathalie Warengnien continued with another refresher on the COST Grant System and provided details on COST Actions administrative and reimbursement 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/>.

For reimbursement, please contact the Grant Holder, Giorgio Fedeli.

A general reminder was made to all: after receiving an official meeting invitation from the COST portal, there are 14 days to accept or decline (a reminder is sent after 7 days). After this time the invitation will expire and someone else will be invited. This was decided by the MC during the First MC Meeting in Brussels on October 16, 2018.

## **6. Update from the Grant Holder, Giorgio Fedeli: Action budget status**

An update on the First Grant Period Budget and the Second Grant Period budget were presented by the Grant Holder (**Annex 5**).

Concerning the First Grant Period, there is leftover budget (exact value to be known after attending MC members submit reimbursement expenses). This leftover budget cannot be carried over to the Second Grant Period so any unspent budget by April 30, 2019 will be lost.

A budget of 120 000 EUR has been allocated for the 2nd Grant Period (01/05/2019 – 30/04/2020).

## **7. Update from the STSM Coordinator, Susanne Wolbank: plans for upcoming Short Term Scientific Missions (STSM)**

Susanne Wolbank provided an understanding of STSM with budget limitations for different types of STSM (**Annex 6**): short-term (5-90 days) and long-term (90-180 days; only for Early Career Investigators who have obtained their PhD less than 8 years prior). STSM should be relevant to this Action; they do not provide money for research but are intended to cover travel and accommodation.

## **8. Update from the Action Chair on status of Action:**

Ornella Parolini (Action Chair) presented the following points (see **Annex 7** for details).

### **a. Matters arising from last meeting (First MC Meeting, Brussels, October 16, 2018)**

- Minutes of 1st MC Meeting were approved by e-vote on 7/11/2018.
- 1st GP Work and Budget Plan approved by e-vote on 14/11/2018
- Action Observer from Ukraine (Institute of Cell Therapy (Volodymyr Shablii)) approved by “written procedure starting the next day” on 21/12/2018.
- There are 24 countries that have signed the MoU, 11 of these are ITC (Inclusiveness Target Countries).
- Sweden may be joining soon
- Action Chair reminds all to invite persons (especially from new countries) who are interested in and are working in the field relevant to our Action

### **b. Monitoring of the Action**

The Action is running according to schedule.

- Current (a) Implementation of COST policies on Promotion of gender balance and Early Career Investigators (ECI) and on (b) Inclusiveness and Excellence. We need to attract ECI since there are very few in our Action.
- Follow-up of MoU objectives: comments and recommendations on progress report of working groups presented during general meeting, 9th January 9-12. Update on the Scientific planning and more specifically referred to modification of the deliverables and milestones (see AOB).
  - a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)
  - b) Action Budget Planning
  - c) Long-term planning (including anticipated locations and dates of future activities)
  - d) Dissemination planning (Publications and outreach activities)

### **c. Requests to join the Action from a) COST countries and b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations**

- Sweden is currently pending approval by the National Contact Point so they will likely soon join
- One Near Neighbor Country (Ukraine) is Action Observer
- Ongoing issue is the 7 IPC Countries (International Partner Countries) who were part of the proposal and project submitted and the agreements are in preparation and they will be contacted to see if they are still interested in participating in the Action. Action Chair will then send email to MC who will vote for their participation. (IPC do not receive reimbursement unless they are Trainers in a Training School).

### **d. Location and date of next meeting**

The proposal for the 3<sup>rd</sup> MC Meeting and the First Training School is from Simona Maria Pagano (Malta) who will verify also if there are laboratories available for the First Training.

## 9. Summary of MC Decisions

- STSM: the MC decided to have 2 yearly calls for STSM, the first deadline will be open to both short and long-term STSM and the second deadline will only be for short-term STSM.

- due to a leftover of budget and the need to finalize 3 deliverables referred to the in vitro, in vivo, and clinical questionnaire, respectively (D1a/D2a/D3a), the MC agrees for a meeting in Brussels (COST Association venue) on 11-12 February 2019. The objective of the meeting is reach a consensus regarding a common format of the database that will be implemented for the first deliverables for WG1, WG2 and WG3. WG Leaders and Vice Leaders will be invited, along with current WG members or external persons with expertise in database management.

## 10. Any Other Business (AOB)

Modifications to Deliverables (as suggested by Lucia Forzi, Scientific Officer):

**D4a:** ~~Drafting~~ **Report on** key elements of European Standards for QC and QA of clinical-grade PnD (M18)

**D4b:** ~~Identify~~ **Report on** key elements for GMP-grade validation, qualification and testing PnD (M24)

**D4c:** ~~Identify and collect~~ **Report on** EU stakeholder's and patient's views on the collection and use of PnD for therapeutic approaches (M36)

**D5a.** Yearly Dissemination and Exploitation plans (**M3**, M15, M27, M39): **deliverable has been removed**

Modifications to Milestones - the focus was on Milestones in the first year and all were placed at Month 12:

**M1a.** Consensus meeting on the methodology to compare and standardise protocols (**M4/M12**)

**M2a.** WG2 meeting to reach a consensus on methodology and to compare results, identify research gaps and mechanisms that characterise efficacy of PnD in similar diseases (**M4/M12**)

**M3a.** WG3 meeting to discuss and compare clinical trials and results, and PnD used, and to discuss obstacles/problems/limitations, drawbacks, how to improve trials, and positive and negative results of ongoing trials (**M6/M12**)

## 11. Closing

- List of MC decisions to be taken by e-vote in the next month: proposal for having the First Training School and 3<sup>rd</sup> MC Meeting in Malta

- List of expected communications to the Chair in the next two weeks: invitations to persons for the meeting aimed at finding a common format for the database for D1a/D2a/D3a.

- WGL send minutes to Chair and her assistant and Vice-Chair, by January 17th

- revise Deliverables and Milestones on e-COST (Ornella Parolini, Lucia Forzi)

### List of Annexes

**Annex 1** – Agenda

**Annex 2** – Attendance list

**Annex 3** – Science Officer presentation

**Annex 4** – Administrative Officer presentation

**Annex 5** – Grant Holder Presentation

**Annex 6** – STSM Manager Presentation

**Annex 7** – Action Chair Presentation