

Draft Minutes of the kick-off meeting

COST Action IS1002 – “Modernet - a network for development of new techniques for discovering trends in occupational and work-related diseases and tracing new and emerging risks”

November 9, 2010 - Brussels

1. Welcome

The participants of the inaugural meeting of COST Action IS1002 were welcomed by Francesca Boscolo, the Science Officer (SO) responsible for the Action. The SO chaired the first part of the meeting, including the election of a Chairperson for the Action and of the Grant Holder, which was carried out under agenda items 7 & 8.

2. Adoption of the agenda

The draft agenda for the kick-off meeting was adopted (Annex 1).

3. Status of the COST Action

CSO Approval: 25/05/2010

Entry into force: 20/08/2010

End of Action: 08/11/2014

Total number of accepting Parties at date: 12

Total number of parties intending to accept: 0

4. Presentation of the delegations

The delegates presented themselves in a “tour de table”. (Annex 2)

5. General information on COST mechanism and the Annual Grant Scheme

The SO gave an orientation on the COST mechanism presenting the general framework created to promote the scientific and technical co-operation in Europe (Annex 3). Relevant information can be found on the COST website at: <http://www.cost.esf.org>.

She informed delegates about COST and the COST Actions in the field of Individuals, Societies, Cultures and Health (ISCH).

The SO informed the delegates about the principles and procedures related to the administration of COST Action grants. She also informed about the reimbursement rules and regulations as well as process. The SO was supported in this task by the Legal Officer, Elsa Papadopoulou. The following relevant documents can be found at the official COST website at <http://www.cost.esf.org/guidelines> :

- Rules and procedures for implementing COST Actions
- Financing of COST activities from the COST budget (Vademecum PART B – Grant System)
- Information Guide for the implementation of Short Term Scientific Missions in the COST Framework

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

The Rules of Procedure for the Management Committee (Annex 4) were discussed and agreed upon.

7. Election of the Chair and Vice-Chair of the Management Committee

Dr Dick Spreeuwers (NL) was elected unanimously as Chair. Prof. Lode Godderis (BE) was elected unanimously as Vice Chair.

8. Election of the Grant Holder Institution & 2 Financial Rapporteurs

Grant-holder: AMC (Academic Medical Center) Research BV Amsterdam (NL) was unanimously selected as Grant Holder for the Action, represented by Dr Dick Spreeuwers, Chair of the Management Committee.

Dr Vincent Bonneterre (FR) and Ms Ecaterina Gica (RO) volunteered for the role of Action Financial Rapporteurs, with unanimous approval from the Management Committee.

The SO passed the chairing of the meeting to Dr Spreeuwers.

9. Workplan for the implementation of the COST Action

Dr Spreeuwers presented the key aspects of the proposed Action to be discussed and agreed upon by the MC (Annex 5). The MC took the following decisions:

Nomination of Working Group Leaders

It has been decided that new Working Group Leaders will be elected, if deemed necessary, after the first Working Group meeting.

WG 1 (Quality of data): Dick Spreeuwers

WG2 (Analysis of trends): Roseanne McNamee, Raymond Agius

WG3 (Newly occurring occupational diseases): Vincent Bonneterre

WG 4 (Dissemination): Claudio Colosio, Annet Lenderink

It has been decided that the Working Group Leaders will be responsible to prepare the list of participants to be reimbursed for their own Working Group meetings.

Participants in the WGs

WG 1 - Quality of data:

Pavel Urban (CZ)

Yogi Samant (NO)

Antoon De Schryver (BE)

Raymond Agius (UK)

Claudio Colosio (IT)
Maria de las Mercedes Fernandez Rodriguez (somebody from her team) (ES)
Vincent Bonnetterre (somebody from the team) (FR)
Viorel Lefter (somebody from the team) (RO)
Malcolm Sim (AU)

WG2 - Analysis of trends:

Vincent Bonnetterre (FR)
Lode Godderis (somebody from the team) (BE)
Dick Spreeuwers/Annet Lenderink (somebody from the team) (NL)

WG3 - Newly occurring occupational diseases:

Vincent Bonnetterre (FR)
Dirk Pallapies (DE)
Luis Monteiro Rodrigues (PT)
Viorel Lefter (RO)
Raymond Agius (UK)
Antoon De Schryver (BE)
Pavel Urban (CZ)
Gert ven der Laan (NL)

WG 4 - Dissemination:

Hans Magne Gravseth (NO)
Maria de las Mercedes Fernandez Rodriguez (ES)
Annet Lenderink (NL)
Axel Wannag (NO)
Lode Godderis (BE)
Ari Kaukiainen (FI)

Structure of the Action

It has been decided to create a Core Group in order to facilitate the management of the Action. The Core Group will be composed of the Action Chair, Action Vice-Chair and the Working Group Leaders. The Core Group will be responsible also for the approval of the STSM application and will pro-actively start a research for new members to join the Action.

Website

It has been decided to launch a functional analysis and then on the basis of this analysis the provider for the website will be selected. During the WG meetings, new inputs for the website should be collected. The website can be used also for facilitating the cooperation within the Working Groups. Lode Godderis and Annet Lenderink will prepare a functional analysis for the website and make a proposal for the MC with an indication of costs.

10. Budget plan for the first period

After some discussions the concept budget plan was agreed as follows:

- The next Management Committee Meeting will be held in Amsterdam on April 6, 2011. This will be combined with WG meetings.
- Another joint MC& WG meeting will be held in September/October 2011. A possibility is to combine it with an EPICOH-meeting in September

The MC approved the budget plan. See Annex 6.

11. Place and Date of next meetings

The next MC meeting is planned for April 6th, 2011 in Amsterdam (NL)

12. AOB

The MC approved the participation of the following Non-COST institution: Manosh University – Australia, represented by Prof. Malcolm Sim.

Claudio Colosio suggested opening up the COST Action to some key-experts which are already participating in the already running Modernet-network, but not yet in the COST Action. The Core-group will take action in this.

13. Closing

The meeting was closed by the Action Chair, who thanks the participants and the COST Office representatives.