



**Subject: 1st Management Committee Meeting of COST Action BM1309
“European network for innovative uses of EMFs in biomedical applications
(EMF-MED)”**

In consultation with the proposer, the COST Office has planned the first Management Committee meeting of the above Action to take place in Brussels on **16 April 2014 at the COST Office, Avenue Louise 149, 1050 Brussels, Belgium**. The meeting will start at **09:30 am and end at 05:00 pm**. Lunch will be provided by the COST Office.

The draft agenda is as follows:

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Presentation of the delegations
5. General information on COST mechanism and on the funding and reporting of coordination activities:
 - COST Instruments and Eligible expenses
 - Work and Budget plans
 - Grant Agreements
 - Financial Reports
 - Monitoring Progress Reports
 - Annual reviews at the Annual Progress Conferences
 - Website
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair and Vice-Chair
8. Selection of:
 - The Grant Holder (Legal and Scientific Representatives)
 - Two Financial Rapporteurs
9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).



- Objectives and working programme
 - Working method - organisation and management (including working groups)
 - Distribution of tasks
 - Promotion of gender balance and of Early Stage Researchers (ESR)
 - Time-table
10. Budget plan for the first period
 11. Approval of International Partners Countries (IPC)
 12. Place and date of next meeting
 13. AOB
 14. Closing

The Memorandum of Understanding for the COST Action **BM1309** has been approved by the CSO on **15/11/2013**. The period within which COST member states can join this Action without any conditions being imposed, runs for twelve months from the date of approval of the Committee of COST Senior Officials, until **14/11/2014**.

If a COST country intends to participate in the Action and if this has not already been done, it would be necessary to:

send the nominations of up to two national representative(s) before the meeting, please transmit the name(s) and address(es) to the COST Office; **only up to two nominated representatives can be reimbursed.**

implement the administrative procedure required to sign the Memorandum of Understanding of the Action as soon as possible.

Please note that the COST National Coordinator shall ensure that all information regarding this meeting is forwarded to the nominated national representative(s) of this Action.

Further documentation will be sent directly to its nominated representatives.

Reimbursement of the nominated representatives will be according to the actual rules for expert reimbursements (for details see COST web-site <http://www.cost.eu>).

Best regards,

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