



COST ACTION FA1103

Endophytes in Biotechnology and Agriculture

Minutes of the 1st Management Committee Meeting

COST Office
Avenue Louise 149, Brussels, Belgium
8-9 December 2011

1. Welcome to participants

The participants of the inaugural meeting of COST Action FA1103 were welcomed by Mafalda Quintas, the Science Officer for this Action.

The meeting was chaired by Mafalda Quintas until the election of a chairperson for the Action, which was carried out under agenda item 7.

2. Adoption of the agenda

The draft agenda was adopted.

3. Status of the Action

COST Action FA1103 was approved by the Committee of Senior Officials on 17/05/2011.

The Action entered into force on 27/06/2011 after five Parties had accepted the Memorandum of Understanding. The Action officially starts with the first MC Meeting and will end in four years – 07/12/2015.

As of the first Management Committee meeting, a total of 15 Parties had accepted the MoU according to the official records of the COST Council Secretariat. The acceptance countries were:

Country	Date
Austria	15/06/2011
Germany	27/06/2011
Italy	22/06/2011
Spain	07/07/2011

Country	Date
Denmark	11/11/2011
Greece	21/11/2011
Netherlands	06/07/2011
Turkey	07/10/2011

Country	Date
Finland	01/08/2011
Ireland	11/08/2011
Poland	22/06/2011
United Kingdom	16/06/2011

Country	Date
France	12/08/2011
Israel	01/08/2011
Portugal	18/10/2011

2 Parties had the intention to accept the MoU: Belgium and Slovenia

The Domain Committee on Food and Agriculture (DC FA) nominated Dr Dimitris TSALTAS (CY) as Rapporteur for COST Action FA1103, whose task will be to report about the activities of this COST Action to DC FA.

4. Presentation of the delegations

A total of 31 participants from the following 16 Parties were attending the meeting: AT; BE; DE; DK; EL; ES; FI; FR; IE; IL; IT; NL; PL; PT; SI, TR; and UK. The list of officially nominated delegates and the participants of the meeting with their contact information is presented in annex.

The COST Office was represented by the Science Officer of the COST Domain on Food and Agriculture Mafalda Quintas. The Food and Agriculture Domain was represented by Dimitris Tsaltas, the Action DC Rapporteur.



5. General information on the COST mechanism and on the funding of co-ordination

At the beginning of this item Mafalda Quintas gave a briefing on the COST mechanism, presenting the general framework for that programme created to promote scientific and technical co-operation in Europe. Relevant information can be found on the COST Website at http://www.cost.eu/about_cost

Mafalda Quintas informed the delegates about the principles and procedures related to the COST Actions and about the possibilities of getting activities funded from the COST budget. The relevant documents can be found at the official Website of COST: <http://www.cost.eu/participate>

- Rules and procedures for implementing COST Actions
- Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions
- COST Vademecum - Grant System

With reference to the COST guidelines Mafalda Quintas called into mind that Acceptances are committed to making every effort to ensure that the necessary funds for participating in the Action are made available under their internal financing procedure. The document 'Rules and Procedure for Implementing COST Actions' provides various modes for the participation in a COST Action (see Chapter 4).

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

The Rules of Procedure for Management Committee as described on the Annex II of the document 'Rules and Procedure for Implementing COST Actions' were presented to the Action MC. There were no suggestions from the Action MC and these were adopted.

7. Election of Chair and Vice Chair

The Management Committee elected Carolin Schneider (DE) to the Chair of COST Action FA1103 with 100% of the votes. Carlo Leifert (UK) was elected Vice-Chair with 100% of the votes. The new Action Chair took over the chair of the meeting from this item onwards.

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

Grant-holder:

Carolin Schneider (DE) proposed Institut für Pflanzenkultur e.K.as Grant Holder for the Action which was unanimously approved.

Financial Rapporteurs:

Kalliope Papadopoulou (EL) and Henry Müller (AT) volunteered for the role of Action Financial Rapporteurs and are responsible for the control of the appropriate use of funds as laid out in the yearly financial report to COST.

9. Working plan for implementing the Action

i. Objectives and working programme

The objectives of the Action FA1103 are outlined in the Memorandum of Understanding (MoU) (http://w3.cost.eu/fileadmin/domain_files/FA/Action_FA1103/mou/FA1103-e.pdf). The newly elected Chair, Carolin Schneider (DE) presented a summary of the Action background on: **Endophytes in Biotechnology and Agriculture**





ii. Working method - organisation and management

Working Groups

It was decided that the Action will be carried out mainly through Working Groups:

- WG1. Ecology of endophytes
- WG2. Identification of new competent endophytes
- WG3. Development of new microbial inocula
- WG4. New industrial products in life sciences

All Working Groups should address the relevant key areas as described in the MoU. Working Groups have been invited by the Management Committee to cooperate as closely as possible and to ensure the necessary flow of information.

STSM

Also the Action will promote Short Term Scientific Missions (STSM) to enhance networking and cooperation between participants. All MC members have been invited to encourage young scientists to participate in the scheme. Applications can only be submitted by using the on-line registration tool (www.cost.eu/stsm) described in the relevant guidelines.

Website

To facilitate communication between the members of the Action and to promote distribution of information on the research activities going on in the field of COST Action FA1103 Carolin Schneider expressed the readiness of her company Institut für Pflanzenkultur e.K., to host and maintain a website for this Action on its server. The offer has been welcomed by the Management Committee.

Financial and scientific administration and coordination

Regarding the grant system the Chair Carolin Schneider expressed the readiness of her company Institut für Pflanzenkultur e.K. It has been agreed that 15% of the budget will be allocated to the grant holder for the necessary administration.

Core Group

In accordance with the existing COST rules the MC has set up a Core Group consisting of the Chair, Vice Chair, Working Group 1 to 4 Leaders and Vice Leaders and the STSM Coordinator.

iii. Distribution of tasks

After a comprehensive discussion the following structures and responsibilities were agreed upon unanimously:

- WG1 Leader: Leo van Overbeek (NL)
 Vice-Leader: Andrea Campisano (IT)

- WG2 Leader: Angela Sessitsch (AT)
 Vice-Leader: Heinz-Martin Schumacher (DE)

- WG3 Leader: Matthias Döring (DE)
 Vice-Leader: Jaco Vangronsveld (BE)

- WG4 Leader: Marc Stadler (DE)
 Vice-Leader: Gerald Bills (ES)

STSM committee: coordinated by Bruno Biavati (IT).



He will be supported in this assignment by Stéphane Compant (FR) and two young scientists: Piippa Wali (FI) and Elena Krstevska (AT). A code for implementation of STSM will be prepared by the end of February 2012 and commented and approved by the MC by e-mail before the Workshop planned for March 2012.

iv. Promotion of gender balance and of Early Stage Researchers (ESR)

The Action will always take in account gender balance and the participation of ESR during its implementation.

Showing this commitment is the fact that the Chair of the Action, a WG Leader and 2 members of the STSM committee are female.

Also, Early Stage Researchers were given responsibilities in the Action: Henry Müller (AT) is financial rapporteur, Matthias Döring (DE) is WG 3 leader and Andrea Campisano (IT) is WG1 Vice Leader. A continuous effort will be made to include ESR in the different activities of the action.



v. Time-table

For the first grant period, the MC agreed on the following activities and respective implementation plan:

To achieve the proposed objectives, 3 of the main COST instruments will be used: Meetings, STSM and Dissemination. Regarding Meetings, two main events are planned. At the beginning of the year (March 2012) a workshop will be organized to prepare a plan of action for the Action. At the end of the year, the research work meanwhile developed in each country will be presented and discussed.

Activities/Description	1 – identify bottlenecks	2- solutions for exploitation of endophytes	3 - further knowledge of ecology	4 – Identification of new competent endophytes	5 - new microbial inocula for increase of biomass	6- cooperation between research institutions and companies
MC Meetings						
<i>Date and Place</i>	<i>S. Michele/Trento, Italy 16. November 2012</i>					
<i>Participants Profile</i>	<i>All MC members</i>					
<i>Description:</i>	<i>Review Action progress against objectives; decide on adequacy of the work and budget plan and proposal of next year activities and budget allocation.</i>					
<i>Relationship with objectives</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>
Core Group Meetings						
<i>Date and Place</i>	<i>Schnega, Germany 4.-5. July 2012 (lunch to lunch)</i>					
<i>Participants Profile</i>	<i>11 Core Group Members</i>					
<i>Description:</i>	<i>2 half days. Review Workshop, Preparation of WG meetings, Evaluation of STSMs. Revise the plan for 2012 and propose a plan for 2013. Proposals need MC approval.</i>					

<i>Relationship with objectives</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>	<i>Objective is reviewed and included in the planning for next activities of the action</i>
Working Group Meetings						
<i>Date and Place</i>	<i>S. Michele/Trento, Italy 14.-16. November 2012 (lunch to lunch)</i>					
<i>Participants Profile</i>	<i>For reimbursement: 28 WG members (WG leaders propose, MC approves) and all MC members. Open to other scientists in the same area.</i>					
<i>Description:</i>	<i>2 day meeting. 1st separate and 2nd day wrap up all together. Each WG leader will propose a working method for the meeting (1 month before).</i>					
<i>Relationship with objectives</i>	<i>Each working group will contribute to a list of bottlenecks. This list is updated during the action. During the 2nd year activities should address the bottlenecks. Cooperation with other networks will be sought to learn how these can be better overcome (social and scientific aspects)</i>	<i>WG4. Decisions on the main scientific issues to be answered during the action. (roadmap for WG4 - document)</i>	<i>WG1. Decisions on the main scientific issues to be answered during the action. (roadmap for WG1 - document)</i>	<i>WG2. Decisions on the main scientific issues to be answered during the action. (roadmap for WG2 - document)</i>	<i>WG3. Decisions on the main scientific issues to be answered during the action. (roadmap for WG3 - document)</i>	<i>not the appropriate activity to address this aim</i>

Workshop / Conferences						
<i>Date and Place</i>	<i>Reims, France. 28.-30. March 2012 (lunch to lunch)</i>					
<i>Participants Profile and Reimb.</i>	<i>Participants to be reimbursed: 2 institutions per party: 1 MC member-institution + 1 invited institution by the national MC members. (36), 6 ESR (STSM committee proposes, MC approves), 5-10 companies (reimbursed if very small SME, WG leaders 3 + 4 propose, MC approves). Open to other scientists in the same area.</i>					
<i>Description:</i>	<i>Informal conference, session for each WG. WG will present different institutions ongoing research. 2 day meeting. At the end WG leaders + WG members will prepare a general plan of action for the WG for the action duration. WG leaders present the results to the plenum at the end of the meeting, to the MC after the meeting per email.</i>					
<i>Relationship with objectives</i>	<i>Not addressed with this activity</i>	<i>Theme will be on the programme of the meeting. Decisions on work needed in this area will be taken at wrap up. Topics for STSM are identified. It is expected that at least 1 STSM per WG will be assigned.</i>	<i>Theme will be on the programme of the meeting. Decisions on work needed in this area will be taken at wrap up. Topics for STSM are identified. It is expected that at least 1 STSM per WG will be assigned.</i>	<i>Theme will be on the programme of the meeting. Decisions on work needed in this area will be taken at wrap up. Topics for STSM are identified. It is expected that at least 1 STSM per WG will be assigned.</i>	<i>Theme will be on the programme of the meeting. Decisions on work needed in this area will be taken at wrap up. Topics for STSM are identified. It is expected that at least 1 STSM per WG will be assigned.</i>	<i>Invite 5 to 10 companies (may be reimbursed if very small SME)</i>



<p>SHORT TERM SCIENTIFIC MISSIONS (STSMs)</p> <p>Approximately 12 STSMs will be funded</p> <p>Relationship with objective 1 is not applicable to this instrument.</p> <p>The relationship between objectives 2 through 6 will be defined at the workshop. ESR and young researchers will be incentivized to participate.</p>

<p>Dissemination Activities</p>	
<p>General Announcement of the Action</p>	<p>When website is set up, every MC member should announce the existence of the Action in their country. Send link to own professional contacts and CNC. Standard message prepared by Chair and translated in each country by MC member.</p> <p>General Press release in english prepared by Chair and revised by Julia Coper (will be translated by MC members and MC distribute to local press (when web site is ready).</p> <p>Press release for industrial and scientific society. In english. Chair prepares and Marc Stadler and Gerald Bills will distribute to societies.</p>
<p>Poster of the Action</p>	<p>The Chair will prepare a pdf based on COST standard layout for Action posters. This will be available at the website and the Action participants are encouraged to print copies and distribute in their countries or other international scientific events.</p>
<p>Web site</p>	<p>Hosted by the Chair Institution, will contain static information on the Action and link to ResearchGate or other science social network (eg. Mendeley) for promoting virtual networking. The domain name should be related with endophytes. Hosted and maintained by Chair institution. Stéphane Compant will send some pictures. The latest it should be ready by March meeting</p>
<p>Logo for the Action</p>	<p>Open competition for young and older researchers for logo - prize is reimbursement for a meeting</p>
<p>Collection of information on dissemination activities</p>	<p>Simona Radutoiu will collect from the MC members information on: local news on the Action. Distribution of poster in events. News on industry and scientific societies media. Joint publications. Papers published by Action members related to the Action.</p>



10. Budget Plan for the first Period

COST Grant budget plan	
Action no. and title: FA1103 Endophytes in biotechnology and agriculture	
Grant period: 1.1.2012-31.12.2012	
Allocated budget: 134.400 €	
A. SUMMARY BUDGET	
(1) MEETINGS	€ 102.380,00
(2) SHORT-TERM SCIENTIFIC MISSIONS	€ 12.000,00
(3) TRAINING SCHOOLS	€ 0
(4) PUBLICATIONS, DISSEMINATION, OUTREACH	€ 2.000,00
(5) OTHERS	€ 0
B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (5))	€ 116.380,00
C. Financial & Scientific Administration and Coordination (max. of 15% of B.)	€ 17.457,00
D. TOTAL EXPENDITURE (B+C)	€133.837,00

11. Place and date of future meetings

The date of the next MC meeting will be in S. Michele/Trento (IT) on 14.-16.11.2012

12. Any Other Business

13. Closing of the meeting

In closing the meeting on December 9th 2011 at 13:00 hrs Action Chair Carolin Schneider expressed his gratitude to the members of the Management Committee for their active participation in the meeting.

*Mafalda Quintas
Carolin Schneider
January 2012*





List of officially nominated delegates to the action (on November 22nd 2011) and participants to the meeting:

CTRY	Firstname	Lastname	Position	Email	Participant in the meeting
AT	Henry	Müller	MC Substitute Member	henry.mueller@tugraz.at	yes
AT	Angela	Sessitsch	MC Member	angela.sessitsch@ait.ac.at	yes
BE	Nele	Weyens	MC Substitute Member	nele.weyens@uhasselt.be	yes
DE	Carolin	Schneider	MC Member	schneider@pflanzenkultur.de	yes
DE	Heinz-Martin	Schumacher	MC Substitute Member	mas@dsmz.de	yes
DK	Simona	Radutoiu	MC Member	sir@mb.au.dk	yes
EL	Nektarios	Kavroulakis	MC Member	nkavroulakis@nagref-cha.gr	yes
EL	Kalliope	Papadopoulou	MC Member	kalpapad@bio.uth.gr	yes
ES	Gerald	Bills	MC Member	gerald.bills@medinaandalucia.es	yes
ES	Iñigo	Zabalgogea	MC Member	i.zabalgo@irnasa.csic.es	yes
FI	Anna Maria	Pirttilä	MC Member	am.pirttila@oulu.fi	yes
FI	Kari	Saikkonen	MC Member	kari.saikkonen@mtt.fi	yes
FR	Essaid Ait	BARKA	MC Member	ea.barka@univ-reims.fr	yes
FR	Stephane	COMPANT	MC Member	scompant@ensat.fr	yes
IE	Max	Dow	MC Substitute Member	m.dow@ucc.ie	yes
IE	David	Dowling	MC Member	dowlingd@itcarlow.ie	yes
IL	David	Ezra	MC Member	dezra@volcani.agri.gov.il	yes
IL	Naim	Najami	MC Member	najamina@gmail.com	yes
IT	Bruno	Biavati	MC Member	bruno.biavati@unibo.it	yes
IT	Andrea	Campisano	MC Member	andrea.campisano@iasma.it	yes
NL	Leo	van Overbeek	MC Member	l.s.vanoverbeek@wur.nl	yes
PL	Katarzyna	Hryniewicz	MC Substitute Member	hrynk@umk.pl	yes
PL	Teresa	Orlikowska	MC Member	Teresa.Orlikowska@inhort.pl	yes
PT	Carla	Nunes	MC Member	canunes@ualg.pt	yes
SI	Polona	Kogovsek	MC Substitute Member	polona.kogovsek@nib.si	yes



CTRY	Firstname	Lastname	Position	Email	Participant in the meeting
TR	Hatice	Ozaktan	MC Member	hatice.ozaktan@ege.edu.tr	yes
UK	Julia	Cooper	MC Substitute Member	julia.cooper@newcastle.ac.uk	yes
UK	Angharad	Gatehouse	MC Member	a.m.r.gatehouse@ncl.ac.uk	yes
AT	Gabriele	Berg	MC Member	gabriele.berg@tugraz.at	no
AT	Birgit	Mitter	MC Substitute Member	birgit.mitter@ait.ac.at	no
BE	Jaco	Vangronsveld	MC Member	jaco.vangronsveld@uhasselt.be	no
DE	Peter	Proksch	MC Member	proksch@uni-duesseldorf.de	no
DE	Barbara	Schulz	MC Substitute Member	b.schulz@tu-bs.de	no
DK	Birte	Boelt	MC Substitute Member	Birte.Boelt@agrsci.dk	no
DK	Hans Jørgen	Jørgensen	MC Substitute Member	hjo@life.ku.dk	no
DK	Yumiko	Sakuragi	MC Member	ysa@life.ku.dk	no
ES	PETRA	KIDD	MC Substitute Member	pkidd@iiag.csic.es	no
ES	ENRIQUE	MORAGA	MC Substitute Member	equesada@uco.es	no
FI	Fred	Asiegbu	MC Substitute Member	fred.asiegbu@helsinki.fi	no
FI	Marjo	Helander	MC Substitute Member	marjo.helander@utu.fi	no
IE	Robert	Ryan	MC Member	r.ryan@ucc.ie	no
IL	Sigal	Horowitz	MC Substitute Member	sigalhor@volcani.agri.gov.il	no
IT	Francesca	Gaggia	MC Substitute Member	francesca.gaggia@unibo.it	no
IT	Grazia	Marino	MC Substitute Member	grazia.marino@unibo.it	no
PL	Marlena	Lembicz	MC Member	lembicz@amu.edu.pl	no
PL	Katarzyna	Turnau	MC Substitute Member	katarzyna.turnau@uj.edu.pl	no
SI	Matevz	Likar	MC Substitute Member	matevz.likar@bf.uni-lj.si	no
SI	Maja	Ravnikar	MC Member	Maja.Ravnikar@nib.si	no
SI	Marjana	Regvar	MC Member	Marjana.Regvar@bf.uni-lj.si	no
UK	Carlo	Leifert	MC Member	c.leifert@newcastle.ac.uk	no
UK	Catherine	Tétard-Jones	MC Substitute Member	catherine.tetard-jones@newcastle.ac.uk	no