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| **COST Action CA15203** |
| **Action Title: Mitochondrial mapping: Evolution - Age - Gender - Lifestyle - Environment** |
| **Draft Agenda** |
| **1st Management Committee Meeting** |
| **COST Association, 149 avenue Louise, 15th floor, 1050 Brussels, Belgium** |
| **12 September 2016 from 09:30 to 17:00** |

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| 1. Welcome to participants | | |
| 2. Verification of the presence of two-thirds of the Participating COST Countries (quorum) | | |
| 3. Adoption of agenda | | |
| 4. Tour de table / introduction of the MC members | | |
| 5. General information on COST mechanism and on the funding and reporting of coordination activities: | | |
|  |  COST overview, policies and structure | |
|  |  Financing COST Action activities: Administrative Rules and Guidelines, Work and Budget Plan, COST Action Grant Agreement, Financial Reporting | |
|  |  Scientific/networking Reporting and Monitoring | |
| 6. Agreement on the internal rules of procedure for the Management Committee of the COST Action | | |
| 7. Setting the frame for the Action - presentation by the Science Officer | | |
|  |  Budget | |
|  |  Presentation of the Scientific Committee recommendations to the Action | |
| *--------------- Coffee break ---------------* | | |
| 8. Election of the Chair and Vice-Chair | | |
| 9. Selection of: | | |
|  |  The Grant Holder institution (Scientific Representative) | |
|  |  The FSAC rate for the Grant Holder institution | |
| 10. Presentation and discussion of the Action | | |
|  | a. Presentation of the Action by the "Main Proposer"/Chair of the Action (based on the Memorandum of Understanding) | |
|  |  |  Objectives and deliverables |
|  |  |  Working Groups and other management roles/structures |
|  |  |  Implementation of COST policies on the promotion of Inclusiveness and Excellence (see below list of Inclusiveness Target Countries), gender balance and Early Career Investigators (ECI) |
|  | b. MC discussion of: | |
|  |  |  Deliverables and timeline |
|  |  |  Working Groups and other management roles/structures |
|  |  |  Implementation of Scientific Committee recommendations and COST policies |
| Inclusiveness Target Countries: Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey. | | |

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| 11. Establishment of Action Management structure | | |
|  |  Election of Working Group Leaders and STSM Manager | |
|  |  Election of other management roles | |
| *--------------- Lunch break ---------------* | | |
| 12. Action implementation planning | | |
|  | a. Development of Objective Achievement Indicators for MoU Objectives | |
|  | b. 1st Grant Period (GP) | |
|  |  |  Grant Period Goals, WG tasks and deliverables |
|  |  |  Activity and budget planning (Work and Budget Plan preparation) |
|  |  |  Dissemination strategy/ planning (Publications and outreach activities) |
| 13. Any Other Business (AOB) | | |
| 14. Closing | | |