



Brussels, 03/03/2015

## **Subject: First Meeting of the Management Committee of CM1404 “Chemistry of Smart Energy Carriers and Technologies (SMARTCATS)”**

In consultation with the main Proposer, the COST Association has planned the first Management Committee meeting of the above Action to take place in Brussels on 06/03/2015 at the COST Association, Avenue Louise 149, Brussels, Belgium.

The meeting will start at 10:00 and end at 16:30. Lunch will be provided by COST Association.

The draft agenda is as follows:

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Tour de table / introduction of the MC members
5. Establishment of quorum
6. General information on COST mechanism and on the funding and reporting of coordination activities:
  - COST Overview
  - COST Policies
  - COST Structure
  - COST Action Participation
  - COST Actions
  - COST Actions Administrative Rules and Guidelines
7. Information on the Rules of Procedure for COST Action Management Committees
8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative
9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Chair)
  - MoU objectives and working programme
  - Working method - organisation and management (including Working Groups)
  - Distribution of tasks
  - Strategies for implementing COST policies: Excellence and Inclusiveness, International Cooperation, SME and Industry Cooperation
10. Appointment of horizontal roles
  - Appointment of Working Group (WG) Leaders



COST is supported by  
the EU Framework Programme  
Horizon 2020

**COST Association**  
Avenue Louise 149 | 1050 Brussels, Belgium  
t: +32 (0)2 533 3800 | f: +32 (0)2 533 3890  
office@cost.eu | www.cost.eu

- Any other horizontal roles (e.g. STSM Coordinator, Website Host Institution, Composition of Core Group (CG))
11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)
    - Grant Period Goals and Tasks
    - Approval of the FSAC (%) for the Grant Holder Institution
  12. Any Other Business (AOB)
  13. Closing