Brussels, 7th April 2017

# Subject │ Minutes of the First Management Committee Meeting of COST Action CA16104: *“Gravitational Waves, black holes and fundamental physics”*

1. **Welcome to participants**

The participants were welcomed by Dr. Fatima Bouchama, Science Officer and by Ms Andrea Tortajada, Administrative Officer of the Action. Dr. Fatima Bouchama chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Selection of Grant Holder Institution that were carried out under agenda item 8 and 9 respectively.

1. **Adoption of the agenda**

The agenda (**Annex 1/Annex 4**) for the 1st Management Committee (MC) meeting was adopted

1. **Verification of the presence of two-thirds of the participating COST Countries**

CSO Approval: 24/10/2016

Start of the Action: 07/04/2017

End of Action: 06/04/2021

Total number of COST Countries having accepted the MoU: 17 *(****Annex 2 - Action Fact Sheet****)*

Total number of COST Countries intending to accept the MoU: 0

Number of parties present at the meeting: 16

The quorum (2/3 of COST Countries participating in the Action) was reached: 16 COST countries out of 17 attended the meeting (COST doc. 134/14 REV2 “COST Action Management Monitoring and Final Assessment” Annex I, Article 9).

1. **Tour de table/ introduction of the MC members**

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

1. **General information on COST mechanism and the funding and reporting of coordination activities**

Dr. Fatima Bouchama presented the COST Overview, policies, and COST Actions: participation, Management Monitoring, Ms Silvia Alexe presented on how to effectively communicate the Action’s outcomes and Ms Andrea Tortajada continued with an introduction to the COST Grant System, and presentation of the financial rules (**Annex 4**).

Relevant information is on the COST website at <http://www.cost.eu/participate> and <http://www.cost.eu/participate/networking>, including the following reference documents:

* Rules of Procedure for COST Action Management Committees (COST doc. 134/14 REV2)
* COST Grant System Vademecum <http://www.cost.eu/download/COSTVademecum>
* Guidelines for Action management, Monitoring and Assessment

<http://www.cost.eu/download/Guidelines_Action_management_monitoring_assessment>

1. **Setting the frame for the Action**

The foreseen Grant Periods dates over the life time of the Action were presented.

The total budget including FSAC allocated to the Action for the 1st Grant Period (01/05/2017-30/04/2018) was communicated to the MC (**Annex 4**). At the day of the kick off, 17 parties had officially joined the Action corresponding to a budget of EUR 86.000

The recommendations by the Scientific Committee were presented to the MC (**Annex 4**).

1. **Information on the internal rules of procedure for the MC of the COST Action**

The Rules of Procedure for the Management Committee (Annex 6) were presented to the MC.

1. **Election of the Chair, Vice-Chair**

* Prof Vitor Cardoso (PT) was unanimously elected as the Chair.
* Prof Valeria Ferrari (IT) was unanimously elected as the Vice-Chair.

1. **Selection of the Grant holder institution (GH Scientific representative appointment) and FSAC rate**

* The Instituto Superior Técnico was selected as the Grant Holder Institution (GH).
* Prof Vitor Cardoso was appointed as the Scientific Representative of the Grant Holder Institution.
* The MC agreed that the GH could charge the maximum rate of 15% rate for FSAC the first Grant Period.

1. **Presentation and discussion of the Action**

* Prof Vitor Cardoso made a general presentation of the action goals.
* Prof. Samaya Nissanke presented the goals and planning for WG1.
* Prof. Leor Barack presented the goals and planning for WG2.
* Prof. Thomas Sotiriou presented the goals and planning for WG3.
* The MC decided to include an observational astrophysics section in WG1.
* Prof. Carlos Herdeiro presented the dissemination and outreach plan.

1. **Establishment of Action Management structure**

* Prof. Samaya Nissanke (NL) was unanimously elected WG1 leader.
* Prof. Leor Barack (UK) was unanimously elected WG2 leader.
* Prof. Thomas Sotiriou (UK) was unanimously elected WG3 leader.
* Prof. Marta Volonteri (FR), Prof. Bernd Brugmann (G) and Prof. Kostantinos Kokkotas (G) were unanimously elected as WGs vice-leaders promoting the connection between the WGs.
* Prof. Carlos Herdeiro (PT) was unanimously elected as dissemination coordinator.
* Prof. Alicia Sintes (SP) was unanimously elected as Diversity Advisor.
* Prof. Andreja Gomboc (SL) was unanimously elected as Coordinador of STSMs.
* The CORE group was decided to be composed by the Action Chair, Vice-chair, WG leaders, diversity advisor, dissemination coordinator and STSMs coordinator.

1. **Action implementation planning**

* Two STSMs calls will be held per Grant Period. The selection process will be carried out by the CORE group.
* The available budget for the first grant period is 86K Euros (-15%)=73.1 K Euros.
* 20 K Euros will be used for STSMs;
* 40 K Euros will be used for the First Global Meeting coinciding with the MC meeting;
* 1+2 K Euros for Dissemination, for constructing the webpage and for producing a short movie advertising the action;
* 4 K Euros for a meeting of WG1 that will take place during a school at Nordita;
* The first global meeting will be held in December, January or February. Four possible venues are: Aveiro (Portugal), Paris (France), Israel or Malta. The meeting should last 3-4 days and include the MC meeting of the first GP.
* There will be a WG meeting in Azores in early July 2017, during which a white paper for the field will be kick-started.

1. **Any Other Business (AOB)**

Manifestations of interest in the action:

* Georgia, Hungary, Iceland, Poland and Sweden and manifested interest in joining;
* Centro de Estudios Científicos (CECs) in Valdivia, Chile, wants to join as observers;
* The Cape Town group, South Africa, wants to join as IPC;

1. **Closing**

## LIST OF ANNEXES

**Annex 1: Draft Agenda**

**Annex 2 : Action Fact Sheet**

**Annex 3 : Attendance List** 

**Annex 4 : Science Officer & Administrative Officer presentation **

**Annex 5 – The Rules of Procedure for COST Action Management Committees (COST doc. 134/14 REV2, Annex I).**

<http://www.cost.eu/download/COST_Action_Management_Monitoring_and_Final_Assessment>