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|  Malta 25th January 2018Subject │ Minutes of the Second Management Committee Meeting of COST Action CA16104: *“Gravitational Waves, black holes and fundamental physics”* **1. Welcome to participants.** |
| The participants were welcomed by The Chair (Prof. Cardoso) and Vice-Chair (Prof. Ferrari). Prof. Cardoso Chaired the meeting, Prof. Ferrari took the minutes. **2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum.**Total number of COST Countries having accepted the MoU: 25 *(****Annex 2 - Action Fact Sheet****)*Total number of COST Countries intending to accept the MoU: 2Number of parties present at the meeting: 18The quorum (2/3 of COST Countries participating in the Action) was reached: 18 COST countries out of 25 attended the meeting. |
| **3. Adoption of agenda.**The MCs unanimously voted to adopt the agenda. |
| 4. Approval of minutes and matters arising of last meeting.The MCs unanimously voted to adopt the minutes and matters arising from last meeting. In particular, the changes to the budget were approved. The core group was approved to consist of:* Prof. Vitor Cardoso (PT), Chair.
* Prof. Valeria Ferrari (IT), Vice-Chair.
* Prof. Samaya Nissanke (NL), WG1 leader.
* Prof. Leor Barack (UK), WG2 leader.
* Prof. Thomas Sotiriou (UK), WG3 leader.
* Prof. Marta Volonteri (FR), Prof. Bernd Brugmann (GER) and Prof. Kostantinos Kokkotas (GER), Synergy Agents promoting the connection between the WGs.
* Prof. Carlos Herdeiro (PT), Dissemination Coordinator.
* Prof. Alicia Sintes (SP), Diversity Advisor.
* Prof. Andreja Gomboc (SL), Coordinador of STSMs.
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| **5. Update from the Action Chair** |
|  a) Status of Action: start and end dates of Action, participating COST countries, participating NNC/  IPC institutions and Specific Organisations.The Chair provided the following information about the Action. Start date: 7 April 2017. End Date: 6 April 2021. 1st MC meeting: 7 April 2017Participating COST Countries: 25Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Malta, Netherlands, Poland, Portugal, Serbia, Slovenia, Spain, Switzerland, Turkey, United KingdomIPCs: Cape Town University (SA, representative Bishop Mongwane; Rhodes University (SA, representative Nigel Bishop); Caltech (US, representative Davide Gerosa) and Virginia Universirty (US, representative Kent Yagi). |
|  b) Short Term Scientific Missions (STSM): review of completed reports and new applications.The STSM Coordinator updated the MCs on the STSMs development. Details can be found in the presentation by the Chair. In summary, |
| **6. Update from the Grant Holder: Action budget status**The Grant Holder Representative (Susana Oliveira) updated the MCs on the budget status. Complete information can be found on the Chair presentation. |
| **7. Update from the COST Association, if a representative is present.**The Science and Administrative Officer updated the MCs on the rules and procedures to manage  |
| **8. Monitoring of the Action**The Chair discussed how the concerns from the European union were addressed:1. Increase of ITC level at leadership and Action participation level: of the core members, 3 are ITCS (the Chair, the STSM Coordinator and the Dissemination Advisor); roughly 50% of the ITC countries are in the Action.
2. Enhance participation of ECI and gender balance: 50% of core group are females, 50% are males. 50% of TLs are ECIs; 1/3 WG Leaders is a female.
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| **9. Implementation of COST policies on:** |
|  **a) Promotion of gender balance and Early Career Investigators (ECI)**  |
|  **b) Inclusiveness and Excellence (see below list of Inclusiveness Target Countries)** |
| The diversity Adviser discussed the gender and geographical distribution of the participants, as well as the ECI distribution. Further details can be found in the Chair presentation.**10. Follow-up of MoU objectives: progress report of working groups** |
| WG2 and WG3 leader updated the MCs on the WGs and scientific tasks and deliverables.**11. Scientific planning**  |
| 1. Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)
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| 1. Action Budget Planning
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| 1. Long-term planning (including anticipated locations and dates of future activities)
2. Dissemination planning (Publications and outreach activities)
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| The Chair presented and discussed the MOU objectives and deliverables.The Chair proposed the following budget break-up:35 K for STSMs5K for ITC Grants50 K for Global Meeting10 K for Dublin School13 K for Gravity Data Group meeting5 K for Benasque meeting2 K for Les Houches School.Adrian Ottewill gave a brief overview of the Dublin school: lectures and workshops on gravitational-wave source modelling, data analysis and astrophysics, with a slant towards LISA physics. The school would run for two weeks, from June 11th through to June 22nd 2018.The budget breakup was approved unanimously. It was also approved that small (up to 10000 Euros) changes and/or re-distributions in the budget could be performed by the core group. These changes need to be communicated to the MCs afterwards. |
| **12. Requests to join the Action from:** |
|  a) COST countries |
|  b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific  Organisations: EU agencies, European RTD Organisation, International OrganisationsThere were two requests to join the Action by Austria (Piotr Chrusciel and Maciej Maliborski) and Norway (Germano Nardini and Anders Tandberg). |
| **13. AOB**Thomas Sotiriou pointed out that field-dependent metrics should be used when discussing diversity issues. He also mentioned that, in addition to monitoring, policy and actions that will encourage under-represented groups to join the action are necessary. |
| **14. Location and date of next meeting**The Chair requested proposals for the next global meeting. The call is open until mid-February. |
| **15. Summary of MC decisions**The following are the decisions by the MCs:1. The MCs unanimously voted to adopt the agenda.
2. The core group was approved to consist of:
* Prof. Vitor Cardoso (PT), Chair.
* Prof. Valeria Ferrari (IT), Vice-Chair.
* Prof. Samaya Nissanke (NL), WG1 leader.
* Prof. Leor Barack (UK), WG2 leader.
* Prof. Thomas Sotiriou (UK), WG3 leader.
* Prof. Marta Volonteri (FR), Prof. Bernd Brugmann (GER) and Prof. Kostantinos Kokkotas (GER), Synergy Agents promoting the connection between the WGs.
* Prof. Carlos Herdeiro (PT), Dissemination Coordinator.
* Prof. Alicia Sintes (SP), Diversity Advisor.
* Prof. Andreja Gomboc (SL), Coordinador of STSMs.
1. The following budget breakup for Grant Period 2 was unanimously approved:

35 K for STSMs5K for ITC Grants50 K for Global Meeting10 K for Dublin School13 K for Gravity Data Group meeting5 K for Benasque meeting2 K for 1. Changes of up to 10000 Euros and/or re-distributions in the budget of that amount could be performed by the core group. These changes need to be communicated to the MCs afterwards.
2. The MCs voted to fund participants in the Global Meetings as follows: MCs and speakers are entitled to full reimbursement. Remaining participants are entitled to meal and hotel expenses. All the rules need to be transparent and made available to the participants prio to the meeting.
3. The requests by Austria and Norway to join the Action were approved unanimously.
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| **16. Closing** |