

COST ACTION FA0804

Action FA0804: Molecular farming: plants as a production platform for high value proteins

Minutes of the 1st Management Committee Meeting

**COST Office
Avenue Louise 149, Brussels, Belgium
27 November 2008**

1 Welcome to participants

The participants of the inaugural meeting of COST Action FA0804 were welcomed by Dr. Albino Maggio, the Science Officer for this Action.

The meeting was chaired by Dr. Albino Maggio 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 amended so as item 9 was NON-COST countries.

3 Presentation of the delegations

A total of 27 participants from the following 17 Parties were attending the meeting: Austria, Belgium, Bulgaria, Czech Republic, Estonia, Finland, France, Germany, Greece, Italy, Norway, Poland, Spain, United Kingdom, Denmark, Iceland and Portugal.

The COST Office was represented by the Science Officer of the COST Domain on Food and Agriculture Dr. Albino Maggio. The list of officially nominated delegates and the participants of the meeting with their contact information is presented in Annex 1.



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

At the beginning of this item Dr. Albino Maggio 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.esf.org/index.php?id=38>.

Dr. Albino Maggio 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 Web-site of COST:

- Rules and procedures for implementing COST Actions ([Annex 2](#))
- Financing of COST activities ([Annex 3](#))
- Rules of Procedure for Management Committees of COST Actions ([Annex 4](#))
- Guidelines for the implementation of Short-Term Scientific Missions ([Annex 5](#))
- Guidelines for evaluation and monitoring of COST Actions (DOC. 271/07) ([Annex 6](#))
- Memorandum of Understanding of COST Action FA0804 ([Annex 7](#))
- COST Grant System (CGS) ([Annex 8](#))
- Rules for reimbursement of expenses for experts eligible for reimbursement ([Annex 9](#))

With reference to the COST guidelines Dr. Albino Maggio 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).

Furthermore, the MC decided to change *Article 8* defining the minimal number of participating Acceptances that must attend a MC meeting for that meeting to be considered as official. In the light of the current number of accepted countries it has been agreed to lower the relevant threshold from two-thirds to a half.

5 Status of the Action

COST Action FA0804 was approved by the Committee of Senior Officials on 18 June 2008. The Action entered into force on 30 July 2008 after five Parties had accepted the Memorandum of Understanding (MoU). The Action officially starts with the first MC Meeting and will end in four years – 26 November 2012.

As of the first MC meeting, a total of 16 Parties had accepted the MoU according to the official records of the COST Council Secretariat. The acceptance countries were Austria, Belgium, Bulgaria, Czech Republic, Estonia, Finland, France, Germany, Greece, Italy, Netherlands, Norway,

Poland, Spain, Switzerland and United Kingdom. Four Parties have the intention to accept the MoU; these are Denmark, Iceland, Israel and Portugal.

6 Agreement on the internal rules of procedure for the MC of the COST Action

Internal rules and procedures for the MC have been read and agreed.

7 Election of Chair, Vice-Chair and Grant Holder

The MC elected Dr. Kirsi-Marja Oksman-Caldentey (Finland) to the Chair of COST Action FA0804. Prof. Julian Ma (UK) was elected Vice-Chair.

Regarding the grant system six possible Grant Holder (GH) candidates VTT, UdL (Spain), JIC (UK), IME (Germany), Academy of Sciences of Czech Republic and ORF Genetics (Iceland) expressed their readiness to act as GH. These candidates will clarify their possibilities to be the GH and a written procedure among the MC will be followed to elect the GH. The candidates should inform the Chair as soon as possible. According to COST rules 15% of the budget will be allocated to the GH for the necessary administration.

The new Action Chair took over the chair of the meeting from this item onwards. Dr. Anneli Ritala (Finland) was invited to act as a secretary for the rest of the meeting.

8 Working plan for implementing the Action

8.1 Objectives and working programme

The objectives of the Action FA0804 are outlined in the Memorandum of Understanding (MoU) ([Annex 7](#)). The newly elected Chair, Dr. Kirsi-Marja Oksman summarized the objectives and the outline of the whole Action including working methods, tasks and timetable ([Annex 10](#)).

8.2 Working method - organisation and management

After a comprehensive discussion the following structures were agreed: Strategic development of Molecular Farming (WG1), Production systems and process development (WG2) and Target molecules assessment of (clinical) need and production feasibility (WG3). Also the Action will function through Short Term Scientific Missions (STMS). All 3 WGs should address the relevant key areas as described in the MoU. WGs have been invited by the MC to cooperate as closely as possible and to ensure the necessary flow of information. A preliminary inquiry of interest to participate different WGs gave the following results: WG1 10, WG2 20 and WG3 13 votes.

A list of possible WG leaders was made:

WG1: Paul Christou (Spain), Bart Van Droogenbroeck (Belgium)

WG2: Stefan Schillberg (Germany), Ann Depicker (Belgium), George Lomonosoff (UK), Einar Mäntylä (Iceland)

WG3: Julian Ma (UK), Bart Van Droogenbroeck, Einar Mäntylä, Joachim Schiemann (Germany), Dirk Bosch (The Netherlands)

Temporary WG leaders were elected and it was decided that the final decisions of WG leaders and vice-leaders will be made in the first WG meeting.

8.2.1 WG 1: Strategic development of Molecular Farming

Leader: Prof. Paul Christou (Spain)

8.2.2 WG 2: Production systems and process development

Leader: Dr. Stefan Schillberg (Germany)

8.2.3 WG 3: Target molecules assessment of (clinical) need and production feasibility

Leader: Dr. Dirk Bosch (The Netherlands), pending approval

8.2.4 Short Term Scientific Missions (STSM)

Dr. Tomas Vanek (Czech Republic) was elected to co-ordinator of STSM committee.

It was decided that the STSM committee will consist of the Chair of the Action, the STSM co-ordinator and of the WG leaders.

All MC members have been invited to encourage young scientists to participate in the scheme. During the first financial period two STSMs will be put in action if possible. It was decided that a call will be launched as soon as possible and the deadline of the applications is 31st January 2009.

Applications can only be submitted by using the on-line registration tool (www.cost.esf.org/stsm) described in the relevant guidelines.

The STSM committee will make the evaluation of candidates and makes suggestion to MC. An eligible candidate for STSM comes according to COST Guidelines from an active participant of the Action that has accepted the MoU. In addition, the host must be also an active participant of the Action that has accepted the MoU. (Note! The interpretations during the first MC meeting were not correct in this matter). The STSMs should preferably be finished before the end of this first financial period (see 8.3).

8.2.5 Executive Committee (EC)

In accordance with the existing COST rules the MC has set up an Executive Committee consisting of the Chair, Vice-Chair and the three Working Group Co-ordinators and the STSM Coordinators. In addition also coordinator of the Public Engagement Committee (PEC) of the Action will be member of EC.

8.2.6 Public Engagement Committee (PEC)

Dr. Georg Sakellaris (Greece) was elected to be the PEC co-ordinator. He will get in touch with the WG leaders and make a plan for Public Engagement for MC approval.

8.2.7 Internet/Web site

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 FA0804 Dr. Tomas Vanek expressed the readiness of his institute, Academy of Sciences of the Czech Republic, to host and maintain technically a Website for this Action on its server. The offer was welcomed by the MC. The contents will be provided in collaboration by the Chair, WG leaders, the STSM coordinator and by the PEC coordinator. Furthermore, MC members have been invited to support the Action Chair in building up an informative Web-site by providing adequate information material.

A general support grant of 2 000 euros has been agreed for the website launching and maintenance.

8.2.8 DC Rapporteur of the Action

The Domain Committee on Food and Agriculture (DC FA) nominated Henrique Guedes-Pinto as Rapporteur for COST Action FA0804, whose task will be to report about the activities of this COST Action to DC FA.

8.3 Budget and reimbursements

Dr. Albino Maggio announced that the first financial period is 27.11.2008 – 31.5.2009 and the budget is approximately 50k€.

COST Action and WG meetings are open for all. However, MC approves the reimbursements per meeting (list of reimbursed participants must be made before the meeting). In order to reduce the costs, it was decided that one MC Member per country will be reimbursed, however exceptions can be made (MC decision needed). In addition, it was decided that all the MC meetings will be held in connection of the WG meetings.

It was suggested that, as a general rule, two persons per WG will be reimbursed. This means that the maximum reimbursement per WG+MC meeting is seven per country (Note! Due to the decision in the first MC meeting that 1 MC Member per country is reimbursed, the total number is seven and not eight as falsely discussed during the meeting).

9 Non-COST countries

There was no request for non-COST countries participation.

10. Place and date of future meetings

Georg Sakellaris kindly offered to be the local organizer of the next MC+WG meeting. It will take place in Athens, Greece. He will provide suggestions of two locations and preliminary budget to the Chair of the Action as soon as possible.

The date of the next meeting will be on 5-6 March, 2009 in Athens. It has been agreed that approximately 25 000 Euros will be allocated for this meeting, and a workshop support of 3000 Euros (if required by the local organizer).

Preliminary it was discussed that WG meetings can be arranged during PBVA meeting in Verona in June 2009 without extra reimbursement. Prof. Julian Ma will ask the local organizer Dr. Mario Pezzotti (Italy) to book meeting room(s) for this purpose.

11 Miscellaneous

Outside experts and international observers can be invited to WG meetings (maximum 4 per meeting can be reimbursed), but that must be approved each time by the Chair of the Action. Other experts can also be invited by their own costs, but that must be discussed with the Chair of the Action as well.

12 Closing of the meeting

In closing the meeting on 27 November 2008 at 17:00 hrs Action Chair Kirsi-Marja Oksman expressed her gratitude to the members of the MC for their active participation in the meeting.

List of participants

Name	Country
Abranches Rita	(PT)
Bellucci Michele	(IT)
Brinch-Pedersen Henrik	(DK)
Christou Paul	(ES)
Clarke Jihong Liu	(NO)
Cusido Rosa	(ES)
Depicker Ann	(BE)
Faye Loïc	(FR)
Järvekulg Lilian	(EE)
Korbin Malgorzata	(PL)
Liaimer Anton	(NO)
Lomonossoff George	(GB)
Ma Julian	(GB)
Mäntylä Einar	(IS)
Minkov Ivan	(BG)
Obermeyer Gerhard	(AT)
Oksman-Caldentey Kirsi-Marja	(FI)
Paalme Viuu	(EE)
Palmgren Michael Gjedde	(DK)
Ritala Anneli	(FI)
Sakellaris George	(GR)
Schillberg Stefan	(DE)
Sirko Agnieszka	(PL)
Steinkellner Herta	(AT)
Van Droogenbroeck Bart	(BE)
Vanek Tomas	(CZ)
Vlahova Mariana	(BG)

ANNEXES:

1. Agenda of the Meeting
2. Rules and procedures for implementing COST Actions (Doc. COST 299/06) (see COST-Website) www.cost.esf.org/index.php?id=38
3. COST Vademecum – Instruments for financing of COST Actions activities (see COST-Website) www.cost.esf.org/index.php?id=38
4. Rules of Procedure for Management Committees (Annex II of the document ‘Rules and procedure for implementing COST Actions’ (see COST-Website) www.cost.esf.org/index.php?id=38
5. Guidelines for the implementation of Short-Term Scientific Missions (see COST Vademecum – Short Term Scientific Missions (STSM) (see COST-Website) www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/3-STSM.pdf
6. Guidelines for Assessment, Monitoring, Evaluation and Dissemination Results of COST Actions (Doc. 203/07) (see COST-Website) www.cost.esf.org/index.php?id=38
7. Memorandum of Understanding of COST Action FA0804 (see COST-Website) http://www.cost.esf.org/index.php?id=181&action_number=FA0804
8. COST Grant System (CGS) (see COST Vademecum – COST Grant System (CGS) (see COST-Website) www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/6-COSTGrantSystem.pdf)
9. Rules for reimbursement of expenses for experts eligible for reimbursement(see COST Vademecum – Travel and subsistence (see COST-Website) www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/6-COSTGrantSystem.pdf)
10. Presentation of Dr. Kirsi-Marja Oksman (pdf-file attached)
11. Presentation of Dr. Albino Maggio (pdf-file attached)