



**cost**  
EUROPEAN COOPERATION  
IN SCIENCE AND TECHNOLOGY

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**Draft Agenda**  
**First Meeting of the Management Committee**  
**6 November 2013**  
**COST Action FP1302:**  
**WOOD MUSICK**

In consultation with the proponent, the COST Office has planned the first Management Committee meeting of the above Action to take place in Brussels on **6 November 2013** at the **COST Office**, Avenue Louise 149, Brussels, 15<sup>th</sup> Floor.

The meeting will start at 09:00 and end by 17:00 on 6 November 2013.

The draft agenda is as follows:

1. Welcome
2. Adoption of the agenda
3. Status of the Action
4. Presentation of the delegations
5. General information on COST mechanism (About COST, Grant System, Action Management)
6. Agreement on the internal rules of procedure for the MC of the COST Action
7. Election of Chair (and Vice-Chair) of the Action
8. Appointment of: Grant Holder, 2 Financial Rapporteurs
9. Working plan for the implementation of the COST Action (Memorandum of Understanding)
10. Budget Plan for the first period
11. Place and date of next meeting
12. Any other business
13. Closing

Please note that some COST countries interested in the Action have not yet accepted the Memorandum of Understanding or nominated their national representative(s).

The Memorandum of Understanding for the COST Action **FP1302** was approved by the Committee of COST Senior Officials (CSO) on 16/05/2013. The period within which COST member states can join this Action without any conditions being imposed, runs for twelve months from the date of approval of the CSO, until 16/05/2013.

If a COST country intends to participate in the Action and if this has not already been done, it is necessary to:

- officially nominate up to two Management Committee Members before the meeting; this is done by the country's COST National Coordinator. A list of CNCs is available on [http://www.cost.eu/about\\_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)
- implement the administrative procedure required to accept the Memorandum of Understanding of the Action as soon as possible.

Please note that the COST National Coordinator shall ensure that all information regarding this meeting is forwarded to the nominated national representative(s) of this Action. Further documentation will be sent directly to its nominated representatives.

Reimbursement of the nominated representatives will be according to the rules for participant reimbursement (for details see COST web-site <http://www.cost.eu/module/download/8320> section 1.7).

Best regards,

**Melae LANGBEIN**

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