

Paterna, 5/12/16

Subject | Minutes of the Second Management Committee Meeting of COST Action CA15128 “Molecular Spintronics (MOLSPIN)”

Bologna, Italy

17/11/2016 - 18.30 to 20.30

1. Welcome to participants

The Chair welcomes the participants. Prof. Coronado chaired the meeting. The general presentation is attached as **Annex 1**

2. Adoption of the agenda

The agenda (**Annex 2**) for the 2nd Management Committee meeting was adopted.

3. Status of the COST Action

CSO Approval: **30/10/2015**

Start of the Action: **11/04/2016**

End of Action: **10/04/2020**

Total number of COST Countries having accepted the MoU: **23**

New countries: Czech Republic (10/05/2016) and Finland (05/09/2016)

Participation of COST Near Neighbour Countries: Republic of Moldova

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

The budget communicated to the Action for the 1st GP by the COST

Association was 106.000 euros.

New SO and AO

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Administrative Officer:

Ms Milena STOYANOVA

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4. 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 and 4**

5. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: 17 countries are represented out of 23 (COST doc. 134/14 B.2 "COST Action Management Monitoring and Final Assessment" Annex I, Article 8).

6. Approval of past e-votes – 18.45h

e-vote June 28th: STSMs Grants

i) Definition and approval of the assessment criteria for awarding STSM Grants:

- 1) Priority will be given to PhD students and ECI's applications
- 2) Quality of the applicant's project and interest of the applicant's project in relation to the scientific objectives of the Action
- 3) Balance of assigned grants among the three different working groups of the Action
- 4) Balance of assigned grants among the different research groups participating in the Action

ii) Delegation of the task of evaluating applications following the above mentioned criteria and awarding STSM Grants to the Core Group composed by:

Core Group

AC E. Coronado

VC R. Sessoli

Training Schools and Workshops Coordinator M. Cinchetti

Short Training Scientific Missions Manager L. Catala

Website and dissemination Manager A. Gaita

WG1 leader A. Dediu

WG2 leader H. Van Der Zant

WG3 leader F. Luis

Website and dissemination assistant D. Pinkowicz

WG1 assistant L. Hueso

WG2 assistant U. Schlickum

WG3 assistant D. Stepanenko

Approved

e-vote July 15th: Training Schools

In relation to the organization of Training Schools, the Vice Chair assumed the responsibility of the following task because the MC formally gave her the mandate to act on their behalf:

Delegation of the task of defining from amongst eligible participants those Trainers who are to be reimbursed and the financial contribution (in the form of a Trainee Grant) for each eligible Trainee

Approved

e-vote September 19th: Meetings

In relation to the organization of meetings, the Vice Chair assumed the responsibility of the following tasks because the MC formally gave her the mandate to act on their behalf:

- i) Delegation of the task of determining from amongst eligible participants those who are entitled to be reimbursed
- ii) Delegation of the task of deciding and applying a reduced ceiling on the applied flat rate for accommodation expenses

The Criteria for determining eligible participants proposed by the Chair and the Grant Holder Administrator are:

- 1) balance in the number of selected participants across the 3 Working Groups
- 2) balance in the number of selected participants across the research groups (it is possible to select several people from the same research group if they belong to different working groups)
- 3) balance in the number of selected participants across countries having in mind the relevance of the country within the Cost Action (number of research institutions per country).
- 4) Implementation of COST policies on the promotion of Inclusiveness and Excellence and Early Career Investigators (ECI)

The reduce ceiling applied is as follows:

MC members

The Cost Action will support accommodation, meals and travel to the MC members for a maximum of two days (80€/night; 20€ per meal up to 2 meals/day; a maximum of 350€ for travel except for the members travelling from long distant countries). Those members attending the conference will be able to claim up to 4 nights and 3 meals (as

lunches as social dinner are already covered by the registration fee). For MC members who are not registered to the conference but want to attend the social dinner they will have to pay the dinner from their reimbursement (up to 20€).

Elegible participants

The Cost Action will reimburse the selected participants up to 5 nights (80€ per night) and 5 meals (20€ per meal).

Approved

e-vote November 8th: ECMoIS Registration Fee

No registration fee will be waived nor reimbursed to Cost Action MC members/elegible participants attending ECMoIS. The MC agrees and states that their attendance has not been influenced by this economic restriction.

Approved

The four e-votes done until this moment get approved

7. Draft Work and Budget (W&B) Plan for the first Grant Period (GP) evolution – 19h (all presentation are included in Annex 1)

Working Group leaders' reports

The different working group leaders gave a report on the evolution of their respective WG.

WG1. Alek Dediu

WG2. Eugenio Coronado on behalf of Herre Van der Zant

WG3. Fernando Luis

This section ended with the proposal by Coronado of adding Dr. Sebastien Loth as assistant of the WG2 together with Dr. Uta Schlickum. The proposal was approved by unanimity.

1st GP W&B plan - Description of the Activities and Budget

Activities Reports

The different activities coordinator or manager gave a short presentation on the evolution of their respective activities.

MEETINGS & TRAINING SCHOOL by Mirko Cinchetti, **Training Schools and Workshops Coordinator**, and Roberta Sessoli, **Vice-Chair**

- 1) 1st European Conference on Molecular Spintronics (Bologna 15-18 Nov 16)
- 2) Working group meetings: WG1, WG2 and WG3
- 3) 2nd Management Committee meeting
- 4) ESMOLNA (Tordesillas, Spain, 29 May to 3 June 2016)

SHORT TRAINING SCIENTIFIC MISSIONS by Laure Catala, **Short Training Scientific Missions Manager**

- 1st call 4 STSMs
- 2nd call 3 STSMs
- 3rd call pending (15 december 2016)

DISSEMINATION by Alejandro Gaita, **Website and dissemination manager**

- Web-site
- Attendance to high-profile conferences
- Common publications - 16
- Outreach

DISSEMINATION PLAN

Publications: Acknowledge COST in common papers; database in the web; highlight of the highest impact papers in the web.

General public: attracted through the web and social networks (popular texts and animations); press notes and releases; talks at universities and high schools; open days at our centers, etc.

Industry: Section in the web on the commercial potential of the field; invited speakers to meetings and training schools from industry; creation of the industrial focus group. Lapo Bogani, UK MC representative, has been nominated coordinator of the Industrial Focus Group. The implementation of this Industrial Focus Group will be developed from now on.

Budget Report by Estrella Vives, GH Administrator

MEETINGS – ECMoIS – 43.000€ = 38.000€ + 5.000€ LOS

The budget will cover:

Mc Attendance: 25

Elegible Participants: 42

Invited Speakers: 4

Payments Pending

TRAINING SCHOOLS – ESMOLNA – 17.500€

Real expenditure 16.985,98€

Balance 514,02€

STSMs – 12 x 2.000€ = 24.000€

Real expenditure 10.800€

Balance 13.200€

1 remaining call = 5 remaining STSMs x 2.000€ = 13.200€

DISSEMINATION – 5.500€

Website 3.000€

Attendance to high profile conference 2.500€

The Grant Holder Administrator asked permission to the MC to adjust the budget within the three remaining items: the 514,02€ surplus from Training Schools will be allocated to Meetings. After the conference, possible excesses or losses will be compensated with the STSM budget. The MC approves those minor changes in budget.

8. Long-term planning (including anticipated locations and dates of future activities)

Esmolna 2017 – El Escorial (Madrid) 7-12 May 2017

ECMM – Bucarest 27-31 August 2017

2 common workshops involving two WGs are proposed for the next period. In particular, a workshop involving WG1 and WG2 and another one involving WG2 and WG3 are proposed. The places and dates should be decided soon, but always trying to organize them together with the two activities pointed out above in order to minimize costs.

9. Location and date of next meeting

ECMM – Bucharest 27-31 August 2017

10. Closing

All the proposals presented during the meeting have been approved by the MC.

List of Annexes

Annex 1- Action Chair presentation including WGs leaders presentations, Training Schools and Workshops Coordinator, Vice-Chair, Short Training Scientific Missions Manager, Website and dissemination manager and GH Administrator presentations.

Annex 2- Agenda

Annex 3- Action Fact Sheet

Annex 4- Attendance list

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

Annex 6- MoU