



Thursday, 10 April 2014

Subject: First Meeting of the Management Committee of COST Action IS1312
"TextLink: Structuring Discourse in Multilingual Europe"

In consultation with the proposer, the COST Office has planned the first Management Committee meeting of the above Action to take place in Brussels on the **11th of April 2014** at the **COST Office**, Avenue Louise 149, 1050, Brussels, Belgium. The meeting will start at **09:30** and will end at **17:30 on the same day**.

The draft agenda is as follows:

0. Welcome to participants
1. Adoption of the agenda
2. Status of the COST Action
3. Presentation of the delegations
4. General information on COST mechanism and on the funding and reporting of coordination activities
 - Work and Budget plans
 - Eligible expenses
 - STSMs
 - Financial reports
 - Progress Reports
 - Annual reviews at the Annual Progress Conferences
 - Web-site
5. Agreement on the internal rules of procedure for the Management Committee of the COST Action
6. Election of the Chair and Vice-Chair
7. Identification of:
 - A 'Grant Holder' as the Action's budget administrator
8. Work plan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).
 - Objectives and working programme
 - Working method - organisation and management (including working groups)
 - Distribution of tasks
 - Promotion of gender balance and of Early Stage Researchers (ESR)
 - Time-table



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9. Budget plan
10. Approval of IPC Countries
11. Place and date of next meeting
12. AOB
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 IS1312 has been approved by the CSO on 14 November 2013. The period within which COST member Countries can join this Action without any conditions being imposed, runs for twelve months from the date of approval of the Committee of COST Senior Officials, until 13 November 2014.

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

- send the nominations of up to two national representative(s) before the meeting, please transmit the name(s) and address(es) to the COST Office; **only up to two nominated representatives can be reimbursed.**
- implement the administrative procedure required to sign 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.

With kind regards,

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