



Via FreeConferenceCall Telephone call, 06 June 2018

Teleconference meeting- WG4: Management, Governance and Quality Assurance

Lead: Edna Grünblatt (EG)

Co-Lead: Jose Menchon (JM)

Observer: Eric Hollander (EH)

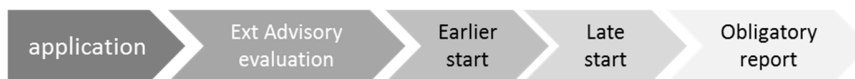
Present: EG, JM, EH, Naomi Fineberg (NF), Natalie Hall (NH);

Apologies: Karin Kubackova (KK)

No Response: Luule Mizera (LM)

Agenda points and discussion:

- Risk management** following last meeting discussion from the 22nd April 2018, a recommendation has been made to introduce a workflow with time line for the application deadlines and process for the STSM from WG2. It is on Giovanni Marinotti to set a timeline and deadlines to inform also the board, Natalie Hall, WG4 and the External Adv. Board of the time line. Especially the External advisory board should know when they are to expect the applications coming in for their evaluation, leaving them enough time to do this task.
e.g. for such time line:



This information should also be put online on the web, with the submission deadline as well as submission forms and information needed.

- A list of all available institutes within and without the EU that are eligible will be available online to provide all applicants to know where they can apply for an STSM.
- To reduce risks for future activities and processes the COST office (Dr Luule Mizera and Ms Karin Kubackova) will be invited to take part in the WG4 meetings, as well as asked for every new process for their feedback whether the procedures are made correctly.
- To reduce the risk that the aimed budget for MC meetings will not be fully exhausted, the MC meeting has been moved to the ECNP meeting in Barcelona, which leaved time to asses if any further meetings or ITCs can be arranged following this meeting.

Comments / tasks

WG2- Giovanni Marinotti should prepare the time line plan and the document (QC by **WG4**) placed online by **Julius Burkauskas**

NH will set an automatic reply to all applications coming directly from COST to the STSM- directing them to the information online- that they need to comply to.

NH will put the list online together with **GM** who will prepare a list

COST Office LM & KK are asked to **actively join the meetings** as well as give feedback to new processes.

NH will put a list of recommended meetings for ITCs online



- e.g. EPA meeting in Warsaw; diverse ITS in meetings as ECNP, EPA, SOBP, APA, ICCAP, ACNP, CCSAD, WCPG, etc.
- 2) A Doodle was sent to manage a meeting with the External advisory board will be arranged together with the Board, Grant holder and WG4. **NH** will arrange a date with all the parties for such a TC for around end of June 2018
 - 3) Governance structure has been corrected and was approval by the board, and WG4. **NH** will upload this scheme onto the website.
 - 4) Regulation and report ledger-
e.g. for some points that should be set on such ledger that will be later put online on the web for all members to approve and hold by the regulation:
 - Quarterly reports from WG1-WG3 should be provided to WG4, Chair and steering committee
 - Reports will be placed online for all MC members access
 - Membership applications will need to be approved by MC
 - STSM and ITC grantees must provide reports to be placed online in order to be reimbursed
 -Still on the to-do-list and will be constructed by **EG** and sent for editing to **WG4, board, WG1-3** following by approval of the **MC**
 - 5) Financial report- was submitted to the COST with ca 20'000 € cash balance due to the STSMs and some MC that were unable to come to the meeting in Cologne. **KK** assured that it would be approved in few days.
The 2nd grant period has been started on 1st May 2018 and needs to be sign by Ms Susan Grant to e-sign the AGA. **NH** will send a reminder the Susan Grant
 - 6) Quality assurance measures
 - The questionnaire assessing the quality of workshops, conferences and training-
Filling such feedback questionnaire will be a requirement and be linked to receiving attendance certificate.
In order to make it "user friendly" the questionnaire should be translated in all MC members' countries languages. **NF/NH** will send a call to all MC members to volunteer in translating the questionnaire**WG2- Giovanni Marinotti** should see that also STSMs are going through such similar process.
 - 7) Regarding the new EU regulation to the personal data protection, we need to send a mail asking all MC to agree to the use of their emails and personal data. **NH** will send an email asking this from all MC
 - 8) Setting next meeting for WG4 **Next meeting** will be in the early morning **11th October 2018 in Barcelona**