



Brussels, 10/03/2015

Subject: First Meeting of the Management Committee of COST Action IC1407

“Advanced Characterisation and Classification of Radiated Emissions in Densely Integrated Technologies (ACCREDIT)”

In consultation with the main Proposer, the COST Association has planned the first Management Committee meeting of the above Action to take place in Brussels on 10/04/2015 at the **COST Association**, Avenue Louise 149, Brussels, Belgium.

The meeting will start at 09:30 and end at 16:30. Lunch will be provided by COST Association.

The draft agenda is as follows:

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Tour de table / introduction of the MC members
5. Establishment of quorum
6. General information on COST mechanism and on the funding and reporting of coordination activities:
 - COST Overview
 - COST Policies
 - COST Structure
 - COST Action Participation
 - COST Actions
 - COST Actions Administrative Rules and Guidelines
7. Information on the Rules of Procedure for COST Action Management Committees
8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative
9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Chair)
 - MoU objectives and working programme
 - Working method - organisation and management (including Working Groups)
 - Distribution of tasks
 - Strategies for implementing COST policies: Excellence and Inclusiveness, International Cooperation, SME and Industry Cooperation



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10. Appointment of horizontal roles
 - Appointment of Working Group (WG) Leaders
 - Any other horizontal roles (e.g. STSM Coordinator, Website Host Institution, Composition of Core Group (CG))
11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)
 - Grant Period Goals and Tasks
 - Approval of the FSAC (%) for the Grant Holder Institution
12. Any Other Business (AOB)
13. Closing