

**MINUTES OF THE 1ST MANAGEMENT
COMMITTEE MEETING
COST Action B21
“Physiological modeling of MR image formation”**

**15 December 2003
Brussels, Belgium**

Participants:

Austria:	Markus BARTH (representing E. MOSER)
Belgium:	Roger DOMMISSE
Czech Republic:	Monika DESORTOVA Milan HAJEK
Croatia:	Sven LONCARIC
Cyprus:	George K. GRIGORIOU
Denmark:	Anders H. KARLSSON Hans STODKILDE-JORGENSEN
France:	Jacques CHAMBRON Sandra MÊME
Germany :	Jürgen R.REICHENBACH Lothar R. SCHAD
Italy:	Nicola CULLEDU Alberto SPISNI
Hungary:	Tamas JARDANHAZY Joseph MOLNAR
Norway :	Olav HARALDSETH Arvid LUNDERVOLD
Poland:	Andrzej MATERKA Michal STRZELECKI
Spain:	Manuel DESCO Andres SANTOS
United Kingdom:	Richard A. LERSKI

COST OFFICE: Mihail PASCU

Excused: E. MOSER (A), B. CARSTOCEA (RO), A. STAICU (RO),
M. PETROU (GB).

(Annex I: List of COST Action B19 Management Committee)

1. WELCOME TO THE PARTICIPANTS

M. Pascu , the Science Officer of the COST ACTION B21 welcomed to participants.

2. ADOPTION OF THE AGENDA

The Proposed standard agenda for the 1st Management committee meeting was approved.

3. PRESENTATION OF THE DELEGATIONS

The delegates and delegations participating in the meeting presented themselves shortly.

4. GENERAL INFORMATION ON COST MECHANISM AND ON FUNDING OF COORDINATION

M. Pascu presented on slides a general up-dated information about COST , COST mechanisms and funding, as well as basic COST approach of scientific networks and meetings. He answered questions raised by the participants.

5. STATUS OF COST ACTION B21

M. Pascu informed about the status of the COST ACTION B21: 18 countries have signed the MoU out of which only 15 nominated the MC members; 3 countries, namely The Netherlands, Slovakia and Switzerland have not nominated their representatives in the MC. The MC decided to contact scientists from the three above mentioned countries to have them nominated as MC members as soon as possible and to explore the possibilities to enlarge further the number of participating countries in the COST ACTION B21, based on scientific excellence criteria.

6. AGREEMENT ON THE INTERNAL RULES OF PROCEDURES FOR THE MANAGEMENT COMMITTEE OF COST B21

The MC agreed point by point on the RULES OF PROCEDURES FOR THE MANAGEMENT COMMITTEE OF THE ACTION COST B21 “Physiological modeling of MR image formation”; The obtained specific RULES OF PROCEDURES FOR THE MANAGEMENT COMMITTEE OF THE ACTION COST B21

“Physiological modeling of MR image formation” are given in ANNEX II.

M. Pascu answered questions regarding the STSMs outlining that:

- * the STSM should be performed by young scientists
- * each STSM has to be approved (both from the scientific and financial point of view) by the Management Committee
- * the length of a STSM has to be at least 5 working days and at most one month.
- * up –dated data should be currently followed on the COST web site : cost.cordis.lu

7. ELECTION OF THE CHAIRPERSON AND VICE-CHAIRPERSON

The Management Committee elected Prof. Richard A. Lerski as Chairman of the COST ACTION B21.

The Management Committee elected Prof. Andrzej Materka as Vice –Chairman of the COST ACTION B21.

8. WORKING PLAN FOR THE IMPLEMENTATION OF THE COST ACTION B21 (MoU - DOC COST 284/02): OBJECTIVES AND WORKING PROGRAM; WORKING METHOD – ORGANISATION AND MANAGEMENT; DISTRIBUTION OF TASKS; TIME - TABLE

R. Lerski, the chairman of the COST ACTION B21 took over the meetings heading.

- The MC decided first about the STSM panel, which is the following: R. Lerski (chairman of the panel), A. Materka, L. Schad, A. Lundervold, J. Chambron. It was mentioned that the STSM activity will be developed according to the up-dated instructions contained at the STSM chapter on the web site: cost.cordis.lu .

- The MC decided to accept Canada as non-COST participating country in the COST ACTION B21 and to further submit this proposal to the approval of the Technical Committee Medicine and Health and Committee of Senior Officials. It also decided that A. Lundervold will send asap to M. Pascu the list of Canadian members and institutions including their complete addresses in order to allow making the documents for further approval of Canada as non-COST country participant in the COST ACTION B21.

- MC decided to invited the existing MC members to propose new countries to join the COST ACTION B21 in order to expand its networking activities.

- MC discussed in detail about the ways to solve the scientific program mentioned in the MoU and the associated Technical Annex of the COST ACTION B21, (see web site: <http://cost.cordis.lu/src/pdf/B21-e.pdf>). R. Lerski presented the Technical Annex content. MC decided to set-up the following Working Groups and their respective leaders:

- * Working Group 1: “ Tissue parameters and physiological data, including MRI ”, Chairman Lothar Schad.

- * Working Group 2: “ Software and simulation, modeling ”, Chairman Andrzej Materka.

- * Working Group 3: “ Experimental verification and trials: clinical, animal ”, Chairman Jacques Chambron.

- The MC decided that the Draft Program of the COST ACTION B21 activity, for 2004 particularly, will be made by the end of 01/2004 and approved by the next MC meeting.

9. PLACE AND DATE OF THE NEXT MEETING

2nd Management Committee Meeting and Working Groups 1, 2 and 3 meetings, 12 – 13 March 2004, Dundee, GB. Local organizer: Prof. R. Lerski.

10. MISCELLANEOUS

None

Mihail Pascu
Scientific Officer
COST Action B21

Brussels, 15 december 2003

ANNEX I

COST ACTION B21

“Physiological Modelling of MR Image Formation”

LIST OF NOMINATED MANAGEMENT COMMITTEE MEMBERS

Version: 22 March, 2004

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RULES OF PROCEDURE
for the Management Committee of the Action
COST B21

“Physiological modeling of MR image formation ”

* * *

Article 1

The Management Committee for COST Action B21(hereinafter the "MC") has been set up in accordance with the provision of Chapter 8 in the document *COST 400/01* "Rules and Procedures for Implementing COST Actions" (hereinafter the "R & P"). The MC shall consist of no more than two representatives for each Signatory and no more than one representative for each non-COST institution admitted to participate in the Action (hereinafter the "members of the MC").

The members of the MC shall be appointed for the duration of the Action. The secretariat of the MC (hereinafter the "Secretariat") shall be notified of any amendments to such appointments.

Article 2

The main responsibilities of the MC are defined in particular in Chapter 8 of the R & P with some additional provisions in Chapters 9, 10 and 11.

Article 3

Each Signatory shall have one vote in the MC. If a member representing a Signatory is unable to attend, this power is delegated to an officially appointed deputy. Members representing non-COST institutions have the right to express their views but not to vote.

Article 4

The members of the MC may appoint experts or advisors to accompany them. Attendance at the meeting shall be strictly limited to members and their appointed experts or advisors as well as to specialists invited in connection with specific items on the Agenda.

The names of the experts, advisors or specialists shall be communicated to the Secretariat before each meeting.

Subject to the approval of the MC, any member may also invite representatives of international organisations or experts from non-signatory States to participate as observers in some of its activities in accordance with requirements.

Article 5

The MC may decide that some of its discussions or certain Minutes of meetings and other documents be considered confidential. Documents are not considered confidential unless this is clearly stated on the front page.

The information supplied by the members of the MC shall not be published without their agreement.

Article 6

If in the course of this Action results are obtained or expected, which could give rise to intellectual (industrial or non industrial) property rights, the MC shall take the necessary steps, be it by written agreement among the participants or otherwise, in order to protect these rights, with respect to the principles set out in the brochure "Industrial property rights in the context of COST" and in Chapter 11 of the R & P.

Article 7

The MC shall appoint from among its members representing Signatories, by a simple majority vote, a Chairperson and a Vice-Chairperson for one year. The appointment of the Chairperson and Vice-Chairperson shall be renewable.

If the Chairperson is unable to attend, his/her place shall be taken by the Vice-Chairperson.

In the event of the premature termination of the appointment of the Chairperson or Vice-Chairperson, they shall be replaced for the remainder of the term of office in question, again by a simple majority vote.

Article 8

Meetings of the MC shall be officially held only if at least two-thirds of the Signatories are represented.

The decisions of the MC shall be taken by a simple majority of the Signatories present and voting. If appropriate, a secret ballot may be carried out and the votes shall be counted by the Secretariat. In the event of a tie, the procedure may be repeated.

Article 9

The MC shall be convened by the Chairperson as often as required for the performance of its tasks, at least twice a year.

It may also be convened at the request of members representing at least three Signatories.

Article 10

The Secretariat of the MC shall be provided by the Commission of the European Communities, according to Chapter 8, paragraph 5 of the R & P.

Article 11

Correspondence shall be dealt with by the Secretariat, which shall be responsible for all contact with the Chairperson, Vice-Chairperson and members of the MC.

The Secretariat will receive copies of all correspondence.

Documents to be distributed by the Secretariat at the meetings should be sent at least three weeks before, for their duplication. For last minute documents to be distributed during meeting sessions, a sufficient number of copies should be brought, in order to avoid duplication on the spot. Whenever possible, documents should be duplicated and mailed by the authors directly to the participants and the Secretariat.

The Secretariat will maintain master copies of all documents.

Article 12

Meetings shall be held where the MC considers it advisable to meet at the invitation of an institution in a signatory State. The Services of the Commission of the European Communities shall, however, only undertake the organisation of the meetings held in Brussels.

The cost of organisation of meetings elsewhere shall be borne by the host country.

Article 13

The working language of the MC is mainly English (EN, FR or DE). Documents from the Secretariat will be issued in that language.

Article 14

The traveling expenses incurred by and allowances due to a maximum of two members and for a maximum of three meetings per year of the MC will be borne by the COST budget of the Commission for representatives of a Signatory eligible for reimbursement.

The traveling expenses for other members of the MC shall be borne by their respective government or institution.

Article 15

These rules of procedure may be amended by the MC following a valid vote as long as the changes do not contravene the rules of the Commission or the R & P or adversely affect the functioning of the Action. Proposals for the amendment of these rules shall be circulated one month prior to their discussion to the members of the MC and to the Commission COST Secretariat.
