



COST
EUROPEAN COOPERATION
IN SCIENCE AND TECHNOLOGY

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**Subject: First Meeting of the Management Committee of COST Action IC1104
“Random Network Coding and Designs over GF(q)”**

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 26 April 2012 at Thon Hotel Brussels Airport, Berkenlaan 4, 1831 Diegem, Belgium.

The meeting will start at 9:30 and end at 16:30.

The draft agenda is as follows:

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Presentation of the delegations
5. General information on COST mechanism and on the funding and reporting of coordination activities:
 - COST Instruments and Eligible expenses
 - Work and Budget plans
 - Grant Agreements
 - Financial Reports
 - Monitoring Progress Reports
 - Annual reviews at the Annual Progress Conferences



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by the EU Framework Programme



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- Website
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
 7. Election of the Chair and Vice-Chair
 8. Selection of:
 - The Grant Holder (Legal and Scientific Representatives)
 - Two Financial Rapporteurs
 9. Workplan 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
 10. Budget plan for the first period
 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 **IC1104** has been approved by the CSO on **01/12/2011**. The period within which COST member states 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 **30/11/2012**.

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.

Reimbursement of the nominated representatives will be according to the actual rules for expert reimbursements (for details see second page of the Travel Reimbursement Request form).

Best regards,

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