



COST ACTION FA1403

**INTERINDIVIDUAL VARIATION IN RESPONSE TO CONSUMPTION OF PLANT FOOD
BIOACTIVES AND DETERMINANTS INVOLVED (POSITIVE)**

Minutes of the 1st Management Committee Meeting

**COST Office
Brussels, Belgium
11/12/2014**

1 Welcome to participants

The participants of the inaugural meeting of COST Action FA1403 were welcomed by the Science Officer of this Action, Dr. Ioanna Stavridou.

The meeting was chaired Ioanna Stavridou until the election of a chairperson for the Action, which was carried out under agenda item 6.

2 Adoption of the agenda

The draft agenda was adopted.

3 Status of the Action

The Action is approved.



Action details

MoU	035/14
CSO Approval date	14/05/2014
Start of Action	11/12/2014
End of Action	10/12/2018

Participations

Country	Date	Status
▶ Belgium	01/07/2014	Confirmed
▶ Bulgaria	19/11/2014	Confirmed
▶ Croatia	04/06/2014	Confirmed
▶ Czech Republic	15/09/2014	Confirmed
▶ Denmark	23/06/2014	Confirmed
▶ Finland	24/06/2014	Confirmed
▶ France	26/06/2014	Confirmed
▶ fYR Macedonia	16/07/2014	Confirmed
▶ Germany	12/06/2014	Confirmed
▶ Greece	01/07/2014	Confirmed
▶ Hungary	15/07/2014	Confirmed
▶ Ireland	19/06/2014	Confirmed
▶ Israel	13/11/2014	Confirmed
▶ Italy	27/08/2014	Confirmed
▶ Lithuania	04/07/2014	Confirmed
▶ Luxembourg	27/08/2014	Confirmed
▶ Netherlands	02/06/2014	Confirmed
▶ Poland	18/06/2014	Confirmed
▶ Portugal	03/07/2014	Confirmed
▶ Romania	01/08/2014	Confirmed
▶ Serbia	04/08/2014	Confirmed
▶ Spain	02/06/2014	Confirmed
▶ Sweden	29/07/2014	Confirmed
▶ Switzerland	20/08/2014	Confirmed
▶ Turkey	07/08/2014	Confirmed
▶ United Kingdom	22/05/2014	Confirmed

4 Presentation of the delegations

The COST Office was represented by the Science Officer Ioanna Stavridou and the Administrative Officer Christophe Peeters. The list of officially nominated delegates and the participants of the meeting with their contact information is presented in annex.

5 General information on the COST mechanism and on the funding of co-ordination

At the beginning of this item Ioanna Stavridou gave a briefing on the COST mechanism, presenting the general framework for that programme created to promote scientific and technical co-operation in Europe. Relevant information can be found on the COST website at http://www.cost.eu/about_cost

Ioanna Stavridou and Christophe Peeters informed the delegates about the principles and procedures related to the COST Actions and about the possibilities of getting activities funded from the COST budget. The relevant documents can be found at the official website of COST: <http://www.cost.eu/participate>

The MC adopted as its rules of procedure the Rules of Procedure for Management Committee (COST 4154/11 Annex II).

The provisional budget of the Action, for the 1st grant period 1/2/2015- 31/1/2016 is 150 000 euros (including FSAC, excluding this meeting)

6 Election of Chair and Vice Chair

The Management Committee elected Dr Christine MORAND (FR) to the Chair of COST Action FA1403.

Dr Francisco Tomas-Barberan (ES) was elected Vice-Chair.

The new Action Chair took over the chair of the meeting from this item onwards.

7 Election of the Grant Holder Institution

Grant-holder: Dr Christine MORAND (FR) proposed INRA as Grant Holder for the Action which was unanimously approved.

8 Working Plan for Implementing the Action

8.1 Objectives and working programme

The objectives of the Action FA1402 are outlined in the Memorandum of Understanding (MoU) (http://www.cost.eu/domains_actions/fa/Actions/FA1403). The newly elected Chair Dr Christine MORAND (FR) presented a summary of the Action.

The main objective of this Action is to create an open European scientific network to tackle the question of the inter-individual variation in response to plant food bioactives consumption, and work with industry and regulatory authorities to translate the findings in terms of innovation and refined dietary recommendations. The major expected benefits will be to strengthen the international leadership of the European scientific community in the field of plant food bioactives and cardiometabolic health, to foster competitiveness of the European Agro-Food industry and to help policy makers in refining public health strategies to improve the health and well-being of European populations.

8.2 Working method - organisation and management

It was decided that three Working Groups (WGs) and a Focus Groups (FG) will deliver the MoU objectives. WG1: Inter-individual variation in bioavailability; WG2: Inter-individual variation in the biological responsiveness regarding cardiometabolic endpoints; WG3: From emerging science to applications; FG: Communication and Dissemination of scientific information. The Working Groups and Focus Group have been invited by the Management Committee to cooperate as closely as possible and to ensure the necessary flow of information.

It was agreed that:

- maximum 15% of the budget will be allocated to the grant holder for the necessary administration.
- the Grant Holder will send a reminder 10 days after an official invitation is sent, and if the recipient does not accept or cancel the official invitation during this period the Grant Holder has the right to cancel the invitation.
- the Steering Committee is granted a standing delegation of authority to amend meeting invitation lists according to the previous statement, modify conditions of travel and/or accommodations reimbursement; adjust the flat rate of accommodation when appropriate to save the budget. The MC will then be informed on the decisions of the Steering Committee.
- Chair e-mail notification (standard eCOST procedure) and/or approval mechanism will be used for all decisions not covered at annual MC meetings.
- systematic reimbursement of MC participants is limited to 1 per signatory country per MC meeting. The 2 MC members will decide which representative will be reimbursed before each MC meeting. When the two MC members do not find an agreement the national delegate will be asked to make the decision. The other MC member will be reimbursed upon active participation.
- For an MC member not requesting a COST reimbursement, an ESR from that country /institution can be reimbursed instead.
- Any important deviation from the agreed budget and workplan should be approved by the MC and SO, e.g. transfer of money from one activity to another (>5 000 euros), cancellation of an event, new activity. The SO also requested to be informed well in advance of the MC meeting in case of change of location or dates and to be sent the minutes of the MC and WG meetings.

After a comprehensive discussion the following structures and responsibilities were agreed upon:

8.2.1 Working Group 1: Inter-individual variation in bioavailability

Leader: Tom Van de WIELE (University of Ghent, Belgium)

Vice-Leader: Rikard LANDBERG (Swedish University of Agricultural Science, Sweden)

8.2.2 Working Group 2: Inter-individual variation in the biological responsiveness regarding cardiometabolic endpoints

Leader: Ana RODRIGUEZ-MATEOS (University of Duesseldorf, Germany)

Vice-Leader: Jaap KEIJER (University of Wageningen, Netherlands)

8.2.3 Working Group 3: From emerging science to applications

Leader: Baukje De ROOS (Rowett Institute, Aberdeen, UK)

Vice-Leader: Marina HEINONEN (University of Helsinki, Finland)

8.2.4 **Focus Group: Communication and Dissemination of scientific information**

Leader: Mayte GARCIA CONESA (CEBAS-CSIC, Murcia, Spain)

Vice-Leader: Iwona KIEDA (Institute of Animal Reproduction and Food Research, Olsztyn, Poland).

8.2.5 **STSM coordinator:**

Leader: Aleksandra KONIC-RISTIC (University of Belgrade, Serbia)

8.2.6 **Executive Committee**

In accordance with the existing COST rules the MC has set up a Steering Committee, consisting of the Chair, Vice Chair, WG and FG Leaders and Vice Leaders, and STSM coordinator, which has mandate of the MC for budget re-allocation of up to 5000 euros.

8.2.7 **STSM**

All MC members have been invited to encourage young scientists to participate in the scheme. It has been agreed during the MC meeting that the application for STSM should be at the moment continuous with two specific calls made as appropriate to ongoing activities. The MC welcomes any proposals.

For the 1st year of the Action, the two specific calls will be in June and November 2015.

Applications can only be submitted by using the on-line registration tool (www.cost.eu/stsm) described in the relevant guidelines.

8.2.8 **Website**

To facilitate communication between the members of the Action and to promote distribution of information on the research activities going on in the field of COST Action FA1403; Dr Christine MORAND (FR) expressed the readiness of her institute, INRA, to host and maintain a website for this Action on its server. The offer of INRA has been welcomed by the Management Committee.

8.3 **Distribution of tasks**

Furthermore, MC members have been invited to support the Action Chair in building up an informative website by providing adequate information material.

9 **Place and date of future meetings**

It was agreed that the next meeting ("Opening Meeting") will be held in Belgrade (Serbia) on 24-26 March. The second meeting is foreseen in Murcia (Spain) by the end of September. A one day COST scientific Workshop will be organised in satellite to the 7th ICPH, in Tours (France) on 26-27 October.

10 **Non-COST countries**

No discussion on this issue.

11 **Any Other Business**

The MC was encouraged by the elected Chair to contact participants from the COST participating countries that are not officially participating to the Action and inform them about the new COST Action.

All publications in the field of the Action must acknowledge the COST Action FA1403. The partners may select the most appropriate sentence among the sentences here below:

1. For works at least partially inspired by exchanges fostered by an Action or benefiting from the coordination provided by an Action, regardless of the number or the status of authors, use the following text:

The author(s) would like to acknowledge the contribution of the COST Action FA 1403 POSITIVE (Interindividual variation in response to consumption of plant food bioactives and determinants involved).

OR the authors are participating to the COST Action FA 1403 POSITIVE (Interindividual variation in response to consumption of plant food bioactives and determinants involved).

2. For works co-authored by at least two WG/MC members from at least two different countries participating to the Action:

The author(s) would like to acknowledge networking support by the COST Action FA 1403 POSITIVE (Interindividual variation in response to consumption of plant food bioactives and determinants involved).

3. For outputs of Short-Term Scientific Missions:

This work was supported by a STSM Grant from COST Action FA 1403 POSITIVE (Interindividual variation in response to consumption of plant food bioactives and determinants involved).

The website address of POSITIVE should also be added, it will be communicated to the partners and MC once the site is open.

12 Closing of the meeting

In closing the meeting on 11/12/2014 at 17:00 hrs the Action Chair expressed his gratitude to the members of the Management Committee for their active participation in the meeting.

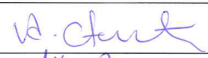
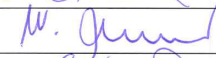

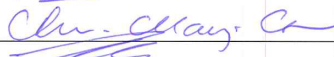
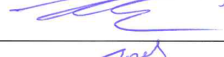

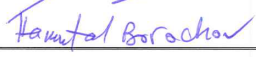
Ioanna Stavridou
11/12/2014

List of participants



ATTENDANCE LIST

Name of the meeting: First Management Committee meeting
Science Officer: I. Stavridou
Meeting code: COST-FA1403-CA-111214-08072

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Place, Date: Brussels, 11/12/2014

Meeting Secretary
 (Chair or local organiser or COST representative)
 Name + signature

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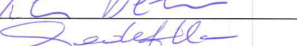

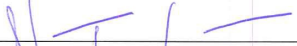

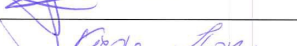




COST is supported by
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 Horizon 2020

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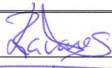

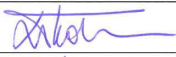




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Place, Date: Brussels, 11/12/2014




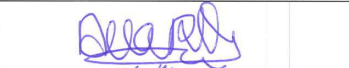



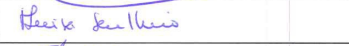


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