

COST Action CA20133

Action Title: Cross-border transfer and development of sustainable resource recovery strategies towards zero waste (FULLRECO4US)

**Minutes
Management Committee Meeting
University of Borås
2022-05-23**

1. Welcome to participants

MC Chair Mohammad Taherzadeh welcomes everyone followed by a round of short introductions.

2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum

A total of 29 countries were present out of 33. More than two-thirds are present.

3. Adoption of agenda

The agenda was adopted as is.

4. Approval of minutes and matters arising of last meeting

The minutes from last meeting were approved.

A summary of the conclusions/discussions from the first MC meeting is presented below:

- MC meeting once a year (+ additional digitally)
- WG meetings once a year (together with MC meeting)
- Dissemination
 - Developing the action website
 - Newsletters, Social media, publications etc.?
- Training schools for researchers and PhD students:
 - Maybe 2 or 4 every year? (every working group?)
 - Who else to participate?
- Short term Scientific missions:
 - Awards for researchers to visit other institutes?
- Conference (maybe in year 2 or 3)
- Involving decision makers?

4 eVOTES have been approved since the last meeting:

*Modification in the budget details for 2022,
Approving 11 new memberships of Albania, UK, Croatia, Luxemburg, North Macedonia, Poland, Romania, Slovenia and Bosnia,
Approving 2 new memberships of UK, Lithuania and Romania, and
Approving 2 new MC members from Denmark and Serbia.*

The modification in the budget details included changing from 4 training schools to 1 joint to be held at the same time and location as the MC and WG meetings.

5. Update from the Action Chair

a) Status of Action: start and end dates of Action, participating COST countries, participating NNC/IPC institutions and Specific Organisations

Start: September 2021

End: November 2025

Currently 33 countries are participating in the Action, including 19 ITC countries.

Since the start of the Action 7 Core group meetings have taken place.

A website for the Action has been created <https://fullreco4us.eu> but more content could and should be added. News items can be added. If you have any you can send in yourself to the website. Relevant content includes (but is not limited to):

- Relevant conferences
- Publications from STSMs
- Funding opportunities if they add more possibilities for collaborations

Reports from the Working Groups can be added, contact Pieter Billen (Scientific communications coordinator).

An overview of the different member states is present on the website. More information from each country would be good, but input is needed from the individual countries/MC members.

Information regarding vacancies are most likely better to distribute via LinkedIn.

Challenges to address:

- Accelerate national and cross-border societal mindset shift from waste management to resource recovery,
- Achieve consensual methodologies to address solid waste recovery,
- Accelerate implementation of resource recovery methodologies,
- Influence decision makers in industry and governments to adopt and support resource recovery approaches,

Furthermore, examples from the industry/case studies should be brought in to show what can be done.

Further discussion to be handles in the Working Groups: what can we do together?

b) Short Term Scientific Missions (STSM): review of completed reports and new applications

No STSM:s have been completed yet. A total of 6 applications have been received out of which 4 have been granted. Pending the expenses from the MC & WG meeting and the training school, the 2 remaining will also hopefully be funded.

6. Update from the Grant Holder: Action budget status

Only one activity has been completed and paid: creation of Action website (including graphic design of logo). It was budgeted for €4500 of which €3098 was used.

The majority of the expenses for the budget year is to cover

- the MC meeting (estimate 40 attendees to be reimbursed)
- the WGs meeting (estimate 30 new attendees to be reimbursed plus the MC)
- the training school (estimate 20 attendees to be reimbursed)

- 4 Short Term Scientific Missions (STSM)

Any funds freed by invited people not participating in the MC &WG meeting or the training school is planned to be spent on first funding the 2 STSM that could not yet be granted. Assuming funds are still available after this, a new call for STSMs are planned.

7. Update from the COST Association, if a representative is present

Mickael Pero presents. The presentation is attached as Appendix 1.

8. Monitoring of the Action

Nothing to report that has not already been mentioned.

9. Implementation of COST policies on:

a) Promotion of gender balance and Early Career Investigators (ECI)

The gender balance for the different groups in the Action is:

Management committee members 47 % female (27 people)
Core group members 30 % female (3 people)
Working group members 50 % female (53)
Physical attendance MC and WG meeting Borås 50 % female (35 people)
Training school trainers 45 % female (9 people)
Training school trainees attending physically 50 % female (10 people)
STSM applicants 83 % female (5 people)

The percentage of ECI for the different groups in the Action is:

Management committee members 38 % (22 people)
Core group members 20 % (2 people)
Working group members 51 % (54 people)
Physical attendance MC and WG meeting Borås 47 % (33 people)
Training school trainers 56 % (10 people)
Training school trainees attending physically 100 % (20 people)
STSM applicants 100 % (6 people)

All numbers for people physically attending are based on those who have accepted the invite in eCOST since the activities have not been carried out yet.

b) Inclusiveness and Excellence

The percentage of people from Inclusiveness Target Countries are as follows:

Management committee members 57 % (33 people)
Core group members 40 % (4 people)
Working group members 73 % (77 people)
Physical attendance MC and WG meeting Borås 64 % (45 people)
Training school trainers 35 % (7 people)
Training school trainees attending physically 55 % (11 people)
STSM applicants 83 % (5 people)

All numbers for people physically attending are based on those who have accepted the invite in eCOST since the activities have not been carried out yet. Thus, attendees to the training school from Borås are not included in the numbers. In regards to the trainers, all trainers were included and since 4 were from the University of Borås (to keep the total cost down), the percentage of ITCs for the trainers was slightly lower.

In summary, the even gender distribution and high degree of contribution from both ECI and ITC means the Action is handled in a way such that it is attractive to everyone and does not exclude any groups.

10. Follow-up of MoU objectives: progress report of working groups

Nothing to report. The first physical WG meetings occur after the MC meeting. Notes from these meetings are attached as Appendixes 2-5.

The WGs were tasked with discussing the following within each WG:

- To define tasks from the MoU
- Suggest, if applicable, co-leaders and task leaders
- Define core groups within each WG
- Define activities to carry out

11. Scientific planning

a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)

Up for discussion in the WG meetings. eVOTES will be used if any MC decisions are required after the WG meetings.

b) Action Budget Planning

The budget for next year will be decided via eVOTE before the next Action calendar year when the budget allocation from COST for the entire Action is known.

Preliminary budget posts are:

- €10'000 to each WG (total of €40'000) to spend as they see fit following the COST rules. Examples of activities are WG meeting, WG specific STSM, and WG specific training school. A deadline will be given to all WGs to budget their expenses, anything not budgeted before then will return to the general Action budget.
- A few STSM awards open for the entire Action
- No Action Training school other than those that might be planned by the WGs within their budgets.
- €0 for official MC meetings in the next calendar year as they are to be held online.
- Conference style meeting with a limit on the maximum support/person and Local Organisation Support.

c) Long-term planning (including anticipated locations and dates of future activities)

The next MC meeting will be held online in 2023 closer to the calendar year 2023-2024 to allow for budget decisions. If the need arises, a MC meeting will can be called to before then, also online. Primary reason for hosting the MC meetings online are to free funds for other activities.

The conference style meeting (see 11b) will be held in Istanbul around May-June 2023. MC members and WG members will be invited as the budget allows. The conference will be open for non-members, but no financial support will be provided to them.

d) Dissemination planning (Publications and outreach activities)

The potential to write reviews, book chapters, and possibly an entire book were discussed. However, no decisions were made as these activities are most likely to happen towards the end of the Action.

Country specific funds might be available for the different members.

Blended intensive programme (BIP) if at least 3 participating organizations are involved is another potential source for additional funds/activities.

12. Requests to join the Action from:

a) COST countries

No new applications to report.

b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations

No applications to report.

13. Any other business

A short summary of what the different WG meetings have discussed will be presented jointly at the end of the WG meetings on Tuesday 2022-05-24.

14. Location and date of next meeting

The next MC meeting will be held digitally and is planned for 2023 closer to the budget year 2023-2024. If the need arises a MC meeting can be called for before that, also to be held digitally.

15. Summary of MC decision

A summary of the MC decisions were given.

16. Closing

The meeting was closed

Meeting chairman Mohammad Taherzadeh (MC chair)
Meeting secretary Patrik Lennartsson (grant holder manager)

Appendix 1 Presentation by COST representative Mickael Pero
Appendix 2 Notes from WG 1 meeting 2022-05-23 to 2022-05-24
Appendix 3 Notes from WG 2 meeting 2022-05-23 to 2022-05-24
Appendix 4 Notes from WG 3 meeting 2022-05-23 to 2022-05-24
Appendix 5 Notes from WG 4 meeting 2022-05-23 to 2022-05-24