

Minutes of the Fifth Management Committee Meeting of COST Action SAGA (CA17131)

e-meeting via Zoom, 22/04/2021, 13:00-14:00

(Minutes taken by Ingrid, Jan and Carmen)

1. Welcome to participants

- a. CCG as SAGA chair welcomed the participants to the MC meeting.
- b. The Agenda was distributed to all MC members prior to the meeting.

2. Establishment of quorum (verification of the presence of two-thirds of the Participating COST Countries in the Action)

- a. CCG checked if we were quorate by going through the list of members – we would be quorate with 23 countries (of 35).
- b. Countries represented: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Israel, Italy, Latvia, North Macedonia, Norway, Romania, Slovakia, Spain, Switzerland, and UK.
- c. Countries non-represented: Bosnia & Herzegovina, Cyprus, Hungary, Lithuania, Malta, Moldova, Montenegro, Netherlands, Poland, Portugal, Serbia, Slovenia, Sweden, Turkey.
- d. Quoracy was not established.
- e. CCG recalled that those MC members who cannot attend the meeting that please nominate a substitute to be invited.

3. Adoption of the agenda

- a. The agenda was adopted.

4. Approval of minutes and matters arising of last meeting

- a. The minutes were approved.
- b. No matters arising were identified.

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5. Update from the Action Chair & Core Group members

- a. Status of Action: start and end dates of Action, participating COST countries, participating NNC/IPC institutions and Specific Organisations (Annex 3- Action Fact Sheet).
 - i SAGA
 - CSO Approval: 13/04/2018
 - Start of the Action: 26/10/2018
 - End of Action: 25/10/2022
 - Total number of COST Countries having accepted the MoU: 35
 - Total number of COST Countries intending to accept the MoU: 0
 - NNC: 3
 - ii Changes of SAGA
 - Only end of GP 3 – end of October 2021
 - End of action remains the same
 - iii CCG also reported on New MC Members, MC Substitutes, MC Observers & SAGA participants.
 - New MC Members include:
 - Switzerland: Dr Johannes HUGENSCHMIDT. CCG will introduce and show him the website and functions used for communicating.
- b. Short Term Scientific Missions (STSM)
 - i New call opened 21 April 2021. Deadline 1 October 2021. New coordinator is Elina Aidona (Greece).
 - ii One STSM (grantee E. Colica, Malta) was approved prior to the pandemic. This STSM will take place once the local restrictions allow for it.
 - iii STSMs approved during this GP3 will not be retained for the next one if they can be carried out eventually. The grantees will have to resubmit their application.
- c. ITC conference grants (Coordinator: Simo Spassov, Belgium):
 - i. He has not received any applications for ITC Grants.
 - ii. Even under the current restrictions, these are possible for virtual conferences. Need to do some announcement so people know that they can still apply. SS will write something to be distributed.

- d. Action dissemination (Coordinator: Agnese Kukela, Latvia)
 - i. Newsletter is under construction
 - ii. AK informed about the online photo collection for portraying the SAGA community and the members work life. The purpose is to make SAGAs "storyline" more interesting and attractive during this uneasy period with Covid19 restrictions. Members are encouraged to send photos and a few sentences describing the work activity (in the field, laboratory, from meetings, trainings, etc.).
 - iii. Photos! – take it as fun! And send them to Nurit (remember the email sent on 12/04/2021):
 - 1. Please send us 1-2 photos where you or any of your colleagues or students are being active in fieldwork, sampling, laboratory work, meetings, training, or other activities related to SAGA's topics.
 - 2. Add a caption to each photo describing (1) what exactly is going on in the picture (you can be as extensive as you want but please use engaging language and do not get beyond 1.500 characters with spaces), (2) people, (3) location, and (4) date.
 - 3. Do not forget to mention in the email that you "have the permission/authorization to send us these photos and that SAGA may post these photos with an appropriate reference on its social media accounts and website".
 - 4. Please make sure the image size is around 1200 x 628 pixels and file size between 500 Kb to 2 MB.
 - 5. Please send your photos ASAP (and until May 3, 2021) to our colleague Nurit Shtober-Zisu, (nshtober@research.haifa.ac.il).

6. Update from the Grant Holder (Manager: Ingrid Salvesen, Norway)

- a. She informed that the budget for Grant 3 is nearly untouched, except for a small amount covering Open Access publishing.
- a. Not much networking – spent only some money for open access.
- b. Still left plenty of money for the rest of the period.

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

- a. No representative was present.

8. Implementation of COST policies

- a. No further comments.

9. Monitoring the Action (CCG)

- a. The Chair presented the review of the Second Progress Report. The quality and quantity of the implemented activities are regarded as very good. Encouraged to 1) publish more peer-reviewed publications involving SAGA members and 2) initiate online courses combined with local day field trips.
- b. Remember SAGA grants to cover APC for open access of collaborative publications (see further info in the annex below).
- c. Members are asked to add 'COST Action SAGA (CA17131) as keywords in papers written within the SAGA framework.
- d. AK: Please send to her info about publications topics for the newsletter – abstract, with some figures etc.
- e. Members were reminded to fill out the google form to log any and all SAGA supported publications, projects, papers:
 - i. Papers accepted but not published, grants submitted but not yet decided, and unsuccessful grants should all be reported.
 - ii. SAGA should be acknowledged in papers and grants if the ideas are being generated by SAGA, even if no funds have been supplied. They should carry the official SAGA acknowledgement (check website: <https://www.saga-cost.eu/acknowledging.php>)
 - iii. All papers should be reported; multi authored (including ITC and ECI) and cross-national papers will be showcased as the best networking examples.
 - iv. Prizes and honours should also be reported.
 - v. New job positions

10. Scientific planning (CCG)

- a. Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables):
 - i. All is pending
 - ii. JM 3, MC meeting 4 in Sofia (LO: Neli Jordanova)
 1. NJ gave the new date: first half of September
 2. Option to change it to online?
 3. It is possible from Neli's point of view

4. Overlaps:
 - a. Jörg Fassbinder: ISAP conference in Lyon 8-11 September
 - b. Roderick Salisbury: Kiel EAA 7-11 September. Digital only
 - iii. Workshop Belgium (LO: Philippe De Smedt)
 1. The LO was not present but last news were that this will be turned into a virtual event
 - iv. Training school Prague (LO: Hana Grison)
 1. CCG: New dates? Or online?
 2. HG: Part is possible online, but the physical training was planned (sampling preparation, working with equipment)
 - v. Training school @ Valandovo North Macedonia (LO: Radomir Ivanovic & Martin Roseveare)
 1. Plan still to do it in 11/2021
 2. Onsite is preferred, but it can be done online
- b. Dissemination Planning:
- i. Money left on the budget. Now is the moment for publishing paper, apply for support to publish Open access.
 - ii. SAGA database:
 1. Even if activities has been postponed, work has been done with the SAGA database and the content is slowly growing.
 2. Still some things need to be fixed by Sebastiano and Giovanni.
 3. Now focusing the equipment. There are some needs to simplify or take away some parts.
 - iii. No ideas were suggested for other activities.

11. Requests to join the Action (COST countries & Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations)

- a. There are no requests to join.

12. AOB (Any Other Business)

13. Location and date of next meeting

a. The next MC meeting will be held virtually on 1 September 2021(13:00 CET).

14. Closing

a. CCG closed the meeting.

*Current Composition of the Core Group

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|-------------------------------------|-----------------------------------|
| Chair | Carmen |
| Vice-chair | Apostolos |
| WG Leaders | Clare, Philippe, Jan & Sebastiano |
| Science Communication Manager (SCM) | Agnese |
| STSM Coordinator | Kayt |
| ITC Conference Grant Coordinator | Simo |
| Policy Coordinator | Mercedes |

ANNEX

OPEN ACCESS PUBLICATION GRANTS

- Open Access Publication Grants funded by COST Action SAGA can only be used to disseminate research outcomes performed by the Action Participants and that are co-authored by Action Participants representing at least 3 different participating COST Full Members / COST Cooperating Members. According to the COST Vademecum:
 - Action Participant is any person being an Action MC member, an Action MC substitute, an Action MC Observer, a Working Group member or an ad-hoc participant.
 - COST Full Members are basically the countries that joined the COST Programme. The 38 COST Members are: Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Republic of Moldova, Montenegro, The Netherlands, The Republic of North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom.
 - The COST Cooperating Member is Israel.
- To ensure high quality of the publications, the paper must be subjected to a full peer review, i.e. only peer reviewed publications will be considered for funding within this grant.
- Peer reviewed, scientific articles published in scientific journals must provide an

acknowledgement of COST and do not require specific branding: "This article is based upon work from COST Action SAGA CA17131, supported by COST (European Cooperation in Science and Technology)" or similar (check <https://www.saga-cost.eu/saga-examples.php>)

- All publications generated from work performed by Action Participants must include, display and respect the COST corporate identity adhering to the brand guidelines detailed in the COST brand book, available for download at: <https://www.cost.eu/visual-identity> (COST Vademecum, Section 10, page 39).
- The funds will not be provided before the final acceptance for publication.

