



COST Office  
Avenue Louise 149  
1050 Brussels, Belgium  
t: +32 (0)2 533 3800  
f: +32 (0)2 533 3890  
office@cost.eu

[www.cost.eu](http://www.cost.eu)

Brussels, 27 January 2012

## **Subject: First Meeting of the Management Committee of COST Action MP1106:**

### **“Smart and green interfaces - from single bubbles and drops to industrial, environmental and biomedical applications (SGI)”**

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 **11 May 2012** at the **COST Office, avenue Louise 149, Brussels (15<sup>TH</sup> Floor)**.

The meeting will start **on 11<sup>th</sup> May at 10:00 hrs and its end is foreseen for 16:00 hrs**. The meeting is scheduled to enable most participants to arrive and leave on 11<sup>th</sup> May.

The draft agenda is as follows:

Welcome

Adoption of the agenda

Presentation of the delegates

General information on COST mechanism and on the funding of coordination

Grant System and the Grant Holder

Status of the COST Action

Agreement on the internal rules of procedure for the Management Committee of the COST Action

Election of the Chair and Vice-Chair

Working plan for the implementation of the COST Action (Memorandum of Understanding).

- objectives and working programme
- working method - organisation and management (including working groups)
- distribution of tasks
- time-table

Place and date of next meeting

Miscellaneous

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 **MP1106** 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, 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 accept 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 COST web site <http://www.cost.eu>).

With best regards,

**Dr. Caroline Whelan**

*Science Officer*

*COST Office - 149 Avenue Louise, 1050 Brussels, Belgium*

*Phone: +32 2 5333814 – e-mail: [caroline.whelan@cost.eu](mailto:caroline.whelan@cost.eu)*