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Draft minutes

Management Committee Meeting COST Action no. BM1105

Action Title: GnRH Deficiency: Elucidation of the Neuroendocrine Control of Human Reproduction
COST offices, Brussels, Belgium
February 11-12, 2013

1. Welcome to participants: Chair Nelly Pitteloud provided some opening comments regarding the Action
2. The MC approved the adoption of agenda
3. The MC approved the minutes and matters arising of last meeting from Kickoff meeting
4. Report from the Action Chair: Nelly Pitteloud provided an update of the Action which at present includes >100 participants from 25 countries (29% of whom are female). She reviewed the organization of the Action including MC, WG, SC and commented that the reciprocal agreements with Australia and New Zealand are expected to be approved in March. She also briefly reviewed the survey (see attached) that was conducted among Action participants as well as the progress that has been made on the construction of the website.
5. Annual Progress Conference and feedback from DC
 - Action Budget Planning: The Chair Nelly Pitteloud reviewed the year 1 budget (118'000 euro total for year 1). Due to the delayed start of the Action, the Chair proposed to rebudget year 1. Indeed, the 38'000 euro left from the proposed year 1 budget could be used as follows: 32'000 euro for the Training school July 27-August 2, 6'000 euro for a Core Group Meeting in the spring. Roland Pochet expressed his support for this proposed change and commented that Training schools and STSMs are important concrete deliverables in COST Actions. The new budget as laid out, was accepted by the MC.
 - The location and date of next meeting was voted on and agreed upon by the MC. The next Scientific meeting will be combined with the MC meeting and will be held March 6-8 in Berlin Germany (Proposed host: U. Boehm). The subsequent annual meetings will follow in Paris (2015) and Milan (2016) as agreed upon by the MC.
 - Long term planning: the Chair reiterated the major goals of the action including networking of investigators and an anonymous patient registry to foster research.

6. Report from the Grant Holder on the Action budget: As stated above the budget was reviewed and proposed rebudgeting for the Training School was approved by the MC. The funded STSMs were reviewed and it was clarified that the STSMs are for 2'500 euro (2 weeks – 3 months) for STSM, 3'500 for ESR(<8yrs post MD/PhD) (3 months 1 day – 6 months). Any remaining funds after the Brussels meeting will be moved to a 2nd STSM call expected by early March. Finally, Nelly Pitteloud explained that 4'500 euro was budgeted for the website (and 1'500 for each for the remaining 3 years will be used for the website). The Chair explained that the website is expected to be launched in 1 month.
7. Information from the COST Office: Gabriela Christea presented the financial report and informed the MC that the next request for release of funds can be made in April. She asked if additional meeting were planned and Pr. Pitteloud explained 1 for WG leaders in spring 2013 and that another launch for a STSM will be used for any supplemental funds from the projected meeting budget. Gabriela Christea explained that an additional demand could be made or 10% (approximately 10'000 euro).

Roland Pochet reviewed elements of the MoU that the Action will be evaluated by the Domain and had several recommendations:

- Have functional database before 2016
- Plan/launch next meeting early
- Utilize your rapporteur's competence
- Use Core Groups to manage the workplan
- Establish contact with large organizations such as the Innovative Medicines Initiatives (IMI)

8. Scientific planning and follow-up of MoU objectives

- Progress report of working groups:
 - WG1 (Clinical) Minimal data set to be finalized in 1 month, re-circulated for comment, and posted on website so patient registry can begin within 3 months time
 - WG2 (Genetics & Bioinformatics): Progress toward defining data to be shared, curation plans for known genes for the registry, and beginning discussions about rules of governance for sharing/accessing genetic data from the anonymized registry.
 - WG3 (Basic): work towards developing an interactome of basic expertise and lead a European Reproductive Physiology Animal Model Clinic. Discussion of prioritizing 2-3 CHH genes of interest from the geneticists and clinicians to perform deeper exploration of the impact on reproductive and non-reproductive phenotypes in murine models with the goal to produce a high-impact joint publication in 3 years.
 - WG4 (Training & Education): website materials generated, STSMs launched, and first training school planned, collaboration with patient advocates, 2014 Training School to be a combined clinical-genetics-basic training program

Scientific strategy: Two major goals were reviewed

- 1) having on ongoing website with a tracker to monitor hits;
- 2) developing the anonymized registry to host phenotypes & genetic information on CHH patients
- 3) Phenotypes of available animal models

9. STSM status and new applications: 4 to be funded. Italy to decide the site (France/Switzerland) and Romanian applicant to contact Prof. Anders Juul to discuss the

proposed STSM. Remaining budget funds will be channeled to STSMs to be completed by September 15 (all motions were approved by the MC)

10. Promotion of gender balance and of Early Stage Researchers (ESR): 29% of Action participants are female, STSMs funded and 2nd call to be launched

11. Dissemination planning

- Publications and outreach activities: Nelly requested budgeting funds for publications for the COST collaborative projects (5'000 euro) in the year 2 budget with the caveat that this will not be sufficient to cover ALL publication costs emerging from the Action collaborations.
- Website: The site (GnRHnetwork.eu) to be launched in 1 month, COST allows up to 9'000 for the 4 years (yr 1: 4'500, yr 2: 1'500, yr 3: 1'500, yr 4: 1'500)
- Training School: The first training school a joint COST/FENS/IBRO venture was presented by Vincent Prevot (to support the rebudgeting request Vincent to send slides to the COST office with the costs to be paid by COST in red)

12. Requests for new members: no new members were put forth

13. Non-COST applications to the Actions: review of Allan Herbison and Dave Grattan (New Zealand) and Iain Clarke (Australia) are expected to be approved in March

14. Year 2 budget: a draft budget was proposed but as the year 2 budget figure cannot be provided by the COST office. Therefore the budget was adopted as a tentative proposition to be approved by email at a later date when the figure can be finalized.

15. Summary of MC decisions

- Adoption of agenda
- Adoption of the Kickoff Meeting Notes
- Rebudgeting 32'000 euro for Training School, funding 4 STSMs, relaunch for remaining funds
- Next Meeting: Thursday - Saturday March 6-8 for the Annual/Scientific Meeting in Berlin Germany (proposed host: U. Boehm) – subsequent meeting will be Paris (year 3) and Milan (year 4)

16. Closing