



**Draft Agenda
Management Committee Meeting**

**COST Action no. ES1402
Action Title: Evaluation of Ocean Syntheses
Venue Brussels, Country Belgium, 4 December 2015, 9AM**

To be completed by the meeting secretary and circulated to the MC and the COST Association (Science and Administrative Officer)

1. Welcome to participants
2. Adoption of agenda
3. Approval of minutes and matters arising of last meeting
4. Update from the Action Chair
 - a. Status of Action, including participating countries
 - b. Action budget status
 - c. STSM status and new applications
5. Promotion of gender balance and of Early Stage Researchers (ESR)
6. Update from the Grant Holder
7. Update from the COST Association
8. Follow-up of MoU objectives
 - a. Progress report of working groups
9. Scientific planning
 - a. Scientific strategy
 - b. Action Budget Planning
 - c. Long-term planning (including anticipated locations and dates of future activities)
 - d. Dissemination planning (Publications and outreach activities)
10. Requests for new members
11. Non-COST applications to the Actions
12. AOB
13. Location and date of next meeting
14. Summary of MC decisions
15. Closing