



# Action CA16123

## Safety Culture and Risk Management in Agriculture

7<sup>TH</sup> Management Committee Meeting

Krakow, 13/03/2020

# MC VII meeting content

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum
3. Adoption of agenda
4. Approval of minutes and matters arising of last meeting
5. Update from the Action Chair
  - a) Status of Action: start and end dates of Action, period 2 report, participating COST countries, participating NNC/ IPC institutions and Specific Organisations.
  - b) Short Term Scientific Missions (STSM): review of completed reports and new applications
6. Update from the Grant Holder: Action budget status and Grant Manager's notes
7. Update from the COST Association, if a representative is present
8. Monitoring of the Action
9. Implementation of COST policies on:
  - a) Promotion of gender balance and Early Career Investigators (ECI)
  - b) Inclusiveness and Excellence (see below list of Inclusiveness Target Countries)
10. Follow-up of MoU objectives: progress report of working groups
11. Scientific planning
  - a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)
  - b) Action Budget Planning
  - c) Long-term planning (including anticipated locations and dates of future activities)
  - d) Dissemination planning (Publications and outreach activities)
12. Requests to join the Action from:
  - a) COST countries
  - b) Institutions in Near Neighbouring Countries, International Partner Countries, and/or Specific Organisations: EU agencies, European RTD Organisation, International Organisations
13. AOB
14. Location and date of next meeting
15. Summary of MC decisions
16. Closing

# Tour de table - introduction of the MC members

- Quorum 2/3 countries out of 32 > 22 country minimum
- Tour de table:  
introduction of the MC  
members

- Country
- Name / Surname
- Background
- Interest / Working Group

Participant countries:  
14 COST member  
countries

Serbia	Bosnia and Herzegovina
Italy	Montenegro
Portugal	Spain
Ireland	Greece
Norway	Netherlands
Germany	SloveniaLatvia
Finland	Lithuania
Poland	Sweden
Estonia	United States
Bulgaria	
Turkey	
North Macedonia	



# Agenda and last meetings

- The meeting formalities
- Checking the meeting requirements and participants
- Adoption of agenda
- Approval of minutes and matters arising of last meetings
  - MC meetings
  - MC email meetings
  - Core Group meetings
  - Web meetings



# Update from the Action Chair

- a) Status of Action: start and end dates of Action Grant Period, participating COST countries (slide 3), participating NNC/ IPC institutions and Specific Organisations, period 2 report.
  
- b) Short Term Scientific Missions (STSM): review of completed reports and new applications.
  
- c) ITC Grants: review of completed reports and new applications.

# 1 WBP per Grant Agreement

**Start of the Action = 1st MC meeting date**

- Grant Period 1: 1 May 2017 – 30 April 2018
- Grant Period 2: 1 May 2018 – 30 April 2019
- **Grant Period 3: 1 May 2019 – 30 April 2020**
- Grant Period 4: 1 May 2020 – 16/03/2021

➤ **4 years after MC1M date**



# Update from the Grant Holder

a) Action Financial Report Grant Period 2:

Grant Budget: 161 920 euros

Approved total costs 30.4.2019: 154 038 euros

b) Action Budget Grant Period 3:

Grant Budget: 159 000 euros

c) Grant Period 4:

Budget: ?

# Grant Period 3 budget

	Grant budget (a)	Expenditure				
		Actuals (b)	Accruals (c)	Total (d=b+c)	Forecast (e)	Total (f=d+e)
Total Meeting	107 560.00	56 424.78	12 225.18	73 649.96	44 420.00	113 069.96
Total Training School	0.00	0.00	0.00	0.00	0.00	0.00
Total Short Term Scientific Mission (STSM)	10 000.00	5 020.00	0.00	5 020.00	4 000.00	9 020.00
Total Inclusiveness Target Countries Conference Grant (ITC CG)	10 000.00	4 535.00	0.00	4 535.00	7 500.00	12 035.00
Total Action Dissemination	10 500.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenses Related to Scientific Activities (OERSA)	0.00	0.00	0.00	0.00	0.00	0.00
Total Networking expenditure	138 060.00	65 979.78	12 225.18	78 204.96	55 920.00	134 124.96
Total Eligible Networking expenditure	138 060.00	65 979.78	12 225.18	78 204.96	55 920.00	134 124.96
Total FSAC 15% of Eligible Networking expenditure	20 709.00	9 896.97	1 833.78	11 730.75	8 388.00	20 118.75



# Notes from Grant Holder

- **Grant Manager Aila Suokas notes**
- **MC Meeting cancellations and COST Policy**



# Update from the COST Association

Science Officer

**Estelle EMERIAU**

[estelle.emeriau@cost.eu](mailto:estelle.emeriau@cost.eu)

Tel: +32 (0)2 533 38 68

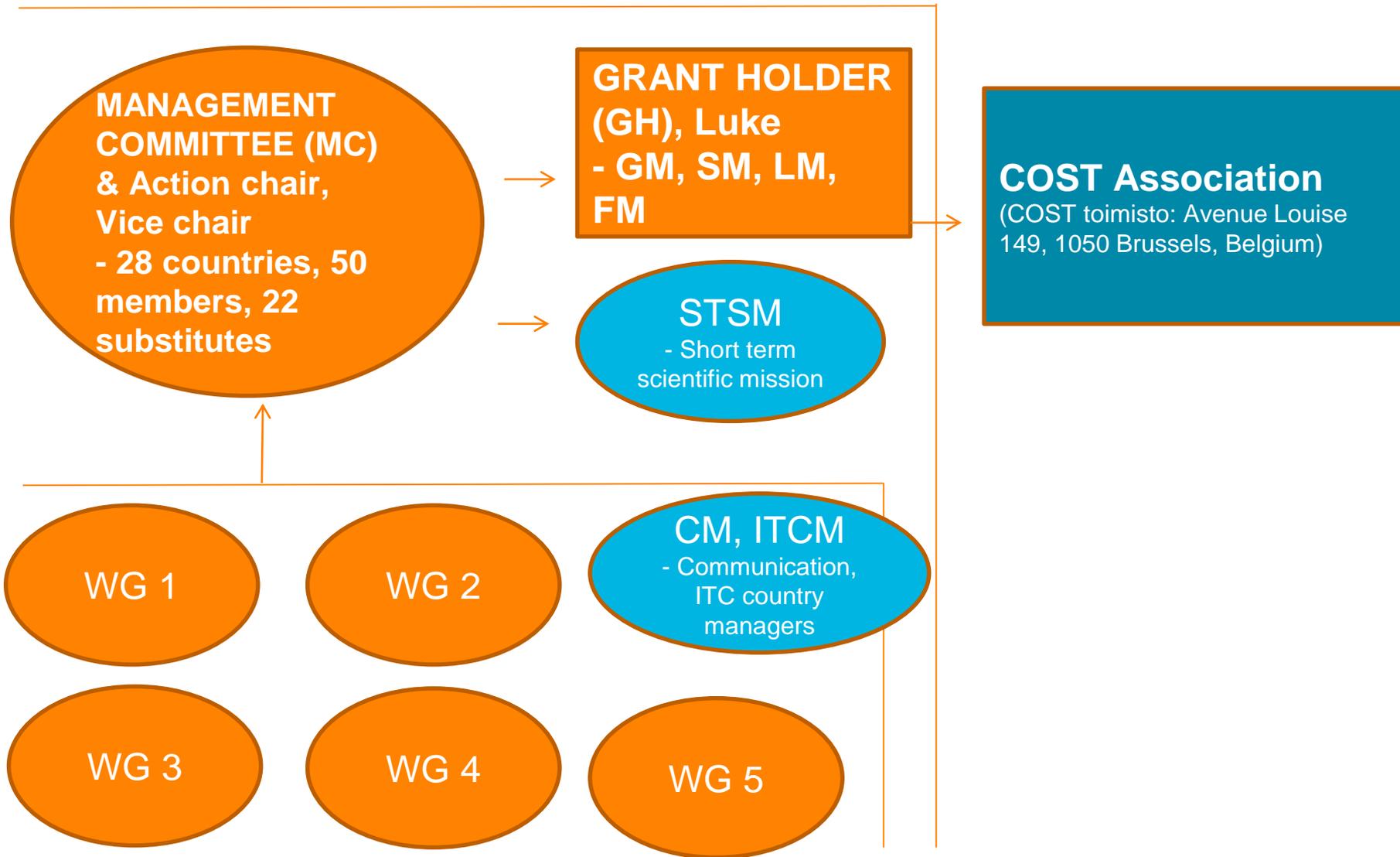
Administrative Officer

**Katchamon Nimprang**

[katchamon.nimprang@cost.eu](mailto:katchamon.nimprang@cost.eu)

New COST office address next Autumn.

# Core Group of the Action



# Monitoring and Final Assessment of Actions

Type	Time	Focus	Referent
PR1	12	Implementation of SC Recommendations & COST Policies	Scientific Committee
PR2	24	<ul style="list-style-type: none"> <li>• Progress</li> <li>• Impacts and successes</li> <li>• Dissemination &amp; Exploitation</li> <li>• Urgent needs for improvement</li> </ul>	Action Rapporteur
FA	48	<ul style="list-style-type: none"> <li>• MoU Achievements</li> <li>• Expected Impact &amp; Successes</li> <li>• Dissemination &amp; Exploitation</li> <li>• Added value of the networking</li> <li>• Lessons for the future and success stories</li> <li>• Emerging themes/ potentially important future developments</li> </ul>	Action Rapporteur

**First Progress Report – 12 months**

**Second Progress Report – 24 months**

**Final Achievement Report – 48 months (end of Action)**

} **Action Rapporteur  
(independent  
external expert)  
reports remotely**

# COST Policy Implementation/Core Group

Cost Action position	Experts	Fem	EC	ITC
Grant Holder	Natural Resources institute (Luke), Finland			
Action Chair	Risto Rautiainen, Finland			
Action Vice Chair	John McNamara, Ireland		1	
Scientific Representative	Jarkko Leppälä, Finland		1	
Action Grant Manager	Aila Suokas, Finland	1		
WG1 leaders	Martina Jakob, Germany Peter Lundqvist, Sweden*	1		
WG2 leaders	Stephan Van den Broucke, Belgium Jose Rato Nunes, Portugal*			1
WG3 leaders	Laura Girdziute, Lithuania Joze Staric, Slovenia*	1	1	1 1
WG4 leaders	Eda Merisalu, Estonia Aurelie Berthet, Switzerland*	1 1		1
WG5 leaders	Anne Marie Heiberg, Norway Helle Birk Domino, Denmark	1		
STSM manager	Claudio Colossio, Italy			
Vice	Federica Masci, Italy	1	1	
Communications Manager	Pat Griffin, Ireland Helle Birk Domino	1		
ITC manager	Natasa Janev, Croatia	1		1
Training School Managers	Catherine Laurent, France Sonja Srbinowska, Macedonia	1 1		1
Meets criteria		11	4	6
Total positions		17	17	17
% meets criteria		65	24	35

\*=WG communications representative; Fem=Female; EC=Early Career; ITC=Inclusiveness Target Country

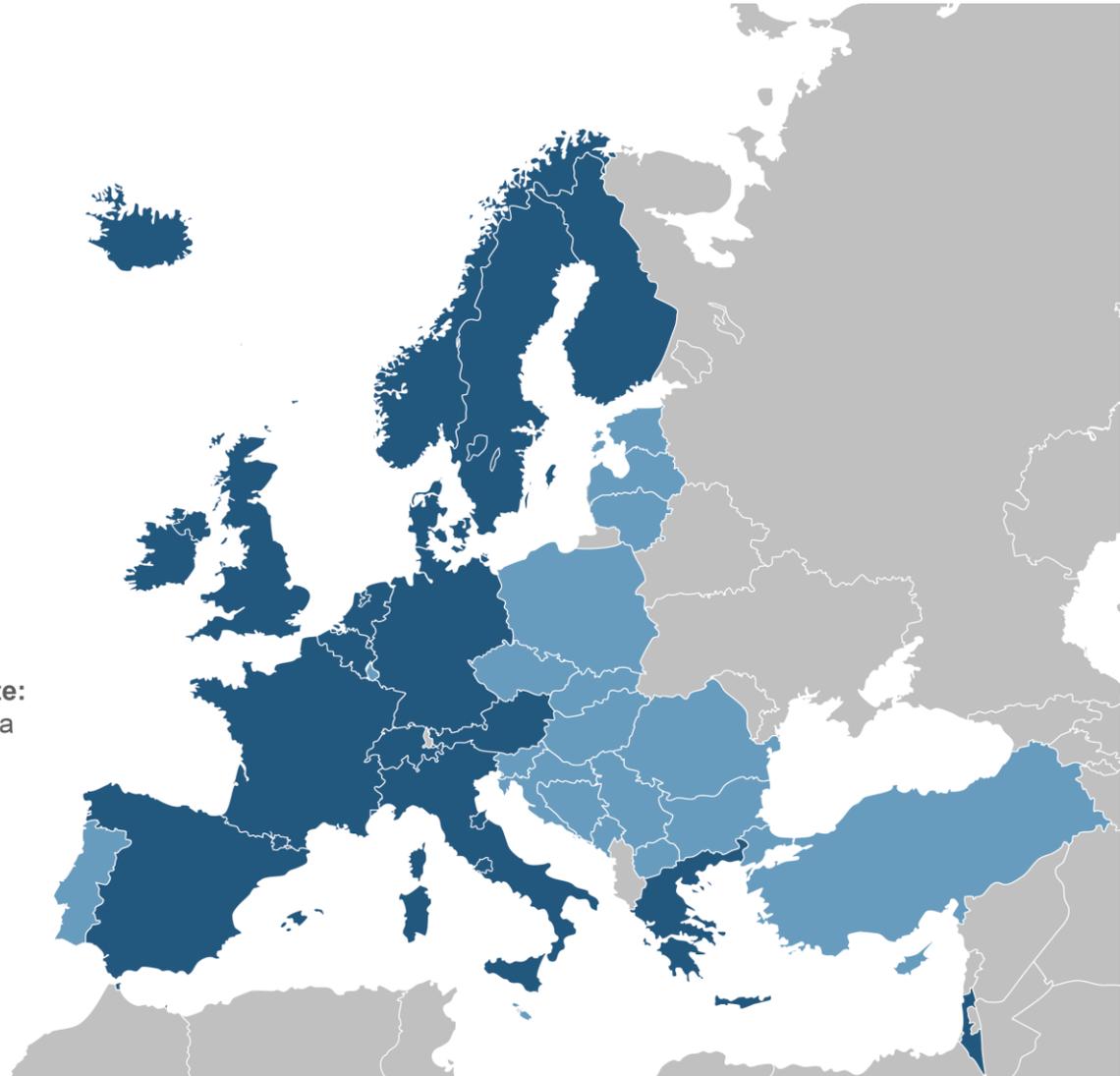
# COST Inclusiveness Target Countries

- **EU 13:**
  - Bulgaria
  - Croatia
  - Cyprus
  - Czech Republic
  - Estonia
  - Hungary
  - Latvia
  - Lithuania
  - Malta
  - Poland
  - Romania
  - Slovakia
  - Slovenia

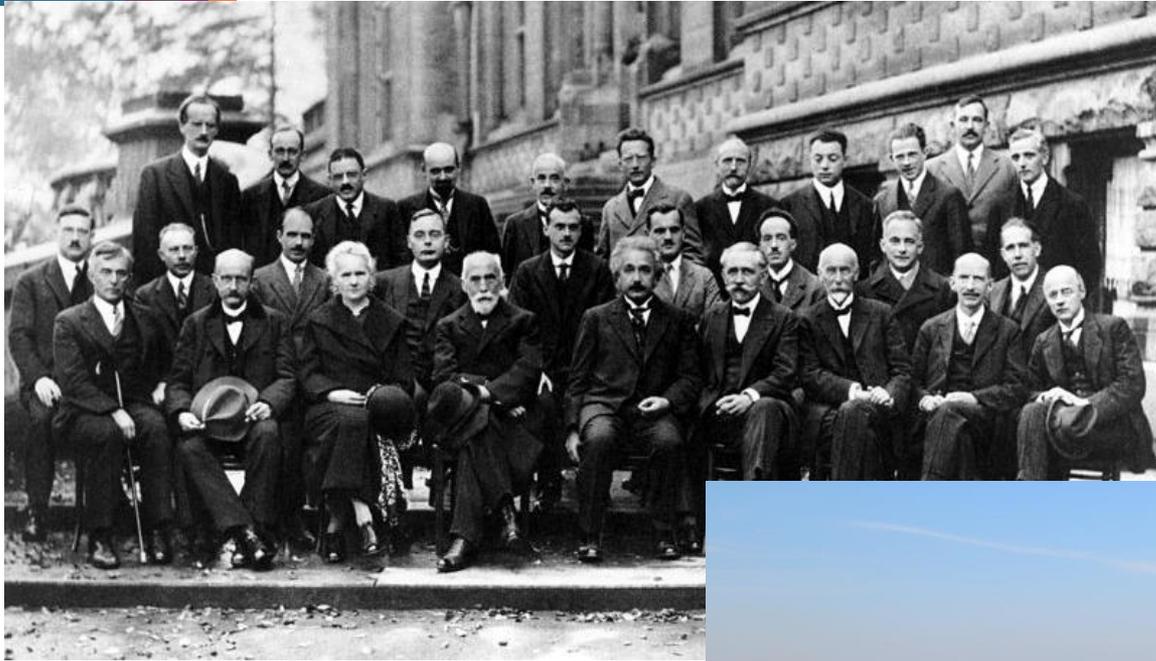
- EU Candidates:**
  - fYR Macedonia
  - Montenegro
  - Republic of Serbia
  - Turkey

- EU Potential Candidate:**
  - Bosnia and Herzegovina

- EU Countries targeted by EC:**
  - Luxembourg
  - Portugal



# Early Career Investigators and Gender balance



ECI = PhD + up to 8 years



# Excellence and Inclusiveness

- Each Action should have a plan towards inclusiveness
- Geographical Coverage, Early Career Investigator involvement, gender balance
- Revised and updated at every MC meeting

## SOME EXAMPLES:

- ❑ Leadership roles
- ❑ Organising and locating meetings and events
- ❑ Benefiting from COST networking tools
- ❑ Promoting STSMs
- ❑ ...

# Work plan and collaboration - Discussion

## Activities

### Meetings

- MC I meeting October 2017 Croatia; MC II meeting, March 2018, Dublin, Ireland; MC III meeting, September 2018, Hurdal, Norway; MC IV meeting, March 2019, Novi Sad, Serbia; MC V meeting, September 2019, Milan, Italy.

#### Future meetings:

- MC VII meeting, Krakow, Poland
- MC VIII meeting, Lissabon, Portugal

### STSM's Period 3:

- Aurelie Berthet, Switzerland – University of Milan, Italy
- Laura Girdziute, Lithuania – Univeristy of Nebraska, USA
- Dusica Santa, Macedonia – Leibniz institute, Germany

### ITC's Period 3:

- Joze Staric, Slovenia - The XIXth Middle-European Buiatrics Congress, Ukraine
- Laura Girdziute, Lithuania - Western Agricultural Safety and Health Conference, USA
- Milena Samojlovic, Serbia - 13th Annual Meeting EPIZONE, Germany

### Training schools

- (Plan)? 2019-2020

### Dissemination, publications

- Manuscripts to Journal Articles
- Video, WG3
- Brochure

### Website and Facebook



# Follow-up of MoU objectives

- Progress report of each working groups
- Start and organizing the activities



# Objectives

- 1) Identify and evaluate agricultural health and safety programmes and approaches on the national level;
- 2) identify knowledge, attitudes, behaviours and priorities among farmers regarding safety, health and risk management;
- 3) identify effective models for training and integrating vulnerable populations (including refugees, foreign workers and young workers) into the agricultural workforce;
- 4) develop means and indicators for monitoring progress and evaluating impact of interventions on injuries and illnesses in agriculture; and
- 5) disseminate results to stakeholders and the agricultural community.

# Scientific planning

WG	Objectives	Tasks	Milestones	Deliverables
1	Identify and evaluate health and safety programmes and approaches on the national level	<ol style="list-style-type: none"> <li>1) Literature review</li> <li>2) Survey of national policies, programmes</li> <li>3) Reports on literature and survey</li> <li>4) Develop recommendations</li> </ol>	<ol style="list-style-type: none"> <li>1) Literature review done</li> <li>2) Survey completed</li> <li>3) Reports submitted</li> <li>4) Recommendations prepared.</li> </ol>	<ol style="list-style-type: none"> <li>1) Manuscript to peer-reviewed publication</li> <li>2) Report to MC on national policies, programmes and approaches</li> </ol>
2	Identify knowledge, attitudes, behaviours and priorities among farmers regarding safety, health and risk management	<ol style="list-style-type: none"> <li>1) Literature review of research findings</li> <li>2) Surveys of safety culture on farms</li> <li>3) Reports on literature and survey findings</li> <li>4) Develop recommendations</li> </ol>	<ol style="list-style-type: none"> <li>1) Literature review done</li> <li>2) Survey completed</li> <li>3) Reports submitted</li> <li>4) Recommendations prepared.</li> </ol>	<ol style="list-style-type: none"> <li>1) Manuscript to peer-reviewed publication</li> <li>2) Report to MC on knowledge, attitudes, behaviours and priorities on farms</li> </ol>
3	Identify effective models for training and integrating vulnerable populations, including refugees and young	<ol style="list-style-type: none"> <li>1) Literature review of research findings</li> <li>2) Surveys of vulnerable workers on farms</li> <li>3) Report on literature and survey</li> <li>4) Develop recommendations</li> </ol>	<ol style="list-style-type: none"> <li>1) Literature review done</li> <li>2) Survey completed</li> <li>3) Reports submitted</li> <li>4) Recommendations prepared.</li> </ol>	<ol style="list-style-type: none"> <li>1) Manuscript to peer-reviewed publication</li> <li>2) Report to MC on vulnerable populations on farms</li> </ol>
4	Develop means and indicators for monitoring progress and evaluating impact of interventions in agriculture.	<ol style="list-style-type: none"> <li>1) Identify available information sources.</li> <li>2) Evaluate the accuracy and utility of information sources.</li> <li>3) Develop recommendations</li> </ol>	<ol style="list-style-type: none"> <li>1) Sources identified.</li> <li>2) Evaluation of sources completed</li> <li>3) Recommendations prepared.</li> </ol>	<ol style="list-style-type: none"> <li>1) Manuscript to peer-reviewed publication</li> <li>2) Report to MC on injury and illness data</li> </ol>
5	Disseminate results to stakeholders and the agricultural community	<ol style="list-style-type: none"> <li>1) Develop communications plan</li> <li>2) Work with AC and WGs to implement coordinated dissemination to primary audiences</li> </ol>	<ol style="list-style-type: none"> <li>1) Communication plan completed</li> <li>2) Continuing, annual and final information products submitted</li> </ol>	<ol style="list-style-type: none"> <li>1) Continuing dissemination through social media</li> <li>2) Annual information products in each country</li> <li>3) Final publication of peer-reviewed articles</li> </ol>





# Working Group Reports

Note: When evaluating the result timetable, we must notice that the activities actually started after the first MC meeting on October 2017. This is why the schedule on the table needs to be updated to the current situation of the Action, which started 6 months late compared the original plan.

1. Working Group 1 activities and plans (Martina and Peter)
2. Working Group 2 activities and plans (Stephan and Jose)
3. Working Group 3 activities and plans (Laura and Joze)
4. Working Group 4 activities and plans (Eda and Aurelie)



# Management Committee

## MAIN TASKS TO BE PERFORMED by the MC

- **Action Strategy**
- **Work & Budget Plan**
- **Dissemination & Exploitation Strategy**
- **Memberships**
- **Implementation of COST Policies**
- **Approval of new Countries and Organizations**
- **Reporting**
- **Supervising the appropriate use of funds**

# Implementation - Activities

Work and Budget plan:

- Grant Period 3. 1.5.2019-30.4.2020

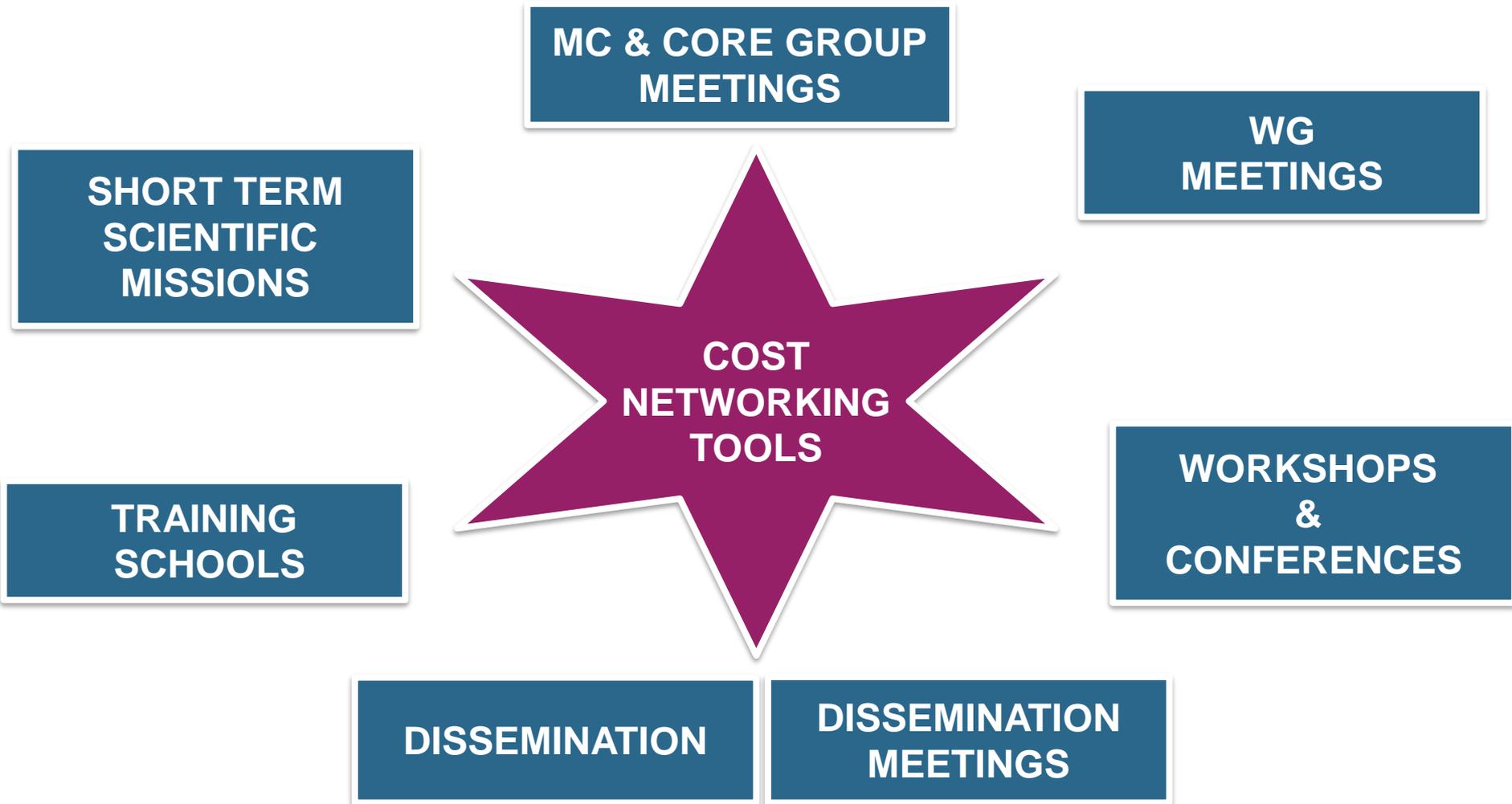
Meetings:

- MC:Milan, September 2019, Krakow, Poland 2020
- CG: Milan, Krakow
- WG 5 workshop, Brussels, WG 1 workshop
- Short Term Scientific Missions (STSM) - 2 visits
- ITC grants – 2 conferences
- WG 1 meeting in Montenegro

Dissemination

- One video?
- Review article approved and published, Website updated, Facebook

# COST Networking Tools





# Work and BUDGET Plan Negotiation: tips for a seamless approval

- The Work and Budget Plan is the basis for the Grant Agreement
- The Action Chair is the contact point and submits the Work and Budget Plan via e-COST (<https://e-services.cost.eu/user/login/>)
- Have in mind the scope of the different Networking tools :
  - ✓ check the Guidelines for Action Management, Monitoring and Assessment ([http://www.cost.eu/guidelines\\_Action\\_management\\_monitor](http://www.cost.eu/guidelines_Action_management_monitor))
- Be clear and on time
- the SO is in charge of negotiating several Work and Budget Plans
- make sure yours is easily understood and submitted at least 1 month before the start of the next GP



# Long-term planning and dissemination

## Dates and future activities

- Training schools
- Workshops
- Other meetings

## Dissemination planning

- Web site
- Published report (articles)
- Publications
- Closing seminar and meeting in Brussels?

# Grant Period 4 budget planning

Budget discussion but need to confirm the budget with COST Office.

# COST Networking Tools: STSM, TS

## SHORT TERM SCIENTIFIC MISSIONS (STSMs)

- ❑ Exchange visits fostering collaboration, contributing to the scientific objectives of the Actions and allowing participant to learn new techniques, to have access to data/instruments/methods not available in their own institution

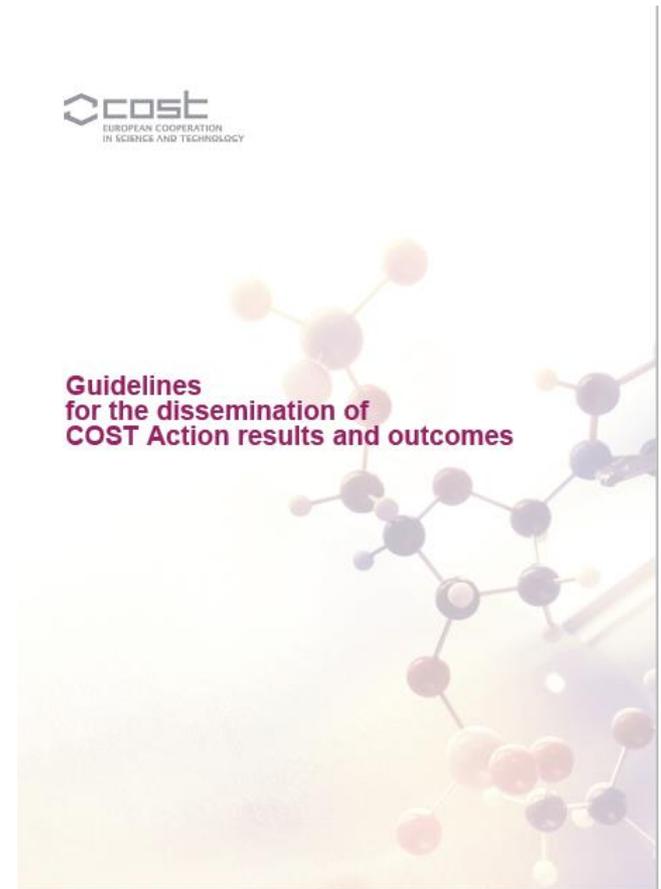
## TRAINING SCHOOLS (TSs)

- ❑ Provide intensive training on a subject that contributes to the aim of the Action (new or emerging subject)
- ❑ If applicable, offer familiarization with unique equipment or know-how in one of the laboratories of the Action
- ❑ Training School manager helps and advise Action Members or other experts to organize the training schools concerning the Sacurima items and goals.

# COST Networking Tools: Dissemination

## DISSEMINATION MATERIAL

- ❑ Website, promotional material (e.g. flyers, posters), Joint publications (e.g. journal articles, books), Open Access licenses, Multimedia content etc.
- ❑ Must reflect the Action's objectives
- ❑ Should be made available to the widest audience (Open Access)
- <http://www.cost.eu/media/dissemination-corporate-identity>





# Communication plan 2020

- MC meetings: Krakow, Lissabon
- Core Group meetings
- Web meetings:
- Preparation meeting prior to MC meeting
- WG meetings
- As needed, arranged by each WG
  
- Email updates by WG5 (Dissemination)
- Monthly updates to all members, substitutes, observers, end of each month except July
- Core Group members will be requested to send their items one week prior to monthly email. All members are encouraged to send communication items.
- Facebook coordinated by WG5
- Website coordinated by Science Communication Manager

## Websites and Facebook

Facebook:

[https://www.facebook.com/groups/1415143491900469/?ref=group\\_browse\\_new](https://www.facebook.com/groups/1415143491900469/?ref=group_browse_new)

COST website:

[http://www.cost.eu/COST\\_Actions/ca/CA16123](http://www.cost.eu/COST_Actions/ca/CA16123)

Sacurima website:

<https://www.sacurima.eu/>



# Requests to join the Action

- Approve representative requests
- The participant must remember to confirm their Action membership
- Check your ecost account information is right
- Requests from COST countries
- Requests from NNC, IPC's or other Specific organizations

# AOB: COST Important documents

<http://www.cost.eu/participate>

About COST   COST Actions   **Participate**   Events   Media

Home | Participate

- ▶ Submit your COST Action proposal
- ▶ Join an Existing COST Action
- ▶ Become a COST Expert

## Participate

Scientists and researchers from the 35 COST Member Countries and the Cooperating State can participate in science and technology networks known as COST Actions by:



- Submitting a proposal for a new COST Action
- Joining an existing COST Action
- Becoming involved in specific COST Action activities
- Becoming a COST Expert

### What are COST Actions?

COST Actions are bottom-up science and technology networks, open to researchers and stakeholders with a duration of four years. They are active through a range of [networking tools](#), such as workshops, conferences, training schools, short-term scientific missions (STSMs), and dissemination activities. COST does not fund research itself.

COST prides in its support for high-risk, innovative and emerging research themes. However, COST does not set any research priorities.

COST Actions can also pave the way to or establish synergies with [EU-funded research projects](#). Moreover, collaboration within research projects can also lead to new Actions, thus enhancing the networking potential of such consortia.

## COST Implementation Rules

- ▶ A. Rules for Participation in and Implementation of COST Activities (132/14) (PDF, 335 kB)
- ▶ B.1. COST Action Proposal Submission Evaluation and Approval (133/14) (PDF, 267 kB)
- ▶ B.2. COST Action Management, Monitoring and Final Assessment (134/14) (PDF, 341 kB)
- ▶ B.3. COST International Cooperation and Specific Organisations Participation (135/14) (PDF, 214 kB)
- ▶ SESA Guidelines (PDF, 1 MB)

## Vademecum

- ▶ COST Vademecum (PDF, 3 MB)

## COST Action Template Centre

- ▶ Final Achievement Report - MC Chair (DOCX, 210 kB)
- ▶ Grant Agreement Template (PDF, 310 kB)
- ▶ e-COST Action Management Tool User Guide (eCAMT) (PDF, 2 MB)

## Key Documents

- ▶ Open Call for Proposals (PDF, 162 kB)
- ▶ Technical Annex (DOCX, 113 kB)

# AOB: CONSIDERATIONS

- Keep your focus on the Achievement of your Objectives
- Always spend your annual budget: there is no carry forward from previous grant period of underspent budget
- Always send to COST Association (SO and AO) the minutes of the MC meetings and upload them in e-COST.
- Adding any activities (meetings, TS etc) needs prior SO and MC approval



# Location and time for next meetings

- Web meetings?
- Lissabon, October 2020
- Invitations on June

Approve or decline your participation right after the invitation IN eCOST (in 2 weeks) !!! Do not send confirm or decline emails unless if you have exceptional timetable.

# Closing

## Follow and engage with us on social media



Facebook:

<https://www.facebook.com/groups/1415143491900469/>

Website:

<https://www.sacurima.eu/>