**COST Action CA18203 - Action Title: Optimising Design for Inspection**

**Management Committee Meeting**

**Athens, Greece**

**25th February 2020**

**Coffee 9.30 to 10am**

**Session 1 – Management Committee Meeting – 10am to 1pm**

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, 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

7. Update from Communications Officer

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

9. Monitoring of the Action

10. 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)

11. Follow-up of MoU objectives: progress report of working groups

12. 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)

13. 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

14. AOB

15. Location and date of next meeting

16. Summary of MC decisions

17. MC Closing

**Lunch – 1pm to 2pm**

**Session 2 – People and Places (3 slide presentation) – 2pm to 4.00pm**

Three slide presentation (fixed format and style) from all MC members as per email.

**Coffee Break – 4.00pm to 4.30pm**

**Session 3 – Work Group Meetings 1 – 4.30pm to 5.30pm**

**Close of Day 1**

**26th February 2020**

**Session 4 – Industrial Promotion - 9.30am to 11.00am**

Airbus (via Skype) presenting roadmap for SHM technology followed by group discussion and communication strategy.

**Coffee Break – 11.00am to 11.30am**

**Session 5 – Communication Strategy 11.30 to 12.30pm**

Industrial and working group communication strategies

**Lunch 12.30 to 2.00pm**

**Session 6 - Working Group Meetings 2 - 2.00pm to 3.00pm**

**Coffee Break – 3.00pm to 3.30pm**

**Session 7 - Working Group Meetings 3 - 3.30pm to 4.00pm**

**Close of Day 2**