



**Subject: First Meeting of the Management Committee of COST Action 1308  
“Towards Oxide-Based Electronics (TO-BE)”  
Brussels (Belgium), 15/04/2014**

**Meeting Venue:  
COST OFFICE**

Avenue Louise 149  
Meeting Room “Auditorium” on the 15th Floor  
B-1050 Brussels

The meeting will start on 15<sup>th</sup> April 2014 at 10:00 hrs and its end is foreseen for 16:00 hrs.

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



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