



European Science Foundation

COST Office

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**Subject: First Meeting of the Management Committee of COST Action 296
Mitigation of Ionospheric Effects on Radio Systems (MIERS)**

I'm glad to inform you that the first meeting of the Management Committee of the above Action will take place in Brussels on **February 4th**, 2005 at **Avenue Louise 149 – COST Office**, from **10:00 to 16:00**.

The draft agenda is as follows:

1. Welcome
2. Adoption of the agenda
3. Presentation of the delegations
4. General information on COST mechanism and on the funding of coordination
5. Status of the COST Action
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair and Vice-Chair
8. Election of the Grant-Holder
9. Working plan for the implementation of the COST Action (Memorandum of Understanding).
 - a. objectives and working programme
 - b. working method - organisation and management (including working groups)
 - c. distribution of tasks
 - d. time-table
10. Place and date of next meeting
11. Miscellaneous
12. Closing

Please note that some COST countries interested in the Action have not yet signed the Memorandum of Understanding nor nominated their national representative(s).

The period within which COST member states can join this Action 296 without any conditions being imposed, runs for twelve months from the date of approval of the Committee of COST Senior Officials, which occurred on **01/12/2004**.

If a COST country intends to participate in the Action and if this has not already been done, it would be necessary to:

- implement the administrative procedure required to sign the Memorandum of Understanding of the Action as soon as possible.
- nominate up to two national representative(s) for the Management Committee, and transmit the name(s) and address(es) to the COST - ESF office.

I kindly ask that the COST National Coordinators ensure that all information regarding this meeting is forwarded to the nominated national representative(s) of this Action.



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Reimbursement of the nominated representatives will be done according to the current rules for expert reimbursements (for details see COST web-site <http://cost.cordis.lu>)

Best regards,

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