

**CA18113 - CORE GROUP MEETING/ MANAGEMENT COMMITTEE MEETING/  
 WORKING GROUP 1 - 6 MEETING**

**Training and Conference Centre of the Univeristy, 16/18 Kopcinskiego St. 90-232 Lodz, Poland**

**DAY 1 – 12<sup>th</sup> July 2022**

<b>Time</b>	<b>Topic</b>	<b>Room</b>
9.00 – 9.45	Registration (open whole day)	Hall
10.00 – 12.00	<p><b>Core Group meeting:</b> for Core group members only</p> <p>Core Group = Chair (PL), Deputy Chair (DDB), Leaders and deputy leaders of WGs, STSM co-ordinators, science communication manager (SCM), Grant awards co-ordinator (GAC), ECI/ITC co-ordinator</p> <p><u>Chair:</u> Peter Lund</p> <ul style="list-style-type: none"> <li>• Welcome and update on developments and plans with CA18113 Action from PL and DDB</li> <li>• Brief (<b>3 mins, maximum one slide</b>) updates on current progress and GP4 plans from each WG leader, STSM co-ordinator, SCM, ECI/ITC</li> <li>• Overview/discussion of Lodz meeting and planned activities and outputs</li> </ul>	Conference room
10.45 – 11.00	<i>Coffee break</i>	
12.00 – 13.30	<i>Lunch offered by UL</i>	Dining room
13.30 – 16.00	<p><b>Formal MC Meeting</b>, session one: open to MC members and substitutes (voting rights), plus MC observers and WG members as required (no voting rights)</p> <p>Chair: PL</p> <p>Formal items on Agenda for MC meeting (day 1 and day 2). Initials after each item are to indicate who will lead/report on each one, other than PL. We will aim to complete items 1 – 11 on day 1, leaving the session on day 2 free for discussion of future plans for the Action and votes on these and on the proposed budget.</p> <ol style="list-style-type: none"> <li>1) Welcome to participants</li> <li>2) Verification of the presence of two-thirds of the participating COST Countries (in person or online)</li> <li>3) Adoption of the agenda (circulated)</li> </ol>	Conference room



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	<ol style="list-style-type: none"><li>4) Minutes of previous meeting (circulated)</li><li>5) Update from Action chair: Action activities and progress to date<ul style="list-style-type: none"><li>- current status of Action</li><li>- MC eVotes</li></ul></li><li>6) Applications to join the Action</li><li>7) Report from Grant Holder (DDB)</li><li>8) Report from COST representative</li><li>9) Monitoring of Action</li><li>10) Implementation of COST policies on gender balance, ECIs, ITCs (ECI/ITC co-ordinator)</li><li>11) Follow up of MoU objectives: progress report and plans of working groups (WG leads), STSMs (STSM lead), and SCC – maximum of five minutes each.</li><li>12) Scientific Planning – discussion and vote on budget and work plan for GP4.</li><li>13) Requests to join the Action</li><li>14) Location and date of next meeting</li><li>15) Summary of MC decisions</li><li>16) AOB</li></ol>	
16.00 – 17.00	<p><b>Poster session:</b> all attendees (MC members and observers, WG members) are invited to present posters and examples of their work; whiteboards will also be available for use if people wish to discuss potential collaborations, grant consortia etc.</p> <p><i>Drinks and snacks will be provided.</i></p>	Hall
18.30	<i>Dinner</i>	IMBER Restaurant



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**DAY 2 - 13<sup>th</sup> July 2022**

<b>Time</b>	<b>Topic</b>	<b>Room</b>
09.30 – 10.00	Opening/organization etc.	Conference room
10.00 – 10.45	<p><b>Parallel sessions with subsets of WGs</b></p> <p>Session 1 – Plans for publicity and outreach – WG6 to lead but all WG members are strongly encouraged to attend to discuss plans for outreach/dissemination as this is a key topic in GP4; to include “Researchers Night” (24th September); the newsletter; Acidic Fridays; Updating the website; etc.</p>	Conference room
10.45-11.00	<i>Coffee break</i>	Hall
11.00-12.30	<p>Two parallel sessions</p> <p><b>WG1 + self-selected members of other WGs</b> to plan interactions and synergistic activities; future curation and management of the WG1 database; using data exploitation tools to further analyse the data available; plan joint articles; planning of joint funding initiatives; development of a video or manual/dashboard with instructions on the use of the database and on how to feed the database with new information.</p> <p><b>WG2 + self-selected members of other WGs</b> to plan interactions and synergistic activities; discuss additional issues regarding the access of the data of WG2 survey through the COST web site and how to increase its exposure (Immanuel Sanka (VMG of WG2) will join online for this topic); discussion with all WG members to share ideas and decide on action items regarding the use of the "methods and expertise" survey to identify gaps; proposal for VMG during GP4 to proceed in this direction, probably to use some data mining statistical tools with the data acquired by the survey.</p>	<p>Room 1</p> <p>Room 2</p>
12.30-13.30	<i>Lunch</i> offered by UL	Dining room



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13.30-15.30	<b>Formal MC Meeting, session two:</b> open to MC members and substitutes (voting rights), plus MC observers and WG members as required (no voting rights)  <i>Continuation of agenda from day 1.</i>	Conference room
15:30-16.00	<i>Coffee break</i>	Hall
16:00 – 16:30	<b>Wrap up session:</b> collective discussion of progress, publication and outreach plans for Grant Periods 3 and 4, final Action meeting, etc. This will be an informal session to tie up loose ends and share any final thoughts.	Conference room
18.00	Dinner	Piwnica Łódzka