Growing
ideas
through
networks

COST Action CA16122,

Biomaterials and advanced physical techniques for regenerative cardiology and neurology (BIONECA),

1st MC meeting, Brussels, 15/03/2017

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EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

Funded by the Horizon 2020 Framework Programme
of the European Union

COST Association Contact Point Action CA16122

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Agenda

1. Welcome to participants
2. Quorum (verification of 2/3 of the participating COST countries)
3. Adoption of the Agenda
4. Tour de table / introduction of MC members
5. European Cooperation in Science and Technology
   - From the general view to the COST Action

------------------------------ *Coffee break* --

   - Financing COST Action activities: Administrative Rules and Guidelines
   - Communicating about your COST Action
6. Agreement on Management Committee rules
7. Election of the Chair and Vice-Chair

------------------------------ *Lunch break* --

Morning meeting Chaired by COST
Minutes are prepared by COST

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8. Selection of the Grant Holder institution (Scientific Representative) and the FSAC rate for the Grant Holder institution

9. Presentation and discussion of the Action
   - Presentation of the Action by the "Main Proposer"/Chair of the Action (based on the Memorandum of Understanding)
   - MC discussion

10. Establishment of Action Management structure:
    - Election of Working Group Leaders and STSM Manager
    - Election of other management roles

11. Action implementation planning:
    - Development of Objective Achievement Indicators for MoU Objectives
    - 1st Grant Period

12. Any Other Business (AOB)

13. Closing

Minutes are prepared by MC

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Tour de table / introduction of the MC members

http://www.cost.eu/COST_Actions/ca/CA16122?parties

- *Name / Surname*
- *Country*
- *Background*
- *Previous experience in COST?*
- *Interest / Working Groups*

e-COST

CA COST Action CA16122

Parties

Action details

MoU	121/16
CSO Approval date	24/10/2016
Start of Action	15/03/2017
End of Action	14/03/2021

Participations

Country	Date	Status
▸ Austria	24/11/2016	Confirmed
▸ Belgium	18/01/2017	Confirmed
▸ Bosnia and Herzegovina	10/02/2017	Confirmed
▸ Bulgaria	15/02/2017	Confirmed
▸ Croatia	06/12/2016	Confirmed
▸ Czech Republic	12/01/2017	Confirmed
▸ Denmark	19/01/2017	Confirmed
▸ Finland	14/12/2016	Confirmed
▸ France	17/11/2016	Confirmed
▸ Germany	02/12/2016	Confirmed
▸ Greece	17/11/2016	Confirmed
▸ Hungary	17/11/2016	Confirmed
▸ Iceland	06/12/2016	Confirmed
▸ Ireland	05/01/2017	Confirmed
▸ Israel	24/11/2016	Confirmed
▸ Italy	13/01/2017	Confirmed
▸ Latvia	13/01/2017	Confirmed
▸ Lithuania	04/01/2017	Confirmed
▸ Luxembourg	07/03/2017	Confirmed
▸ Malta	13/12/2016	Confirmed
▸ Norway	13/02/2017	Confirmed
▸ Poland	02/12/2016	Confirmed
▸ Portugal	15/12/2016	Confirmed
▸ Romania	08/02/2017	Confirmed
▸ Serbia	18/11/2016	Confirmed
▸ Slovakia	10/03/2017	Confirmed
▸ Slovenia	05/12/2016	Confirmed
▸ Spain	04/01/2017	Confirmed
▸ Sweden	29/11/2016	Confirmed
▸ Switzerland	28/11/2016	Confirmed
▸ United Kingdom	17/11/2016	Confirmed

Total: 31

COST Association COST Action CA16122

▸ Description

▸ Parties

▸ Management Committee

General Information*

Proposer of the Action:
Prof Franco Rustichelli

Science officer of the Action:
Dr Mónica PÉREZ-CABERO

Administrative officer of the Action:
Ms Milena STOYANOVA

Downloads*

Action Fact Sheet
Download AFS as .RTF

Memorandum of Understanding
Download MoU as PDF

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Horizon 2020

COST OVERVIEW

What is COST?

❑ Founded in 1971, COST is the oldest and widest European intergovernmental framework for transnational Cooperation in Science and Technology.

❑ A programme that supports open networks of people working together on a research and innovation topic.

❑ The first initiative for bringing together European researchers and it is governed by Member Countries.
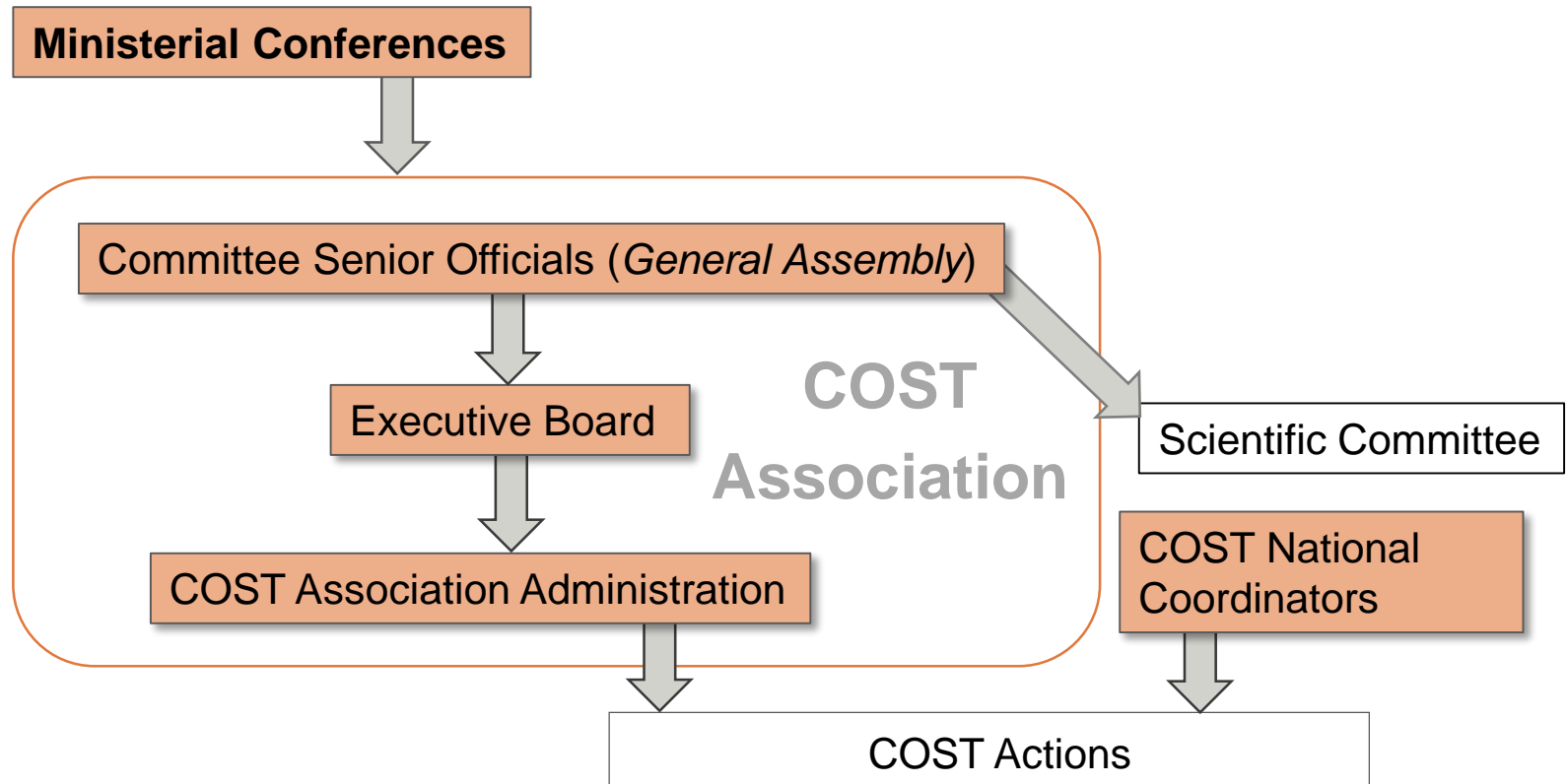
Science is about people!

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1971 Ministerial Conference

2016 Ministerial Conference

COST Ministerial Conference in Bratislava (oct 2016) stated that its member states were committed to fulfilling the COST's mission and objectives.

COST Association organisation and relation with other actors

See: http://www.cost.eu/about_cost/who

COST Countries

EU 28

EU Candidates and Potential Candidates:
Bosnia and Herzegovina
fYR Macedonia
Montenegro
Republic of Serbia
Turkey

Other Countries:
Iceland
Norway
Switzerland

COST Cooperating State: Israel
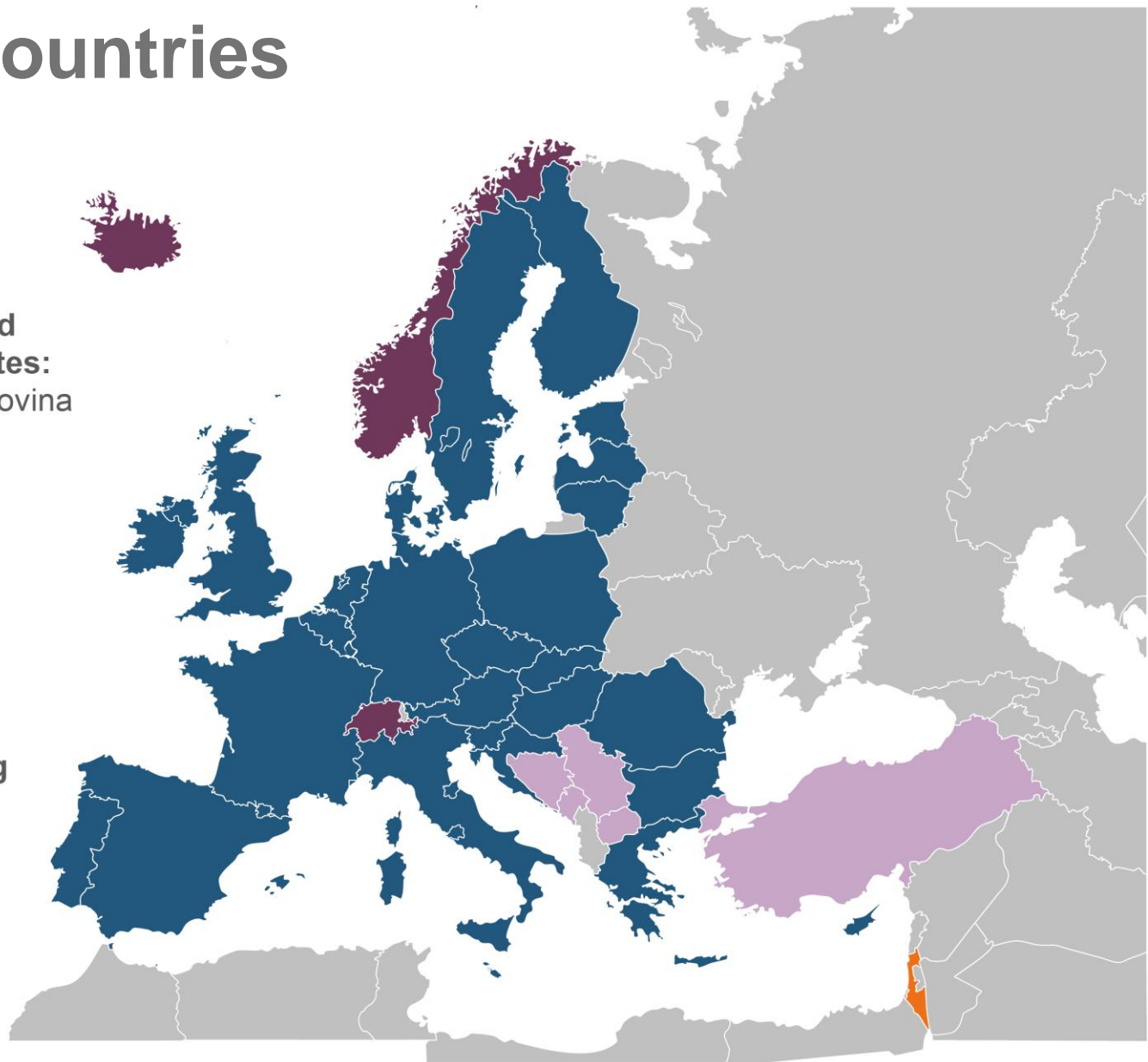
COST mission and strategy

"COST enables **break-through scientific developments** *leading to new concepts and products, and thereby contribute to* **strengthen Europe's research and innovation capacities."**

CSO COST 4106/12 (2012)

❑ Strong case behind the positive relationship between S&T Cooperation and European R&D performance:

    ❑ Identify and achieve complementarities **avoiding duplication of efforts**.

    ❑ Reduce isolation, build critical mass for **joint research efforts** and develop common S&T programmes addressing societal challenges.

    ❑ Enhance communication and **sharing knowledge and ideas** within the ERA, paving the path to innovation.

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COST Budget in H2020

EUR 300 million for 7 years from two H2020 work programmes:

- ❑ Challenge 6 "Europe in a changing world – inclusive, innovative and reflective Societies"

- ❑ "Spreading Excellence and Widening Participation"

European Commission Horizon 2020	→	COST Association

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY
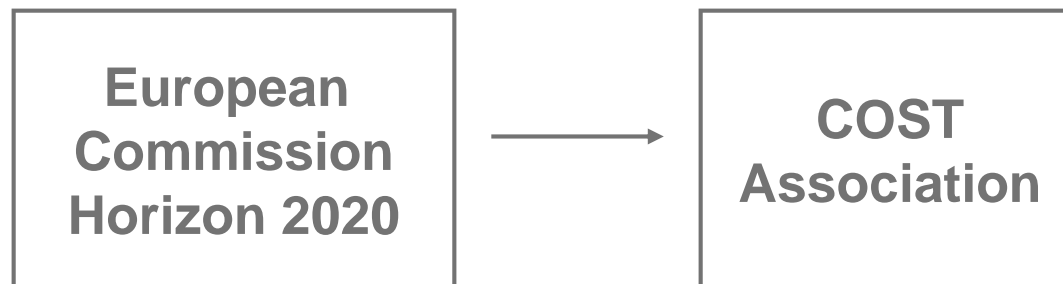
COST Actions – Characteristics

❑ A network of research and innovation actors with their own funded research

❑ Collaborating in S&T fields of common interest to at least 5 COST Countries

❑ Evaluated and selected via a competitive COST Open Call

❑ Pursuing the fulfilment of the objectives and deliverables described in the approved proposal (Memorandum of Understanding - MoU)

❑ Expandable to new participants

❑ Based on a joint work programme for 4 years (max)

COST DOES NOT FUND RESEARCH

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Actions: spaces where ideas and people can grow without limits…

COST supports the networking of researchers through science and technology networks -'**COST Actions**'- open to:

- All fields of S&T (highlight on trans-, multi-, interdisciplinary, new and emergent fields)
- All partners (academia, public organisations, SME, industry, NGO, International Organisations)
- All career stages (young and experienced researchers)
    - Capacity building, Early Career Investigators
- All countries
    - COST Countries (COST Member Countries + Cooperating State (Israel))
    - Global cooperation on the basis of mutual interest (NNC, IPC)
    - Geographical balance

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Actions: spaces where ideas and people can grow without limits…
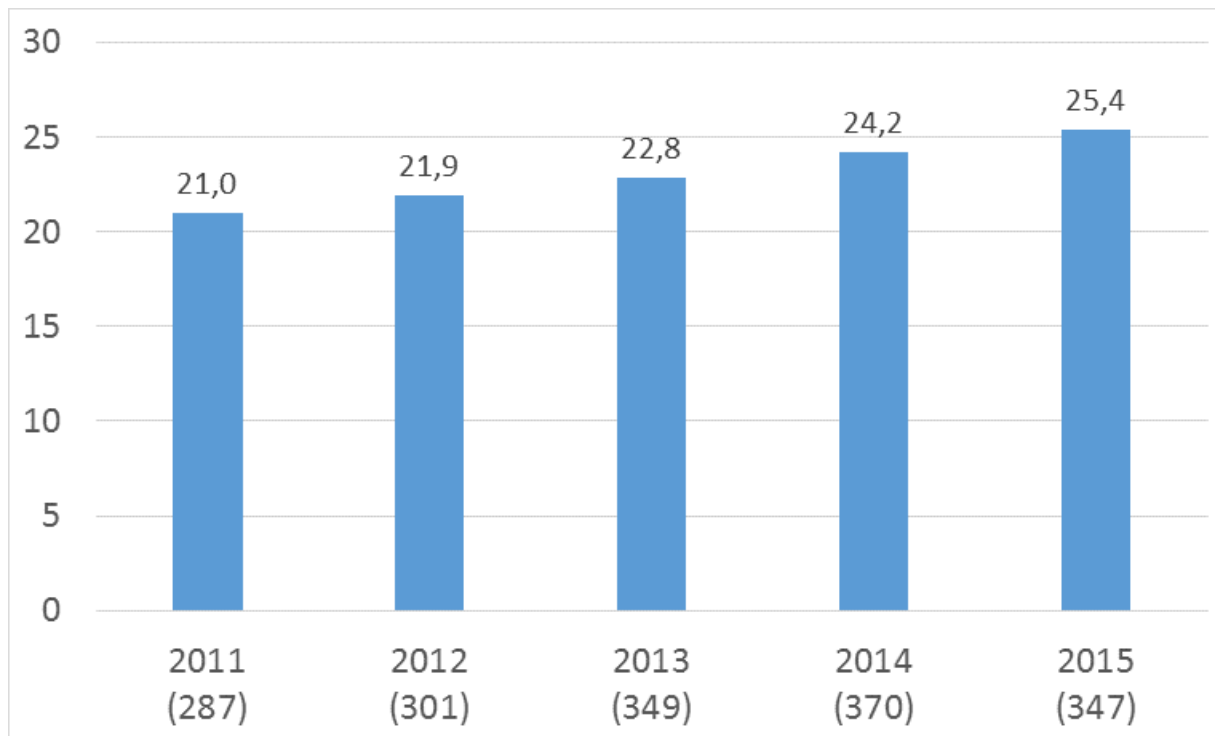
Average number of COST Countries in COST
Actions (number of COST Actions)

COST POLICIES

COST Policies

COST set up a number of policies that help
Achieve the COST Mission

Excellence and Inclusiveness

Implementation Strategy by the MC

The Action should have a plan towards inclusiveness **(Geographical Coverage, Early Career Investigator involvement and Gender Balance)** that is revised and updated at every MC meeting and develop a strategy to attract researchers and stakeholders

SOME EXAMPLES:

- ❑ Leadership roles
- ❑ Organising and locating Action meetings and events
- ❑ Benefiting from COST networking tools
- ❑ Promoting STSMs
- ❑ Action Think Tank for Early Career Investigators

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COST Inclusiveness Target Countries

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

EU Candidates:
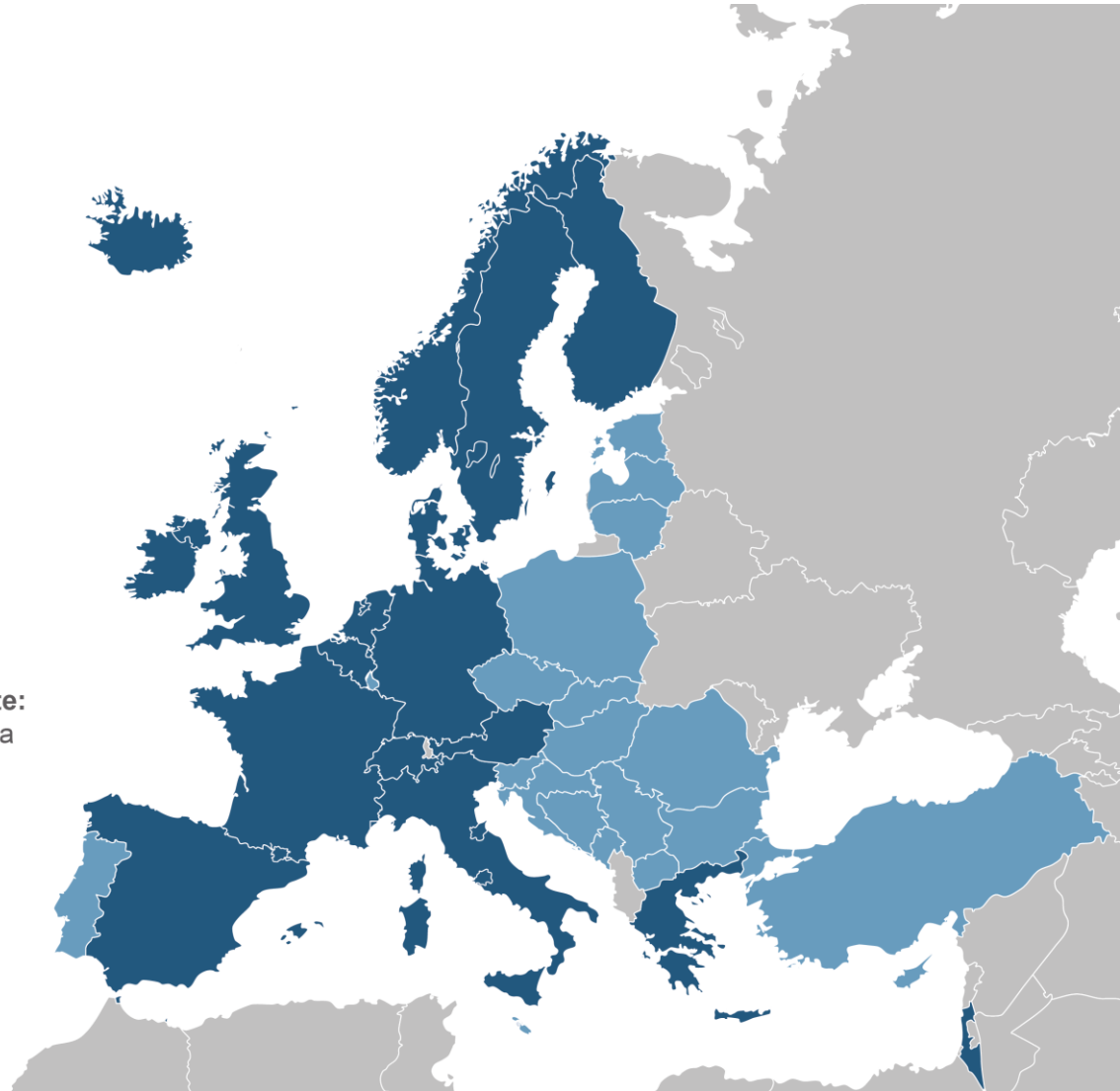fYR Macedonia
Montenegro
Republic of Serbia
Turkey

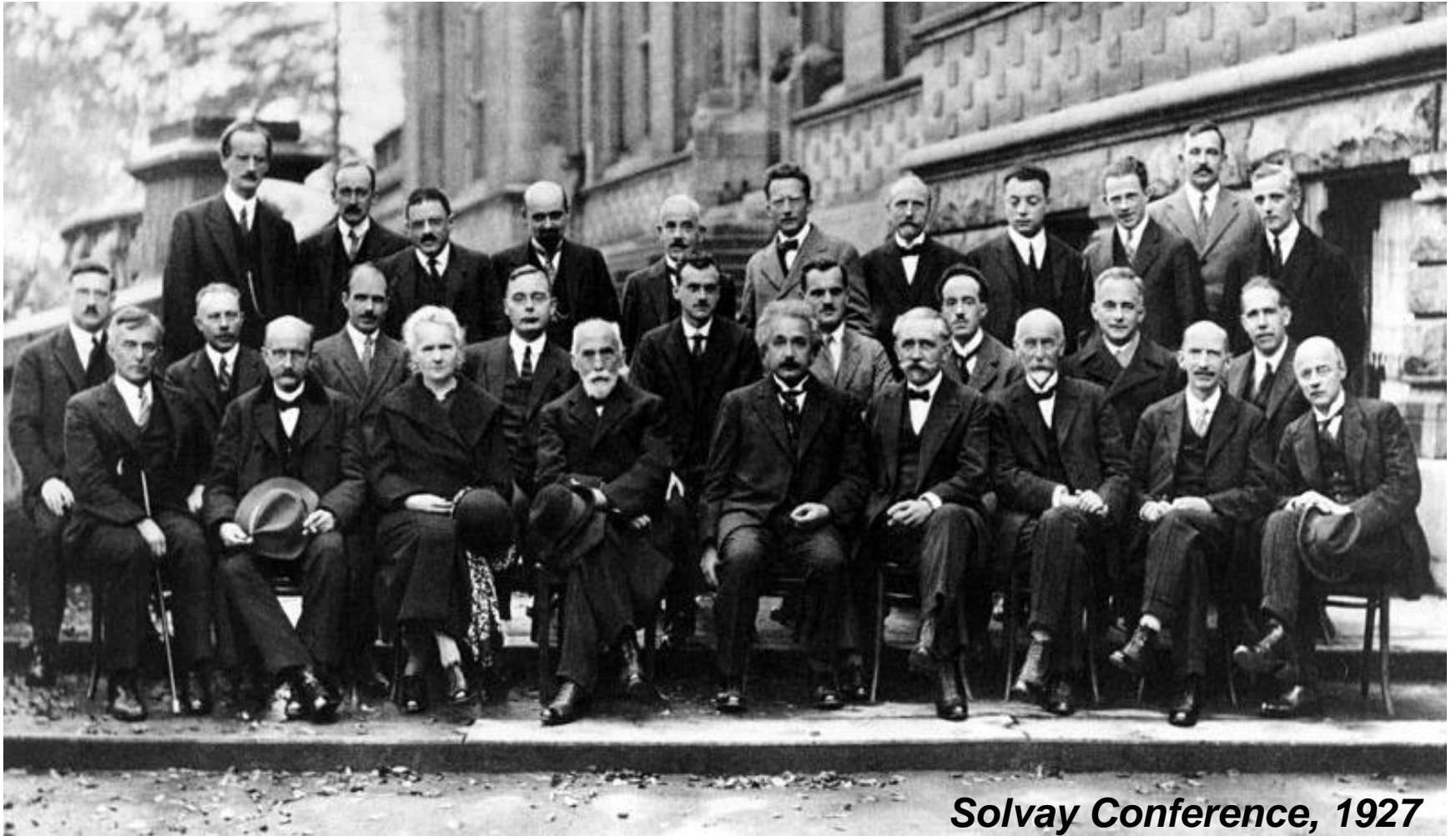**EU Potential Candidate:**
Bosnia and Herzegovina

EU Countries targeted by EC:
Luxembourg
Portugal

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Early Career Investigators and Gender Balance

Implementation Strategy by the MC

Solvay Conference, 1927

International Cooperation

Implementation Strategy by the MC

Aiming to support the involvement of researchers from **Near Neighbour** and **International Partner Countries** in COST Actions on the basis of mutual benefit
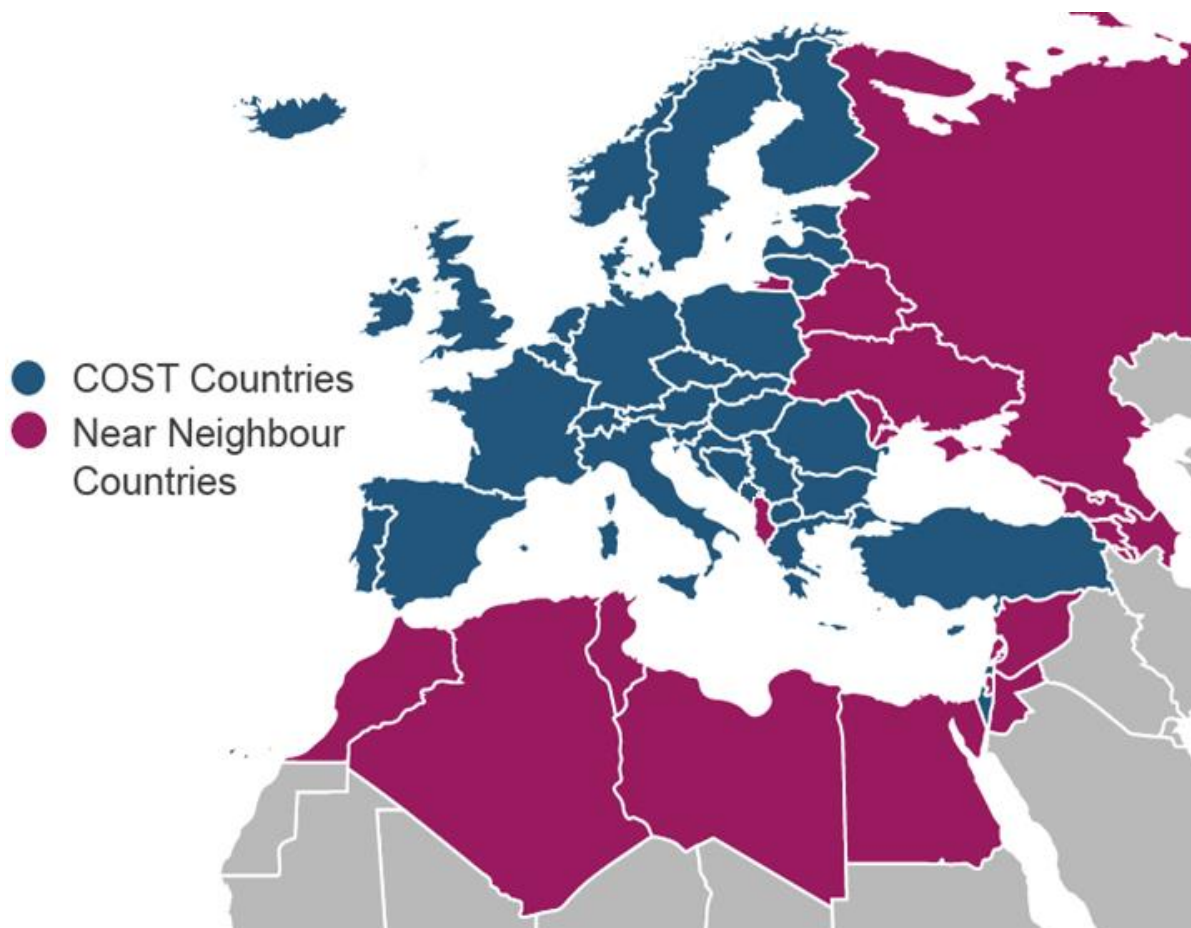
SOME EXAMPLES:

- ❑ Approved IPC and NNC Institutions can host STSMs
- ❑ Researchers from approved NNC Institutions can:
    - ❑ Apply for STSMs
    - ❑ Attend Training Schools
- ❑ Researchers from approved IPC and NNC Institutions can be Training School Trainers

COST Near Neighbour Countries

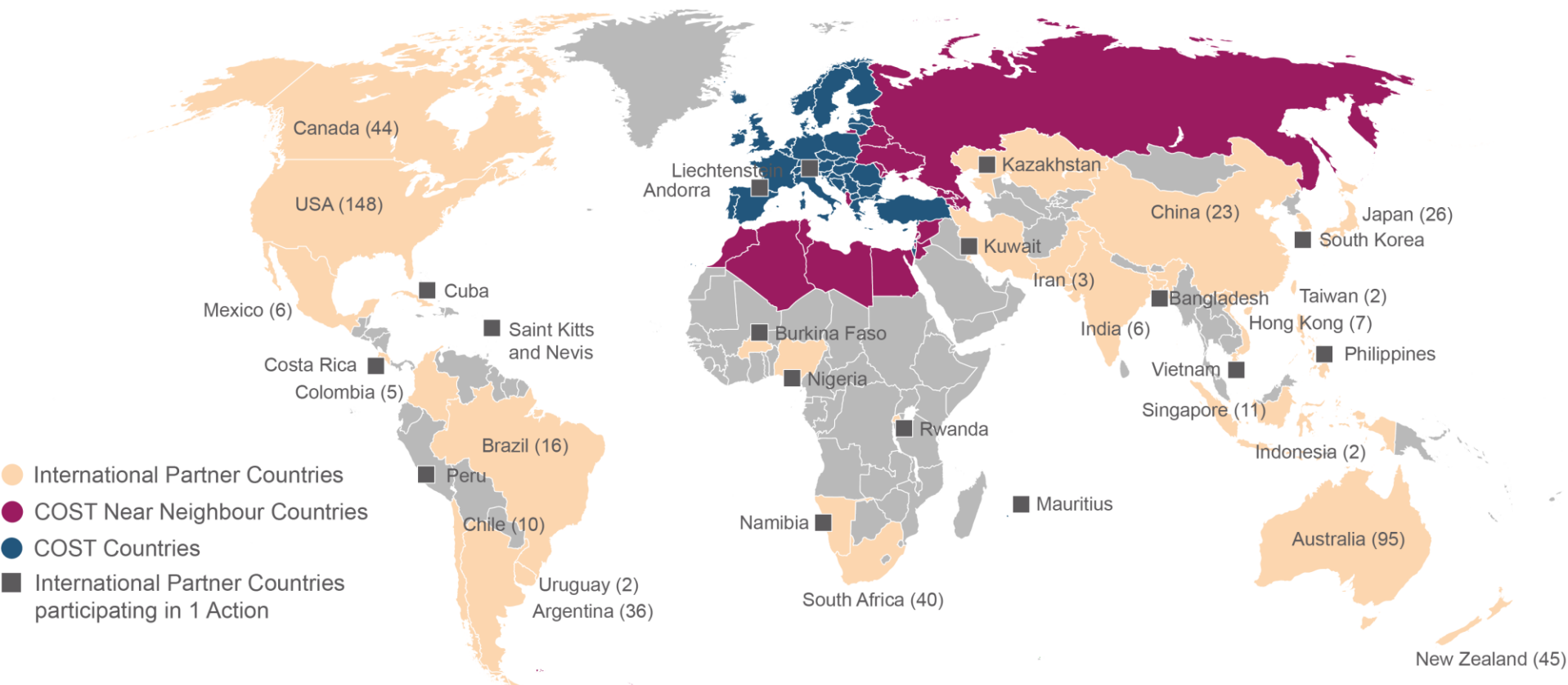**276 participations in running COST Actions across 16 countries**

- Albania (31)
- Algeria (8)
- Armenia (15)
- Azerbaijan (1)
- Belarus (8)
- Egypt (9)
- Georgia (8)
- Jordan (4)
- Lebanon (5)
- Morocco (16)
- Palestinian Authority (6)
- Republic of Moldova (8)
- Russian Federation (68)
- Syrian Arab Republic (2)
- Tunisia (22)
- Ukraine (62)

January 2016 Data

● COST Countries
● Near Neighbour Countries

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International Partner Countries

546 participations in running Actions across 38 countries

Canada (44)

USA (148)

Mexico (6)

Cuba

Saint Kitts and Nevis

Costa Rica

Colombia (5)

Brazil (16)

Peru

Chile (10)

Uruguay (2)

Argentina (36)

Liechtenstein
Andorra

Burkina Faso

Nigeria

Rwanda

Namibia

South Africa (40)

Kazakhstan

China (23)

Kuwait

Iran (3)

India (6)

Bangladesh

Vietnam

Singapore (11)

Japan (26)

South Korea

Taiwan (2)

Hong Kong (7)

Philippines

Indonesia (2)

Mauritius

Australia (95)

New Zealand (45)

Legend:
- International Partner Countries
- COST Near Neighbour Countries
- COST Countries
- International Partner Countries participating in 1 Action

January 2016

SME and Industry Cooperation

Implementation Strategy by the MC

Aiming to facilitate/ encourage industry participation

SOME EXAMPLES:

- ❑ Participation in networking activities
- ❑ Session dedicated to industrial participation at Action events
- ❑ Roundtable discussions with industrial partners at Action events
- ❑ STSMs with industry acting as home/ host institution

COST ACTION PARTICIPATION
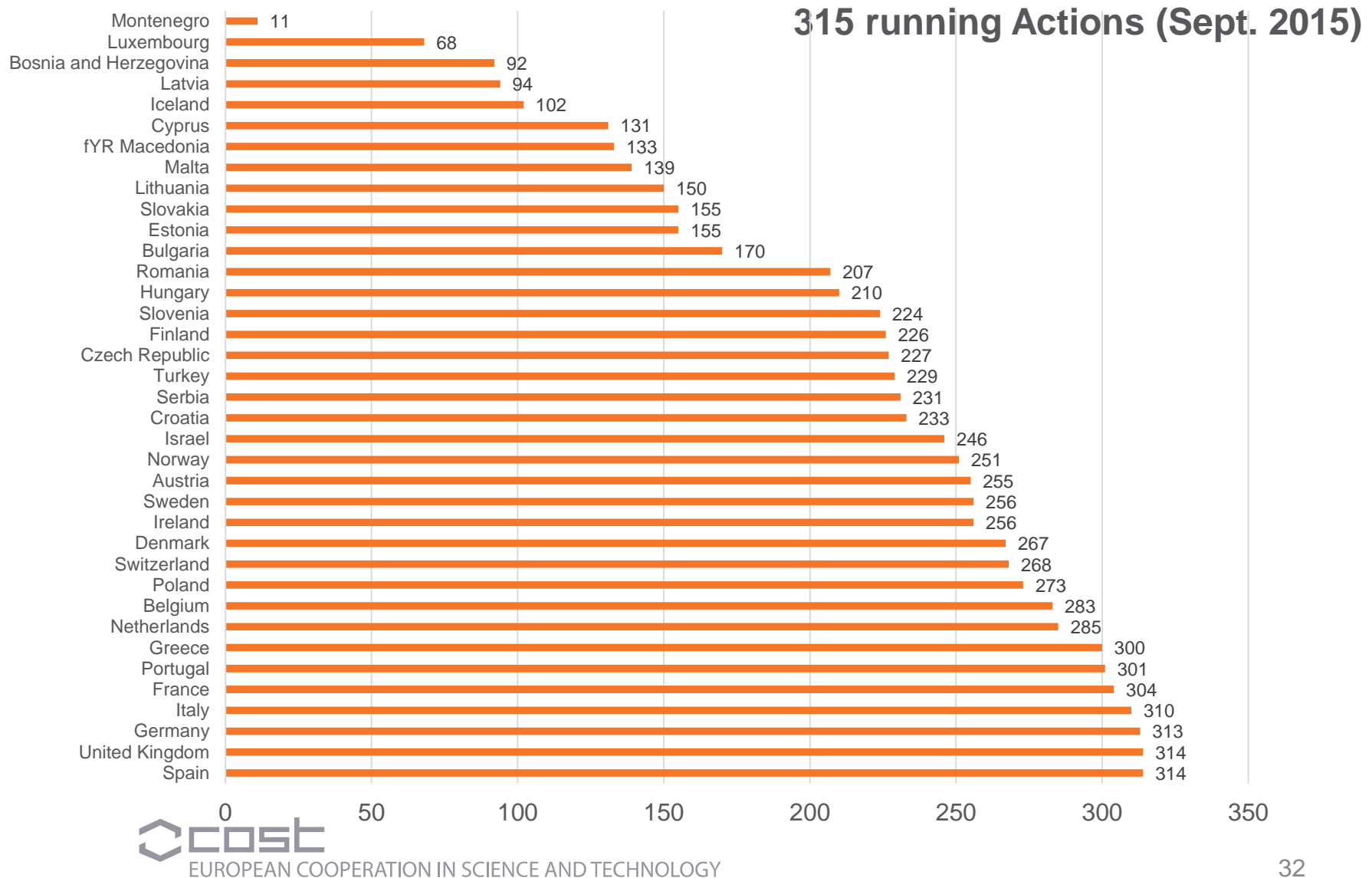
Who can participate?

Any individual affiliated to the following <u>INSTITUTIONS:</u>

- **Institutions from COST Countries, Near Neighbour Countries and International Partner Countries.**

- **European Commission and EU Agencies.**

- **European RTD Organisations** limited to: CERN, EMBL, ESA, ESO, ESRF, European XFEL, ILL, EFDA JET.

- **International Organisations** (examples: UNESCO, FAO, WHO, EFI, CABI, MARIE CURIE FELLOWS ASSOCIATION, EUROPEAN CENTER FOR WOMEN AND TECHNOLOGY).

http://www.cost.eu/participate

<u>International Cooperation and Specific Organisations Participation (COST 135-14)</u>

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COST Country participation in COST Actions

315 running Actions (Sept. 2015)

Country	Value
Montenegro	11
Luxembourg	68
Bosnia and Herzegovina	92
Latvia	94
Iceland	102
Cyprus	131
fYR Macedonia	133
Malta	139
Lithuania	150
Slovakia	155
Estonia	155
Bulgaria	170
Romania	207
Hungary	210
Slovenia	224
Finland	226
Czech Republic	227
Turkey	229
Serbia	231
Croatia	233
Israel	246
Norway	251
Austria	255
Sweden	256
Ireland	256
Denmark	267
Switzerland	268
Poland	273
Belgium	283
Netherlands	285
Greece	300
Portugal	301
France	304
Italy	310
Germany	313
United Kingdom	314
Spain	314

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How COST Countries join an Action

Researcher Contacts CNC	→	CNC nominates MC Member	→	CNC accepts the MoU

Management Committee approval is required when a new COST Country requests participation later than one year after the Action was approved by the CSO

How IPCs, NNCs and Specific Organisations join an Action

OPTION 1: NNC & IPC already included in the proposal = FOUNDERS

- ❑ Applicant encodes a new application
- ❑ Needs MC approval

OPTION 2: NEW NNC & IPC

- ❑ Chair encodes applicant details in e-COST
- ❑ Applicant and Chair complete application form in e-COST
- ❑ Online approval by MC and COST Association

Once the Institution is approved the applicant becomes <u>MC Observer</u>

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COST Action Structure and Decision Making

COST Action Structure
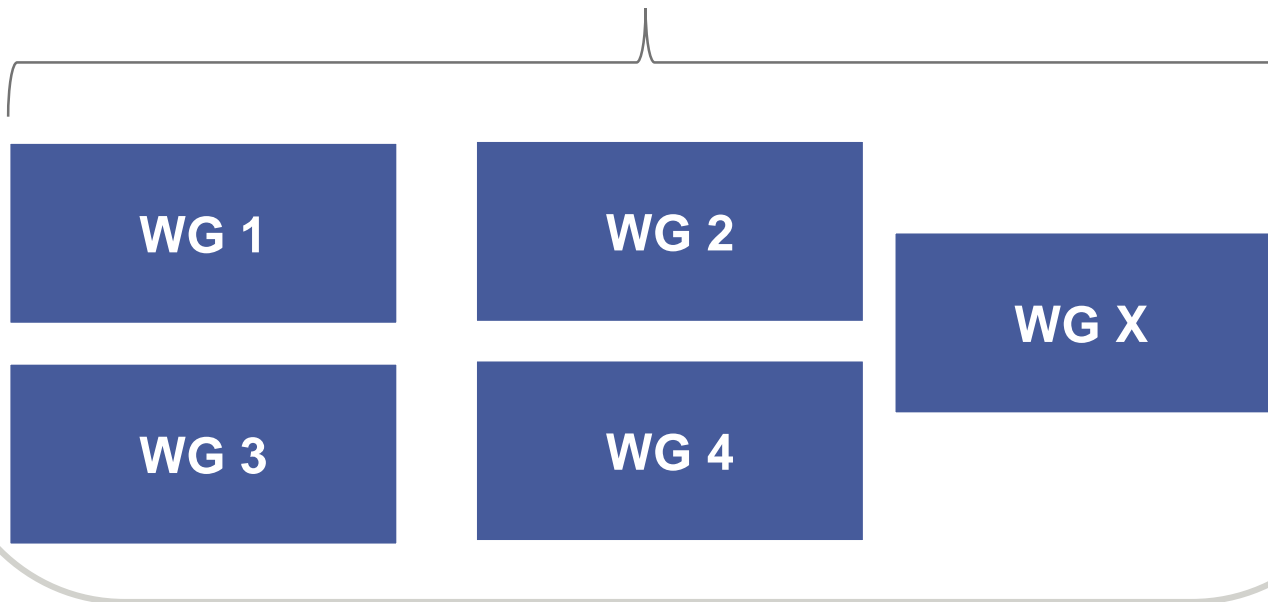
Management Committee

DECISION MAKING BODY

Coordination, Implementation, and Management of an Action

Supervising the appropriate allocation and use of funds

Achieving the Action's MoU objectives

COMPOSED OF:

Delegates nominated by their respective COST National Coordinator (CNC)

Up to 2 representatives per Participating COST Country

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Management Committee

MAIN TASKS TO BE PERFORMED by the MC

ACTION STRATEGY as defined in the MoU.

ACTION STRUCTURE:

- Election of the Action Chair, Vice-chair, Grant Holder and other relevant COST Action positions needed to achieve Action Objectives.

- Working Group structure and membership.

IMPLEMENTATION of COST POLICIES.

WORK & BUDGET PLAN.

DISSEMINATION & EXPLOITATION STRATEGY.

Approval of NEW PARTICIPANTS.

MONITORING & ASSESSMENT.

Supervising the appropriate allocation and use of funds.

Management Committee

KEY ROLES in order to ORGANISE THE WORK

ACTION CHAIR

ACTION VICE-CHAIR

WG LEADERS

GH Scientific Representative

STSM manager

And other horizontal activities

CORE GROUP:

Prepare MC decisions

CORE GROUP MEETINGS

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Management Committee

DECISION TAKING PROCEDURE

MC MEETINGS

Minimum once a year in a participating COST Country

Typical duration ½ day

Decisions only valid if at least 2/3 of the Participating COST Countries are represented

Simple majority vote of MC Members with **1 vote / Participating COST Country**

MC decisions must be minuted, uploaded in e-COST and sent to COST Association

E-VOTE

Initiated and managed by the Action Chair

All MC members are in the e-mail list

Vote open for 7 days

Simple majority vote of MC Members with **1 vote / Participating COST Country**

MC decisions must be minuted and should be included in the official MC minutes of the following MC Meeting

Working Groups

PRODUCTION & EXCHANGE OF RESEARCH

Achieving the scientific objectives as defined in the MoU

WG Leaders should be MC Members

Working Group Meetings: Coordinate the research work, production and exchange of research, prepare reports to MC and have specific agenda and minutes
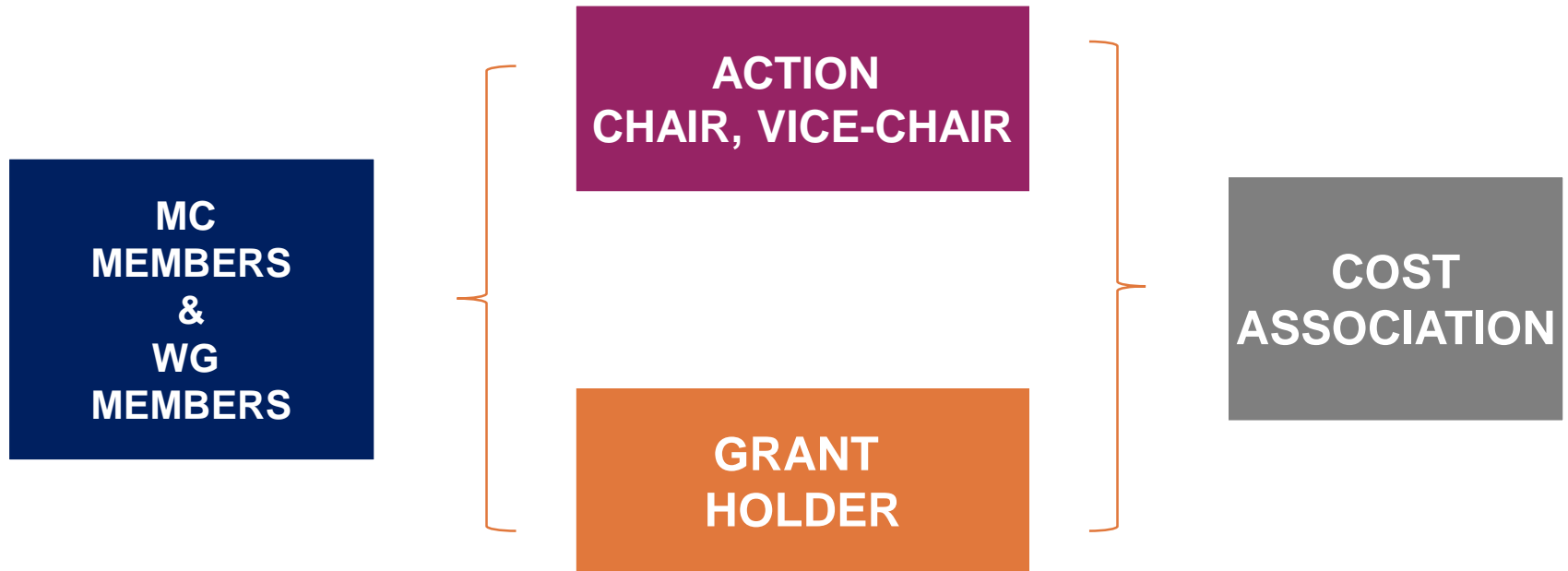
COMPOSED OF:

Any researchers from Participating COST Member Countries.

MC Members, or MC Observers from NNC, IPC, Specific Organisations.

Every MC Member must join a Working Group and <u>actively participate</u> as Working Group Member.

Exception: WG leaders can be exceptionally MC substitutes in case of serving the COST Mission and Policies.

Action Interactions

MC MEMBERS & WG MEMBERS

ACTION CHAIR, VICE-CHAIR

GRANT HOLDER

COST ASSOCIATION

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

COST Networking Tools

COST Networking Tools

- MC & CORE GROUP MEETINGS
- WG MEETINGS
- SHORT TERM SCIENTIFIC MISSIONS
- COST NETWORKING TOOLS
- WORKSHOPS & CONFERENCES
- TRAINING SCHOOLS
- DISSEMINATION
- DISSEMINATION MEETINGS
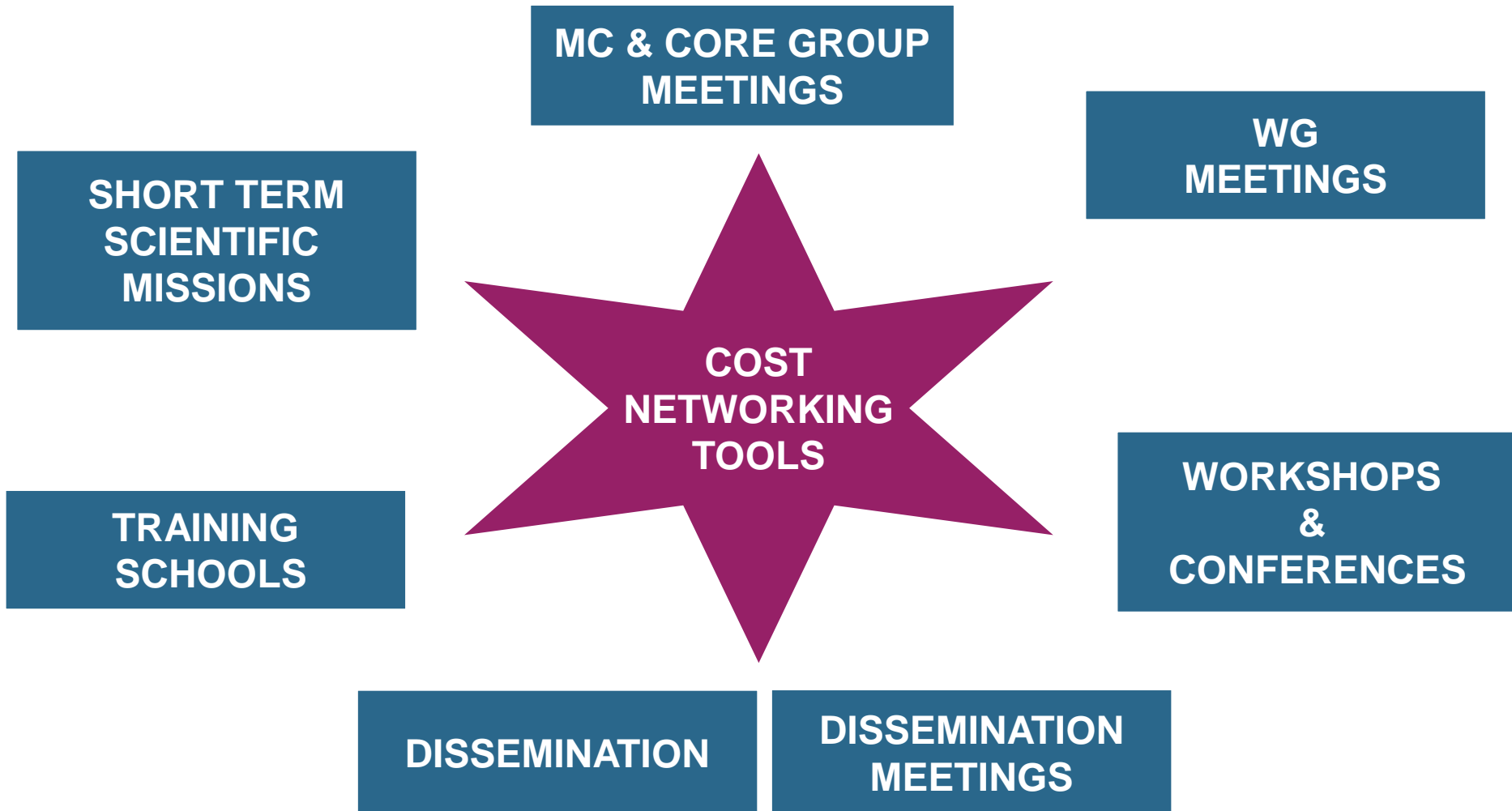
COST Networking Tools: Meetings

MC, CORE GROUP, WG MEETINGS, WORKSHOPS and CONFERENCES

- **Internal Meetings:** Management Committee (MC), Core Group (CG) and Working Group (WG) Meetings

- **Workshops and Conferences:** serve the Action's objectives and act as a showcase for the activities of the Action

- **Dissemination Meetings**: to disseminate the outcomes of the Action at relevant conference in the field (oral presentation); max 2 participants are eligible to be reimbursed per Grant Period (GP)

SPECIFICS

- Location: Participating COST Country (except Dissemination Meetings)

- Approved by the MC (in the Work and Budget Plan)

- MC determines among participants who are entitled for reimbursement

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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.

COST Networking Tools: Dissemination

DISSEMINATION MATERIAL

COST Guidelines cover

- COST Corporate identity and branding
    - Use of COST logo and EU emblem
    - COST branding requirements at events
- Action Website requirements and recommendations
- Publications
- Multimedia (e.g. Action videos)
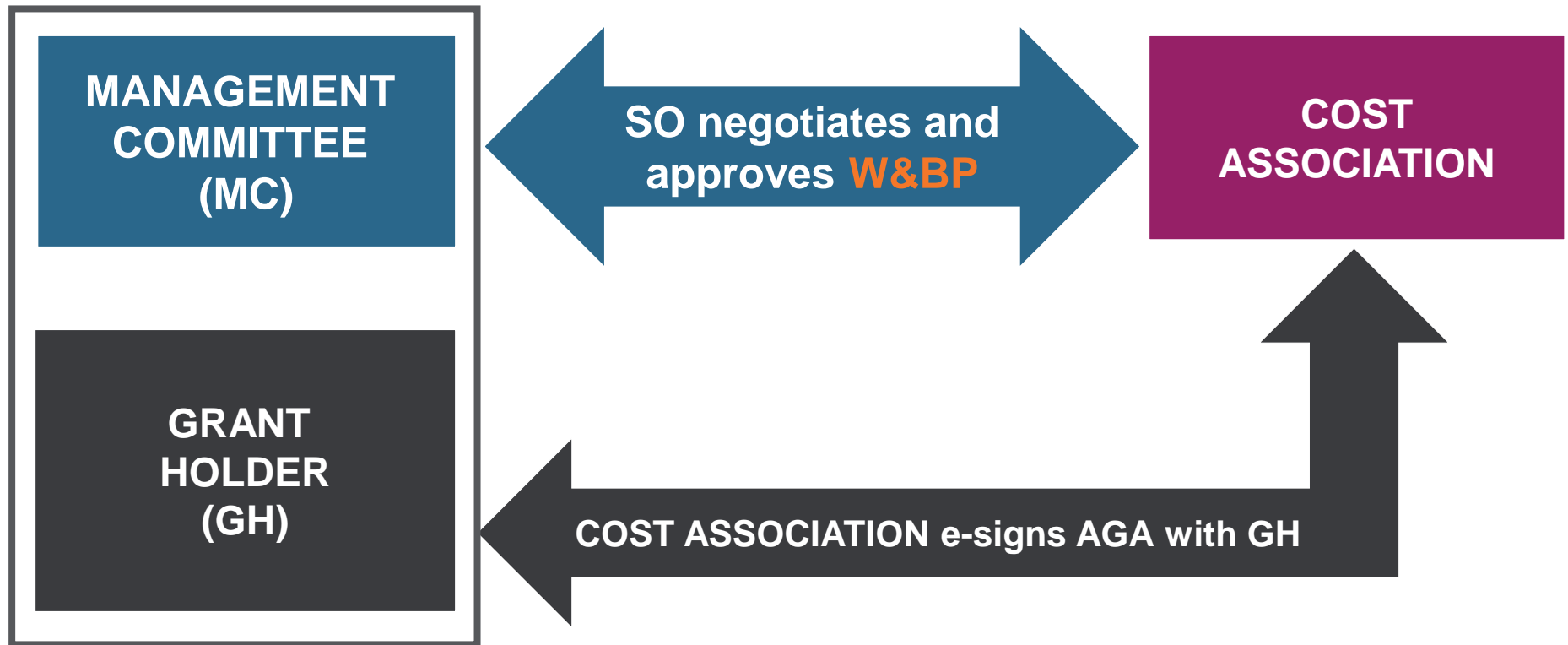- Promotional material (e.g. brochures/flyers)
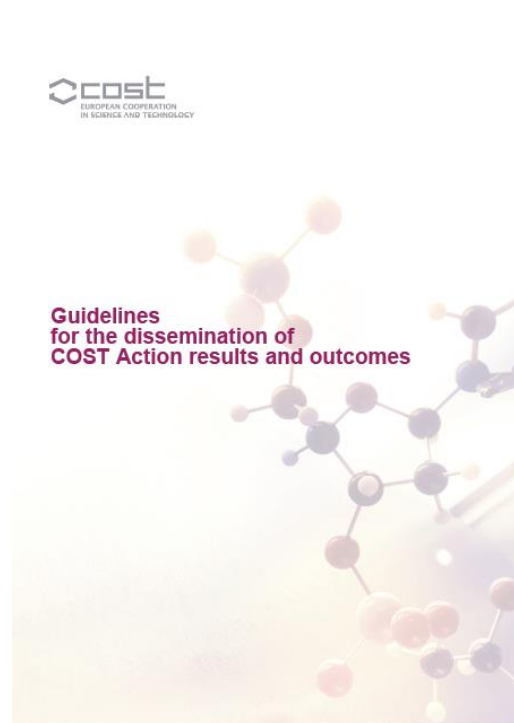
Complementary to COST Vademecum

COST Guidelines for the dissemination of COST Action results and outcomes

How are COST Actions funded?

Action Grant Agreement (AGA)

MANAGEMENT COMMITTEE (MC)

GRANT HOLDER (GH)

SO negotiates and approves W&BP

COST ASSOCIATION

COST ASSOCIATION e-signs AGA with GH

What is the Work & Budget Plan?

❑ The document upon the Action Grant Agreement is based on.

❑ The W&B establishes the S&T goals for the Grant Period and details the COST Networking tools to progress on the achievement of MoU objectives and deliverables.
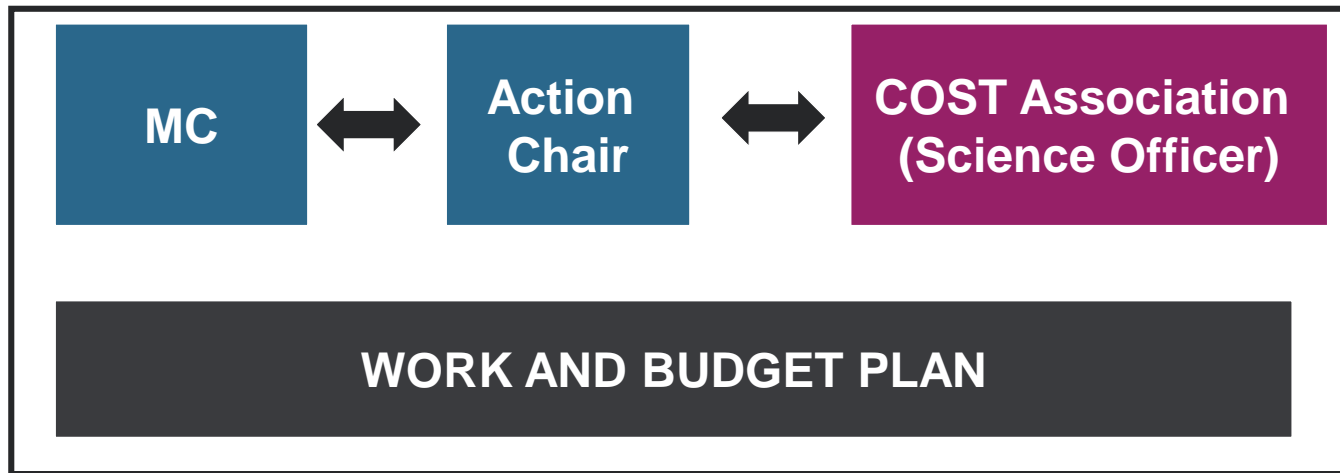
What is the Work & Budget Plan?

COST Grant budget plan
Action no. and title: XX14XX
Grant period*: dd/mm/20yy – dd/mm/20yy*
Allocated budget: **XXX 000 EUR**

A - COST Networking Tools	
(1) MEETINGS	- €
(2) TRAINING SCHOOLS	- €
(3) SHORT-TERM SCIENTIFIC MISSIONS	- €
(4) DISSEMINATION, PUBLICATIONS	- €
(5) OERSA (Other Expenses Related to Scientific Activities)	- €
B - TOTAL SCIENCE EXPENDITURE (sum of (1) to (5)	- €
C - FSAC (Financial and Scientific Administration and Coordination) (max. of 15% of B.)	- €
D - TOTAL EXPENDITURE (B+C)	- €

e-COST Action Management Tool (eCAMT)

❑ Work and Budget (W&B) Plan **drafting, negotiation and approval**.

❑ Once the W&B has been approved by the COST Association e-COST will automatically launch an **online MC vote** for approval of the W&B.

❑ Grant Agreement **e-signature**.

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

CA16122:

Biomaterials and advanced physical techniques for regenerative cardiology and neurology

CSO approval: 24/10/2016

Start of Action: 15/03/2017

End of Action: 14/03/2021

Duration: 4 years

Parties: Currently 31

First Grant Period: 1 may 2017 – 30 apr 2018

Budget for the 1st Grant Period: max. 156.000 EUR

MC Chair: *to be nominated at the 1st MC Meeting*

MC Vice Chair: *to be nominated at the 1st MC Meeting*

Monitoring and Final Assessment of Actions

Element	Purpose and features
1st Progress report by the MC **1st Progress Review by the SC** *(month 12)*	Monitors progress to date
	Identifies any specific interventions needed, in particular for supporting the implementation of COST policies and SC recommendations
2nd Progress report by the MC **2nd Progress Review by the Action Rapporteur** *(month 24)*	Monitors progress to date
	Identifies specific interventions needed, in particular regarding the fulfilments of the objectives of the Memorandum of Understanding, as well as dissemination strategy
Final Achievement Report **Final Assessment by the Action Rapporteur** *(month 48)*	Identify how well the Action has reached its objectives and contributed to COST policies
	Information on initiation of any follow-up activities and its impact on R&D activities in the area covered by the Action

Scientific Committee recommendations

- The proposed Action must develop and implement plans to improve the gender balance at participation and leadership levels of the Action and the involvement of Early Career Investigators.

- In view of the topic the proposed Action must ensure strong participation from industry throughout the Action and should also seek to access expertise available in Japan which is a recognized leader in aspects of this proposal.

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What is expected from a COST Action?

- Fulfil MoU objectives and deliverables

- Disseminate and exploit the results

- Implement the COST policies

- Contribute to the COST Mission

Final 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 activities (meetings, TS, etc) not included in the Grant Agreement needs **SO and MC approval.**

COST: Important documents

http://www.cost.eu/participate

Page Navigation

| About COST | COST Actions | **Participate** | Events | Media | |

Home | Participate

Participate

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

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

- 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

- Action Proposal Submission Evaluation Selection and Approval (PDF, 276 kB)
- Rules for Participation in and Implementation of COST Activities (PDF, 308 kB)
- Action Management, Monitoring and Final Assessment (PDF, 299 kB)
- International Cooperation and Specific Organisations Participation (PDF, 338 kB)

Vademecum

- COST Vademecum (PDF, 2 MB)

COST Action Template Centre

- COST Grant Agreement Template (PDF, 359 kB)
- Monitoring Progress Report Template - MC Chair (DOCX, 156 kB)
- Monitoring Progress Review Template - Action Rapporteur (DOCX, 122 kB)
- Final Action Dissemination Grant request form (DOCX, 117 kB)
- e-COST Action Management Tool User Guide (eCAMT) (PDF, 2 MB)

Key Documents

- Technical Annex (DOCX, 176 kB)
- COST Open Call – Submission, Evaluation, Selection and Approval (SESA) Guidelines (PDF, 236 kB)
- Guidelines for the Dissemination of COST Action Results and Outcomes (PDF, 2 MB)
- Guidelines for Action Management, Monitoring and Assessment (PDF, 566 kB)

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Agenda

1. Welcome to participants
2. Quorum (verification of 2/3 of the participating COST countries)
3. Adoption of the Agenda
4. Tour de table / introduction of MC members
5. **European Cooperation in Science and Technology**
   - From the general view to the COST Action

---------------------------------- *Coffee break* --

   - **Financing COST Action activities: Administrative Rules and Guidelines**
   - Communicating about your COST Action
6. Agreement on Management Committee rules
7. Election of the Chair and Vice-Chair

---------------------------- *Lunch break* --

**Morning meeting Chaired by COST
Minutes are prepared by COST**

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COST Actions

Administrative Rules and Guidelines

Milena Stoyanova, Hotel Bristol Stephanie - Thon Hotels, 15/03/2017

Content

- How is your Action funded?
- COST Grant System
  - The Grant Holder Institution
  - Grant Holder Tasks and Responsibilities
- COST Networking Tools
  - Meetings
  - Training Schools
    - Local Organiser Support (LOS) for Meetings and Training Schools
  - Short Term Scientific Missions
  - Conference Grants
  - Dissemination
- Communicating with COST Association

How is your Action funded?

- **The 1st Management Committee (MC)** Meeting is administered and paid directly by the COST Association through the Centralised Management Payment Scheme

- **After the 1st MC Meeting** all approved Action activities will be administered by your Grant Holder and will be funded through the COST Grant System (CGS)

COST Grant System (CGS)

- Managed by the Grant Holder Institution

- Grant Agreement

- Annex A - contains the activities detailed in the approved Work and Budget plan

- Adherence to the rules in the COST Vademecum

- e-COST management tool

The Grant Holder Institution

- Institution with Management Committee (MC) affiliation

- Legal entity

- Financially stable

- Abide by COST rules including local taxation scheme

- Accept electronically signed documents

Grant Holder Institution – 4 Key Positions

- Scientific Representative
- Legal Representative
- Financial Representative
- Grant Holder Manager

Grant Holder Institution –Grant Holder Manager Tasks

- Provide administrative support to the Action

- Must ensure that the Action adheres to the COST rules

- Must process reimbursement of claims and Action related payments

- Ensure separation of powers

- Archive supporting documents up to 30th April 2021

Grant Holder Institution – Financial Support

- Fixed percentage contribution of up to 15% of the scientific expenditure to support the administration of the Action

- *FSAC amount is calculated by applying the initially defined and approved percentage to the actual eligible scientific expenses

- No breakdown of FSAC is required by the Grant Holder

- *FSAC - Financial and Scientific Administration and Coordination

Payment of the Grant

- First Grant payment: 50% of the Grant
- Second Grant payment: Up to 35% of the Grant
- Third Grant Payment: Up to 15% of the Grant

COST Networking Tools

- Meetings
- Training Schools
  - Local Organiser Support (LOS) for Meetings and Training Schools
- Short Term Scientific Missions (STSM)
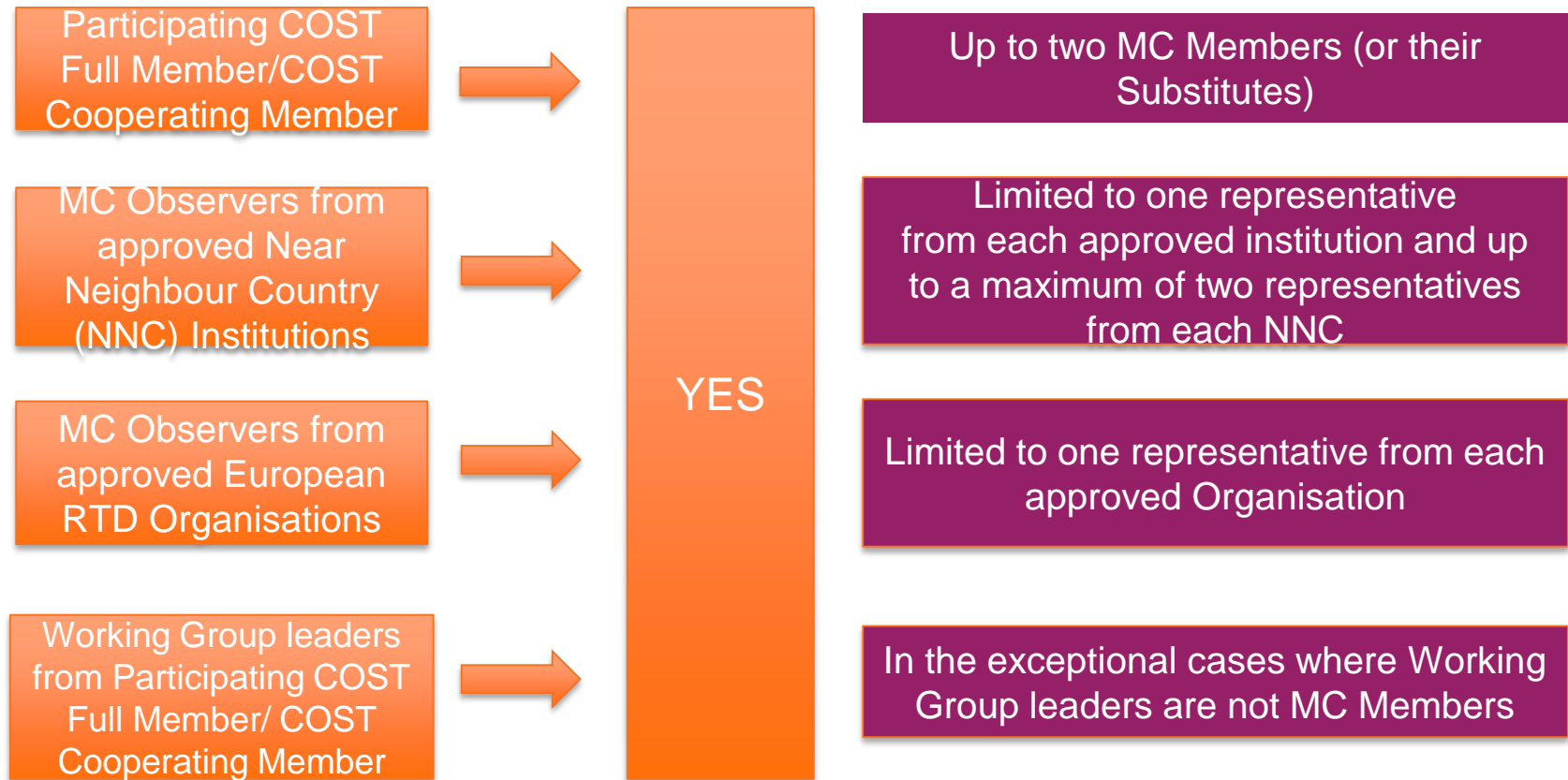- ITC Conference Grants
- Dissemination

Meetings

Meeting Types

- Management Committee Meeting
  - Up to 2 MC members (or their substitutes) from each Participating COST Full Member / COST Cooperating Member can be reimbursed
  - Should not last more than 1 full day
  - Maximum 3 MC meetings per Grant Period

Eligibility for MC Meetings

Participating COST Full Member/COST Cooperating Member	→ YES	Up to two MC Members (or their Substitutes)
MC Observers from approved Near Neighbour Country (NNC) Institutions	→ YES	Limited to one representative from each approved institution and up to a maximum of two representatives from each NNC
MC Observers from approved European RTD Organisations	→ YES	Limited to one representative from each approved Organisation
Working Group leaders from Participating COST Full Member/ COST Cooperating Member	→ YES	In the exceptional cases where Working Group leaders are not MC Members

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Eligibility for MC Meetings

MC Observers from COST Partner Members, approved IPC Institutions, approved IO, the EC and EU Agencies

Invited Speakers

Any other participant not specifically mentioned as being eligible

Not eligible to be reimbursed

Meeting Types

- All other categories of meetings
  - Core Group
  - Working Group
  - Workshops or Conference
  - Dissemination Meeting
  - Final Meeting

  ✓ Up to a maximum of 4 Invited Speakers coming from non-Participating COST Full Member/ COST Cooperating Member, non-approved NNC and IPC institutions can be reimbursed

  ✓ The Invited Speaker can be invited to only one COST Action Meeting throughout the lifetime of the Action

Eligibility – all other categories

Any Action Participant from Participating COST Full Member/ COST Cooperating Member

Any Action Participant from approved NNC Institutions

Any Action Participant from approved European RTD Organisations

Up to four Invited Speakers from non-Participating COST Full Member/ COST Cooperating Member, non-Approvved NNC and IPC institutions

Eligible to be reimbursed

Eligibility – all other categories

MC Observers from approved COST Partner Members, IPC Institutions, approved IO, the EC and EU Agencies

Any other participant not specifically mentioned as being eligible

Not eligible to be reimbursed

Dissemination Meetings

- A maximum of two Action Participants per Grant Period

- The attendees must be listed in the official programme of the event in question

- Typically MC Members and / or Working Group Members attend Dissemination Meetings

- Up to EUR 500 can be claimed for conference fees

Meetings –Financial Support

- Register for an e-COST profile which must include their personal and bank details: https://e-services.cost.eu/user/login

- Accept their e-COST invitation

- Sign attendance list for everyday they attend the event

- Encode their expenses, upload all relevant supporting documentation and submit their claim online as soon as possible after the event has finished

- **Claim Submission Deadline:** 30 Days from the meeting end date

- **Rule Derogations** = pre-approval from COST Association

Long distance travel = cross border travel

Flight expenses:
- Economy class only
- Max EUR 1200
- Full travel itinerary
- Ticket price

You must submit an invoice and full itinerary

Car travel expenses:
- Maximum distance 2000 km at
  - ✓ EUR 0.20 per km
  - ✓ EUR 0.30 per km with 2 or more eligible participants

Proof of distance travelled is required (Google Maps print out)

Trains (including sleeper trains), bus and ferry expenses:
- Can claim for first, second and business class travel tickets

You must submit invoice / receipts

Local Transport – travel within 1 country

Public transport expenses (shuttle, bus, train, metro and tram):

- Claimed amount ≤ EUR 25 → No receipts required
- Claimed amount > EUR 25 → All receipts required

Taxi expenses are allowed when:

- No other means of public transport is available
- Travelling between 10pm and 7am

AND

Only up to a maximum of EUR 80 in total with receipts

Also eligible (paid against amounts on invoices / receipts)

- Ferry travel
- Car travel*
- Luggage fees
- Parking expenses
- Visa fees

*Proof of distance is required (Google Maps print out)

Accommodation Expenses

- Flat rate of EUR 120 per night (no receipts!)

- Maximum number of nights = actual number of meeting days attended* plus 1 if the participant arrives one day before the event

- Management Committee can decide to lower the flat rate to apply to all eligible participants

* based on the signed attendance list

Meals expenses

- Flat rate of EUR 20 per meal for lunch and dinner only (no receipts!)
- Number of meals depends on the participant's travel times
- Meals offered by the Local Organiser must be deducted
- Management Committee can decide to lower the flat rate and must apply to all eligible participants

# Meetings – non-eligible expenses

- Registration, lecture fees and honoraria
- Any kind of insurance (life, medical, health, luggage)
- Printing and postage expenses
- Wi-Fi-telephone, internet and minibar consumption
- Overnight stay during a trip by car, fuel costs, road tolls and car rental costs
- Fees, charges and / or penalties linked to a participant changing or having to rebook travel tickets
- Transportation / postage expenses associated with obtaining visas

Final Consideration –Optimize your budget

- Consider meeting locations with cheap and accessible public transport options

- Seek to avail of the facilities of research institutions affiliated to MC Members / Action Participants

- Send invitations to participants as early as possible

- COST Association premises can host Action activities - rooms are subject to availability

- Rule derogations require COST Association approval prior to the expense being incurred

Training Schools
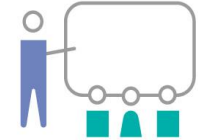
Training Schools - Eligibility Rules

- Recommended duration: from 3 days up to 2 weeks
- Recommended ratio: 3 Trainees per 1 Trainer
- Location:
  - Participating COST Full Member/COST Cooperating Member   Or
  - an approved NNC Institution
- Financial Support for:
  - Trainers: same as the COST reimbursement rules for meetings (no Honoraria, no lecture fees)
  - Trainees: fixed grants - up to EUR 1500 (No justification of expenses required)
  - Local Organiser Support (LOS)

Training Schools - Eligibility

Trainers eligible for reimbursement:

- From Participating COST Full Member/ COST Cooperating Member
- From Participating COST Partner Member
- From approved NNC Institutions
- From approved IPC Institutions
- From approved IO, European RTD Organisations
- Up to a Maximum of 4 Invited Speakers

Trainees eligible for funding:

- From COST Full Member/ COST Cooperating member
- From approved NNC Institutions
- From approved European RTD Organisations

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Local Organiser Support (LOS)

LOS - Eligible Expenses

- Rental of meeting rooms and technical equipment

- Photocopying and printing of programmes, book of abstracts, book of proceedings and promotional materials

- Up to a maximum of 15% of the eligible LOS amount can be used to support the administrative / secretarial expenses associated with hosting the event

- Field trip expenses if scientifically justified

- Coffee breaks and light refreshments including light lunches (such as sandwiches)

- One single networking meal (lunch or dinner) for the entire meeting duration

- Laboratory materials - rental of scientific equipment for a Training School

LOS - Non-eligible Expenses

- V.A.T. and other indirect taxes
- A networking dinner exceeding the one single networking dinner limit
- Individual or group hotel reservations
- Translation or interpretation expenses
- Field trip expenses without relevant scientific justification
- Purchase of technical equipment and IT devices (e.g. Mobile phones, computers, printers etc.)
- Any other expenses not listed as eligible expenses

Payment Modalities

LOS - Lump Sum

- A lump sum of EUR 20 per participant per day as evidenced by the number of signatures on the signed attendance list
- Up to maximum EUR 5 000
- No invoices are required

LOS - Actual Expenses

- Claimed against the invoices (V.A.T. excluded)
- Up to maximum EUR 10 000
- Final breakdown of expenses must be submitted by the claimant
- Invoices must be uploaded onto e-COST

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Short Term Scientific Mission (STSM)

STSM – 3 Types

- Standard STSM
- STSM Focused on Leadership Skills
- STSM for Early Career Investigators (ECI)

STSM- Standard

Home Institution	Host Institution
STSM from a Participating COST Full Member/ COST Cooperating Member	✓ **To** another ParticipatingFull Member/ COST Cooperating Member ✓ To a COST partner member ✓ **To** an approved NNC institution ✓ **To** an approved IPC institution ✓ **To** an approved EC Bodies or Agency/ an approved European RTD Organisation/ an approved International Organisation
STSM from an approved NNC institution	✓ **To** a Participating COST Full Member/ COST Cooperating Member
STSM from an approved European RTD Organisation	✓ **To** a Participating COST Full Member/ COST Cooperating Member

STSMs – Financial Support (Standard)

- Duration
  - minimum 5 days
  - maximum 90 days
- STSM activities must occur in their entirety within one Grant Period
- **Selection of Grantees**: direct responsibility of the MC
- Financial support is only a fixed contribution (grant= no receipts):
  - allowance per day: up to a maximum of EUR 160
  - in total a maximum of EUR 2500 for up to 90 days

STSM – Provisions

- Researchers from a Participating Inclusiveness Target Country (ITC) can receive 50% of the grant upon completion of the 1st day of the STSM

- Early Career Investigators PhD + 8 years
  - allows for:
    - an extended time frame of between 91 days and 180 days
    - for up to a maximum amount of EUR 3500

STSM Focused on Leadership Skills – Financial Support

- Duration
  - Minimum 3 days
  - Maximum 90 days
- Selection of Grantees: direct responsibility of the MC
- Financial support is only a fixed contribution (grant = no receipts):
- allowance per day: up to a maximum of EUR 160
- in total maximum EUR 2500 for up to 90 days

*ITC Conference Grants

* Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, fYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey

ITC Conference Grants – Eligibility

- **Exclusively for PhD students and Early Career Investigators (ECI)** with affiliation in a **Participating Inclusiveness Target Country (ITC)**

- At least oral/poster presentation

- Listed in the official programme

- Pre-Approval by the MC

ITC Conference Grants – Financial Support

- Up to Maximum EUR 2 500 (no receipts)
- Up to Maximum EUR 160 per day for accommodation and meals
- Up to Maximum EUR 500 for conference fees
- Scientific report submitted to the MC Chair before payment
- Payment subject to approval of the Scientific Report

Dissemination

Eligible Expenses

- Promotional Material for display or distribution (e.g. flyers, posters and pens)
- Support for COST Action booths at conferences or other events
- Creation, development, hosting and maintenance of one Action website
- Graphic design expenses up to a maximum EUR 1,000
- Multimedia contents
- Publications expenses – including Open Access licenses and production and distribution of publications produced by a renowned publisher
- Proof reading, layouting and editing expenses

Non-eligible Expenses

- Value Added Tax (VAT)
- Sponsorship for events / conferences
- Fees or charges associated with disseminating or advertising media content and publications that go beyond what is eligible
- Any expense not listed on what are eligible expenses

Communicating with COST

- Communicate only outcomes of MC decisions to COST officers

- Do not include COST officers in your internal discussions

- Always indicate your Action number in the subject line of every correspondence you have with COST officers

Thank you

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   – **Communicating about your COST Action**

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7. Election of the Chair and Vice-Chair

-------------------------------- *Lunch break* --

Morning meeting Chaired by COST
Minutes are prepared by COST

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Sharing your work and results

Communicating about your Action

Silvia Alexe (Communications Officer, COST Association)

Why share?

- Communicating your work is crucial
    - For you, as members of scientific communities
    - For COST and the COST Actions
    - A better understanding of the role of science in society

How?

- Your audience
  - Your peers
  - Policy makers
  - Industry
  - Educators
  - Journalists
  - Citizens…etc.
- Your purpose
  - Inform

- Share data/knowledge
- Educate
- Advise on policy

We're here to help ☺

- Tell us (the Communications Officer and the Science Officer) about your news, stories, achievements, interviews, events, plans for comms activities, etc.

- The Communications unit will be producing content (online & print)

- Communications tips and tricks: Guidelines for communicating Action results (best practice guide): http://www.cost.eu/Action_dissemination_guidelines

- Network of communicators:
  - designate a colleague in your Action who will take charge of your Action's communications activities and let the Comms and Science Officers know

- Media trainings will follow

Media relations – some advice

- Beware of "open access" print/online magazines offering paid editorial space and publishing content on a routine basis

- Paid content only in outlets that provide readership figures and have editorial line, staff & quality control

Acknowledging COST funding

- Eligible costs: Vademecum requirements
- COST visual identity: our brand book
http://www.cost.eu/visualidentity
- Guidelines for communicating Action results:
http://www.cost.eu/Action_dissemination_guidelines

Thank you!

Silvia – silvia.alexe@cost.eu

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Rules of Procedure for COST Action Management Committees

ANNEX I

Rules of Procedure for COST Action Management Committees

Article 1

The Management Committee (MC) for COST Action has been set up in accordance with the provisions of the "COST Action Management, Monitoring and Final Assessment".

The members of the MC are nominated by the COST National Coordinator of the respective COST Member Country or Cooperating State participating in the Action. The MC consists of up to two representatives for each COST Member Country and Cooperating State. MC members are considered as representatives of their country.

Annex I of the document COST Action Management, Monitoring and Final Assessment (COST 134/14; http://www.cost.eu/action_management) where the rules and procedures for the Management Committee are laid.

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Agenda

8. **Selection of the Grant Holder institution (Scientific Representative) and the FSAC rate for the Grant Holder institution**

9. Presentation and discussion of the Action
   – Presentation of the Action by the "Main Proposer"/Chair of the Action (based on the Memorandum of Understanding)
   – MC discussion

10. Establishment of Action Management structure:
   – Election of Working Group Leaders and STSM Manager
   – Election of other management roles

11. Action implementation planning:
   – Development of Objective Achievement Indicators for MoU Objectives
   – 1st Grant Period

12. Any Other Business (AOB)

13. Closing

Minutes are prepared by MC

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