



Growing  
ideas  
through  
**networks**

## CA18203:Optimising Design for Inspection

CSO approval: **04/06/2019**

Start Date: **02/10/2019**

End Date: **01/10/2023 (4 years)**

Parties: **22**

MC Chair: **to be elected**

MC Vice Chair: **to be elected**



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# Welcome!

*Olga Gorczyca (Administrative Officer) and  
Karina Marcus (Science Officer)*

# Today's overview

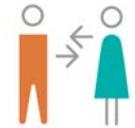
- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
  - ... does this COST Action want to achieve?
  - ... can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

# About COST

## Helicopter view



Science is  
about people



Creating spaces where  
ideas and people can grow  
without limits



Unlocking the full  
potential of science



Embracing diversity  
Open  
Ingenious  
Human / Easy



# 38 COST Members

Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Republic of Moldova, Montenegro, The Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom.

## 1 Cooperating Member

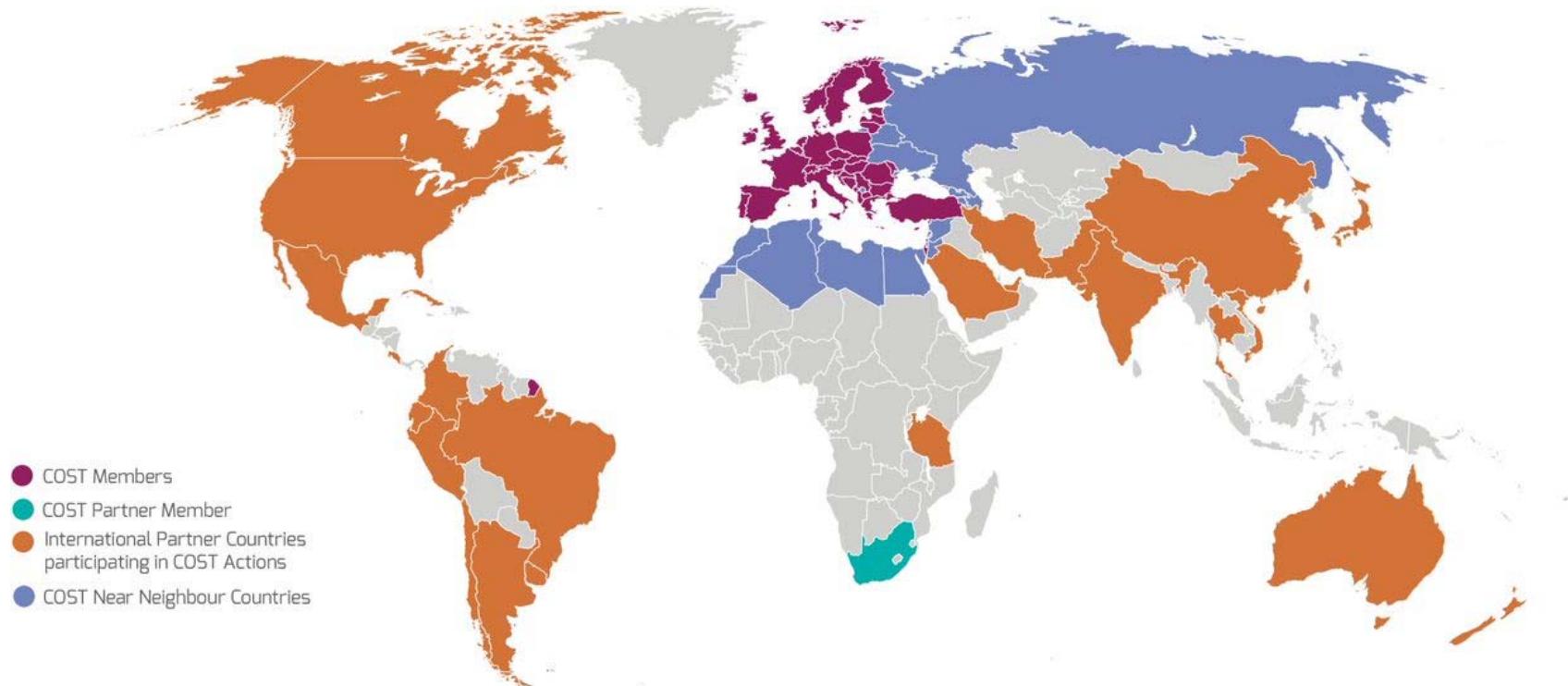
Israel

## 1 Partner Member

South Africa



# Global Networking



COST Near Neighbour Countries: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Kosovo\*, Lebanon, Libya, Morocco, the Palestinian Authority, Russia, Syria, Tunisia, and Ukraine.

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

# COST Excellence and Inclusiveness policy

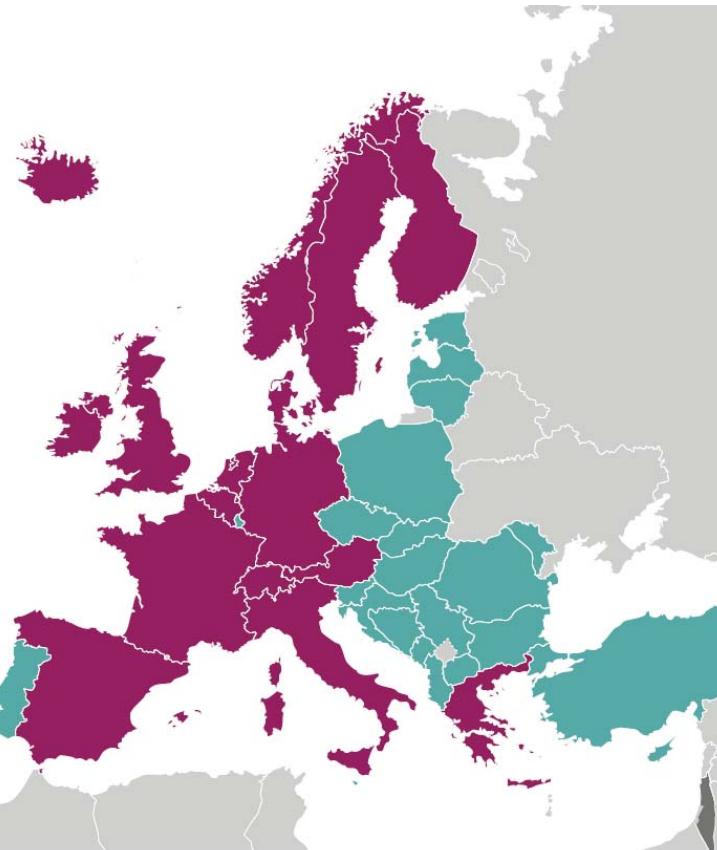
# COST Excellence and Inclusiveness Policy



# Inclusiveness Target countries in H2020

1

- COST Members
- COST Members (ITCs)
- Other countries
- COST Cooperating Member
- COST Partner Member



Albania, Bosnia and Herzegovina,  
Bulgaria, Cyprus, Czech Republic,  
Estonia, Croatia, Hungary, Lithuania,  
Latvia, Luxembourg, Malta, Moldova,  
Montenegro, North Macedonia, Poland,  
Portugal, Romania, Slovenia, Slovakia,  
Republic of Serbia and Turkey.



# **Stand up!**

Starting with fun



# What expertise do I bring to this COST Action?

Informal tour de table

**Your Name**

**Country you are representing**

**Answer in one word/short sentence to:**

*What expertise do I bring  
to this COST Action?*

# Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
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  - ... can we use to achieve it?
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- **Wrap up:** Other relevant decisions and closing of the meeting

**WHAT?**  
... does this COST Action want to achieve?

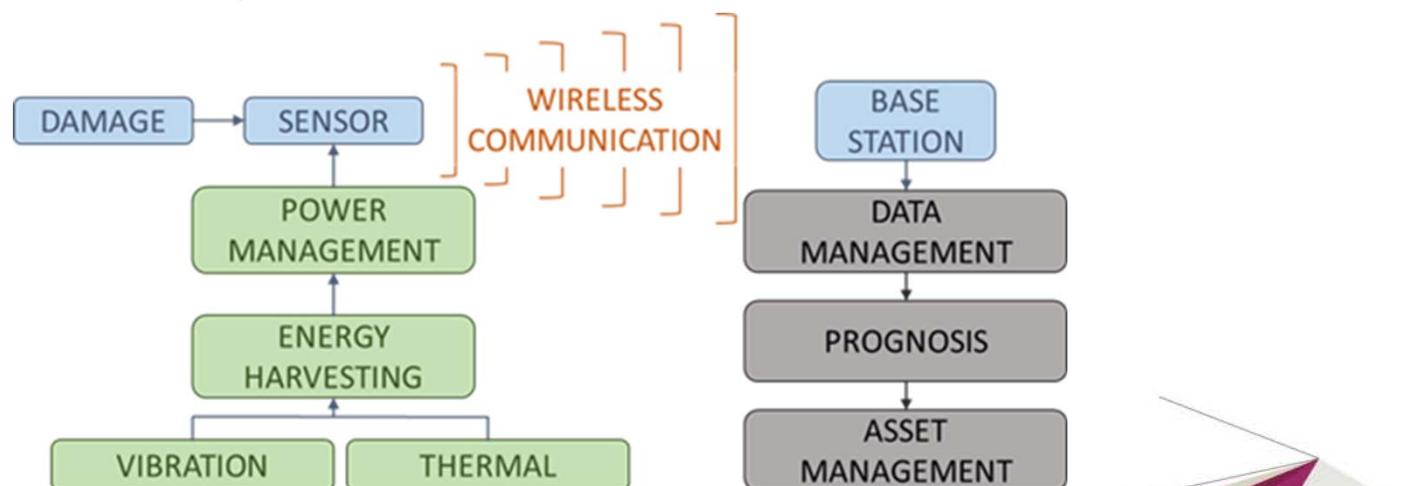
## **Presentation of the Action**

Looking today into tomorrow

Dr Rhys Pullin, Cardiff School of Engineering

# Main Aim

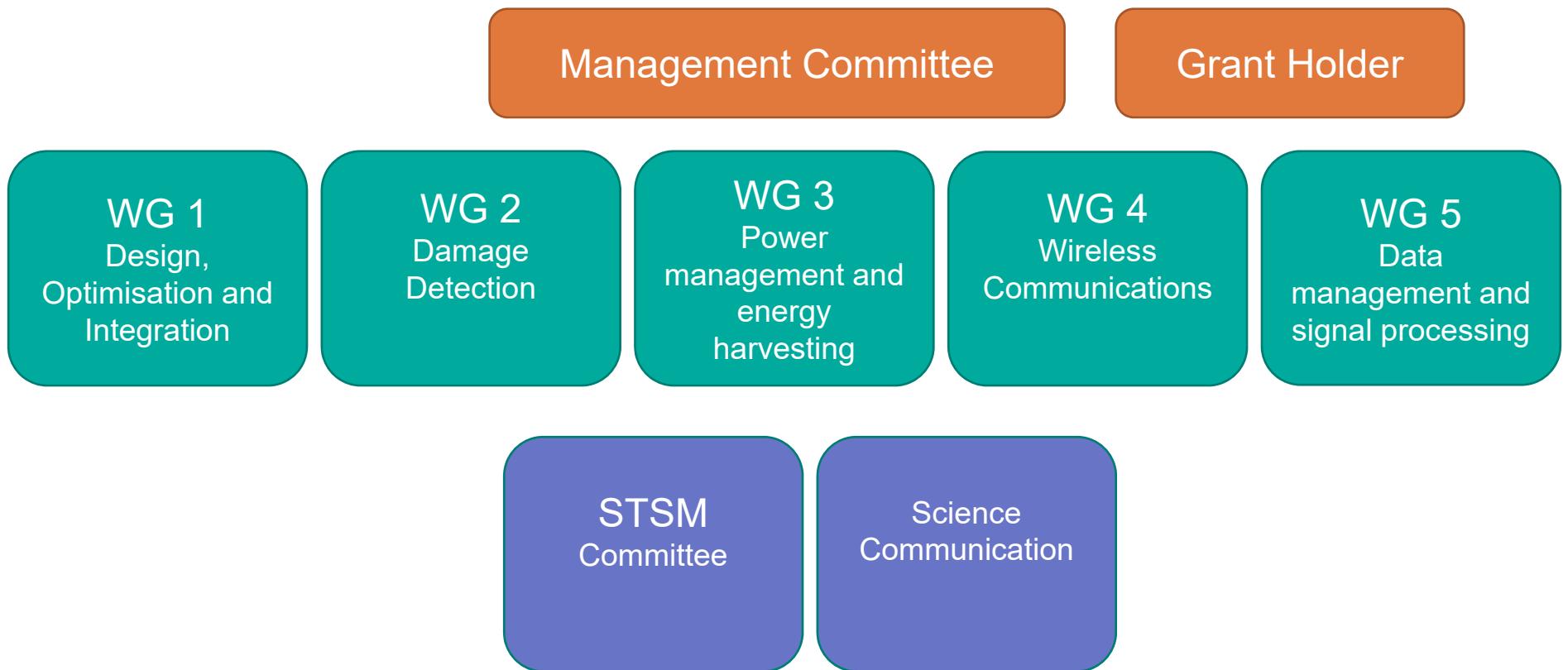
- To advance Europe's position of strength in the Aerospace Industry through the development of optimised intelligent structures integrated at the design inception phase through the creation of an interdisciplinary network of experienced and early career researchers, distributed throughout the continent, who are working towards a common goal.



# Objectives

1. Development of a common understanding and definition of the subject matter (End Year 1)
2. Coordination of experimentation and performance assessment of technology (End Year 1)
3. Coordination of information seeking, identification, collection and/or data curation (End Year 3)
4. Input to stakeholders (End Year 4)
5. Dissemination of research results to the general public or to stakeholders (End Year 4)

# Action Structure



# Deliverables

WG 1  
Design,  
Optimisation and  
Integration

- Report and publications on the power consumption of current processing approaches and methods for delivering improvement in damage detection (12M)
- Publication, specification and guidelines for a representative wing structure (21M)
- Report on the development of business cases for industry (48M)

# Deliverables

WG 2  
Damage  
Detection

- Publication of test protocols for aerospace SHM systems for dissemination (21M)
- Strategic plan identifying routes to TRL9 and also including state of art (21M)
- Online platform (OneDrive/Google) for sharing validated data sets and signal processing algorithms (36M)
- Final review and publication of prognosis methodologies on aerospace structures (48M)

# Deliverables

WG 3  
Power  
management and  
energy  
harvesting

- Publication of positions linked to vibration and temperature gradients in aerospace applications (24M)
- Publication of standardised approaches for the comparison of new and existing devices (39M)
- Final review and publication of power availability on aerospace structures (48M)

# Deliverables

WG 4  
Wireless  
Communications

- Definition and publication of the state of art on wireless technologies (12M)
- Creation of an online repository, using already established approaches, open source code that researchers can utilise and adapt (24M)
- Publication of a framework and set of guidelines for future signal processing and data management approaches linked to industry requirements (42M)
- Publication of guidelines for lower power signal processing for dissemination (48M)

# Deliverables

- Definition and publication of state of art on signal processing so future developments in signal processing can be measured and assessed (12M)
- Creation of an online repository, using already established damage detection approaches, of open source code that researchers can utilise and adapt (24M)
- Publication of a framework and set of guidelines for future signal processing and data management approaches linked to industry requirements (42M)
- Publication of guidelines for lower power signal processing techniques for aerospace applications (48M)

# Intelligent Asset Demonstration



# International Participation

- Prof Kenneth Loh, University of California, San Diego (US)
- Dr Ke Liang, Northwestern Polytechnical University (CN)
- Dr Shashank Pant, National Research Council Canada (CA)

# Scientific Committee Recommendations

To comply with the COST Excellence and Inclusiveness Policy, in the implementation of the Action:

- the level of involvement of Inclusiveness Target Countries (ITCs) **should be maintained** and a plan should be developed and implemented to ensure the full involvement of ITC representatives in all aspects of the Action's implementation (including in Action leadership positions);
- the level of involvement of Early Career Investigators (ECIs) **should be increased** and a plan should be developed and implemented to ensure the full involvement of ECIs in all aspects of the Action's implementation (including in Action leadership positions);
- the gender balance **should be improved** and a plan should be developed and implemented to ensure gender balance in all aspects of the Action's implementation (including in Action leadership positions).



Growing  
**ideas**  
through  
**networks**

# Change Perspective

1 min



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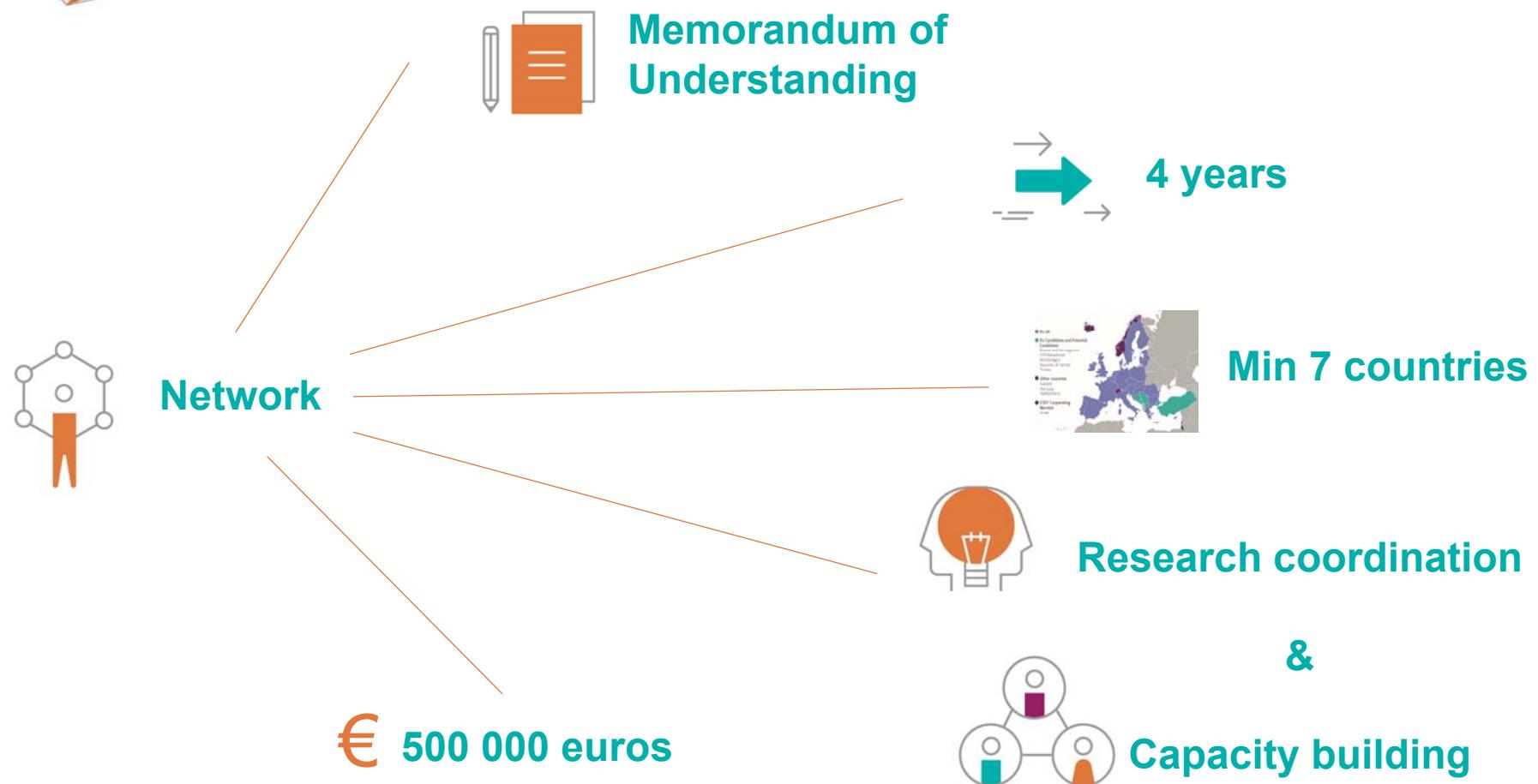
**WHAT?**  
... can we use to achieve it?

# COST Actions Structure and Funding

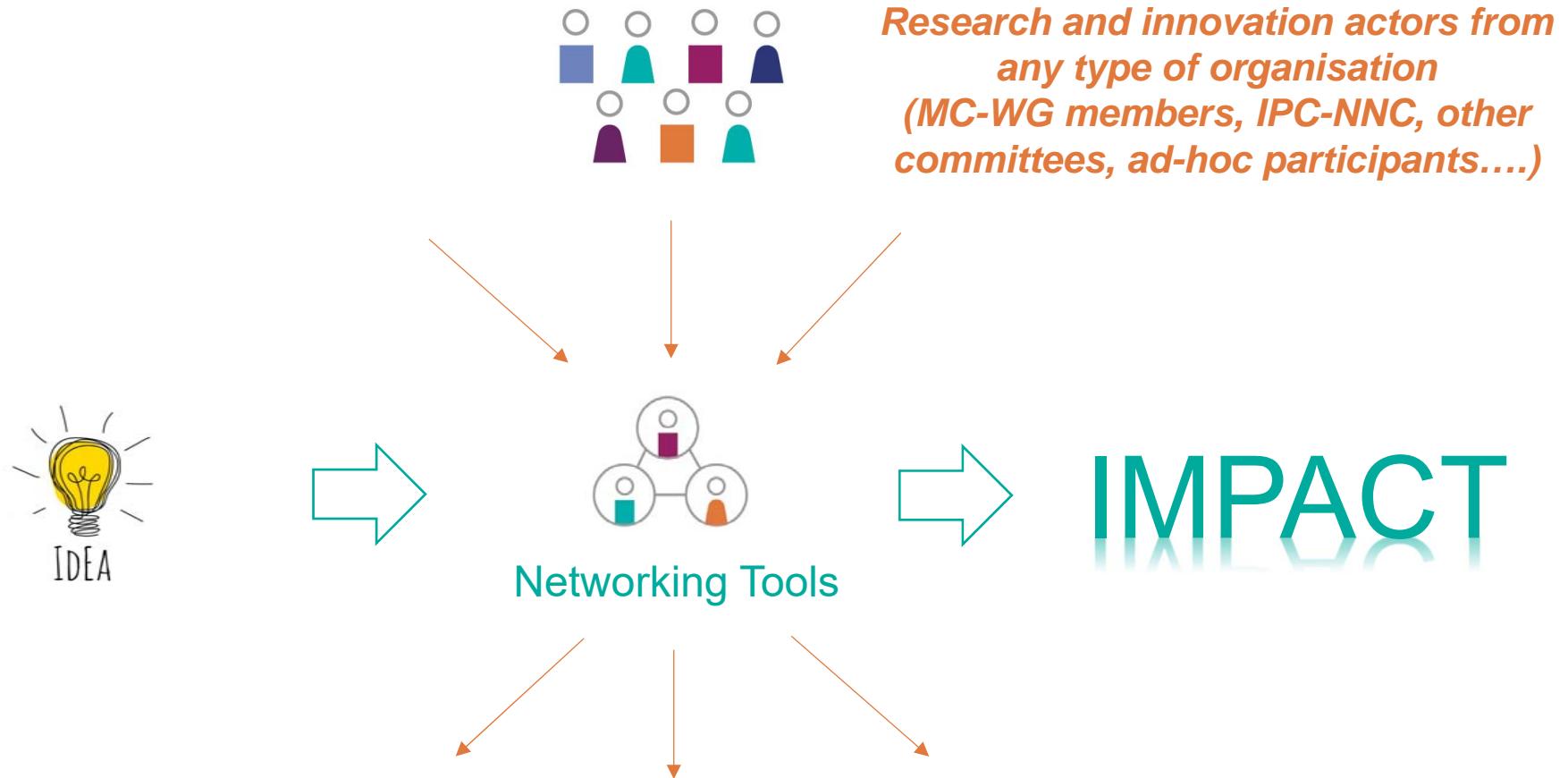
Presentation from COST



# COST Actions



***“Open Spaces where ideas and people can grow without limits”***



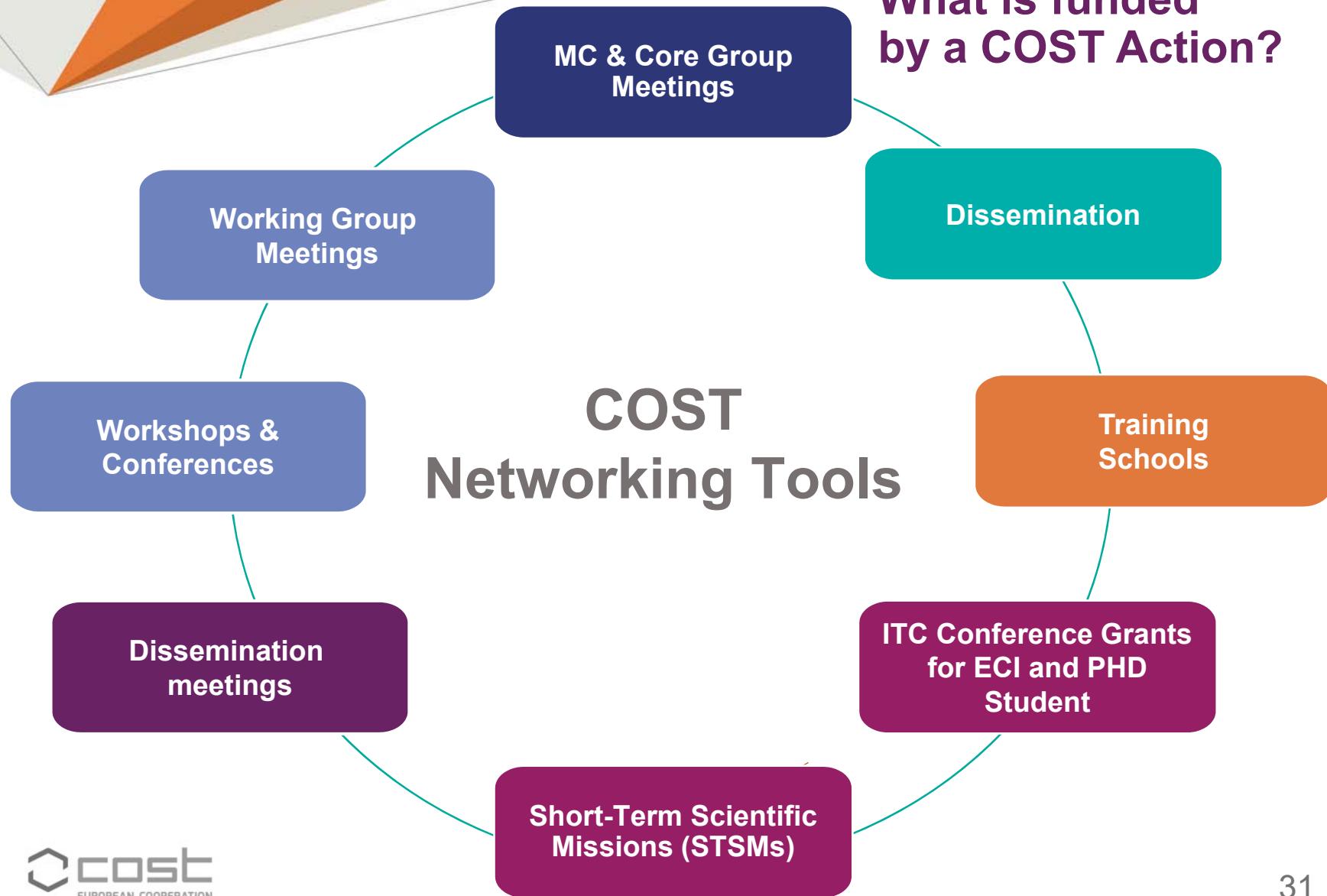
Participation **OPEN TO EVERYONE** but funding the participation for a specific activity depends on:

- Eligibility Criteria (Vademecum)
- MC Decision / Selection Criteria

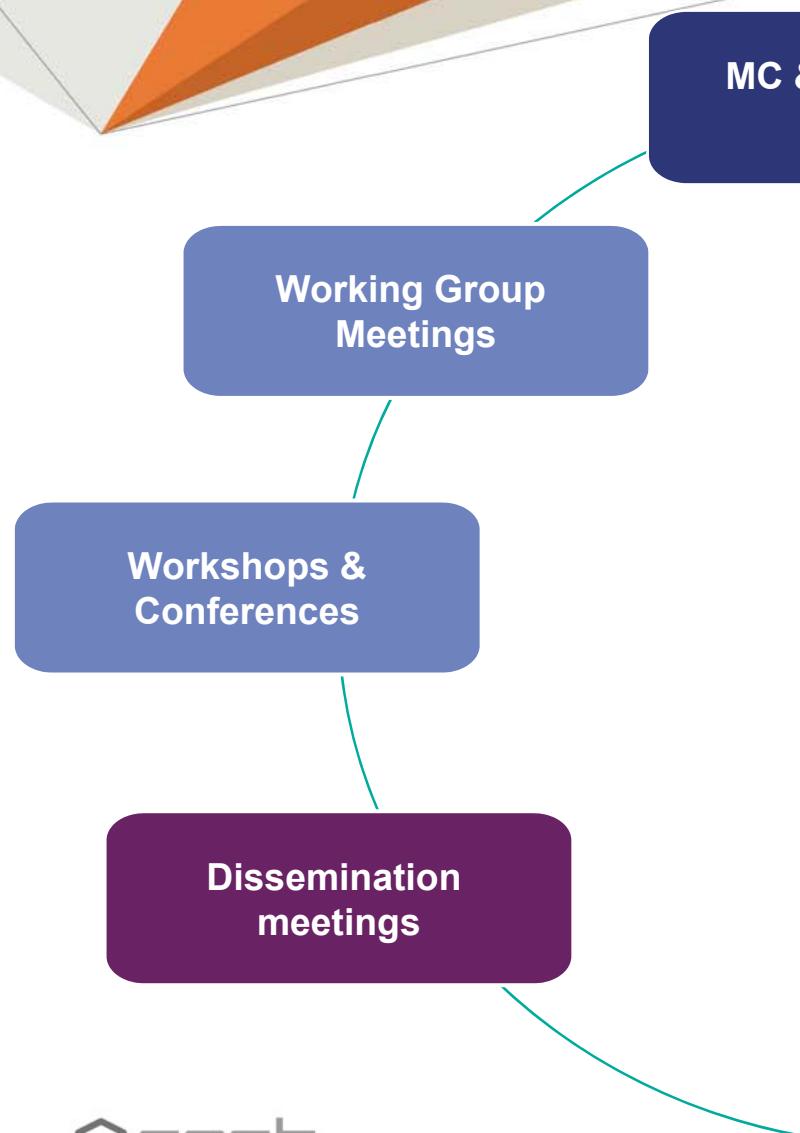


# COST Networking Tools

**What is funded  
by a COST Action?**



# Financial Support for the Networking Tools



## Travel Reimbursement Rules (TRR) Discussed Later

### Eligibility for reimbursement

- **MC Meeting only:** MC Members: max 2 per country + 2 MC Observers from each NNC.
- **Dissemination Meeting:** max 2 per GP, possible conference fee (max 500EUR).
- **WG meeting/Workshop/Conference:** Any participants in your countries and MC Observers from NNCs.
- Ad-hoc participants in COST countries not participating (**invited speakers**): max 4 per meeting, and only once.
- MC observers from IPC not eligible.

## Financial Support for the Networking Tools

### Grant

- Amount and criteria MC Decision (max EUR 3500)
- ITC participants can request 50% advance payment after the first day

### Eligibility

- Any participant **from a participating COST country** visiting:
  - an institution in another participating COST country,
  - an MC observer's institution from IPC or NNC.
- **MC Observers from NNCs** visiting an institution in a participating COST country.

### Grant

Amount and criteria MC Decision (max EUR 2500)

### Eligibility

Any Early Career Investigator or PhD student in a participating COST Inclusiveness Target Country

**ITC Conference Grants  
for ECI and PHD  
Student**

**Short-Term Scientific  
Missions (STSMs)**

## Financial Support for the Networking Tools

### Trainers

#### Travel Reimbursement Rules

Discussed Later

#### Eligibility:

- Any participants **in your countries** and MC observers from NNCs and IPC
- Ad-hoc participants in COST countries **not participating or from abroad** (invited speakers): max 4

Training Schools

### Trainees

#### Grant

Amount and criteria MC Decision (max EUR 1500)

#### Eligibility

From all 39 COST Countries + MC observers from NNCs



## Financial Support for the Networking Tools

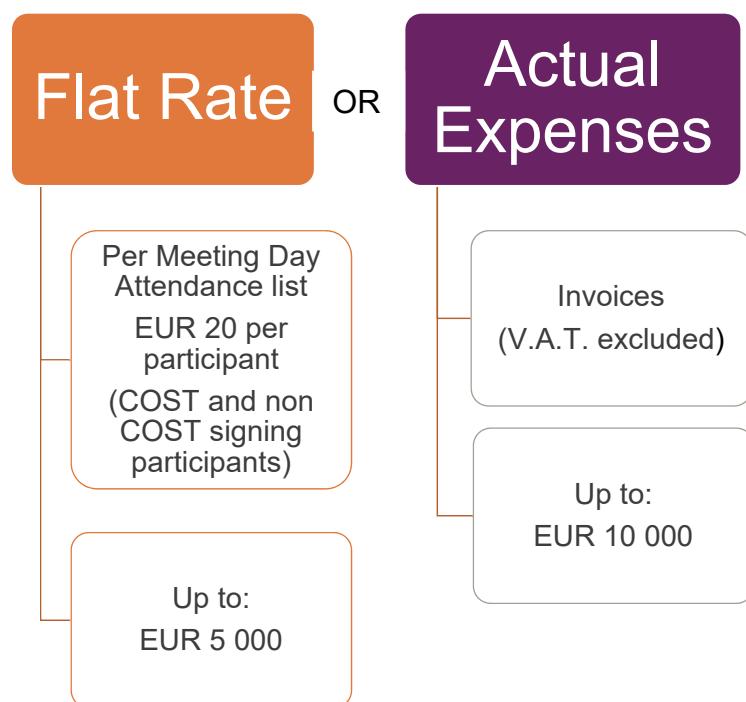
Dissemination

### Eligible Expenses

(against invoices):

- Action communication materials (e.g. flyers, posters), Action Website, Publication expenses – incl. Open Access
- No Value Added Tax (VAT)
- Comply with COST Branding Guide and Dissemination Guidelines

## ■ Local Organiser Support



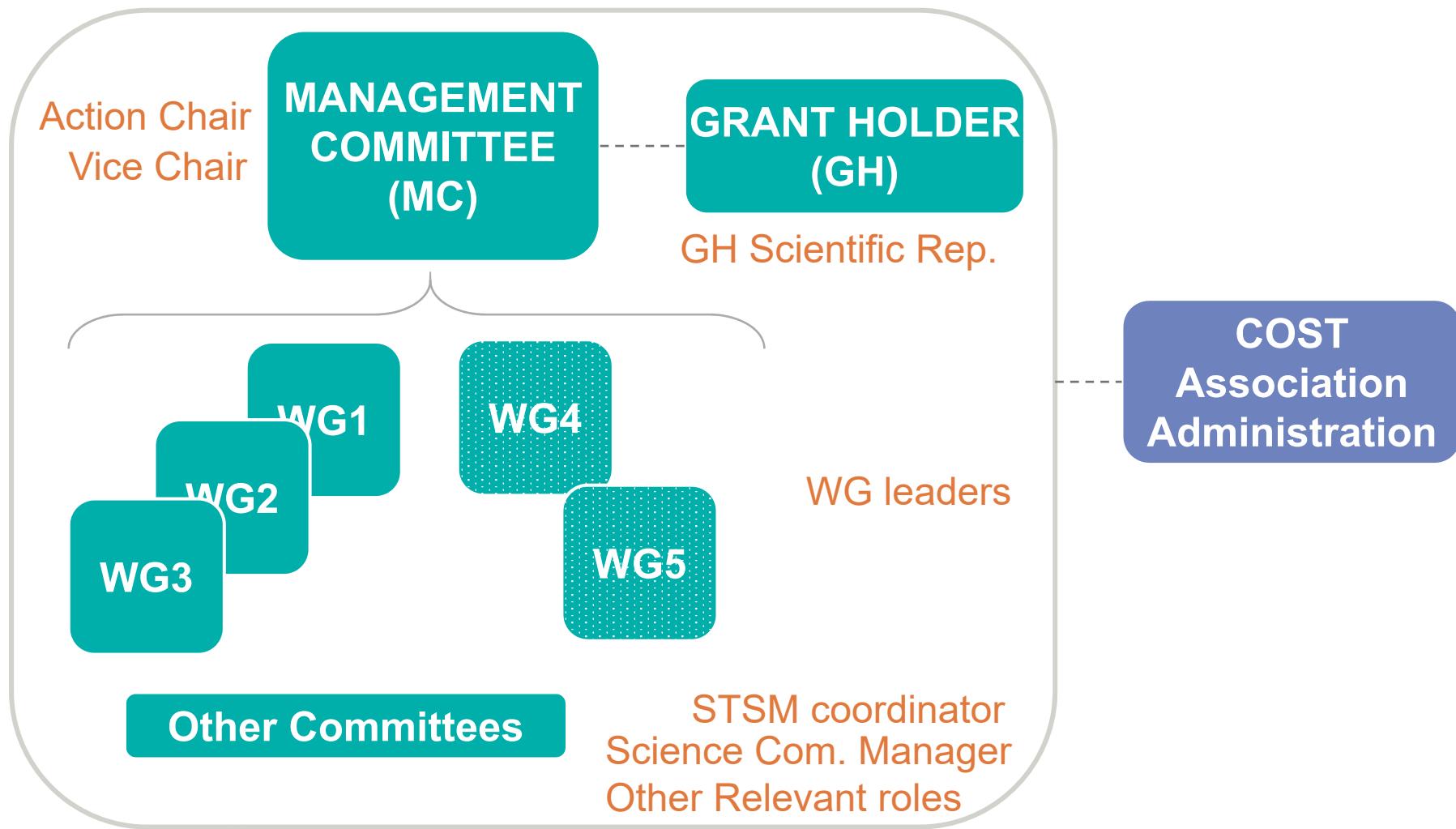
### Eligible LOS expenses:

- Rental: Meeting rooms, Audio-visual materials; poster stands
- Photocopying and printing
- Coffee breaks, light lunches and one networking meal
- Scientific field trip
- Administrative support (max 15%) for minimum 40 participants
- Collective bus transfer (**ONLY** in case of remote meeting location)
- For Training School : consumables

# COST Action Structure



Key Leadership Positions  
(core group)



# Resources Available to the MC:

## 1. COST Grant System



## 2. Budget

- ✓ Length of Grant Period (GP) and Number of Participating COST Countries
- ✓ Adequate implementation of the Action
- Start of the Action = 1<sup>st</sup> MC meeting date (today!)
- GP 1: 1 November 2019 – 30 April 2020 (EUR 60.000+)
- GP 2: 1 May 2020 – 30 April 2021 (TBC)
- GP 3: 1 May 2021 – 30 April 2022 (TBC)
- GP 4: 1 May 2022 – 30 April 2023 (TBC)
- GP 5: 1 May 2023 – 1 October 2023 = 4 years from today (TBC)



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**Grab your Coffee**



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# **Let's get to work!**

Working Group discussions

# Objective

- Analyse the tasks and deliverables of the MoU and discuss how can they be implemented.
  - If needed, propose any significant changes to WG structure, tasks and deliverables.
- Make a first draft plan for the short-term goals and use of the networking tools in the upcoming Grant period(s).
  - This will be used as input for the Work and Budget Plan discussions in the afternoon

# Methodology

- **Find your group!** (5 min)
- **WG Discussions** (25+25 min)
  - In 4-year time, what will we deliver?
  - Planning the near future: short-term goals and networking tools
- **Presentation to the plenary and overall discussion** (40 min)
- **COST staff suggestions** (5 min)



**WG Meeting**

Discussion Coordinator: \_\_\_\_\_

COST Action: CA\_\_\_\_\_

WG Number: \_\_\_\_\_

Interested participants



4 YEAR PLANNING: MoU Tasks and Deliverables - brainstorming

Grant Period Planning: next 12 - 18 months

Your goals for the period

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- ....

Networking tool that you would like to use

- WG meeting(s)
- Workshop/Conference
- STSMs
- Training Schools
- ITC Conference Grants
- Dissemination

## ■ Find your group! (5 min)

- Pick your Working Group for today and add your name to the flipchart
- Identify a discussion coordinator who will report and collect the results for the minutes
- During the day add your name to other groups you want to be involved.

*MC members must be WG members*

**WG1: Design, Optimisation and Integration**

**WG2: Damage Detection**

**WG3: Power management and energy harvesting**

**WG4: Wireless Communications**

**WG5: Data management and signal processing**



**WG Meeting**

Discussion Coordinator: \_\_\_\_\_

COST Action: CA\_\_\_\_\_

WG Number: \_\_\_\_\_

Interested participants

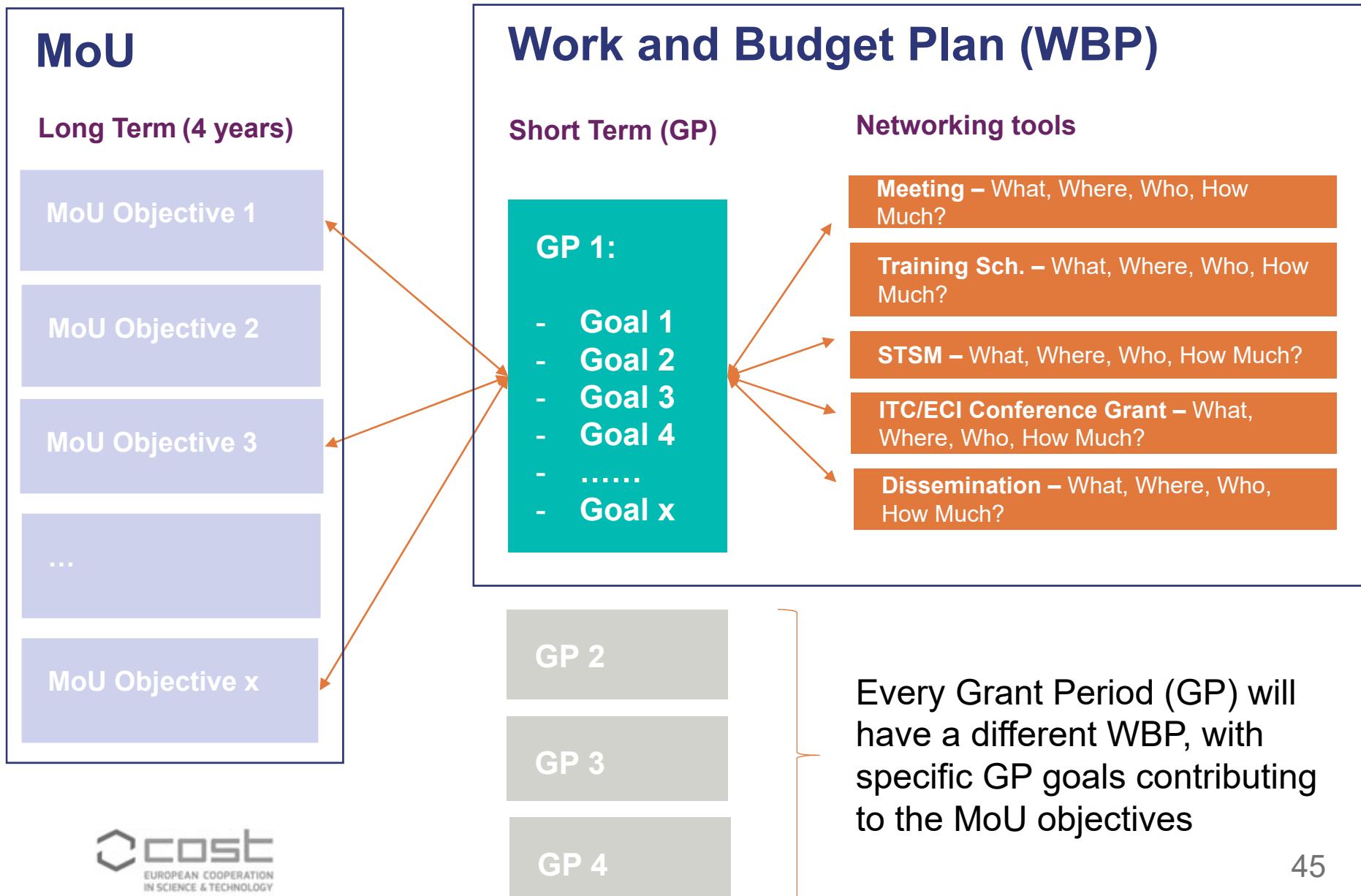


## ■ Working Group Discussions

- In 4-year time, what will we deliver? (25 min)
  - **Check the MoU description of your WG**
  - Discuss WG tasks and deliverables in the MoU. Propose changes if needed

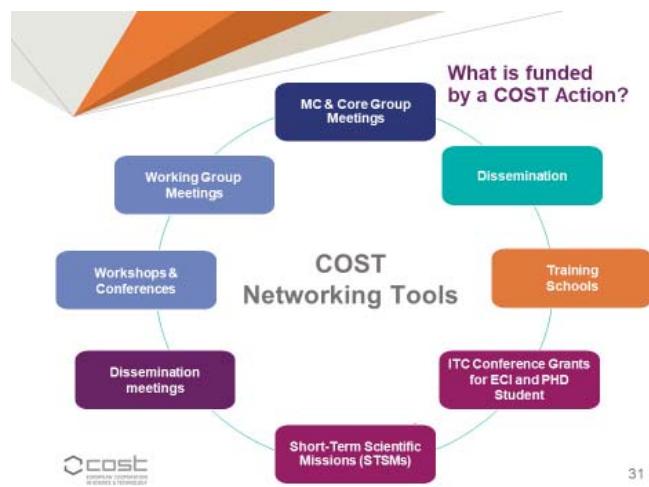
### 4 YEAR PLANNING: MoU Tasks and Deliverables - brainstorming

# 4-year planning → Grant Period Planning



## ■ Working Group Discussions

- Planning the near future: short-term goals and networking tools (25 min)
  - **Check rules for each networking tool in the booklet**
  - Discuss what needs to be done in the next 18 months. Identify the best networking tools to be used by the WG. Other ideas, suggestions, inputs?



Grant Period Planning: next 12 - 18 months	
Your goals for the period	Networking tool that you would like to use
1.	• WG meeting(s)
2.	• Workshop/Conference
3.	• STSMs
4.	• Training Schools
5.	• ITC Conference Grants
6.	• Dissemination
7.	
8.	
....	
....	

# Debriefing and Overall Discussion

## Grant Period 1 - Ideas

- Training School at Cardiff on Acoustic Emission, Scanning Laser Vibrometry and Ultrasonic Inspection
  - Include MC and WG meetings
- COST Action Workshop / Conference
  - Include as part of existing conference e.g. EASN/EWHSM
- Short Term Scientific Missions (STMS)
- ITC Conference Grants

# Final Considerations



## Optimise your budget! Meeting locations

- Economical and accessible public transport options – think of ITC policy!
- At research institutions or COST Association premises.

## What can go wrong?

- No carry over! Plan, monitor to spend all your budget. Immediately plan/request budget reallocation when 1 activity is underspent
- MoU plans become obsolete?

## Be aware!

- Co-organisation of events: *What does co-organising mean?*
- Predatory publications.

# Travel Reimbursement Rules

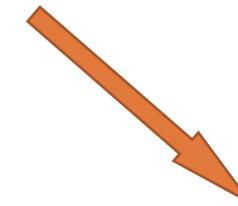
*How will you get your money back?*

# Your Journey

Local Transport

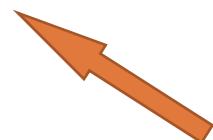


Local Transport



Long distance

Local Transport



Local Transport



# Local Transport –travel within 1 country

## ■ Public Transport

for the entire duration of the meeting

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



Bus



Shuttle



Metro



Train



Tram

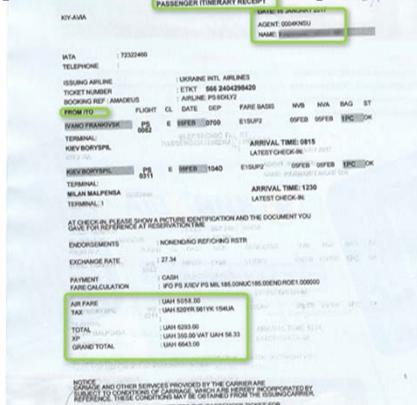
## ■ Other transport

- **Taxi** – after 10 PM (late arrival) and before 7 AM (early departure) or when no other public transport is available (e.g. strike)
  - Maximum reimbursement of EUR 80 for the total meeting duration (Not EUR 80 per trip!)
  - Receipt required
- **Car** –proof of distance required
  - EUR 0.20 per km
  - EUR 0.30 per km with 2 or more eligible participants
- **Parking**- Receipt required
- **Ferry** - Receipt required

# Long distance travel = cross border travel

## Flight expenses:

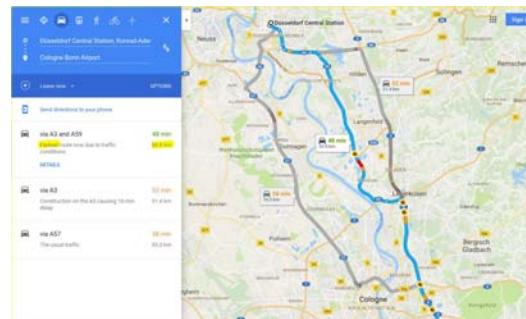
- Economy class only
  - Max EUR 1200
- Full itinerary, with passenger name, amount paid/invoice required**



## 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**  
(i.e Google Maps)



## Trains, bus and ferry expenses:

- First, second and business class

**Ticket  
invoice/receipt  
required**



**Always upload the eticket and receipts for train and bus;  
and if using car, submit proof of distance.**

## Accommodation Expenses

- Flat rate: EUR 120 per night
- No receipts
- Maximum nights = **actual number of meeting days attended + 1 night before the event**
- MC decision: lower flat rate
- Same flat rate



## Meals expenses

- Flat rate: EUR 20 for lunch and dinner
- No receipts
- Based on travel
- Offered meals by Local Organiser Support (LOS)
- MC decision: lower flat rate
- Same flat rate



## Other eligible expenses

- Luggage fees
- Parking fees
- Entry visa fee

# Draft your own Reimbursement Form



# Photo time?



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# Feed your body!

Lunch



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# Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
  - ... does this COST Action want to achieve?
  - ... can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

# HOW? ... we will manage the COST Action?



## General Principles for managing a COST Action

- The MC is the decision-making body of the Action.
- The MC cannot decide against the COST Rules and Procedures.
- COST Actions should set up their own organisational structure and working methodology:
  - Fitting the needs and practices of the community
  - Assuring efficiency and impact maximization
  - Making sure decisions are fair and transparent.
- Keep Calm: The Science Officer will support you. We will kickstart the discussion with you today.

# Tasks of the Management Committee

**What?**

- Steer the Action towards the **achievement of MoU Main Aim and Objectives** and decide on **Action Structure**
- Implement the **COST Excellence and Inclusiveness Policy**
- Contribute to the **Work & Budget Plan**
- **Manage participation:** WG members, ad-hoc participants & International cooperation
- **Implement the agreed Work and Budget Plan**
- **Maximise impact:**
  - Elaborate and implement a strong **Communication and Dissemination Plan**
  - Engage relevant **Stakeholders** and plan any eventual Exploitation Strategy
  - Monitor and respond to the **Action's assessment**
- **Elect COST Action leadership positions**
- Vote the **Work & Budget Plan**

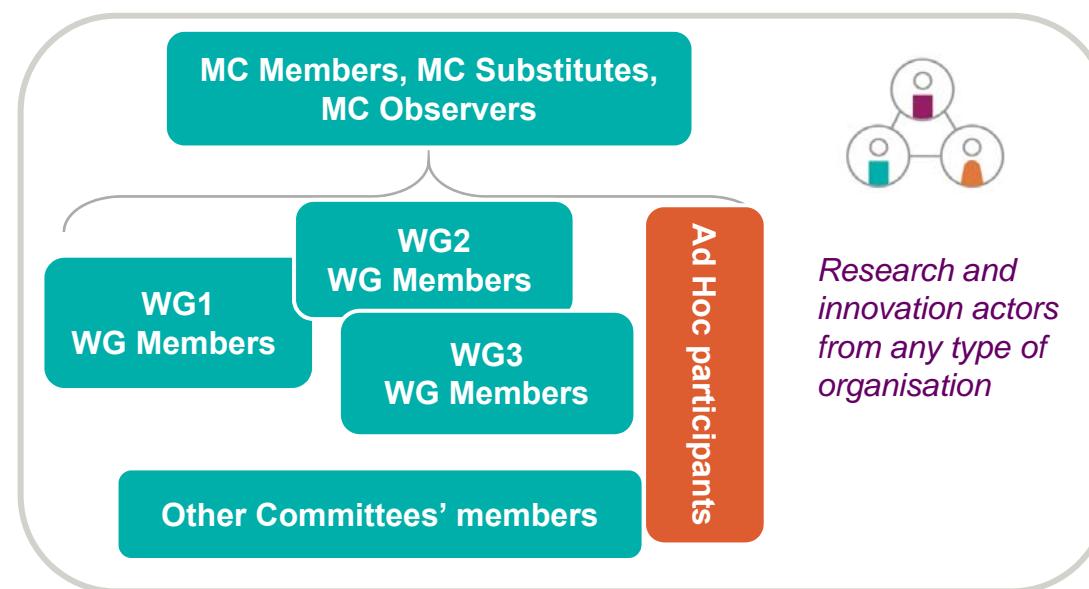
**How?**

**Who?**



# Manage participation: WG members, ad-hoc participants & international cooperation

**MC members are ambassadors for the Action:**  
What to do when a colleague asks you about how to participate?



## Implement the agreed Work and Budget Plan

### Organisation of activities:

- Objectives and Agenda: Assuring relevance for the Action outputs and outcomes
- Location: support to ITC and ECI
- Decisions on invitation and reimbursement of participants

### Grant Awarding:

- STSMs, ITC Conference and Trainees
- Opening and announcing the Call
- Setting evaluation criteria and procedures

### Internal Communication of the Action

### Possible mandates for MC decisions?

# **Maximise impact:**

## **Communication and Dissemination Plan**

# Dissemination

targets specific audiences to add knowledge and expertise on specific topics



# Communication

engage with wider audience via mainstream channels.

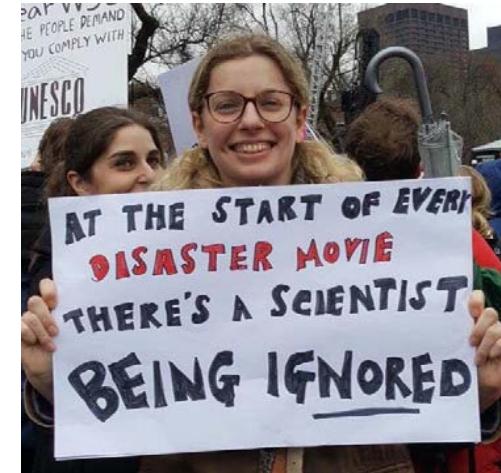


# *Nothing in science has any value if it is not communicated*

*By Anne Roe, The making of a scientist (1953)*

# Why to communicate?

- Advise on public policies and influence decision-making
- Educate and inform the general public
- Visibility - Build new connections within and outside your Action
- Might be the way to other EU funded projects.



## Communication strategy

- **What** do you want to achieve? (purpose of the Action)
- **Who** is your target audience?
- **How** ? Channels and tools you will use
- **When**? Think of timeliness – key moments - not only at the end of the Action. Planning.
- **Why**? Do you want to inform, advise, influence, engage?

# Science Communication Manager

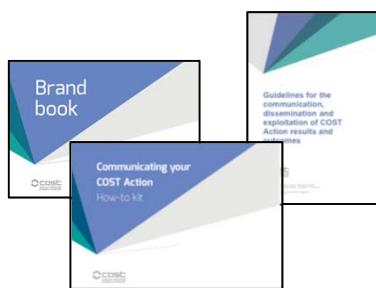


- Coordinates the communication strategy.
- Contact point with Communications @COST
- Coordinates tools and channels: website, social media, videos, infographics, brochures, etc.



## Support from COST

- Communications team
  - help and provide guidance (Press releases, articles, interviews, communication...)
  - share via the Press Review your Actions' releases and activities
- COST Academy
- Supporting tools
  - *Vademecum*
  - COST strategy and visual identity: our brand book
  - Guidelines for the Communication, Dissemination and Exploitation of COST Action results and outcomes
  - Communicating about your Action Toolbox.



# Stakeholder Engagement in COST Actions

- WHAT? - A stakeholder is anyone who has a vested interest in the COST Action or will be affected by its outcomes.
- WHY? – to increase the outreach and impact of your Actions' results
- WHO is relevant to your COST Action? – internal, external, non-COST country based

# Stakeholder Engagement in COST Actions

- What?
  - The COST Action should strive to engage with **industry, policy makers, standards organisations, national authorities**, and any **other** stakeholders, if relevant to the topic, objectives and deliverables of the COST Action.
  - Stakeholders' involvement can be relevant to problem definition and/ or knowledge generation and/ or dissemination. Stakeholder mapping, analysis, prioritisation, and engagement strategy must be initiated at the onset of the COST Action.
  - Stakeholders' roles may change throughout the COST Action.

# Stakeholder Engagement in COST Actions

## ■ Why?

- Thinking over how to use your COST Action for reaching out to different communities and organisations
- Using opinions of stakeholders to shape the Action in the right direction
- Understanding the need and opportunity to be more aware of current advances in policy making, business strategies and societal needs
- Anticipating people's reaction to the project
- Increasing the potential for impact of your results

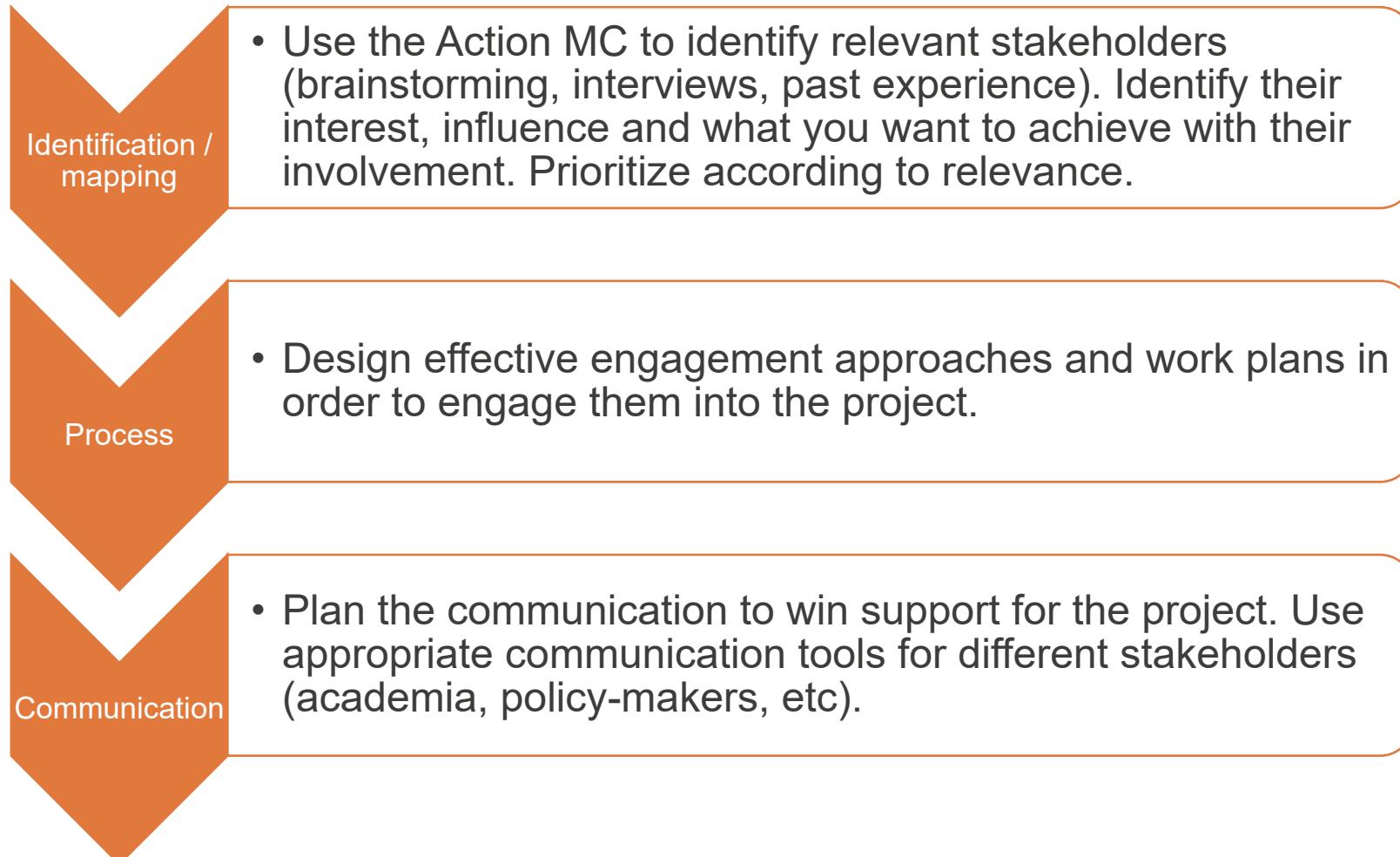
# Stakeholder Engagement in COST Actions

- Who is Relevant to a COST Action?

Identifying the partners (internal/ external/ non-COST), you would need to achieve the objectives

- Internal stakeholders are considered the individuals that are already part of the COST Action (MC Members, WG Members, Ad Hoc Participants, etc.)
- External Stakeholders can be considered as those individuals or groups that are initially outside the COST Action's environment, but who might be influenced by the project (i.e. universities, research institutes, NGO, SMEs, large enterprises, policy makers on regional, national and European level)
- Researchers and organisations based in non-COST countries

# Stakeholder Engagement in COST Actions



# Maximise impact:

## Monitor and respond to the Action's assessment

Type	Time (months)	Content	Assessment/ Evaluation by
Progress Review 1 (PR1)	12	Implementation of SC Recommendations & COST Policy on Excellence and Inclusiveness	Scientific Committee
Progress Review 2 (PR2)	24	<ul style="list-style-type: none"><li>• Progress</li><li>• Impacts and successes</li><li>• Dissemination &amp; Exploitation</li><li>• Urgent needs for improvement</li></ul>	Independent External Expert
Final Assessment (FA)	48	<ul style="list-style-type: none"><li>• MoU Achievements</li><li>• Expected Impact &amp; Successes</li><li>• Dissemination &amp; Exploitation</li><li>• Added value of the networking</li><li>• Success stories</li><li>• Emerging themes/ potentially important future developments</li></ul>	Independent External Expert

# How to Manage a COST Action?

Planning for success



# Objective

- Get acquainted with the different issues that need your attention
- Make a first discussion and proposal on how to manage different issues

# Methodology

- **Pick a discussion topic** (5 min)
- **Discussions Groups** (20 + 10 + 10 min)
  - 3 rounds of discussion. Discussion coordinator stays with topic.
  - Follow the discussion guide and answer the questions
    - Background – Why is this topic relevant?
    - Objectives for the day
    - Brainstorming
    - Making a draft plan for the Action
- **Presentation to the plenary and overall discussion** (10 min)

- **Pick a discussion topic**

- Assignment of volunteers for discussion coordinators
- Move towards the volunteer of your preferred discussion topic. Grab a chair and sit in small groups
  - Look for balancing the size of the groups. You will be able to join another group for the other rounds of discussions

## Discussion Topics for today

1. Managing requests to join the Action
2. Planning International Cooperation
3. Setting the internal information exchange
4. Deciding who to invite and reimburse for Action meetings
5. Implementing STSMs
6. Implementing ITC Conference Grants
7. Organising Training Schools
8. Defining a Communication Strategy
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For each topic:

- Short debriefing
- MC mandates?

# Overall discussion (Management)



Growing  
**ideas**  
through  
**networks**

**Grab your Coffee**



Funded by the Horizon 2020 Framework Programme  
of the European Union

# Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
  - ... does this COST Action want to achieve?
  - ... can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

# **WHO? ... will take care of what?**

Decision making of the MC

# *Rules of Procedure for COST Action Management Committees*

CSO Document COST 134/14



# *Rules of Procedure for COST Action Management Committees*

Article 1. Composition

Article 2. Responsibilities

## **Article 3. Voting Procedures**

Article 4. Role of MC Substitutes

Article 5. Confidentiality of Documents

Article 6. Intellectual Property

## **Article 7. Election, Resignation and Removal of Chair and Vice Chair**

Article 8. Leadership position for COST Inclusiveness Target Countries

## **Article 9. Quorum**

Article 10. MC meetings

## **Article 11. Grant Holder**

Article 12. Obligation to inform COST Association

Article 13. Location of MC meetings

Article 14. English Language

Article 15. Obligation to comply



# COST Action MC Decision Making



## 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 one vote per Participating COST Country.**

MC decision must be minuted and sent to COST Association.

### E-VOTE

Initiated and managed by the MC Chair (or Vice Chair if applicable)

All MC members are in the e-mail list.

Vote open (7 days).

**Simple majority vote of MC Members with one vote per Participating COST Country.**

**MC decision must be minuted and should be included in the official MC minutes of the following MC Meeting.**

# Verification of the Quorum

*To be done at every MC meeting!*

# Election Time!

Action Chair, Vice Chair and Grant Holder



## What are you voting for:

- The **Action Chair** is responsible for the coordination and implementation of the Action.
- The **Vice Chair** assists in these activities where requested to do so by the Action Chair and can substitute for the Action Chair when required or mandated to do so.
- **Grant Holder** is the legal entity responsible for the administrative and financial implementation of the COST Action.
- **FSAC: (Financial and Scientific Administration and Coordination)** a fixed percentage of the actual Scientific Expenditure to support Grant Holder administrative and coordination efforts.

# **WHO? ... will take care of what?**

Deciding on the Action

Elected Action Chair

# Action Structure and Leadership positions

Elected Action Chair

# Today's overview

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# Proposal for WBP

Elected Action Chair

Item	Cost [€]
MC Meeting/working Group	30,000
Training School/Workshop	10,000
STSM	5,600
ITC Conference Grants	3,500
COST Dissemination	2,700
Other expenses related to Scientific Activities	200
Financial Administration	7,800

# **Next Meeting details**

Decision on Place and Date

Elected Action Chair

# Final Messages From COST

## After MC1:

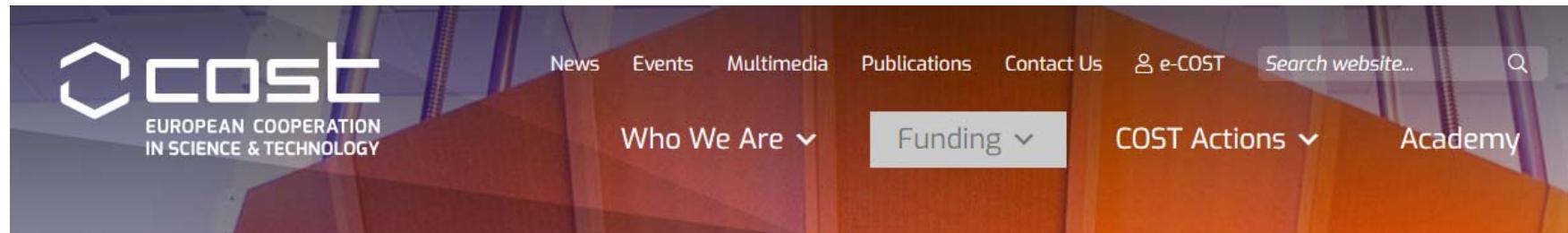
- Submit your Online Travel Reimbursement Request (OTRR) within 30 days!
- MC minutes including information, discussion points and decisions
- Signature of Grant Agreement
- Progress reports: M12, M24 and M48
- Participation to COST Events (e.g. COST CONNECT)
- COST Academy: training for communication, for GH managers, ...
- Communicating with COST

Communicate only outcomes of MC decisions

Always indicate your Action number in the subject line of your email **CA18203!**

# COST: supporting documents

<https://www.cost.eu/funding/how-to-get-funding/documents-and-guidelines/>



## Documents and guidelines

Home > Funding > How to get funding > Documents and Guidelines



Action management, monitoring and final assessment

[Download](#)



International cooperation and specific organisations participation

[Download](#)



Rules for participation in and implementation of COST activities

[Download](#)



COST Code of Conduct

[Download](#)

# **What will I start tomorrow to contribute to the success of this Action?**

Check-out and invitation to the Chair to close the day