



COST Action Management Committee

For more detailed info on COST Actions, please consult the COST Vademecum:

<https://www.cost.eu/Vademecum>

What is the Management Committee?

- The MC is the formal management structure of the Action. It is responsible for taking important administrative decisions, such as approval of the annual budget, or approval of new countries wishing to join the Action. See the next section for more details.
- Each country may nominate two members of the MC as well as an unspecified number of substitutes. Nominations are done by the CNC: <https://www.cost.eu/who-we-are/whos-who/#tabs|Name:national-coordinators-cnc>.
- All MC members are entitled to reimbursement. However, please note that reimbursement is subject to specific rules: please consult Section 5 of the COST Vademecum to learn more (<https://www.cost.eu/Vademecum>)

What are the responsibilities of the Management Committee?

- The MC supervises and coordinates the implementation of the COST Action on the basis of the Memorandum of Understanding. This includes choosing the research topics, drawing up work plans, distributing tasks, creating Working Groups and overseeing the action's budget. In addition, the MC is responsible for completing annual progress reports and a final report.
- The MC appoints a Chair and a Vice-Chair at its first meeting (=“kick-off meeting”). The following meetings are convened by the Chair and are usually held in connection with other meetings.
- The first meeting also establishes the Working Groups and appoints the leaders of those. The MC decides on membership of the Working Groups.
- MC members act as representatives of the entire relevant academic community in their country. They encourage participation in Working Groups by researchers who are not members of the MC.

How is the work of the Management Committee organized?

- Apart from the kick-off meeting, which will last 1 day, MC meetings are typically organized in conjunction with WG meetings, and usually last ~3 hours. There should be one MC meeting per grant period (cq, one per year). No specific preparation prior to the MC meeting is required.
- Decisions in the MC are taken by simple majority. A substitute may attend MC meetings if a member is unable to attend. Each country has one vote. Institutions from non-COST countries have one member (who cannot vote).
- Decisions taken by majority vote during MC meetings are only valid when at least two-thirds of Participating Countries are present. **MC members are thus strongly encouraged to attend as many MC meetings as possible!**
- Some decisions can be taken by “e-vote”, which means that MC members will receive an email asking to approve or disapprove a certain request before a specified date.
- The MC can decide to delegate some decision power to the Action's Core Group.