# Action CA18218

## European Burden of Disease Network

Federica Ortelli - Science Officer

Andrea Tortajada - Administrative Officer

Karima Ben Salah - Media Officer

Brussels, 28th October 2019

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# COST Association Contact Points

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# Agenda

1.  Welcome to participants

2.  Adoption of the agenda

3.  Establishment of quorum

4.  Tour de table / introduction of the MC members

5.  General information on COST mechanism and on the funding and reporting of coordination activities:
    - COST Overview, policy and structure
    - COST Action: Participation, Management, Monitoring and Final Assessment
    - COST Action's Administrative Rules and Guidelines

6.  Setting the frame for the Action
    - Budget
    - Presentation of the Scientific Committee recommendations to the Action

7.  Internal rules of procedure for the Management Committee of the COST Action

8.  Election of the Chair, Vice-Chair

9.  Selection of:
    - The Grant Holder institution  (Scientific Representative)
    - The FSAC rate for the Grant Holder institution

**Minutes are prepared by COST**

# Agenda

10. Presentation and discussion of the Action
    - MoU Objectives, tasks, deliverables (draft Constitution)
    - Action governance, Working Groups and other management roles/structures
    - Implementation of COST policies on the promotion of Inclusiveness and Excellence, gender balance and Early Career Investigators (ECI)
    - Objectives, tasks, deliverables and timeline
    - Action governance principles proposed in draft Constitution for the Action

11. Establishment of Action Management structure
    - Definition of Working Groups and other management roles/structures
    - Election of Working Group Leaders and STSM Manager
    - Election of other management roles

12. Action implementation planning - 1st Grant Period (GP)
    - Grant Period Goals, WG tasks and deliverables
    - Activity and budget planning (Work and Budget Plan preparation)
    - Dissemination strategy/ planning (Publications and outreach activities)

13. Any Other Business (AOB) – approval on NNC, IPC, IO
14. Closing

**Minutes are prepared by the MC**

# Tour de Table

✓ **Name**
✓ **Country**
✓ **Interest / Working Group**

## Parties

### Action Details

📄 **MoU** - 035/19        ⚗️ **CSO Approval date** - 04/06/2019

📅 **Start of Action** - 28/10/2019        📅 **End of Action** - 27/10/2023

### Participations

| Country | Date | Status |
|---|---|---|
| 🌐 Albania | 10/07/2019 | Confirmed |
| 🌐 Austria | 24/09/2019 | Confirmed |
| 🌐 Belgium | 26/06/2019 | Confirmed |
| 🌐 Bosnia and Herzegovina | 26/08/2019 | Confirmed |
| 🌐 Croatia | 03/07/2019 | Confirmed |
| 🌐 Denmark | 03/07/2019 | Confirmed |
| 🌐 Estonia | 02/07/2019 | Confirmed |
| 🌐 Finland | 06/09/2019 | Confirmed |
| 🌐 France | 21/08/2019 | Confirmed |
| 🌐 Germany | 04/07/2019 | Confirmed |
| 🌐 Greece | 02/07/2019 | Confirmed |

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# 1st MC meeting purpose

- Official start date of the Action

- General information about COST and management of COST Action

- Election of key positions within the Action and Selection of GH institution (by voting)

- Discussion to prepare draft plan of activities in 1st Grant Period

- Meet the MC Members

# Science Communication of COST Actions

A key leadership role

COST Association, Brussels September 2019 – Karima BenSalah

# Where do we start?

# Dissemination versus Communication

- Dissemination targets specific audiences to bring knowledge and expertise on particular topic.

# Dissemination versus communication

- Communication engage with wider audience via mainstream channels.



- *You don't really understand something unless you can explain it to your grandmother.*
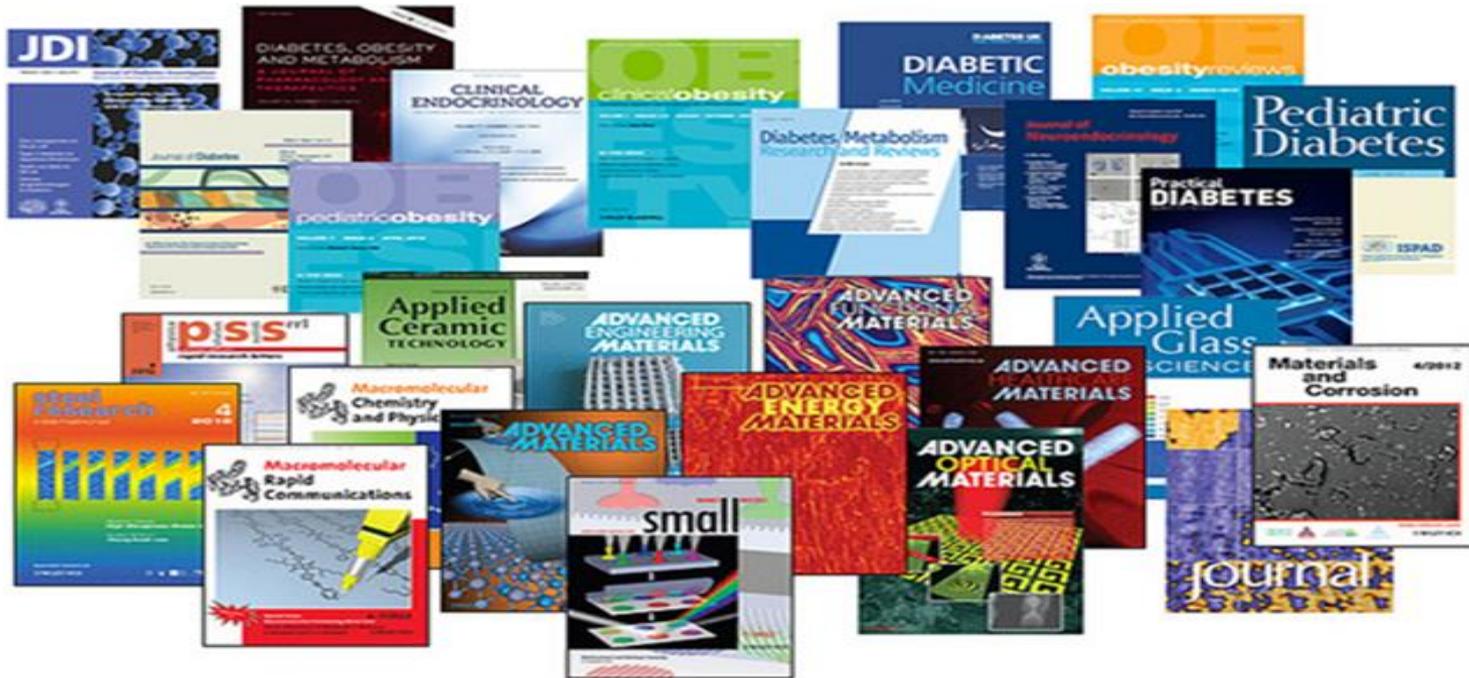
# Why communication is important?



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

# Why?

- Share knowledge with specific target groups, e.g. research community, civil society, patient groups, industry, …etc.

- Build new connections within and outside your Action, which also helps the Action grow  - Visibility

- Advise on public policies, and influence the decision-making process (evidence-based policy making)

- Educate and inform the general public: demonstrate the value of Universities and Research Institutes

- Helps to spark new collaborations and expand your COST Action network.

- Might be the way to other EU funded projects.

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# Visibility is important
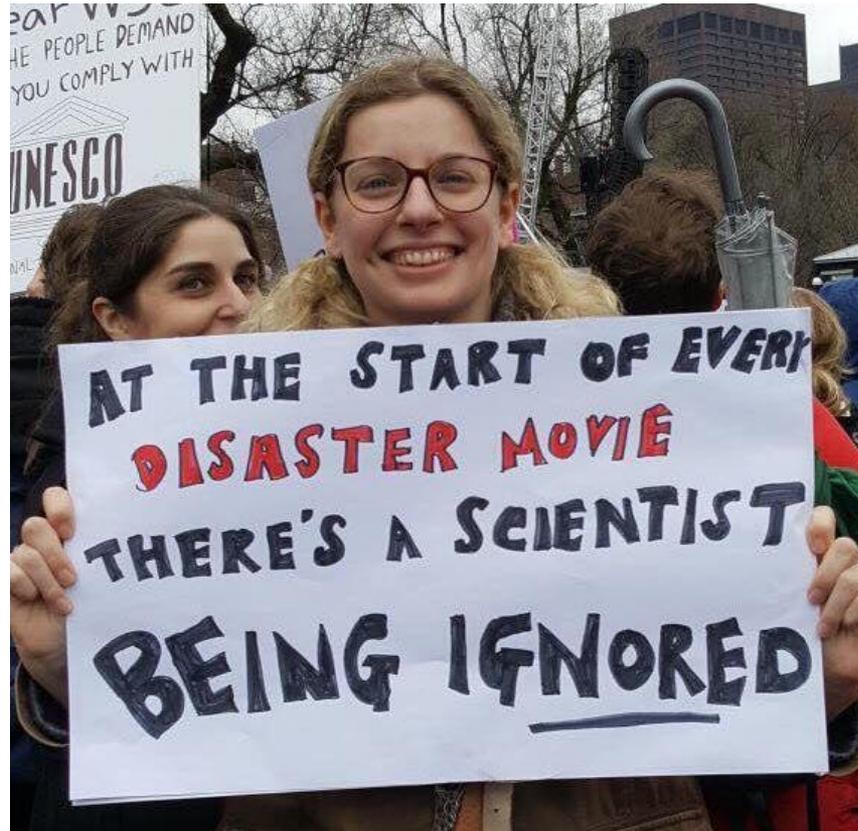
# When you contribute let us know…

- We can share via our monthly Press Review
- Articles & contributions in specific publications
- Articles in mainstream mass media
- Trainings, conferences, workshops you will organise
- Any Activities…Let us know
- Communication and dissemination will increase the impact

# Press review



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🐦 @COSTprogramme    #COSTactions    Media enquiries: karima.bensalah@cost.eu

| **COST Actions in the News** | | **COST in specialised publications** |

## May 2019 Highlights

*Top hit in the news by **Reuters** reporter Carolyn Crist: *Men with serious illness may not seek erectile dysfunction treatment.* COST Action European Sexual Medicine Network reported in 15 news outlets around the globe with about 15M Reach.

*Gravitational waves hunt now in overdrive by **BBC News** - **Science and Environment.** Samaya Nissanke, Working Group Leader of COST Action Gravitational waves, black holes and fundamental physics was interviewed.

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# Science Communication Manager

- Build a communication strategy and a plan for the Action – Goal and achievement.

- Inform the Communications Officer @COST about any media contacts, events, achievements, any newsworthy developments.

- Manage tools and channels: website, social media, videos, infographics, brochures, etc.

- Create a COST Action website (Visibility and Network) EUR 9000

- Coordinates Final Action Dissemination (FAD) Grant

- Scientific Publications/Open Access

# How?

- Think strategically: consider your MoU objectives to build the communication strategy and plan.

- It will help you to identify your goals and what you want to achieve.

- We have tools to help you build your communication strategy specific to your Action.
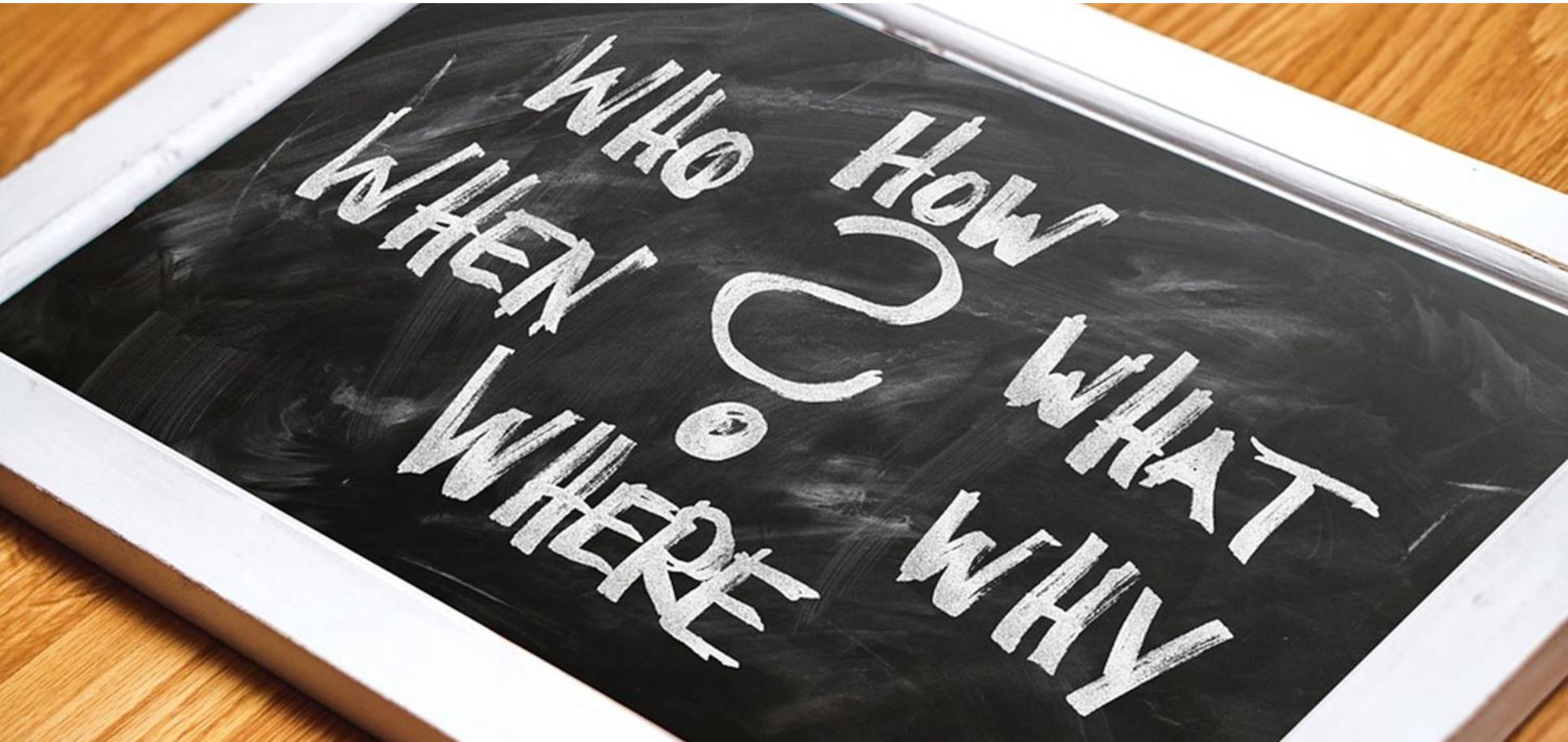
# Make a plan – Communication strategy.

- **What** do you want to achieve? (purpose of the Action)

- **Who** is your target audience? Scientific community, policymakers, local/national/EU authorities, regulatory bodies, associations, SMEs, industry, NGOs…?

- **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?
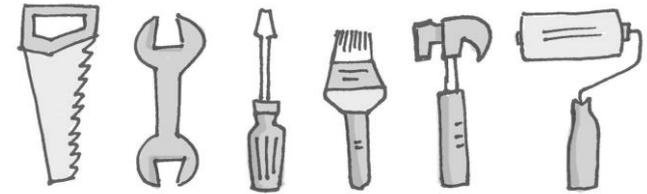
# Supporting Tools

- Eligible costs ➡ *Vademecum*
- COST strategy and visual identity: our brand book
- Guidelines for the Communication, Dissemination and Exploitation of COST Action results and outcomes
- Communicating your Action How-to Kit
- Toolbox.

You can find all documents are on this page: https://www.cost.eu/visual-identity/
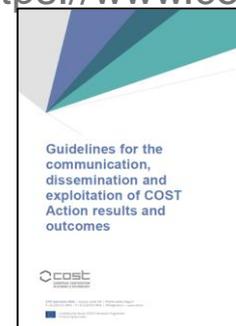
# Communication support

- We can help and provide guidance (Press releases, articles, interviews, communication…

- We'll share via the Press Review your Actions' releases and activities when released (STSM; Workshops; Training…)

- Acknowledging COST: Print & online; scientific papers; posters; videos…

Funded by the Horizon 2020 Framework Programme of the European Union

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- COST Academy

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# In a nutshell

- Communication and dissemination are important
- Supported by the COST communications team
- Several tools and trainings (COST Academy)
- Support from the COST Action budget over 4 years + additional grant at the end (FAD grant)

# Contact

- Stay in touch with our department:
  karima.bensalah@cost.eu
  communications@cost.eu
- Join our online community:

 @COST.Programme

 COST Association

 @COSTprogramme

 COSTOffice

# COST Framework and Policy

COST Members

COST Cooperating Member

# COST funding

- **Framework Partnership Agreement** (FPA): strategic agreement with the European Commission for Horizon 2020 and Specific Grant Agreements for its implementation

- **EUR 300 million budget** for 7 years drawn from two Horizon 2020 work programmes:
  - Challenge 6 "Europe in a changing world - inclusive, innovative and reflective Societies"
  - "Spreading Excellence and Widening Participation"

# COST Policy

# COST Policy – geographical coverage



- COST Members
- COST Members (ITCs)
- COST Cooperating Member
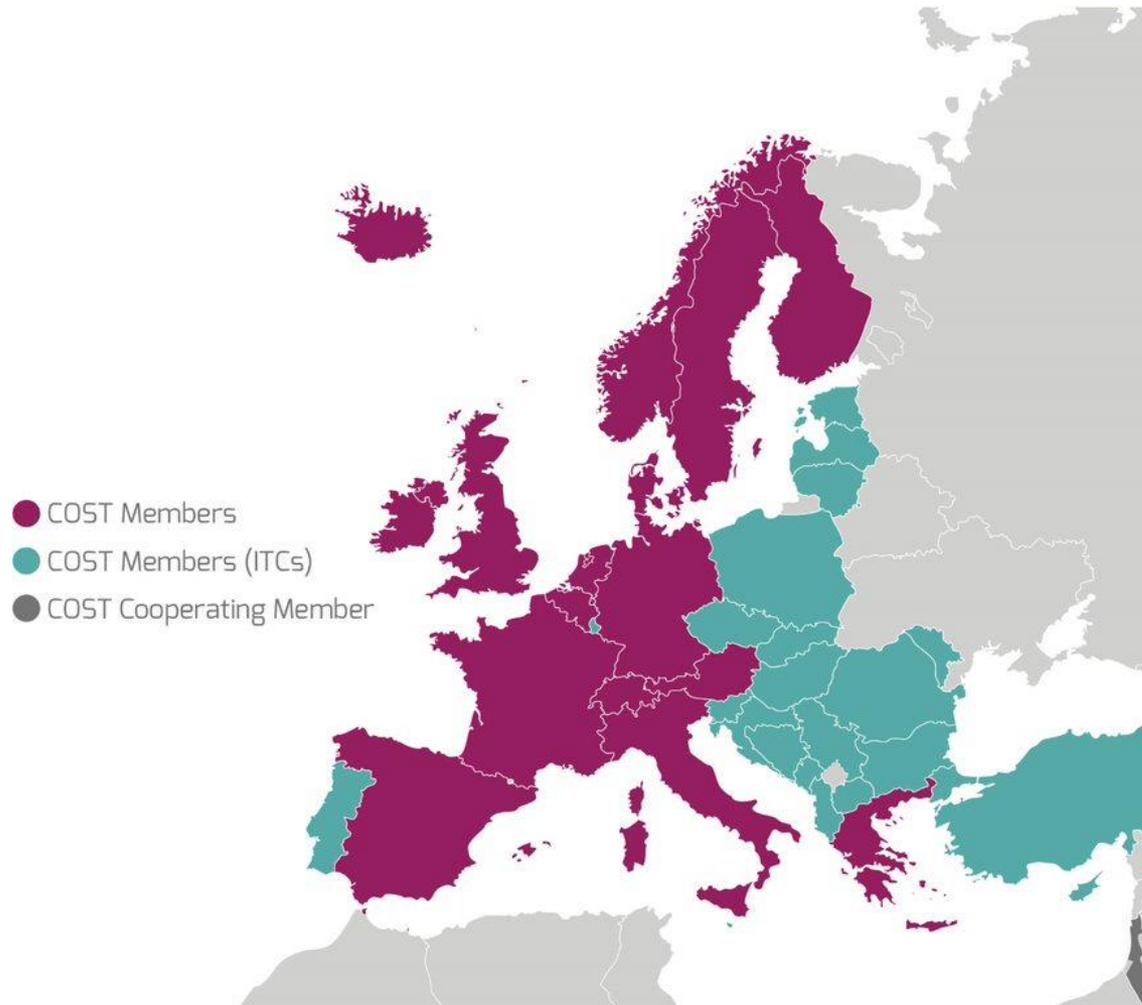
# COST Policy – geographical coverage

## This policy aims at:

- Connecting "pockets of excellence" in S&T operating from diverse locations in Europe.

- Enabling researchers from less research-intensive countries (ITC) to engage with peers all over Europe and beyond.

- Providing research communities equal access to knowledge infrastructures and funding.

## Proactive role of the Action:

Leadership roles in the Action (e.g. Grant Holder, WG Leader) and/or benefitting from COST networking tools, in particular STSMs, Training Schools and ITC Conference Grants.

# COST Policy – Early Career Investigators (ECIs) and Gender Balance

Encourage ECIs* and underrepresented gender to engage in active participation and take-up leadership roles.

E.g. leadership roles in the Action (e.g. Grant Holder, WG Leader) and/or benefitting from COST networking tools, in particular STSMs, Training Schools and ITC Conference Grants.

*Early Career Investigators → up to 8 years from PhD degree

# COST ACTIONS

# COST Actions

- **Bottom-up** science and technology networks **open** to researchers and stakeholders and all S&T disciplines

- About 250 running COST Actions

- COST Actions operates through a range of networking tools

**TRAINING SCHOOLS**

**SHORT-TERM SCIENTIFIC MISSIONS and ITC CONFERENCE GRANTS**

**DISSEMINATION ACTIVITIES**

**CONFERENCES / WORKSHOPS**

# COST Action Structure

# Action Structure

# Management Committee

**To Achieve MoUs objectives, deliverables and create impact**

▪ **Coordination, Implementation, and Management of the Action**:

- ▪ Implementation the Action with the Work and Budget Plan

- ▪ Implementation of COST Policy, Dissemination and Exploitation Strategy (IPR)

- ▪ Monitoring & Assessment of the progress

- ▪ Decision on membership (WG, new Countries, NNC/IPC Institutions)

▪ **Supervision of Appropriate Allocation and Use of Funds**

**COMPOSED OF**

**Up to 2 Members** per Participating COST Country (nominated by the respective CNC – COST National Coordinator)

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# Management Committee - Leadership roles

Action Chair

Action Vice-Chair

Working Group Leaders

Grant Holder Scientific Representative

Short Term Scientific Mission Coordinator

Science Communication Manager

Leaders of horizontal activities

At least 1 Leader from ITC

**CORE GROUP**

**to prepare MC decisions**

# MC Observers

- Approved Institutions from:
    - Near Neighbour Countries (NNC) and
    - International Partner Countries (IPC)

- Approved specific organisations:
    - European Commission (EC) and EU Agencies
    - European RTD Organisations
    - International Organisations

# MC decision making

| MC MEETINGS | E-VOTE |
|---|---|

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**

**Action Chair does not have the right to vote**

**MC decision must be reported in the minutes and these be sent to the COST Association**

Initiated and managed by the MC Chair

All MC members are in the e-mail list

Vote open for 7 days

Tacit approval

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

**MC decision must be included in the official MC minutes of the following MC Meeting**

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# Working Groups

| PRODUCTION & EXCHANGE OF RESEARCH |
|---|

- **WG Leaders must be MC Members**

| COMPOSED OF |
|---|

- **MC members** (*all MC members should become active members of WGs*)

- Any researcher in COST Countries participating in the Action

- MC Observers from approved Non-COST Institutions

# COST NETWORKING TOOLS

# COST Networking Tools



**MC & Core Group Meetings**

**Working Group Meetings**

**Dissemination**

**Workshops & Conferences**

**COST Networking Tools**

**Training Schools**

**Dissemination meetings**

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

**Short-Term Scientific Missions (STSMs)**
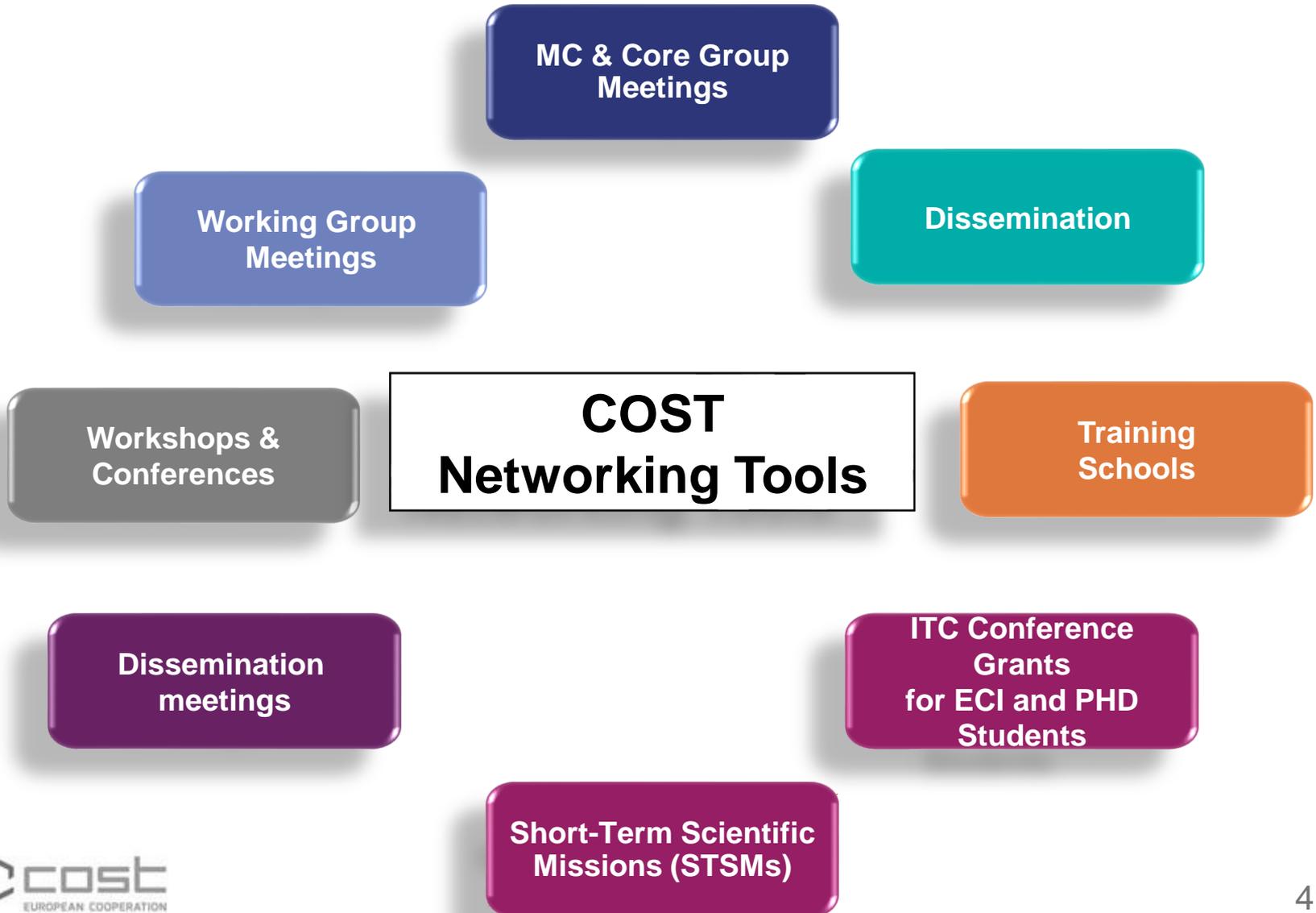
# COST Networking Tools: Meetings

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

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

- Dissemination Meetings: to showcase an Action at relevant conference in the field (oral presentation); max 2 participants are eligible to be reimbursed per GP.

# STSM, ITC Conference Grant, TS

**Short Term Scientific Mission (STSM)** - 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.

**ITC Conference Grant** - PhD Student and ECI based in a participating ITC Countries to attend a conference and giving either an oral or poster presentation.

**Training School (TS)** - Provide intensive training on a subject that contributes to the aim of the Action (new or emerging subject).

# Dissemination

- Website, material for display or distribution (flyers, posters,…), Publications (journal, books,…), Multimedia content, Distribution costs, …

- Must reflect the Action's objectives

- Open access

# Participating in COST Actions

# How COST Member Countries join an Action MC

**If new COST Countries join the Action**

| CSO Approval (04/06/2019) | **NO MC Approval needed** → | 1 year after CSO approval (03/06/2020) | **MC Approval needed** → | END ACTION |

# International Cooperation with NNC and IPC

To support the involvement of researchers from Near Neighbour and International Partner Countries in COST Actions on the basis of mutual benefit.
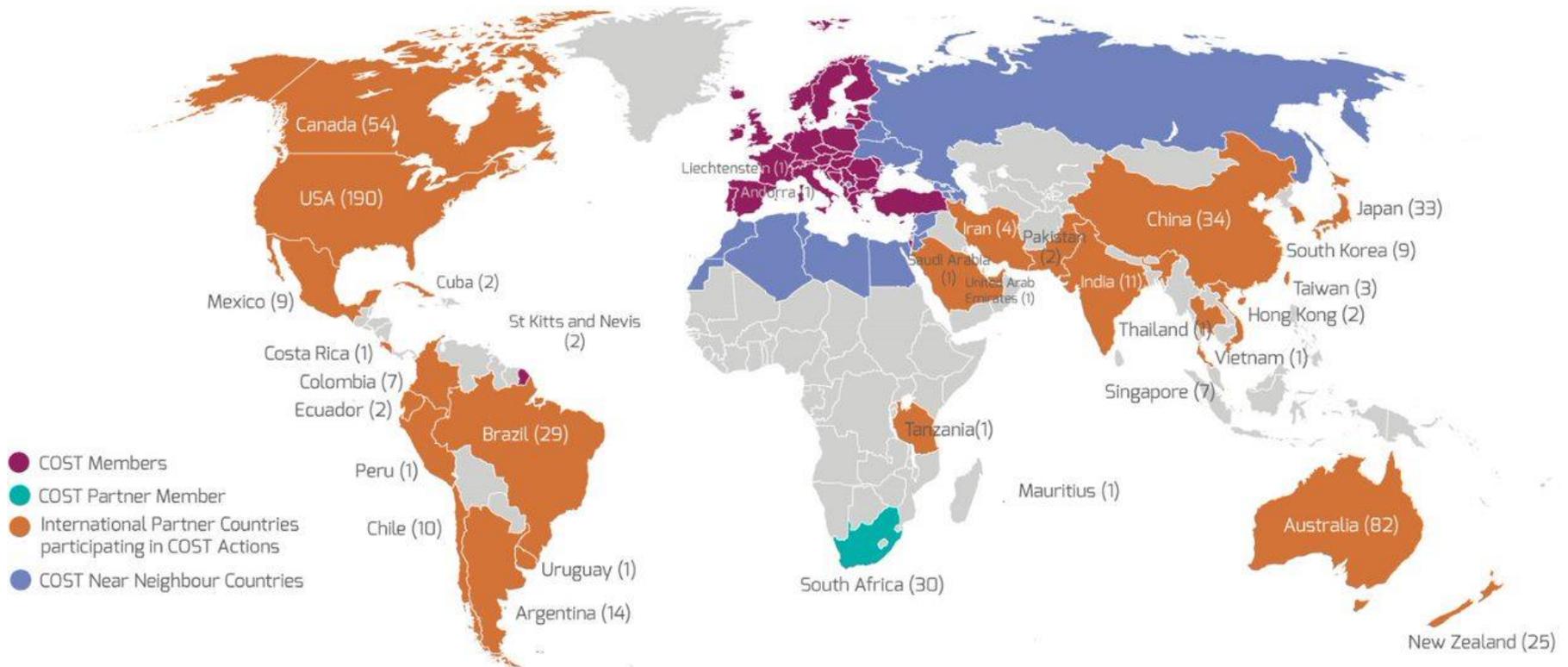
# How IPCs, NNCs and Specific Organisation join an Action

1. **Entity already included in the proposal**
   - After 1st MC: Chair encodes mutual benefit
   - Chair initiates MC approval or confirms approval made at the 1st MC meeting

2. **New Entity**
   - 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 individual participation is approved the applicant becomes MC Observer.

# COST Actions

Administrative Rules and Guidelines

# Content



**1** COST Grant System

**2** COST Networking tools

**3** Reimbursement Rules

# COST Grant System (CGS)

*The scheme through which a yearly grant is allocated to an elected GH to carry out the networking tasks.*

Grant Holder Institution

Grant Agreement & Annex A
(Working Budget Plan)

COST Vademecum

e-Cost management tool

# The Grant Holder Institution



- Management Committee (MC) Affiliation
- Financially stable
- Apply COST Rules (i.e flat rate)
- Accept electronically signed documents
- Legal entity

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# Payment of Grant

3rd payment

2nd payment

1st payment

15%

35%

50%

*FSAC = max. 15% of actual scientific expenditure

No carry over of unspent funds

*FSAC - Financial and Scientific Administration and Coordination support

MC & Core Group Meetings

Dissemination

Working Group Meetings

COST Networking Tools

Training Schools

Workshops & Conferences

ITC Conference Grants for ECI and PHD Student

Dissemination meetings

Short-Term Scientific Missions (STSMs)

# Meetings

Management Committee

Core Group

Working Group



Workshops or Conference

Dissemination Meeting

Final Meeting

# Meetings – Where, What and Who

## WHERE:

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

## WHAT can be reimbursed:

**Participation** open to everyone ——————— **Funding** the participation for a specific activity depends on:

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

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# Meetings – WHO

**Is eligible for MC meetings**                    **is eligible for any other Action meeting**



Participating COST Full Member/COST Cooperating Member
Up to 2 MC Members

MC Observers from Approved Near Neighbour Country (NNC) Institutions
1 representative from each Institution and max 2 from each NNC

Participant from Approved European RTD Organisation

Working Group leaders



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

Any Action Participant from Approved Near Neighbour Country (NNC) Institutions

Participant from Approved European RTD Organisation

Up to 4 Invited Speakers

# Meetings – **Who is not eligible**

MC Observers from COST Partner Members, approved 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

- MC Members or their Substitutes
- Maximum 2 Action Participants per Grant Period
- Listed in the official programme

**Location:**

Attendance at European event/conferences is preferred. However, events/conferences held elsewhere can also be considered.

**Financial Support:**

Eligible Participants can receive financial support for their travel, accommodation and meal expenses plus up to EUR 500 for conference fee.
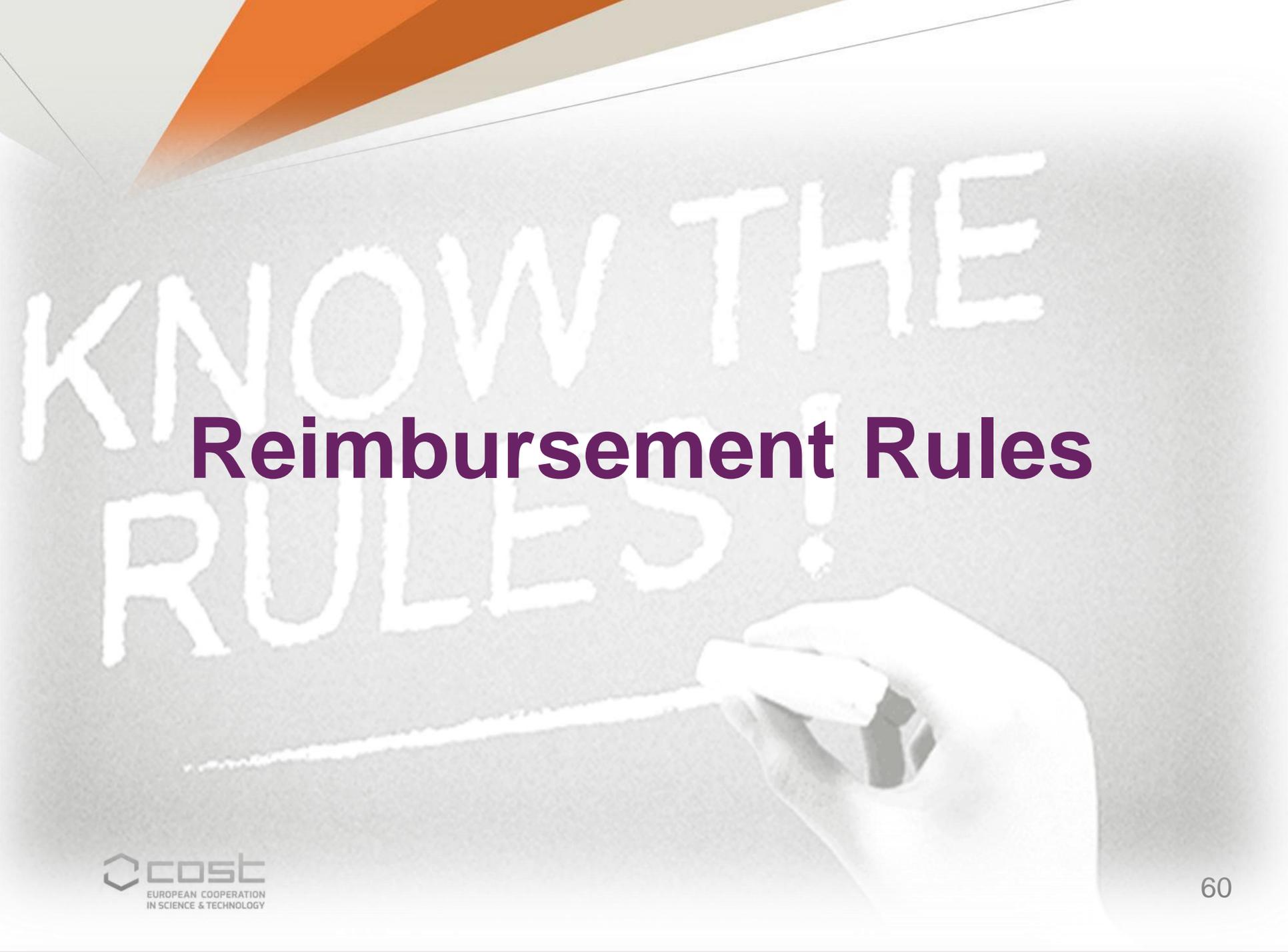
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# **Reimbursement Rules**

# Long distance travel = cross border travel

## Flight expenses:

- Economy class only
- Max EUR 1200
- **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** (i.e Google Map)
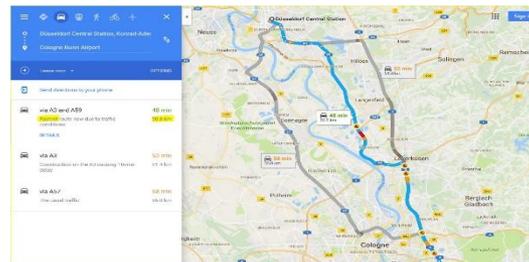


## Train, bus and ferry expenses:

- First, second and business class
- **invoice and receipts**

# Local Transport – travel within 1 country

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

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



**Taxi expenses:**

- No other means of public transport
- To/From airport/train station between **10pm and 7am** AND

Up to **EUR 80** in total with receipts



**Also eligible (receipts are required):**

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

# 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 dates
- Offered meals by Local Organiser Support (LOS)
- MC decision: lower flat rate
- Same flat rate

# Meetings – non-eligible expenses

- Registration, lecture fees and honoraria
- Insurance (life, medical, health, luggage, etc.)
- Fuel, road tolls and car rental
- Charges for a rebooked travel ticket
- Expenses associated with obtaining visas

# How to submit your Online Travel Reimbursement Request (OTRR)

# How to access your reimbursement

# List of Future Events

| Event Date | Action | Country | Title | Status | Options |
|---|---|---|---|---|---|
| 2019-01-29 | CA17130 | Poland | Meeting of Working Groups and MC Meeting | Accepted | 👁 Detail View |
| 2019-02-11 | CA16205 | Bulgaria | UNGAP Spring Meeting | Not Confirmed | 👁 |
| 2019-02-11 | CA16205 | Bulgaria | UNGAP Spring Meeting | Declined | 👁 |

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# How to complete your reimbursement

## Meeting Details

| | |
|---|---|
| Meeting ID | ECOST-MEETING-190618-099665 |
| Title | ESHG Satellite Meeting: pattern recognition and reverse phenotyping in MCD |
| Start Date | 2018/06/19 |
| End Date | 2018/06/19 |
| Location | MiCo Milano Congressi - Milano, Italy |

Session(s) to which you are invited:

Other COST relevant meeting from 2018/06/19 08:30 to 2018/06/19 13:30   (eligible for reimbursement)

Step 1/5   Invitation   : Accepted          Decline   ⬅

Step 2/5   Reimbursement   : Yes          No   ⬅

If you decided to NOT submit a claim, please click the 'No' button above.

The next steps are to be completed after the event has finished.

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**Step 3/5    Travel information and expenses**

Please carefully read the Travel Reimbursement Request (TRR) Rules before you encode your expenses.

**Travel dates (Door to Door)**

| | | | | |
|---|---|---|---|---|
| Travel Start | Date | 2018-06-18 | Time | 08:00 - 08:59 |
| Travel End | Date | 2018-07-01 | Time | 13:00 - 13:59 |

**Meeting Attendance**

Please confirm your participation to the meeting. Please note that the dates below may not reflect the dates of the entire event, but only those dates for which you were invited.

19 Jun 18
☑

**Accommodation expenses** ⓘ

Number of nights

Applicable rate per night    EUR 120.00
Reimbursable amount

**Meals expenses** ⓘ

Number of meals

Applicable rate per meal    EUR 20.00
Reimbursable amount

Long distance (Cross border) travel expenses | add

Reimbursable amount          0.00

Local transport expenses | add

Reimbursable amount          0.00

Other expenses ⓘ | add

Visa fees relevant to attending approved COST meetings are eligible to be reimbursed. All eligible claimants must validate the incurred amount by producing supporting documents such as a receipt / stamp from the embassy / consulate issuing the visa which clearly shows the amount paid and the conditions of the acquired visa.

**Supporting Documents**

Attached Document 1 | plane ticket invoice | Download | Delete
Upload date: 2019-03-22 09:37:21

Title / Description | | (Example: plane ticket, receipts, etc.)

File to upload | | Browse | Upload
By clicking upload, the selected document / file will be saved online.
You can upload files up to 2 MB each.
Supported file types are: pdf, xps, png, jpg, jpeg, gif.

Step 4/5    Bank Account    INGB0000999900932246

Step 5/5    Submission
☑ I declare that the above expenses are not being reimbursed from any other source.
*The COST Association and the Grant Holder reserve the right to correct this document after signature by the participant to comply with COST Rules.*

Submit e-Claim

From   COST Association Notification <noreply@cost.eu>
Subject   **[e-COST] e-Signature required on Ref: ECOST-MEETING-CA15-270618-0977**

Your signature has been requested on the document **Ref: ECOST-MEETING-CA15.-270618-0977**

To e-Sign this document, please click the sign document button below:

Sign document

If you are unable to click the button above, please go to http://dev.qa.cost.local/e-signatures/sign/78d65a35-e6e4-4b17-a2a8-9414fd25aeb8/f38445e2-13cc-4d37-8b86-747e44999716 and follow the instructions.

# 288965

This code expires on **2 July, 2018 at 17:17:59**

If you have any questions in relation to e-Signatures of documents via e-COST please e-mail COST Association Support at e-cost@cost.eu.

# **Training Schools**

# Training Schools - Eligibility Rules

- Location:
  - Participating COST Full Member/COST Cooperating Member
  - Approved NNC Institution

- Financial Support:
  - **Trainers:** same as meetings reimbursement rules
  - **Trainees:** fixed grants - up to EUR 1500 (no receipts)

  - ➢ **Recommendation:** from 3 days up to 2 weeks and 3 Trainees per 1 Trainer

# Eligibility for Trainers
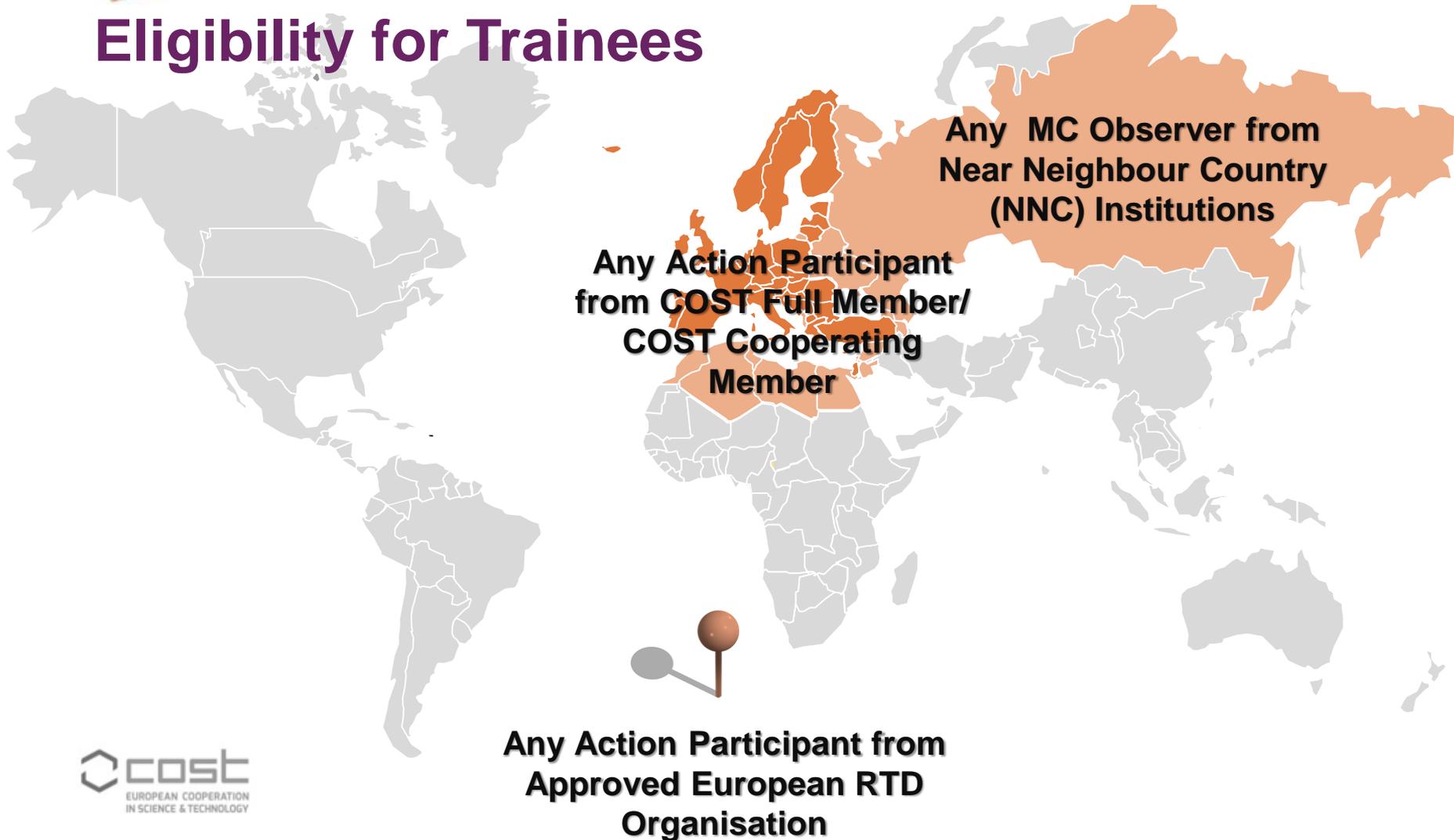
**Any MC Observer from Near Neighbour Country (NNC)**

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

**Any MC Oberserver from IPC institution and COST Partner Member**

**Any Action Participant from Approved International and European RTD Organisation**

**Up to 4 Invited Speakers** once during the Action's life time

# Eligibility for Trainees

Any MC Observer from Near Neighbour Country (NNC) Institutions

Any Action Participant from COST Full Member/ COST Cooperating Member

Any Action Participant from Approved European RTD Organisation

# Local Organiser Support (LOS)

# Local Organiser – Financial Support

**Flat Rate**

**OR**

**Actual Expenses**

Per Meeting Day:
EUR 20 per participant based on signed attendance list

Invoices
(V.A.T. excluded)

Up to:
EUR 5 000
(No receipts required)

Up to:
EUR 10 000 (all receipts required)

## Eligible Expenses

- Rental: Meeting rooms and audio-visual materials; Poster stand
- Photocopying and printing
- Coffee breaks, light lunches and one networking meal
- Admin support (max 15%) for min 40 participants per day
- Field trip: if scientifically justified
- Collective bus transfer (ONLY in the case of remote meeting location)

## Non-eligible Expenses

- Value added taxes (VAT)
- Hotel group reservation
- Field trip expenses without relevant scientific justification
- Purchase of technical equipment & IT devices (i.e mobile phones, computers, printers, etc.)

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# **Short Term Scientific Mission (STSM)**

# STSMs – Financial Support

- **Duration:** minimum 5 days including travel
- STSM activities: within 1 Grant Period
  (e.g. 1 May 19 – 30 April 2020)

- Financial support: fixed contribution (**grant**= no receipts)
  - up to EUR 160 per day/hotel and meals
  - up to EUR 300 for travel
  - max EUR 3500 in total

## STSM – Specific Provisions

- **Researchers from a Participating Inclusiveness Target Country (ITC):**
  **50% of the grant** upon completion of the 1$^{st}$ day

✓ Scientific report approved before payment

- **Selection of Grantees:** responsibility of the MC/STSM Coordinator

# *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**
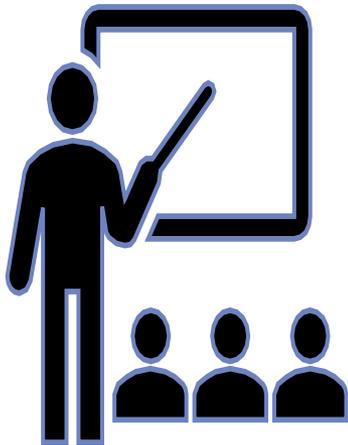
## Who:

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

- Oral/poster presentation
- Listed in the official program
- Pre-Approval by the MC/ITC CG Coordinator

## Location:

Attendance at European event/conferences is preferred. However, events/conferences held elsewhere can also be considered.

## Financial Support:

- **Grant** up to EUR 2500 paid after the event.
- Scientific report approved before payment.

# **Dissemination**

## Aim

To communicate the work and results of the COST Action to a wide range of audiences, including non-scientific ones. Must comply with COST branding rules (https://www.cost.eu/visual-identity//) and have minimum 3 co–authors from 3 different countries participating in the Action.

### Eligible Expenses

- Promotional material
- Action website (Throughout the lifetime of the Action, website expenses cannot exceed EUR 9 000).
- Graphic design (up to a maximum of EUR 1000 across the lifetime of the Action – e.g. creation of an Action logo.)
- Multimedia contents
- Publications – including Open Access licenses
- Proof reading, lay outing and editing
- Conference booths (can be considered eligible on a case by case basis and based on the approval of the Action's Science Officer)

### Non-eligible Expenses

- Value Added Tax (V.A.T.).
- Use of COST Funds for sponsorship of events / conferences.
- Fees or charges associated with disseminating or advertising media content and publications that go beyond what is detailed in Section 10.4 of COST Vademecum.
- Marketing gifts such as calendars, pens, notepads, USBs, other gadgets, etc.
- Translation costs.
- Advertisement costs.
- Any expense not listed in the list of eligible expenses detailed in Section 10.4. of COST Vademecum.

# Work and Budget Plan and funding

# The Work and Budget Plan (WBP) is the basis for your Grant Agreement (AGA)
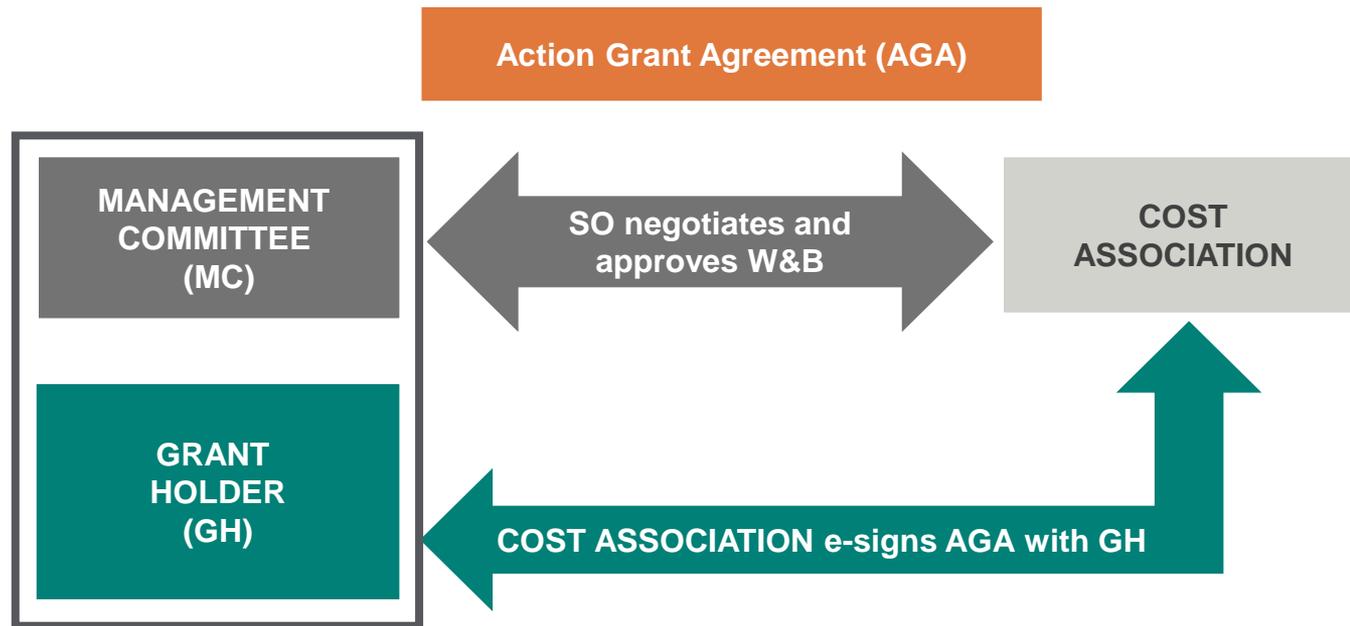


The **Action Chair** is the contact point and needs to submit the Work and Budget Plan via **e-COST** (**https://e-services.cost.eu/user/login/**)

# Grant Periods

Foreseen Grant Periods:

GP1: 01 / 12 / 2019 → 30 / 04 / 2020

GP2: 01 / 05 / 2020 → 30 / 04 / 2021

GP3: 01 / 05 / 2021 → 30 / 04 / 2022

GP4: 01 / 05 / 2022 → 30 / 04 / 2023

GP5: 01 / 05 / 2023 → 27 / 10 / 2023

# 1st Grant Period

- 1st Grant period: *01/12/2019 – 30/04/2020*
- Allocated budget: **89.500 EUR (36 participating COST Countries)**

**A. SUMMARY BUDGET**

    (1) MEETINGS

    (2) SHORT-TERM SCIENTIFIC MISSIONS

    (3) TRAINING SCHOOLS

    (4) ITC CONFERENCE GRANTS

    (5) PUBLICATIONS, DISSEMINATION, OUTREACH

    (6) OTHERS

**B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (6))**

**C. Financial and Scientific Administration and Coordination (FSAC) (max. of 15% of D.)**

**D. TOTAL EXPENDITURE (B+C) = 89.500 EUR**

# Key points on WBP

- Keep your focus on the Achievement of your MoU Objectives

- Optimise your budget utilisation by grouping meetings (e.g. MC with WG meetings)

- Strive to spend all your GP budget:

  **No carry over of underspent budget to following GP!**

- Any addition / amendment (e.g. new activity or cancellation of an event) of the approved WBP needs **SO** and **MC approval**

# COST ACTION MONITORING

# Monitoring

| Review Type | Purpose and features | Reviewed by |
|---|---|---|
| Progress Review 1 (M12) | Implementation of Scientific Committee Recommendations & COST Policy on Excellence and Inclusiveness | Scientific Committee |
| | Identifies any specific interventions needed | |
| | The Action will have to assess their implementation of the COST Policy on Excellence and Inclusiveness (data of the Action will be provided by the COST Association) | |
| Progress Review 2 (M24) | Monitors the progress (towards achievements), Impacts & Successes, Dissemination & Exploitation | Independent External Expert assigned by the COST Association |
| | Identifies specific interventions / urgent needs for improvement | |
| | An Action Rapporteur will be appointed by the COST Association and will perform the evaluation remotely based on a report prepared by the Action Chair | |

# Final Assessment

| Review Type | Purpose and features | Reviewed by |
|---|---|---|
| Final Assessment<br><br>(End of the Action) | Identify how well the Action has reached the defined MoU objectives and deliverables (Achievements, Impacts & Successes, Dissemination & Exploitation, and added value of the networking) | Independent External Expert assigned by the COST Association |
| | Collects data for:<br>▪ COST Association reporting to EC<br>▪ Impact Analyses<br>▪ The identification of success stories<br>▪ The identification of emerging themes/ potentially important future developments | |
| | An Action Rapporteur will be appointed by the COST Association and will perform the evaluation remotely based on a report prepared by the Action Chair (MC approval needed) | |

# SC Recommendation

To comply with the COST Excellence and Inclusiveness Policy 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;

- Early Career Investigators (ECIs) should be maintained 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 maintained 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).

# What is expected from a COST Action?

- Achieve the MoU objectives by making the best use of the networking tools

- Expand the network (within participating countries and reaching out to the missing ones)

- Implement the COST policy
  - unexpected outcomes from formal / informal discussions can help shaping the Action

- Disseminate and exploit the results

# What is NOT a COST Action?

- Research and Innovation project

- Fixed consortium

- Static implementation of the MoU

# Important 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

The COST documents and guidelines below are for COST Action participants and researchers interested in knowing more about COST Actions:

The **COST implementation rules** provide the basic and general conditions for the implementation of COST activities, with a specific focus on COST Actions.

The **COST Action template centre** provides documents that COST Actions may use to report on their activities.

The **key documents** include the official announcement of the COST Open Call; the vademecum, which provides the terms and conditions for the financing of Actions and other activities; the technical annex, which is part of the COST Action proposal; and the SESA guidelines that give information on the application and selection procedure. You will also find the guidelines for dissemination of your COST Action results, which is key to know how to communicate the networks' outcomes.

For general enquiries and technical problems, please contact office@cost.eu

### The documents and guidelines in brief:

The documents on this page give more information for COST Action participants and interested parties.

This information is also provided on the relevant pages of the COST website.

-- Please select a category --

## COST implementation rules

# Agenda

1.  Welcome to participants

2.  Adoption of the agenda

3.  Establishment of quorum

4.  Tour de table / introduction of the MC members

5.  General information on COST mechanism and on the funding and reporting of coordination activities:

    - COST Overview, policy and structure
    - COST Action: Participation, Management, Monitoring and Final Assessment
    - COST Action's Administrative Rules and Guidelines

6.  Setting the frame for the Action

    - Budget
    - Presentation of the Scientific Committee recommendations to the Action

7.  Internal rules of procedure for the Management Committee of the COST Action

8.  Election of the Chair, Vice-Chair

9.  Selection of:
    - The Grant Holder institution
    - The FSAC rate for the Grant Holder institution