



COST Action CA17101  
COST Association

COST Grant System  
19 September 2018

## Action CA17101 Fact Sheet

### Title

European Network on Pseudomyxoma Peritonei

### Contacts

| MC Chair   | Science Officer:   | Administrative Officer:   |
|--|--|---|
| Prof Kjersti FLATMARK<br>Tel. +4722934000<br>kjersti.flatmark@rr-research.no | Dr Federica ORTELLI<br>COST Association<br>federica.ortelli@cost.eu<br>+3225333814 | Ms Jeannette NCHUNG ORU<br>COST Association<br>jeannette.nchungoru@cost.eu<br>+3225333850 |

### Details

|                             |                               |
|-----------------------------|-------------------------------|
| Draft Mou: OC-2017-1-21934  | Mou: 012/18                   |
| Start of Action: 18/09/2018 | Entry into force: 01/08/2018  |
| End of Action: 17/09/2022   | CSO approval date: 13/04/2018 |

### Objectives

Pseudomyxoma peritonei (PMP) is a rare abdominal cancer originating in the appendix, causing extensive tumour growth in the peritoneal cavity. Although rare, PMP still dramatically affects the lives of almost 4,000 new persons in Europe every year, posing a huge financial and logistical challenge for health-care providers. If complete surgical removal cannot be accomplished at expert centres, prognosis is very poor, and no other effective treatments are currently available.

Because it is a rare disease, research into the pathogenesis, classification, molecular composition and treatment of PMP has been fragmented and challenging. The EuroPMP Action aims to sculpt a new, collaborative landscape within PMP research through the creation of a strong and capable network of experts from many fields, including surgeons, pathologists, oncologists, radiologists, molecular biologists, bioinformaticians and allied health care professionals. The Action will work towards a cure for PMP through the facilitation of collaborative research projects, the sharing and dissemination of knowledge, and the improvement of standards of care for the thousands of patients afflicted with PMP.

### Parties

| Country | Date       | Country | Date       | Country | Date       | Country | Date       |
|---------|------------|---------|------------|---------|------------|---------|------------|
| Belgium | 28/06/2018 | Finland | 24/08/2018 | France  | 02/05/2018 | Italy   | 10/09/2018 |



|        |            |                |            |         |            |       |            |
|--------|------------|----------------|------------|---------|------------|-------|------------|
| Latvia | 28/06/2018 | Norway         | 24/05/2018 | Romania | 01/08/2018 | Spain | 14/06/2018 |
| Sweden | 13/09/2018 | United Kingdom | 03/05/2018 |         |            |       |            |

Total: 10

| Intentions to accept the MoU |      |         |      |         |      |         |      |
|------------------------------|------|---------|------|---------|------|---------|------|
| Country                      | Date | Country | Date | Country | Date | Country | Date |
|                              |      |         |      |         |      |         |      |

Total: 0

| Working Groups |
|----------------|
| None           |

| Website |
|---------|
| None    |

| Management Committee  |   |
|---|---|
| Chair   | Vice Chair  |
| <b>Prof Kjersti FLATMARK</b><br>Oslo University Hospital<br>Ullernchausseen 70<br>0310 Oslo<br>Norway<br><a href="mailto:kjersti.flatmark@rr-research.no">kjersti.flatmark@rr-research.no</a> | <b>Dr Faheez MOHAMED</b><br>Peritoneal Malignancy Institute<br>Aldermaston Rd<br>RG24 9NA Basingstoke<br>United Kingdom<br><a href="mailto:Faheez.Mohamed@hhft.nhs.uk">Faheez.Mohamed@hhft.nhs.uk</a> |

| Belgium   |
|---|
| <b>Dr Sarah COSYNS</b><br><b>MC Member</b><br>UGent<br>Corneel Heymanslaan 10 - Blok B<br>9000 Ghent<br>Belgium<br><a href="mailto:sarah.cosyns@ugent.be">sarah.cosyns@ugent.be</a> |

| Finland   |  |
|---|--|
| <b>Prof Ari RISTIMAKI</b><br><b>MC Member</b><br>University of Helsinki and HUSLAB<br>Haartmaninkatu 3<br>00290 Helsinki<br>Finland<br><a href="mailto:ari.ristimaki@helsinki.fi">ari.ristimaki@helsinki.fi</a> | <b>Dr Anna LEPISTO</b><br><b>MC Member</b><br><br><a href="mailto:anna.lepisto@hus.fi">anna.lepisto@hus.fi</a> |

|  |  |
|--|--|
| <p><b>Dr Pirjo NUMMELA</b><br/><b>MC Substitute</b><br/>University of Helsinki<br/>P.O. Box 63, Haartmaninkatu 8<br/>00014 Helsinki<br/>Finland<br/><a href="mailto:pirjo.nummela@helsinki.fi">pirjo.nummela@helsinki.fi</a></p> | <p><b>Dr Carola HAAPAMAKI</b><br/><b>MC Substitute</b><br/>Helsinki University<br/>Hartmaninkatu 4<br/>00001 HUS Helsinki<br/>Finland<br/><a href="mailto:carola.haapamaki@hus.fi">carola.haapamaki@hus.fi</a></p> |
| <p><b>Dr Heikki TAKALA</b><br/><b>MC Substitute</b><br/>Oulu University Hospital<br/>Kajaanintie 50<br/>90220 Oulu<br/>Finland<br/><a href="mailto:heikki.takala@ppshp.fi">heikki.takala@ppshp.fi</a></p>                        |  |

| France  |   |
|---|---|
| <p><b>Mr Laurent VILLENEUVE</b><br/><b>MC Member</b><br/>Lyon University Hospital<br/>3 Quai des Celestins<br/>69002 LYON<br/>France<br/><a href="mailto:laurent.villeneuve@chu-lyon.fr">laurent.villeneuve@chu-lyon.fr</a></p> | <p><b>Dr Clarisse EVENO</b><br/><b>MC Member</b><br/>INSERM<br/>2 rue Ambroise Pare<br/>75010 Paris<br/>France<br/><a href="mailto:clarisse.eveno@gmail.com">clarisse.eveno@gmail.com</a></p> |

| Italy  |   |
|--|---|
| <p><b>Dr Shigeki KUSAMURA</b><br/><b>MC Member</b><br/>Fondazione IRCCS Istituto Nazionale Tumori di Milano<br/>Via Venezian 1<br/>20133 Milano<br/>Italy<br/><a href="mailto:shigeki.kusamura@istitutotumori.mi.it">shigeki.kusamura@istitutotumori.mi.it</a></p> | <p><b>Prof Marcello DERACO</b><br/><b>MC Member</b><br/>Fondazione IRCCS Istituto Nazionale Tumori di Milano<br/>Via venezian 1<br/>20133 milano<br/>Italy<br/><a href="mailto:marcello.deraco@istitutotumori.mi.it">marcello.deraco@istitutotumori.mi.it</a></p> |

| Latvia   |  |
|--|--|
| <p><b>Dr Andrejs PCOLKINS</b><br/><b>MC Member</b><br/>Riga East University Hospital<br/>4 Hipokrata<br/>LV1079 Riga<br/>Latvia<br/><a href="mailto:andrejs.pcholkins@gmail.com">andrejs.pcholkins@gmail.com</a></p> |  |

| Norway  |  |
|---|--|
| <p><b>Ms Dawn PATRICK-BROWN</b><br/><b>MC Member</b><br/>Oslo University Hospital Institute for Cancer Research<br/>Department of Tumor Biology, Institute for Cancer Research, Oslo<br/>University Hospital HF, Radiumhospitalet, Montebello<br/>0424 Oslo<br/>Norway<br/><a href="mailto:d.j.patrick-brown@medisin.uio.no">d.j.patrick-brown@medisin.uio.no</a></p> | <p><b>Dr Annette KRISTENSEN</b><br/><b>MC Substitute</b><br/>Cancer research<br/>Ullevslehaugen 70<br/>0310 OSLO<br/>Norway<br/><a href="mailto:atj@rr-research.no">atj@rr-research.no</a></p> |

| Romania  |  |
|--|--|
| <b>Dr Adrian BARTOS</b><br><b>MC Member</b><br>Regional Institute of Gastroenterology and Hepatology<br>Croitorilor street no 19-21<br>400162 Cluj-Napoca<br>Romania<br><a href="mailto:bartos.adi@gmail.com">bartos.adi@gmail.com</a> | <b>Dr Dana BARTOS</b><br><b>MC Member</b><br>"Iuliu Hatieganu" University of Medicine and Pharmacy<br>3-5 Clinicilor street<br>400426 Cluj-Napoca<br>Romania<br><a href="mailto:bartosdanamonica@gmail.com">bartosdanamonica@gmail.com</a> |

| Spain  |   |
|--|---|
| <b>Dr Alvaro ARJONA</b><br><b>MC Member</b><br>Hospital Universitario Reina Sofia<br>menendez pidal av<br>14004 Cordoba<br>Spain<br><a href="mailto:alvaroarjona@hotmail.com">alvaroarjona@hotmail.com</a> | <b>Prof Pedro BARRIOS</b><br><b>MC Member</b><br><br><br><br><a href="mailto:pedro.barrios@sanitatintegral.org">pedro.barrios@sanitatintegral.org</a> |
| <b>Dr M Isabel RAMOS BERNADO</b><br><b>MC Substitute</b><br><br><br><br><a href="mailto:iramos@csi.cat">iramos@csi.cat</a>   |   |

| Sweden  |   |
|---|---|
| <b>Dr Johan ERLANDSSON</b><br><b>MC Member</b><br>karolinska institutet<br>Karolinska Universitetssjukhuset L0:0<br>17176 Stockholm<br>Sweden<br><a href="mailto:johan.erlandsson@ki.se">johan.erlandsson@ki.se</a> | <b>Dr Peter CASHIN</b><br><b>MC Member</b><br>(not yet registered)<br><a href="mailto:peter.cashin@surgsci.uu.se">peter.cashin@surgsci.uu.se</a><br>PENDING |
| <b>Dr Dan ASPLUND</b><br><b>MC Substitute</b><br>(not yet registered)<br><a href="mailto:dan.asplund@gu.se">dan.asplund@gu.se</a><br>PENDING  |   |

| United Kingdom  |  |
|---|--|
| <b>Dr Faheez MOHAMED</b><br><b>MC Member</b><br>Peritoneal Malignancy Institute<br>Aldermaston Rd<br>RG24 9NA Basingstoke<br>United Kingdom<br><a href="mailto:Faheez.Mohamed@hhft.nhs.uk">Faheez.Mohamed@hhft.nhs.uk</a> | <b>Prof Norman CARR</b><br><b>MC Member</b><br>Hampshire Hospitals NHS Trust<br>Aldermaston Road<br>RG24 9NA Basingstoke<br>United Kingdom<br><a href="mailto:n.j.carr@soton.ac.uk">n.j.carr@soton.ac.uk</a> |

| Grant Holder: Oslo University Hospital- Norway |                             |
|--|-----------------------------|
| GH Scientific Representative                   | GH Financial Representative |
| GH Legal Representative                        | GH Manager/Administrator    |



## AGENDA CA17101

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*18<sup>th</sup> September 2018 - COST Association, Avenue Louise 149, 1050 Brussels (B)*

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1. Welcome to participants
2. Adoption of the agenda
3. Establishment of quorum and tour de table
4. General information on COST mechanism and on the funding and reporting of coordination activities:
  - Sharing your work and results
  - COST Overview, policy and structure
  - COST Action: Participation, Management, Monitoring and Final Assessment
  - COST Action's Administrative Rules and Guidelines
5. Setting the frame for the Action
  - Budget
  - Presentation of the Scientific Committee recommendations to the Action
6. Internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair, Vice-Chair
8. Selection of:
  - The Grant Holder institution (Scientific Representative)
  - The FSAC rate for the Grant Holder institution
9. Presentation and discussion of the Action
  - MoU Objectives and working programme
  - Working method organisation and management
  - Distribution of tasks
  - Strategies for implementing the COST Policy on Excellence and Inclusiveness



10. Establishment of Action Management structure

- Election of Working Group Leaders and STSM Manager
- Election of other management roles

11. 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)

12. AOB

13. Closing

DRAFT

| <b>Name</b>           | <b>Country</b> |
|-----------------------|----------------|
| Ms Sarah Cosyns       | Belgium        |
| Dr Pirjo Nummela      | Finland        |
| Dr Clarisse Eveno     | France         |
| Mr Laurent Villeneuve | France         |
| Dr Shigeki Kusamura   | Italy          |
| Dr Andrejs Pcolkins   | Latvia         |
| Prof Kjersti Flatmark | Norway         |
| Ms Dawn Patrick-Brown | Norway         |
| Dr Annette Kristensen | Norway         |
| Dr Adrian Bartos      | Romania        |
| Dr Alvaro Arjona      | Spain          |
| Prof Pedro Barrios    | Spain          |
| Prof Norman Carr      | United Kingdom |
| Dr Faheez Mohamed     | United Kingdom |



# Action CA17101

## European Network on Pseudomyxoma Peritonei

Dr. Federica Ortelli - Science Officer

Brussels, 18 September 2018

# COST Association Contact Points

Science Officer

**Dr Federica Ortelli**

[Federica.ortelli@cost.eu](mailto:Federica.ortelli@cost.eu)

Tel: +32 (0)2 533 3814

Administrative Officer

**Ms Jeannette NCHUNG ORU**

[jeannette.nchungoru@cost.eu](mailto:jeannette.nchungoru@cost.eu)

Tel: +32 (0)2 533 3890

# Agenda

1. Welcome to participants
2. Adoption of the agenda
3. Establishment of quorum and tour de table
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# Tour de Table



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## CA COST Action CA17101

### Parties

#### Action details

|                   |            |
|-------------------|------------|
| MoU               | 012/18     |
| CSO Approval date | 13/04/2018 |
| Start of Action   | 18/09/2018 |
| End of Action     | 17/09/2022 |

#### Participations

| Country        | Date       | Status    |
|----------------|------------|-----------|
| Belgium        | 28/06/2018 | Confirmed |
| Finland        | 24/08/2018 | Confirmed |
| France         | 02/05/2018 | Confirmed |
| Italy          | 10/09/2018 | Confirmed |
| Latvia         | 28/08/2018 | Confirmed |
| Norway         | 24/05/2018 | Confirmed |
| Romania        | 01/08/2018 | Confirmed |
| Spain          | 14/06/2018 | Confirmed |
| Sweden         | 13/09/2018 | Confirmed |
| United Kingdom | 03/05/2018 | Confirmed |

Total: 10

### COST Association COST Action CA17101

- Description
- Parties**
- Management Committee

#### General Information\*

Proposer of the Action:  
[Prof Kjersti Flatmark](#)

Science officer of the Action:  
[Dr Federica ORTELLI](#)

Administrative officer of the Action:  
[Ms Jeannette NCHUNG ORU](#)

#### Downloads\*

Action Fact Sheet  
[Download AFS as .RTF](#)

Memorandum of Understanding  
[Download MoU as PDF](#)



- ✓ Name
- ✓ Country
- ✓ Background (expertise, previous experience with COST Actions?)



# Kick off meeting purpose

- Official start date of the Action
- General information about COST, COST Action's Management
- Election of key positions within the Action and Selection of GH institution (by voting)
- Establishment of Action Management Structure (by voting)
- Discussion to prepare draft plan of activities in 1<sup>st</sup> Grant Period

# The Science Communication Manager – a key role within the Action

Brussels, September - October 2018

Carla Mauricio Planas –Communications Officer

# The Science Communication Manager

- Mandatory for every COST Action
- Designated during the kick-off meeting
- Main contact for the Communications Unit
- Supported through COST office, e.g. through science communication trainings
- Communicate and disseminate



# Why is communication important ?

- For the scientific community (dissemination)
- For COST, the EU and the COST Actions
- For you individually





## Communicating about your COST Action helps you

- get your work in the spotlight → visibility
- build new connections within and outside your Action, which also helps the Action grow
- advise on public policies, and influence the decision-making process (evidence-based policy making)
- educate and inform the general public



## Responsibilities of the Science Communication Manager

- Build a communication strategy and plan ahead
- Create a COST Action website
- Tools: video, infographics, brochures,...
- Channels: Media, social media, conferences...
- Scientific Publications/Open Access
- Final Action Dissemination (FAD) Grant

## How?

- Think strategically: consider your MoU objectives/ communication strategy and plan
- **Who** are you addressing? Other researchers, local/national/EU authorities, regulatory bodies, associations, SMEs, industry, NGOs...?
- **What's** your message?
- **When?** Think of timeliness – key moments - not only at the end of the Action!
- **Why?** Do you want to inform, advise, influence, engage?

# Supporting Tools

- Eligible costs: vademecum requirements
- COST strategy and visual identity: our brand book

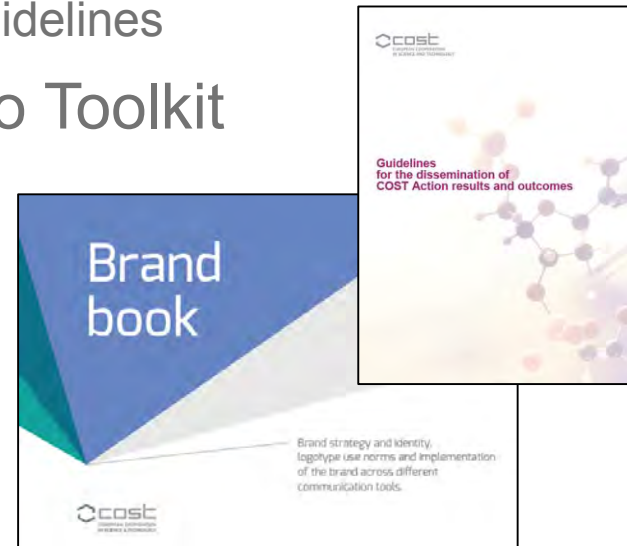
<http://www.cost.eu/visualidentity>

- Guidelines for Dissemination of COST Action results:

[http://www.cost.eu/Action\\_dissemination\\_guidelines](http://www.cost.eu/Action_dissemination_guidelines)

- Science Communication How-to Toolkit

<http://www.cost.eu/module/download/65015>





## To summarize

- Communication and dissemination are important for the Action and the COST programme
- The role of the Science Communication Manager is supported by COST communications team and
- Several tools and trainings
- Mention COST funding whenever you communicate your network's achievements
- Support from the COST Action budget over 4 years & additional grant at the end (FAD)

# Thank you!

- Stay in touch with our department: [communications@cost.eu](mailto:communications@cost.eu)
- Sign up for our news: [www.cost.eu/subscribe](http://www.cost.eu/subscribe)
- Join our online community:



[@COST.Programme](https://www.facebook.com/COST.Programme)



[COST Association](https://www.linkedin.com/company/cost-association)



[@COSTprogramme](https://twitter.com/COSTprogramme)



[COSTOffice](https://www.youtube.com/COSTOffice)

# COST OVERVIEW



# COST Member Countries

## EU 28

## EU Candidates and Potential Candidates

Albania  
Bosnia and Herzegovina  
fYR Macedonia  
Montenegro  
Republic of Serbia  
Turkey

## Other countries

Iceland  
Norway  
Switzerland

## COST Cooperating Member

Israel



# 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 Actions' strengths and key features

Open to

All countries

COST Countries

Global cooperation

All fields of S&T

Trans-, multi-,  
interdisciplinarity

All career stages

Young and experienced  
researchers

All Partners

Academia, public  
organisations, SME

NGO, Industry,  
International Organisation

# 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”

# COST POLICY ON EXCELLENCE AND INCLUSIVENESS

# Excellence and inclusiveness

- Targeting three dimensions:
  - Geographical (Inclusiveness Target Countries)
  - Gender balance
  - Early Career Investigators



# Inclusiveness Target Countries (ITC)

## Global reach

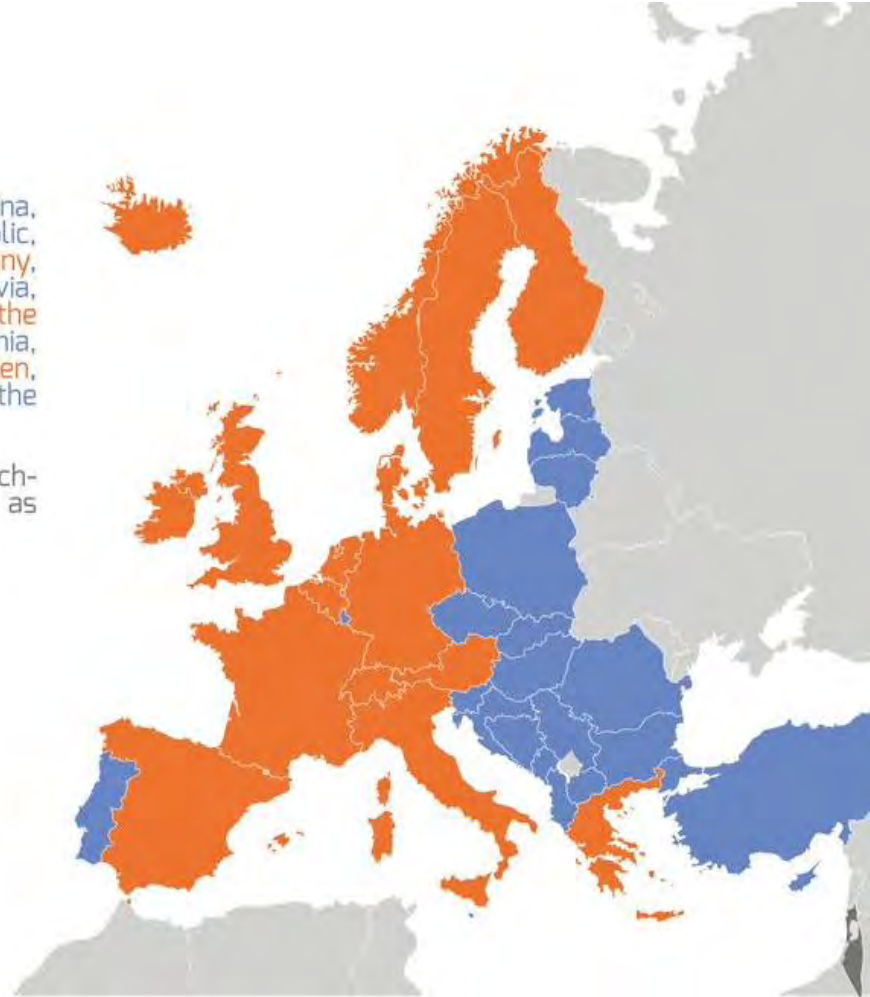
38 COST countries:

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, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, the United Kingdom and the former Yugoslav Republic of Macedonia.

The countries in blue are the less research-intensive COST countries, also known as inclusiveness target countries (ITCs).

1 Cooperating State:

Israel



# Geographical coverage (Inclusiveness Target Countries - ITC)

## 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.



# Early Career Investigators (ECI) 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 ACTION PARTICIPATION

# How COST Countries join an Action

If new COST Countries join the Action



# How IPCs and NNCs join an Action

## OPTION 1: NNC & IPC already included in the proposal

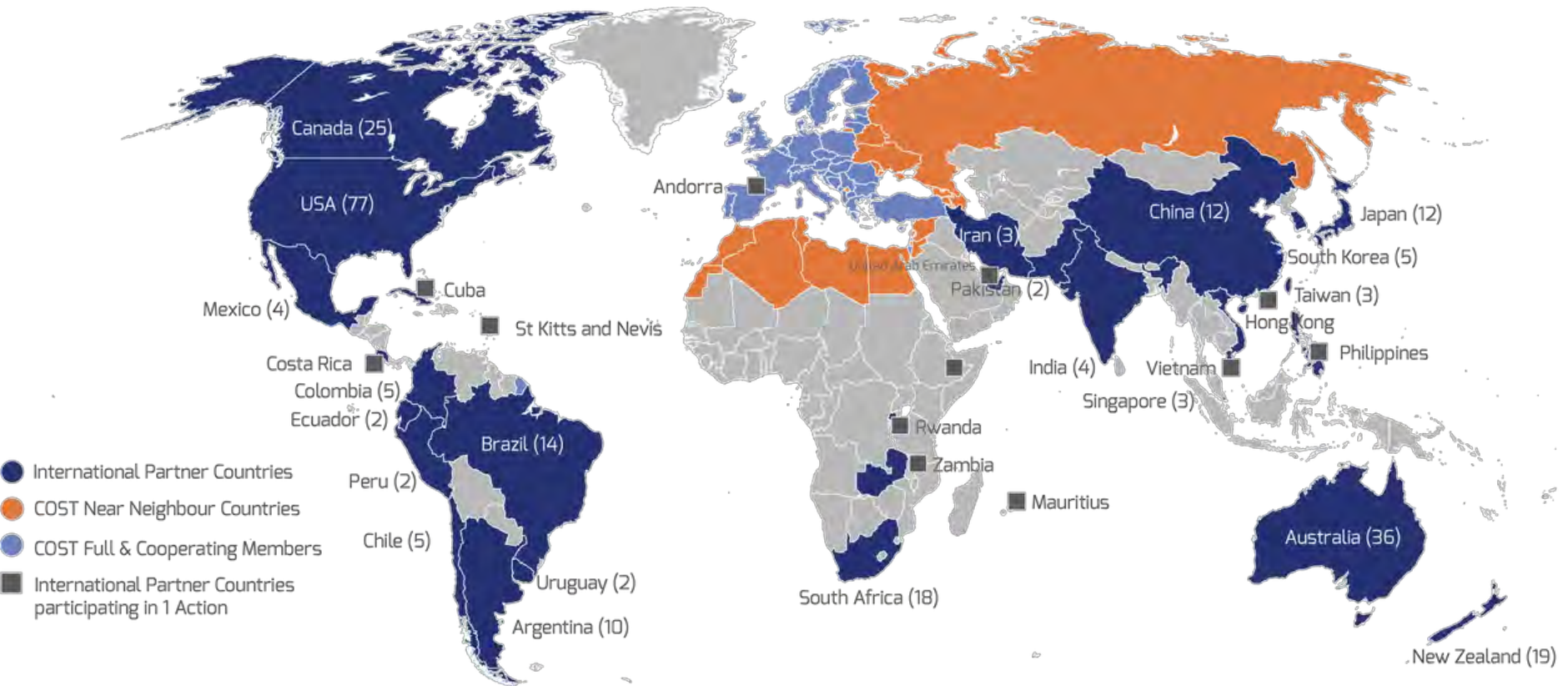
- Applicant encodes a new application
- Needs MC approval
- Officially approved by the CSO when the proposals is selected for funding

## 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 a MC Observer**

# NNC and IPC



# 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 Trainers when Training Schools are organised

# COST ACTION STRUCTURE

# Action Structure

**COST  
Association**

**GRANT HOLDER  
(GH)**

**MANAGEMENT  
COMMITTEE  
(MC)**

**Action Chair  
Action Vice-Chair**

**WG 1**

**WG 2**

**WG 3**

**WG X**



# Management Committee

## DECISION MAKING BODY

Coordination, Implementation, and Management of the Action:

- Draft and approve the WBP
- Implementation of COST Policies
- Enlargement of the network
- Membership approval
- Reporting
- IPR agreement (if relevant)

# MC decision making

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

## E-VOTE

Initiated and managed by the MC 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 decision must be included in the official MC minutes of the following MC Meeting**

# MC - Leadership roles

- Elected at the 1st MC meeting
- At least 1 ITC participant in leadership position

Action Chair (AC)

Action Vice-Chair

Working Group Leaders

Grant Holder Scientific Representative

Short Term Scientific Mission coordinator

Science Communication Manager

And other horizontal roles

**CORE GROUP**

**to prepare  
MC decisions and  
exceptionally mandated  
to take certain decision**

# 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
- Reference documents:
  - [http://www.cost.eu/download/COST\\_International\\_Cooperation\\_and\\_Specific\\_Organisations\\_Participation](http://www.cost.eu/download/COST_International_Cooperation_and_Specific_Organisations_Participation)
  - <http://www.cost.eu/download/64399>

# Working Groups

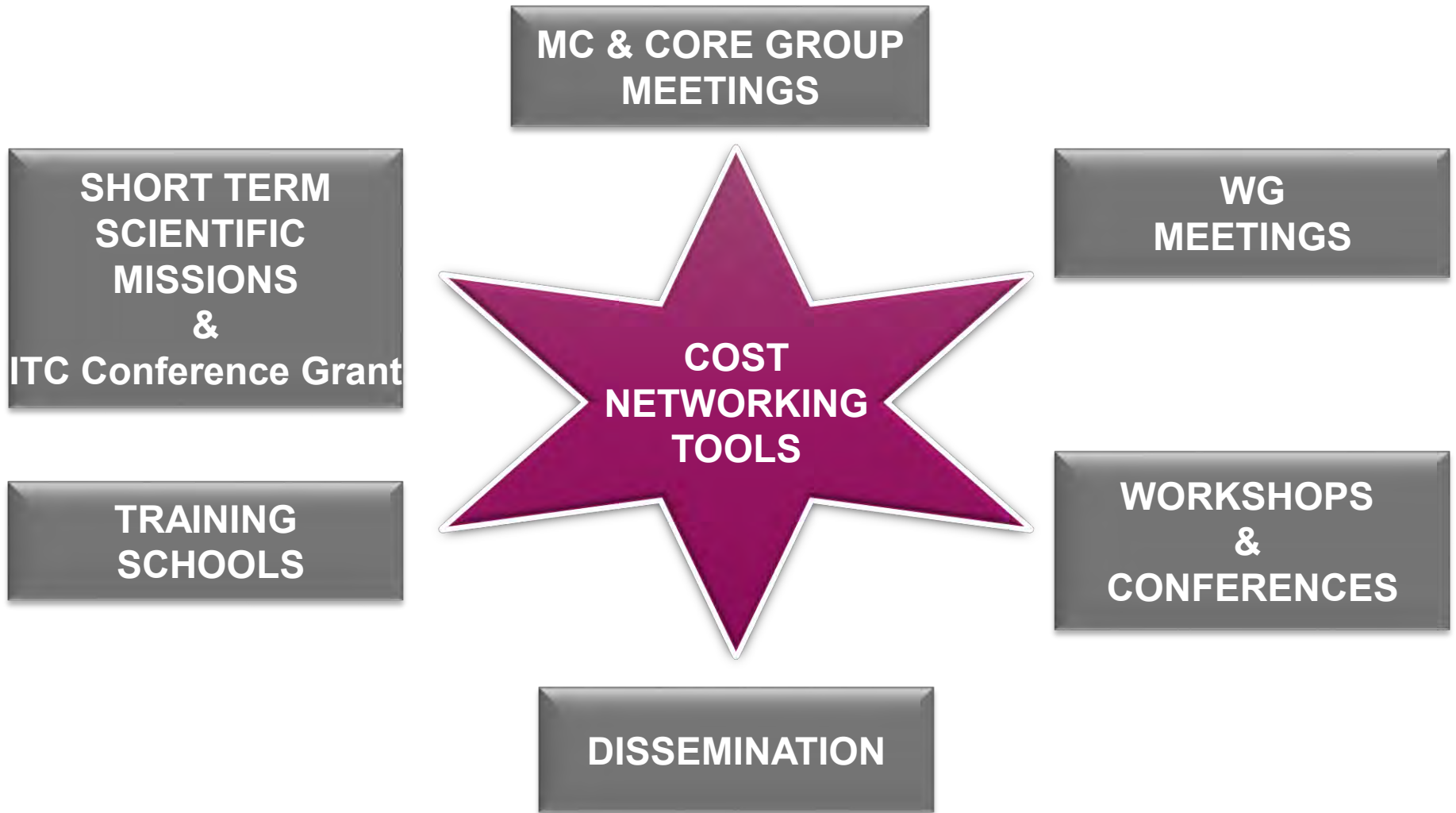
Composed of:

- MC Members, MC Substitutes, and MC Observers from NNC, IPC, Specific Organisations
- Any researcher from Participating COST Member Countries

Every MC Member is expected to join a Working Group and actively participate as Working Group Member.

WG Leaders should be MC Members.

# COST Networking Tools



# COST Networking Tools: Meetings

## MC, CORE GROUP, WG MEETINGS, WORKSHOP and CONFERENCES

- 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

### SPECIFICALLY

- 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

# STSM, ITC Conference Grant, TS

## SHORT TERM SCIENTIFIC MISSIONS

- 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.

**NEW**

## 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 SCHOOLS

- 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

- Website, material for display or distribution (flyers, posters,...), Publications (journal, books,...), Open access licenses, Multimedia content, Distribution costs,...
- Must reflect the Action's objectives
- Should be made available to the widest audience (Open access)

# 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

# COST ACTION FUNDING

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

1. WBP negotiated between Action Chair (AC) and COST Association
2. WBP approved in e-COST by Management Committee
3. AGA generated by COST Association
4. AGA e-signed first by the Grant Holder Legal Representative and subsequently by COST Association Director

→ GP active in e-COST

# Work and Budget Plan (WBP)

The Main Proposer / Action Chair Candidate can start drafting the WBP as soon as the Grant Period has been created by the Science Officer.

## Budget

- The GP budget is proportionate to the number of participating COST Countries and duration of the GP.
- The overall COST Association budget is communicated by the EC on a yearly basis and can create small variations across GP to the budget of the Actions.
- **No carry over of underspent budget from one GP to the next!**

# Grant Periods

- For each Grant Period (GP) you will have a Work and Budget Plan and Grant Agreement.

GP1: 01 / 10 / 2018 → 30 / 04 / 2019

GP2: 01 / 05 / 2019 → 30 / 04 / 2020

GP3: 01 / 05 / 2020 → 30 / 04 / 2021

GP4: 01 / 05 / 2021 → 30 / 04 / 2022

GP5: 01 / 05 / 2022 → 17 / 09 / 2022

# COST ACTION MONITORING

# Action Monitoring

| Type | Time (months) | Focus  | Referent             |
|------|---------------|--|----------------------|
| PR1  | 12            | Implementation of SC Recommendations & COST Policies   | Scientific Committee |
| 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>  | Action Rapporteur    |
| 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>• Lessons for the future and success stories</li> <li>• Emerging themes/ potentially important future developments</li> </ul> | Action Rapporteur    |





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

# COST Actions

Administrative Rules and Guidelines



Funded by the Horizon 2020 Framework Programme  
of the European Union

# Content



1

COST Grant System

2

COST Networking tools  
Reimbursement Rules

3

Communication with  
COST Association

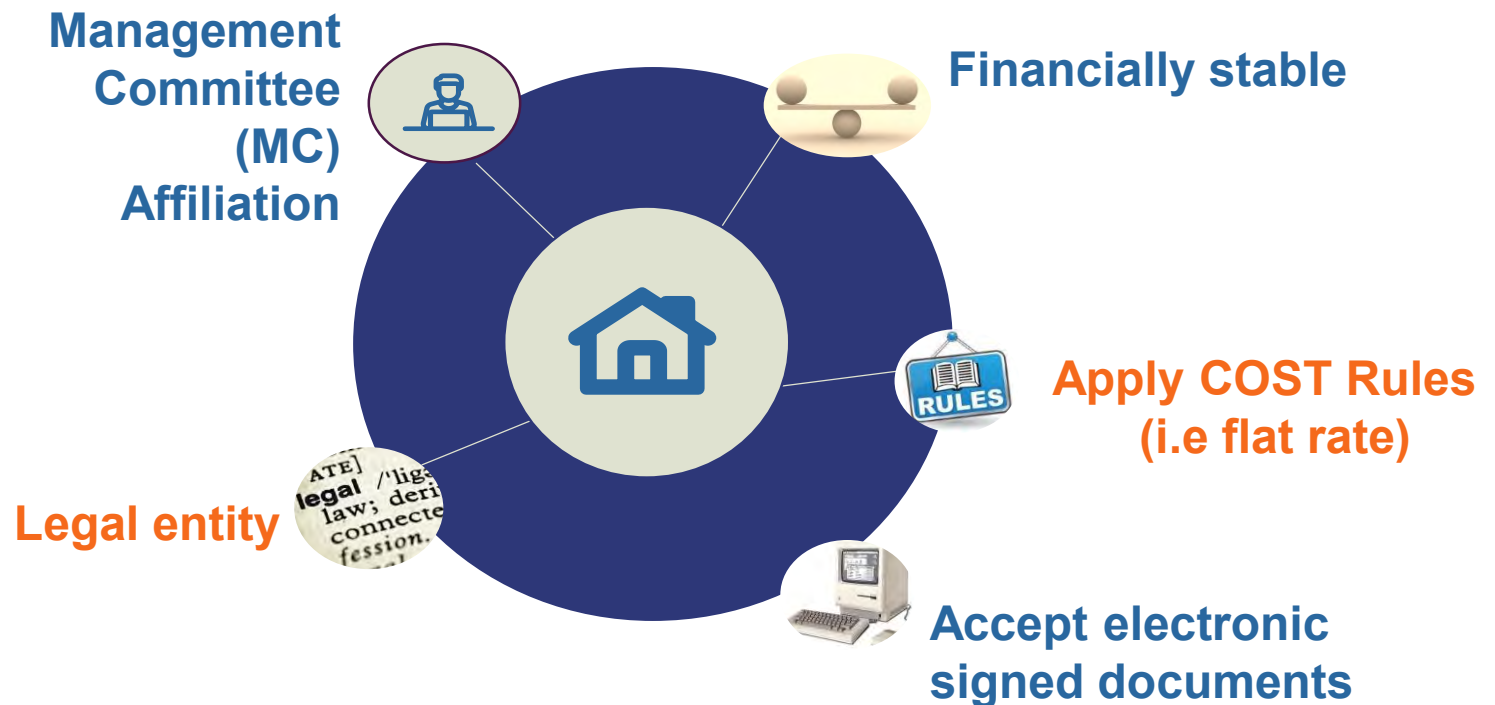
## Who reimburses your expenses?

- 1<sup>st</sup> Management Committee (MC)  
Paid by the COST Association (PAYG)
- After 1<sup>st</sup> MC Meeting  
Paid by the Grant Holder Institution (COST Grant System)

# COST Grant System (CGS)



# The Grant Holder Institution



# Grant Holder Institution – Financial Support

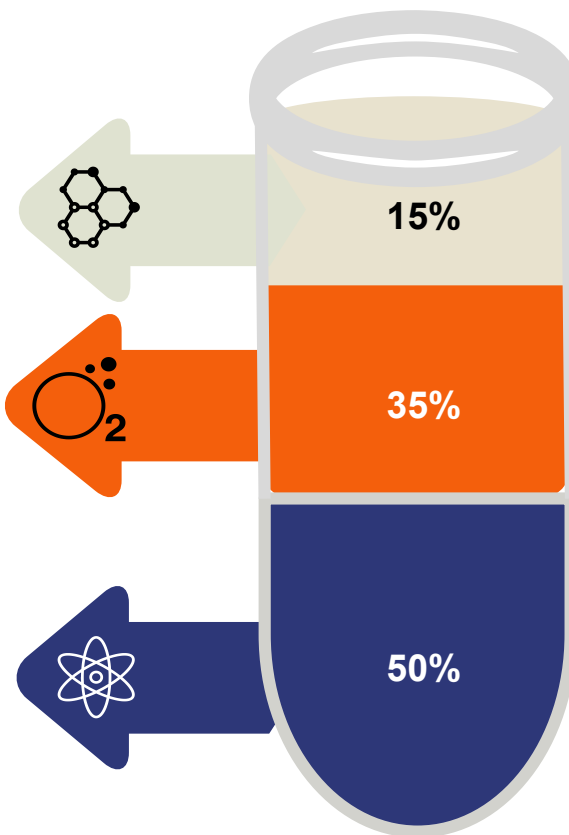
- **FSAC** - Financial and Scientific Administration and Coordination support
- Up to 15% of the actual eligible scientific expenditures

# Payment of Grant

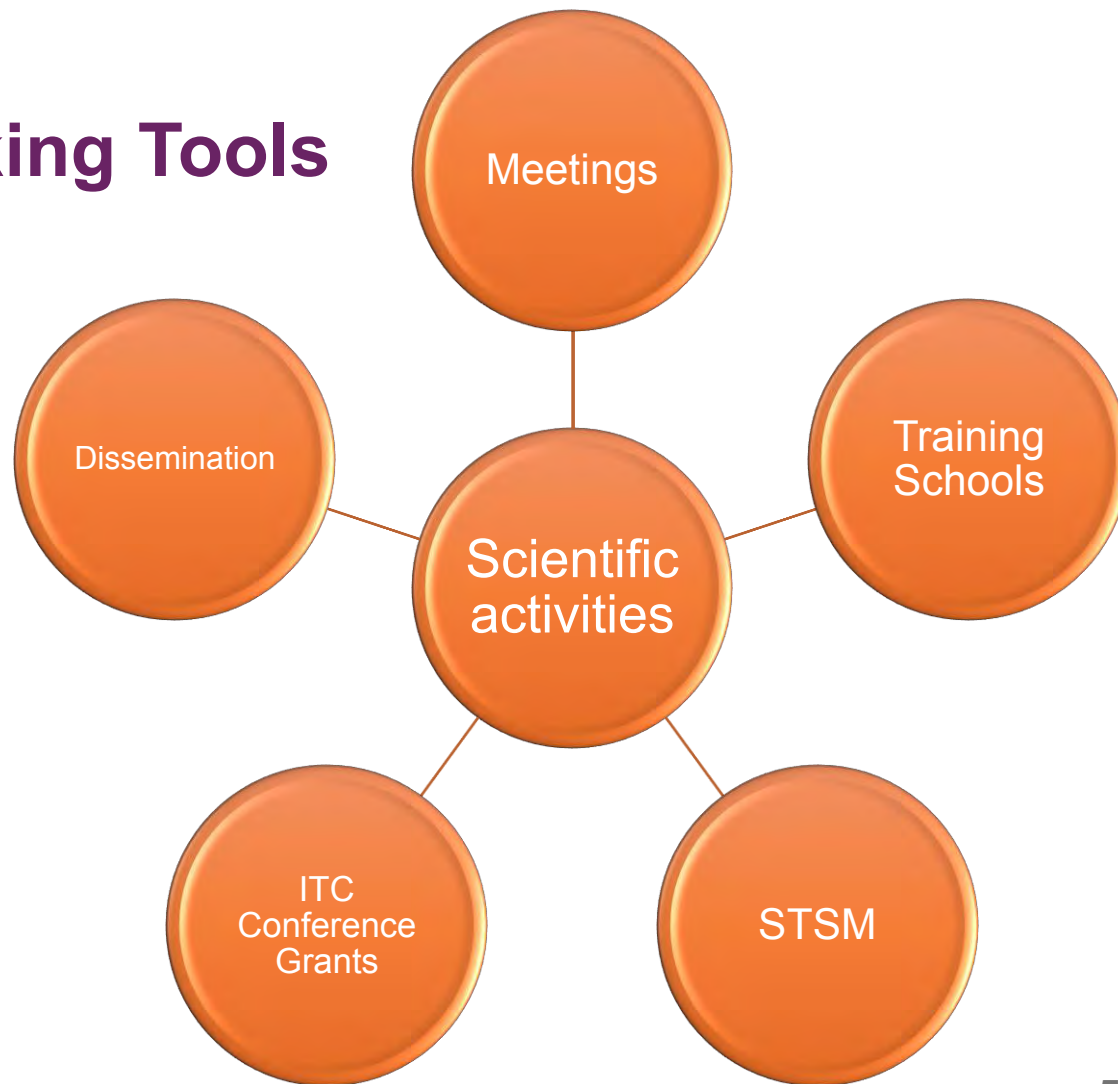
3<sup>rd</sup> payment up to 15% of the Grant

2<sup>nd</sup> payment up to 35% of the Grant

1<sup>st</sup> payment up to 50% of the Grant



# COST Networking Tools





# Types of Meetings

Management  
Committee

Core Group

Working Group



Workshops or  
Conference

Dissemination  
Meeting

Final Meeting

## All meetings

### **Location:**

Participating COST Full Member/COST Cooperating Member

### **Financial Support:**

Eligible Participants that are entitled to be reimbursed can receive financial support for their travel, accommodation and meal expenses

# Dissemination Meeting

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



## Location:

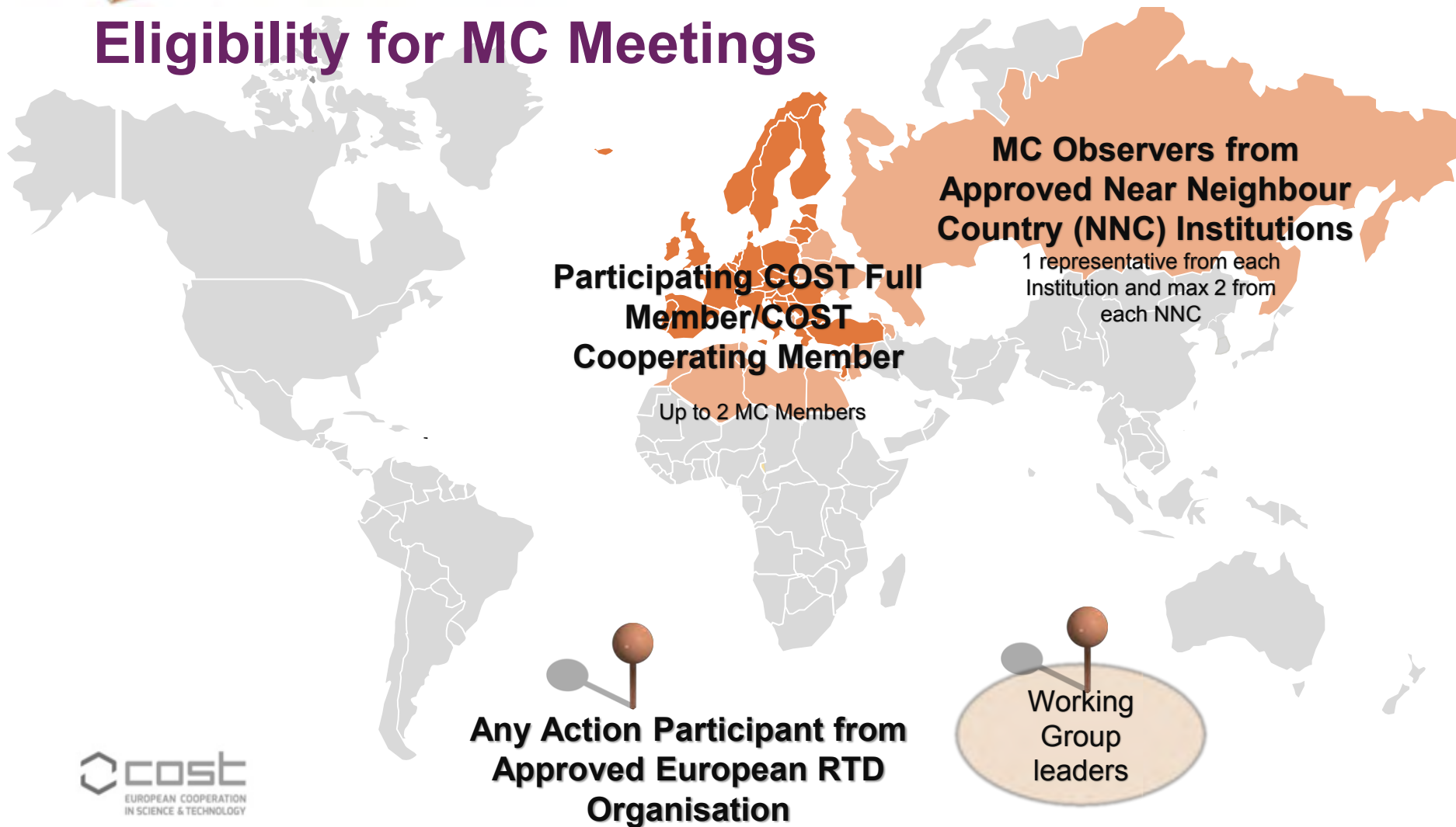
Attendance at European event/conferences is preferred. However, events/conferences held elsewhere can also be considered.

## Financial Support:

Eligible Participants that are entitled to be reimbursed can receive financial support for their travel, accommodation and meal expenses plus up to EUR 500 for conference fee.



# Eligibility for MC Meetings





## Not eligible for MC Meetings

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



## Eligibility - all other meetings





## Not eligible – all other types (Excluding Dissemination meetings)

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



A hand holding a piece of white chalk is shown in the bottom right corner, writing the words 'KNOW THE RULES!' on a chalkboard. The text is written in a bold, blocky, white font. The background is a light gray chalkboard with a white border at the top. An orange and white geometric shape is visible in the top left corner.

# Reimbursement Rules



# Long distance travel = cross border travel

## Flight expenses:

- Economy class only
- Max EUR 1200

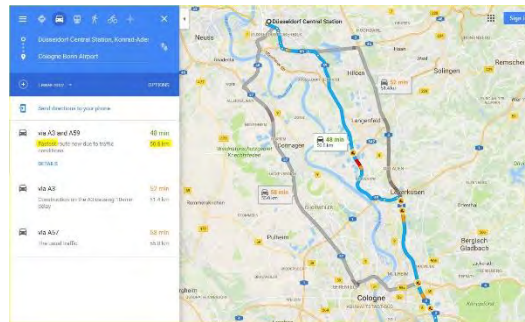
You must submit an invoice and full itinerary



## 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 (i.e Google Map)



## Train, bus and ferry expenses:

- First, second and business class

You must submit invoice / 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
- 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



A hand-drawn sign on a wooden desk. The sign is a white rectangular piece of paper with the word 'CLAIM' written in large, bold, black letters. A hand is pointing at the sign with a black pen. To the right of the sign is a white coffee cup on a saucer. The background is a wooden desk with a hand-drawn arrow pointing towards the sign. The overall image is in grayscale with a purple text overlay.

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

Dear participant,

You are invited to attend the following COST Meeting as a Meeting Participant: COST Action: CA15.

- Meeting Title: COST Action Meeting and WG meeting
- Location: Slovenia
- Meeting Type: Management Committee Meeting and WG meeting
- Meeting Dates: from 2018-06-27 10:00:00 to 2018-06-29 18:00:00

Session(s) to which you are invited:

- Management Committee Meeting: from 2018/06/27 09:00 to 2018/06/27 13:00 (eligible for reimbursement)
- Working Group Meeting: from 2018/06/27 14:00 to 2018/06/29 17:00 (eligible for reimbursement)

The expenses related to your participation during the above-mentioned dates will be reimbursed based on your request and according to COST Rules of Reimbursement that you can consult here: [www.cost.eu/VADEMECUM](http://www.cost.eu/VADEMECUM).

**Please confirm or decline your participation in this event by clicking on the following link: <https://e-services.cost.eu/invitation/53824fff3f74dda8b018c199a34ff745/>**

If you are new to e-COST, you can register a new e-COST profile on the following link: <https://e-services.cost.eu/>

Kind regards,

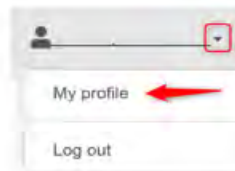
Grant Holder

# Step 1/7 e-cost login

Click on the link provided in the invitation and logs into e-cost.

An overview of the participant's event invitations and claims which require an electronic signature is available in e-COST and accessible through the option 'My profile' followed by selecting from the menu the relevant option.

The Online Travel Reimbursement Request can only be signed one day after the event finished. Until then, the overview page will show that there are no documents to be signed.



- Personal Details
- Affiliations
- Scientific Expertise
- Prizes and Awards
- Education Details
- Curriculum Vitae
- Bank Accounts
- Email Addresses
- Change Password
- My e-Signatures
- My Invitations

## User Profile

## My e-Signatures

This panel lists documents which you have e-Signed or which require your e-Signature.

To view or e-Sign, please choose an action in the right-hand column of the table.

If you want to know more about e-Signatures, please visit the page [e-Signature of a document](#)

## Pending Documents

**i** There are no documents requiring your e-Signature.



## Step 2/7 find your invitation

The overview of the invitations you received (for past and future events) is displayed as below. The OTRR can be accessed directly through the 'Options' icon.

Personal Details

Affiliations

Scientific Expertise

Prizes and Awards

Education Details

Curriculum Vitae

Bank Accounts

Email Addresses


Change Password

My e-Signatures



My Invitations 

### Event Invitations

#### List of Future Events

| Event Date | Action | Country  | Type                  | Title          | Status        | Options   |
|------------|--------|----------|-----------------------|----------------|---------------|---|
| 2018-10-22 | CA15   | Portugal | Working Group Meeting | WG meetings II | Not Confirmed |  |

#### List of Past Events

| Event Date | Action | Country        | Type  | Title  | Status   | Options   |
|------------|--------|----------------|---|--|----------|---|
| 2018-06-27 | CA15   | Slovenia       | Management Committee Meeting, Working Group Meeting | Third management committee meeting and WG meetings | Accepted |  |
| 2018-04-24 | CA15   | United Kingdom | Core Group Meeting                                  | Core management group meeting                      | Accepted |  |

## Step 3/7 accept/decline the invitation and confirm whether you wish to be reimbursed or not

**Confirm or declines the participation before the event:**

### Invitation / COST Association Event


---

**Meeting Details**

|            |  |  |
|------------|--|--|
| Meeting ID | ECOST-MEETING-CA15-270618-097                      |  |
| Title      | Third management committee meeting and WG meetings |  |
| Start Date | 2018/06/27   |  |
| End Date   | 2018/06/29   |  |
| Location   | Slovenia   |  |


**Session(s) to which you are invited:**

|                       |   |                              |
|-----------------------|---|------------------------------|
| Management Committee  | from 2018/06/27 09:00 to 2018/06/27 13:00 | (eligible for reimbursement) |
| Working Group Meeting | from 2018/06/27 14:00 to 2018/06/29 17:00 | (eligible for reimbursement) |



Please advise us if you intend to come to the event.

**Confirm whether you wish or not to claim the reimbursement of the expenses.**



\*You are eligible to claim reimbursement of your expenses related to this event. Do you wish to submit a claim?

## Step 4/7 – after the meeting

You can start completing online the request for reimbursement:

### 3.5.1 Travel Dates and Meeting Attendance

Travel start date and travel end date are automatically populated with the meeting dates and are editable. The drop-down menu allows the participant to select the departure time (from home/ starting location) and the arrival time (back home/arrival location).

The participant needs to complete the attendance to the meeting by selecting the date(s) for which the attendance list has been signed.

Travel and attendance information are necessary to automatically calculate the maximum number of nights and the maximum number of meals eligible to be reimbursed to the participant.

penses

**Please note:**

- Local organiser has paid 3 meal(s) for this meeting, which has/have been automatically deducted from the number of eligible meals that you can claim

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

Travel dates (Door to Door)

|              |      |            |      |               |   |   |
|--------------|------|------------|------|---------------|---|---|
| Travel Start | Date | 2018-06-27 | Time | 09:00 - 09:59 | ▼ | ← |
| Travel End   | Date | 2018-06-29 | Time | 17:00 - 17:59 | ▼ | ← |

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.

|                                     |                                     |                                     |   |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| 27 Jun 18                           | 28 Jun 18                           | 29 Jun 18                           | ← |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |   |

### 3.5.2 Accommodation and Meals expenses

#### Accommodation expenses *i*

Number of nights   

Applicable rate per night EUR 90.00

Reimbursable amount EUR 0.00

Justification

#### Meals expenses *i*



Number of meals   

Applicable rate per meal EUR 20.00


Reimbursable amount EUR 0.00

Justification

#### Accommodation expenses *i*


Number of nights   

Applicable rate per night

Reimbursable amount  

Justification

#### Meals expenses *i*

Number of meals  

Applicable rate per meal EUR 20.00



Reimbursable amount EUR 40.00

Justification

### 3.5.3 Long distance travel expenses

The following items are considered means of long distance transportation: plane, train, bus, car, and ferry.

The participant may encode as many long distance travel and/or local transport expenses as necessary to attend the meeting. All tickets, receipts, invoices related to these expenses must contain the itinerary, travel dates, price paid, e-ticket number for the airplane ticket, name of the passenger, and must be uploaded in e-COST.

Long distance (Cross border) travel expenses   [add](#)

Reimbursable amount    EUR 0.00

#### LONG DISTANCE TRAVEL EXPENSES

Means of transportation

Plane ▾

From

Plane

Train

Country --SELECT--

Bus

Car

Ferry





### 3.5.4 Local transport expenses

The following items are considered means of local transportation expenses: public transport, taxis, car, parking, and ferries.

**LOCAL TRANSPORT EXPENSES**

Each participant must encode their expenses related to Local transport in the section below:

Expense type

|                           |  |
|---------------------------|--|
| Public Transport Expenses | Public transport expenses are bus, train, metro and tram expenses incurred when travel starts and finishes within one country.   |
| Please Select             |  |
| Public Transport Expenses | Public transport (bus, train, metro and tram) are as follows: If the amount claimed for the entire journey is equal to or less than EUR 25, no supporting documents are required. In any case, the local transport options for your journey(s) must be detailed in the relevant section below. If the amount claimed is more than EUR 25, then supporting documents justifying the total amount claimed must be provided by the participant. All journeys must clearly detail the name of the service provider, the full price of the ticket and the date of travel. All segments of the journey must be detailed in the relevant section below. |
| Taxi Expenses             |  |
| Car Travel                |  |
| Parking Expenses          |  |
| Ferry Expenses            |  |

Amount

Currency

Please detail the nature and price of your local transport expense(s)

## Upload all travel Supporting Documents

Each participant must upload all the supporting documents (airplane ticket, transport receipt etc.) as well as any justification linked to the expenses claimed, by first clicking on the 'Browse' button at the bottom of the page and then on the 'Upload' button.

This is mandatory in order to claim the reimbursement.

Supporting Documents

Attached Document 1

flight itinerary

Download

Delete

Title / Description

Bus tickets

(Example: plane ticket, receipts, etc.)

File to upload

C:\fakepath\MIVB 1 rit.pdf

Browse

Upload

Cancel

*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.*

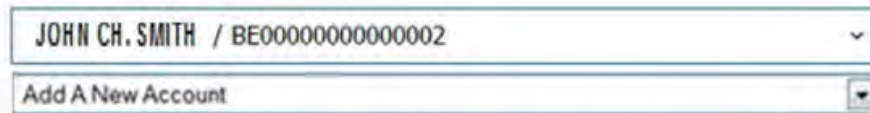
## Step 5/7 – select the bank account

### Select/Add the bank account on which to receive the reimbursement

Once all the expenses had been entered and the supporting documents have been uploaded, the participant must select the bank account to which the payment should be transferred.

Any already encoded bank account would be available in the drop-down menu. Otherwise, or if wanted, the participant has the possibility to add a new bank account.

After completion of this step, the participant can save and preview the OTRR. This allows the participant to review the request before submitting it.



The screenshot shows a web form with two dropdown menus. The top dropdown menu is open, displaying the text 'JOHN CH. SMITH / BE00000000000002' and a small downward arrow on the right. Below it is another dropdown menu with the text 'Add A New Account' and a small downward arrow on the right.

Select the Bank Account you would like to get reimbursed on above. To select a non-listed account, click "Add a new account".

After selecting your bank account, you will be able to preview a draft version of your TRR (Travel Reimbursement Request) Form to verify the details.

Once you have selected your bank account you will be able to review your TRR and submit your claim.



Now you can preview a draft version of your TRR (Travel Reimbursement Request) Form and verify the details.





## Step 6/7 – submit your claim

### 3.8 Submission

The participant confirms that the claimed expenses are not being reimbursed by any other sources by clicking on the box next to this declaration. As soon as the box is ticked, the button “Submit e-Claim” will be available to allow participants to authenticate him/herself by providing the e-COST profile password and submit the OTRR.

#### Step 5/5 Submission

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.*

Click to submit your claim electronically.

Submit e-Claim

**Claim Submission Deadline: 30 days**

## Step 7/7 – e-sign the claim

### 3.9 The participant receives an e-mail notification containing the authorisation code necessary to complete the electronic signature of the OTRR.

Once the participant clicks on the button 'Submit e-Claim', an automatic e-mail containing the authorisation code is sent to his/her primary e-mail address. The confirmation e-mail is sent by "COST Association Notification <noreply@cost.eu>".

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.ga.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](mailto:e-cost@cost.eu)

The participant can always look at the list of all the documents waiting for his/her e-Signature on the page located in the e-COST profile: 'My e-Signatures'. On this page, it is also possible to request a new confirmation e-mail. Only the last generated code is valid.

If, for any reason, the participant is still unable to e-sign the document, (s)he needs to contact the support ([heldes@cost.eu](mailto:heldes@cost.eu)) and specify which file needs an e-signature.



# 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

A hand holding a pen is positioned over a document titled "CHECKLIST". The document features a vertical column of five checkboxes, with the first four containing checkmarks. Dotted lines extend horizontally from each checkbox. The scene is set against a background of a white envelope with an orange triangular flap.

# CHECKLIST

## **Local Organiser Support (LOS)**





### Eligible Expenses

- Meeting rooms and technical equipment; Photocopying and printing
- Coffee breaks; light lunches and one networking meal
- Field trip: if scientifically justified
- For Training Schools: consumables
- Max of 15% for administrative support

### 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.)



# Short Term Scientific Mission (STSM)

## STSMs – Financial Support

- **Duration:**
  - minimum 5 days
  - maximum 90 days
- STSM activities: within 1 Grant Period
- **Selection of Grantees:** responsibility of the MC
- Financial support: fixed contribution (grant= no receipts)
  - up to EUR 160 per day
  - max EUR 2500 for up to 90 days



## STSM – Specific Provisions

- Early Career Investigator = PhD + 8 years:
  - time frame between 91 days and 180 days
  - max EUR 3500
- Researchers from a Participating Inclusiveness Target Country (ITC):  
50% of the grant upon completion of the 1<sup>st</sup> day
- ✓ Scientific report approved before payment

# \*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

## Conference Grants – Eligibility

- PhD students and Early Career Investigators (ECI) with affiliation in a **Participating Inclusiveness Target Country (ITC)**
- Oral/poster presentation
- Listed in the official programme
- Pre-Approval by the MC

## Conference Grants – Financial Support

- Maximum EUR 160 per day for accommodation and meals
- Maximum EUR 2 500  
(including conference fees up to EUR 500)
- ✓ 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 and minimum 3 co-authors.

## 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.

## Final Action Dissemination (FAD)

Additional grant (up to EUR 10.000) to be requested 6 months before the official end date of the Action. The request should be delivered and invoiced no later than 12 months after the official end date of the Action

## Final consideration – Optimise your budget

- Meeting locations: economical and accessible public transport options
- Facilities of research institutions / COST Association premises
- Establish deadline for accepting GH invitation



# Communicating with COST

- Communicate only outcomes of MC decisions
- Always indicate your Action number



# Thank you

Subscribe to our news: [www.cost.eu/subscribe](http://www.cost.eu/subscribe)

**Subscribe**



# COST ACTION BUDGET

# Work and Budget Plan

- 1<sup>st</sup> Grant period: 01/10/2018 – 30/04/2019
- Allocated budget: **45.000 EUR**

## 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 B.)**

**D. TOTAL EXPENDITURE (B+C) = 45.000 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 of activities (meetings, TS, etc.) not in Grant Agreement needs MC and SO approval.

# Important documents


<http://www.cost.eu/participate>

Home | Participate

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

## Participate

Scientists and researchers from the 36 COST Member Countries and the Cooperating State can participate in science and technology networks known as COST Actions by:



- Submitting a proposal for a new COST Action
- Joining an existing COST Action
- Becoming a COST External Expert

### Who can participate?

Participation is open to researchers:

- in universities, research centres, large and small, public and private organisations from all 36 COST Member Countries and its Cooperating State
- from any science and technology field
- at any career stage
- having any original, innovative idea

Particular emphasis is placed on the COST "inclusiveness" countries ensuring the aim of widening participation.

Researchers from [Near Neighbour Countries](#) and [International Partner Countries](#) can also participate in a COST Action on the basis of ascertained mutual benefit.

You may refer to the COST Implementation Rules outlining conditions for participating in and setting up COST Actions.

### COST Action Funding

The average COST Action budget depends on the number of COST Countries participating in the Action.

The funding is provided via an annual grant agreement. COST is

## 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 (eCANT) (PDF, 2 MB)

## Key Documents

- Technical Annex (DOCX, 176 kB)
- COST Open Call – Submission, Evaluation, Selection and Approval (SESA) Guidelines (PDF, 238 kB)
- Guidelines for the Dissemination of COST Action Results and Outcomes (PDF, 2 MB)
- Guidelines for Action Management, Monitoring and Assessment (PDF, 568 kB)

# SC Recommendations

In the implementation of the Action and to comply with the COST Excellence and Inclusiveness Policy, the Action must develop and implement a plan to ensure:

- the full involvement of ITC representatives in all aspects of the Action's implementation (including in Action leadership positions);
- the full involvement of ECIs in all aspects of the Action's implementation (including in Action leadership positions);
- gender balance in all aspects of the Action's implementation (including in Action leadership positions).

# Agenda

1. Welcome to participants
2. Adoption of the agenda
3. Establishment of quorum and tour de table
4. General information on COST mechanism and on the funding and reporting of coordination activities:
  - Sharing your work and results
  - COST Overview, policy and structure
  - COST Action: Participation, Management, Monitoring and Final Assessment
  - COST Action's Administrative Rules and Guidelines
5. Setting the frame for the Action
  - Budget
  - Presentation of the Scientific Committee recommendations to the Action
6. Internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair, Vice-Chair
8. Selection of:
  - The Grant Holder institution (Scientific Representative)
  - The FSAC rate for the Grant Holder institution

Brussels, 26 April 2018

COST 134/14 REV 3

## **CSO DECISION**

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Subject: **Amendment of document COST 134/14: COST Action Management, Monitoring and Final Assessment**

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The “COST Action Management, Monitoring and Final Assessment” lays down the rules on management, monitoring and final assessment of COST Actions. The Committee of Senior Officials at the 203<sup>rd</sup> CSO meeting of 25-26 April 2018 approved the present revision. This revision regards:

- termination cases (breach of eligibility criteria and other breaches of fundamental COST Rules);
- the role of the Scientific Committee in monitoring and final assessment;
- clarification of e-voting rules in Annex - Rules of Procedure for COST Action management Committees.

These rules shall enter into force on the date of the present decision.

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## **COST ACTION MANAGEMENT, MONITORING AND FINAL ASSESSMENT**

The COST Committee of Senior Officials (“CSO”) in respect of

the Statutes of the COST Association as revised on 14 Sept 2016;

the Internal Rules of the COST Association;

the CSO Decision COST 132/14 REV 3, “Rules for the Participation in and Implementation of COST Activities”,

in accordance with its role as General Assembly of the COST Association,

Whereas:

- (1) COST Members have established an International not-for-profit Association, the COST Association, integrating the governance, management and implementation functions of COST.
- (2) COST contributes to the objective of strengthening the scientific and technological bases of the European Research Area by promoting the European-based scientific and technological networking encouraging all stakeholders to share, create and apply knowledge, thereby encouraging Europe to become more competitive.
- (3) COST shall be open to all fields in Science and Technology and wishes to foster multi- and interdisciplinary, aiming notably to enable breakthrough scientific developments leading to new concepts, services and products.
- (4) COST is supported by the European Union (EU) Framework Programme promoting research and innovation activities and fostering better exploitation of the industrial potential of policies of innovation, research and technological development in the European Research Area.
- (5) COST shall be implemented in accordance and compliance, where applicable, with the EU Financial Regulation (Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council) and its Rules of Application (Commission Regulation (EU, Euratom) No 1268/2012) or any subsequent regulation.
- (6) The set of “COST Implementation Rules” should provide a coherent, comprehensive and transparent frame to ensure efficient and harmonised implementation of activities, as well as ease access for all potential stakeholders, by promoting and facilitating participation from a wide range of researchers, engineers or scholars from universities, research centres, and companies, as well as other relevant stakeholders (in particular small and medium-sized enterprises (SMEs) and legal entities.
- (7) For the benefit of the COST Action Participants the COST Implementation Rules should be robust, stable and consistent and should focus on best interest of research communities and foster mutual trust in their networking activities.
- (8) COST should provide funding for activities of relevance for fulfilling COST mission and achieving COST objectives, more particularly for COST Actions, the COST networking instrument.
- (9) COST should further encourage participation of young talents and next generation leaders in science and technology promote working opportunities for Early Career Investigators and gender balance.
- (10) COST should support integration of scientific research communities and increase the contribution of the participants from identified Inclusiveness Target Countries in COST activities.

- (11) COST should fund networking activities in the field of science and technology destined only for peaceful purposes; any funding of activities related to sensitive technology development, armament or defence oriented research should be avoided. COST should support activities carried out in compliance with fundamental ethical principles.
- (12) COST should foresee appropriate scientific and technological monitoring and follow-up in view of assessing the results, outcomes and impacts of COST Actions and other activities.
- (13) COST should establish the frame for a proper impact analysis and comprehensive statistics of participation in COST Actions and other activities as well as results and outcomes.
- (14) COST should encourage the use, dissemination and exploitation of research results while, where appropriate, giving particular attention to confidential data and protection of intellectual property generated through COST activities, in particular through COST Actions. COST activities should not contribute to distortions in access to markets or development of monopolies.
- (15) COST should promote Open Access and encourage availability of results published thanks to COST funding and thereby contributing to boost worldwide visibility of European science and technology.
- (16) COST should protect EU financial interests and ensure sound financial management. COST is aware that the EU auditing procedures apply.

The CSO has adopted the present rules for “COST Action Management, Monitoring and Final Assessment” in accordance with the “Rules for Participation in and Implementation of COST activities”. They aim at further developing on the principles and rules contained in the “Rules for the Participation in and Implementation of COST Activities”.

The present rules shall be subordinated to and may not contravene the “Rules for the Participation in and Implementation of COST Activities”. In case of any contradiction between those CSO Decisions, the “COST Rules for Participation in and Implementation of COST Activities” shall prevail.

## **SUBJECT MATTER AND SCOPE**

COST shall strive to implement transparent, cost-efficient, timely and simple management, monitoring and assessment procedures.

This decision shall lay down the rules for the management, monitoring and final assessment of COST Actions and strive to achieve the best quality performance and outcomes. These rules derive from the basic principles laid down in the “Rules for Participation in and Implementation of COST Activities”.

These rules shall be further detailed and explained in the COST Vademecum and in the related Guidelines.

## **DEFINITIONS**

Definitions of the “Rules for Participation in and Implementation of COST Activities” shall apply to this Decision.

Further, for the purpose of the present rules, the following definition shall apply:

Action Rapporteur: means an independent external expert with pertinent expertise in the Action’s fields of science and technology and knowledge of COST appointed by the COST Association from the COST Experts database in order to ensure monitoring and assessment of the designated COST Action as described under paragraph 4.4 of the present rules and procedure.

## GENERAL PROVISIONS

The objective of the rules and procedure described herein shall be to enhance the management quality and implement transparent monitoring and final assessment of COST Actions. They shall aim at addressing the COST mission and policies. Particular attention shall be paid to enhancing the support of Early Career Investigators and promoting gender balance.

Action proposals shall be submitted for evaluation and selection following the COST Open Call. The selection of proposals for COST Actions shall be outlined in the rules for “COST Action Proposal Submission, Evaluation, Selection and Approval” and accompanying guidelines.

After approval by the CSO, the Action’s Memorandum of Understanding (MoU) shall be prepared for each new COST Action and shall be opened for participation as described in the present document.

## 1. BASIC PRINCIPLES

COST Actions shall be overall governed by legal, ethical, contractual, financial and administrative principles, rules and procedures, as well as by the nature and source of COST funding in the form of EU public funds.

More specifically, the implementation of COST Actions shall be oriented towards the fulfilment of the objectives described in the MoU and the basic principles described therein, comply with the COST Action Grant Agreement and be carried out in accordance with the provisions of the present rules.

## 2. MEMORANDUM OF UNDERSTANDING

### 2.1. STRUCTURE OF THE MEMORANDUM OF UNDERSTANDING

To launch a new COST Action a Memorandum of Understanding (MoU) must be prepared. The MoU consists of two parts: the MoU and the Technical Annex.

The MoU comprises:

- The reference number and title of the Action;
- The main aim of the Action;
- The required minimum number of COST Members participating in the Action;
- The duration of the Action, calculated as from the date of the first meeting of the Action Management Committee.

The Technical Annex contains a description of the COST Action structure, objectives, strategy and networking project, namely the COST Action Structure and Strategy.

### 2.2. ACCEPTANCE OF THE MEMORANDUM OF UNDERSTANDING AND START OF ACTION

Within a period of twelve (12) months after the approval of the Action, any COST Member may join the Action. After this period, additional COST Members may join the Action subject to the agreement of the Action MC.

The Action shall start on the date of the first Action MC meeting which may take place only after at least seven (7) COST Full or Cooperating Members have accepted the MoU. COST Actions normally have a duration of four (4) years calculated from the date of the first MC meeting.

At the first Action MC meeting, the MC shall elect the Action Chair and select the Grant Holder. These steps are mandatory in order to proceed with the signature of the Action Grant Agreement (AGA)<sup>1</sup>. The MC shall also elect the Action Vice-Chair. Other key leadership positions required for achievement of the Actions' objectives and the implementation of the networking tools shall be elected at the first possible opportunity.

One of the key leadership positions in the Action management (e.g. Action Chair, Vice-Chair, Working Group Leader, Grant Holder Scientific Representative, STSM Coordinator, Science Communication Manager) shall be reserved for representatives of a COST Inclusiveness Target Country.

Actions that fail to start within nine (9) months from the date of approval of the Action proposal by the CSO due to lack of the minimum number of participating COST Members, or because the first meeting of the Action MC has not been held within nine months of the date of approval, shall be reported to the CSO for decision.

### 3. CHANGES TO A COST ACTION

Possible changes to the MoU:

- Any proposed change to a COST Action main aim and objectives shall be based on Scientific & Technological (S&T) justification and be brought to the attention of the CSO for decision;
- A COST Member participating in the Action which intends, for any reason whatsoever, to terminate its participation, shall notify the COST Association of its intention immediately;
- If the number of COST Members participating in the COST Action falls below the minimum number of seven, the Action shall be terminated;
- If within twelve months from the start of the Action, there is not at least one key leadership position as described in point 2.2 held by an Action Participant from a COST Inclusiveness Target Country, the case shall be reported to CSO for decision;
- The duration of a COST Action may be shortened or exceptionally extended by the CSO, if well justified, in the following cases:
  - The COST Action may be terminated before its originally intended end date if any circumstances make the benefit of continuing the COST Action questionable; termination of COST Actions shall be exceptional and shall be duly justified from an S&T or network activities point of view. Amongst others, breach of one or several fundamental ethical principles as described in the COST Code of Conduct<sup>2</sup> or in the European Code of Conduct for Research Integrity<sup>3</sup> at any given time during the running of the COST Action may lead to termination of the COST Action; in that specific case, the CSO shall take its decision based on a recommendation of the Scientific Committee.
  - The COST Action may be extended for a maximum of six months beyond its originally intended end date. Such extension shall only be possible if during the course of the Action the Action MC notes that it shall be, for technical reasons, impossible to bring the work under the Action within the normal duration to a satisfactory conclusion, or if the monitoring process of the COST Action reveals that the extension would contribute to the achievement of the proposed objectives and is likely to maximise the impact of the COST Action; Extensions of COST Actions shall be exceptional and shall be duly justified from an S&T or network activities point of view. The extension has to be requested at the latest

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<sup>1</sup> Details may be found under COST Vademecum.

<sup>2</sup> COST 081/15 dated 18 Nov 2015 or any successor document, COST Code of Conduct, [www.cost.eu/download/Code\\_of\\_Conduct](http://www.cost.eu/download/Code_of_Conduct);

<sup>3</sup> European Code of Conduct for Research Integrity, Berlin, ALLEA – All European Academies, published on [http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics\\_code-of-conduct\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf)

six (6) months before the end date of the COST Action. The final assessment of COST Actions having benefited from an extension shall include a dedicated section assessing the extension period.

The Technical Annex may be revised by the Action MC to follow the needs of implementation or any relevant scientific/technological development occurring during the lifetime of the Action. Such changes shall obtain prior agreement of the COST Association administration.

## 4. COST ACTION MANAGEMENT, MONITORING AND FINAL ASSESSMENT

COST Actions shall be open to any participant relevant to the Action who shall be committed to achieving the objectives laid out in the MoU.

The Action activities shall be planned by the Action MC in compliance with the objectives, strategy, structure, and work plan presented in the MoU. They shall be reflected in the Work and Budget Plan (WB&P) annexed to the AGA.

COST Action grants shall be devoted to the MoU implementation and respect the AGA conditions. The COST networking tools shall help in achieving the Action objectives; all research and other activities needed to achieve those objectives shall be deemed to be funded by national or other source of funds.

The management of a COST Action comprises the various aspects necessary for the organisation, implementation and completion of its activities towards achievement of its objectives. They shall be summarised as follows:

- Action Participation: this includes the rules, procedures and responsibilities linked to the involvement, role and tasks of Action Participants in COST Actions;
- Action Objectives: The Action objectives as detailed in the MoU and Technical Annex;
- Action Strategy and Structure: this comprises the organisation of the Action in:
  - The Action Scientific & Technological (S&T) research networking activities necessary to achieve the objectives;
  - The internal organisation of the Action into Working Groups and other managing structures needed for the successful implementation of the Action;
  - The work plan including efficient use of the networking tools – meetings (Action MC meetings, Working Group meetings, workshops, conferences), Short Term Scientific Missions, Training Schools and Dissemination activities to share ideas and knowledge and create added value;
  - The timeline for the implementation of the Action activities and the achievement of objectives within the Action lifetime.
- Action Budget and Administration: this comprises the administrative and financial coordination and management linked to the Action;
- Action Monitoring and Final Assessment: this comprises the follow-up and assessment of the level of achievement of an Action's objectives whether on-going or concluded.

### 4.1. COST ACTION PARTICIPATION

Action Participants shall engage to contribute to the achievement of the objectives set in the Action MoU and Technical Annex and conditions described in the AGA and have thereby accepted to respect the set of COST Implementation Rules and the COST Vademecum.

All Action Participants need to have a registered profile in the COST electronic database, e-COST. The following restrictions apply to Action Participants:

- CSO members may not be Action Participants;

- COST National Coordinators and Scientific Committee Members may not become Action Participants during their CNC/ SC mandate;
- External Experts having evaluated a proposal may not participate in the Action deriving from that proposal;
- Ad-hoc Review Panel Members may not participate in any Action approved following the evaluation process in which they were involved in that position;
- Action Rapporteurs may not be Participants of the Action they are reviewing.

## **4.2. COST ACTION OBJECTIVES, STRATEGY AND STRUCTURE**

The COST Action objectives shall be clearly stated in the MoU and Technical Annex. COST Actions shall aim at their achievement. They shall thereby contribute to the fulfilment of the COST Association aim and goals.

The coordination, implementation and management of a COST Action, as well as the supervision of the appropriate allocation and use of the grant, shall be entrusted to the Action MC.

Each Action MC member represents the COST Member for which they were nominated by the COST National Coordinator, regardless of their nationality. The COST National Coordinators should, when nominating Action MC members, take into account the Scientific Committee recommendations for the proposal as well as the COST Policy and the competences required to achieve the objectives of the Action.

The Action MC shall be composed of up to two representatives from each COST Member participating in the Action. Each COST Full or Cooperating Member shall have one vote at the Action MC.

The Action MC may include up to two representatives from each non-COST Country as MC Observers; these representatives shall come from different institutions. Specific Organisations may appoint representatives to participate in the Action. MC Observers have no voting rights<sup>4</sup>.

The COST Action MC shall:

- Define and manage the Action Strategy and Structure, including election of the Action Chair, Vice-Chair and Grant Holder, Working Group composition or membership, leadership and structure, and other activities necessary to achieve the Action objectives;
- Establish specific provisions linked to the management, share, creation, dissemination or exploitation of knowledge, including Open Access policy and management of Intellectual Property that may rise from an Action. These provisions shall comply with national, European or international legislation and the need for protecting the Action Participants' legitimate interests;
- Perform the reporting duties allowing for monitoring the Progress for and assessment of the Action and financial reporting (see below);
- Decide, among potentially eligible Action Participants, the ones entitled to reimbursement.

The 'Rules of Procedure for Action Management Committee' in Annex I contain the provisions for the internal decision-making process and the management of the activities of the Action MC.

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<sup>4</sup> See "COST Rules for Participation of Non-COST countries and Specific Organisations"



### **4.3. COST ACTION BUDGET AND ADMINISTRATION**

COST Actions shall be administered through the COST decentralised management scheme, the COST Grant System (CGS)<sup>5</sup>.

Under the COST Grant System the Action financial management and administration shall be entrusted to and implemented by the Grant Holder, in compliance with Action MC decisions.

The Grant Holder shall be the legal entity signing the AGA on behalf of the Action and ensuring the legal and financial administration of the COST Action as defined in the MoU and the AGA. As such, it fulfils the conditions described in the AGA and shall respect the set of COST Implementation Rules and the COST Vademecum, where further information on the nature of an AGA and the role and responsibilities of the Grant Holder may be found<sup>6</sup>.

The first Action MC meeting of a COST Action shall be organised by COST. The costs thereof shall fall outside of the COST Grant System.

### **4.4. COST ACTION MONITORING AND FINAL ASSESSMENT**

All COST Actions shall be monitored during their implementation and be assessed at their completion. Such exercise, performed via a documented analysis of the results and outcomes of COST Action S&T and networking activities, shall aim at contributing to the best dissemination and exploitation of COST Action results and outcomes and to maximise the potential impact of COST Actions.

Each COST Action shall benefit from an independent external monitoring and final assessment, carried by an Action Rapporteur. In exceptional cases, where additional expertise might be needed, a second Rapporteur may be appointed.

Action Rapporteurs shall be identified based on the fields and sub-fields of science and technology following the OECD classification which are of pertinence for each COST Action.

Action Rapporteurs shall advise the Action MC on the strategic orientation of activities and structure to best serve the Action objectives, they shall perform the reporting duties for the monitoring and assessment of an Action, without prejudice of the management and monitoring responsibilities of the COST Association, to whom they shall report on the activities and advancements of the Action.

#### **4.4.1. OBLIGATION OF CONFIDENTIALITY**

All individuals involved in the monitoring and final assessment of COST Actions shall commit to confidentiality. The experts involved in the monitoring and final assessment procedures shall:

- Treat confidentially any information and documents, in any form (i.e. paper or electronic), disclosed in writing or orally in relation to the performance of the monitoring and final assessment;
- Not disclose, directly or indirectly, confidential information or documents relating to Actions, without prior written approval of the COST Association;
- Not disclose any detail of the monitoring and final assessment procedures and their outcomes for any purpose other than fulfilling their tasks as Action Rapporteur.

#### **4.4.2. COST ACTION MONITORING**

The monitoring of COST Actions shall be the regular follow-up and review of running COST Actions.

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<sup>5</sup> Details may be found under COST Vademecum.

<sup>6</sup> See COST Vademecum



The main objective of the external monitoring shall be to provide an assessment on the progress of the COST Action with relation to the implementation of networking activities, the development of S&T activities towards the Action's objectives and the putting into practice of the COST Policy.

The COST Action monitoring exercise aims at giving advice to the Action MC where necessary, identifying and suggesting eventual corrective measures and/or best practices.

The Action MC shall produce progress reports at months 12 and 24 of the Action implementation, using the templates provided by COST, which shall constitute the basis for the monitoring of the COST Action.

The Action Rapporteur shall prepare at month 24 a Progress Review with recommendations to the Action MC concerning Action implementation in view of ensuring the achievement of the objectives stated in the MoU. In fulfilling its responsibilities, the Action MC shall take into consideration the findings, advice and recommendations of the Action Rapporteur.

#### 4.4.3. COST ACTION FINAL ASSESSMENT

The COST Action final assessment exercise shall aim at assessing the Action achievements against the objectives and potential impact.

The final assessment of COST Actions shall be to determine how well the COST Action has reached its stated objectives and might have eventually created an impact after completion, including any follow-up initiatives or R&D activities in the area covered by the COST Action.

The main objective of the final assessment shall be:

- i) to identify how well the Action has reached its defined objectives and goals;
- ii) to identify expected immediate, mid-term and envisaged long-term impacts of the Action after its completion, including the initiation of any follow-up activities and its impact on R&D activities in the area covered by the Action.
- iii) to collect data necessary to demonstrate COST performance and impact.

The final assessment shall be carried out at the end of each COST Action, normally at month 48. The Action Rapporteur shall prepare a Final Assessment Report highlighting the Action achievements and impact, identification of potential success story(ies) and indicating any emerging or potentially important future developments. The information shall be provided to the Scientific Committee in order to allow the development of their role on impact assessment of the ended COST Actions.

#### 4.4.4. ROLE OF THE COST SCIENTIFIC COMMITTEE IN THE ACTION MONITORING AND FINAL ASSESSMENT

The Scientific Committee has a strategic role in the Monitoring and Final Assessment of COST Actions and is responsible for the analysis of the outcomes and impact of the ended Actions.

The SC may request and shall receive any relevant information so as to carry out its role in relation to the monitoring of running COST Actions.

This Monitoring and Final Assessment of COST Actions shall allow the Scientific Committee to foster the strategic orientation of COST activities and give advice and recommendation on S&T strategies to the CSO.

## 5. CONFLICT OF INTEREST

COST expects ethical behaviour from all actors in COST Activities in accordance with the principles established in the “COST Code of Conduct”. COST shall strive to avoid any Conflict of Interest in its activities.

The present rules shall define and describe the handling of Conflict of Interest situation in the monitoring and final assessment of COST Action, in accordance with the principles established in the “COST Code of Conduct”. They shall apply to any person involved in the procedure, i.e. Action Participant, Action Rapporteur, Scientific Committee Member.

### 5.1. CONFLICT OF INTEREST DEFINITION AND CASES

A Conflict of Interest with regard to the monitoring and final assessment of COST Actions shall be the risk that professional judgement or actions regarding a person’s duties and responsibilities shall be unduly influenced by that person’s professional or private interests.

A Conflict of Interest can be real, potential or perceived.

#### 5.1.1. REAL CONFLICT OF INTEREST CASES

The Action Rapporteur involved in the monitoring and final assessment procedures:

- Was one of the proposers for the Action;
- Is or was an Action Participant.

#### 5.1.2. POTENTIAL CONFLICT OF INTEREST CASES

The Action Rapporteur involved in the monitoring and final assessment procedures:

- Was aware of the preparation of the proposal for the Action;
- Has a professional or personal relationship with any of the Action participants;
- Stands to benefit directly or indirectly from the Action;

#### 5.1.3. PERCEIVED CONFLICT OF INTEREST CASE

The Action Rapporteur involved in the monitoring and final assessment procedures:

- Feels for any reason unable to provide an impartial review (progress monitoring and final assessment) of the Action.

### 5.2. DECLARATION OF CONFLICT OF INTEREST

Action Rapporteurs as well as Scientific Committee Members shall sign a declaration stating/accepting that they:

- are not aware of any conflict of interest with the Action or Actions to be monitored and assessed;
- shall inform immediately the COST Association of any conflict of interest discovered during the monitoring and final assessment procedure;
- shall maintain the confidentiality of the procedure.

## TABLE 1: INCOMPATIBILITIES

This table presents cases where a position shall be incompatible with monitoring and final assessment procedures.

| Procedure        | Action Chair,<br>Vice-Chair, MC<br>member,<br><br>Action<br>Participant | Scientific<br>Committee<br>Member |
|------------------|---|-----------------------------------|
| Monitoring       | X   | X                                 |
| Final assessment | X   | X                                 |

X = incompatible

COST National Coordinators and CSO members may not be involved in Action Monitoring and Final Assessment.

## CONSEQUENCES

The first duty of any person involved in the monitoring and final assessment procedures shall be to declare a Conflict of Interest.

Failure to declare the Conflict of Interest shall have the following consequences:

- Notification to the Director of the COST Association;
- Removal of the Action Rapporteur from the COST Expert Database.

All cases of Conflict of Interest shall be recorded in writing.

1. If the Conflict of Interest is identified/confirmed during the monitoring and/or final assessment:
  - The Action Rapporteur shall stop the monitoring and/or final assessment of the Action and shall be replaced if in the opinion of the COST Association the Conflict of Interest identified/confirmed would preclude the Action Rapporteur from making an impartial monitoring or final assessment of the Action;
  - Any comments and marks already given by the Action Rapporteur shall be discarded.
2. If the Conflict of Interest is identified/confirmed after the monitoring and final assessment has taken place, the COST Association shall examine:
  - The potential impact and consequences of the Conflict of Interest and take appropriate measures.

The COST Association has the right to take the lead in any resolution process of a Conflict of Interest situation at any moment of monitoring and final assessment.

## FINAL PROVISIONS

The present Rules shall be binding in their entirety and directly applicable to all COST Actions.

Any change or derogations to the present rules shall be subject to the approval of the CSO.

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## **RULES OF PROCEDURE FOR COST ACTION MANAGEMENT COMMITTEES**

### Article 1

The Action Management Committee (Action 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 Action MC shall be nominated by the COST National Coordinator (CNC) of the respective COST Full or Cooperating Member participating in the Action. The Action MC consists of up to two representatives for each COST Full or Cooperating Member. Action MC members shall be considered as representatives of their COST Full or Cooperating Member. The CNCs should nominate up to three Action MC substitutes.

Representatives from COST Partner Members may participate in the Action MC as MC Observers, with no voting right.

Researchers, engineers or scholars or other stakeholders from non-COST Countries may be MC Observers; participation shall be limited to up to two representatives provided they come from two different institutions of the country in question.

Specific Organisations may be represented in the Action MC as MC Observers. Their participation shall follow the “Rules for Participation of Non-COST countries and Specific Organisations”. MC observers have no voting right and shall be approved by the Action MC.

### Article 2

The main responsibilities of the Action MC shall be, as defined in Section 4.3. – *COST Action Strategy and Structure* of the “COST Action Management, Monitoring and Final Assessment”, to ensure the coordination, implementation and management of the Action as well as supervising the appropriate allocation and use of the funds. Minutes shall be taken at each Action MC meeting and uploaded into e-COST.

### Article 3

Each COST Full and Cooperating Member participating in the Action has one vote in the Action MC. If a Action MC member is unable to attend a meeting, the vote may be delegated to an officially appointed substitute (see Article 4). MC Observers from COST Partner Members, non-COST Countries or Specific Organisations have the right to express their views but not to vote.

Votes may be held electronically via e-mail and shall be valid if all of the following conditions are met:

- 3.1 Voting shall be initiated and managed by the Action Chair (Whenever the Action Chair is affiliated to the Grant Holder or acts as a local organiser, initiating a vote with as object commitments, validation and approval shall be transferred to the Vice-Chair);
- 3.2 All Action MC members shall be among the recipients of the message initiating the vote (and MC Observers receive the message but have no voting right);
- 3.3 MC Substitutes may only vote where specifically requested to do so by a MC member that is unable to participate in the vote;
- 3.4 Where the two MC members of a COST Full or Cooperating Member express dissenting positions the vote of that COST Full or Cooperating Member shall be recorded as invalid;
- 3.5 The vote shall be open for seven days;
- 3.6 The COST Association shall be informed of the outcome of the vote;
- 3.7 The outcome of the vote shall be included in the minutes of the next Action MC meeting after the electronic vote is held.

In case of electronic vote, absence of reply shall be interpreted as consent except as otherwise decided by the Action MC. Electronic vote (via e-mail) may not be used for the approval of non-COST Countries

and Specific Organisation participation nor for the approval of the annual Work and Budget Plan, for which specific procedures and dedicated online tools shall be available.

#### Article 4

Action MC members may, with the agreement of the Action Chair, be replaced by a MC substitute nominated by the COST National Coordinator. In case the MC substitutes are also unavailable an alternative representative may only participate in the Action MC meeting with the express consent of the Action Chair and the COST National Coordinator. Attendance at the Action MC meeting should be limited to members (or their substitute), as well as the designated MC Observers.

#### Article 5

The Action MC may decide that some of its discussions or certain minutes of meetings and other documents be considered confidential; those documents shall be sent to the COST Association. Documents shall not be considered confidential unless this is clearly stated on the front page.

The information supplied by the Action MC members shall not be published without their consent.

#### Article 6

If in the course of the Action results are obtained or expected, which could give rise to intellectual property rights, the Action MC shall take the necessary steps, be it by written agreement among the Action MC members or otherwise, in order to protect these rights, with respect to the principles set out in "Rules for Participation in and Implementation of COST Activities" and corresponding guidelines.

#### Article 7

The Action MC appoints by a simple majority vote from among its members an Action Chair and a Vice-Chair for the duration of the Action.

Representatives from European RTD Organisations shall be eligible to be elected as Action Chair or Vice-Chair provided a COST Full or Cooperating Member first nominates them as Action MC member. MC Observers from COST Partner Members, non-COST Countries and Specific Organisations other than European RTD Organisations are not eligible to be elected Action Chair or Vice-Chair nor WG Leaders.

The election shall take place during the first Action MC meeting.

If the Action Chair is unable to attend a meeting, their place shall be taken by the Vice-Chair. Whenever the Action Chair is affiliated to the Grant Holder or acts as a local organiser, commitments, validation and approval shall be transferred to the Vice-Chair.

In the event of the premature resignation or termination of the appointment of the Action Chair or Vice-Chair, they shall be replaced for the remainder of the mandate, again by a simple majority vote to elect a new Action Chair and/or Vice-Chair.

The COST Committee of Senior Officials (CSO) may, in exceptional cases<sup>7</sup>, revoke the Action Chair and/or Vice-Chair. The CSO shall issue a written justification of the act to the Action MC. Such decision shall be without the possibility of appeal.

#### Article 8

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<sup>7</sup> Such cases would include, *inter alia*, non-compliance with the COST rules, including this document, the COST Code of Conduct, the COST Vademecum and/ or the Guidelines for COST Action Management, Monitoring and Final Assessment.

One of the key leadership positions in the Action management (e.g. Action Chair, Vice-Chair, Working Group Leader, Grant Holder Scientific Representative, STSM Coordinator, Science Communication Manager) shall be reserved for a representative of a COST Inclusiveness Target Country.

#### Article 9

Except for exceptional and justified reasons, meetings of the Action MC may be held only if at least two-thirds of the COST Full or Cooperating Members participating in the Action are represented.

Decisions of the Action MC shall be taken by simple majority vote of Action MC members present or represented at the meeting, with one vote per COST Full or Cooperating Member participating in the Action. In the event of a tie, the procedure may be repeated. The Action Chair does not have the right to vote.

The minutes of an Action MC meeting at which at least two-thirds of the COST Full or Cooperating Members participating in the Action are not represented shall be approved by an Action MC vote according to Article 3.

#### Article 10

The Action MC shall be convened by the Action Chair as often as required for the performance of its tasks and not less than once per year.

It may also be convened at the request of members representing at least three COST Full or Cooperating Members participating in the Action.

#### Article 11

Support for the Action MC shall be provided by the Grant Holder following the COST Grant System. Support to the Action MC may be provided by the COST Association on a subsidiary basis for meetings organised outside of the COST Grant System

#### Article 12

The COST Association shall receive copies of correspondence and minutes of meetings pertinent to the monitoring of the Action.

Official documents to be distributed by the Grant Holder (or by the COST Association in case of meeting organised under the centralised management) at meetings shall be provided at least one week before the meeting. Whenever possible, documents should be electronically distributed by the authors directly to the Action Participants and the Grant Holder as well as to the COST Association.

#### Article 13

Meetings shall be held where the Action MC considers it advisable to meet, in easy to reach locations such as universities or research organisations of any COST Full or Cooperating Member participating in the Action. The first Action MC meeting shall be organised by the COST Association and shall take place in Brussels.

#### Article 14

The working language of the Action MC shall be English. Documents emanating from the Action MC shall be written in English.

#### Article 15

These Rules of Procedure shall be respected and may not be amended by the Action MC.

# EuroPMP

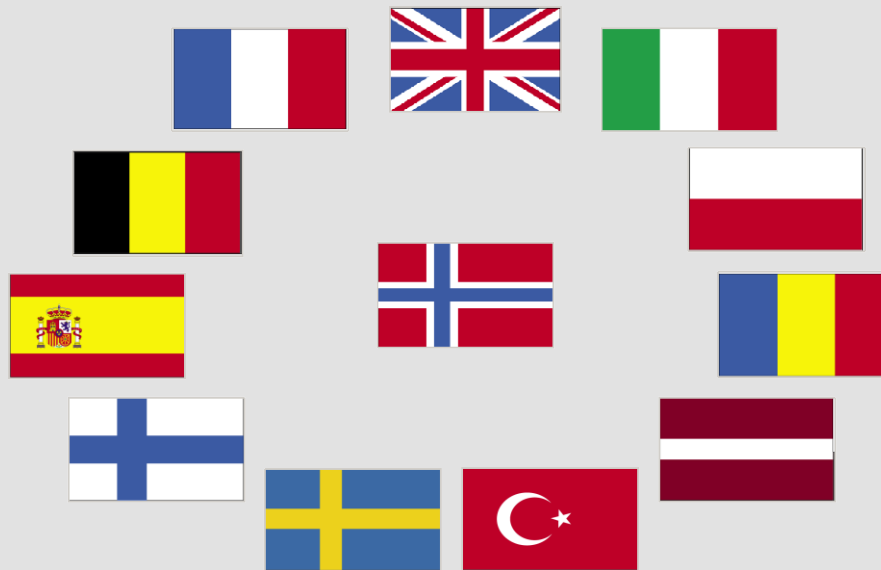
## Official Kick-Off Meeting

18 September 2018

Brussels, Belgium



# EuroPMP - 12 participating countries



# Agenda

## 9. Presentation of the Action

- MoU, objectives and working programme
- Working methods and organisation
- Distribution of tasks
- Strategies for implementing the COST Policy on Excellence and Inclusiveness

## 10. Establishment of Action Management Structure

- Election of Working Group Leaders and STSM Manager
- Election of other management roles

## 11. Action Implementation Planning

- Grant period goals
- Activity and budget planning (work and budget plan preparation)
- Dissemination strategy/Planning (publications and outreach)

## 12. Any other business

## 13. Closing

# Memorandum of Understanding (MoU)

- Contains the objectives, activities, tasks, and deliverables of the action
- Must be approved by all participating countries

# Memorandum of Understanding (MoU)

The EuroPMP Action aims to sculpt a new, collaborative landscape within PMP research through the creation of a strong and capable network of experts from many fields, including surgeons, pathologists, oncologists, radiologists, molecular biologists, bioinformaticians and allied health care professionals. The Action will work towards a cure for PMP through the facilitation of collaborative research projects, the sharing and dissemination of knowledge, and the improvement of standards of care for the thousands of patients afflicted with PMP.

# WG1:

## Standardisation of protocols for reporting clinical, pathological and radiologic data

### Objectives:

- Gaining consensus on the standardisation of protocols used to collect patient data for PMP research across Europe.

### Activities:

- The creation of, and agreement on, standard protocols of patient clinical and pathological and radiologic data.
- Standardising protocols - Every expert centre will work toward standardised database after the criteria described by the action.
- Sharing data - Create protocols for the sharing of database information between group members.

# WG1 Timeline

Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

| WG1 Standardisation of Protocols for Reporting Clinical, Pathological and Radiologic Data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Existing protocols evaluated  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Protocols for collection of clinical, pathological and radiological data agreed           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Database framework created  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Database framework dissemination  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# WG2:

## Molecular Genetics and Functional Genomics

### Objectives:

- Understand the legal and practical aspects of biobanking materials and work to facilitate understanding of the underlying molecular biology of PMP by standardising -omics analysis protocols for patient samples.

### Activities:

- Biobanking - Work toward improving the availability of patient samples through collaboratively examining the legal and practical aspects of biobanking materials across the EU.
- Standardising protocols - create agreed protocols for sample analysis in order to ensure that samples are fully comparable, increasing the potential cohorts for molecular and clinical studies.
- Identify targets - facilitate cooperation between various groups to help identify molecular and clinical targets for treatment and improved outcomes for patients.

# WG2 Timeline

|   | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| <b>WG2 Molecular Genetics and Functional Genomics</b> |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Existing protocols collected and collated             |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Common protocols agreed                               |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Legal analysis document available                     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |



# WG3:

## Improving Outcomes for PMP Patients

### Objectives:

- Coordinate, preclinical and clinical research on treatment of PMP, by gathering expertise, experimental preclinical models and clinical resources together.

### Activities:

- Animal models; facilitate collaboration between the laboratories who have established the existing PMP preclinical models and smaller, upcoming laboratories through active participation strategies such as meetings and one to one training sessions.
- Therapeutic strategies; explore and validate new and existing therapeutic strategies based on identification of potential actionable targets .
- Clinical trial; towards an international multi-centre clinical trial (or trials).
- Training days and material; organising the materials for training days and other educational endeavours.
- The WG will also actively seek to include patient organisations when gathering perspectives and knowledge.

# WG3 Timeline

Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

| WG3 Improving Outcomes for PMP Patients  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Novel targets for collaboration reviewed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training materials prepared              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collaborative research meetings          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# WG4:

## Improvement of awareness of PMP in Europe

### Objectives:

- Disseminate information and results from studies undertaken by researchers to other professionals, policy makers, patients and the general public.

### Activities:

- Information policy - Organising and quality control the dissemination of information to all levels of the community, including patient organisations and governmental bodies as well as providing measured and responsible interpretation for newspaper or magazine articles, television or web creation.
- Website - overseeing the creation of a website.

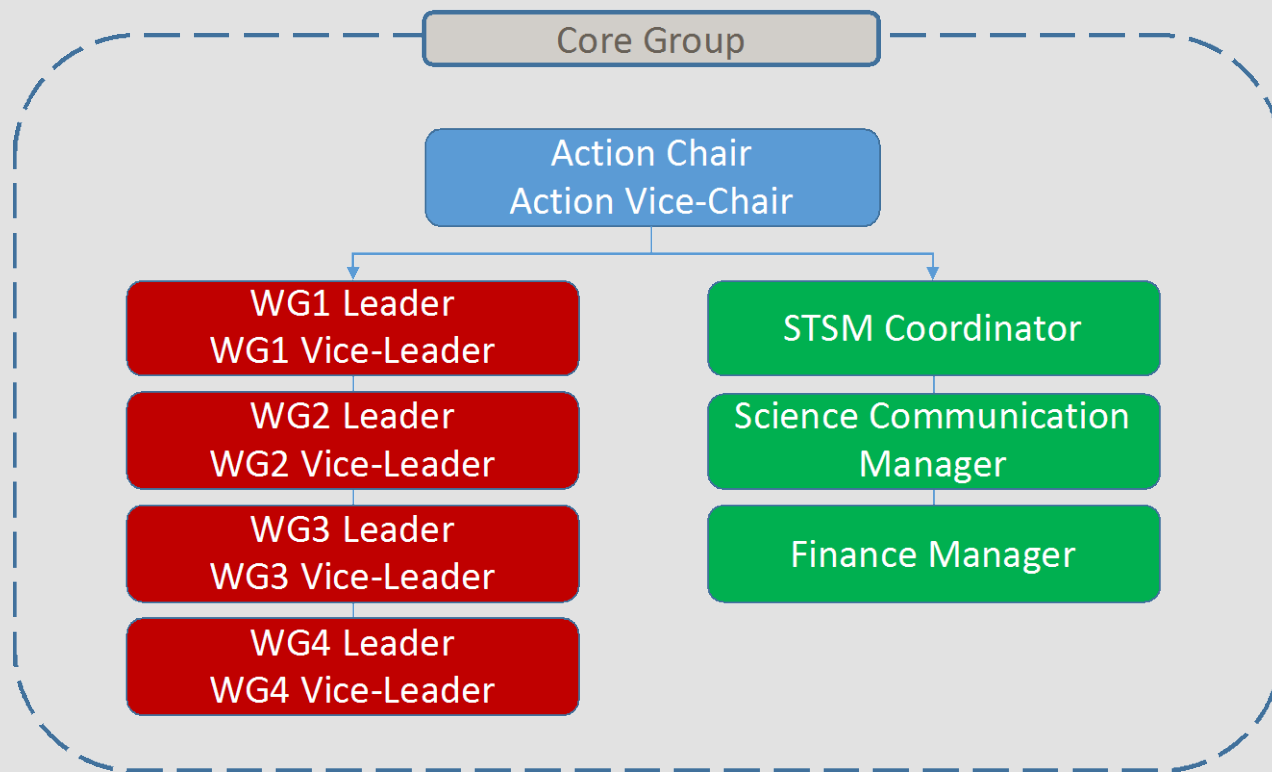
# WG4 Timeline

Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4

| WG4 Improvement of awareness of PMP in Europe   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Information policy created                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Physical creation of website                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Channels to officials researched and catalogued |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PMP information available on website            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Available information quality controlled        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Action Organisation

## Management Committee



# Core Group

## Members:

- COST Action Chair and Vice Chair
- Working Group leaders and Vice Leaders
- STSM Coordinator
- Any other positions deemed necessary by the MC (e.g. Financial/Science Communication Manager)

«Executive committee», more frequent communication

The Core Group can make decisions regarding matters that have been mandated by the Action MC

# Management Committee and Core Group - tasks and activities time line

| EuroPMP COST Action Gantt Chart                       | Estimated Delivery Date |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|---|-------------------------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|   | Yea r 1                 |    |    |    | Yea r 2 |    |    |    | Yea r 3 |    |    |    | Yea r 4 |    |    |    |
|   | Q1                      | Q2 | Q3 | Q4 | Q1      | Q2 | Q3 | Q4 | Q1      | Q2 | Q3 | Q4 | Q1      | Q2 | Q3 | Q4 |
| <b>Management Committee</b>                           |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Creation of Core Group and election of members        |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Regular meetings (Face to Face or Conference Call)    |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Yearly Face to Face meeting for all members to attend |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Annual Progress Report                                |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| <b>Core Committee</b>                                 |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Main website creation                                 |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Management of applications for new members            |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| STSM candidate selection and training                 |                         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |

# Working methods

- Meetings
- Other communication within the Action
  - Email
  - Discussion Groups (on website)
  - Skype/Project planning tools
- Other activities
  - Short term scientific missions
  - Workshops
  - Training schools
  - ITC conference grants (PhD students and early career scientists from Inclusiveness Target Countries)



# Excellence and inclusiveness (COST principles)

- We will aim for excellence in all the work we do
- We will continue to actively include young researchers and to promote a broad representation of the European population in the Action (gender, geography)

# Agenda

## 9. Presentation of the Action

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## 10. Establishment of Action Management Structure

- Election of Working Group Leaders and STSM Manager
- Election of other management roles

## 11. Action Implementation Planning

- Grant period goals
- Activity and budget planning (work and budget plan preparation)
- Dissemination strategy/Planning (publications and outreach)

## 12. Any other business

## 13. Closing

# Election of Action management: Candidates are:

- WG1: Norman Carr (UK)
- WG2: Clarisse Eveno (France)
- WG3: Shigeki Kusamura (Italy)
- WG4: Adrian Bartos (Romania)
- Short-Term Scientific Mission Coordinator: Sarah Cosyns (Belgium)
- Science Communication Manager: Dawn Patrick-Brown (Norway)
  
- Appointment of WG Vice Leaders

# Core Group approval

## Members:

- COST Action Chair and Vice Chair
- Working Group leaders and Vice Leaders
- STSM Coordinator
- Science Communication Manager

## MC approval of Core Group composition

## Core Group mandate:

- Proposal will be presented for approval by the MC

# MC members should be part of a WG

- WG1:
  - *Norman Carr (UK), Marcello Deraco (IT), Laurent Villeneuve (FR)*
- WG2:
  - *Clarisse Eveno (FR), Annette T. Kristensen (NO), Pirjo Nummela (FI)*
- WG3:
  - *Shigeki Kusamura (IT), Clarisse Eveno (FR), Anna Lepistö (FI), Alvaro Arjona-Sanchez (ES)*
- WG4:
  - *Adrian Bartos (RO), Dawn Patrick-Brown (NO), Laurent Villeneuve (FR), Sarah Cosyns (BE)*

# Agenda

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## 12. Any other business

## 13. Closing

# Work and budget plan

- This is a short grant period (October-April)
- The grant amounts to €45.000
- If we underspend, the remaining grant will be returned to COST, no roll-over to the next grant period
- Major activities should be completed by February

| <b>Management Committee</b>  |  |  |  |  |
|--|--|--|--|--|
| Creation of Core Group and election of members   |  |  |  |  |
| Regular meetings (Face to Face or Conference Call)   |  |  |  |  |
| Yearly Face to Face meeting for all members to attend  |  |  |  |  |
| Annual Progress Report   |  |  |  |  |
| <b>Core Committee</b>  |  |  |  |  |
| Main website creation  |  |  |  |  |
| Management of applications for new members   |  |  |  |  |
| STSM candidate selection and training  |  |  |  |  |
| <b>WG1 Standardisation of Protocols for Reporting Clinical, Pathological and Radiologic Data</b> |  |  |  |  |
| Existing protocols evaluated   |  |  |  |  |
| Protocols for collection of clinical, pathological and radiological data agreed                  |  |  |  |  |
| Database framework created   |  |  |  |  |
| Database framework dissemination   |  |  |  |  |
| <b>WG2 Molecular Genetics and Functional Genomics</b>  |  |  |  |  |
| Existing protocols collected and collated  |  |  |  |  |
| Common protocols agreed  |  |  |  |  |
| Legal analysis document available  |  |  |  |  |
| <b>WG3 Improving Outcomes for PMP Patients</b>   |  |  |  |  |
| Novel targets for collaboration reviewed   |  |  |  |  |
| Training materials prepared  |  |  |  |  |
| Collaborative research meetings  |  |  |  |  |
| <b>WG4 Improvement of awareness of PMP in Europe</b>   |  |  |  |  |
| Information policy created   |  |  |  |  |
| Physical creation of website   |  |  |  |  |
| Channels to officials researched and catalogued  |  |  |  |  |
| PMP information available on website   |  |  |  |  |
| Available information quality controlled   |  |  |  |  |



# Work and budget plan

- What is possible to accomplish within this grant period?
- Management Committee meeting
  - February 2019
  - Format: «lunch-to-lunch»
  - Sunday-Monday?
  - Location
- Establish website

# Work and budget plan

- Other possible activities:  
WG meetings, workshops, training schools, short-term scientific missions
  - WG meetings will be added to the MC meeting in February
  - Other «add-on» activities?
    - Pathology workshop/training school?

# Work and budget plan

- Short term scientific missions  
Definition of criteria, establish framework to be presented for MC approval by the STSM manager
  - Any ideas for STSMs that could be carried out in this period?

# Dissemination Strategy

- Overlap with WG4 activities
- Prepare dissemination strategy to be presented for MC approval by the Scientific Communication Manager
- Outreach Activities
  - Conference booths? Suggestions?
  - Email shots to patient groups and physician orgs
  - Advertisements in physician-centred journals
- Advertising website online
- Publication of a «state of the art» article, co-authored by MC Members

# Agenda

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## 12. Any other business

## 13. Closing

# Any Other Business?

# Thank you!