Action TU1406

Quality specifications for roadway bridges, standardization at a European level (BridgeSpec)

1st Management Committee Meeting

Dr. Mickael Pero
Science Officer
Brussels (COST Association), 16/04/2015
COST Association Contact Point
Action TU1406

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Agenda

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Tour de table / introduction of the MC members
5. Establishment of quorum
6. General information on COST mechanism and on the funding and reporting of coordination activities:
   • COST Overview
   • COST Policies
   • COST Structure
   • COST Action Participation
   • COST Actions
   • COST Actions Administrative Rules and Guidelines
8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative

Minutes are prepared by COST
Agenda

9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Chair)
   • MoU Objectives and working programme
   • Working method - organisation and management (including Working Groups)
   • Distribution of tasks
   • Strategies for implementing COST policies: Excellence and Inclusiveness, International Cooperation, SME and Industry Cooperation

10. Appointment of horizontal roles
    • Appointment of Working Group (WG) Leaders
    • Any other horizontal roles (e.g. STSM Coordinator, Website Host Institution, Composition of Core Group (CG))

11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)
    • Grant Period Goals and Tasks
    • Approval of the FSAC (%) for the Grant Holder institution

12. Any Other Business (AOB)

13. Closing

Minutes are prepared by the MC
TU1406: Quality specifications for roadway bridges, standardization at a European level (BridgeSpec)

CSO approval: 13/11/2014
Start of Action: 16/04/2015
End of Action: 15/04/2019
Duration: 4 years
Parties: Currently 34
MC Chair: to be nominated at the 1st MC Meeting
MC Vice Chair: to be nominated at the 1st MC Meeting
Tour de table / introduction of the MC members

- Name / Surname
- Country
- Background
- Interest / Working Group

http://www.cost.eu/COST_Actions/tud/Actions/TU1406?parties
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COST OVERVIEW
What is COST?

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

COST has been supporting networking of research activities across all 35 Member countries and beyond for more than 40 years.

COST is open to all disciplines, to all novel and ground-breaking S&T ideas, to all categories of partners where mutual benefit is real.
COST enables **breakthrough scientific and technological developments** leading to new concepts and products. It thereby contributes to strengthening Europe’s research and innovation capacities. Through **trans-European networking** of nationally funded research activities.
COST Key Principles

- Bottom-up
- Pan-European
- Openness
- Capacity-building
- Provide equal opportunities
- Spreading of knowledge – dissemination of results
- Output and impact oriented
- Leverage nationally funded research
- Light structure and administration
COST Strengths and Key Features

COST supports the networking of researchers through science and technology networks called ‘COST Actions’ and is open to:

- Any novel and original idea (innovative)
- All fields of S&T (including interdisciplinary approaches and exploring new and emerging fields)
- All partners (academia, public organisations, SME, industry, NGO, International Organisations)
- All career stages (young and senior researchers)
- All countries (COST Countries, NNC, IPC)
COST Policies

excellence & inclusiveness

gender

gender
geographical coverage

early career investigators

COST Action

international cooperation

SME & industry cooperation
Inclusiveness Target Countries

Originated from:

- The political context of the Innovation Union (Horizon 2020)
- The intergovernmental context of the COST Member Countries

With the aim to:

- Encourage and enable researchers from less research-intensive countries across the COST Member Countries to set up and/or join COST Actions and get more intensively involved in all COST activities
- Counterbalance research communities unequal access to knowledge infrastructures, funding and resources distribution
- Connecting “pockets of excellence“ in science and technology operating from diverse locations in Europe
COST Inclusiveness Target Countries

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

EU Candidates:
fYR Macedonia
Republic of Serbia
Turkey

EU Potential Candidate:
Bosnia and Herzegovina

EU Countries targeted by EC:
Luxembourg
Portugal
Excellence and Inclusiveness

Implementation Strategy by the MC

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

SOME EXAMPLES:

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

ECI = PhD + up to 8 years
International Cooperation

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
SME and Industry Cooperation

Implementation Strategy by the MC

Aiming to facilitate/ encourage industry participation

SOME EXAMPLES:

- Session dedicated to industrial participation at Action events
- Roundtable discussions with industrial partners at Action events
- STSMs with industry acting as home/ host institution
COST STRUCTURE
COST Association organisation and relation with other actors

Ministerial Conferences (every five years)

Committee Senior Officials (General Assembly)

Executive Board

Office Services

COST National Coordinators

Scientific Committee

COST Actions

See: http://www.cost.eu/about_cost/who
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 ACTION PARTICIPATION
COST Countries

- **EU 28**
- **EU Candidates and Potential Candidates:**
  - Bosnia and Herzegovina
  - FYR Macedonia
  - Iceland
  - Serbia
  - Turkey
- **Other Countries:**
  - Norway and Switzerland
- **COST Cooperating State:**
  - Israel
How COST Countries join an Action

Before Action Starts and less than one year after CSO Approval

- Researcher Contacts CNC
- CNC nominates MC member
- CNC accepts the MoU

If new COST Countries join the Action

- CSO Approval (13/11/2014)
- NO MC Approval
- 1 year after CSO approval (12/11/2015)
- MC Approval
- END ACTION
The participation of Institutions from Near Neighbour Countries (NNC) and International Partner Country (IPC) is welcome and is based on *mutual benefit*

- **Institutions in Near Neighbour Countries (NNC):**
  - Balkan countries (Albania and Montenegro),
  - Mediterranean countries (Algeria, Egypt, Lebanon, Libya, Morocco, the Palestinian Authority, Jordan, Syria and Tunisia)
  - Eastern European Countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia and Ukraine)

- **Institutions in all other International Partner Countries (IPC)**
231 participations in running COST Actions across 17 countries

- Albania (19)
- Algeria (6)
- Armenia (10)
- Azerbaijan (5)
- Belarus (5)
- Egypt (10)
- Georgia (4)
- Jordan (2)
- Lebanon (4)
- Moldova (5)
- Montenegro (15)
- Morocco (16)
- Palestinian Authority (4)
- Syrian Arab Republic (2)
- Russia (58)
- Tunisia (16)
- Ukraine (50)

October 2014 data
International Partner Countries

519 participations in running Actions across 29 countries

October 2014 data
How IPCs, NNCs and Specific Organisations join an Action

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

- Applicant encodes a new application
- Needs MC approval

OPTION 2: NEW NNC & IPC

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

Once the Institution is approved the applicant becomes MC Observer
COST ACTIONS
COST Action

- A network of researchers with nationally funded research pursuing the fulfilment of the objectives and deliverables described in the approved proposal (MoU)
- Based on a joint work programme for 4 years
- In fields that are of interest to at least 5 COST Countries (average 21-22 countries)
- Selected via a COST Open Call
Action Structure

COST Association

GRANT HOLDER (GH)

MANAGEMENT COMMITTEE (MC)

WG 1

WG 2

WG 3

WG X
Management Committee

DECISION MAKING BODY

Coordination, Implementation, and Management of an Action
Supervising the appropriate allocation and use of funds

Achieving the Action’s MoU objectives

COMPOSED OF

Delegates nominated by their respective COST National Coordinator (CNC)

Up to 2 representatives per Participating COST Country
Management Committee

KEY ROLES in order to ORGANISE THE WORK

ACTION CHAIR
ACTION VICE CHAIR
WG LEADERS
GRANT HOLDER Scientific Representative
And other horizontal activities

CORE GROUP:
Prepare MC decisions

CORE GROUP MEETINGS
Management Committee

MAIN TASKS TO BE PERFORMED by the MC

Action Strategy
Work & Budget Plan
Dissemination & Exploitation Strategy
Memberships
Implementation of COST Policies
Approval of new Countries and Organizations
Reporting
Supervising the appropriate use of funds
Management Committee

DECISION TAKING PROCEDURE

MC MEETINGS

Minimum once a year in a participating COST Country

Typical duration ½ day

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

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

MC decision must be minuted and sent to 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 minuted and should be included in the official MC minutes of the following MC Meeting
Working Groups

PRODUCTION & EXCHANGE OF RESEARCH

Achieving the scientific objectives as defined in the MoU

WG Leaders must be MC Members

COMPOSED OF

Researchers from Participating COST Countries

MC members (all MC members should become members of WGs)

MC Observers from approved NNC, IPC, Specific Organisations
COST Networking Tools

MC & CORE GROUP MEETINGS

SHORT TERM SCIENTIFIC MISSIONS

TRAINING SCHOOLS

WG MEETINGS

WORKSHOPS & CONFERENCES

DISSEMINATION
COST Networking Tools: Meetings

MC, CORE GROUP, WG MEETINGS, WORKSHOPS and CONFERENCES

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

SPECIFICS

- Location: Participating COST Country (except Dissemination Meetings)
- Approved by the MC (in the Work and Budget plan)
- MC determines among participants who are entitled for reimbursement
COST Networking Tools: STSM, 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

### 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)
How are COST Actions funded?

Grant Agreement

SO negotiates and approves W&BP

COST ASSOCIATION e-signs GA with GH

 MANAGEMENT COMMITTEE (MC)

 GRANT HOLDER (GH)
e-COST Action Management Tool (eCAMT)

- Work and Budget (W&B) Plan drafting, negotiation and approval
  - Once the W&B has been approved by the COST Association e-COST will automatically launch an online MC vote for approval of the W&B

- Grant Agreement e-signature
Work and Budget Plan

COST Grant budget plan
Action no. and title: TU1406
Grant period: 01/06/2015 – 31/05/2015
Allocated budget: 170 000 EUR

A. SUMMARY BUDGET
(1) MEETINGS
(2) SHORT-TERM SCIENTIFIC MISSIONS
(3) TRAINING SCHOOLS
(4) PUBLICATIONS, DISSEMINATION, OUTREACH
(5) OTHERS

B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (5))

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

D. TOTAL EXPENDITURE (B+C) = 170 000 EUR
Work and Budget Plan

**GRANT AGREEMENT PERIOD GOALS**

*No GP goals have been set yet.*

+ **Action Grant Period Goals** (click to toggle)

Add GP Goal

**NETWORKING TOOLS DETAILS**

*Please note that a Grant Period Goal should be added before a networking tool can be added.*

How the networking activities relate to the GP goals

How the GP goals activities relate to the MoU aim and objectives
Work and Budget Plan

GP goals (to be identified *in collaboration* with the WG Leaders)

- must be specific to the Action (avoid general comments)
- should enable the i) fulfilment of the foreseen objectives and ii) achievement of the foreseen deliverables as outlined in the MoU
- key tasks per WG included already in the MoU – good starting point for defining the GP goals

*Please note*: organisation of a conference is not a GP goal is a networking activity
Networking activities (important points): Take into account COST policies when organising your activities

- **description**: when relevant provide the rough schedule, e.g. 2hrs MC meetings, 2d // WG meetings, 3hr plenary session with all WGs

- **the objectives** and how it serves towards the achievement of the set Grant Period Goals

- **the outputs**
  
  i) **tangible output(s)** e.g. proceedings, guidelines etc.
  
  ii) **less tangible output(s)** - knowledge exchange, strategic planning, technical know-how, policy development etc.

  *e.g. identification of priorities of WGx which will be included in the STSM criteria, Development of collaboration between public and private institutes; dissemination to the end-users through leaflets and website etc.*

🌟 *e.g. have at least one meeting in an Inclusiveness Country*
REPORTING
Monitoring and Final Assessment of Actions

First Progress Report – month 18
Second Progress Report – month 30
Final Achievement Report – month 48 (end of Action)

Reports based on quantitative data from e-COST and qualitative data from Chair and MC.

Action Rapporteur (independent external expert) reports remotely
# Monitoring and Final Assessment of Actions

<table>
<thead>
<tr>
<th>Element</th>
<th>Purpose and features</th>
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<tbody>
<tr>
<td><strong>Progress Review 1</strong></td>
<td>Monitors progress to date</td>
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<tr>
<td></td>
<td>Identifies any specific interventions needed related to the MoU objectives and COST policies</td>
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<tr>
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<td>Input for Work and Budget Plan for Year 3</td>
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<tr>
<td></td>
<td>Rapporteur assessing the Action’s progress based on MC Chair report and relevant material (on Action’s website)</td>
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<tr>
<td><strong>Progress Review 2</strong></td>
<td>Monitors progress to date</td>
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<tr>
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<td>Identifies specific interventions needed to achieve MoU objectives and implement COST policies satisfactorily by the end of COST Action</td>
</tr>
<tr>
<td></td>
<td>Input for Work and Budget Plan for Year 4</td>
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<tr>
<td></td>
<td>Rapporteur assessing the Action’s progress based on MC Chair report and relevant material (on Action’s website). Emphasis on reviewing dissemination plans</td>
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## Final Assessment

<table>
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<tbody>
<tr>
<td>Final Assessment</td>
<td>Identify how well the Action has reached the defined MoU objectives / deliverables and expectations regarding COST policies</td>
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<td>Information on initiation of any follow-up activities and its impact on R&amp;D activities in the area covered by the Action</td>
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<td>Collect data for:</td>
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<tr>
<td></td>
<td>• Impact Analyses</td>
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<td>• Identifying ‘early weak signals’ (or emerging issues)</td>
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COST ACTIONS
ADMINISTRATIVE RULES AND GUIDELINES
Content

- How are COST Actions funded?
- COST Grant System
- The Grant Holder
- How is the Grant paid?
- Networking Tools:
  - Meetings - category, eligibility and reimbursement rules
  - Local organizer support
  - Short Term Scientific Missions
  - Training Schools
  - Dissemination
- Communication with COST Association
How are COST Actions funded?

- **1st MC Meeting** is administered and paid directly by COST Association (out of the Action’s budget)

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

- Funds are administered by a selected Grant Holder
- Grant Agreement determines the obligations of the Grant Holder to COST
- Strict adherence to the administrative rules and guidelines set out in the COST Vademecum
- Annex A of the Action Grant Agreement is drawn from a Work and Budget plan
- The use of e-COST is mandatory
The Grant Holder

- Institution with Management Committee (MC) affiliation
- Must be a legal entity. It cannot be an individual
- Solvent and must be financially stable
- Must be able to abide by COST rules and guidelines (according to COST Vademecum) and comply with local taxation scheme
- Must be able to accept electronically signed documents
The Grant Holder

Must have

- Capacity to support the coordination of the Action in line with MC decisions
- Capacity to follow the administrative rules and guidelines set out in COST Vademecum

Responsibilities

Must ensure 4 positions:

- Legal representative
- Financial Representative
- Grant Manager
- Scientific Representative
Grant Manager Tasks

- Support the Action when organizing meetings (i.e., sending out invitations, the attendance list, writing minutes when asked, etc)
- Collect, verify and archive administrative documents required to process reimbursements and payments in line with the rules in the COST Vademecum
- Ensure separation of powers and avoid conflict of interest
- Archive documents up to 2 years after the end of H2020
Financial Support for the Grant Holder

- The Financial, Scientific, Administration and Coordination (FSAC) budget line is a fixed percentage contribution.
- Can never represent more than 15% of the incurred eligible scientific expenditure and is defined in the approved Work and Budget Plan.
- At the end of each grant period, the final FSAC amount is calculated by applying the initially defined and approved FSAC percentage to the actual eligible scientific expenses.
Other Expenses Related to Scientific Activities (OERSA)

- Bank charges
CGS- Grant Allocation and Payments

- **First Grant Payment**: 65% of the allocated Grant amount
- **Second Grant payment**: up to 35% on request
- There is **no carryover** of underspending from the previous Grant period. Any unspent funds will be deducted from the first payment of the allocated Grant amount in the subsequent Grant period.
- Activities are governed by **Multiple Grant Agreements / Work and Budget Plans** for each Grant Period specifying the maximum financial contribution provided by COST (namely the Grant Amount)
COST Networking Tools

- Meetings
- Training Schools
- Short Term Scientific Missions (STSMs)
- Dissemination
Meeting Types

- **Management Committee Meetings**
  - Up to 2 MC members per meeting per country can be reimbursed
  - Should not last more than 1 day
  - Maximum 2 meetings per year

- **Core Group Meetings**
  - Should not last more than 1 day
  - Composed of the Chair, Vice Chair, WG leaders, STSM Coordinator as determined by the MC
Meeting Types

- Working Group Meetings, Workshop Conference
  - Up to a Maximum of 4 Invited Speakers can be reimbursed per meeting
  - The Invited Speaker can be invited only once during the lifetime of an Action
Meeting Types

- Dissemination Meeting

- A maximum of two MC members per Grant Period are eligible to be reimbursed at dissemination Meetings
- The Speaker must be listed in the official programme of the conference representing the respective COST Action
- Up to EUR 500 can be claimed by eligible participants for conference fees on top of their travel expenses and their accommodation and meal allowances
Meetings - Eligibility

Is the Researcher’s primary affiliation held in an Institution based in a Participating COST Country?

If YES, then the participant is eligible for reimbursement for any meeting

Is the Researcher’s primary affiliation held in an approved Institution based in a Near Neighbour Country (NNC)?

If not MC Observer, participant is eligible for reimbursement as Invited Speaker

If YES, then the participant is not eligible for reimbursement. The researcher is eligible to be reimbursed as a Trainer in a Training school

If NO, then the participant is eligible for reimbursement as Invited Speaker

Is the Researcher’s primary affiliation held in an approved Institution based in an International Partner Country (IPC)?

If YES, then the participant is eligible for reimbursement as Invited Speaker

If NO, then the participant is eligible for reimbursement as Invited Speaker
What must all eligible participants do to be reimbursed under the COST Grant System?

1 - On-line registration of personal and bank details: [https://e-services.cost.eu/user/login](https://e-services.cost.eu/user/login)

2 - Accept the invitation sent out via e-cost and sign the relevant attendance list during the meeting – No signature means no reimbursement (except Dissemination Meetings)

3 - Complete online all expenses after the meeting (claim available through the link contained within the invitation e-mail)

- Any derogation from the eligibility rules requires explicit prior written agreement from COST Association
- Deadline for claim form submission = 30 days from end date of meeting
Travel expenses - What can be claimed?

Flight expenses:
Economy class flight tickets can be reimbursed up to the value of EUR 1200. Full itinerary is required, including booking class.

Car travel expenses:
Up to a maximum distance of 2 000 km at EUR 0.20 per km can be claimed by eligible participants and EUR 0.30 per km can be claimed when 2 or more eligible participants are travelling to the approved COST activity. Only the driver can be reimbursed. Proof of distance is required.

Train or Bus expenses:
From home country to the approved COST meeting and return. First and second class train tickets are eligible to be reimbursed (Supplements for fast trains and sleepers are eligible expenses).
Travel expenses - What can be claimed?

Local transport expenses

Transport costs (including bus, train, metro, and trams) incurred travelling between the following points:

- Home to Airport / train station
- Airport / train station to meeting venue / hotel
- Hotel to meeting venue
- Meeting venue to hotel
- Meeting venue / hotel to airport / train station
- Airport/train station back to home

If the claimed amount is less than EUR 25 for the entire journey no receipts are required to be submitted for reimbursement. If the claimed amount exceeds EUR 25 for the entire journey receipts justifying the total amount claimed are required.
Travel expenses - What can be claimed?

- **Taxi Expenses**
  - The use of taxi is allowed when no other means of public transport is available or when travel is required between 10pm and 7am on the dates of travel.
  - Up to a maximum of EUR 80 is eligible for the entire journey when the above conditions have been met.
Travel expenses - What can be claimed?

- Other Eligible Expenses
  - Ferry
  - Visa fees relevant to attending the approved Action meetings
  - Luggage fees
  - Parking fees (i.e. airport or train station) must always be justified with a receipt
Accommodation expenses - What can be claimed?

- **Accommodation expenses** based on flat rates only = up to a max of EUR 120 / person / night (breakfast included). No receipts required.

- **Maximum number of nights** can be claimed = the number of attended meeting days as confirmed by the daily signed attendance list + 1 night

- The MC **can decide to reduce** the accommodation flat rate for any given meeting. All eligible participants must receive the same flat rate allowance
Meal Allowance – How does it work?

- Expenses based on flat rates only = maximum of EUR 20 / person / meal. No receipts required
- Allowance depends on the participants travel times
- Meals provided by the Local Organiser have to be deducted from the participant’s meal allowance
- The MC can decide to reduce the meal allowance flat rate for each given meeting. All eligible participants must receive the same flat rate allowance
Meeting Participation - Non-eligible expenses

Registration, honorarium or lecture fees (Except for approved Dissemination Meetings – conference fees are eligible)

Life and medical insurance
Travel cancelation insurance
Luggage insurance

Printing costs, postage expenses

Overnight stay during a trip by car, fuel costs, road tolls and car rental costs

Transportation expenses associated with travelling to an embassy or consulate to obtain a visa

Wi-Fi-telephone, internet and minibar consumption

Regional or national taxation fees, stamp duty expenses
(LOS) Local Organiser Support

Eligible Expenses

- Rental of room & technical equipment;
- Photocopying, printing of programmes, book of abstracts, proceedings, etc.;
- Phone, fax, mailing for announcements;
- Support of administrative cost - up to a maximum 15% of the total LOS amount claimed;
- Transportation (i.e. field trips if relevant to the topic of the meeting and scientifically justified);
(LOS) Local Organiser Support

Eligible Expenses

- Coffee breaks and light refreshments including light lunches (such as sandwiches), which will have to be deducted from the daily allowance of the reimbursed participants;
- One single networking meal (lunch or dinner) for the entire meeting duration, which will have to be deducted from the daily allowance of the reimbursed participants;
- Consumables purchased for Training Schools such as laboratory materials, rental of scientific equipment. The quantity purchased shall be coherent with the number of participants.
(LOS) Local Organiser Support

Non-Eligible Expenses

- VAT and other indirect taxes
- Any meal exceeding the one single networking dinner limit
- Hotel group reservations
- Translation expenses
- Field trip expenses without relevant scientific justification
- Purchase of technical equipment and IT devices (e.g. Mobile phones, computers, printers...)
- Any additional expenses not listed in the list of eligible expenses
Local Organiser Support

2 modalities for claiming the LOS

- Up to a maximum of EUR 5,000 can be claimed. No invoices are required.
- Up to a maximum of EUR 10,000 can be claimed. Invoices must be uploaded onto e-cost. A final breakdown of expenses must be submitted. Only to be considered if the eligible expenses cannot be covered by the lump sum modality.

A Local Organiser can claim against the actual eligible expenses incurred minus VAT.

A lump sum of 20 EUR per participant/per each day can be claimed as evidenced by the signed attendance list for each day the participant attends the approved meeting.
Final considerations: Optimise your Budget

- Consider the availability of cheap public transport in the locality of the meeting and the availability of low cost airlines that service the meeting destination
- Send Invitations to eligible participants as early as possible
- Meetings can be also held at COST Association premises
- Co-located meetings can claim for one Local Organizer Support including Training Schools
- Derogations from the rules require COST approval prior to the expense being incurred
Short Term Scientific Mission - STSM

- Financial support is only a contribution:
  - Allowance per day: maximum of EUR 160
  - Travel costs: maximum of EUR 500
  - In total a maximum of EUR 2500 for up to 90 days
- Duration: minimum 5 working days, maximum 90 days
- Provision: Early Career Investigators (PhD + 8 years) can claim up to maximum EUR 3500 between 91 days and 180 days
- All STSM activities must occur in their entirety within one Grant Period
- Selection of Grantees: direct responsibility of the MC
STSM – from where to where?

- From a Participating COST country
  - To another Participating COST Country
  - To an approved NNC Institution
  - To an approved IPC Institution
  - To an approved specific organization
- From an approved NNC Institution
  - To a participating COST Country
- From and approved European RTD Organization
  - To a Participating COST Country
Training Schools

Recommended Duration: Normally between 3 days and 2 weeks
Recommended Ratio: 3 Trainees per 1 Trainer

- **Trainers**: Same as the COST reimbursement rules for meetings (travel expenses, accommodation and meals allowance), no honoraria or lecture fees
- **Trainees**: fixed grants – maximum Grant EUR 1500
- **Organisational expenses**: Local Organiser Support (LOS) can be claimed

**Location**: Can be held in a Participating COST Country or in an approved NNC Institution
Training Schools - Eligibility

Trainers eligible for reimbursement:

- From Participating COST Countries
- From approved NNC Institutions
- From approved IPC Institutions
- From approved European RTD Organisations
- Up to a Maximum of 4 invited speakers can be invited as Trainers for any individual Training School

Trainees eligible for funding:

- From all COST Countries
- From approved NNC Institutions
- From approved European RTD Organisations
Dissemination

Eligible expenses:

- Website
- Material for display or distribution (flyers, posters)
- Multimedia content
- Publications (peer-reviewed journal papers, book of abstracts, handbooks, guideline, etc)
- Open access licenses or the purchase and distribution of a fixed number of copies of high-quality publications produced by a renowned publisher (usually books or journals) relating to the production of approved publications
- Proofreading, editing, production and distribution expenses
Dissemination

Non-Eligible expenses:

- Creation of databases meant for dissemination purposes
- Sponsorship for COST Action booths at Conferences or other events
- VAT Amounts listed on invoices cannot be reimbursed
Communication with COST

- Communicate only outcomes of MC decisions to COST
- Do not include COST in internal discussions
- Always indicate the Action number in the subject line every correspondence
Acknowledging COST

- All COST funded material needs to respect corporate branding:
  - COST logo
  - EU emblem
  - Disclaimer (the views expressed in the dissemination material belongs solely to the Action and should not in any way be attributed to COST)
- See instructions at [www.cost.eu/visualidentity](http://www.cost.eu/visualidentity)
Agenda

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Tour de table / introduction of the MC members
5. Establishment of quorum
6. General information on COST mechanism and on the funding and reporting of coordination activities:
   • COST Overview
   • COST Policies
   • COST Structure
   • COST Action Participation
   • COST Actions
   • COST Actions Administrative Rules and Guidelines
8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative
References

Document COST 134/14:


Available for download at: http://www.cost.eu/participate/networking
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Agenda

9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Chair)
   • MoU Objectives and working programme
   • Working method - organisation and management (including Working Groups)
   • Distribution of tasks
   • Strategies for implementing COST policies: Excellence and Inclusiveness, International Cooperation, SME and Industry Cooperation

10. Appointment of horizontal roles
    • Appointment of Working Group (WG) Leaders
    • Any other horizontal roles (e.g. STSM Coordinator, Website Host Institution, Composition of Core Group (CG))

11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)
    • Grant Period Goals and Tasks
    • Approval of the FSAC (%) for the Grant Holder Institution

12. Any Other Business (AOB)

13. Closing
COST: Important documents

http://www.cost.eu/participate

COST Implementation Rules

A. Rules for Participation in and Implementation of COST Activities (132/14) (PDF, 336 KB)
B.1. COST Action Proposal Submission Evaluation and Approval (133/14) (PDF, 267 KB)
B.2. COST Action Management, Monitoring and Final Assessment (134/14) (PDF, 341 KB)
B.3. COST International Cooperation and Specific Organisations Participation (136/14) (PDF, 214 KB)
SESA Guidelines (PDF, 1 MB)

Vademecum

COST Vademecum (PDF, 3 MB)

COST Action Template Centre

Final Achievement Report - MC Chair (DOCX, 210 KB)
Grant Agreement Template (PDF, 310 KB)
e-COST Action Management Tool User Guide (eCAMT) (PDF, 2 MB)

Key Documents

Open Call for Proposals (PDF, 162 KB)
Technical Annex (DOCX, 113 KB)
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