



Growing
ideas
through
networks

COST Action CA16224

European Raptor Biomonitoring Facility

1st Management Committee meeting

Brussels, 17/10/2017



Funded by the Horizon 2020 Framework Programme
of the European Union

Dr Lucia Forzi
Science Officer



COST Association Contact Points Action CA16224

Science Officer

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Administrative Officer

Ms Svetlana Voinova

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COST Emergency Instructions



Agenda

17/10/2017 10:00 -17:00

1. Welcome to participants
2. Tour de table / introduction of the MC members
3. Verification of the presence of two-thirds of the Participating COST Countries (quorum)
4. Adoption of the agenda
5. General information on COST mechanism and on the funding and reporting of coordination activities:
 - COST Overview, policy and structure
 - COST Action: Participation, Management, Monitoring and Final Assessment
 - Communicating about your COST Action
 - COST Action's Administrative Rules and Guidelines
6. Setting the frame for the Action
 - Budget
 - Presentation of the Scientific Committee recommendations to the Action
7. Internal rules of procedure for the Management Committee of the COST Action
8. Election of the Chair and Vice-Chair
9. Selection of:
 - The Grant Holder institution (Scientific Representative)
 - The FSAC rate for the Grant Holder institution

Minutes are prepared by COST

Agenda

17/10/2017 10:00 -17:00

10. Presentation and discussion of the Action
 - a. Presentation of the Action by the “Main Proposer”/Chair of the Action (based on the MoU)
 - MoU Objectives and deliverables
 - Working Groups and other management roles/ structures
 - Implementation of COST policy on Excellence and Inclusiveness
 - b. MC discussion of:
 - Deliverables and timeline
 - Working Groups and other management roles/ structures
 - Implementation of Scientific Committee recommendations and COST policy
11. Establishment of Action Management structure
 - Election of Working Group Leaders, STSM Coordinator and Science Communication Manager
 - Election of other management roles
12. Action implementation planning : 1st Grant Period (GP)
 - Grant Period Goals, WG tasks and deliverables
 - Activity and budget planning (Work and Budget Plan preparation)
 - Activity and budget planning (Work and Budget Plan preparation)
 - Dissemination strategy/ planning (Publications and outreach activities)
13. Any Other Business (AOB)
14. Closing

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Tour de Table

http://www.cost.eu/COST_Actions/ca/CA16224?parties

Action details

MoU	035/17
CSO Approval date	23/06/2017
Start of Action	17/10/2017
End of Action	16/10/2021

Participations

Country	Date	Status
▶ Austria	12/09/2017	Confirmed
▶ Belgium	15/09/2017	Confirmed
▶ Bosnia and Herzegovina	17/08/2017	Confirmed
▶ Croatia	15/07/2017	Confirmed
▶ Denmark	03/08/2017	Confirmed
▶ Estonia	29/08/2017	Confirmed
▶ Finland	21/09/2017	Confirmed
▶ France	11/07/2017	Confirmed
▶ FYR Macedonia	20/09/2017	Confirmed
▶ Germany	31/07/2017	Confirmed
▶ Greece	13/07/2017	Confirmed
▶ Hungary	14/07/2017	Confirmed
▶ Iceland	04/10/2017	Confirmed
▶ Israel	03/08/2017	Confirmed
▶ Italy	14/09/2017	Confirmed
▶ Luxembourg	16/10/2017	Confirmed
▶ Netherlands	19/07/2017	Confirmed
▶ Norway	23/08/2017	Confirmed
▶ Poland	11/09/2017	Confirmed
▶ Portugal	22/08/2017	Confirmed
▶ Romania	01/08/2017	Confirmed
▶ Serbia	06/10/2017	Confirmed
▶ Slovenia	11/07/2017	Confirmed
▶ Spain	22/08/2017	Confirmed
▶ United Kingdom	14/07/2017	Confirmed
Total: 25		

COST Association COST Action CA16224

▶ [Description](#)

▶ [Parties](#)

▶ [Management Committee](#)

General Information*

Proposer of the Action:

[Mr Guy Duke](#)

Science officer of the Action:

[Dr Lucia FORZI](#)

Administrative officer of the Action:

[Ms Svetlana VOINOVA](#)

Downloads*

Action Fact Sheet

[Download AFS as .RTF](#)

Memorandum of Understanding

[Download MoU as PDF](#)

- **Name**
- **Country**
- **Background (expertise, previous experience with COST Actions?)**
- **Interest / Working Groups**

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COST Overview & Structure



What is COST?

European framework for
cooperation in S&T

37 countries and
beyond

Open

~300 COST Actions

Leverage of R&D funds

Bottom-up

Founded in 1971



COST Mission Statement

- COST enables **breakthrough** S&T 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 Action**

Slide 13

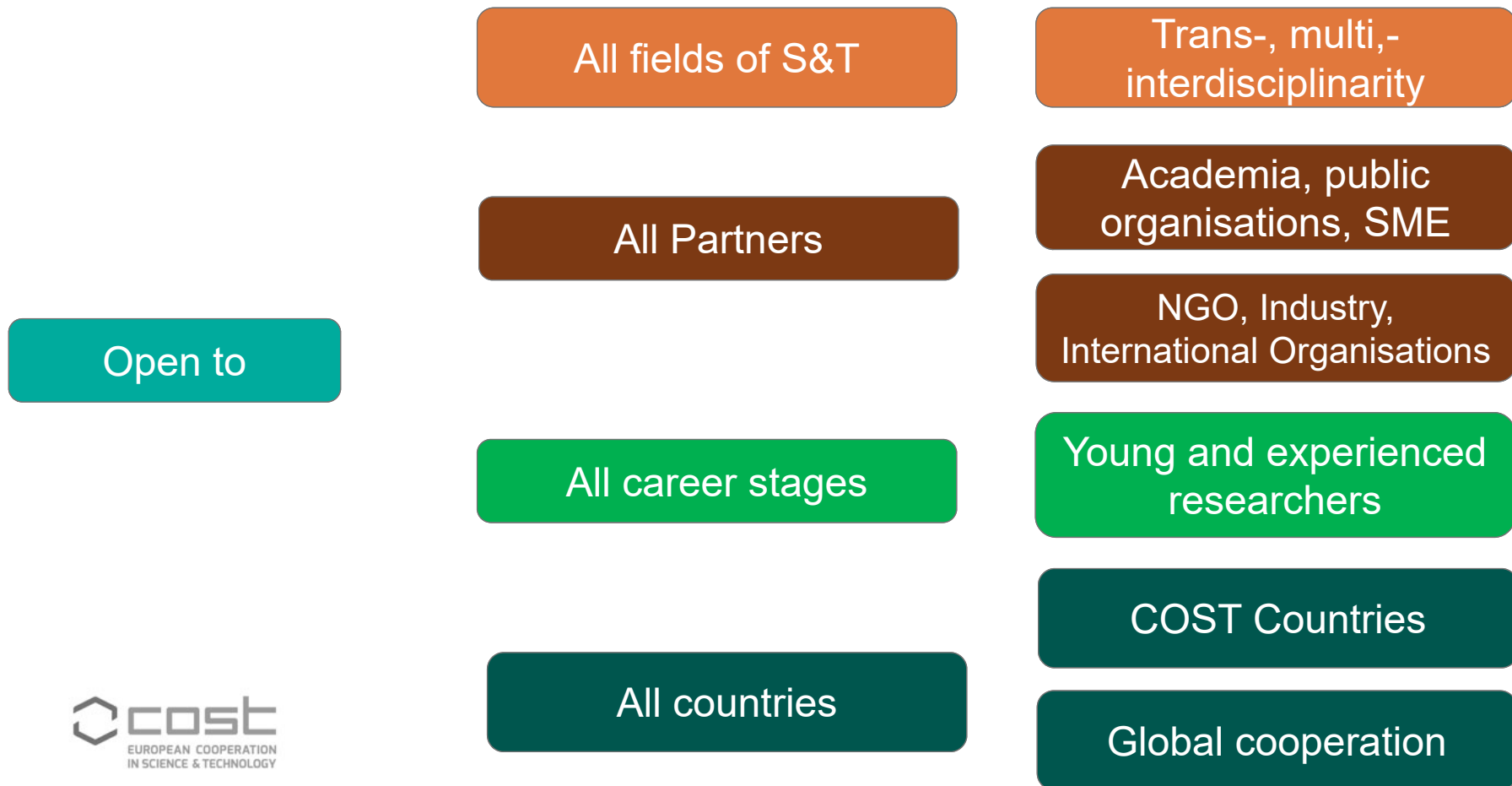
MP81

Proposal: to be replaced by new slide inspired from Brand Book

Mickael Pero; 05/09/2017

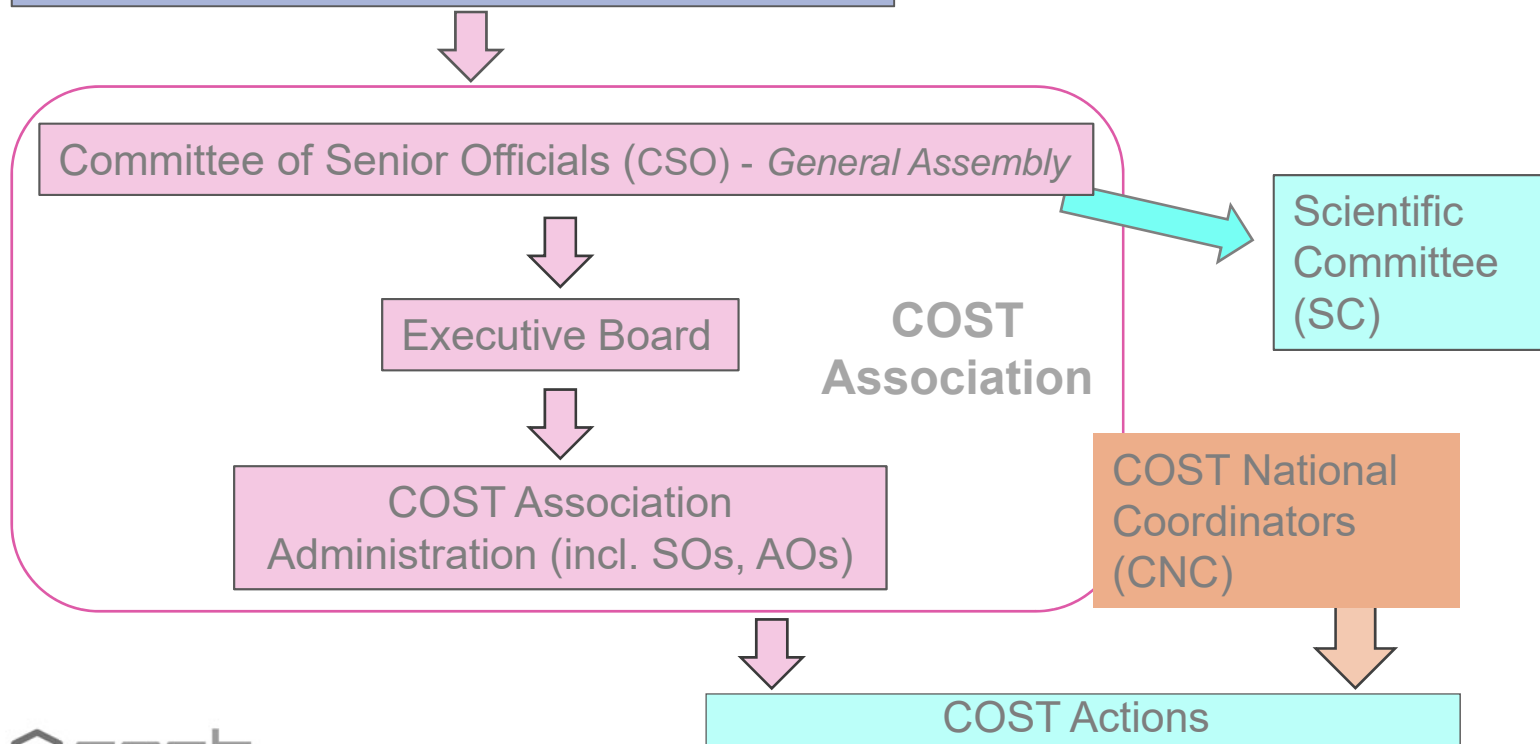


COST Actions



COST Association organisation and relation with other actors

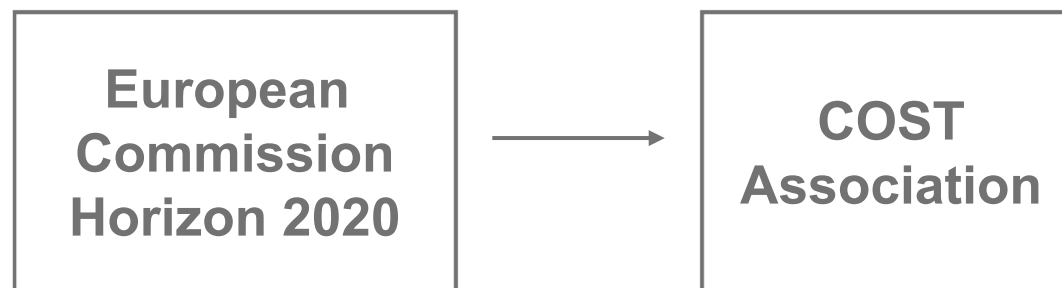
Ministerial Conferences (every five years)





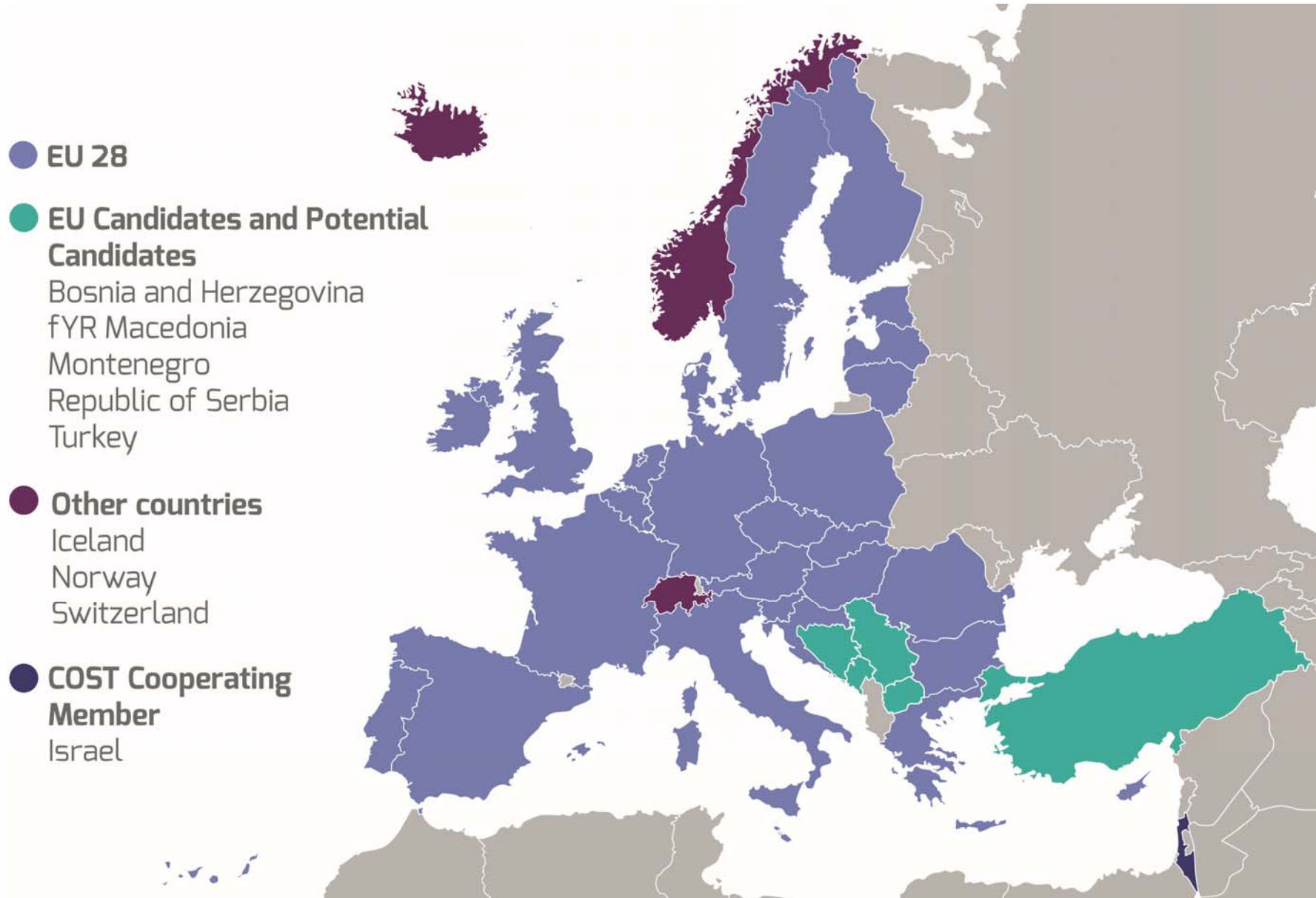
EUR 300 million for 7 years from two H2020 work programmes:

- *Challenge 6 “Europe in a changing world – inclusive, innovative and reflective Societies”*
- *“Spreading Excellence and Widening Participation”*



COST Action Participation

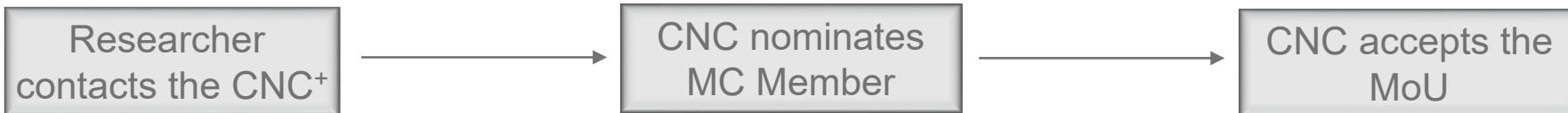
COST Member Countries





How COST Member Countries join an Action

Less than one year after CSO* approval of the Action



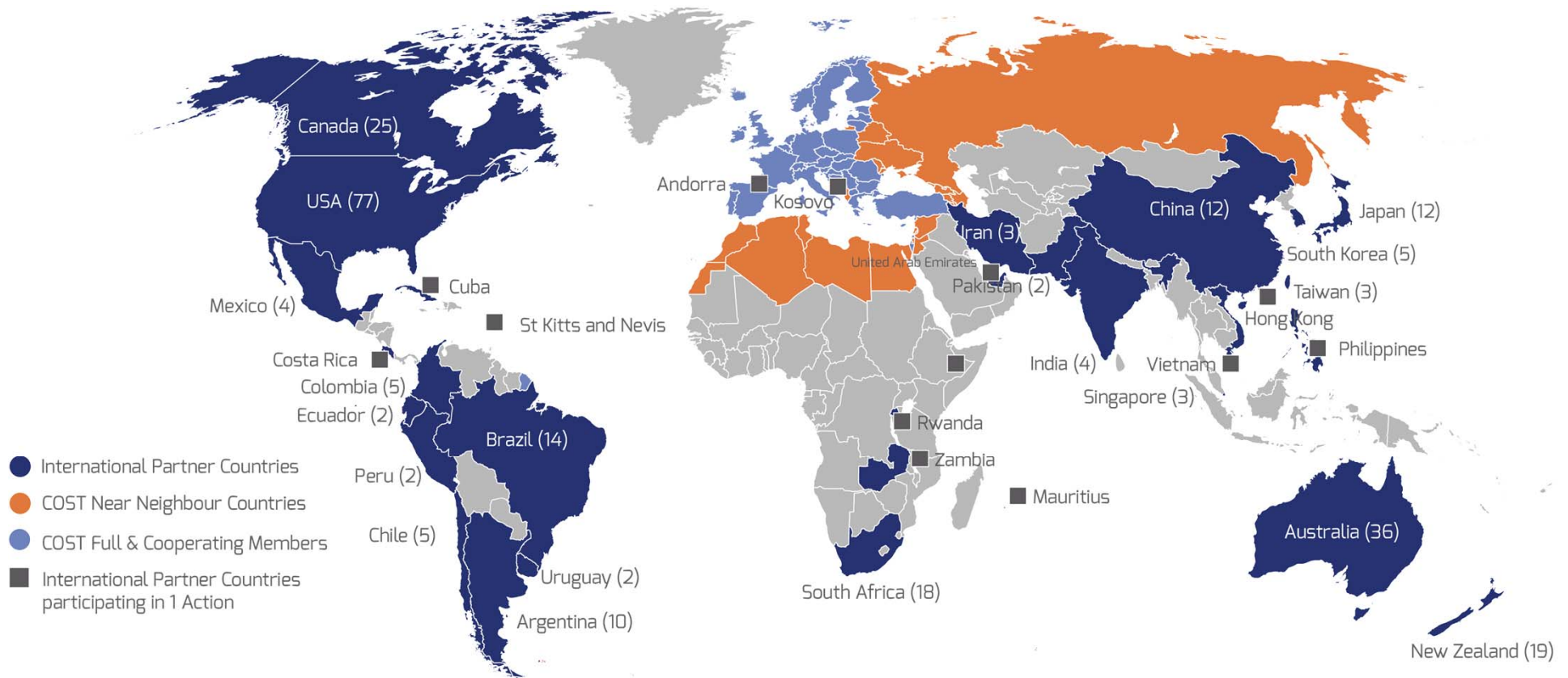
More than one year after CSO* approval of the Action, the MC must approve the new COST country request for participation in the Action

Date of CSO approval for 2016-2: **23/06/2017**

*Committee of Senior Officials

+ COST National Coordinator

NNC and IPC





How IPCs, NNCs and Specific Organisation join an Action

- 1. Entity already included in the proposal = Founders**
 - After 1st MC: Chair encodes mutual benefit
 - Chair initiates MC approval in e-COST
 - 2. New Entity**
 - Chair encodes applicant details in e-COST
 - Applicant and Chair complete application form in e-COST
 - Online approval by MC and COST Association
- Once the **Institution** is approved the applicant becomes **MC Observer**

COST policy



COST Policy

Additionally, specific objectives:

- SME and Industry cooperation
- International Cooperation





Inclusiveness Target Countries (ITC)



■ COST aims to:

- Connect “**pockets of excellence**” in S&T operating from diverse locations in Europe
- Encourage and enable researchers from **less research-intensive** countries to get more involved in all COST activities
- Counterbalance research communities **unequal access** to knowledge infrastructures, funding and resources distribution

COST Inclusiveness Target Countries (ITC)

● EU 13

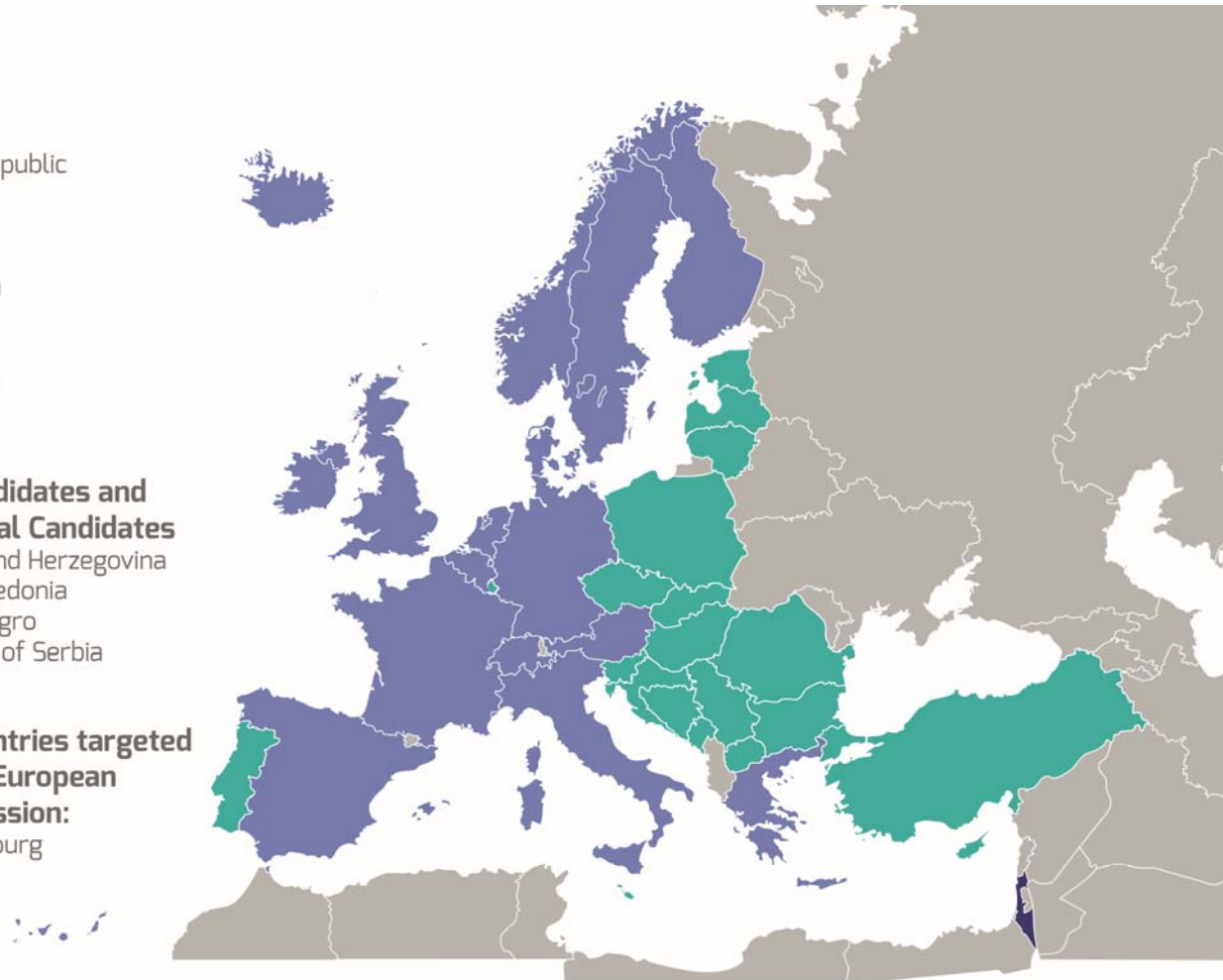
Bulgaria
Croatia
Cyprus
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Malta
Poland
Romania
Slovakia
Slovenia

EU Candidates and Potential Candidates

Bosnia and Herzegovina
fYR Macedonia
Montenegro
Republic of Serbia
Turkey

EU countries targeted by the European Commission:

Luxembourg
Portugal





Early Career Investigators & Gender Balance

Early Career Investigators → PhD + up to 8 years

- Strong involvement of Early Career Researchers in the Action

Good gender balance in the Action ♀♂

- Strong involvement of underrepresented gender in the Action



Implementing COST policy in the Action

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



SME and Industry Cooperation

Aiming to facilitate/ encourage industry participation

- Participation in networking activities
- Session dedicated to industrial participation at Action events
- Roundtable discussions with industrial partners at Action events
- STSMs with industry acting as home/ host institution



International Cooperation

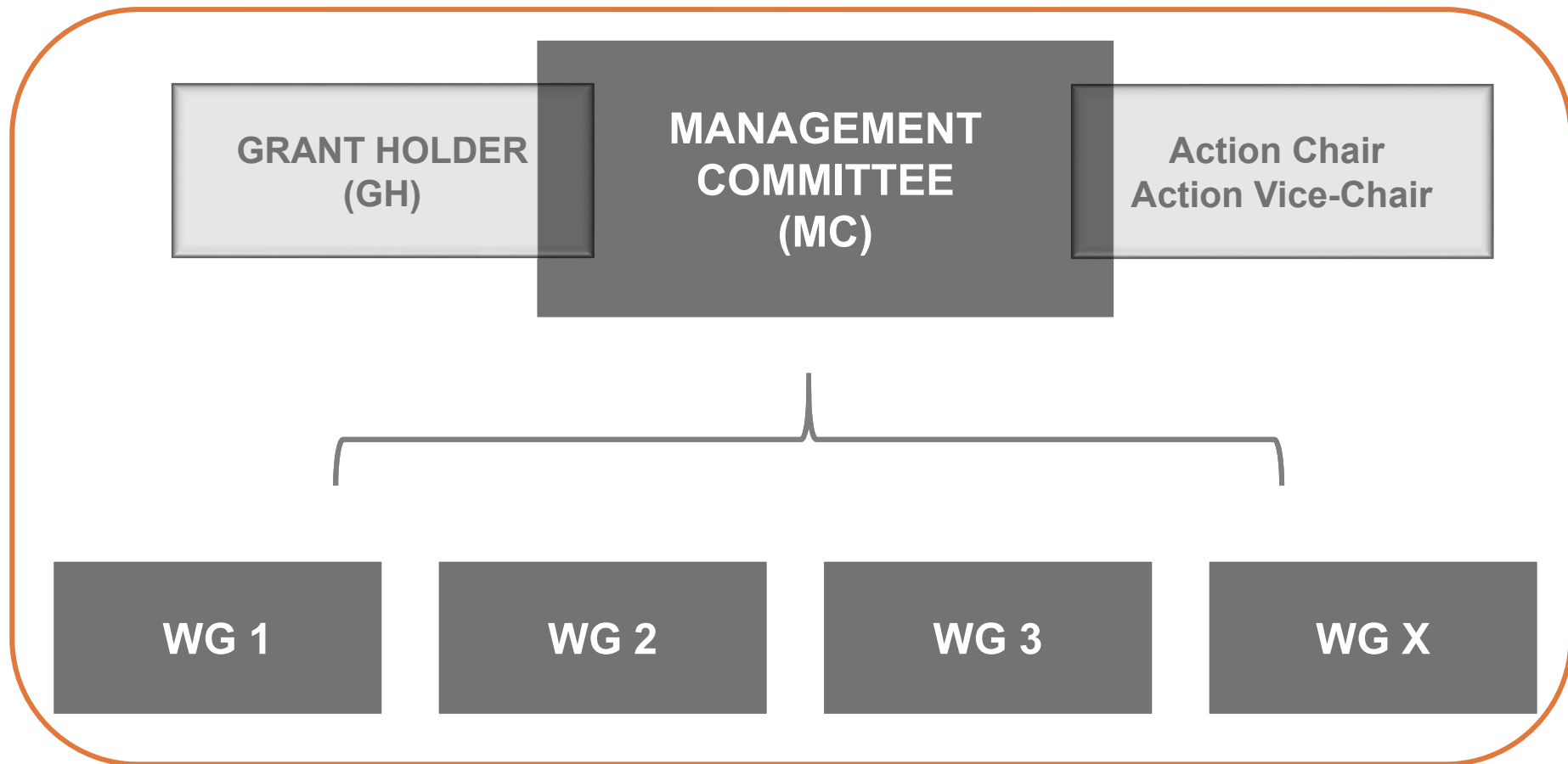
Aiming to support the involvement of researchers from **Near Neighbour** and **International Partner Countries** in COST Actions on the basis of mutual benefit.

- 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 Training School Trainers

COST Actions and Networking Tools

COST Action Structure

**COST
Association**





Management Committee

→ Main tasks

To achieve the Action's MoU **objectives**:

Coordination, Implementation, and Management of the Action:

- Implementation the Action with the Work and Budget Plan
- Implementation of COST Policy and openness principle
- Dissemination and Exploitation Strategy
- Monitoring & Assessment of the progress and allocation of funds of the Action
- Decision on membership (WG, new Countries, NNC/IPC Institutions)

Planning and Supervision of the appropriate allocation and use of funds

COMPOSED OF

Up to 2 representatives per Participating COST Country (nominated by the respective CNC)



Management Committee

→ Leadership roles

Action Chair (AC)

Action Vice-Chair

Working Group Leaders

Grant Holder Scientific Representative

Short Term Scientific Mission
Coordinator

Science Communication Manager

And other horizontal activities

CORE GROUP

to prepare
MC decisions

MC 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**

The MC Chair does not have the right to vote

MC decision must be minuted and sent to the COST Association

E-VOTE

Initiated and managed by the MC Chair (or by the Vice-Chair when the Chair is affiliated with the Grant Holder)

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

Working Groups

PRODUCTION & EXCHANGE OF RESEARCH

Achieving the scientific objectives as defined in the MoU

WG Leaders must be MC Members (minimum one Leader from ITC)

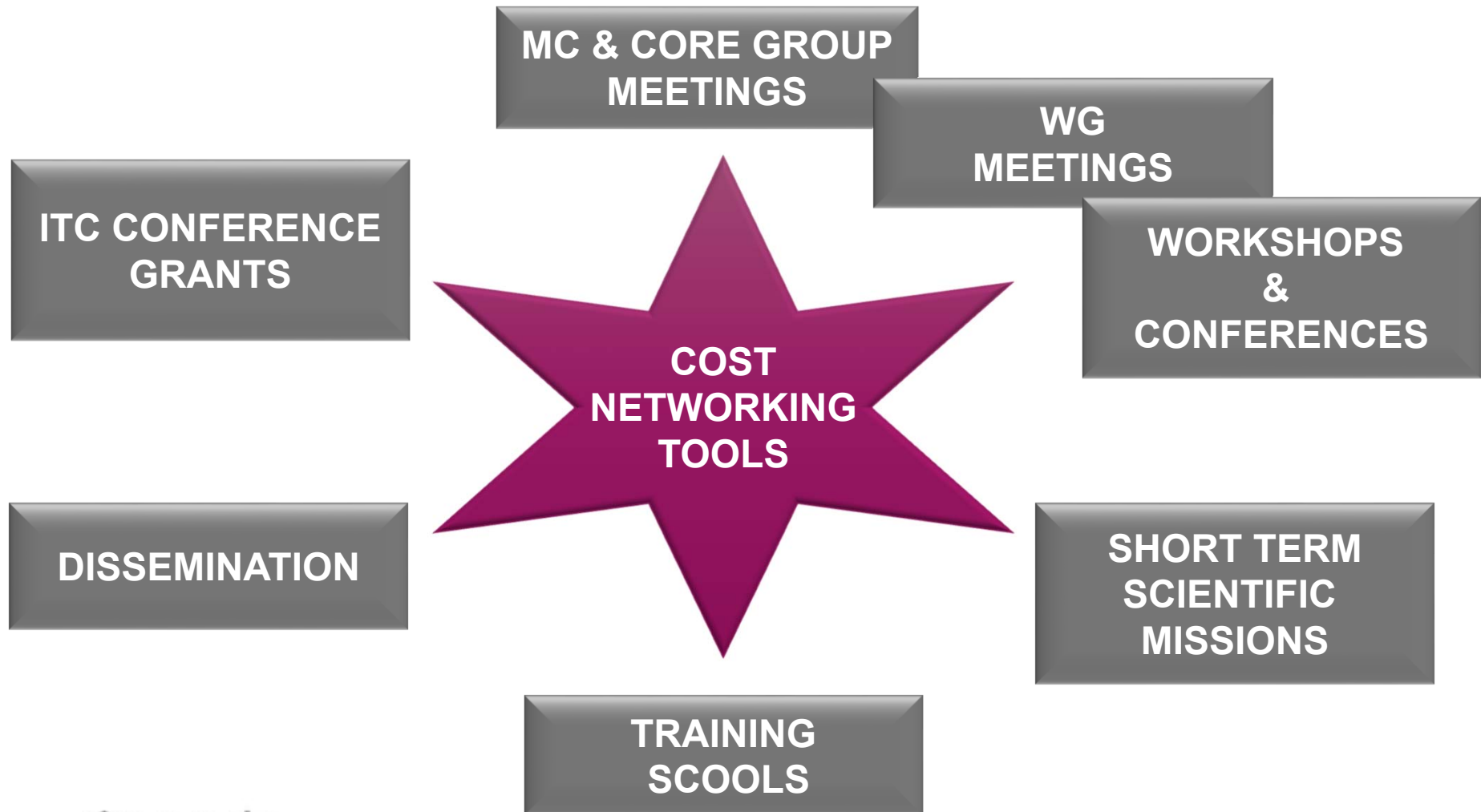
COMPOSED OF

Researchers from Participating COST Countries

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

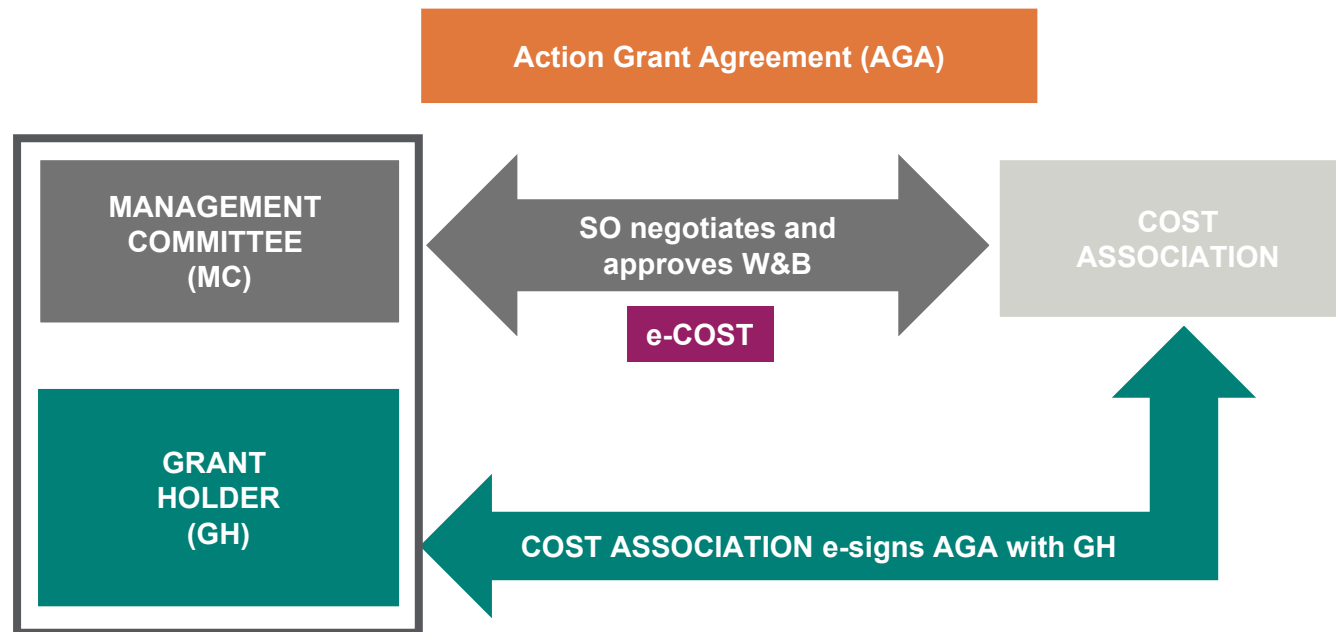
MC Observers from approved NNC, IPC, Specific Organisations

COST Networking Tools



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

establishes the **S&T goals for the Grant Period** and details the **COST Networking tools** to progress on the achievement of **MoU objectives and deliverables**



COST Action Monitoring and Final Assessment



Monitor running and assess ended Actions with regards to

- achievement of **MoU objectives** and **deliverables**
- contribution to the COST Mission and implementation of **COST policy**
- **dissemination** and **exploitation** of COST Action results
- The monitoring and assessment is used as basis for:
 - Decision making by COST (e.g. budget allocation, termination, promotion/ dissemination, etc.)
 - Showing COST's achievements and role in the European Research Area

Monitoring and Final Assessment of Actions

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



PR1 in detail

- The Action Chair will be notified 2 weeks before the submission of PR1 of the **deadline**;
- The report must be **submitted through e-COST** by the Action Chair;
- The report will contain a lot of automated information from e-COST including % of ITC, ECIs, Gender in the Action MC and how these % are related to the allocation of Action leading roles (Chair, Vice Chair and WG leaders).
- The Chair *on behalf of the MC* will need to **describe** the implementation, and the plans for continued implementation, of **COST Policy on Excellence and Inclusiveness** in the future.
- **Comment** on the Action's implementation of the **SC Recommendations** from the proposal stage.



SC recommendations

“The contingency plan takes into account potential participants who showed interest; this needs to be firmed up and enacted in order to realise involvement from the wide range of stakeholders proposed. The roles and involvement of early career investigators needs to be clarified and better efforts need to be made to involve female participants.”

SC analysis and outcome of PR1 either:

- implementation **sufficient**
- implementation **insufficient but plans adequate** - *repeat policy implementation monitoring in 1 year*
- implementation **insufficient and plans inadequate** - *Action to meet with SC*

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Growing
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through
networks

COST Actions

Administrative Rules and Guidelines

Svetlana Voinova

Administrative Officer



Funded by the Horizon 2020 Framework Programme
of the European Union

Content



1

Who reimburses
your expenses?

2

COST Grant
System

3

COST Networking tools
Reimbursement Rules

4

Communication with
COST Association



Who reimburses your expenses?

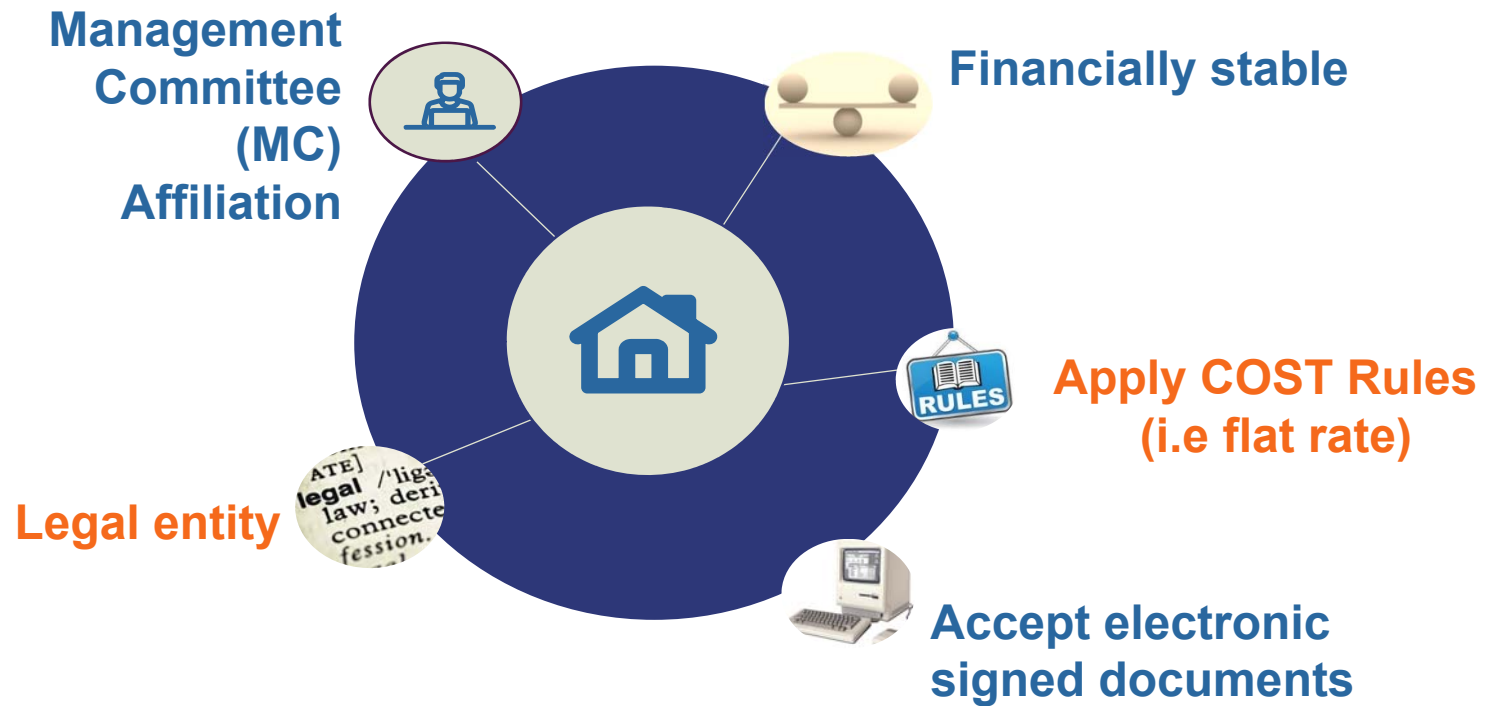
- **1st Management Committee (MC)**
Paid by the COST Association
- **After 1st MC Meeting**
Paid by the Grant Holder Institution



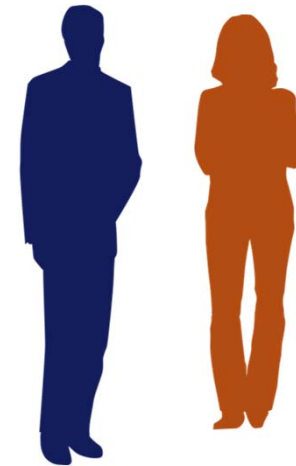
COST Grant System (CGS)



The Grant Holder Institution



Grant Holder Institution – 4 Key Positions





Grant Holder Institution – Financial Support

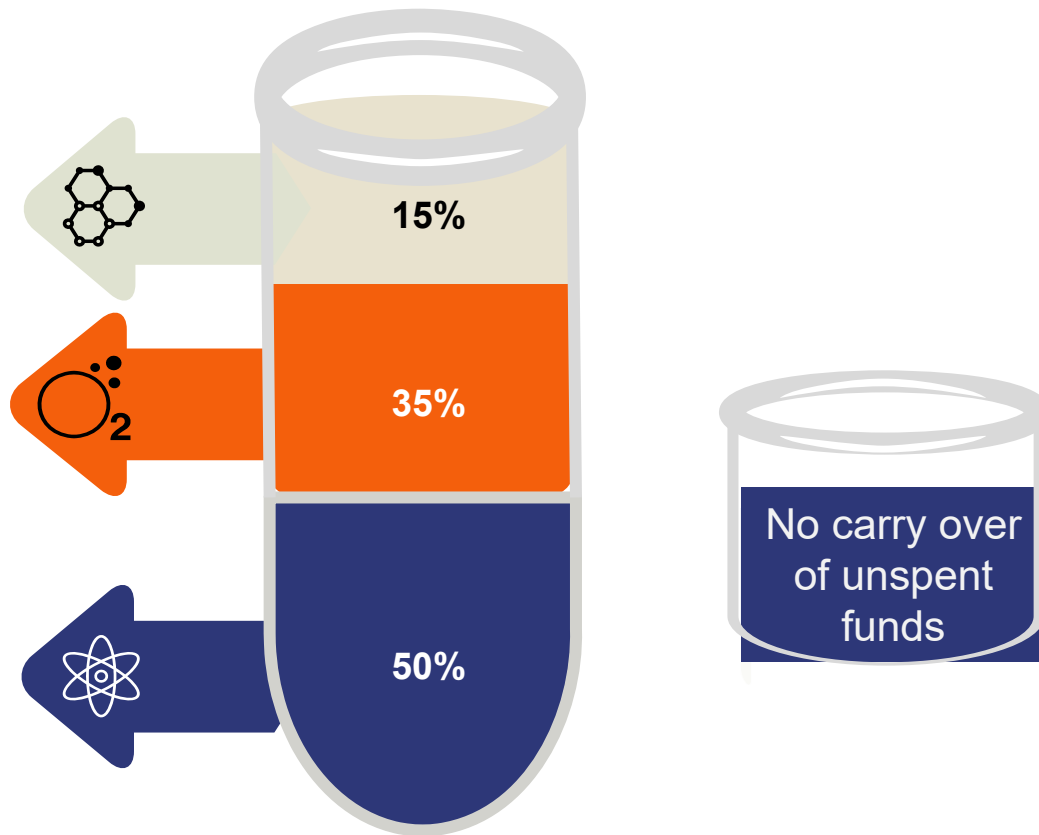
- **FSAC** - Financial and Scientific Administration and Coordination support
- Up to 15% of the actual eligible scientific expenditures

Payment of Grant

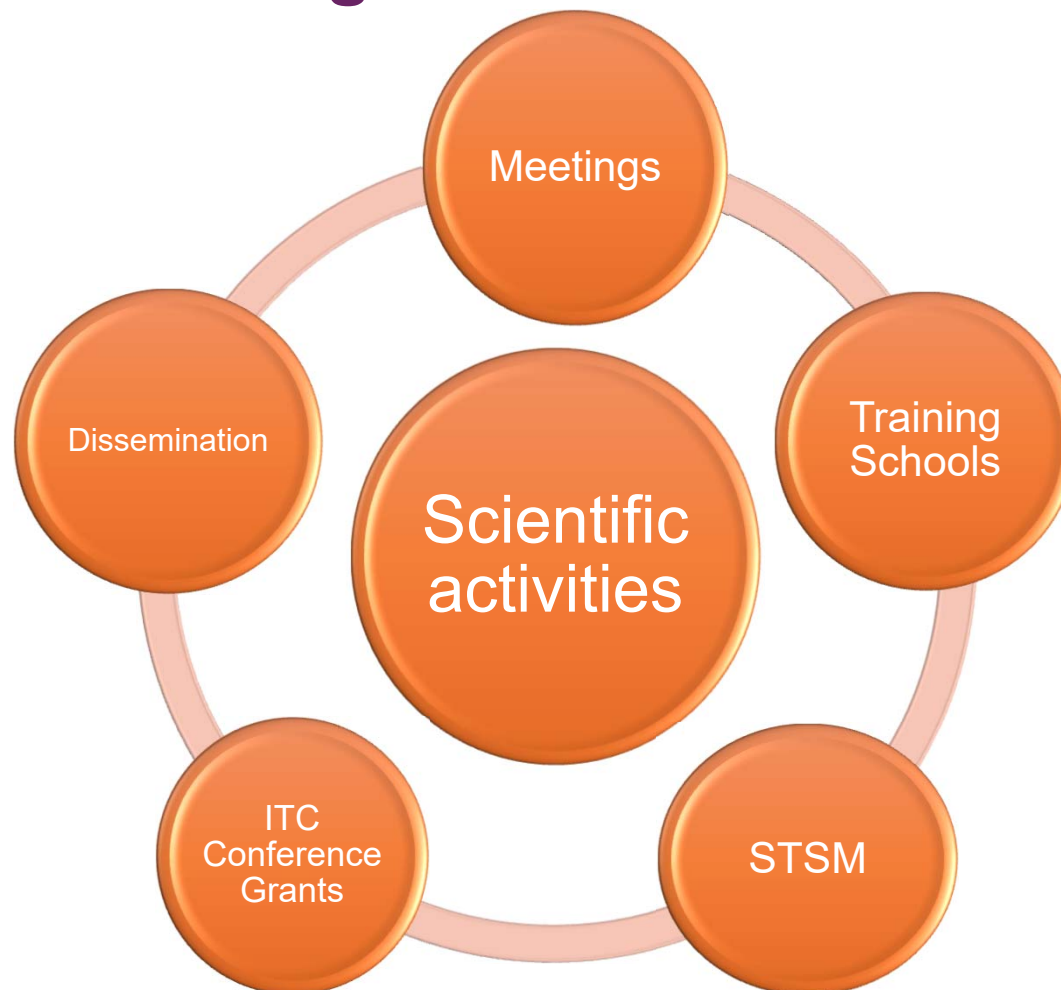
3rd payment
up to 15% of the Grant

2nd payment
up to 35% of the Grant

1st payment
50% of the Grant



COST Networking Tools





Meetings

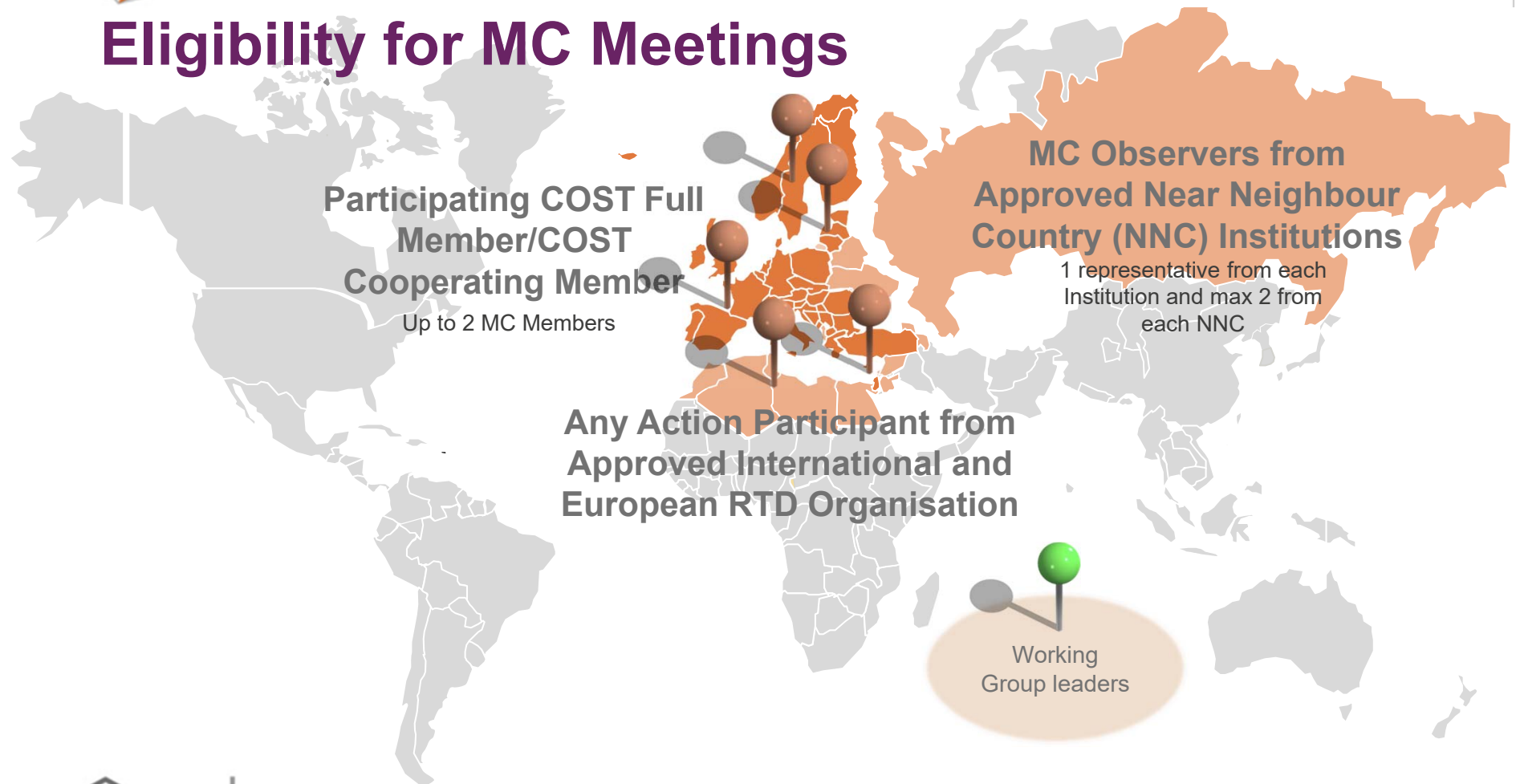


Meetings

- Management Committee
- Core Group
- Working Group
- Workshops or Conference
- Dissemination Meeting
- Final Meeting



Eligibility for MC Meetings





Not eligible for MC Meetings

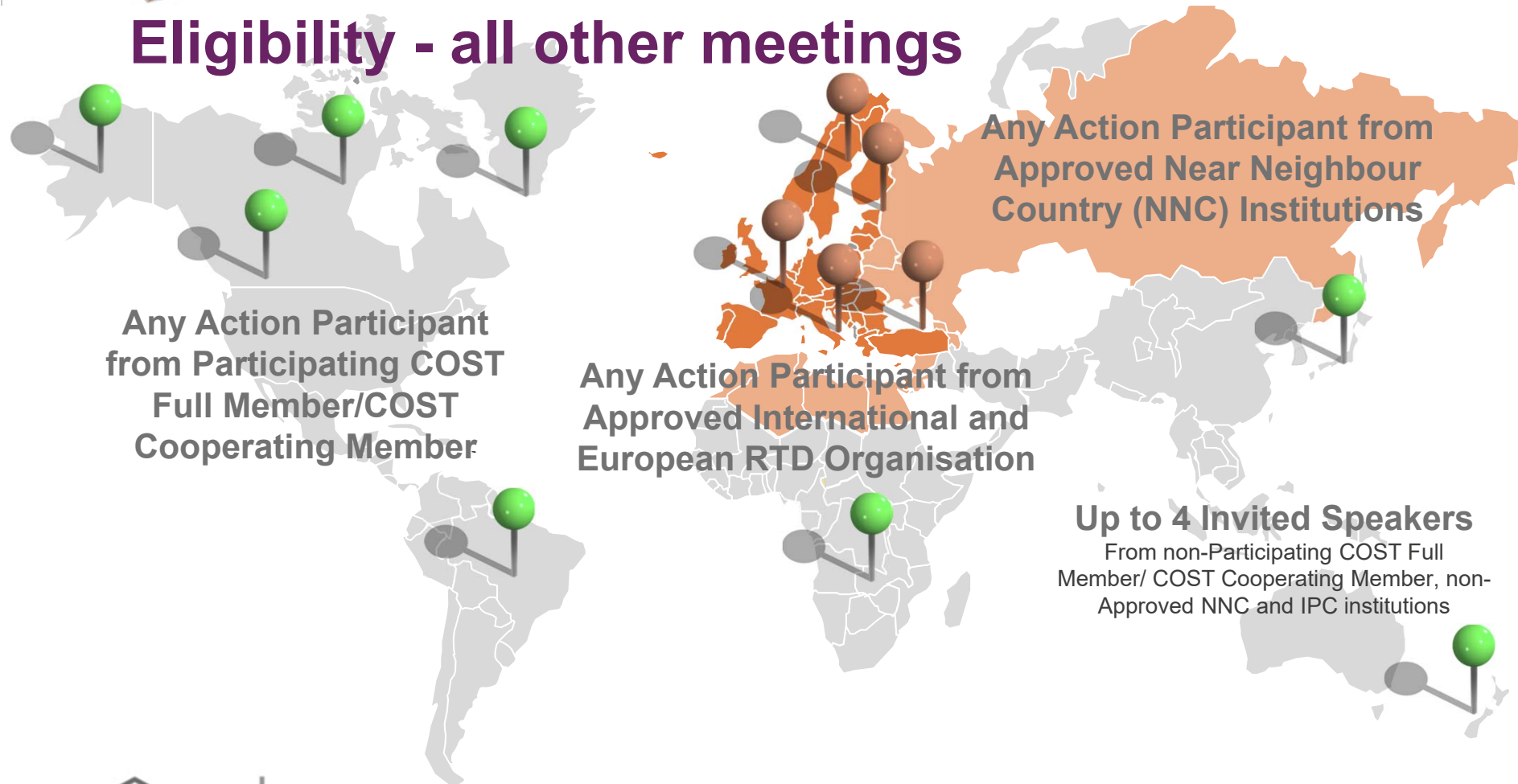
MC Observers from
COST Partner Members,
approved IPC
Institutions, approved IO,
the EC and EU Agencies

Not eligible
to be
reimbursed

Invited Speakers



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

Not eligible
to be
reimbursed



Dissemination Meetings

- MC Members or their Substitutes
- Maximum 2 Action Participants per Grant Period
- Listed in the official programme
- Up to EUR 500 for conference fees

A hand holding a piece of white chalk is shown writing the words "KNOW THE RULES!" in large, bold, white capital letters on a grey chalkboard. The hand is positioned at the bottom right, with the chalk tip touching the board. The background features a stylized orange and grey geometric shape in the upper left corner.

KNOW THE
RULES!

Reimbursement Rules



Meetings

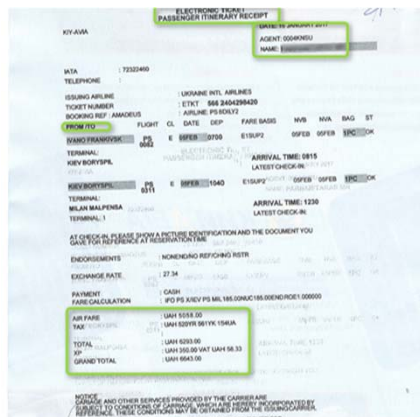
- Accept or Decline the invitation
- Sign attendance list
- Submit your claim online with relevant supporting documents
- **Claim Submission Deadline: 30 days**

Long distance travel = cross border travel

Flight expenses:

- Economy class only
- Max EUR 1200

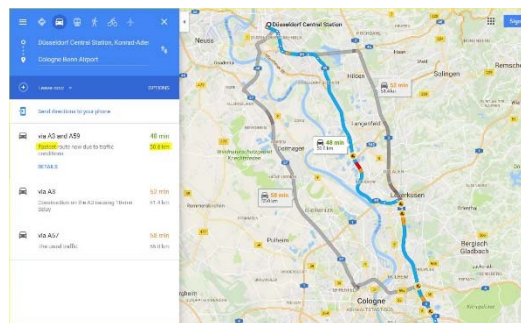
You must submit an invoice and full itinerary



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 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 is pointing to a white sign that says "CLAIM" in large, bold, black letters. The sign is placed on a wooden desk. To the right of the sign is a white coffee cup on a saucer. In the foreground, there are several papers and a pen. The background is a blurred office setting.

How to submit your Online Travel Reimbursement Request (OTRR)



Step 1/5 Accept or Decline



Invitation to COST Association Event

Dear Dr

You are invited to the following COST event. Please indicate below if you wish to participate.

Training School Details

Training School ID ECOST-TRAINING_SCHOOL-TD1409-010517-087354
Title ICMS Modelling Camp
Start Date 2017/05/01
End Date 2017/05/04
Location ICMS, Edinburgh, United Kingdom

Step 1 / 5

Invitation

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



Step 2/5 Reimbursement?

Invitation to COST Associaton Event

Mr Ertuğrul Altuntaş

Meeting Details

Meeting ID
Title Building with Bio-Based Materials: Best Practice and Performance Specification
Start Date 2017/09/06
End Date 2017/09/07
Location Lisboa, Zagreb, Croatia

Step 1/5 Invitation

Accepted

Decline

Step 2/5 Reimbursement

Yes

No

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

To be able to electronically sign documents, your browser needs to be activated for strong authentication. This is a one time operation for every browser used. If later on you use a different browser, you will be prompted to activate that browser before it can be used to sign documents electronically.

Please click the button below to proceed. You will receive an e-mail containing an activation code which you will be prompted to enter in the next screen.

Proceed with the activation

Note: Additional information of the Strong Authentication is available here.



Step 3/5 Fill in your travel expenses

Travel information and expenses

Please note:

- Local organiser has paid 1 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	2016-04-13 	Time 10:00 - 10:59 <input type="button" value="v"/>
Travel End	Date	2016-04-15 	Time 22:00 - 22:59 <input type="button" value="v"/>

Meeting Attendance	
<i>Please indicate by clicking on the check box below which days you attended the COST event as confirmed by you signing the attendance list.</i>	
14 Apr 16	<input checked="" type="checkbox"/>



Upload receipts

Supporting Documents

Download ALL

Attached Document 1

flight tickets

Download

Attached Document 2

taxi receipt

Download

Attached Document 3

local car travel itinerary

Download

Attached Document 4

flight invoice

Download

Attached Document 5

parking invoice

Download

Current Total



Step 4/5 Select Bank account

Bank Account

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.



Step 5/5 Submission

Submission

I declare that the above expenses are not being reimbursed from any other source.

The COST Association reserves the right to correct this document after signature by the participant to comply with COST Rules.

Click to submit your claim electronically. You will be prompted to enter your e-COST password to verify your identity.

Submit e-Claim

Note: Additional information of the Strong Authentication is available here.

Dr John Smith

Your online reimbursement request has been successfully submitted. You may download the Travel Reimbursement Request (TRR) in pdf format for personal filing. No further action is required from your side.

Download TRR

Meeting Details

Meeting ID	ECOST-MEETING -140416-072346
Title	Management Committee meeting
Start Date	2016/04/14
End Date	2016/04/14
Location	COST Association, 149 Avenue Louise, B-1050, 15th Floor, Brussels, Belgium

A woman in a light-colored business suit stands at the front of a meeting room, smiling and gesturing towards a whiteboard. The whiteboard displays a line graph with data points and the year '2007' at the bottom. Several people are seated around a long table in the foreground, some looking towards the presenter and others looking at laptops or documents. The room has large windows and a modern design with orange and grey geometric shapes on the ceiling.

Training Schools



Training Schools - Eligibility Rules

- **Location:**
 - Participating COST Full Member/COST Cooperating Member
 - Approved NNC Institution
- **Financial Support:**
 - **Trainers:** same as meetings reimbursement rules
 - **Trainees:** fixed grants - up to EUR 1500 (no receipts)
- **Recommendation:** from 3 days up to 2 weeks and 3 Trainees per 1 Trainer



Eligibility for Trainers

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

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

Any Action Participant from Approved International and European RTD Organisation

Any Action Participant from approved IPC institution and COST Partner Member

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



Eligibility for Trainees

Any Action Participant
from COST Full Member/
COST Cooperating
member

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

Any Action Participant from
Approved International and
European RTD Organisation

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 from each checkbox to the right. The background includes a stylized orange and grey geometric shape in the top left corner.

CHECKLIST

Local Organiser Support (LOS)



LOS - Eligible Expenses

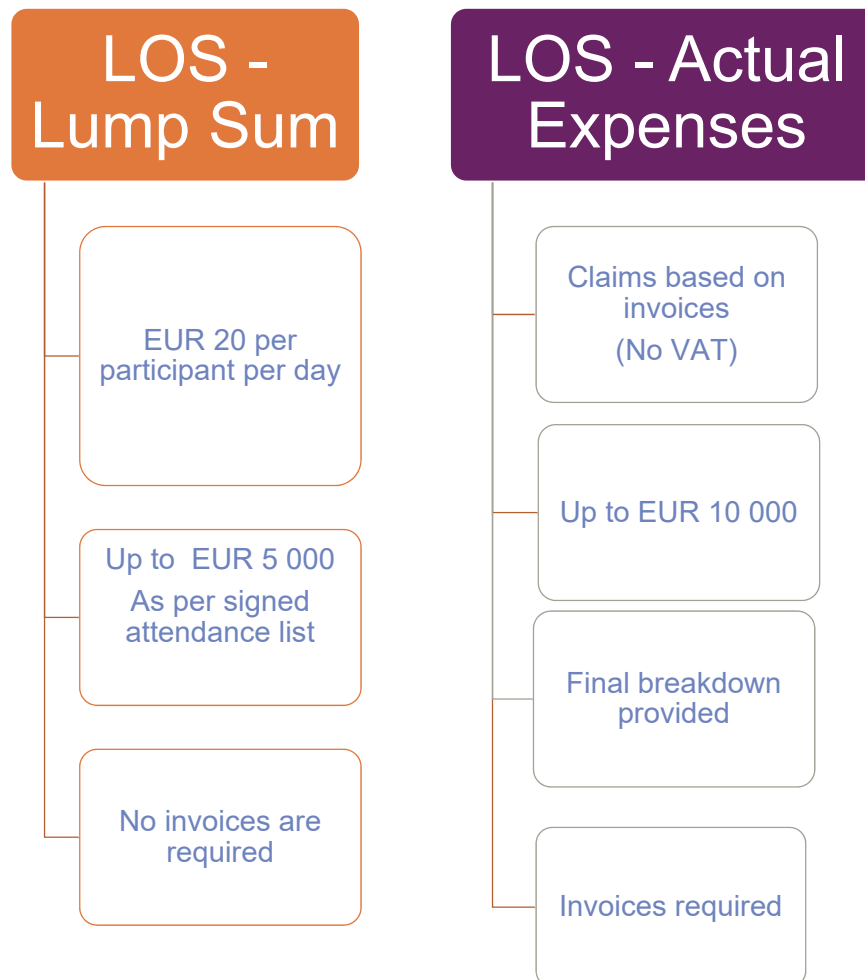
- Rental of meeting rooms and technical equipment
- Administrative expenses (up to 15%)
- Photocopying and printing
- Field trip expenses (scientifically justified)
- Coffee breaks and light lunches
- Only 1 networking meal (lunch or dinner)
- Laboratory materials: consumables in TS



LOS - 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.)

Payment Modalities





Short Term Scientific Mission (STSM)



STSMs – Financial Support

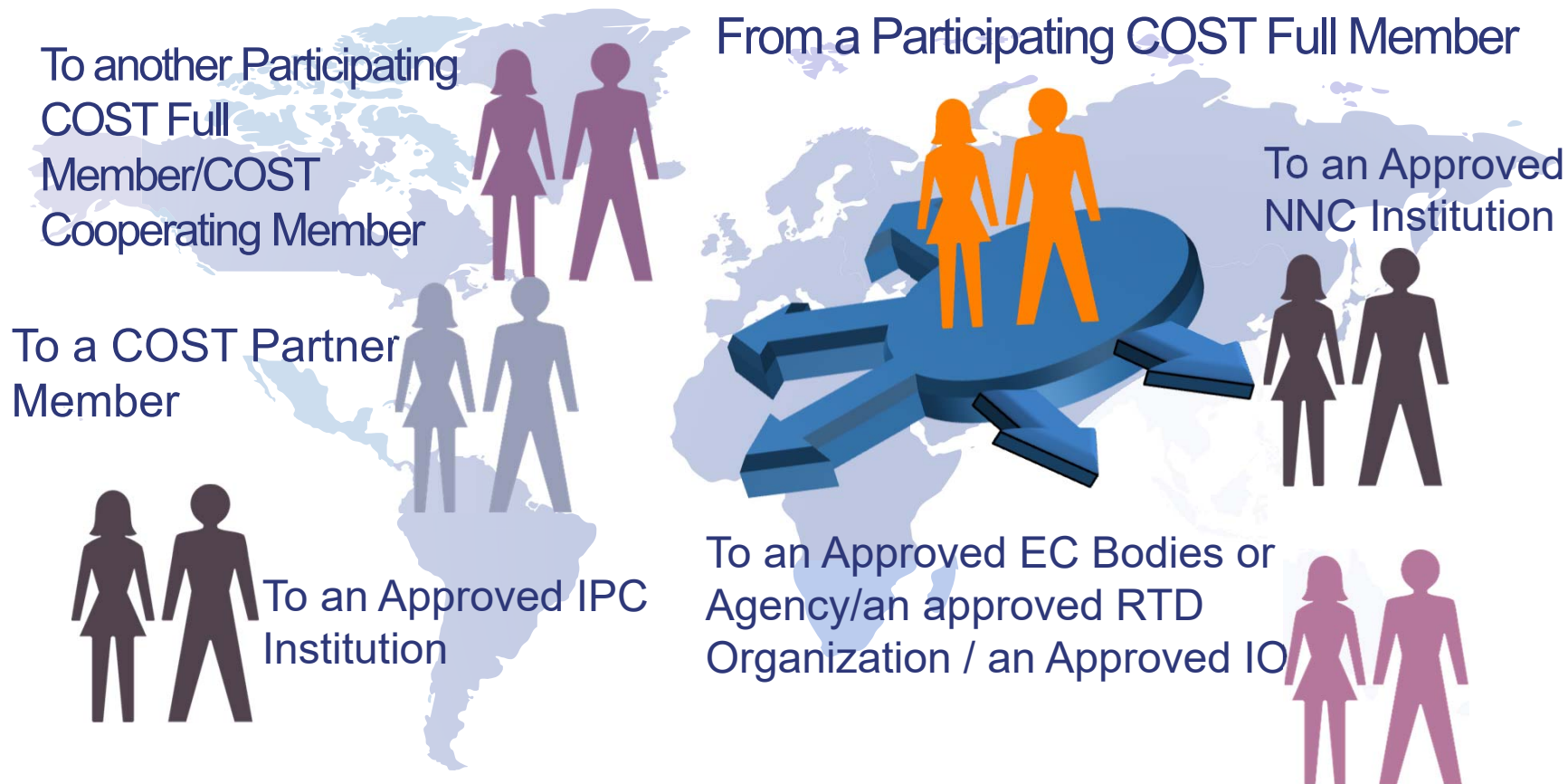
- **Duration:**
 - minimum 5 days
 - maximum 90 days
- STSM activities: within 1 Grant Period
- **Selection of Grantees:** responsibility of the MC
- Financial support: fixed contribution (grant= no receipts)
 - up to EUR 160 per day
 - max EUR 2500 for up to 90 days



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 1st day
- ✓ Scientific report approved before payment

STSM - From where to where?



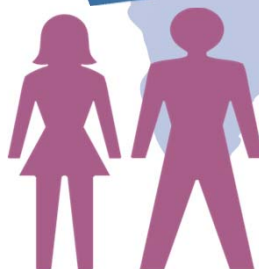
STSM - From where to where?

From an Approved European RTD Organisation
From an Approved NNC Institution

To a COST
Cooperating Member



To another Participating
COST Full Member



*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



Eligible Expenses

- Promotional material
- Support for Action booths
- Action website
- Graphic design
- Multimedia contents
- Publications – including Open Access licenses
- Proof reading, layouting and editing



Non-eligible Expenses



- VAT
- Sponsorship for events



Final consideration – Optimise your budget

- Meeting locations: economical and accessible public transport options
- Facilities of research institutions
- COST Association premises



Communicating with COST

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



Thank you

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17/10/2017 10:00 -17:00

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Minutes are prepared by COST



For each Grant Period (GP) you will have a AGA and a Work and Budget Plan (WBP)

Overview of the GPs for Actions in OC-2016-2

Start of the Action = 1st MC meeting date

- GP 1: 1 Nov 2017 – 30 April 2018
- GP 2: 1 May 2018 – 30 April 2019
- GP 3: 1 May 2019 – 30 April 2020
- GP 4: 1 May 2020 – 30 April 2021
- GP 5: 1 May 2021 – 16 October 2021 (**Action end date**)



Drafting the WBP

Grant Period Goals: set to achieve MoU objectives and deliverables.

- To be identified *in collaboration* with the WG Leaders

Activities[★]: planned for the specific Grant Period: Meetings, Training Schools, STSMs, Dissemination.

- Activity needs to include:
 - Which Grant Period Goal(s) it contributes to
 - Description of the activity (preliminary agenda)
 - Outputs of the activity
 - “Logistical/ financial” details

[★] **COST Policies should be taken into account**: e.g. maximise the activities to the benefit of Inclusiveness Target Countries

Overview of the WBP

A - COST Networking Tools	
(1) MEETINGS	- €
(2) TRAINING SCHOOLS	- €
(3) SHORT-TERM SCIENTIFIC MISSIONS (STSM)	- €
(4) COST ACTION DISSEMINATION	- €
(5) ITC CONFERENCE GRANT	- €
(6) OERSA (Other Expenses Related to Scientific Activities)	- €
B - TOTAL SCIENCE EXPENDITURE (sum of (1) to (6))	- €
C - FSAC (Financial and Scientific Administration and Coordination) (max. of 15% of B)	To be decided by MC Up to 15% of B: 9 913 €
D - TOTAL GRANT (B+C)	76 000 €



Drafting the WBP

- COST Actions **cannot sponsor** external events
- If COST Actions **co-organise** activities with an external event the Action must be fully integrated into the scientific programme and must have a good representation in the organising committee
 - COST must be visible (COST corporate logo, Action number and title) as co-organiser on the event's website and the publication/dissemination materials

COST: Important documents

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

About COST

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Media

- ❑ COST Vademecum
- ❑ Guidelines for the Dissemination of COST Action Results and Outcomes
- ❑ Guidelines for Action Management, Monitoring and Assessment

to researchers and stakeholders with a duration of four years. They are active through a range of [networking tools](#), such as workshops, conferences, training schools, short-term scientific missions (STSMs), and dissemination activities. COST does not fund research itself.

COST prides in its support for high-risk, innovative and emerging research themes. However, COST does not set any research priorities.

COST Actions can also pave the way to or establish synergies with [EU-funded research projects](#). Moreover, collaboration within research projects can also lead to new [Actions](#), thus enhancing the networking potential of such consortia.

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 (eCAMT) (PDF, 2 MB)

Key Documents

▶ Technical Annex (DOCX, 176 kB)

▶ COST Open Call – Submission, Evaluation, Selection and Approval (SESA) Guidelines (PDF, 236 kB)

▶ Guidelines for the Dissemination of COST Action Results and Outcomes (PDF, 2 MB)

▶ Guidelines for Action Management, Monitoring and Assessment (PDF, 566 kB)





How optimise your budget

- To work with a Core Group?
- To have max. one MC meeting / year? Normally 2-4 hrs long
- To combine the MC meeting with another meeting? For MC Meetings usually 80% of the MC attends
- Core Group meetings can be through Skype / at COST (no LOS to be paid...)
- Plan your activities early in the Grant Period; in case of underspending you will have time to plan additional activities
- Reduce Hotel and Meals Flat rate for meetings in 'less expensive' locations → MUST not affect negatively participation of researchers
- For Training Schools, assign grants for the trainees differentiating by geographic distance



How optimise your budget

- **Have a deadline for accepting the invitation sent by the Grant Holder**
 - participants have max. **X** days (*to be decided by MC*) to accept the official invitations otherwise the GH can cancel them (handle with care... reminders before cancellation)
 - **better idea of the meeting expenditure**
- **To do as much as possible by written procedure?**
 - **Core Group** can be mandated by the MC to take decisions not exceeding, for example 5 000 €



Obligations

- **WG and MC meetings minutes** to be sent to the **SO** and **AO** and uploaded in **e-COST**
- Any **important deviation** from the approved WBP must be first **approved by the MC** (meeting minutes / email) and then validated by the **SO** upon receipt of the minutes / email outcome, e.g.
 - **Cancellation of an event**
 - **New activity**

COST Action CA16224

http://www.cost.eu/COST_Actions/ca/CA16224

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▶ COST Action Networking Tools

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CA COST Action CA16224

European Raptor Biomonitoring Facility

Environmental contaminants impose multi-billion costs on human and wildlife health. ERBFacility seeks to reduce these costs, meeting pan-European needs for: (a) enhanced effectiveness evaluation of chemicals laws; (b) more reliable risk assessment of compounds, (c) early warning of emerging contaminant problems.

Using raptors as particularly appropriate sentinels for persistent, bioaccumulative and toxic (PBT) compounds, ERBFacility will help answer: (1) is legislation effective in reducing environmental exposure to contaminants in Europe; (2) what are the environmental risks of specific chemicals; (3) are there emerging contaminant problems needing remedial action?

ERBFacility will improve effectiveness evaluation, risk assessment and early warning in relation to regulation of priority substances, plant protection products, biocides, veterinary products and heavy metals.

ERBFacility will deliver linked research coordination and capacity building in three arenas: (1) analysis (academics, laboratories, regulatory agencies); (2) collections (natural history museums, environmental specimen banks and other collections providing samples for analysis); (3) field (gathering samples and relevant contextual data).

ERBFacility is timely and relevant given the shift in chemicals regulation from national to EU level and the TEAP call for better scientific knowledge for a non-toxic environment. ERBFacility fills a key gap in wildlife biomonitoring and complements recent European developments in human biomonitoring.

ERBFacility will underpin next generation biomonitoring in Europe by delivering: complementary frameworks for a European Raptor Biomonitoring Scheme, a distributed European Raptor Specimen Bank and a European Raptor Sampling Programme; a meta database of samples; harmonised standards and protocols for analyses and sampling; best practice guidance for sampling; proof of concept for pan-European assessments and harmonised sampling.

COST Association COST Action CA16224

▶ Description

▶ Parties

▶ Management Committee

General Information*

Proposer of the Action:

[Mr Guy Duke](#)

Science officer of the Action:

[Dr Lucia FORZI](#)

Administrative officer of the Action:

[Ms Svetlana VOINOVA](#)

Downloads*

Action Fact Sheet

[Download AFS as .RTF](#)

Memorandum of Understanding

[Download MoU as PDF](#)

Agenda

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Minutes are prepared by COST

COST: Important documents

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

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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 yearly grant agreement. COST is supported by the EU Framework Programme for Research and Innovation Horizon 2020.

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Annex I

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▶ Rules for Participation in and

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ANNEX I

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.

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Agenda

17/10/2017 10:00 -17:00

10. Presentation and discussion of the Action
 - a. Presentation of the Action by the “Main Proposer”/Chair of the Action (based on the MoU)
 - MoU Objectives and deliverables
 - Working Groups and other management roles/ structures
 - Implementation of COST policy on Excellence and Inclusiveness
 - b. MC discussion of:
 - Deliverables and timeline
 - Working Groups and other management roles/ structures
 - Implementation of Scientific Committee recommendations and COST policy
11. Establishment of Action Management structure
 - Election of Working Group Leaders, STSM Coordinator and Science Communication Manager
 - Election of other management roles
12. Action implementation planning : 1st Grant Period (GP)
 - Grant Period Goals, WG tasks and deliverables
 - Activity and budget planning (Work and Budget Plan preparation)
 - Activity and budget planning (Work and Budget Plan preparation)
 - Dissemination strategy/ planning (Publications and outreach activities)
13. Any Other Business (AOB)
14. Closing



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Thank you!



CA16224: MoU objectives

Research Coordination

- Assess current capacities for pan-European raptor biomonitoring and develop a framework for a European Raptor Biomonitoring Scheme (ERBioMS). The assessment will focus on current capabilities to detect temporal and spatial trends in contaminant exposure focussing on 4-6 selected contaminants, and on identifying key areas of weakness.
- Develop a framework for a distributed European Raptor Specimen Bank (ERSpeB) for contaminant monitoring. ERBFacility will develop an ERSpeB to link and expand existing collections and, where appropriate, propose new regional collections, to meet ERBioMS needs.
- Develop a framework, standards and protocols for a European Raptor Sampling Programme (ERSamP). This will provide for collection of the right raptor samples from the right locations at the right times. Standards and protocols will ensure harmonised sampling methods and harmonised recording of relevant field data.



CA16224: MoU objectives

Capacity Building

- Build capacity in the 'analysis arena' through networking and collaboration among ecotoxicologists, collaborating laboratories and regulators, including through: (a) collaborative work on objective R1; (b) piloting joint assessment and reporting between labs to deliver proof of concept; (c) developing guidance to integrate reports with regulatory assessments.
- Build capacity in the 'collections arena' through networking and collaboration among ecotoxicologists and raptor collections, including through: (a) constructing a meta-database of raptor specimens and related contaminant data, and stimulating digitisation of collections, to enhance access and use for contaminant monitoring; (b) stimulating expansion of raptor collections.
- Build capacity in the 'field arena' through networking and collaboration among ornithologists, raptor collections and ecotoxicologists, including by: (a) stimulating and harmonising collection of raptor samples and field data relevant to interpretation of contaminant data; (b) testing the framework, standards and protocols to deliver proof of concept.



CA16224: Deliverables from proposal

1. Peer-reviewed papers on current capacities for pan-European raptor biomonitoring (assessment of exposure trends and, where feasible, effects) for 4-6 prioritised contaminants. (month 24)
2. Report and peer reviewed paper on existing collections in Europe and constraints. (month 24)
3. Report on reducing constraints to raptor sampling and to capture of relevant contextual field data. (month 27)
4. Guidance on recruitment and training of volunteers for raptor sampling and gathering of contextual field data. (month 30)
5. Technical specs and peer-reviewed papers detailing the ERBioMS framework and read-across techniques. (month 36)



CA16224: Deliverables from proposal

6. Technical specifications and peer-reviewed paper on ERSpeB framework including collecting priorities, potential for collections to accept new specimens, storage needs; potential to establish new (regional) collections, enhanced research access to collections; measures to resolve constraints. (month 36)
7. Technical specifications and peer-reviewed paper on framework for European Raptor Sampling Programme (ERSamP). (month 36)
8. Report on network of collaborating labs for raptor biomonitoring capable of delivering pan-European surveillance and monitoring of key priority pollutants under: (1) REACH and Minamata Convention, (2) PPP and Biocides Directives. (month 42)



CA16224: Deliverables from proposal

9. Pilot reports, proof of concept and guidance for integration of findings in to ECHA and EFSA risk assessments. (month 42)
10. Meta-database, linked to IPCheM, of existing raptor specimens and of any related contaminant data. (month 42)
11. Best practice guidance, protocols for field raptor sampling and contextual field data capture. (month 42)
12. Report on proof of concept (on application of the framework, guidance and protocols to collect new raptor samples and contextual field data through existing and/or novel networks). (month 42)



CA16224: Deliverables from proposal

13. Guidance on use of Natural History Museum and Environmental Specimen Bank collections for contaminant monitoring. (month 45)
14. Report on network of collaborating collections (Natural History Museums, Environmental Specimen Banks, etc.). (month 45)
15. Report on network of collaborating field organisations (NGOs, academia, etc.) for raptor sampling and gathering of contextual data. (month 45)