

# 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.

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 (or the Vice-Chair when the Chair is affiliated to the Grant Holder);
- 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 The vote shall be open for seven days;
- 3.4 The COST Association shall be informed of the outcome of the vote;
- 3.5 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, 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

One of the key leadership positions in the Action management (e.g. Action Chair, Vice-Chair, Working Group Leader, Grant Holder, STSM Coordinator) shall be reserved to a representative of a COST Inclusiveness Target Country. The present paragraph shall apply for COST Actions deriving from open calls starting at the open call 2017-1.

#### Article 9

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.

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