



**COST Action TU1404:
Towards the next generation of
standards for service life of
cement-based materials and
structures**

1ST Management Committee meeting

Dr. Mickael Pero, Science Officer COST Association

Brussels, 13 November 2014

AGENDA

- **Welcome to participants**
- **Adoption of the agenda**
- **Status of the COST Action**
- **Presentation of the delegates**
- **General information on COST mechanism and reporting of coordination activities**
- **Grant System and the Grant Holder / administrative rules and guidelines**
- **Agreement on the internal rules of procedure for the Management Committee of the COST Action**
- **Election of the Chair and Vice-Chair**

09:30 – 12:30

**COST Office
Minutes**

AGENDA

- **Selection of the Grant Holder**
- **Working plan for the implementation of the MoU**
 - **Objectives and working programme**
 - **Working method/organisation and management**
 - **Distribution of tasks and election of WG leaders**
 - **Promotion of gender balance / Early Stage Researchers**
 - **Time-table**
- **Budget plan for the first period**
- **Approval of IPC participation, if any.** **13:30 – 17:00**
- **Place and date of next meeting** **MC**
- **AOB** **Minutes**

Status of TU1404

Action details

MoU	062/14
CSO Approval date	14/05/2014
Start of Action	18/11/2014
End of Action	17/11/2018

- Proposer: Prof. Miguel AZENHA
- Science Officer: Dr. Mickael PERO
- Administrative Officer: Svetlana VOINOVA
- Parties: 24
- COST website:
http://www.cost.eu/domains_actions/tud/Actions/TU1404



Presentation of delegates

Surname / Name

Country

Background

Interest / Working Group



General information on COST



What is COST?

COST is the oldest and widest **European intergovernmental framework for Cooperation in Science and Technology (1971)**

COST has been supporting the **networking of research activities** across all 35 Member Countries and beyond for over **40 years**

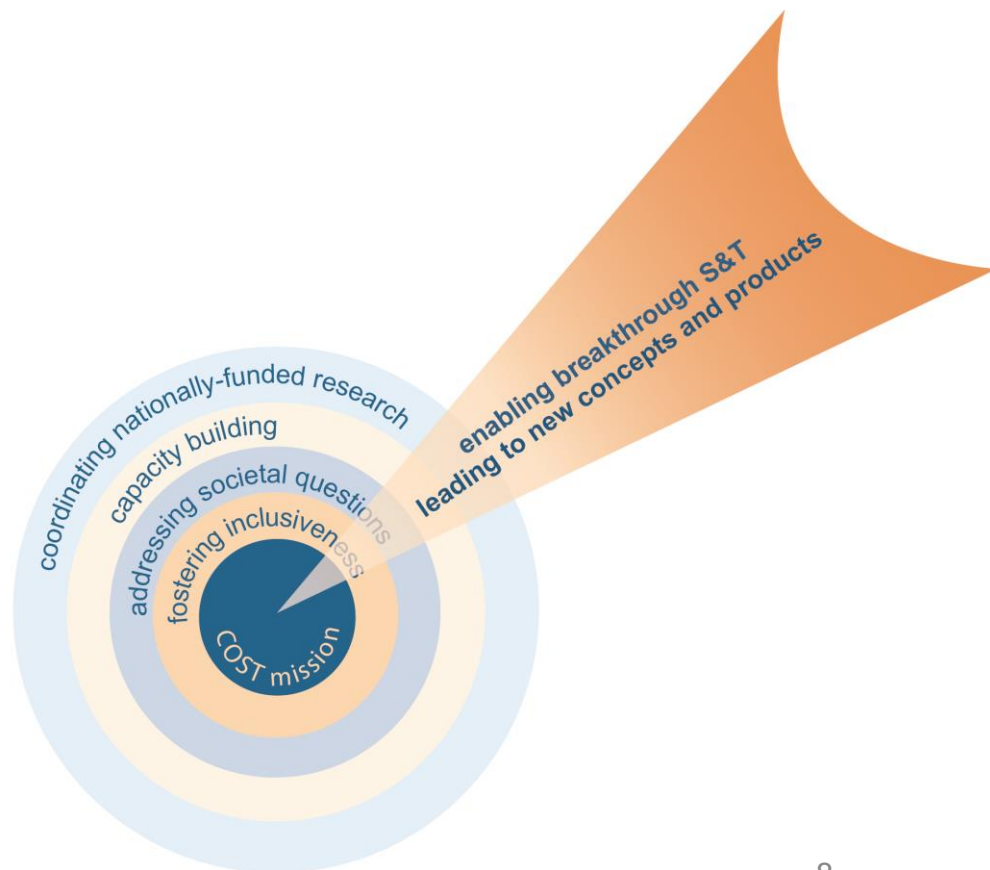
COST is based on networks called COST Actions. Currently there are **328** running Actions networking around **30 000** researchers per year, worldwide.

COST objectives under H2020

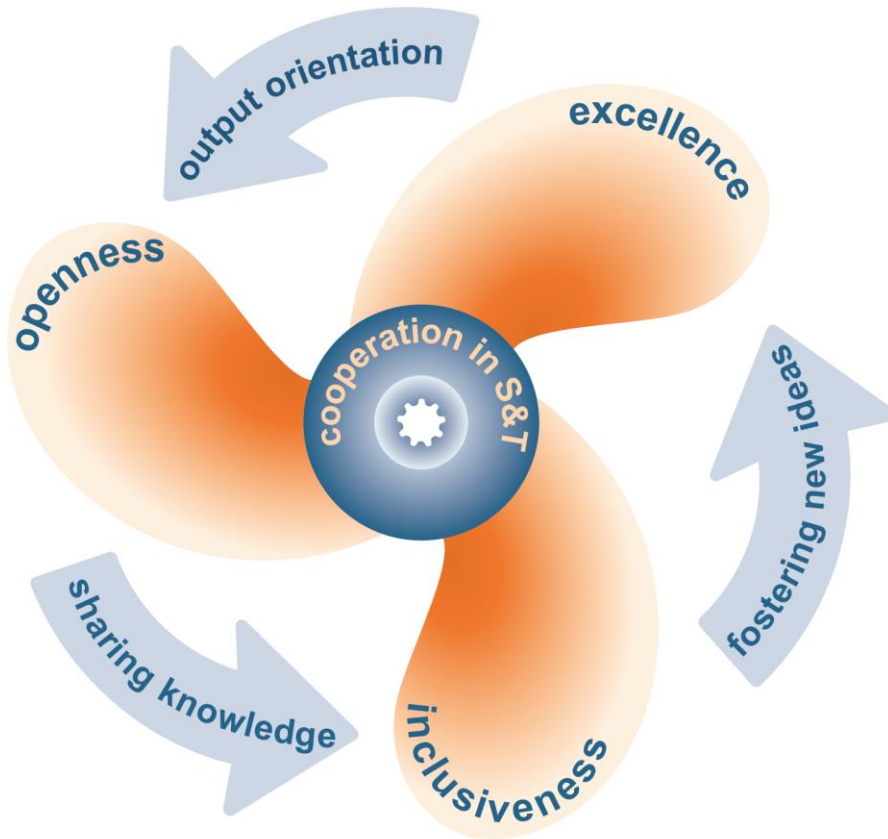
Enabling breakthrough scientific developments leading to new concepts and products.

Jointly contributing to strengthening Europe's research and innovation capacities.

- Joining research efforts and developing common S&T programmes
- Capacity building
- Addressing societal questions
- Strengthening COST's Inclusiveness Policy



COST Key Features for H2020



COST Key Principles

- Supporting excellence
- Being open
- Being inclusive

COST Driving Forces

- Fostering new ideas
- Sharing knowledge
- Output orientation



COST Budget from H2020

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

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

For trans-European networking of nationally funded research activities.

COST Policies under H2020



- **Inclusiveness countries**
- **Early stage researchers, ESRs.**
- **Gender balance.**
- **International cooperation.**
- **SMEs/industry participation.**



COST Inclusiveness Policy

Originated from:

- Political context of Horizon 2020.
- Geographical 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.**
- Counterbalancing research communities' unequal access to knowledge infrastructures, funding and resources distribution.

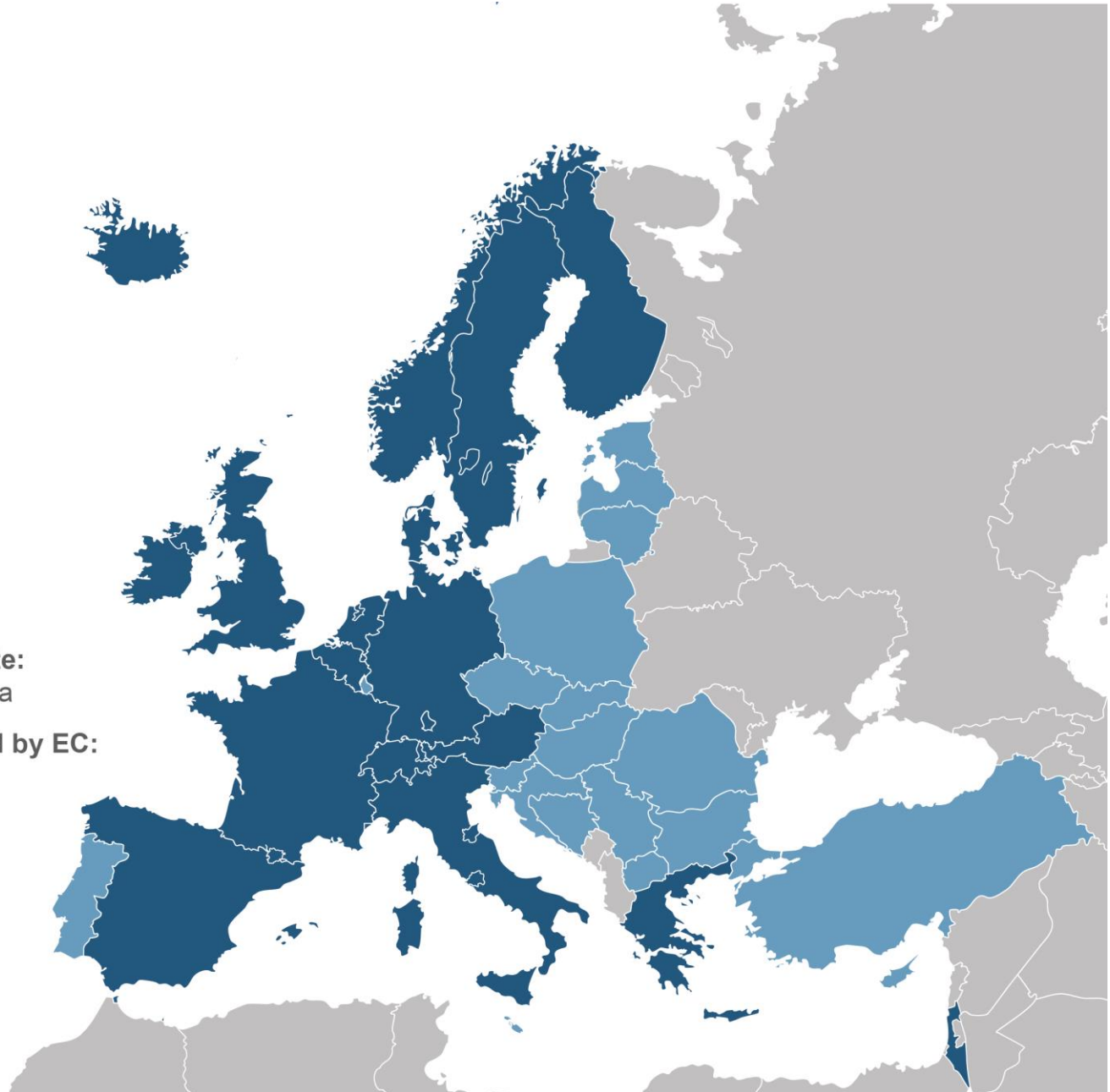
COST Inclusiveness countries

- **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



IMPLEMENTATION at MC Level:

The **ACTION** should have a plan towards inclusiveness that should be revised and updated at every MC meeting.

SOME EXAMPLES:

- Leadership roles at Action level.
- Locating Action meetings, workshops & conferences.
- Promoting STSMs tool from and to these countries.
- Benefiting from COST networking tools.
- Strategy of the Action in order to attract top-scientist from these countries.

Early Stage Researchers

ESR = < 8 Years PhD*

To address the difficulty in developing independent careers and to establish their first research group under their own responsibility.



**COST Strategy
Support
ESR**

Early Stage Researchers

IMPLEMENTATION at MC Level:

The **ACTION** should have a plan for the involvement of ESR that should be revised and updated at every MC meeting.

SOME EXAMPLES:

- Set a target figure, from which a percentage of the Action budget shall be used for ESRs-STSMs.
- Special STSMs for Early Stage Researchers: up to 6 months with a grant of up to 3.500 EUR.
- Specific Support for Training Schools.
- An early stage researchers' network may be created within the Action as a “think tank”.
- Leadership roles at Action level (WG leaders...)



Gender balance

With the aim to:

- Encourage and enable under represented gender to be intensively involved in all COST activities.
- Networking the way to gender equality in science and technology.



IMPLEMENTATION at MC Level:

SOME EXAMPLES:

- Leadership roles at Action level (WG leaders...)
- Gender balance in allocation of STSMs
- Active promotion of STSMs to ESRs of under-represented gender
- Gender balance in allocation of Training School Trainee grants
- Gender balance in allocation of meeting reimbursement places

International Cooperation

With the aim to:

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



IMPLEMENTATION at Action Level:

SOME EXAMPLES:

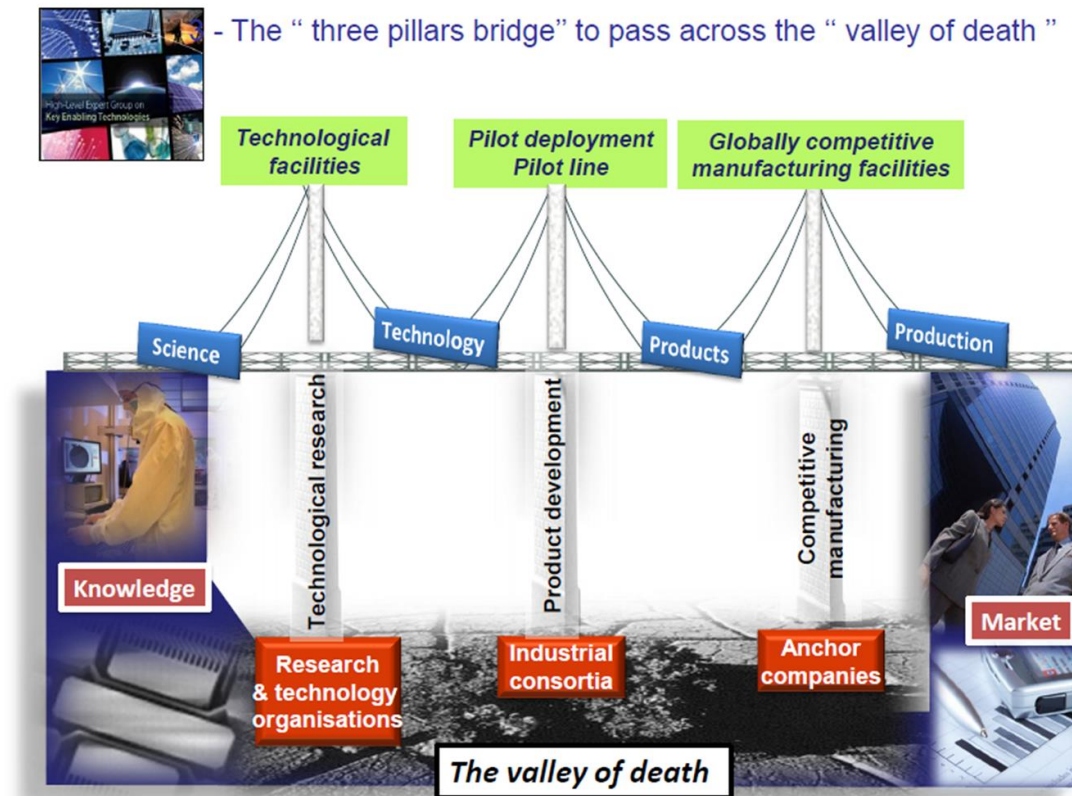
- Approved IPC and NNC institutions can host STSMs
- Researcher from Approved NNC institutions can:
 - Apply for STSM
 - Attend Training Schools
- Researchers from Approved IPC and NNC institutions can be trainers

COST 4115/13: COST International Cooperation Rules

http://www.cost.eu/about_cost/cost_countries/international_cooperation

SMEs & Industry

- Facilitate/ encourage industry/ stakeholder participation – eg programme has a half/ full day focussed on industry-relevant issues

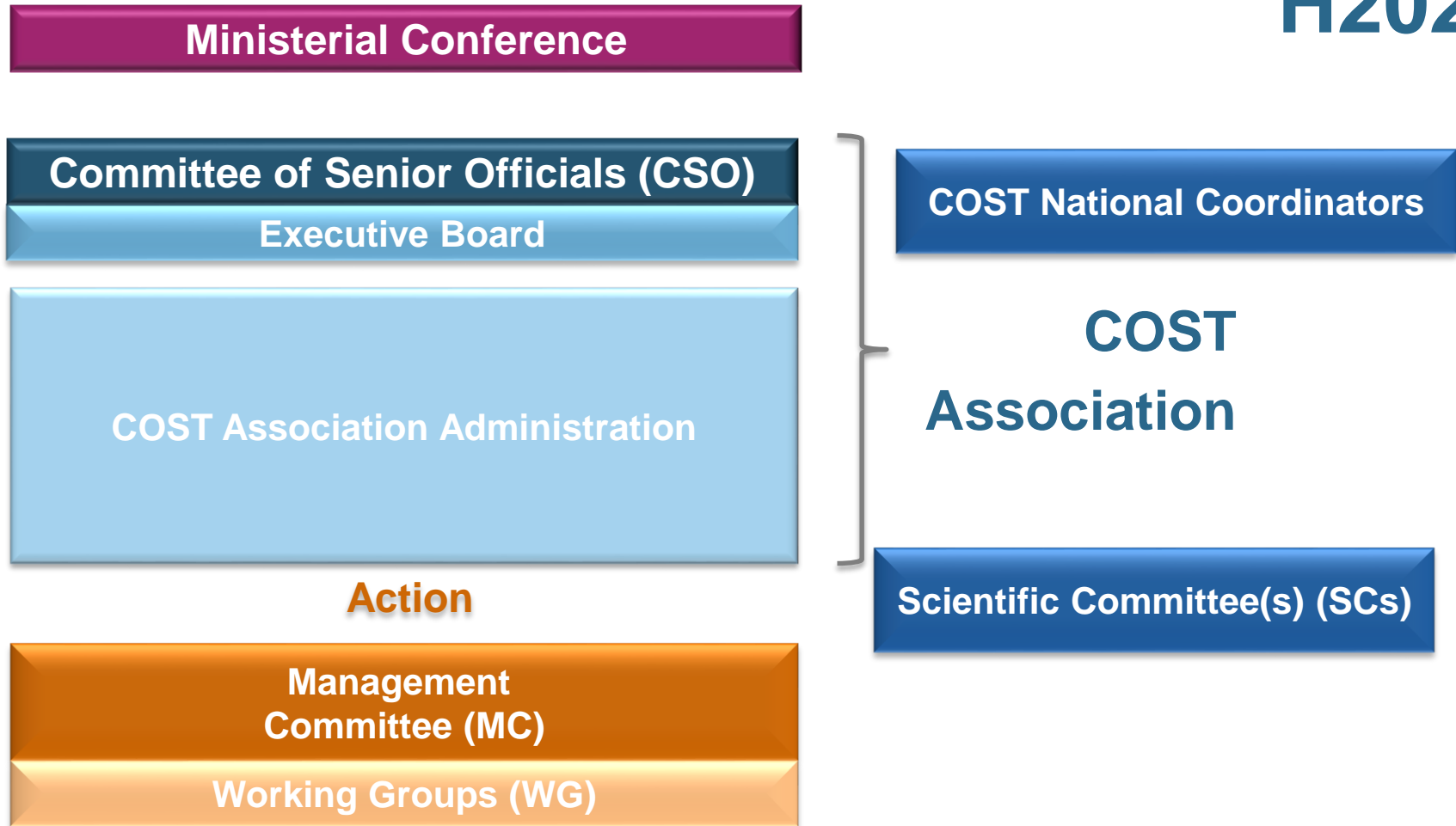


Measures to implement COST Policies

activities to promote the participation and contribution of those targeted in the COST Policies, examples given below ★ Record everything, measures to be more in line with the policies

<i>Policy</i>	<i>Action Leadership (Chair, Vice Chair, WG Leaders, STSM manager, etc)</i>	<i>Membership of Action</i>	<i>Participation in Action activities</i>	<i>Event location/organisation</i>
Inclusiveness	WG Leader 1, STSM coordinator	45/ 100, WG members MC members ★ ★	WG meetings (32 participants from ...), Core Group, 4 STSM (Home and Host), Training School (3 trainees)	WG2 meeting (Poland), TS (Serbia)
<i>International Cooperation</i>	Not applicable	5 /100 MC and WG members ★	3 Invited speakers WGs meeting, 1 invited TS trainer	TS in an NNC participating to Action
Industry involvement	WG Vice Leader	6/ 100, WG ★ members MC members	WG and MC meetings (XX), STSM hosts (XX), TS trainer	Local organiser of WG1 meeting (CH)
<i>Gender</i>	Action VChair, WG2 Leader	e.g. 48/100 ★	Reimbursement participants (Speaker list, TS/ STSMs)	local organiser of the 2nd annual

COST Organisation under H2020

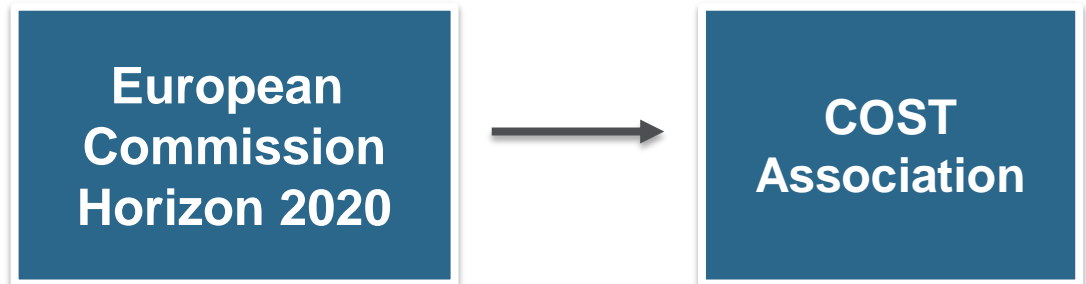


COST Funding under H2020

The 'COST Association' was established on 19 September 2013 with the aim of providing the legal entity for the implementation of COST activities in the near future.

The COST Association is established as an **International Non-Profit Association under Belgian law** (AISBL).

COST Funding 2014





Participation to a COST Action

Who can participate?

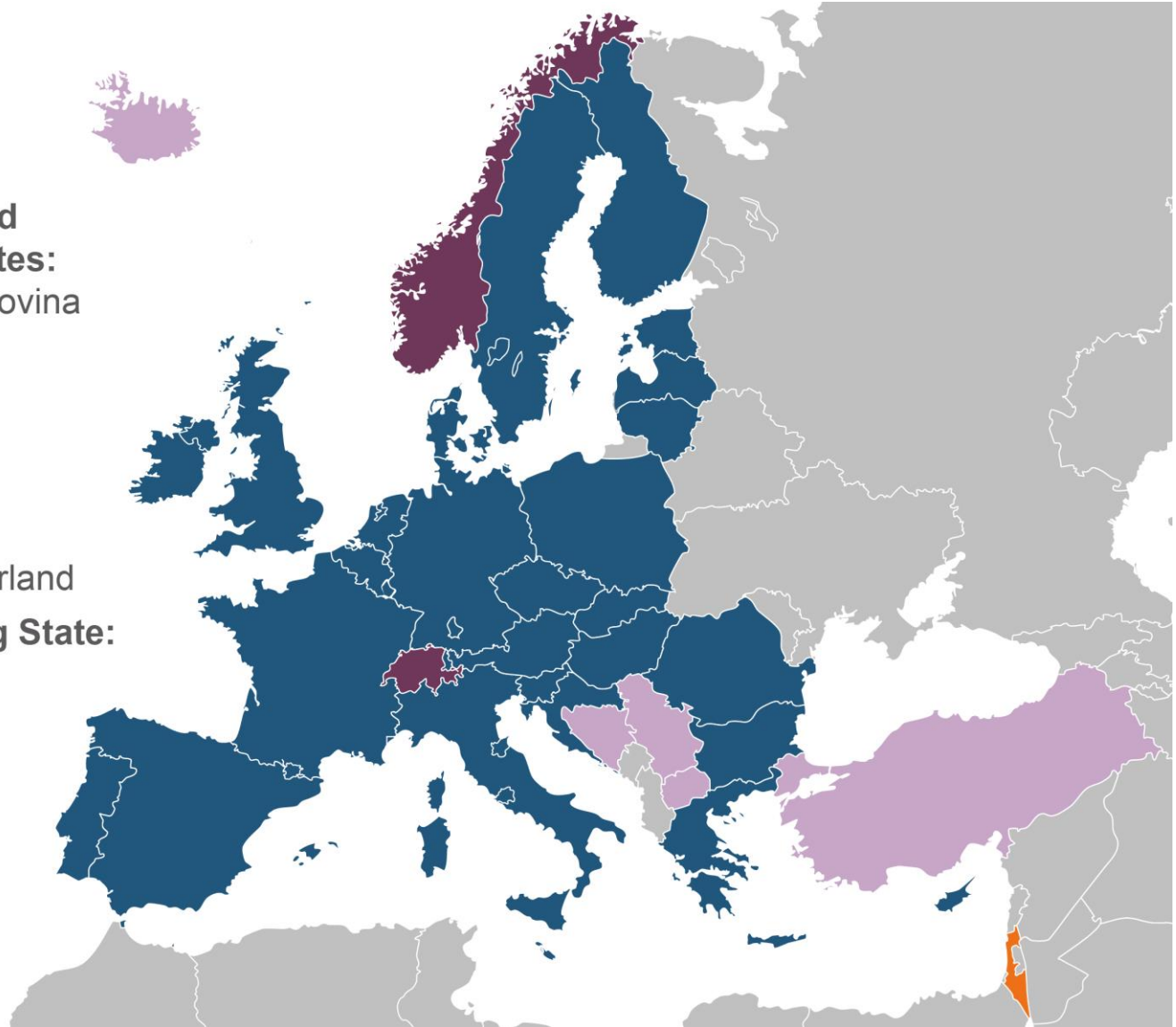
Researchers affiliated to the following INSTITUTIONS:

- Institutions from **COST Countries, Near Neighbour Countries and International Partner Countries.**
- **European Commission and EU Agencies.**
- **European RTD Organisations limited to: CERN, EMBL, ESA, ESO, ESRF, European XFEL, ILL, EFDA JET.**
- **International Organisations** (examples: UNESCO, FAO, WHO, EFI, CABI, MARIE CURIE FELLOWS ASSOCIATION, EUROPEAN CENTER FOR WOMEN AND TECHNOLOGY).

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

COST Countries

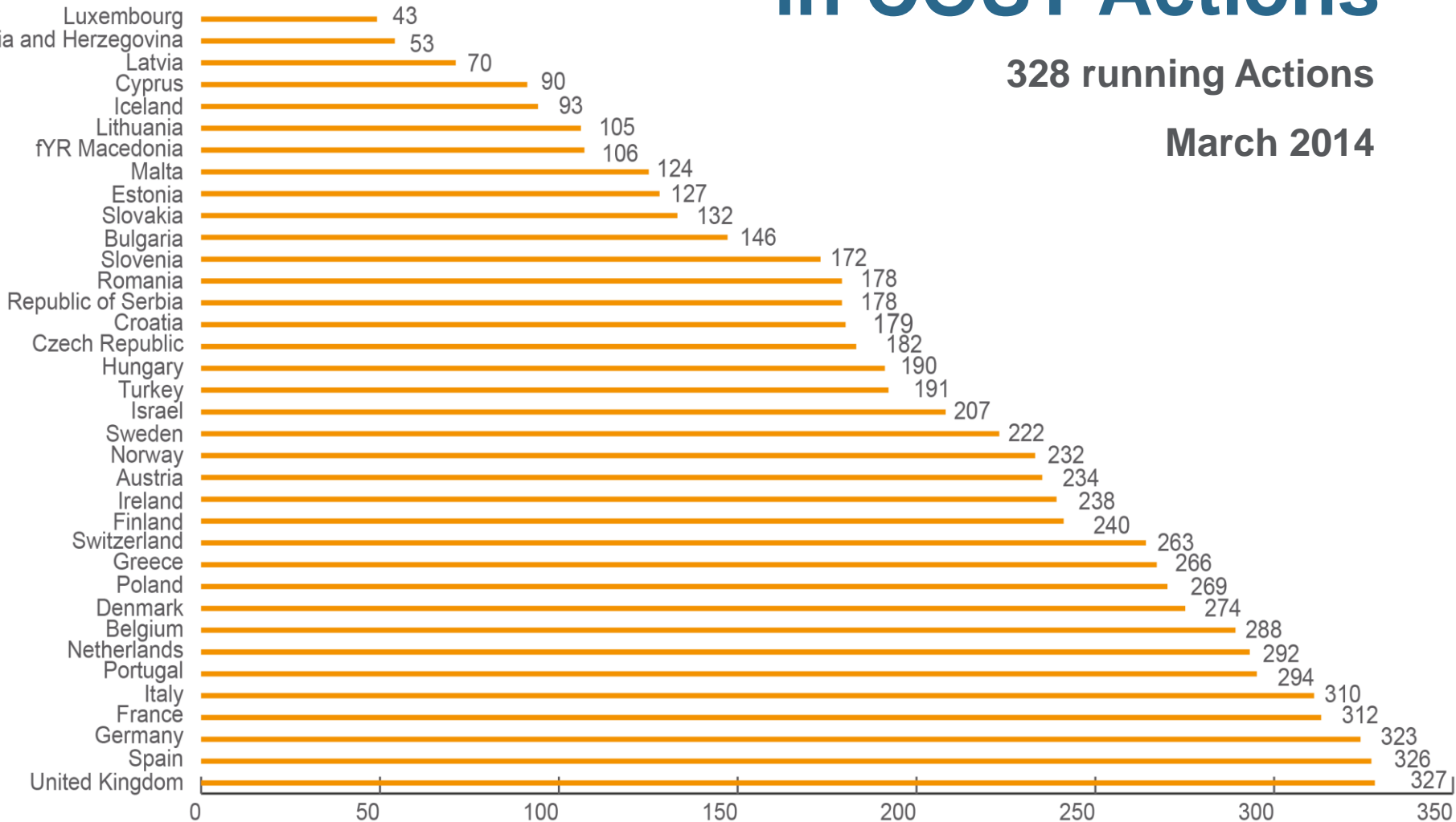
- **EU 28**
- **EU Candidates and Potential Candidates:**
Bosnia and Herzegovina
FYR Macedonia
Iceland
Serbia
Turkey
- **Other Countries:**
Norway and Switzerland
- **COST Cooperating State:**
Israel



Country participation in COST Actions

328 running Actions

March 2014

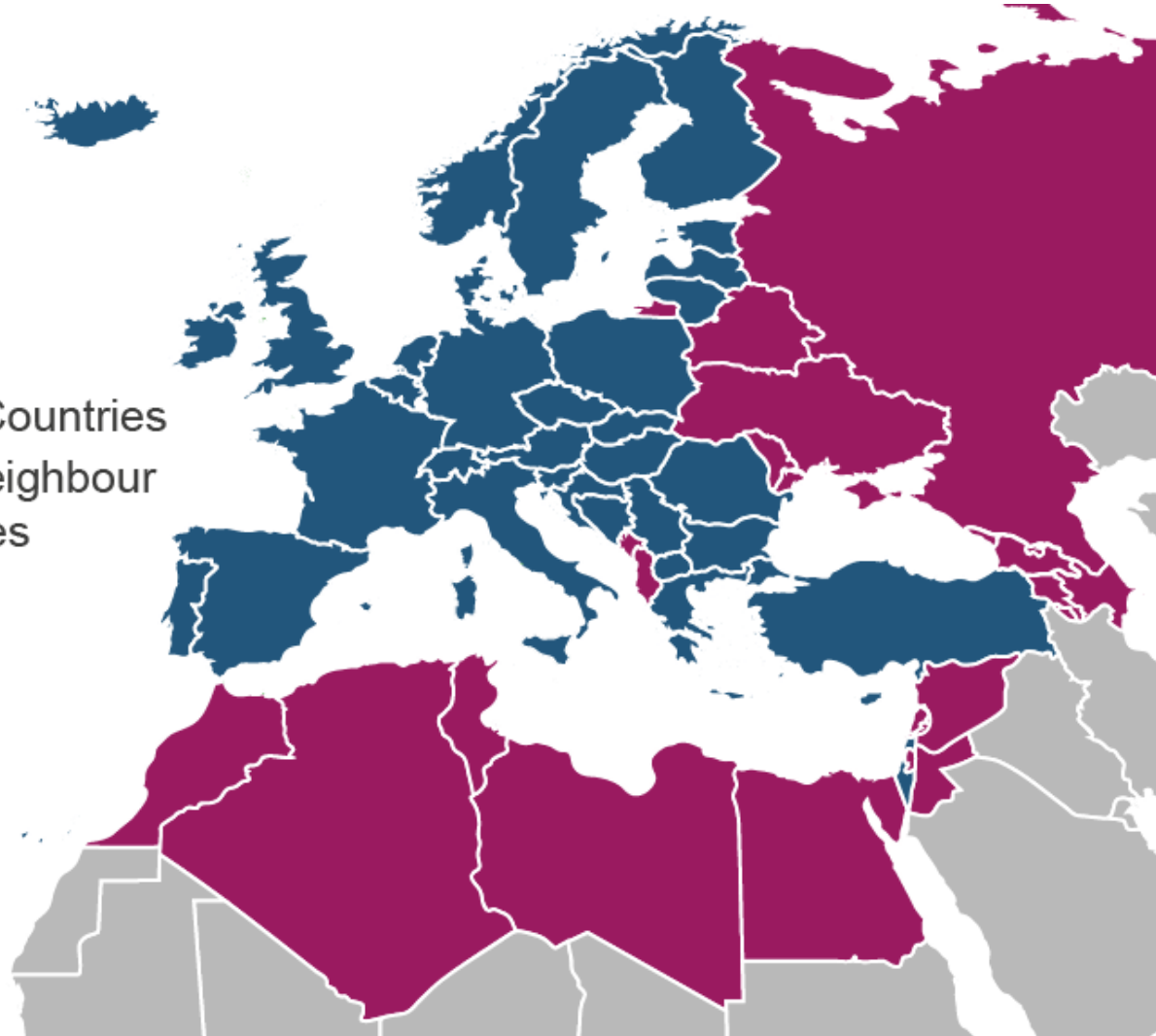


COST Near Neighbour Country

206 participations in running COST Actions across 17 countries

- **Albania (15)**
- Algeria (7)
- Armenia (8)
- Azerbaijan (5)
- Belarus (6)
- Egypt (7)
- Georgia (5)
- Jordan (2)
- Lebanon (5)
- **Moldova (5)**
- **Montenegro (12)**
- Morocco (13)
- Palestinian Authority (3)
- Syrian Arab Republic (2)
- Russia (51)
- Tunisia (14)
- **Ukraine (46)**

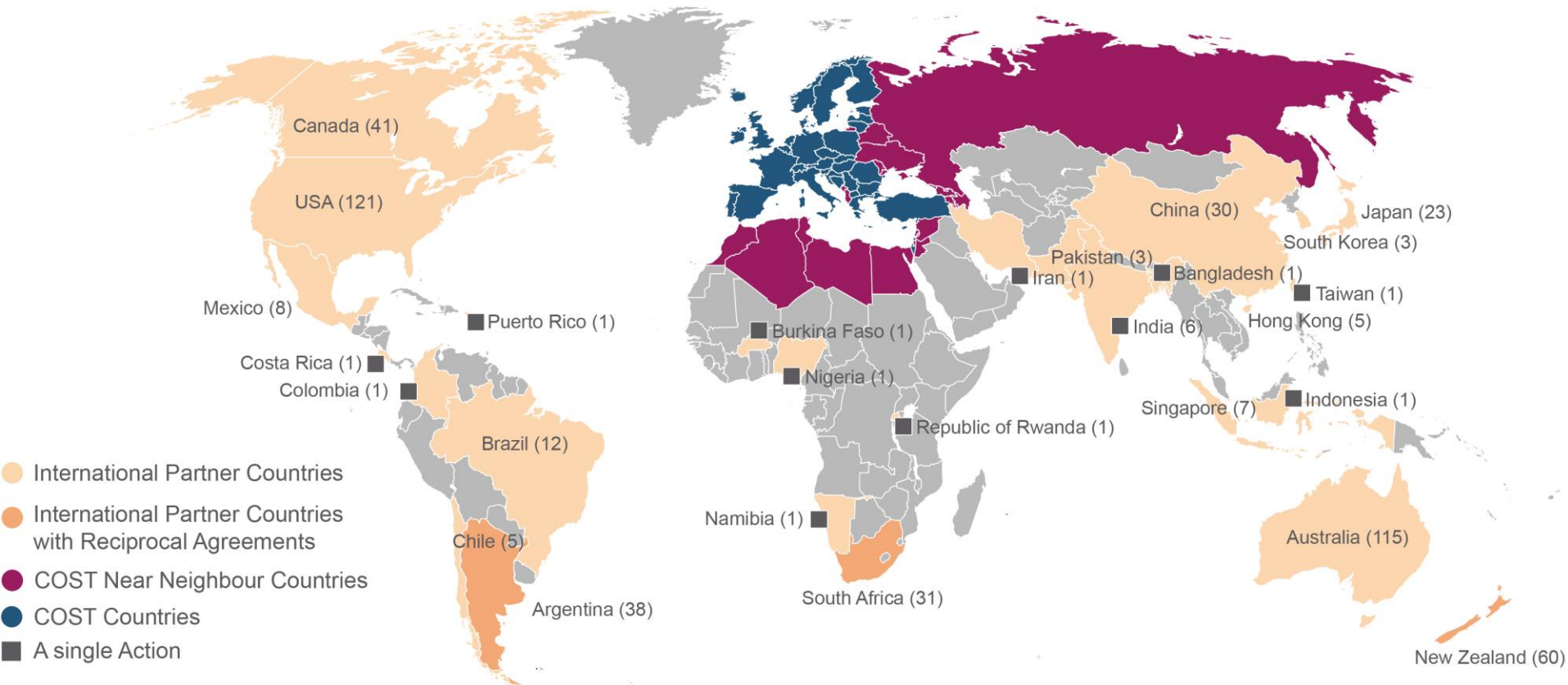
● COST Countries
● Near Neighbour Countries



March 2014 data

International Partner Countries

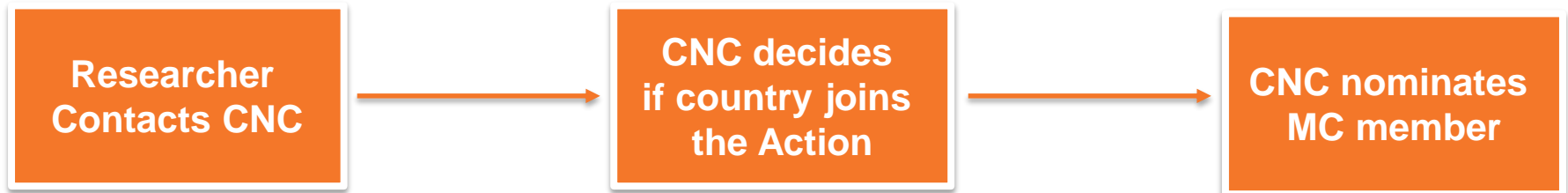
519 participations in running Actions across 27 countries



March 2014 data

How COST countries join an Action

Before Action Start and less than one year after CSO Approval



If New COST COUNTRIES joining the Action



OPTION 1: NNC & IPC Already Included at the proposal = FOUNDERS

- Chair encodes applicant details in eCOST.
- Needs MC approval.

OPTION 2: NEW NNC & IPC

- Applicant contacts Chair
- Chair encodes applicant details in eCOST
- Applicant and Chair complete application form in eCOST
- eCOST manages the process of Management Committee (MC) and Executive Board (EB) approvals where necessary
- Applicant receives an email notifying them of the outcome.

***e-COST International Cooperation management tool
SEE ANNEX of the PRESENTATION***

COST supports the networking of researchers through science and technology networks, which are open to:

- **All fields of S&T** (including interdisciplinary, new and emergent fields).
- **Any novel and original idea** (innovative).
- **All partners** (public and private, big and small).
- **All career stages** (young and senior investigators).
- **All countries**, including COST Near Neighbour Countries (NNC) and International Partner Countries (IPC) – fostering international cooperation.



What is a COST Action?

pan-European, bottom-up science and technology networks open to researchers, industry and policy stakeholders

Duration **4 years.**

Minimum **5 COST member countries**

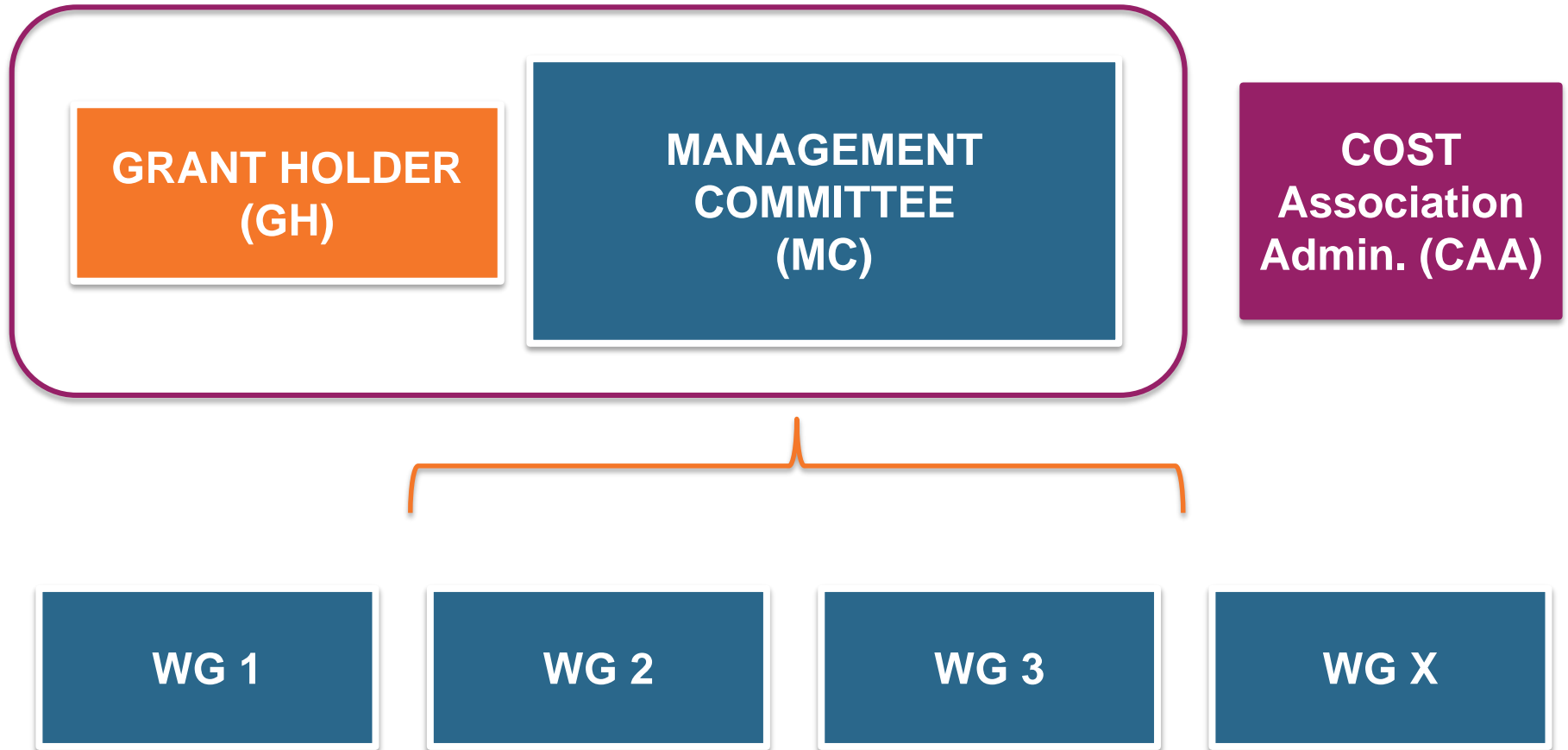
COST supports the following networking activities:

Meetings, Conferences, Workshops, Short-term scientific exchanges, Training schools, Publications & dissemination activities



Structure and decision making

Action Structure



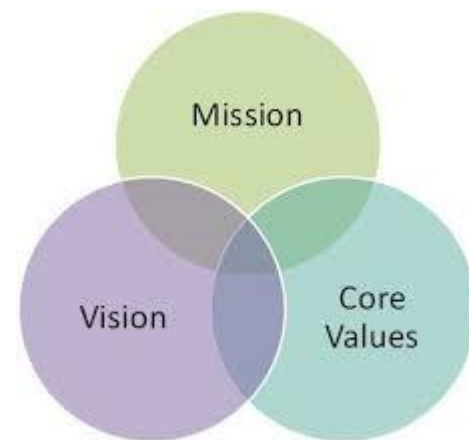
Management Committee

DECISION MAKING BODY

Coordination, Implementation, and Management of an Action.

Supervising the appropriate allocation and use of funds.

To achieve the Action's final objectives.



COMPOSED BY:



The MC is composed of delegates nominated by their respective COST National Coordinator (CNC).

Up to 2 representatives per COST country.

Chair, Vice-Chair, WG leaders, Grant Holder Scientific Representative...

MC Observers.

Management Committee

IF WE ARE THE ONES WHO ARE TAKING THE DECISIONS.....
WHAT IS THE PROCEDURE TO FOLLOW?

MC MEETINGS

Minimum once a year in a **participating** COST Country.

Typical duration: 2 to 4 hours.

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

Simple majority vote of MC Members with **one vote per Participating COST Country**.

MC decision must be recorded in the minutes, which are sent to the COST AA.

E-VOTE

Initiated and managed by the MC Chair.

All MC members are in the e-mail list.

Vote open (minimum 7 days).

Simple majority vote of MC Members with **one vote per Participating COST Country**.

MC decision must be recorded in the minutes of the following MC Meeting.

Cannot be used for approval IPC and NNC – use e-cost tool.

Management Committee

MAIN TASKS TO BE PERFORMED by the MC

ACTION STRATEGY as defined in the MoU.

ACTION STRUCTURE:

- Election of the Action Chair, Vice-chair, Grant Holder and other relevant COST Action positions needed to achieve Action Objectives.
- Working Group structure and membership.

YEARLY WORK & BUDGET PLAN.

DISSEMINATION & EXPLOITATION STRATEGY.

Approval of NEW PARTICIPANTS.

Implement COST Policies.

MONITORING & ASSESSMENT.

Supervising the appropriate allocation and use of funds.

Management Committee

KEY ROLES in order to ORGANISE AND DISTRIBUTE THE WORK

ACTION CHAIR

ACTION VICE CHAIR

WG LEADERS

GRANT HOLDER SR

And other horizontal activities



CORE GROUP:

Prepare MC decisions

CORE GROUP MEETINGS

WORKING GROUPS

PRODUCTION & EXCHANGE OF RESEARCH

The objectives of Working Groups are to perform the necessary tasks required for the Action to fulfil its scientific objectives as defined in the MoU.

WG leaders must be MC Members.

Working Group Meetings: Coordinate the research work, production and exchange of research, prepare reports to MC and have specific agenda and minutes.

COMPOSED BY:

Any researchers from Participating COST Member Countries.

MC Members, or MC Observers from NNC, IPC, Specific Organisations.

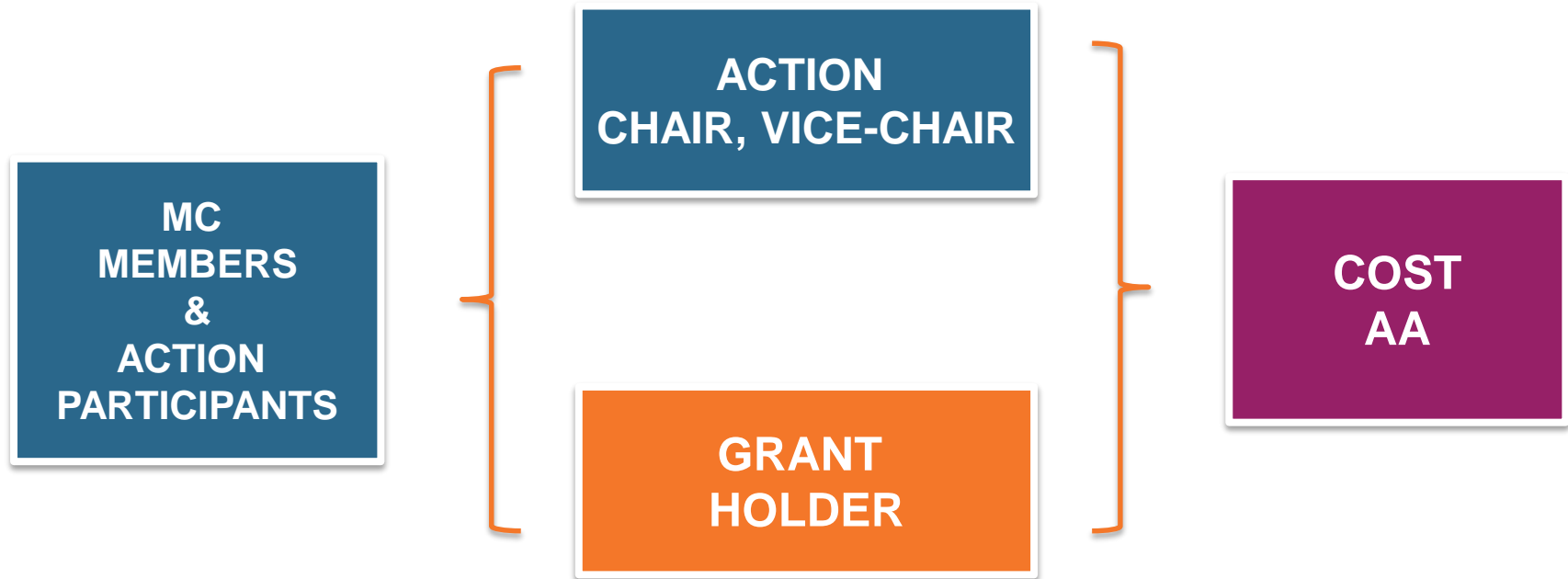
Every MC Member must join a Working Group and actively participate as Working Group Member.



Exception:

WG leaders can be exceptionally MC substitutes in case of serving the COST Mission and Policies.

Action Interactions



Action General Strategy

Memorandum of Understanding (MoU).

Describes the Action objectives and the added value of networking.

Two parts: Memorandum proper & Technical Annex.

Accepted by a minimum of 5 different COST Member Countries and/or Cooperating State.

At the end of the COST Action, what am I expected to deliver?

Your Action was funded based on the Objectives stated in the MoU and these are expected to be achieved.



How are COST Actions funded?

Yearly Grant Agreement



**MANAGEMENT
COMMITTEE
(MC)**

COST Office negotiates and
approves Work and Budget Plan
with MC

**COST
AA**

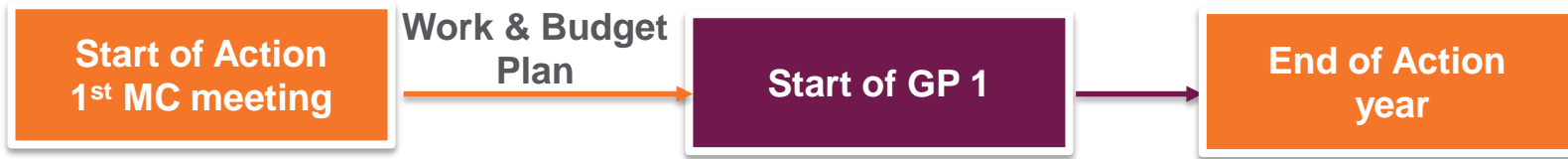
**GRANT
HOLDER**
Institution that
complies with
COST rules.

COST Office signs GA with GH

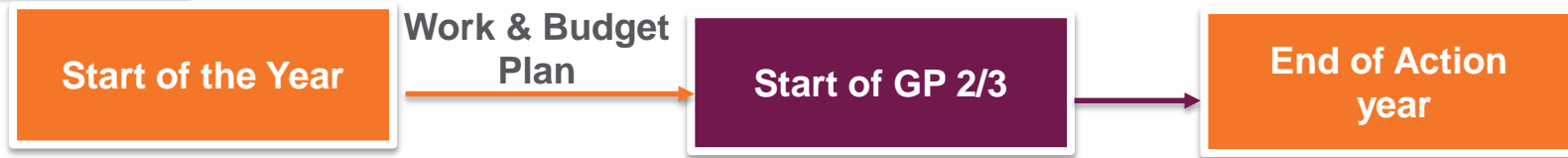
COST Action Life time



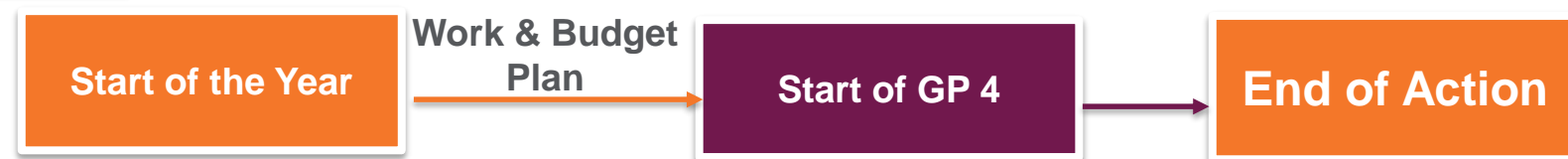
Action Year 1:



Action Year 2/3:



Action Year 4:



12 Months

What is the Yearly Work & Budget Plan?

The document upon the Grant Agreement is based on.

Establishes the S&T goals for the Grant Period and links with the Action General Objectives.

Details the **COST Networking tools** to be used during the Grant Period.

Needs to be Approved by the COST AA and MC.





How to prepare the W&B Plan?

SO announces the budget and start and end date of the GP.

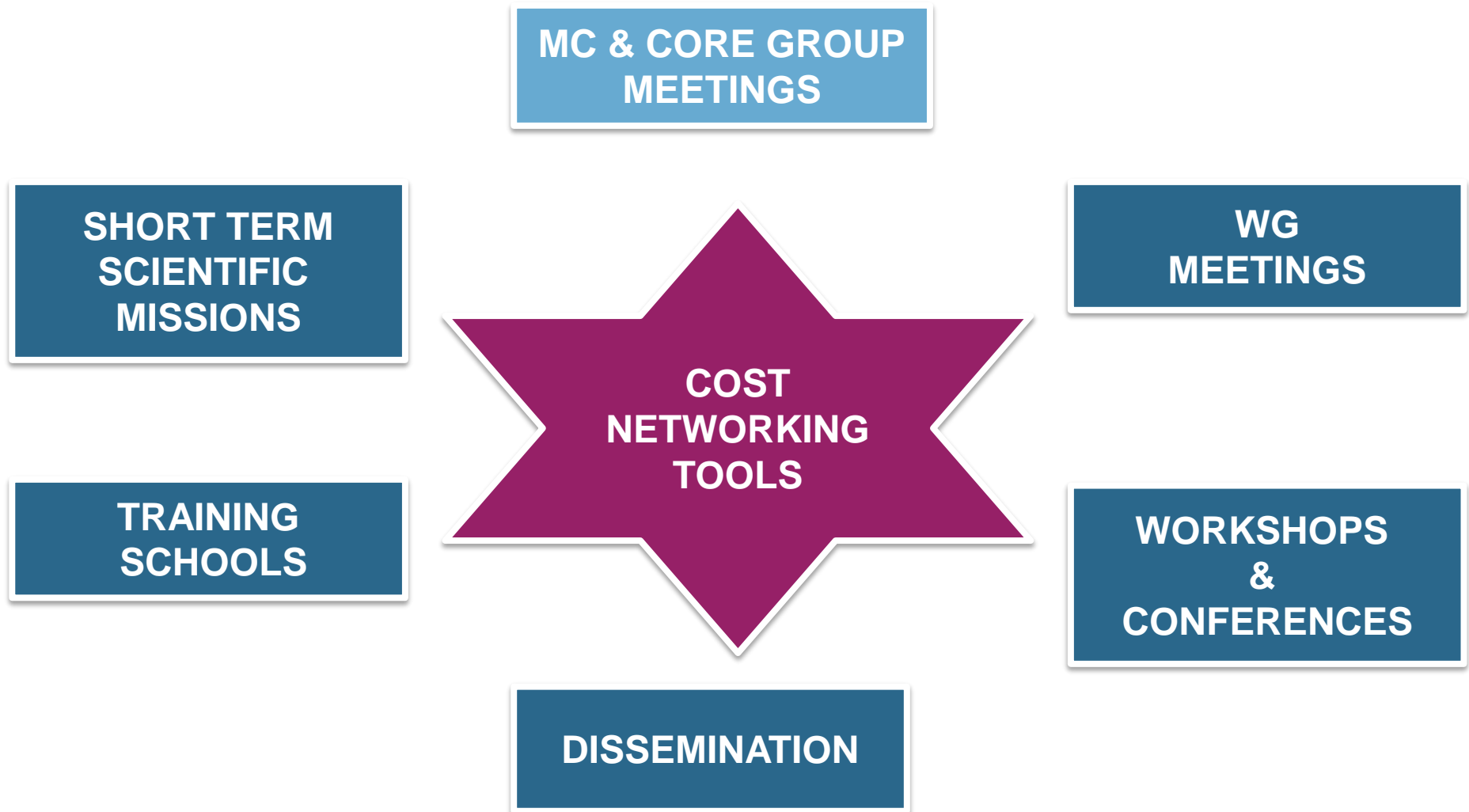
Together with the MC and **taking in consideration the Action Objectives:**

- Establish your goals for the Grant Period linked to the MoU objectives.
- Linked to the above, list and provide details on the **COST Networking tools** you plan to use for each Grant Period goals and the expected outputs.
- Estimate the budget for each activity (following COST rules😊).

Send the Draft W&B Plan via eCOST Action Management tool to the SO for negotiation and approval.

MC approval: Run an MC vote of the finalised document and inform the COST Association Administration of the result.

What can you do with your Budget?



COST Actions DO NOT SPONSOR

**IF appropriate,
COST Actions CO-ORGANISE**



CONSIDERATIONS

Keep your focus on the Achievement of your Objectives

Always spend your annual budget:

- There is no carry forward from previous grant period of underspent budget.

Always send to COST Office (SO and AO) the minutes of the MC meetings and upload them in e-COST.

Adding activities (meetings, TS etc) not in Grant Agreement needs SO and MC approval.



Administrative rules and guidelines

Dissemination & Publication

Disseminating and transferring knowledge is a key value to COST, and the use of results by policymakers, industry and society is vital.



COST Actions are therefore encouraged to use all means to communicate their findings to the European research community and to society at large.



Dissemination & Publication

COST provides financial support:

- Books (hard copy or electronic), reports, journal articles, brochures, flyers and other types of publication, including in electronic format e.g. DVDs and CD-ROMs.
- Online dissemination.
- Dissemination meetings.

Publications must be authored by at least by 2 participants from 2 different Participating COST Countries.

Wherever possible, and compatibly with applicable intellectual property regulations, publications should be produced and disseminated under Open Access principles.

Dissemination & Publication

Action Publication and Dissemination Activities

COST Action budget and are paid by the Grant Holder.

Responsibility of the Management Committee.

Publication and dissemination strategy must be reflected in the Work and Budget plan for every Grant Period.

Final Action Publication

One publication per Action.

They are ordered and paid directly by the COST Office.

Request 6 months before the official end date of the Action.

Published and Invoiced at most 12 months from the official end of the Action

Dissemination & Publication

Special Provisions for Website Development

- <http://www.cost.eu/media/visualidentity>.
- Send the URL to the COST Association.
- SOs should be granted access to password-protected parts.

WEBSITE BEST PRACTICE EXAMPLES

<http://www.esnam.eu/index.html>

<http://www.electrospinning-cost.eu/>

How to estimate your Budget?

A - COST Networking Tools	
(1) MEETINGS	- €
(2) TRAINING SCHOOLS	- €
(3) SHORT-TERM SCIENTIFIC MISSIONS	- €
(4) DISSEMINATION, PUBLICATIONS	- €
(5) OERSA	- €
B - TOTAL SCIENCE EXPENDITURE (sum of (1) to (5))	- €
C - FSAC (max. of 15% of B.)	- €
D - TOTAL EXPENDITURE (B+C)	- €

How to estimate your Budget?

Budget Item	Average Amount (€)	Average Duration (days)
Meetings (average 42 participants)		
Reimbursement of Meeting Participant	700	2
Local Organiser Support	1900	2
Training Schools (average 29 participants)		
Trainee Grant	650	5
Reimbursement of Trainer	800	5
LOS for TS	2500	4
STSM Grant	1650	26

How to estimate your Budget?

Science Expenditure vs FSAC

Budget for the Grant Period = 100.000 €

% FSAC agreed by the MC = 15% (max)

Science Expenditure = $100.000 / 1,15 = 86\ 956,52€$

FSAC amount = $86\ 956,52€ \times 0,15 = 13\ 043,48€$

Financial Scientific and Administrative Coordination tasks (FSAC)



Monitoring & Evaluation... ...COST Prepares for H2020

Principles of monitoring and reporting for COST Actions:

- Assure a lightweight and cost effective procedure.
- Support Actions in Objective completion and COST policies.
- Assess progress and identify possible corrective measures.

Objectives of the Final Evaluation:

- To identify and describe how well the Action has reached its stated objectives.
- Identify long last impact 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.



Internal Rules of Procedure for the MC

COST Document Reference: COST Action
Management (**COST 4114/13**)

Annex II: “Rules of procedure for Management Committee”

See also:

- Chapter VII - The Management Committee
- Chapter VIII - Reports
- Chapter IX - Property Rights

Internal Rules of Procedure for the MC

Article 1

The Management Committee (MC) for COST Action **TU1404** has been set up in accordance with the provisions of the "*COST Rules for the Management of COST Action*".

The members of the MC shall be nominated for the duration of the Action by the COST National Coordinator of the respective COST Member Country or Cooperating State participating in the Action.

The MC shall consist of **no more than two representatives** for each COST Country.

In addition, participation from International Partner Countries, Near Neighbour Countries or Specific Organisations to the MC is possible as **MC Observers**. **Participation is limited to up to two representatives from the International Partner Countries and Near Neighbour in question, provided they come from different institutions can participate.** MC Observers need to be approved by the Management Committee, and the Executive Board.



Internal Rules of Procedure for the MC

Article 2

The **main responsibilities of the MC** are, as defined in Section 3.2 - Action Strategy and Structure of the "COST Rules for the Management of COST Action ", **to ensure the coordination, implementation, and management of the Action as well as supervising the appropriate allocation and use of the funds.**

Internal Rules of Procedure for the MC

Article 3

Each COST Member Country and Cooperating State participating in the Action shall have one vote in the MC. If a MC Member is unable to attend a meeting, this power may be delegated to an officially appointed substitute. Researchers from International Partner Country, Near Neighbour Country or Specific Organisation shall be considered MC Observers. **MC Observers have the right to express their views but not to vote. Votes can be held electronically via e-mail and are valid if all of the following conditions are met:**

- a. Votes are initiated and managed by the MC Chair;
- b. All MC Members and MC Observers are among the recipients of the message initiating the vote;
- c. The vote is open for at least seven days;
- d. The COST Office is informed of the outcome of the vote;
- e. The outcome of the vote is included in the minutes of the first MC Meeting after the electronic vote is held.

In case of electronic vote, absence of reply will be interpreted as consent. Electronic vote (via e-mail) cannot be used for the approval of International Partner participations, for which a dedicated online tool is available.



Internal Rules of Procedure for the MC

Article 4

The members of the MC, with the **agreement of both the relevant COST National Coordinator and the MC Chair**, may appoint substitutes in case of absence. Attendance at the MC meeting should be limited to members (or their substitute), as well as the designated MC Observers.

Article 5

The MC may decide that some of its discussions or certain Minutes of meetings and other documents be considered **confidential**. Documents are not considered confidential unless **this is clearly stated on the front page**.

The information supplied by the members of the MC shall not be published without their agreement.



Internal Rules of Procedure for the MC

Article 6

If in the course of this Action results are obtained or expected, which could give rise to **intellectual property rights**, the MC shall take the necessary steps, be it by written agreement among the participants 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".

International Partner Countries, Specific Organisations and Near Neighbour Countries joining the Action are subject to the MC decisions as well as to respect the principles set out in "Rules for Participation in and Implementation of COST Activities".



Internal Rules of Procedure for the MC

Article 7

The MC shall appoint by a **simple majority vote from among its members a Chair and a Vice-Chair for the duration of the Action.** The election shall take place during the first MC meeting.

If the Chair is unable to attend, his/her place shall be taken by the Vice-Chair. Whenever the Chair is affiliated to the Grant Holder, or act as local organizer, commitments, validation and approval are transferred to the Vice-Chair.

In the event of the premature termination of the appointment of the Chair or Vice-Chair, they shall be replaced for the remainder of the term of office in question, again by a simple majority vote.



Internal Rules of Procedure for the MC

Article 8

Meetings of the MC shall be officially held only if at least two-thirds of the COST Countries participating in the Action are represented.

Decisions of the MC shall be taken by simple majority vote of MC Members present or represented at the meeting, with one vote per Member Country participating in the Action. If required, a secret ballot may be carried out. In the event of a tie, the procedure may be repeated. In any case, the MC Chair does not have the right to vote.

Article 9

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

It may also be convened at the request of members representing at least three COST Countries participating in the Action.



Internal Rules of Procedure for the MC

Article 10

In the CGS support for the MC shall be provided by the **Grant Holder**. Support to the MC can be provided by the COST AA in a subsidiary basis for meetings organised under the PAYG system.

Article 11

The Scientific Officer in charge of the Action within the COST Association shall receive copies of correspondence pertinent to the monitoring of the Action.

Official documents to be distributed by the Grant Holder (or by the COST Office in case of meeting organised under the PAYG system) at meetings should be provided at least one week before the meeting. For last minute documents to be distributed during meeting sessions, a sufficient number of copies should be brought, in order to avoid duplication on the spot. Whenever possible, documents should be electronically distributed by the authors directly to the participants and COST Association/Grant Holder.



Internal Rules of Procedure for the MC

Article 12

Meetings shall be held where the MC considers it advisable to meet, in easy to reach locations of any COST Country participating in the Action. In case of meetings organised under PAYG, the COST Association office can act as Local Organiser when meetings are held in its facilities in Brussels.

Article 13

The working language of the MC is **English**, unless otherwise agreed by MC members. Documents emanating from the MC shall be in English.



Internal Rules of Procedure for the MC

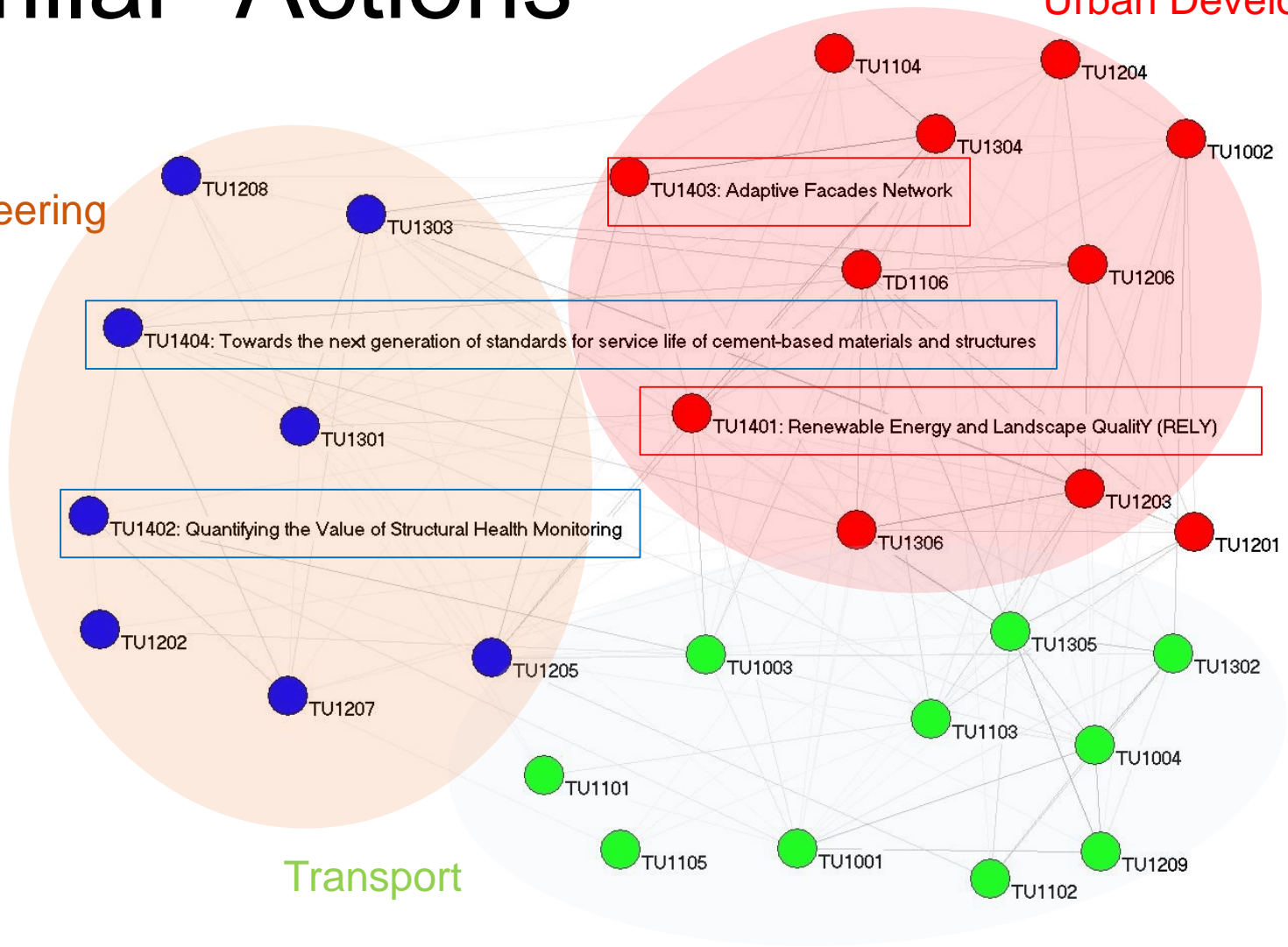
Article 14

These Rules of Procedure may not be amended by the MC. Should there be the need to deviate from the Rules of Procedure, the MC shall seek prior approval from the COST Office. In any case, deviations must be in the best interest of smooth implementation of the Action and shall not contravene the basic principles and rules set out in the present Rules, neither in the “Rules for the Participation in and implementation of COST Actions”, the COST Vademecum or any other COST document, or adversely affect the functioning of the Action. Duly justified proposals for deviation from the present rules shall be circulated one month prior to their discussion to the members of the MC and, further to the approval of the MC, to the COST Association for final decision.

“Similar” Actions

Civil Engineering

Urban Development



Transport



COST – European Cooperation
in Science and Technology

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