



Growing
ideas
through
networks

CA18202: Network for Equilibria and Chemical Thermodynamics Advanced Research

CSO approval: 04/06/2019

Start Date: 02/10/2019

End Date: 01/10/2023 (4 years)

Parties: 20

MC Chair: *to be elected*

MC Vice Chair: *to be elected*



Funded by the Horizon 2020 Framework Programme
of the European Union

Welcome!



Mónica Pérez Cabero & Carmencita Malimban

will be hosting you today!

Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
 - ... does this COST Action want to achieve?
 - ... can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

About COST

Helicopter view



Science is about people



Creating spaces where ideas and people can grow without limits



Unlocking the full potential of science



Embracing diversity
Open
Ingenious
Human / Easy



38 COST Members

Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Republic of Moldova, Montenegro, The Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom.

1 Cooperating Member

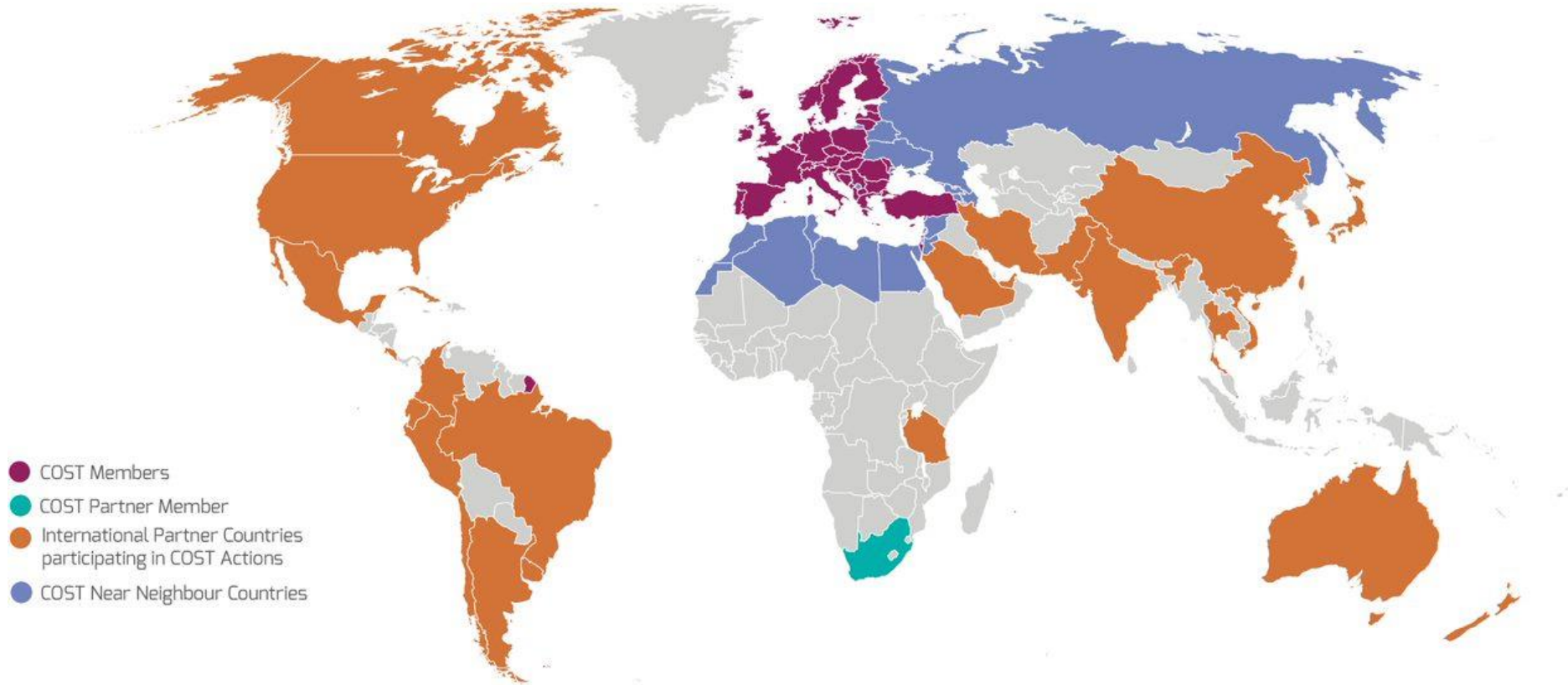
Israel

1 Partner Member

South Africa



Global Networking



COST Near Neighbour Countries: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Kosovo*, Lebanon, Libya, Morocco, the Palestinian Authority, Russia, Syria, Tunisia, and Ukraine.

COST Excellence and Inclusiveness policy

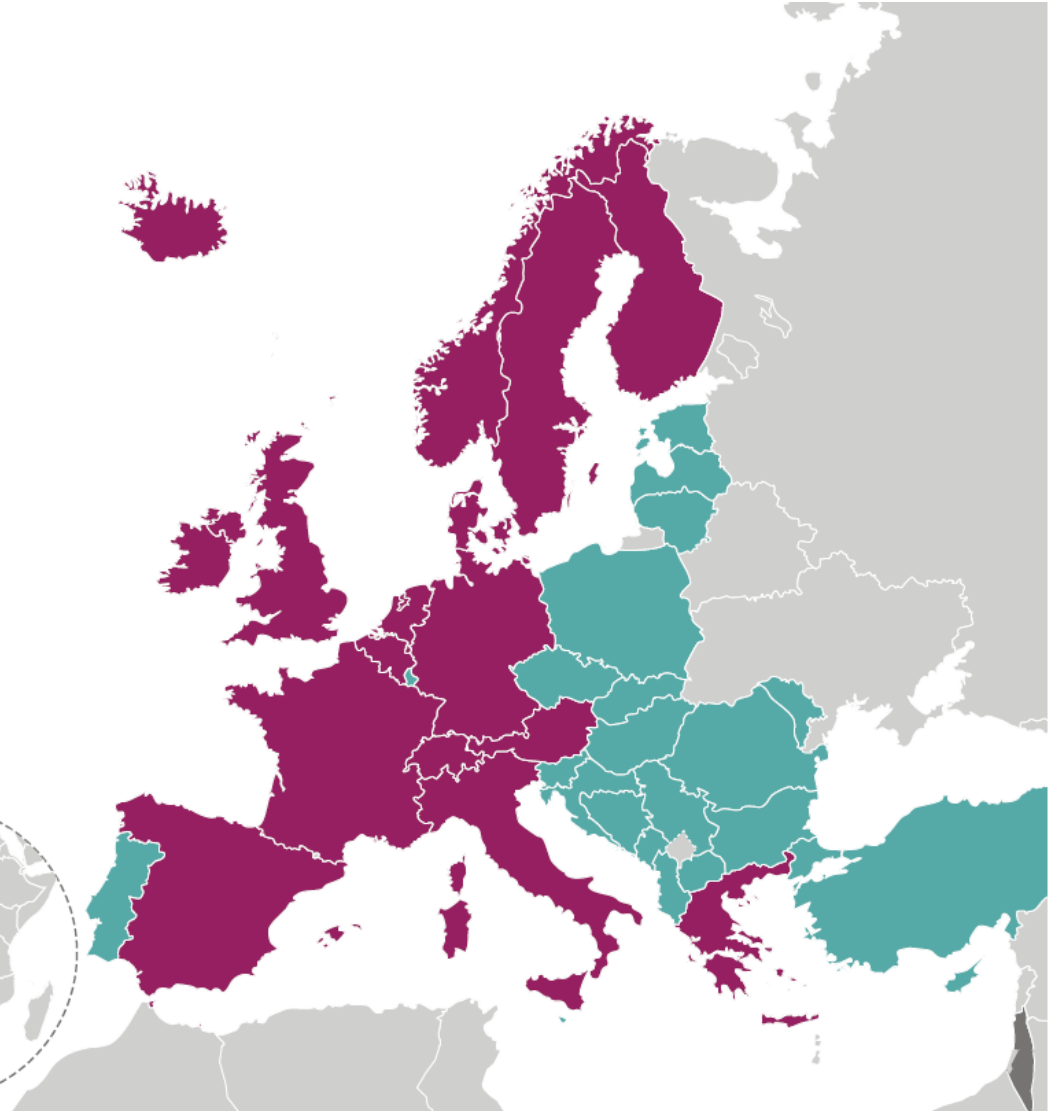
COST Excellence and Inclusiveness Policy



Inclusiveness Target countries in H2020

Albania, Bosnia and Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Moldova, Montenegro, North Macedonia, Poland, Portugal, Romania, Slovenia, Slovakia, Republic of Serbia and Turkey.

- COST Members
- COST Members (ITCs)
- Other countries
- COST Cooperating Member
- COST Partner Member



Stand up!

Starting with fun

What expertise do I bring to this COST Action?

Informal tour de table

Your Name

Country you are representing

Answer in one word/short sentence to:

*What expertise do I bring
to this COST Action?*

Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
 - ... does this COST Action want to achieve?
 - ... can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

WHAT?

... does this COST Action want to achieve?

Presentation of the Action

Looking today into tomorrow

Main Proposer of the COST Action

Aim:

Provide a scientific and technological platform to gather together, under a unique network

- European research groups (expertise in chemical equilibria)
- Industrial stakeholders
- International partners and European enterprises

Research Coordination Objectives:

- Give response to actual scientific and technological challenges
- Develop new technologies
- Identify new industrial stakeholders and applications

Capacity Building Objectives:

- Promoting mobility and multidisciplinary training between the different participants
- Transferring knowledge and promoting industrial awareness
- Supporting a high proportion of ECIs, ITCs and assuring gender balance
- Promoting the sustainability of the network beyond the Action

Deliverables:



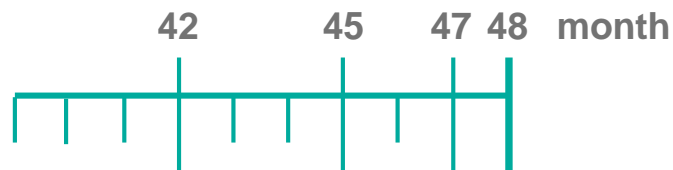
- Report of MC1 meeting (kick-off meeting)
- Action's webpage and general and professional social media
 - Report of the WGs1 meetings
 - Report of the CG1 meeting
 - 1st annual WGs Report
 - Report of the CG2 meeting
 - 1st MC Progress Report
 - Report of the WGs2 meetings
 - Report of the CG3 meeting

Deliverables:

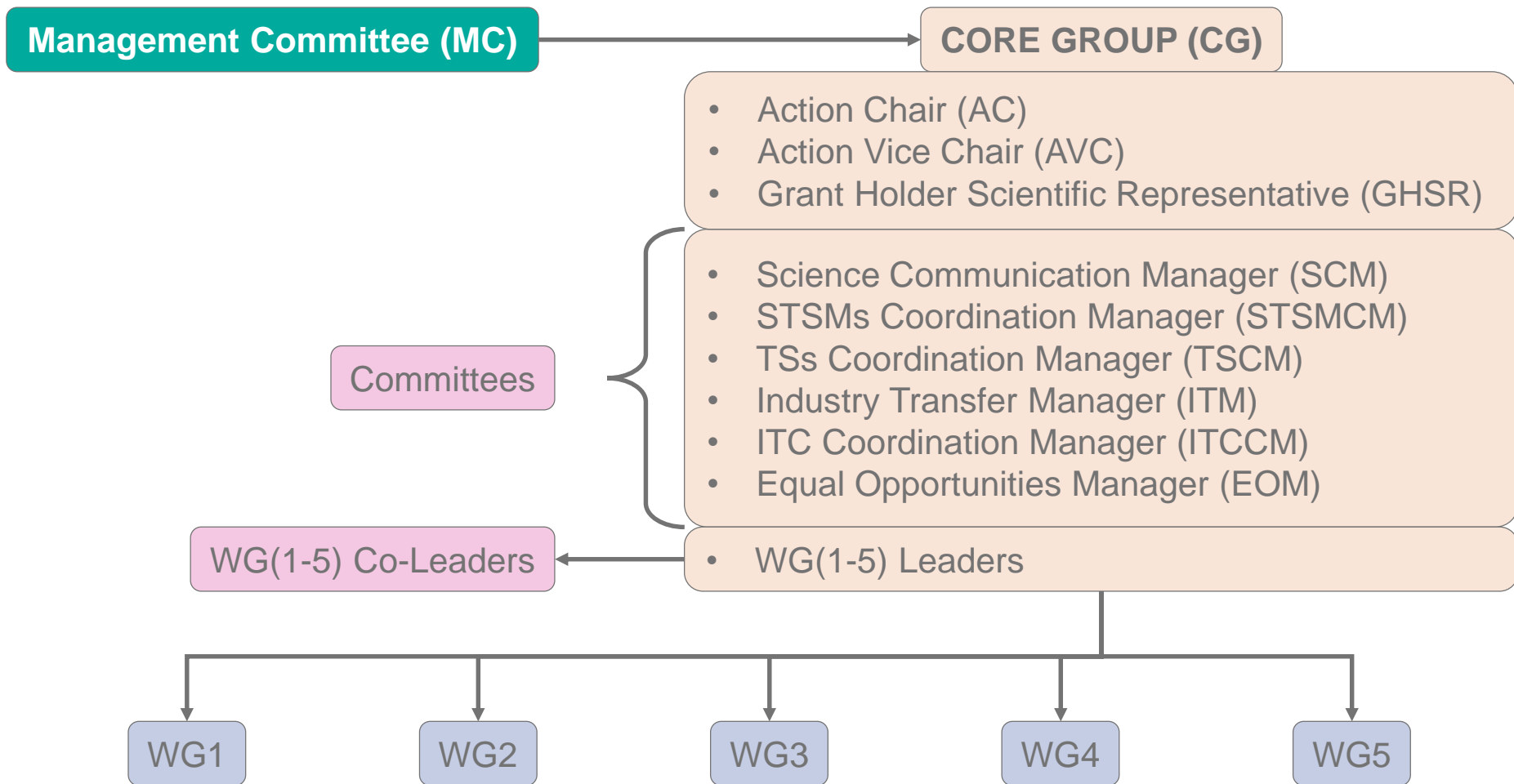


- Proceedings of the first Action's International Conference
 - 2nd annual WGs Reports
 - Report of the CG4 meeting
 - 2nd MC Progress Report
 - Report of the WGs3 meetings
 - Report of the CG5 meeting
 - 3rd annual WGs Reports
 - Report of the CG6 meeting
 - 3rd MC Progress Report
 - Report of the WGs4 meetings
(4th and final WGs meeting)

Deliverables:



- Report of the CG7 meeting
- Proceedings of the second Action's International Conference
- Distribution/Publication of supporting material for Training Schools (TSs)
- WGs Final Reports
 - Elaboration and publication of workflows, new protocols and guidelines
 - Publication of high-level scientific research articles/reviews in peer-reviewed scientific journals
 - Patents
 - Software and Databases
 - Report of the eight and final CG meeting
 - **Final Report**
- **Guidelines/recommendations** and **standardised protocols** on experimental procedures and instrumental methods, data analysis, quality standards for data publication...
- Suitable and customisable **software** for data acquisition with different techniques, and for experimental data analysis and calculation tools.
- The review and upgrade of existing **thermodynamic databases** and, eventually, the setup of new ones.
- **Thermodynamic minds (Training!)**



Working Groups

WG1 NECTAR for highly hydrolysable (HHC) and/or low-valence (LVC) state cations

WG2 NECTAR for strong and/or multifunctional ligands, macromolecules, polyelectrolytes

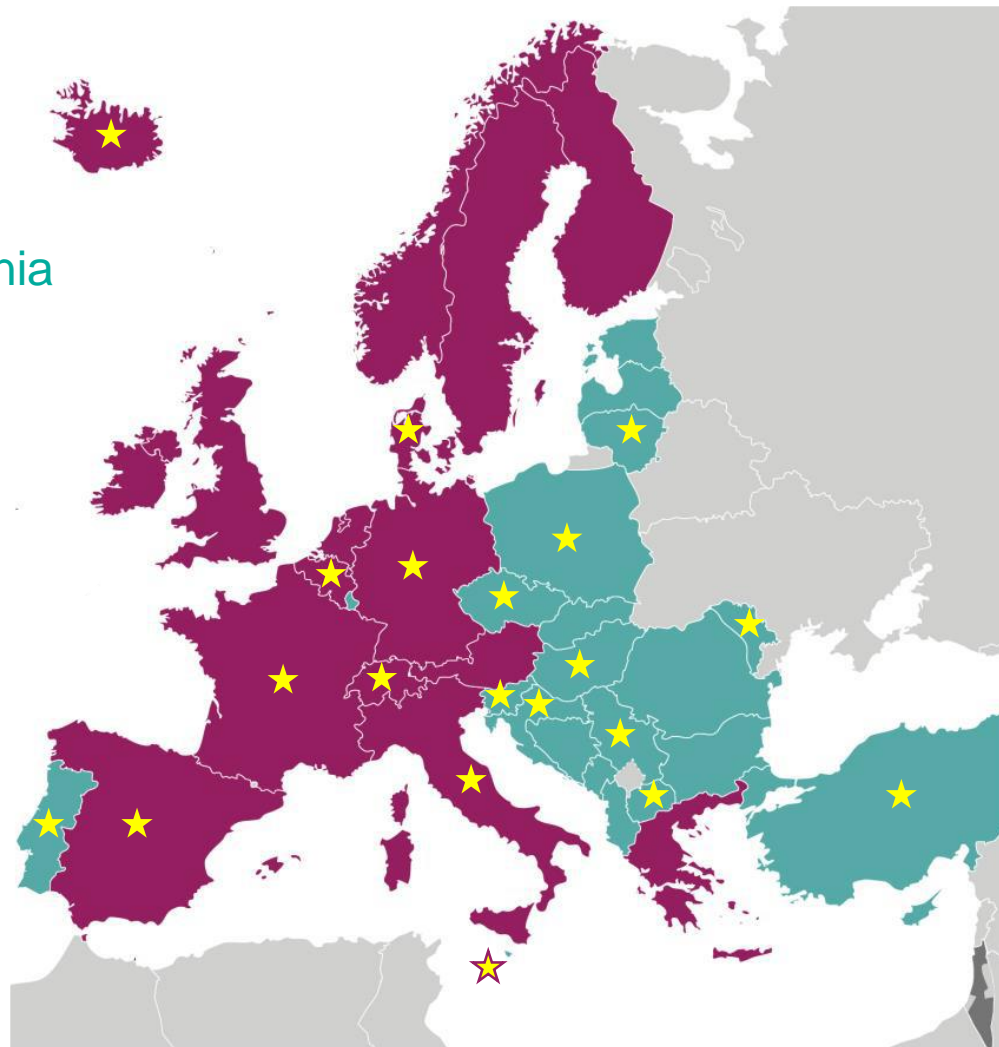
WG3 NECTAR for multicomponent solutions and complex matrices

WG4 NECTAR tools, services and facilities

WG5 NECTAR for the future: new trends and exploitation of results

(Actual) Member Countries - 20

- Belgium
- Croatia
- Czech Republic
- Denmark
- France
- Germany
- Hungary
- Iceland
- Italy
- Lithuania
- Malta
- Moldova
- North Macedonia
- Poland
- Portugal
- Serbia
- Slovenia
- Spain
- Switzerland
- Turkey



International Group for the Thermodynamics of Complexes
www.ismecgroup.org

International Participation:

potential MC observer candidates (Secondary Proposers)

1. COST Near Neighbour Countries (NNC)

- **Ukraine**

Dr Anna Pavlishchuk (Taras Shevchenko National University of Kyiv [Chemistry Department])

Core Expertise: Chemical sciences: Physical chemistry

Dr Alina Gorlova (Enamine Limited Liability Company (Enamine LLC))

Core Expertise: Chemical sciences: Physical chemistry

2. International Partner Countries (IPC)

- **Australia**

Dr. Darren Rowland (The University of Western Australia)

Core Expertise: Chemical sciences: Physical chemistry, Databases

- **United States**

Prof. Kenneth Raymond (University of California - University of California, Berkeley)

Core Expertise: Chemical sciences: Coordination chemistry

Scientific Committee Recommendations

To comply with the COST Excellence and Inclusiveness Policy, in the implementation of the Action:

- the level of **involvement of Inclusiveness Target Countries** (ITCs) should be maintained and a plan should be developed and implemented to ensure the full involvement of ITC representatives in all aspects of the Action's implementation (including in Action leadership positions);
- the level of **involvement of Early Career Investigators** (ECIs) should be increased and a plan should be developed and implemented to ensure the full involvement of ECIs in all aspects of the Action's implementation (including in Action leadership positions);
- the **gender balance** should be improved and a plan should be developed and implemented to ensure gender balance in all aspects of the Action's implementation (including in Action leadership positions).

CA18202: NECTAR – Network for Equilibria and Chemical Thermodynamics Advanced Research

• WG1 – NECTAR for highly hydrolysable (HHC) and/or low-valence state (LVC) cations

Tasks: Defining precise strategies for the study in solution of systems containing HHC (e.g., Zr(IV), lanthanoids, actinoids, oxoions). Defining procedures and experimental approaches for the study of LVC (e.g., Fe(II), Sn(II), Cu(I)), especially those spectroscopically silent (e.g. Cu(I)). Providing protocols for the study of the speciation of HHC and LVC under conditions of interest for biological, environmental and technologically/industrial applications. Providing reliable, accurate and comprehensive sets of thermodynamic data of systems containing HHC and LVC in a wide range of different experimental conditions.

Activities: Determination of the hydrolysis constants (and other thermodynamic parameters) of HHC and LVC. Study of complexes of HHC and LVC: speciation, solubility, kinetics of formation, redox properties. Structural study and correlation of structural information of the complexes with solution properties. Modelling of the speciation of the complexes as a function of different conditions (e.g., total cation concentration, pH, pe, ionic strength, system composition, temperature). Validation of data through interlaboratory and blind round-robin experiments to check reliability and consistency of results obtained. Dissemination of results, especially those related with experimental procedures.

• WG2 – NECTAR for strong and/or multifunctional ligands, macromolecules, polyelectrolytes

Tasks: Defining recommended experimental procedures and guidelines for the accurate determination of stability constants and other thermodynamic parameters for systems involving natural and synthetic strong chelators, macromolecules, and polyelectrolytes. Exploring rational or combinatorial strategies, supported by in silico studies, for the design of new ligands for the selective recognition of metal ions or small molecules in solution.

Activities: Evaluation of the sequestering ability and selectivity of existing and new chelating agents that are of current interest for the scientific community or for the stakeholders (e.g., metallophores, new-generation complexones, etc.) Study of the speciation of systems containing structurally complex (macro)molecules (e.g., nucleic acids, peptides and proteins, organic matter, polyelectrolytes). Cross-evaluation of methods for the study of the thermodynamic selectivity. Setup of protocols and guidelines for the study of these systems and the determination of their thermodynamic parameters. Formulation of user-friendly strategies for data analysis, and their dissemination.

• WG3 – NECTAR for multicomponent solutions and complex matrices

Tasks: Defining recommended experimental and data analysis procedures and guidelines for an accurate speciation of systems with multiple components. Defining recommended experimental and data analysis procedures and guidelines for an accurate speciation of systems in complex matrices such as ionic liquids, mixed solvents, systems containing surfactants or sorbent materials.

Activities: Determination of the stability constants (and other thermodynamic parameters) of weak complexes. Evaluation of the network of interactions of the medium components. Setup of reliable speciation models of real systems. Characterisation of ternary (or higher) species and experimental determination of their stability. Determination of speciation models for surfactants. Setup of new accurate models for speciation studies in ionic liquids and mixed solvents. Standardisation of protocols for the experimental determination and data analysis for heterogeneous systems containing strong sorbent materials.

• WG4 – NECTAR tools, services and facilities

Tasks: Providing molecules and chemical devices for specific purposes. Providing updated guidelines, software and services to enhance the performances of both research and applications in equilibrium thermodynamics. Studying molecular models by theoretical calculations and the correlation between the calculated stability and experimental thermodynamic parameters.

Activities: Design, synthesis and characterization of new molecules, supramolecular systems or chemical devices for specific needs. Optimisation and setup of recommended protocols/guidelines for: i) correct use of different single and coupled instrumental techniques; ii) experimental data treatment (least-square regressions, linearization procedures, PCA and other chemometric tools); iii) evaluation of calculated data and of speciation models. Development of software and computer tools for: i) data collection (possibly customisable software to be adapted to different laboratories); ii) data analysis and visualization of results. Development/optimisation of in silico modelling for the study of the stability of metal/ligand and substrate/receptor adducts; validation of the results using experimental data. Design and management of a database (web-based) for the deposition and retrieval of thermodynamic data (especially equilibrium constants).

• WG5 – NECTAR for the future: new trends and exploitation of results

Tasks: Organisation of meetings to favour contacts between research groups. Coordination of STSM plans. Design and management of Action website. Coordination of activities aimed at starting new research projects. Promotion and help the network members to apply for competitive European funds and other international research and innovation grants. Contacts and partnerships with stakeholders to increase academia-industry interactions, valuable for innovative ideas and discoveries, to maximise protection of intellectual property rights and commercialization of products of the research.

Activities: Organisation of COST Action networking events (meetings, TSs, STSMs). Coordination and promotion of ITCs participation (increasing the number of partners), as well as the participation of the non-academic organisations. Contact with industrial partners will help to understand “how could science meet business”, and the mechanisms and perceptivity of business implementations of innovative scientific ideas. Organisation of joint scientific publications and formation of multidisciplinary research consortia. Organisation of project-writing seminars. Development of documents with aims, directions, and strategies for future research. Provision of up to date information on funding opportunities. Organisation of entrepreneurship workshops and seminars. Attraction of further world experts. Implementation of the Action website. Monitor the whole Action activities to assure gender balance.

Growing
ideas
through
networks

Change Perspective

1 min



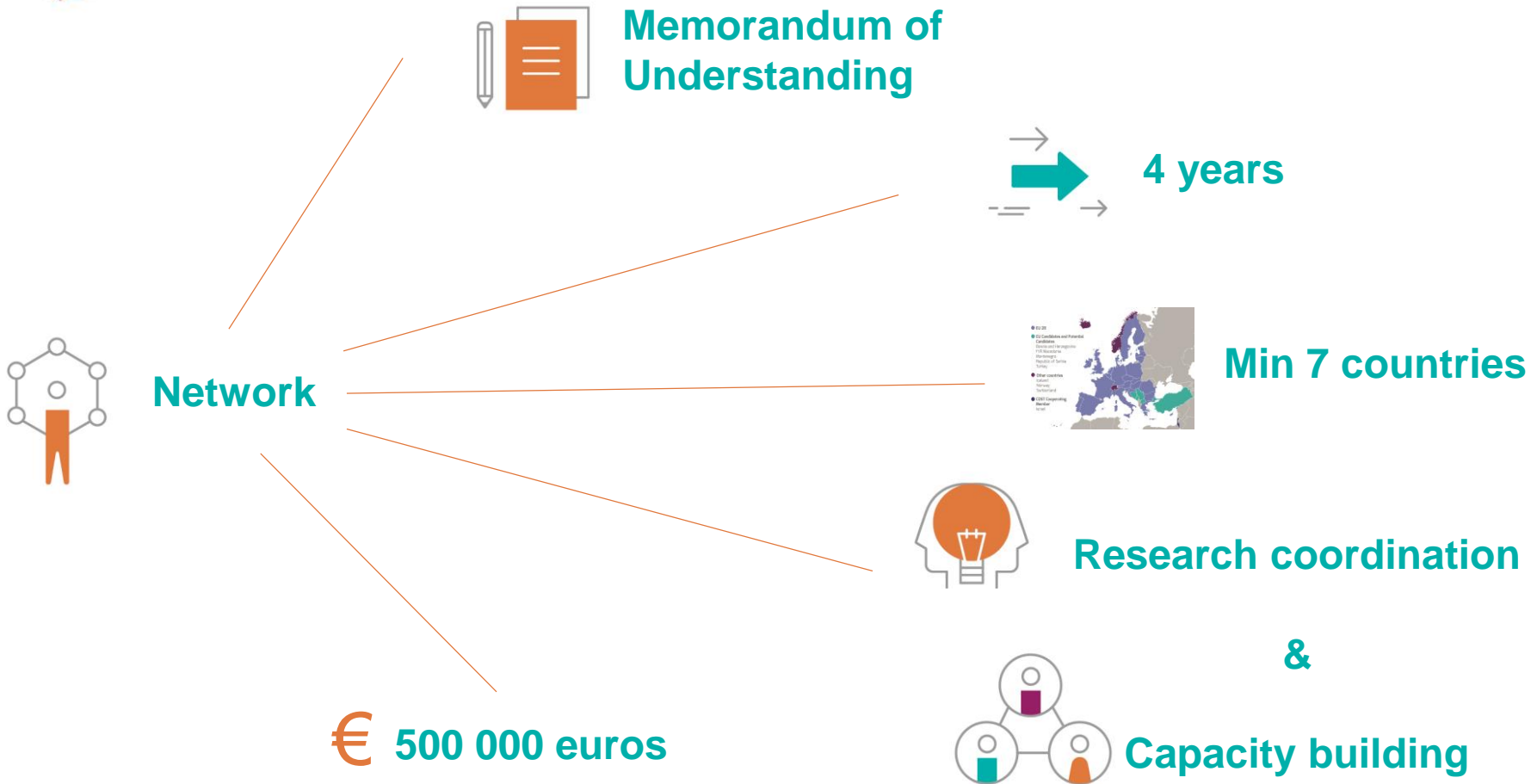
WHAT?

... can we use to achieve it?

COST Actions Structure and Funding

Presentation from COST

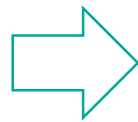
COST Actions



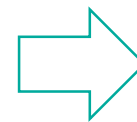
“Open Spaces where ideas and people can grow without limits”



*Research and innovation actors from any type of organisation
(MC-WG members, IPC-NNC, other committees, ad-hoc participants....)*



Networking Tools

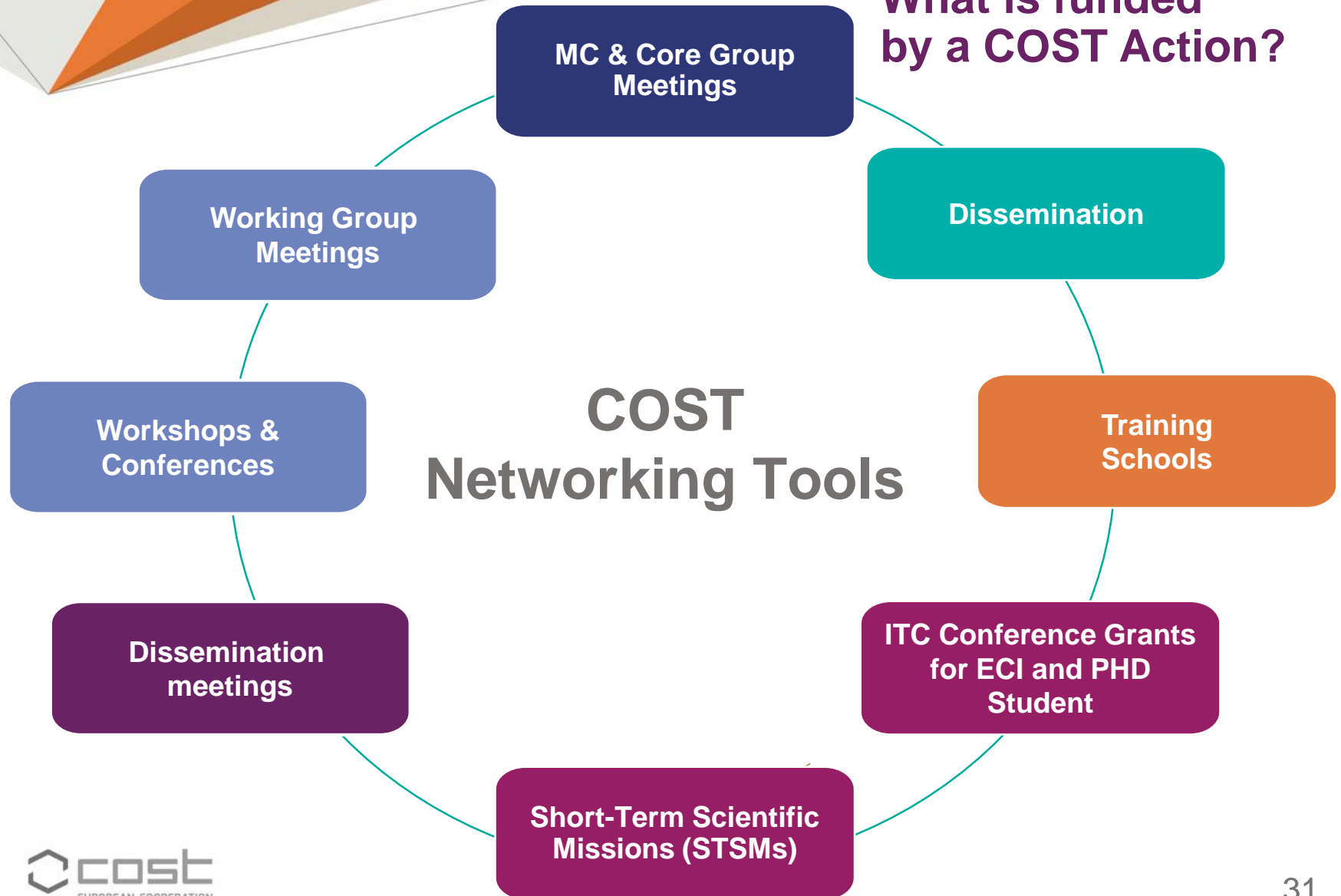


IMPACT

Participation **OPEN TO EVERYONE** but funding the participation for a specific activity depends on:

- Eligibility Criteria (Vademecum)
- MC Decision / Selection Criteria

What is funded by a COST Action?



Financial Support for the Networking Tools

MC & Core Group
Meetings

Working Group
Meetings

Workshops &
Conferences

Dissemination
meetings

Travel Reimbursement Rules (TRR)

Discussed Later

Eligibility for reimbursement

- **MC Meeting only:** MC Members: max 2 *per country* + 2 MC Observers from each NNC.
- **Dissemination Meeting:** max 2 *per GP*, possible conference fee (max 500EUR).
- **WG meeting/Workshop/Conference:** Any participants in your countries and MC Observers from NNCs.
- Ad-hoc participants in COST countries not participating (**invited speakers**): max 4 *per meeting*, and only once.
- MC observers from IPC not eligible.

Financial Support for the Networking Tools

Grant

Amount and criteria MC Decision (max EUR 2500)

Eligibility

Any Early Career Investigator or PhD student in a participating COST Inclusiveness Target Country

Grant

- Amount and criteria MC Decision (max EUR 3500)
- ITC participants can request 50% advance payment after the first day

Eligibility

- Any participant **from a participating COST country** visiting:
 - an institution in another participating COST country,
 - an MC observer's institution from IPC or NNC.
- **MC Observers from NNCs** visiting an institution in a participating COST country.

ITC Conference Grants for ECI and PHD Student

Short-Term Scientific Missions (STSMs)

Financial Support for the Networking Tools

Trainers

Travel Reimbursement Rules

Discussed Later

Eligibility:

- Any participants **in your countries** and MC observers from NNCs and IPC
- Ad-hoc participants in COST countries **not participating or from abroad** (invited speakers): max 4

Trainees

Grant

Amount and criteria MC Decision (max EUR 1500)

Eligibility

From all 39 COST Countries + MC observers from NNCs

Training
Schools

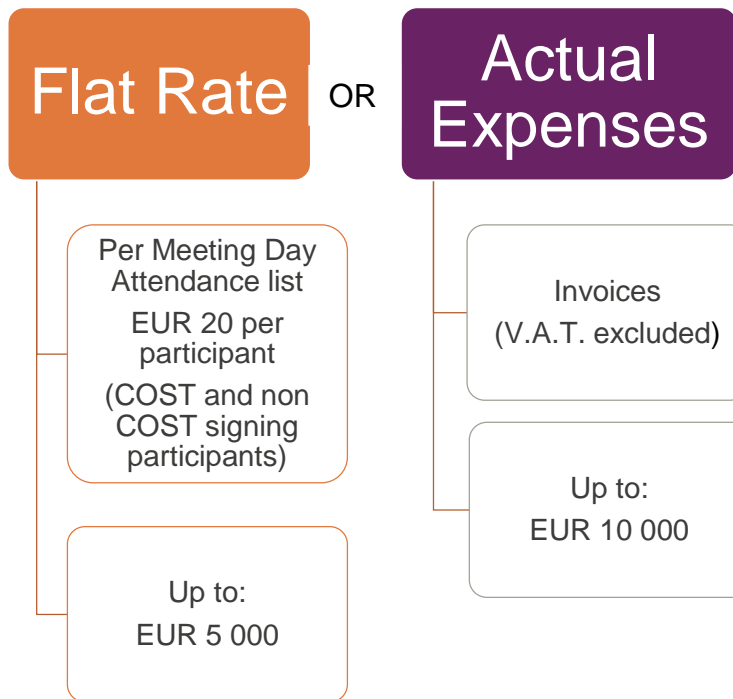
Dissemination

Eligible Expenses

(against invoices):

- Action communication materials (e.g. flyers, posters), Action Website, Publication expenses – incl. Open Access
- No Value Added Tax (VAT)
- Comply with COST Branding Guide and Dissemination Guidelines

Local Organiser Support



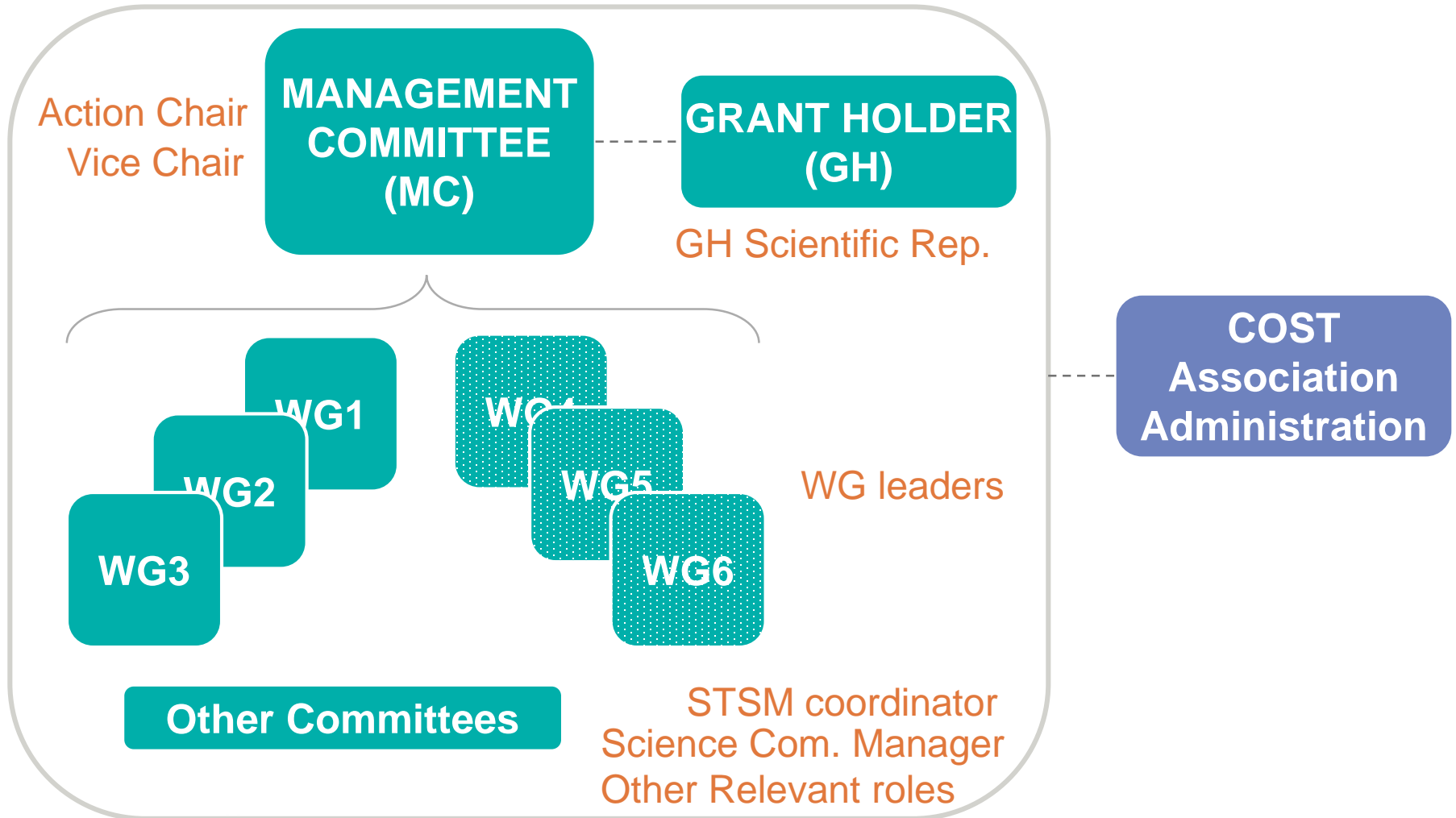
Eligible LOS expenses:

- Rental: Meeting rooms, Audio-visual materials; poster stands
- Photocopying and printing
- Coffee breaks, light lunches and one networking meal
- Scientific field trip
- Administrative support (max 15%) for minimum 40 participants
- Collective bus transfer (**ONLY** in case of remote meeting location)
- For Training School : consumables

COST Action Structure



Key Leadership Positions
(core group)



Resources Available to the MC:

1. COST Grant System



2. Budget

- ✓ Length of Grant Period (GP) + Number of Participating COST Countries
- ✓ Adequate implementation of the Action
- **Start of the Action = 1st MC meeting date (today!)**
- GP 1: **1 November 2019** – 30 April 2020 (**EUR ~50.000**)
- GP 2: 1 May 2020 – 30 April 2021 (TBC)
- GP 3: 1 May 2021 – 30 April 2022 (TBC)
- GP 4: 1 May 2022 – **End date of the Action** = 4 years from today (TBC)

Growing
ideas
through
networks

Grab your Coffee



Let's get to work!

Working Group discussions

Objective

- Analyse the tasks and deliverables of the MoU and discuss how can they be implemented.
 - If needed, propose any significant changes to WG structure, tasks and deliverables.
- Make a first draft plan for the short-term goals and use of the networking tools in the upcoming Grant period(s).
 - This will be used as input for the Work and Budget Plan discussions in the afternoon

Methodology

- **Find your tribe!** (5 min)
- **WG Discussions** (25+25 min)
 - In 4-year time, what will we deliver?
 - Planning the near future: short-term goals and networking tools
- **Presentation to the plenary and overall discussion** (40 min)
- **COST staff suggestions** (5 min)



WG Meeting

COST Action: CA _____

Discussion Coordinator: _____

WG Number: _____

Interested participants



4 YEAR PLANNING: MoU Tasks and Deliverables - brainstorming

Grant Period Planning: next 12 - 18 months

Your goals for the period

Networking tool that you would like to use

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

- WG meeting(s)
- Workshop/Conference
- STSMs
- Training Schools
- ITC Conference Grants
- Dissemination

.....
.....

■ Find your tribe! (5 min)

- Pick your Working Group for today and add your name to the flipchart
- Identify a discussion coordinator who will report and collect the results for the minutes
- During the day add your name to other groups you want to be involved.
MC members must be WG members

WG1: NECTAR for highly hydrolysable (HHC) and/or low-valence (LVC) state cations

WG2: NECTAR for strong and/or multifunctional ligands, macromolecules, polyelectrolytes

WG3: NECTAR for multicomponent solutions and complex matrices

WG4: NECTAR tools, services and facilities

WG5: NECTAR for the future: new trends and exploitation of results



WG Meeting

COST Action: CA_____

Discussion Coordinator: _____

WG Number: _____

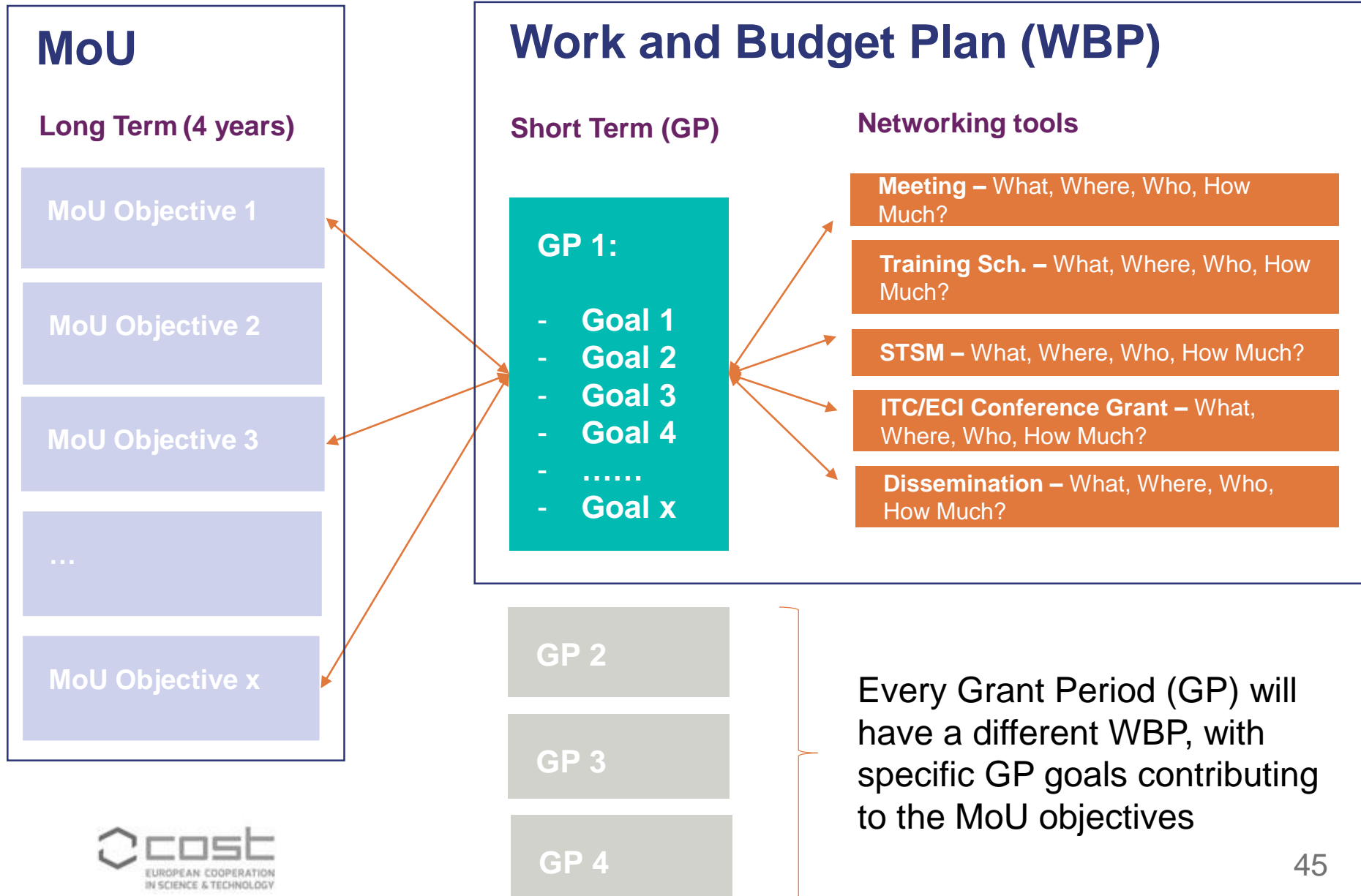
Interested participants

■ Working Group Discussions

- In 4-year time, what will we deliver? (25 min)
 - **Check the MoU description of your WG**
 - Discuss WG tasks and deliverables in the MoU. Propose changes if needed

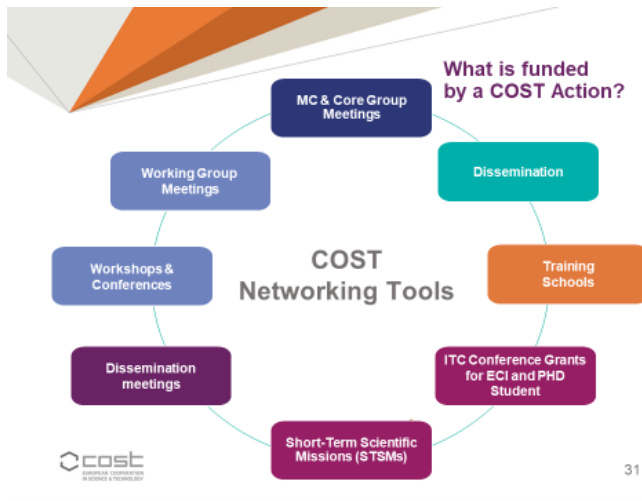
4 YEAR PLANNING: MoU Tasks and Deliverables - brainstorming

4-year planning → Grant Period Planning



Working Group Discussions

- Planning the near future: short-term goals and networking tools (25 min)
 - **Check rules for each networking tool in the booklet**
 - Discuss what needs to be done in the next 18 months. Identify the best networking tools to be used by the WG. Other ideas, suggestions, inputs?



Grant Period Planning: next 12 - 18 months	
Your goals for the period	Networking tool that you would like to use
1.	<ul style="list-style-type: none"> • WG meeting(s)
2.	<ul style="list-style-type: none"> • Workshop/Conference
3.	<ul style="list-style-type: none"> • STSMs
4.	<ul style="list-style-type: none"> • Training Schools
5.	<ul style="list-style-type: none"> • ITC Conference Grants
6.	<ul style="list-style-type: none"> • Dissemination
7.	
8.	
....	
....	

Debriefing and Overall Discussion

Grant Period (GP1) Planning: up to April 30th

Goals for the period

1. Promote and advertise Action and Action's aims
2. Consolidate (and expand) the existing Network
3. Identify and involve new stakeholders
4. Getting first results from WGs activities
5. Start the training of the *“Thermodynamic Minds”*
6. ...

Networking tools that we would like to use

- Dissemination (Action website, social media, ...)
- MC, CG and WG meeting/workshop
- STSMs

Final Considerations



Optimise your budget! Meeting locations

- Economical and accessible public transport options – think of ITC policy!
- At research institutions or COST Association premises.

What can go wrong?

- No carry over! Plan, monitor to spend all your budget. Immediately plan/request budget reallocation when 1 activity is underspent
- MoU plans become obsolete?

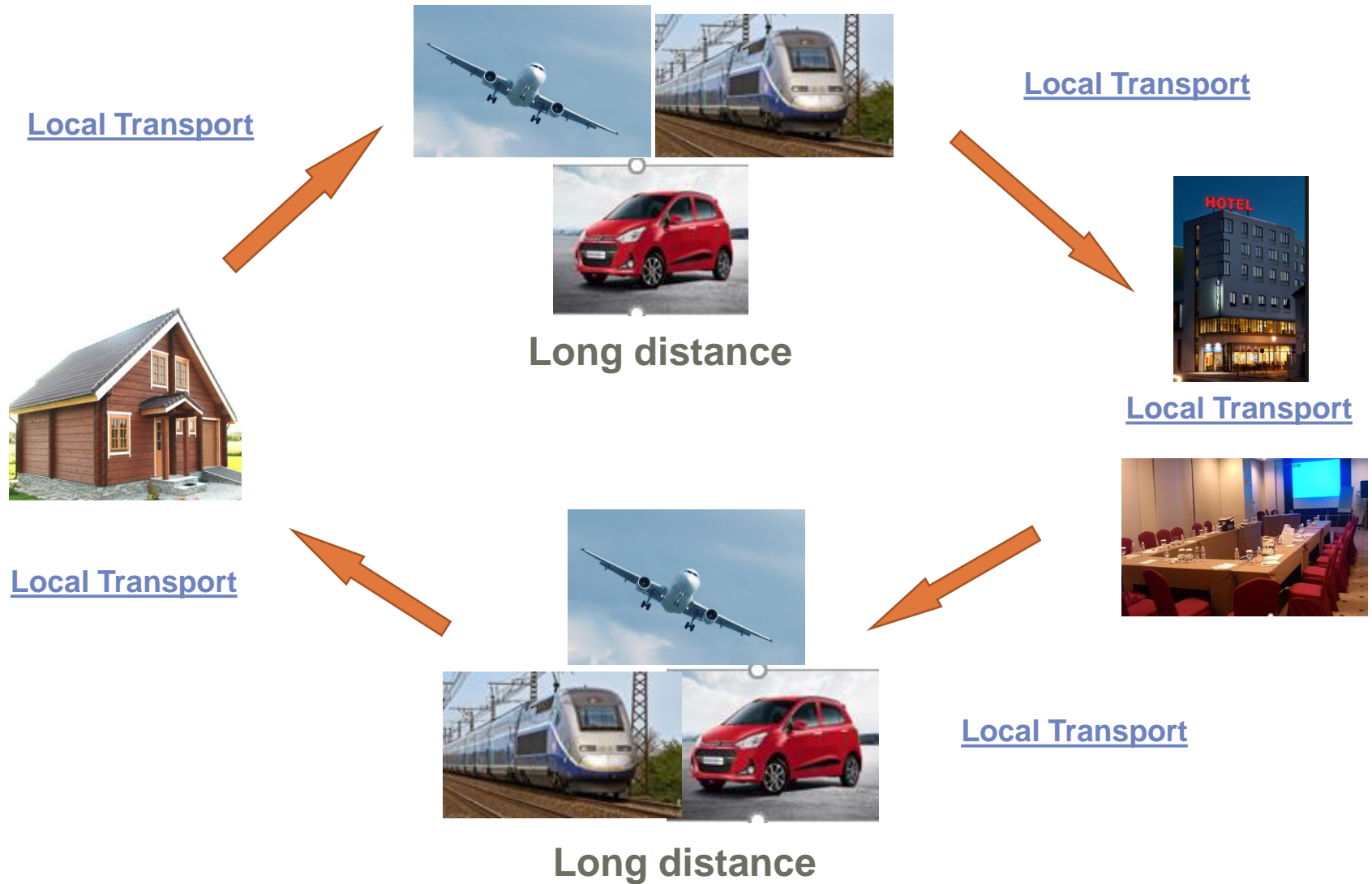
Be aware!

- Co-organisation of events: *What does co-organising mean?*
- Predatory publications.

Travel Reimbursement Rules

How will you get your money back?

Your Journey



Local Transport –travel within 1 country

■ Public Transport

for the entire duration of the meeting

- ≤ EUR 25 → No receipts required
- > EUR 25 → All receipts required



Bus



Shuttle



Metro



Train



Tram

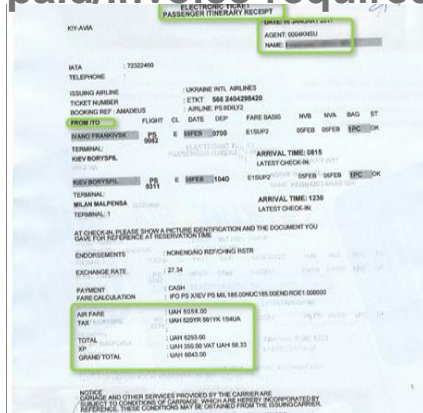
■ Other transport

- **Taxi** – after 10 PM (late arrival) and before 7 AM (early departure) or when no other public transport is available (e.g. strike)
 - Maximum reimbursement of EUR 80 for the total meeting duration (Not EUR 80 per trip!)
 - Receipt required
- **Car** –proof of distance required
 - EUR 0.20 per km
 - EUR 0.30 per km with 2 or more eligible participants
- **Parking**- Receipt required
- **Ferry** - Receipt required

Long distance travel = cross border travel

Flight expenses:

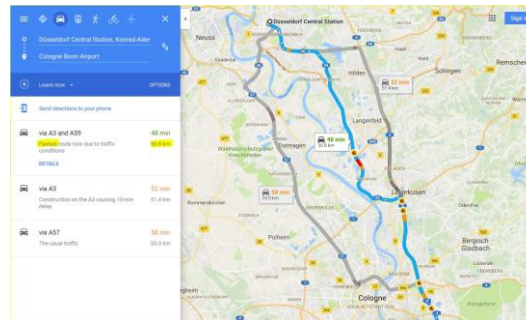
- Economy class only
 - Max EUR 1200
- Full itinerary, with passenger name, amount paid/invoice required



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 Maps)



Trains, bus and ferry expenses:

- First, second and business class

Ticket
invoice/receipt
required



Always upload the eticket and receipts for train and bus; and if using car, submit proof of distance.

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



Other eligible expenses

- Luggage fees
- Entry visa fee

Draft your own Reimbursement Form



Photo time?



Growing
ideas
through
networks

Feed your body!

Lunch

Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
 - ... does this COST Action want to achieve?
 - ... can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

HOW? ... we will manage the COST Action?

General Principles for managing a COST Action

- The MC is the decision-making body of the Action.
- The MC cannot decide against the COST Rules and Procedures.
- COST Actions should set up their own organisational structure and working methodology:
 - Fitting the needs and practices of the community
 - Assuring efficiency and impact maximization
 - Making sure decisions are fair and transparent.
- Keep Calm: The Science Officer will support you. We will kickstart the discussion with you today.

Tasks of the Management Committee

What?

- Steer the Action towards the **achievement of MoU Main Aim and Objectives** and decide on **Action Structure**
- Implement the **COST Excellence and Inclusiveness Policy**
- Contribute to the **Work & Budget Plan**
- **Manage participation:** WG members, ad-hoc participants & International cooperation

How?

- **Implement the** agreed Work and Budget Plan
- **Maximise impact:**
 - Elaborate and implement a strong **Communication and Dissemination Plan**
 - Engage relevant **Stakeholders** and plan any eventual Exploitation Strategy
 - Monitor and respond to the **Action's assessment**

Who?

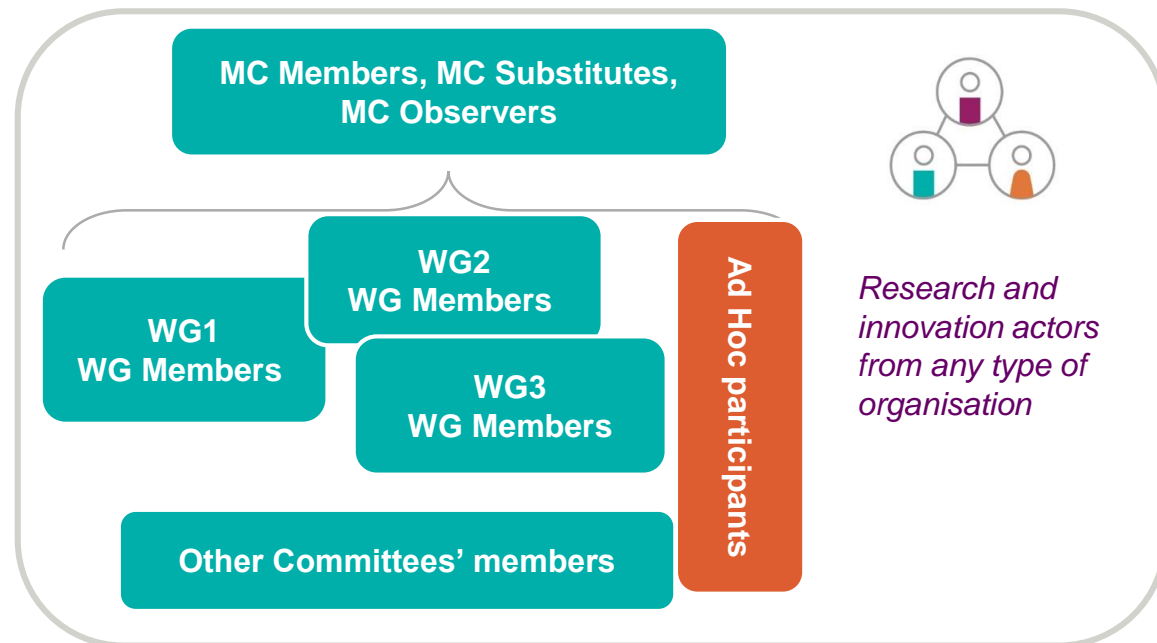
- **Elect COST Action leadership positions**
- Vote the **Work & Budget Plan**



Manage participation: WG members, ad-hoc participants & International cooperation

MC members are ambassadors for the Action:

What to do when a colleague asks you about how to participate?



Implement the agreed Work and Budget Plan

Organisation of activities:

- Objectives and Agenda: Assuring relevance for the Action outputs and outcomes
- Location: support to ITC and ECI
- Decisions on invitation and reimbursement of participants

Grant Awarding:

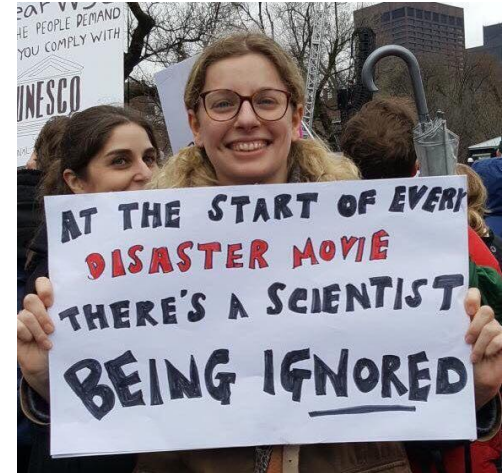
- STSMs, ITC Conference and Trainees
- Opening and announcing the Call
- Setting evaluation criteria and procedures

Internal Communication of the Action

Possible mandates for MC decisions?

Why to communicate?

- Advise on public policies and influence decision-making
- Educate and inform the general public
- Visibility - Build new connections within and outside your Action
- Might be the way to other EU funded projects.



Communication strategy

- **What** do you want to achieve? (purpose of the Action)
- **Who** is your target audience?
- **How** ? Channels and tools you will use
- **When**? Think of timeliness – key moments - not only at the end of the Action. Planning.
- **Why**? Do you want to inform, advise, influence, engage?

Science Communication Manager

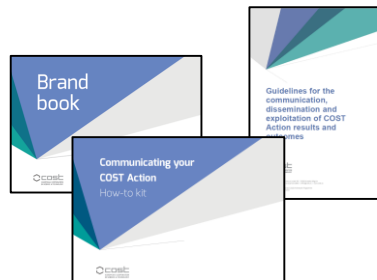


- Coordinates the communication strategy.
- Contact point with Communications @COST
- Coordinates tools and channels: website, social media, videos, infographics, brochures, etc.



Support from COST

- Communications team
 - help and provide guidance (Press releases, articles, interviews, communication...)
 - share via the Press Review your Actions' releases and activities
- COST Academy
 - Supporting tools
 - *Vademecum*
 - COST strategy and visual identity: our brand book
 - Guidelines for the Communication, Dissemination and Exploitation of COST Action results and outcomes
 - Communicating about your Action Toolbox.



Stakeholder Engagement in COST Actions

What?

- Who is Relevant to a COST Action?

The COST Action stakeholder is anyone with interests in the project, including industry, policy makers, standards organisations, national authorities, and any other stakeholders, if relevant to the topic, objectives and deliverables of the COST Action.

Identifying the partners (internal/ external/ non-COST), you would need to achieve the objectives. How to use your COST Action effectively depends on different communities and organisations.

Internal stakeholders are considered the individuals that are already part of the COST Action, such as the members and members of your

Part of the right direction Stakeholders' involvement can be relevant to problem definition and/ or

External stakeholders can be considered as those individuals or groups that are initially outside the COST Action's environment, but

an external engagement strategy must be initiated at the onset of the COST Action's reaction to the project

institutes, NGO, SMEs, large enterprises, policy makers on regional, national and European level.

Increasing the potential for impact of your results Stakeholders' roles may change throughout the COST Action.

Researchers and organisations based in non-COST countries

Researcher and organisations based in non-COST countries

Researcher and organisations based in non-COST countries

Researcher and organisations based in non-COST countries

Identification / mapping

- Use the Action MC to identify relevant stakeholders (brainstorming, interviews, past experience). Identify their interest, influence and what you want to achieve with their involvement. Prioritize according to relevance.

Process

- Design effective engagement approaches and work plans in order to engage them into the project.

Communication

- Plan the communication to win support for the project. Use appropriate communication tools for different stakeholders (academia, policy-makers, etc).

Maximise impact:

Monitor and respond to the Action's assessment

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

How to Manage a COST Action?

Planning for success

Objective

- Get acquainted with the different issues that need your attention
- Make a **first** discussion and proposal on how to manage different issues

Methodology

- **Pick a discussion topic** (5 min)
- **Discussions Groups** (25 + 15 min)
 - 2 rounds of discussion. Discussion coordinator stays with topic.
 - Follow the discussion guide and answer the questions
 - Background – Why is this topic relevant?
 - Objectives for the day
 - Brainstorming
 - Making a draft plan for the Action
- **Presentation to the plenary and overall discussion** (25 min)

■ Pick a discussion topic

- Assignment of volunteers for discussion coordinators
- Move towards the volunteer of your preferred discussion topic. Grab a chair and sit in small groups
 - Look for balancing the size of the groups. You will be able to join another group for the second round of discussions

Discussion Topics for today

1. Managing requests to join the Action
2. Planning International Cooperation
3. Setting the internal information exchange
4. Deciding who to invite and reimburse for Action meetings
5. Implementing STSMs
6. Implementing ITC Conference Grants
7. Organising Training Schools
8. Defining a Communication Strategy
9. Engaging Stakeholders

- **Discussions Groups** (25 + 15 min)
 - **2 rounds of discussion**. Discussion coordinator stays with topic
 - Follow the discussion guide and answer the questions
 - Background – Why is this topic relevant?
 - Objectives for the day
 - Brainstorming
 - Making a draft plan for the Action

Discussion Topics for today

1. Managing requests to join the Action
2. Planning International Cooperation
3. Setting the internal information exchange
4. Deciding who to invite and reimburse for Action meetings
5. Implementing STSMs
6. Implementing ITC Conference Grants
7. Organising Training Schools
8. Defining a Communication Strategy
9. Engaging Stakeholders

Overall discussion (Management)

Growing
ideas
through
networks

Grab your Coffee



Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
 - ... does this COST Action want to achieve?
 - ... can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

WHO? ... will take care of what?

Decision making of the MC

Rules of Procedure for COST Action Management Committees

CSO Document COST 134/14

Rules of Procedure for COST Action Management Committees

Article 1. Composition

Article 2. Responsibilities

Article 3. Voting Procedures

Article 4. Role of MC Substitutes

Article 5. Confidentiality of Documents

Article 6. Intellectual Property

Article 7. Election, Resignation and Removal of Chair and Vice Chair

Article 8. Leadership position for COST Inclusiveness Target Countries

Article 9. Quorum

Article 10. MC meetings

Article 11. Grant Holder

Article 12. Obligation to inform COST Association

Article 13. Location of MC meetings

Article 14. English Language

Article 15. Obligation to comply



COST Action MC Decision Making



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** one vote per Participating COST Country.

MC decision must be minuted and sent to COST Association.

E-VOTE

Initiated and managed by the MC Chair (or Vice Chair if applicable)

All MC members are in the e-mail list.

Vote open (7 days).

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

MC decision must be minuted and should be included in the official MC minutes of the following MC Meeting.

Verification of the Quorum

To be done at every MC meeting!

Election Time!

Action Chair, Vice Chair and Grant Holder

What are you voting for:

- The **Action Chair** is responsible for the coordination and implementation of the Action.
- The **Vice Chair** assists in these activities where requested to do so by the Action Chair and can substitute for the Action Chair when required or mandated to do so.
- **Grant Holder** is the legal entity responsible for the administrative and financial implementation of the COST Action.
- **FSAC:** a fixed percentage of the actual Scientific Expenditure to support Grant Holder administrative and coordination efforts.

WHO? ... will take care of what?

Deciding on the Action

Elected Action Chair

Action Structure and Leadership positions

Elected Action Chair

Management procedure:

Core Group structure:

Action Chair (AC), Action Vice Chair (AVC), *Grant Holder Scientific Representative (GHSR)*, Science Communication Manager (SCM), STSMs Coordination Manager (STSMCM), TSs Coordination Manager (TSCM), Industry Transfer Manager (ITM), ITC Coordination Manager (ITCCM), Equal Opportunities Manager (EOM), WG(1-5) Leaders

Delegated for:

- Budget changes below 10.000 €
- To limit time for accepting invitations
- Monitoring WGs activities
-

Action Structure and Leadership Positions

Action Chair (AC)	XXXXXX
Action Vice Chair (AVC)	Sofia Gama (FR)
Grant Holder Scientific Representative (GHSR)	Action Chair (IT)
Science Communication Manager (SCM)	Elzbieta Gumienna-Kontecka (PL)
STSMs Coordination Manager (STSMCM)	Matteo Tegoni (IT)
TSs Coordination Manager (TSCM)	Enrique Garcia-Espana (ES)
Industry Transfer Manager (ITM)	Oreste Todini (BE)
ITC Coordination Manager (ITCCM)	Emel Yildiz (TR)
Equal Opportunities Manager (EOM)	Eva Anna Enyedy (HU)
WG1 Leader / Co-leader	Montserrat Filella (CH) / Elvira Bura Nakic (HR)
WG2 Leader / Co-leader	Petr Hermann (CZ) / Maria Amélia Santos (PT)
WG3 Leader / Co-leader	Eva Freisinger (CH) / Arunas Ramanavicius (LT)
WG4 Leader / Co-leader	Iztok Turel (SL) / Winfried Plass (DE)
WG5 Leader / Co-leader	Olga Iranzo (FR) / Natalia Busto (ES)

Action Structure and Leadership Positions

Committees:

- As an OPTION, various Coordinators/Managers may decide to appoint some people to support them in performing various activities, creating small Committees.
- If formed, Committees members' names must be communicated / reported to CG (and then to MC)
- Coordinators/Managers have the possibility to appoint / replace committee members at any time during action, just reporting their choice to CG
- Independently of the presence of a Committee, the ONLY responsible is the Coordinator/Manager, who is the ONLY person officially entitled to report to CG (and MC)
- Analogously, WG Leaders, supported by Co-leaders, may create Committees within WGs, with the same rules as above mentioned

Today's overview

- **Introduction:** About COST and COST Excellence and Inclusiveness Policy
- **What?**
 - ... does this COST Action want to achieve?
 - can we use to achieve it?
- **How?** ... we will manage the COST Action?
- **Who?** ... will take care of what?
- **Wrap up:** Other relevant decisions and closing of the meeting

Proposal for WBP

Elected Action Chair

Proposal for GP1 Budget: 50'000 EUR (20 countries)

- 1 joint MC, CG and WGs meeting (Feb/Mach 2020, preferably in one ITC)
- STSMs (3)
- Dissemination Activities (Website, social media, other...)

Proposal for the WBP (GP1)

A – COST Networking Tools	Quantity	€
(1) Meetings	1*	37'000
(2) Training Schools	0	0
(3) STSMs	3	5000
(4) COST Action Dissemination		1'000
(5) ITC Conference Grant	0	0
(6) OERSA (Other Expenses Related to Scientific Activities)		500
B – TOTAL SCIENCE EXPENDITURE (sum of (1) to (6))		43'500
C – FSAC (Financial and Scientific Administration and Coordination 15% of B)		6'500
D – TOTAL GRANT (B+C)		50'000

Summary of discussions

Elected Action Chair

Summary discussions...

Next Meeting details

Decision on Place and Date

Elected Action Chair

Next meeting details

- **What:** 2-3 days joint meeting (MC, CG and WGs)
- **When:** End of Feb / mid March 2020
- **Where:** an ITC?
 - Croatia
 - Czech Republic
 - Hungary
 - Lithuania
 - Malta
 - Moldova
 - North Macedonia
 - Poland
 - Portugal
 - Serbia
 - Slovenia
 - Turkey

Final Messages From COST

After MC1:

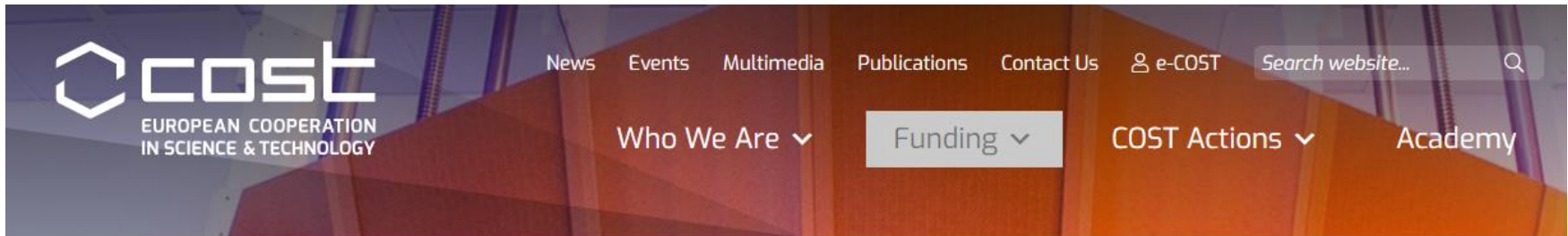
- MC minutes including information, discussion points and decisions
- Submit your Online Travel Reimbursement Request (OTRR) within 30 days!
- Signature of Grant Agreement
- Progress reports: M12, M24 and M48
- Participation to COST Events (e.g. COST CONNECT)
- COST Academy: training for communication, for GH managers, ...
- Communicating with COST

Communicate only outcomes of MC decisions

Always indicate your Action number in the subject line of your email **CA182XX!**


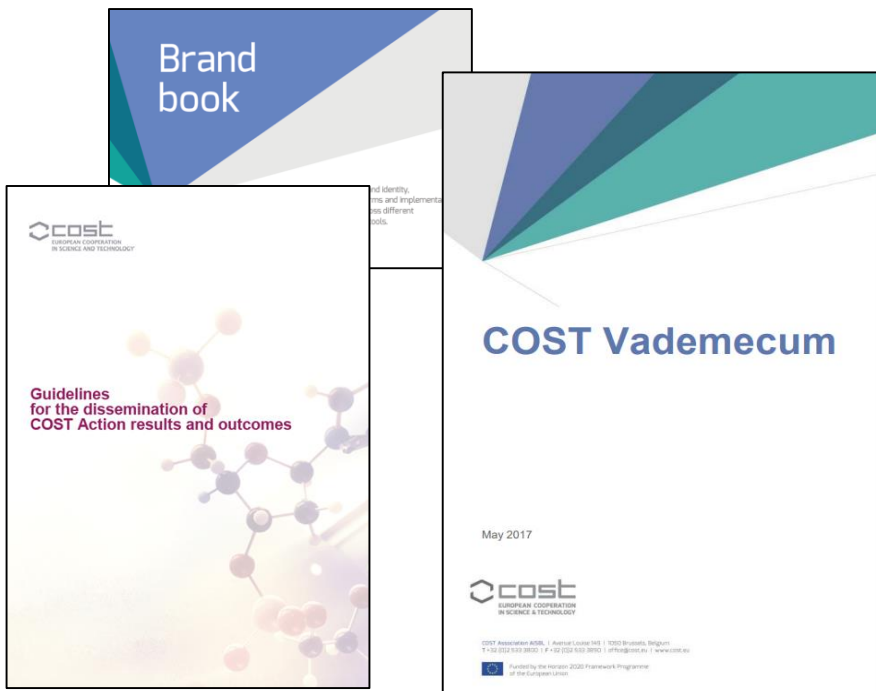
COST: supporting documents

<https://www.cost.eu/funding/how-to-get-funding/documents-and-guidelines/>




Documents and guidelines

Home > Funding > How to get funding > Documents and Guidelines




Action management, monitoring and final assessment

[Download](#)




International cooperation and specific organisations participation

[Download](#)



Rules for participation in and implementation of COST activities

[Download](#)



COST Code of Conduct

[Download](#)

What will I start tomorrow to contribute to the success of this Action?

Check-out and invitation to the Chair to close the day