



ACTION PARTICIPATION GUIDELINES

IMPORTANT NOTE

In this document you will find the necessary information on the documentation that you have to submit to FCT (cost@fct.pt) to be part of the Management Committee of a given COST Action.

This also includes your duties and main responsibilities as a Management Committee member. Please remember that being a Management Committee member **IS NOT** the only way to participate in a COST Action. In addition, take note that you will be representing Portugal in the Management Committee with the support of your Host Institution.

Information on how to participate in the COST Action Working Groups is also provided for the sake of completeness and it is found in the COST webpage dedicated to your COST Action here:

<https://www.cost.eu/cost-actions-event/browse-actions/>

NATIONAL DELEGATE OF THE COST ACTION MANAGEMENT COMMITTEE & COST ACTION WORKING GROUPS

NATIONAL DELEGATE OF THE COST ACTION MANAGEMENT COMMITTEE

Profile:

Researcher/Innovator specialised in the COST Action topic.

Main roles:

Implementation, supervision and coordination of the COST Action activities;

Representation of Portugal with the support of the institution to which the investigator is affiliated to;

Duties (to be sent to cost@fct.pt):

Submit a statement of commitment;

Maximize the Portuguese participation in the COST Actions and maximize the number of institutions and young researchers in the COST Actions, ensuring gender balance and a diversity of career stages;

Details of information that may be requested to MC Members:

How Portugal is participating in the Action, namely number of yearly beneficiaries of COST funds. Mention how the MC National Delegate has contributed to the success of the Action, namely the involvement of more PT researchers and innovators or research managers in the COST Action.

Target:

Between 6 and 9 different people affiliated to PT institutions should benefit from COST funds during the lifetime of the Action.

MC Members will be underperforming if they privilege their own institution or R&D Unit. COST Actions are inclusive and open to all.

IMPORTANT NOTE:

Maximum of 2 MC members Affiliated to PT Institutions per Action



EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

NATIONAL DELEGATE OF THE COST ACTION MANAGEMENT COMMITTEE & COST ACTION WORKING GROUPS

COST ACTION WORKING GROUPS

Profile:

Researcher or Innovator specialised in the COST Action topic or whose present research interests are connected to the latter.

Main roles:

Organise and execute the scientific work related to a specific Working Group (WG) of the Action;

Note:

Consult the Memorandum of Understanding of the COST Action (available for download in the COST website) in order to evaluate how one's scientific profile can fit in the objectives of the different Working Groups;

Prior to your application, contact the Chair or the COST Action National Delegates.

FCT does not participate in the nomination procedure for the WGs.



EXPRESSION OF INTEREST FOR NATIONAL DELEGATE OF THE ACTION MANAGEMENT COMMITTEE

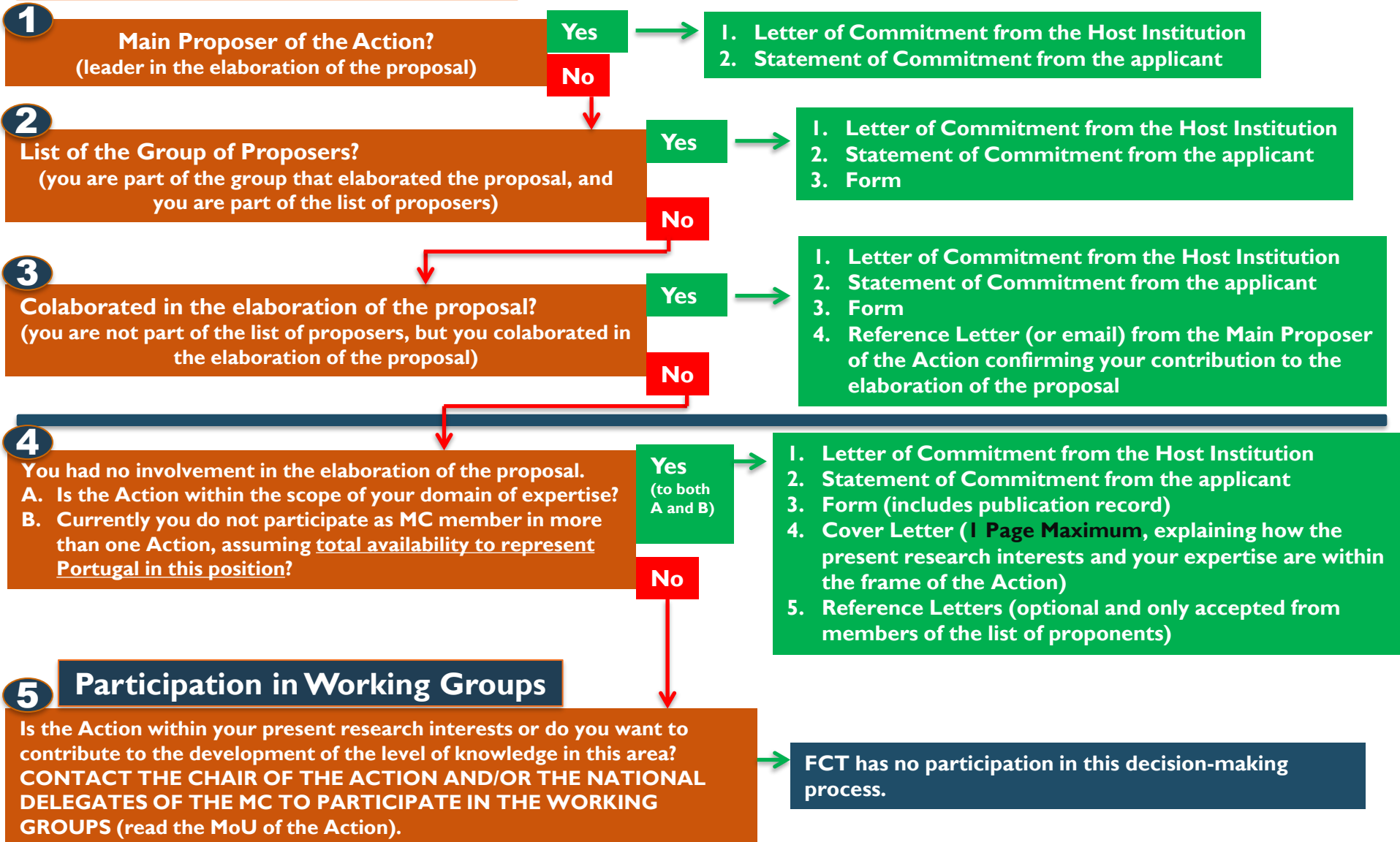
DOCUMENTATION TO BE SENT

(in PT or EN) to cost@fct.pt

Read the following slide!

EXPRESSION OF INTEREST FOR NATIONAL DELEGATE OF THE ACTION MANAGEMENT COMMITTEE

LEVEL OF PARTICIPATION



CRITERIA FOR NOMINATION (following this order)

- **Level of involvement in the elaboration of the proposal (see previous slide);**
- **Support Letter from Main Proposer;**
- **Support Letter from a Member of the Group of Proposers;**
- **Research interests/publications/ongoing funded projects matching the COST Action objectives;**
- **Institution to which one is affiliated to (different institutions);**
- **Gender Balance, Empowering young researchers (PhD. awarded less than 8 Years ago);**
- **Privileging who is “new to COST” vs. “Experienced in COST”;**

FAQs On the NEW RULES FOR MC NOMINATION

- What happens to the MC substitutes?
 - On 1st November, they will be removed from the Action website and e-COST
 - If substitutes are involved in a Working Group (WG), they will be transferred to that WG as from 1st November and will appear on the Action website (as WG member)
- Who should register to one/several WG(s) via the COST website?
 - Actually everyone who wants to join an Action (including the MC candidate) as from now for the new Actions, as from 1st November for the other Actions.
- What happened to the MoU approval?
 - By default all COST countries approves the MoU upon CSO approval of the Action
- But how will the Action budget be calculated since all countries have approved the MoU?
 - This has still to be clarified

FAQs On the NEW RULES FOR MC NOMINATION

- Which leadership positions requires an MC member nomination?
 - The MC Chair, Vice-Chair and Grant Holder Scientific Representative (other leadership positions do not need an MC nomination)
- When will the new documents be available?
 - In September for the new annotated rules (merge of 3 current documents: Vademecum, Action Management and Dissemination Guidelines)
- What are the conditions to an MC nominations?
 - Previously you could nominate without condition up to one year after CSO approval of the Action. Now, you can nominate without condition up to the first MC meeting. After the first Management Committee meeting, any MC member nomination will require a tacit validation by the Management Committee (MC). The MC may refuse the candidate within 4 weeks of nomination based on a written S&T/networks justification.