

Frequently Asked Questions

On New Rules for Action Management

New tool for WG membership, Changes in the MC composition and New Leadership Position

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TABLE OF CONTENTS

New tool to manage WG membership	3
Q1: What will the tool look like?.....	3
Q2: Do MC members, MC observers and MC substitutes need to apply to become WG members via the new tool?	3
Q3: Do all current WG members need to apply to become WG members via the new tool?	5
Changes to the MC composition	6
MC Substitute is no longer a permanent position	6
Q4: What will happen to the MC substitutes in the Action?	6
Q5: Some MC substitutes in the Action are holders of leadership positions. Do they need to be replaced by MC members?	6
Q6: How will the contribution of the MC Substitutes be acknowledged?	6
Q7: Can these participants still be invited to MC meetings?	6
Q8: Are there any changes to the eligibility for funding of these individuals?	6
Researchers from Third States (IPC) and NNC will no longer be MC Observers	6
Q9: What will happen to the MC Observers in the Action?	6
Q10: How can the contribution of a specific MC Observer from an IPC or NNC be recognised?	7
Q11: Can these participants still be invited to MC meetings?	7
Q12: Are there any changes to the eligibility for funding of these individuals?	7
Q13: Recently, researchers from IPC or NNC expressed their will to participate in the Action. How can this be done?	7
There will be a max of 2 MC Observers from the COST Partner Member (South Africa)	7
Q14: Is there the need of any follow up with regards to the MC Observers from South Africa in the Action?	7
Q15: Can these participants still be invited to MC meetings?	8
Q16: Are there any changes to the eligibility for funding of these individuals?	8
Q17: Recently, researchers from South Africa expressed the will to participate in the Action. How can this be done?	8
There will be a max of 1 MC Observer per Specific Organisation member of the Action	8
Q18: Is there the need of any follow up with regards to the MC Observers from Specific Organisations in the Action?	8
Q19: Can these participants still be invited to the MC meeting?	9
Q20: Are there any changes to the eligibility for funding of these individuals?	9
Q21: Recently researchers from a Specific Organisation expressed the will to participate in the Action. How can this be done?	9
Q22: Some of the International Organisations participating in the Action do not appear in the list (www.cost.eu/Country_Organisations_Table). What does this imply?	9
New mandatory leadership position: Grant Awarding Coordinator	10
Q23: Does this mean STSM and ITC Conference Grant Coordinators need to be dismissed?	10
Q24: Will the current STSM and ITC Conference Grant Coordinators still have access to the applications submitted on e-COST?	10

New tool to manage WG membership

COST will offer a tool for managing WG membership, which will simplify the management of requests to join from new potential WG members, and will provide an overview of the participation in the different WGs. This tool will also allow for the individual WG members to be displayed on the Action's page on the COST website, thus providing recognition of their contribution to the Action. Last, but not least, the number of COST Full or Cooperating Members represented in the different WGs will be used to estimate the size of the network, contributing to the determination of the following Grant Period's budget (see section 7.2 of the [Annotated Rules for COST Actions](#)).

Q1: What will the tool look like?

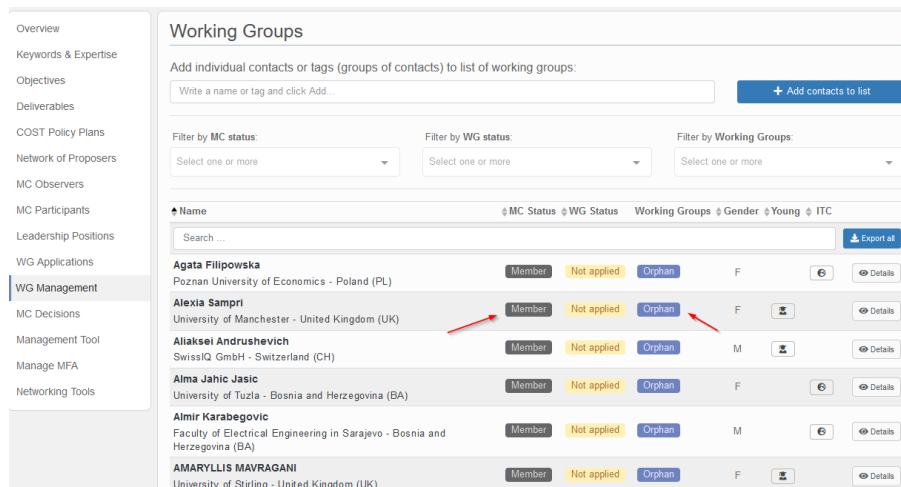
COST is developing 2 modules in e-COST:

- **The application module:** this is already available in the COST website, on the pages of Actions that will start in the fall of 2021 (CA201XX). As of 2nd November, this will also be active on your Action's page. This module allows any future interested participant to apply for participating in a WG of the Action.
- **The managing module:** will allow the Chair, Vice Chair or GH manager to encode the MC acceptance of WG membership applications and allocate participants to a given WG. This will be released in e-COST to your Action on November 2nd.

Q2: Do MC members, MC observers and MC substitutes need to apply to become WG members via the new tool?

No. MC members, MC Observers and MC substitutes who have accepted their role on e-COST may be considered by default as approved WG members.

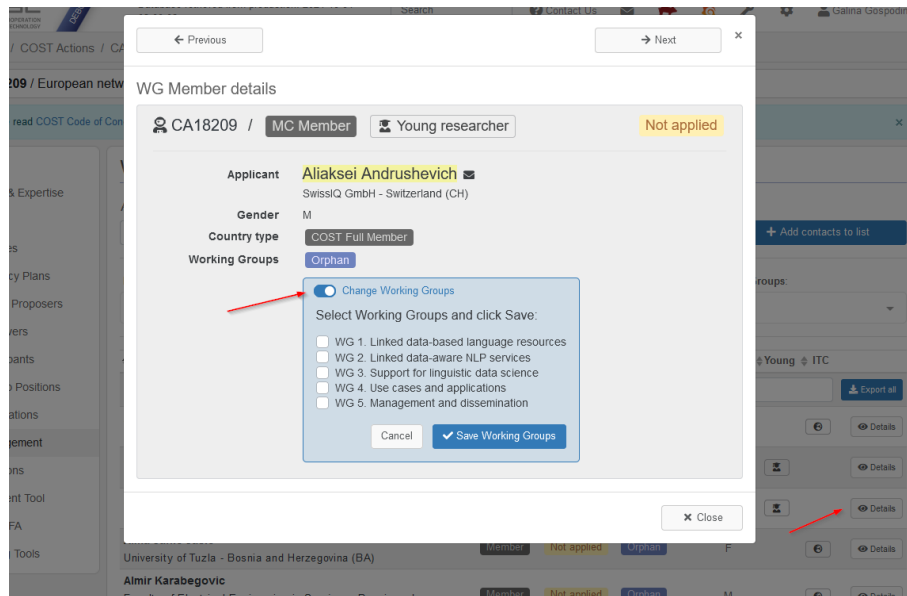
MC members will appear in the WG management module. They will not be assigned to any specific WG.



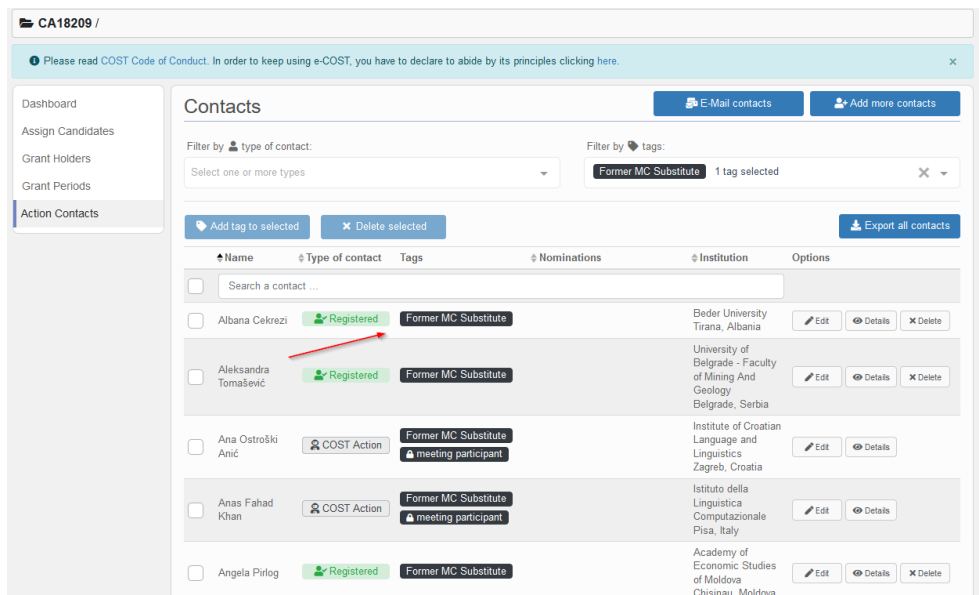
The screenshot displays the 'Working Groups' management page. On the left is a navigation menu with 'WG Management' selected. The main content area shows a table of MC members. The table has columns for Name, MC Status, WG Status, Working Groups, Gender, Young, and ITC. Below the table are filter options for MC status, WG status, and Working Groups. The table lists several members, including Agata Filipowska, Alexia Sampri, Allaksei Andrushevich, Alma Jahic Jasic, Almir Karabegovic, and AMARYLLIS MAVRAGANI. For Alexia Sampri, red arrows point to the 'Member', 'Not applied', and 'Orphan' buttons.

Name	MC Status	WG Status	Working Groups	Gender	Young	ITC
Agata Filipowska Poznan University of Economics - Poland (PL)	Member	Not applied	Orphan	F		
Alexia Sampri University of Manchester - United Kingdom (UK)	Member	Not applied	Orphan	F		
Allaksei Andrushevich SwissIQ GmbH - Switzerland (CH)	Member	Not applied	Orphan	M		
Alma Jahic Jasic University of Tuzla - Bosnia and Herzegovina (BA)	Member	Not applied	Orphan	F		
Almir Karabegovic Faculty of Electrical Engineering in Sarajevo - Bosnia and Herzegovina (BA)	Member	Not applied	Orphan	M		
AMARYLLIS MAVRAGANI University of Stirling - United Kingdom (UK)	Member	Not applied	Orphan	F		

Assignment to the specific WG(s) can be done manually by the GH manager, the Chair or the Vice Chair. Please note that until MC members are assigned to a WG, their information will not be visible on the COST Action page "Working Groups" of the COST website – they will continue to appear on the page "Management Structure".



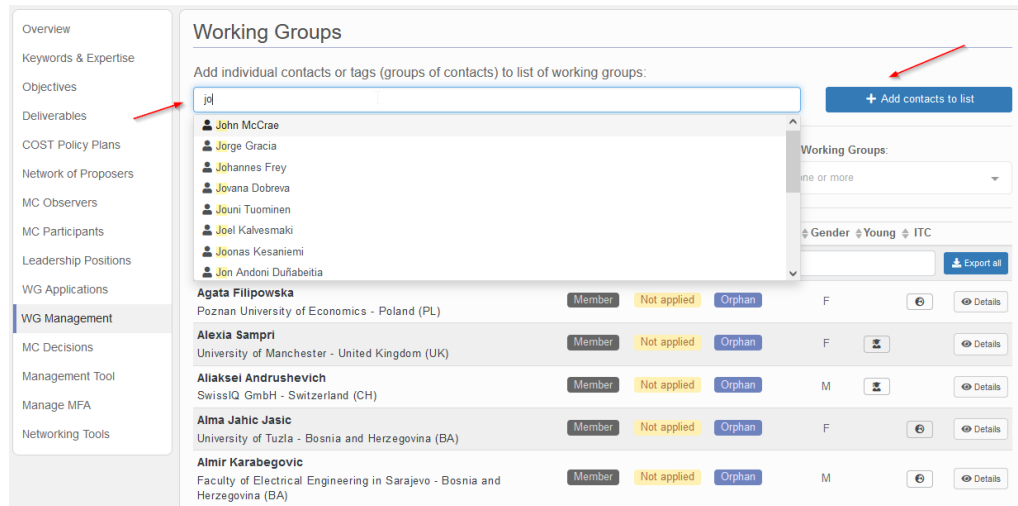
Current MC substitutes and Observers will not appear in the WG management module by default. To have the role of WG members recognised on e-COST, their data needs to be imported from the Action Contact list by the GH manager, the Chair or the Vice Chair. To make sure there is no contact lost, COST will transfer all the MC substitutes and Observers to the Action Contact List flagging their previous roles with a tag (e.g. Former MC Substitutes):



However please note that:

- MC substitutes and MC Observers from Third States (IPC) and NNC that did not accept their nomination by November 1st will not appear by default in the Action Contact list. If necessary, the GH manager can encode their details manually.
- MC Observers from COST Partner Member (South Africa) and Specific Organisations will also not be transferred to the Action Contact List (see Q14 and Q18 for details).

Import can be done by searching the specific name or tag in the WG Management tool and then click “Add contacts to list”.



Working Groups

Add individual contacts or tags (groups of contacts) to list of working groups:

jd

+ Add contacts to list

Working Groups:

one or more

Gender Young ITC

Export all

Agata Filipowska Poznan University of Economics - Poland (PL)	Member	Not applied	Orphan	F		Details
Alexia Sampri University of Manchester - United Kingdom (UK)	Member	Not applied	Orphan	F		Details
Allaksei Andrushevich SwissIQ GmbH - Switzerland (CH)	Member	Not applied	Orphan	M		Details
Alma Jahic Jasic University of Tuzla - Bosnia and Herzegovina (BA)	Member	Not applied	Orphan	F		Details
Almir Karabegovic Faculty of Electrical Engineering in Sarajevo - Bosnia and Herzegovina (BA)	Member	Not applied	Orphan	M		Details

However please note that: During import the tool will assign the imported contact to all WGs. Assignment to the specific WG(s) can be corrected manually by the GH manager, the Chair or the Vice Chair. The information encoded on the WG list will appear on the COST Action page of the COST website.

Q3: Do all current WG members need to apply to become WG members via the new tool?

Even if the current WG members already applied and were approved by the MC, we do not always have this information on e-COST.

- If the WG members are on the Action Contact list on e-COST their data can be imported as described in Q2.
- If the WG members are not on the Action Contact list on e-COST, they will need to encode their information in e-COST via the "apply" link that will be available as of November 2nd on the Action page on the COST Website.

This step is particularly relevant for WG members who wish to be recognised as such in the COST website. Also, for Actions CA181XX, CA182XX and CA191XX, more

Changes to the MC composition

The MC of the Action will become smaller and thus will be able to work more efficiently. There will be up to 2 MC members per COST Full or Cooperating Member (see section 3.1 of the [Annotated Rules for COST Actions](#)).

MC Substitute is no longer a permanent position

Q4: What will happen to the MC substitutes in the Action?

Current MC substitutes who have accepted their role on e-COST may be considered by default as approved WG members. Please see Q2 on how to reflect this on e-COST and the COST Action page on the COST website.

Q5: Some MC substitutes in the Action are holders of leadership positions. Do they need to be replaced by MC members?

No. In the new rules, leadership positions can be taken by WG members (see section 3.9.4 of the [Annotated Rules for COST Actions](#)).

Q6: How will the contribution of the MC Substitutes be acknowledged?

MC Substitutes will be listed as WG members on the COST website (see Q2).

Q7: Can these participants still be invited to MC meetings?

Yes. In the new Annotated Rules for COST Actions, the MC can decide to invite to the MC meeting any relevant participant. (see section 3.3.2 of the [Annotated Rules for COST Actions](#)).

Q8: Are there any changes to the eligibility for funding of these individuals?

No. As long as their affiliation continues to be in a legal entity in eligible according to the COST rules (see section 6.4 of the [Annotated Rules for COST Actions](#)).

Researchers from Third States (IPC) and NNC will no longer be MC Observers

Q9: What will happen to the MC Observers in the Action?

Current MC Observers from Third States (IPC) and NNC who have accepted their role on e-COST may be considered by default as approved WG members. Please see Q2 on how to reflect this on e-COST and the COST Action page on the COST website.

Q10: How can the contribution of a specific MC Observer from an IPC or NNC be recognised?

MC Observers from Third States (IPC) and NNC who have accepted their role on e-COST will be listed as WG members in the COST website once they have been transferred to the WG list on e-COST (see Q2).

Furthermore, they are now able to be nominated for one of the other leadership positions established by the Action to serve its needs (except mandatory leadership positions) (see section 3.9.4 of the [Annotated Rules for COST Actions](#)). The Action can, for example, nominate a very relevant former MC Observer as “Special Advisor” or “International Advisor”. This information will be visible on the COST website.

Q11: Can these participants still be invited to MC meetings?

Yes. In the new Annotated Rules for COST Actions, the MC can decide to invite to the MC meeting any relevant participant. (see section 3.3.2 of the [Annotated Rules for COST Actions](#)).

Q12: Are there any changes to the eligibility for funding of these individuals?

Overall no. Participants from NNC will continue to be eligible to receive funding to participate in activities of the COST Action. Participants from IPC will be eligible in very limited cases (mainly as trainers in Training School) (see details in section 6.4 of the [Annotated Rules for COST Actions](#)).

Q13. Recently, researchers from IPC or NNC expressed their will to participate in the Action. How can this be done?

They should submit their application as WG members in e-COST via the "apply" link (e-COST tool) that will be available as of November 2nd on the Action page on the COST Website.

There will be a max of 2 MC Observers from the COST Partner Member (South Africa)

Q14: Is there the need of any follow up with regards to the MC Observers from South Africa in the Action?

That depends.

- **If in the Action there is max 2 MC Observers from South Africa**, there is no change to their status.
 - COST will transfer these MC Observers to the new IT system during the month of November.
- **If in the Action there is more than 2 MC Observers from South Africa**, the Chair will be contacted by COST to provide information as to who will stay as MC Observer and who will be a WG member.
 - COST will transfer the MC Observers details provided by the Action Chair to the new IT system during the month of November.

- The information of the WG members will be encoded by the Action as described in Q2. Please note that these contacts will not be exported automatically to the Action Contact List, so please ensure this information is encoded by the GH manager.

The final list of MC Observers and the CNC of South Africa will be notified that they are now representing their country. The information on their role on the Action page on the COST website will be made available in the upcoming months.

Q15: Can these participants still be invited to MC meetings?

As of November 2nd, MC Observers from South Africa will be invited to the MC meeting. It will also be possible to invite WG members from South Africa. In the new Annotated Rules for COST Actions, anyone can be invited to the MC meeting (see section 3.3.2 of the [Annotated Rules for COST Actions](#)).

However, they will not be reimbursed by the COST budget – they shall seek funding from their national agency.

Q16: Are there any changes to the eligibility for funding of these individuals?

No. As today, participants from South Africa shall seek funding from their national agency.

Q17: Recently, researchers from South Africa expressed the will to participate in the Action. How can this be done?

They should submit their application as WG members in e-COST via the "apply" link (the e-COST tool) that will be available as of November 2nd on the Action page on the COST Website.

Soon, information on how to become an MC Observer from South Africa will be available.

There will be a max of 1 MC Observer per Specific Organisation member of the Action

See the list of Specific Organisations here: www.cost.eu/Country_Organisations_Table

Q18: Is there the need of any follow up with regards to the MC Observers from Specific Organisations in the Action?

That depends.

- **If in the Action there is 1 MC Observer from each Specific Organisation**, there is no change to their status.
 - COST will transfer the MC Observer to the new IT system during the month of November.
 -
- **If in the Action there is more than 1 MC Observer from each Specific Organisation**, the Chair will be contacted by COST to provide information as to who will stay as MC Observer and who will become a WG member.
 - COST will transfer the MC Observers details provided by the Action Chair to the new IT system during the month of November.

- The information of the WG members will be encoded by the Action as described in Q2. Please note that these contacts will not be exported automatically to the Action Contact List, so please ensure this information is encoded by the GH manager.

The information on their role on the Action page on the COST website should be available after November.

Q19: Can these participants still be invited to the MC meeting?

Yes. In fact, as of November 2nd, MC Observers from Specific Organisations will be invited to the MC meeting. (see section 3.3.2 of the [Annotated Rules for COST Actions](#)).

Q20: Are there any changes to the eligibility for funding of these individuals?

No. Participants from European RTDs will continue to be eligible to receive funding to participate in activities of the COST Action. Participants from IO will be eligible in very limited cases (mainly as trainers in Training School). Participants from the European Commission cannot be funded by COST. (see details in section 6.4 of the [Annotated Rules for COST Actions](#)).

Q21: Recently researchers from a Specific Organisation expressed the will to participate in the Action. How can this be done?

They should submit their application as WG members in e-COST via the "apply" link (the e-COST tool) that will be available as of November 2nd on the Action page on the COST Website.

If their organisation wishes to formally join the Action MC as MC observer, please contact the Science Officer of the Action after November 2nd, who will guide you in the process.

Q22: Some of the International Organisations participating in the Action do not appear in the list ([www.cost.eu/Country Organisations Table](http://www.cost.eu/Country_Organisations_Table)). What does this imply?

These are very few cases. Participants from these organisations will be considered by default as approved WG members. Please see Q2 on how to reflect this on e-COST and the COST Action page on the COST website.

Furthermore, these participants may be considered for a leadership position (see section 3.9.4 of the [Annotated Rules for COST Actions](#)). You can, for example, nominate this person as "Special Advisor". This information will be visible on the COST website.

New mandatory leadership position: Grant Awarding Coordinator

In the new rules, in addition to STSMs and ITC Conference Grants, it will be possible to also award Dissemination Conference Grants (to support the activity former Disseminating Meeting) and Virtual Mobility Grants (to be confirmed).

The new mandatory leadership position of Grant Awarding Coordinator aims at coordinating all grant awarding processes (e.g. coordinating organisation of open calls for applications, their dissemination, evaluation procedures, etc) to make it more efficient. The Grant Awarding Coordinator can be supported by those in other leadership positions or Grant Evaluation Committee(s) appointed by the MC.

Q23: Does this mean STSM and ITC Conference Grant Coordinators need to be dismissed?

No. This is the decision of the Action. The Action can, **for example**, decide to make either the STSM or the ITC Conference Coordinator the new Grant Awarding Coordinator, while the other keeps their original position. This original position will remain visible on e-COST.

Q24: Will the current STSM and ITC Conference Grant Coordinators still have access to the applications submitted on e-COST?

Yes. They will be able to monitor the applications and organise their evaluation. In fact, this feature will be available to all the holders of leadership positions encoded on e-COST.

However, only the Grant Awarding Coordinator, the Chair or the Grant Holder manager will be able to approve or reject applications.