Action CM1404

Chemistry of Smart Energy Carriers and Technologies (SMARTCATS)

1st Management Committee Meeting

Dr Lucia Forzi

Science Officer

Brussels, 06/03/2015

COST Emergency Instructions

First Aider at COST

What is a 'first aider'?

In relation to the workplace, a first aider is someone who has passed and is in receipt of a valid 4-day, First Aid approved training course for carrying out First Aid at work.

Who is 'first aider' at COST?

15th floor:

- ➢ ***Leatitia Malone:** leatitia.malone@cost.eu – 43800
- ➢ **Mario Moreira Cabral:** mario.cabral@cost.eu - 3863

21st floor:

- ➢ **Tamsin Reniers**: tamsin.reniers@cost.eu – 3825
- ➢ ***Nathalie Warenghien**: nathalie.warenghien@cost.eu – 43860
- ➢ **Cassia Azevedo Zezzi**: Cassia.Azevedo@cost.eu – 3844
- ➢ **Jeannette Nchung Oru**: Jeannette.NchungOru@cost.eu – 3850
- ➢ **Teresa Oliveros Martinez**: Teresa.Oliveros@cost.eu – 3835
- ➢ **Silvia Alexe** : Silvia.Alexe@cost.eu - 3854
- ➢ **Rossella Magli** : Rossella.Magli@cost.eu - 3833
- ➢ **Svetlana Voinova** : Svetlana.voinova@cost.eu - 3848
- ➢ **Maria Victoria Serrano Blazquez**: Mariavictoria.Serrano@cost.eu - 3857

First Aid boxes are located at both Receptions

Fire Marshall at COST

What is a 'Fire Marshall'?

In relation to the workplace, a fire Marshall is a person who is responsible for the prevention and investigation of fires

Who is 'Fire Marshall' at COST?

15 th floor:

- ➢ Leatitia Malone: Leatitia.Malone@cost.eu – 3800
- ➢ Florin Petre: Florin.Petre@cost.eu – 3855
- ➢ Dafna Rothschild: Dafna.Rothschild@cost.eu - 3838

21st floor:

- ➢ Barbara Bottiau: Barbara.Bottiau@cost.eu - 3811
- ➢ Christer Halen: Christer.Halen@cost.eu – 3807
- ➢ Radka Jekova: Radka.Jekova@cost.eu - 3828
- ➢ Jeannette Nchung Oru: Jeannette.NchungOru@cost.eu – 3850
- ➢ Teresa Oliveros Martinez: Teresa.Oliveros@cost.eu - 3835
- ➢ Tamsin Reniers: Tamsin.Reniers@cost.eu – 3880
- ➢ Svetlana Voinova: Svetlana.Voinova@cost.eu - 3848
- ➢ Nathalie Warenghien: Nathalie.Warenghien@cost.eu – 3860

Office Evacuation

Who is responsible of the office evacuation?

15th floor: COST Reception*

➢ *Leatitia Malone: Leatitia.Malone@cost.eu – 43800

➢ *Dafna Rothschild: Dafna.Rothschild@cost.eu - 43838

➢ Florin Petre: Florin.Petre@cost.eu – 3855

➢ Administrative and Science Officers responsible of the meeting

21st floor:

➢ Barbara Bottiau: Barbara.Bottiau@cost.eu – 3811

➢ *Nathalie Warenghien: Nathalie.Warenghien@cost.eu – 43860

➢ Christer Halen: Christer.Halen@cost.eu – 3807

➢ Jeannette Nchung Oru: Jeannette.NchungOru@cost.eu – 3850

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➢ Svetlana Voinova : Svetlana.Voinova@cost.eu - 3848

Evacuation Instructions

In case of fire alarm*:

- Stop all activity
- Try to stay calm, do not run
- Do not lose time in retrieving personal belongings
- Follow the evacuation signals
- Emergency exits are located in front of the toilets both sides of the building
- Do not use the elevators!
- Join the meeting point, oustide of the building, which is located on the right, at the parking space in the middle of the Avenue Louise facing the children shop « TINOK »
- Be careful when crossing the road for the TRAM!
- The Fire Marshall will proceed with the counting of those present

*Fire alarm test: every 1st Friday of the month at noon!

149 Avenue Louise
Bruxelles
Street View - juil. 2014

TINOK

Meeting pt

Exit from Tower

Avenue Louise

COST Association Contact Point
Action CM1404

Science Officer **Dr Lucia Forzi**

lucia.forzi@cost.eu

Tel: +32 (0)2 533 38 58

Administrative Officer **Ms Svetlana Voinova**

svetlana.voinova@cost.eu

Tel: +32 (0)2 533 38 48

Agenda

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Tour de table / introduction of the MC members
5. Establishment of quorum
6. General information on COST mechanism and on the funding and reporting of coordination activities:
   - COST Overview
   - COST Policies
   - COST Structure
   - COST Action Participation
   - COST Actions
   - COST Actions Administrative Rules and Guidelines
7. Information on the Rules of Procedure for COST Action Management Committees
8. Election of the Chair, Vice-Chair and Selection of the Grant Holder Institution and its Scientific Representative

Minutes are prepared by COST

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COST is supported by the
EU Framework Programme
Horizon 2020

Agenda

9.   Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Chair)

   •   MoU Objectives and working programme

   •   Working method - organisation and management (including Working Groups)

   •   Distribution of tasks

   •   Strategy for Implementing COST policies: Excellence and Inclusiveness, International Cooperation and SME and Industry Cooperation

10.   Appointment of horizontal roles

   •   Appointment of Working Group (WG) Leaders

   •   Any other horizontal roles (e.g. STSM Coordinator, Website Host Institution, Composition of Core Group (CG))

11.   Draft Work and Budget (W&B) Plan for the first Grant Period (GP)

   •   Grant Period Goals and Tasks

   •   Approval of the FSAC (%) for the Grant Holder Institution

12.   Any Other Business (AOB)

13.   Closing

Minutes are prepared by the MC

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Horizon 2020

CM1404: Chemistry of Smart Energy Carriers and Technologies (SMARTCATS)

CSO approval: 13/11/2014

Start of Action: 06/03/2015

End of Action: 05/03/2019

Duration: 4 years

Parties: Currently 21

MC Chair: to be nominated at the 1st MC Meeting

MC Vice Chair: to be nominated at the 1st MC Meeting

Tour de table

http://www.cost.eu/COST_Actions/cmst/Actions/CM1404?parties

About COST	COST Actions	Participate	Events	Media		e-COST

Home | COST Actions | Chemistry and Molecular Sciences and Technologies (CMST) | Actions | CM1404 | Parties

CMST COST Action CM1404

Parties

Action details

MoU	Draft: oc-2014-1-18366
CSO Approval date	13/11/2014
Start of Action	06/03/2015
End of Action	05/03/2019

Participations

Country	Date	Status
▸ Austria	26/11/2014	Confirmed
▸ Belgium	20/01/2015	Confirmed
▸ Bulgaria	08/12/2014	Confirmed
▸ Cyprus	19/11/2014	Confirmed
▸ Czech Republic	02/03/2015	Confirmed
▸ Denmark	05/12/2014	Confirmed
▸ France	25/11/2014	Confirmed
▸ Germany	28/11/2014	Confirmed
▸ Greece	16/12/2014	Confirmed
▸ Hungary	19/12/2014	Confirmed
▸ Ireland	09/12/2014	Confirmed
▸ Israel	18/11/2014	Confirmed
▸ Italy	05/12/2014	Confirmed
▸ Netherlands	16/02/2015	Confirmed
▸ Norway	28/11/2014	Confirmed
▸ Portugal	02/02/2015	Confirmed
▸ Slovenia	29/12/2014	Confirmed
▸ Spain	25/11/2014	Confirmed
▸ Sweden	15/01/2015	Confirmed
▸ Switzerland	16/01/2015	Confirmed
▸ United Kingdom	18/11/2014	Confirmed
Total: 21		

Chemistry and Molecular Sciences and Technologies COST Action CM1404

▸ Description
▸ Parties
▸ Management Committee

General Information*

Proposer of the Action:
Dr. Mariarosaria DE JOANNON

Science officer of the Action:
Dr Lucia FORZI

Administrative officer of the Action:
Ms Svetlana VOINOVA

Downloads*

Action Fact Sheet
Download AFS as .RTF

Memorandum of Understanding
Download MoU as PDF

Websites*

Domain website:
http://www.cost.eu/cmst

* content provided by e-COST.
Data is synchronised once per night.

Navigation sidebar

▸ All Actions
▸ Biomedicine and Molecular Biosciences (BMBS)
▸ **Chemistry and Molecular Sciences and Technologies (CMST)**
  → Actions
▸ Earth System Science and Environmental Management (ESSEM)
▸ Food and Agriculture (FA)
▸ Forests, their Products and Services (FPS)
▸ Individuals, Societies, Cultures and Health (ISCH)
▸ Information and Communication Technologies (ICT)
▸ Materials, Physics and Nanosciences (MPNS)
▸ Transport and Urban Development (TUD)
▸ Trans-Domain Proposals
▸ COST Action Networking Tools

Agenda

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COST OVERVIEW

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

What is COST?

Founded in 1971, COST is the oldest and widest European intergovernmental framework for transnational Cooperation in Science and Technology.

COST has been supporting networking of research activities across all 35 Member countries and beyond for more than **40 years**.

COST is open to all disciplines, to all novel and ground-breaking S&T ideas, to all categories of partners where mutual benefit is real.

COST Mission

COST enables breakthrough scientific developments leading to new concepts and products.

It thereby contributes to **strengthening Europe's research and innovation capacities.**

technology
future
inclusiveness
inspiration
science
concepts
innovation

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EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

COST Key Principles

- Inclusiveness and excellence

- Highest quality in Science and Technology (S&T)

- Bottom-up – Open Call

- Targeting Early Career Investigators (ECI)

- COST funding is used to leverage funding from nationally and regionally funded projects

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

COST Strengths and Key Features

COST supports the networking of researchers through science and technology networks called 'COST Actions' and is open to:

- Any novel and original idea (innovative)

- All fields of S&T (including interdisciplinary, new and emergent fields)
  - Transdisciplinarity

- Flexible participation – join in at any time

- All partners (public and private, big and small)

- All career stages (young and senior researchers)
  - Capacity building

- All countries (small and big, leader and follower countries)
  - Global cooperation on the basis of mutual interest

COST Budget in H2020

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

❑ Challenge 6 "Europe in a changing world – inclusive, innovative and reflective Societies"

❑ "Spreading Excellence and Widening Participation"

| European Commission Horizon 2020 | → | COST Association |

COST POLICIES

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

COST Policies

Excellence and Inclusiveness

Implementation Strategy by the MC

The Action should have a plan towards inclusiveness (**Geographical Coverage, Early Career Investigator involvement and Gender Balance**) that is revised and updated at every MC meeting and develop a strategy to attract researchers and stakeholders

SOME EXAMPLES:

❑ Leadership roles
❑ Organising and locating Action meetings and events
❑ Benefiting from COST networking tools
❑ Promoting STSMs
❑ Action Think Tank for Early Career Investigators

ECI = PhD + up to 8 years

Inclusiveness Target Countries

Originated from:

- ❑ The political context of the Innovation Union (Horizon 2020)
- ❑ The intergovernmental 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**

- ❑ Counterbalance research communities unequal access to knowledge infrastructures, funding and resources distribution
- ❑ Connect "pockets of excellence" in science and technology operating from diverse locations in Europe

COST Inclusiveness Targeted 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
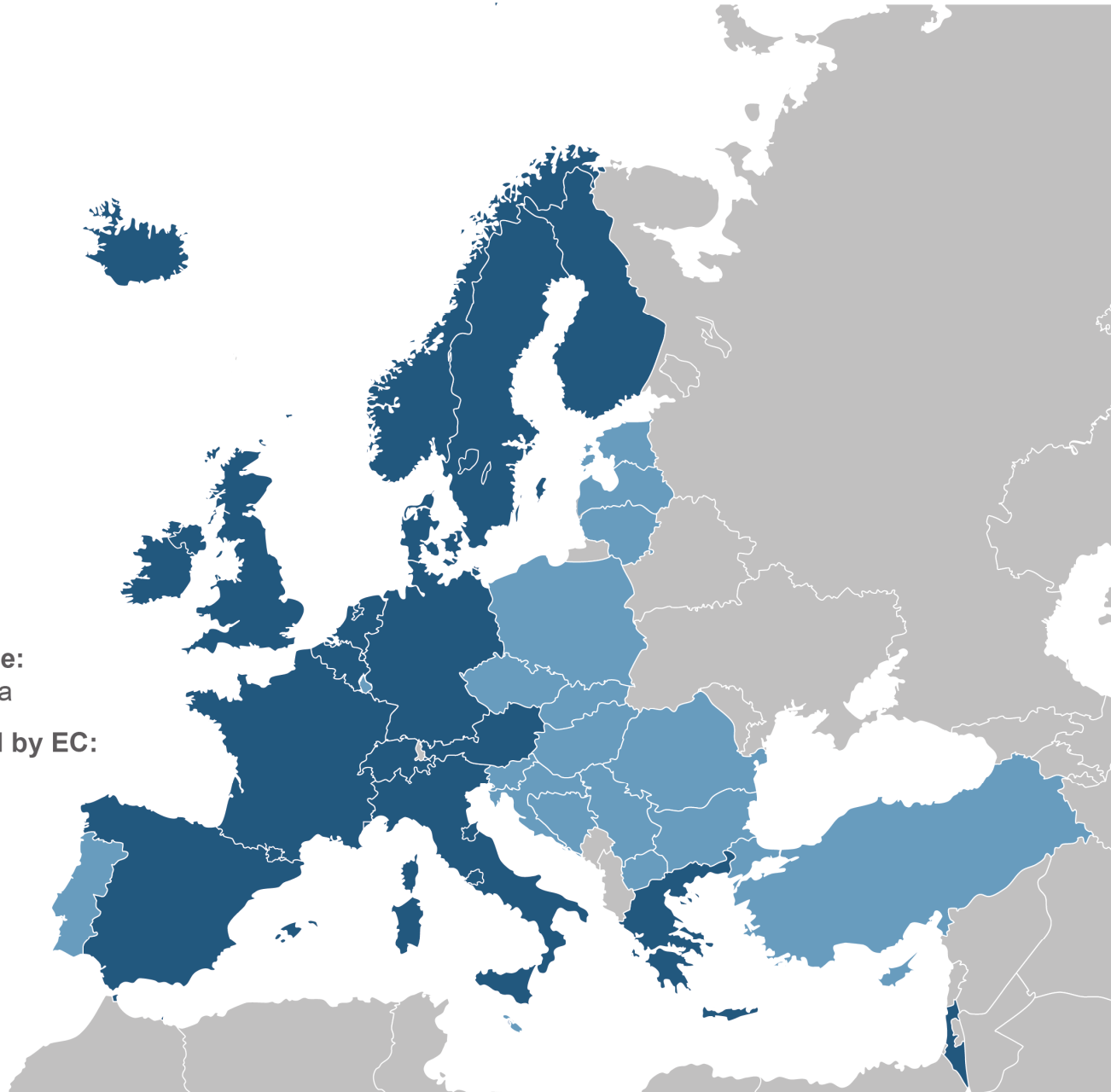
International Cooperation

Implementation Strategy by the MC

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

SOME EXAMPLES:

- ❑ Approved IPC and NNC Institutions can host STSMs
- ❑ Researchers from approved IPC and NNC Institutions can be Trainers when Training Schools are organised
- ❑ Researchers from approved NNC Institutions can:
    - ❑ Apply for STSMs
    - ❑ Attend Training Schools

SME and Industry Cooperation

Implementation Strategy by the MC

Aiming to facilitate/ encourage industry participation

SOME EXAMPLES:

❑ Session dedicated to industrial participation at Action events

❑ Roundtable discussions with industrial partners at Action events

❑ STSMs with industry acting as home/ host institution

COST STRUCTURE

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

COST Association organisation and relation with other actors

Ministerial Conferences (every five years)

COST Association

Committee Senior Officials (*General Assembly*)

Executive Board

COST Association Administration

Scientific Committee

COST National Coordinators

COST Actions
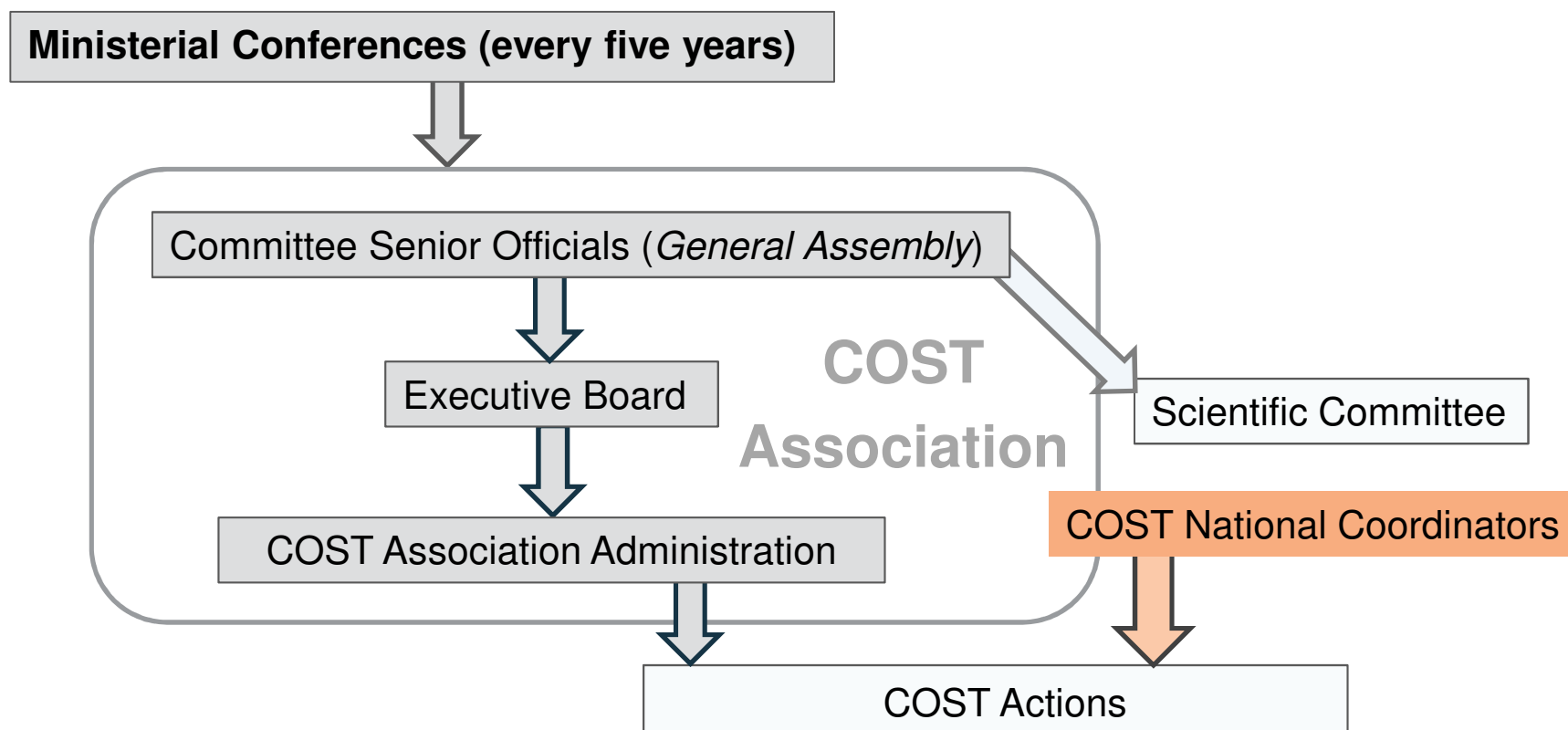
See: http://www.cost.eu/about_cost/who

COST Association organisation and relation with other actors

Committee Senior Officials

Constitution:
- 2 representatives per COST Country

Responsibilities:
- the overall strategy and steering of COST
- deciding on the launching of individual Actions
- approving participation of institutes from countries which are not COST countries
- approving the extension of Actions

See: http://www.cost.eu/about_cost/who

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COST Association organisation and relation with other actors

Scientific Committee

Constitution:

- 36 high-level experts (1 per COST country)

Responsibilities:

- Selection of the proposals for COST Actions to be approved by the CSO
- Quality control of procedures for the evaluation of proposals, monitoring of COST Actions and any other scientific activities
- Impact assessment of the finished COST Actions
- Contribution to COST S&T strategy development.

See: http://www.cost.eu/about_cost/who

COST ACTION PARTICIPATION

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

Who can participate?

Researchers affiliated to the following <u>INSTITUTIONS:</u>

- **Institutions from COST Member Countries, Near Neighbour Countries and International Partner Countries.**

- **European Commission and EU Agencies.**

- **European RTD Organisations** (CERN, EFDA JET, EMBL, ESA, ESO, ESRF, European XFEL, ILL).

- **International Organisations** (examples: UNESCO, IOCD, WHO, EFI, CABI, Marie Curie Fellows Association, European Centre 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

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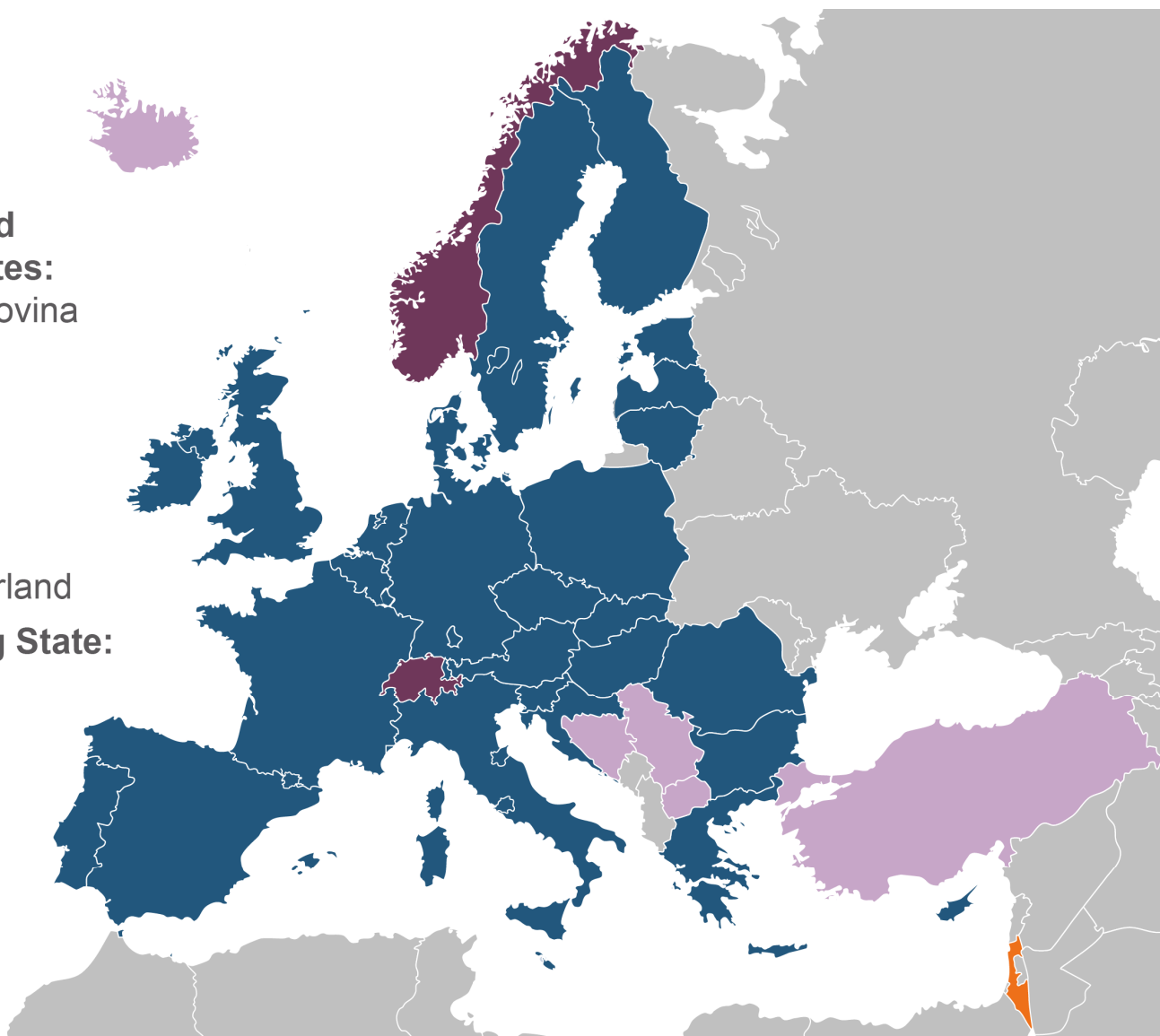
How COST Countries join an Action

Before Action Starts and <1 year after CSO Approval

Researcher Contacts COST National Coordinator → COST National Coordinator nominates MC member → COST National Coordinator accepts the MoU

If new COST Countries join the Action

CSO Approval (13/11/2014) — **NO MC Approval** → 1 year after CSO approval (12/11/2015) — **MC Approval** → END of ACTION

International dimension of COST

The participation of Institutions from Near Neighbour Countries (NNC) and International Partner Country (IPC) is welcome and is based on *mutual benefit*

- ❑ **Institutions in Near Neighbour Countries (NNC):**

  Balkan countries (Albania and Montenegro),

  Mediterranean countries (Algeria, Egypt, Lebanon, Libya, Morocco, the Palestinian Authority, Jordan, Syria and Tunisia)

  Eastern European Countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia and Ukraine)

- ❑ **Institutions in all other International Partner Countries (IPC)**

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COST Near Neighbour Countries

231 participations in running COST Actions accros 17 countries

- Albania (19)
- Algeria (6)
- Armenia (10)
- Azerbaijan (5)
- Belarus (5)
- Egypt (10)
- Georgia (4)
- Jordan (2)
- Lebanon (4)
- Moldova (5)
- Montenegro (15)
- Morocco (16)
- Palestinian Authority (4)
- Syrian Arab Republic (2)
- Russia (58)
- Tunisia (16)
- Ukraine (50)

October 2014 data

- COST Countries
- Near Neighbour Countries
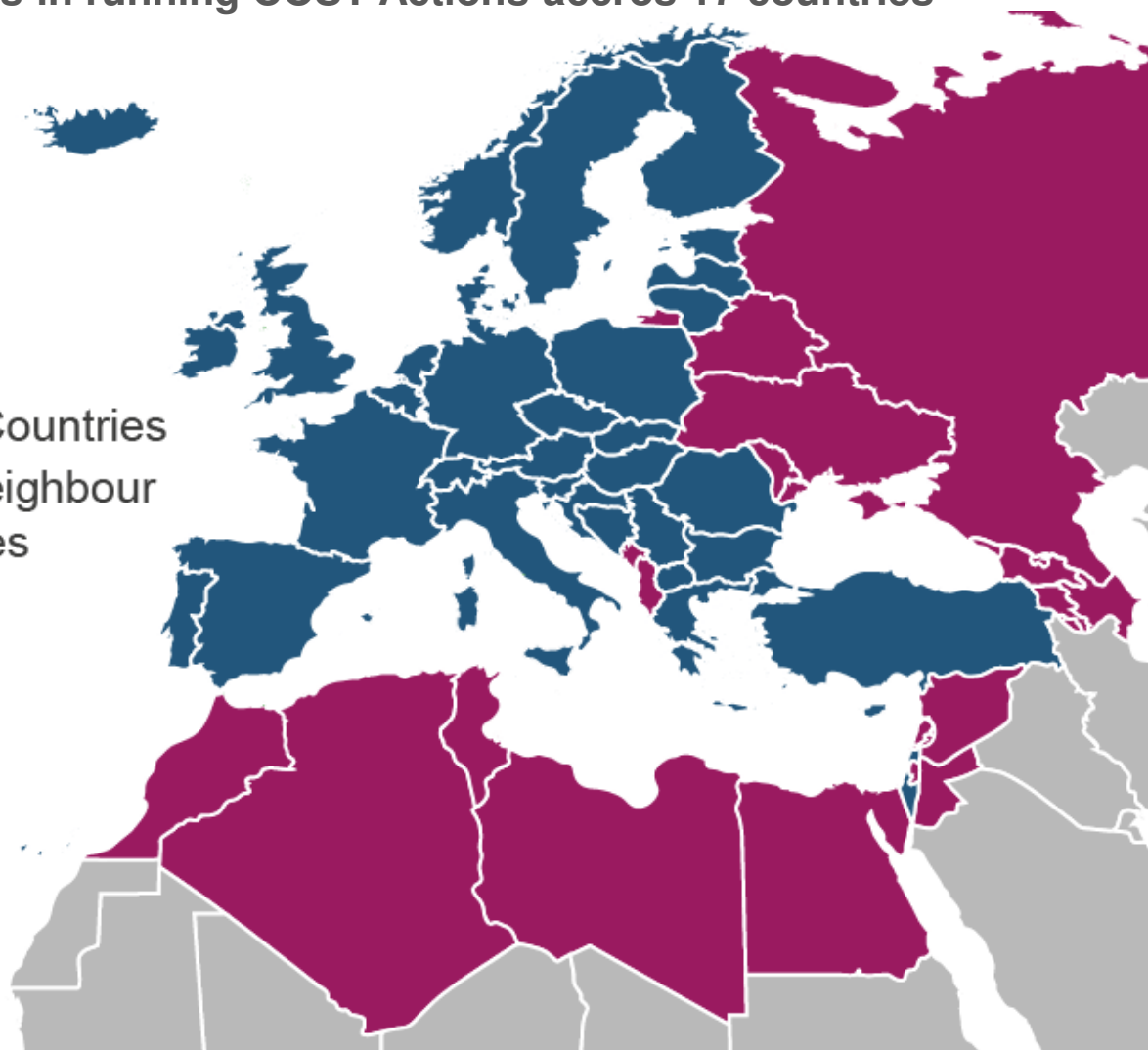
International Partner Countries

519 participations in running Actions across 29 countries

Canada (38)

USA (133)

Mexico (7)

Costa Rica ■

Colombia (2)

■ Puerto Rico

■ Saint Kitts and Nevis

Brazil (12)

Chile (6)

Argentina (35)

China (26)

Japan (24)

South Korea (2)

Pakistan (2)

Iran (2)

■ Bangladesh

India (7)

Taiwan (3)

Hong Kong (6)

■ Burkina Faso

■ Nigeria

Singapore (8)

Indonesia (2)

■ Rwanda

Namibia ■

■ Mauritius

Australia (112)

South Africa (32)

New Zealand (50)

- ● International Partner Countries
- ● COST Near Neighbour Countries
- ● COST Countries
- ■ A single Action

October 2014 data

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How IPCs, NNCs and Specific Organisations join an Action

OPTION 1: NNC & IPC already included in the proposal = FOUNDERS

- ❑ Chair selects the applicant in e-COST
- ❑ MC approves

OPTION 2: NEW NNC & IPC

- ❑ Chair encodes applicant's details in e-COST
- ❑ Applicant and Chair complete application form in e-COST
- ❑ MC approves
- ❑ COST Association approves through e-COST

Once the Institution is approved the applicant becomes a MC Observer

COST ACTION

EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

COST Action

- A network of researchers with nationally funded research pursuing the fulfilment of the objectives and deliverables described in the approved proposal (MoU)

- Based on a joint work programme for 4 years

- In fields that are of interest to at least 5 COST Countries (average 20 countries)

- Selected via a COST Open Call
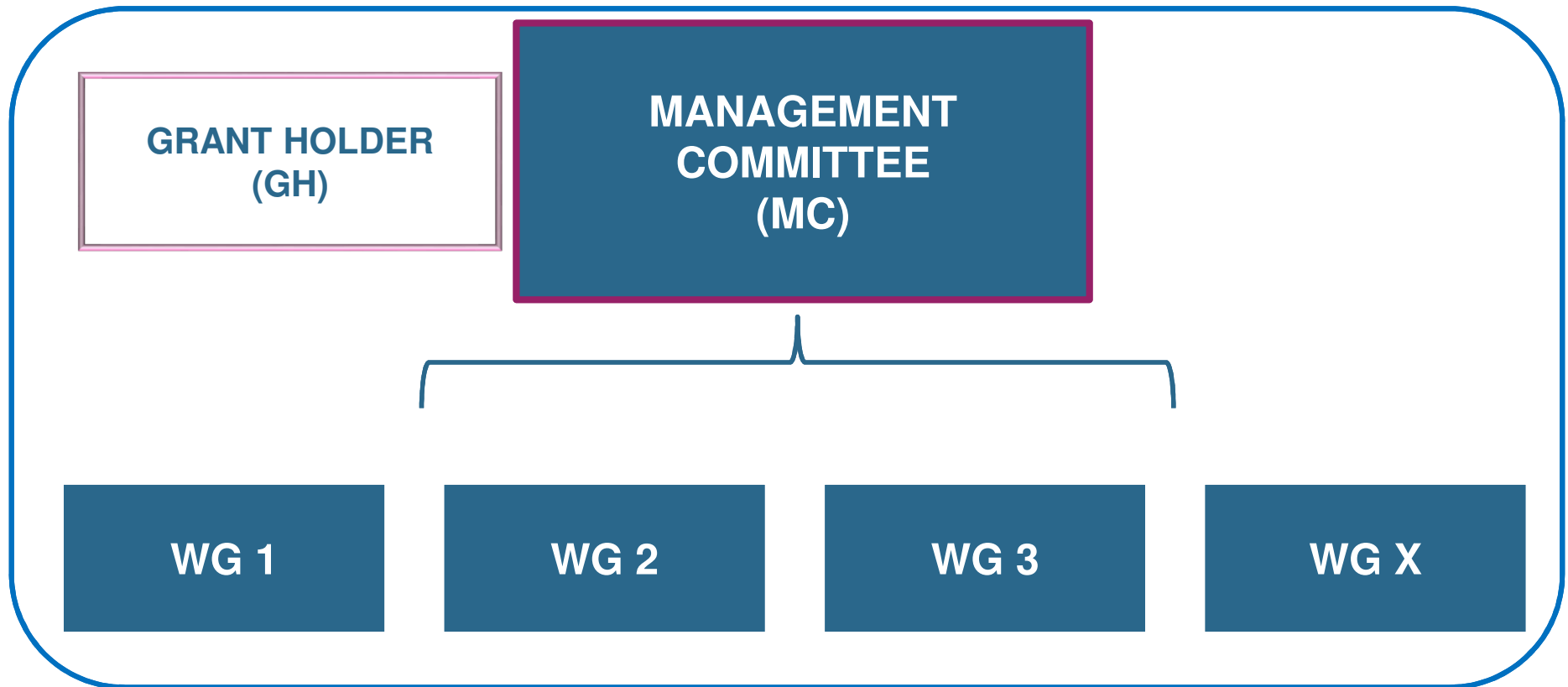
Management Committee

DECISION MAKING BODY

Coordination, Implementation, and Management of an Action

Supervising the appropriate allocation and use of funds

Achieving the Action's MoU objectives

COMPOSED OF

Delegates nominated by their respective COST National Coordinator (CNC)

Up to 2 representatives per Participating COST Country

Management Committee

KEY ROLES in order to ORGANISE THE WORK

ACTION CHAIR

ACTION VICE CHAIR

WG LEADERS

GRANT HOLDER Scientific Representative

And other horizontal roles

CORE GROUP:

Prepare MC decisions

Management Committee

MAIN TASKS TO BE PERFORMED by the MC

Action Strategy

Work & Budget Plan

Dissemination & Exploitation Strategy

Memberships

Implementation of COST Policies

Approval of new Countries and Organizations

Reporting

Supervising the appropriate use of funds

Management Committee

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 **1 vote / Participating COST Country**

MC decision must be minuted and sent to COST Association

E-VOTE

Initiated and managed by the MC Chair

All MC members are in the e-mail list

Vote open for 7 days

Simple majority vote of MC Members with **1 vote / Participating COST Country**

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

Working Groups

PRODUCTION & EXCHANGE OF RESEARCH

Achieving the scientific objectives as defined in the MoU

WG Leaders must be MC Members

COMPOSED BY

Researchers from Participating COST Countries

MC members (all MC members should become members of WGs)

MC Observers from approved NNC, IPC, Specific Organisations

Monitoring and Final Assessment of Actions
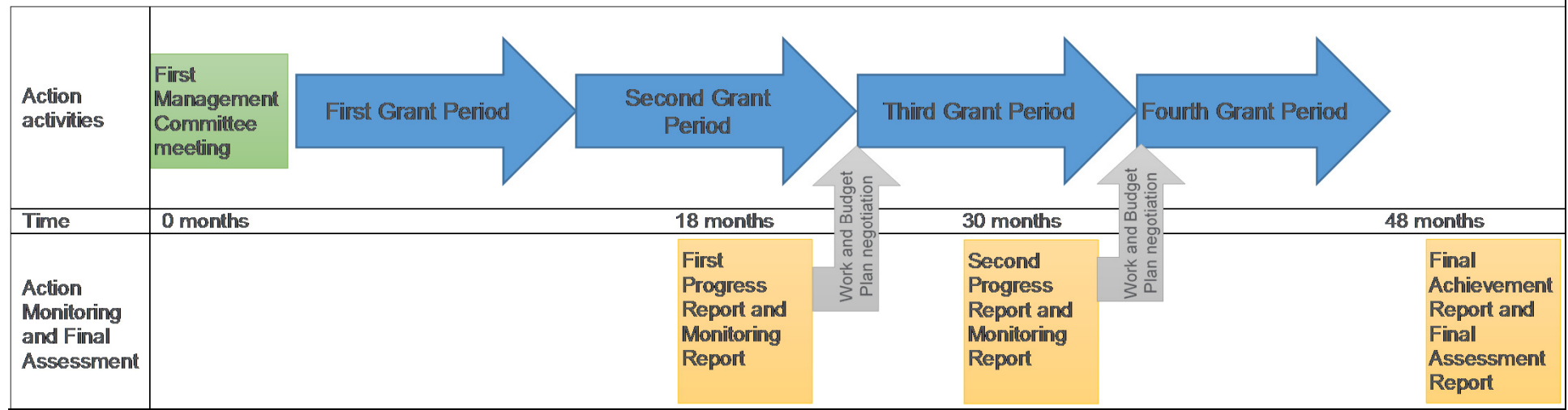
First Progress and Monitoring Report – 18 months

Second Progress and Monitoring Report – 30 months

Final Achievement Report – 48 months (end of Action)

Action Rapporteur (independent external expert) reports remotely

Monitoring and Final Assessment of Actions

Element	Purpose and features
Progress Review 1 Month 18	Monitors progress to date
	Identifies any specific interventions needed
	Input for Work and Budget Plan for Year 3
	Starts with e-COST providing quantitative data, Action Chair providing qualitative data and explanation of quantitative data, Rapporteur assessing and/or validating Chair report
Progress Review 2 Month 30	Monitors progress to date
	Identifies specific interventions needed to achieve MoU/ implement COST policies satisfactorily by the end of COST Action
	Input for Work and Budget Plan for Year 4
	Specific interventions on planning and reviewing dissemination plans

Final Assessment

Element	Purpose and features
Final Assessment **Month 48**	Identify how well the Action has reached the defined MoU objectives and deliverables
	Information on initiation of any follow-up activities and its impact on R&D activities in the area covered by the Action
	Collects data for:
	COST Association reporting to EC
	Impact Analyses
	Identifying success stories
	Identifying 'early weak signals' (or emerging issues)

COST Networking Tools

MC & CORE GROUP MEETINGS

WG MEETINGS

SHORT TERM SCIENTIFIC MISSIONS

COST NETWORKING TOOLS

WORKSHOPS & CONFERENCES

TRAINING SCHOOLS

DISSEMINATION
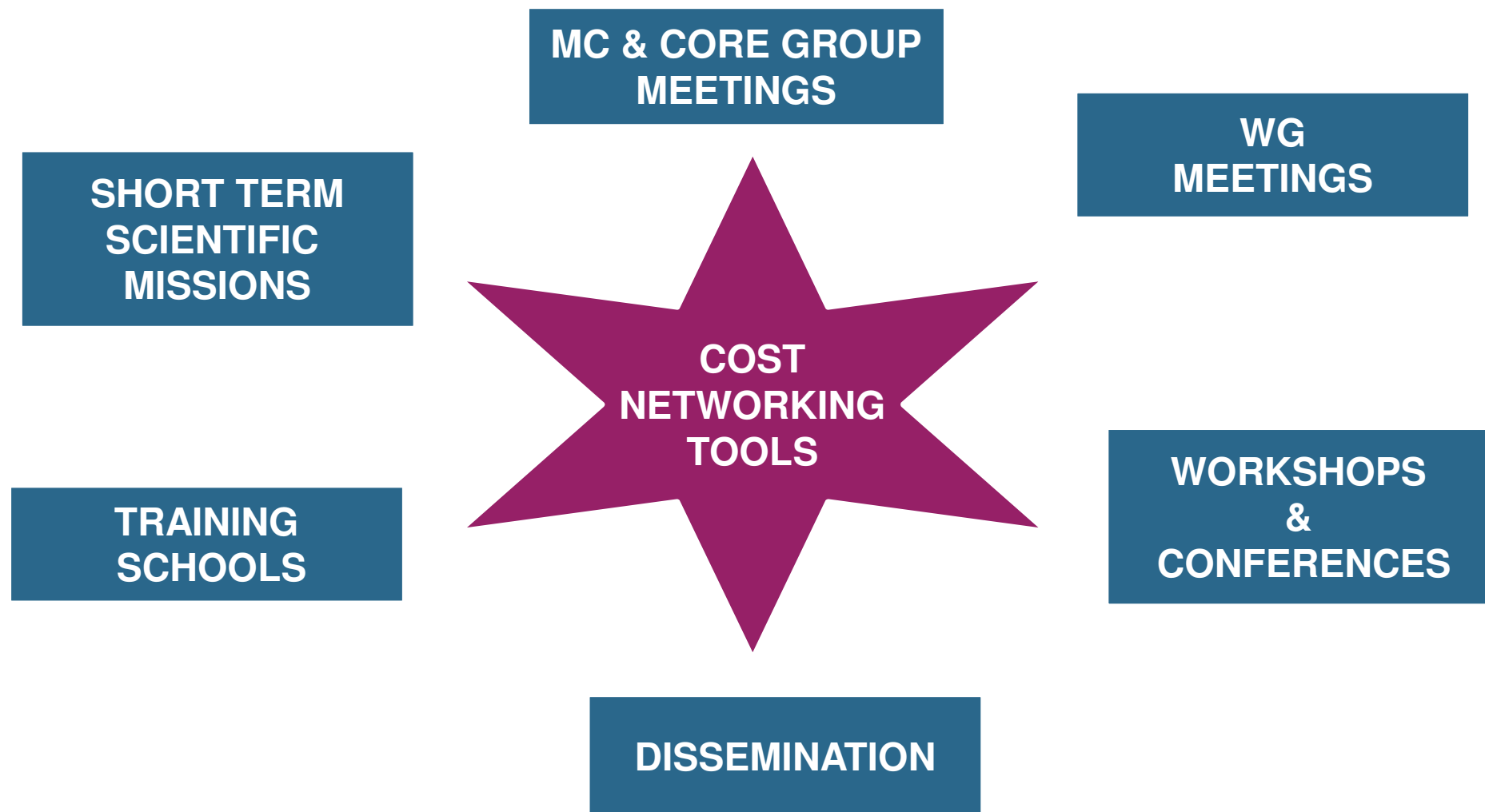
COST Networking Tools: Meetings

> ## MC, CORE GROUP, WG MEETINGS, WORKSHOP and CONFERENCES

- ❑ **Internal Meetings:** Management Committee (MC), Core Group (CG) and Working Group (WG) Meetings

- ❑ **Workshops and Conference:** serve the Action's objectives and act as a showcase for the activities of the Action

- ❑ **Dissemination Meetings**: to showcase an Action at relevant conference in the field (oral presentation); max 2 MC Members are eligible to be reimbursed per GP

> ## SPECIFICS

- ❑ Location: Participating COST country (except Dissemination meetings)

- ❑ Approved by the MC (in the Work and Budget plan)

- ❑ MC determines among participants who are entitled for reimbursement

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COST Networking Tools: STSM,TS

SHORT TERM SCIENTIFIC MISSIONS (STSMs)

❑ Exchange visits fostering collaboration, contributing to the scientific objectives of the Actions and allowing participant to learn new techniques, to have access to data/instruments/methods not available in their own institution

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TRAINING SCHOOLS (TS)

❑ Provide intensive training on a subject that contributes to the aim of the Action (new or emerging subject)

❑ If applicable, offer familiarization with unique equipment or know-how in one of the laboratories of the Action

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COST Networking Tools: Dissemination

DISSEMINATION MATERIAL

❑ Website, material for display or distribution (flyers, posters,…), Publications (journal, books,…), Multimedia content, Distribution costs,…

❑ Must reflect the Action's objectives

❑ Should be made available to the widest audience (Open access)

How are COST Actions funded?

Grant Agreement

MANAGEMENT COMMITTEE (MC)

SO negotiates and approves W&BP

COST ASSOCIATION

GRANT HOLDER (GH)

COST ASSOCIATION e-signs GA with GH
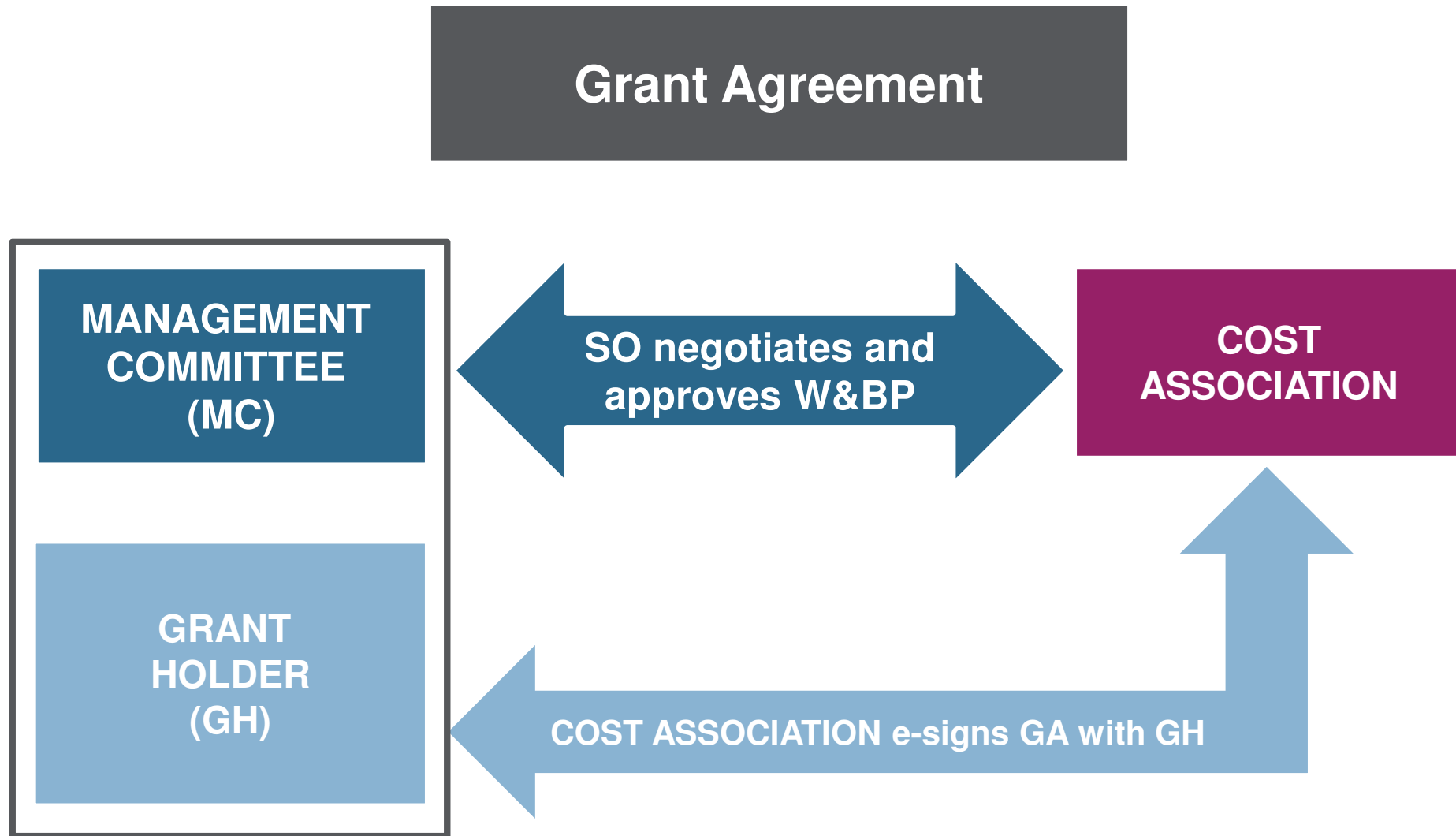
e-COST Action Management Tool (eCAMT)

❑ Work and Budget Plan (WBP) drafting, negotiation and approval

  ❑ Once the WBP has been approved by the COST Association e-COST will automatically launch an **online MC vote** for approval of the WBP

❑ Grant Agreement e-signature

Work and Budget Plan

COST Action CM1404 Chemistry And Molecular Sciences And Technologies
Chemistry of Smart Energy Carriers and Technologies (SMARTCATS)

Workplan Status: AGA WBP Draft

| Overview | Add GP Goals |

GP Start Date: 2015-06-01
GP End Date: 2016-05-31

OVERVIEW OBJECTIVES

+ **Action Objectives**(click to toggle)

#	Objective Number	Objective Description
1	Aim/Primary objective	The main objective of the Action is to create a European-wide network for addressing the "grand challenge" of matching the most promising Smart Energy Carriers with the advanced technologies for fuel flexible, low-carbon intensity and distributed energy generation strategies.
2	Secondary objective 1	Improvement of kinetic models: Extend experimental databases (elementary reaction rate and validation data) over unconventional conditions typical of innovative combustion processes. Extend the detailed chemistry and thermochemistry oxidation knowledge from fossil toward unconventional and bio-based energy carriers. Optimize chemical kinetic models for simulation of SECs combustion processes (high-pressure, high inlet temperature, massive dilution, multi-component fuels, etc.)
3	Secondary objective 2	Improvement and development of new diagnostic tools: Develop/optimize innovative diagnostic tools and procedures for identification and quantification of chemical intermediate/markers in SECs combustion. Adapt advanced diagnostics to complex systems (e.g. engines, furnaces, household applications, etc.).
4	Secondary objective 3	Pollutants monitoring and control: Compile inventories of pollutants emitted from the combustion of SECs in practical systems. Increase understanding of the kinetics of combustion by-product for a sustainable use of SECs. Assess control strategies for the mitigation of pollutant formation and emission. Develop tools to detect and quantify chemical, physical and morphological properties of combustion-generated pollutants, particularly of particulate matter.
5	Secondary objective 4	Data collection, sharing and use: Define specific set of prerequisites and goals for the establishment of an efficient and scalable architecture of a combustion chemistry, experimental and numerical database. Identify a widely accepted, from both experimentalists and modellers, set of "model experiments" and measurables to be assumed, after a detailed side-by-side experimental and numerical validation procedure, as a representative dataset. Define widely accepted criteria for objective evaluation of accuracy and reliability levels of combustion chemistry datasets.
6	Secondary objective 5	Knowledge transfer towards technology application: Integrate detailed kinetic mechanisms in large scale numerical simulations. Develop reliable, widely applicable and affordable turbulence/chemistry interaction models. Develop methodologies to constructively couple simulations and experiments, to provide estimates of the uncertainty related to numerical predictions.
7	Secondary objective 6	Scientific Cooperation: bring together the leading European research groups across combustion-related disciplines.
8	Secondary objective 7	Strong Industrial Cooperation: on the ground of strong industrial participation in the Action, ensure an intense knowledge transfer between th...

Budget and Workplan

GRANT AGREEMENT PERIOD GOALS

+ Action Grant Period Goals(click to toggle)

No GP goals have been set yet.

Add GP Goal

How the GP goals activities relate to the MoU aim and objectives

NETWORKING TOOLS DETAILS

+ Action Grant Period Tools(click to toggle)

Please note that a Grant Period Goal should be added before a networking tool can be added.

How the networking activities relate to the GP goals

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Work and Budget Plan

- **GP goals (to be identified *in collaboration* with the WG Leaders)**

  - must be specific to the Action (avoid general comments)
  - should enable the i) fulfilment of the foreseen objectives and ii) achievement of the foreseen deliverables as outlined in the MoU
  - key tasks per WG included already in the MoU – good starting point for defining the GP goals

Please note: organisation of a conference is not a GP goal is a networking activity

Work and Budget Plan

- **Networking activities (important points): Take into account COST policies when organising your activities** ✴

  - **description**: when relevant provide the rough schedule, e.g. 2hrs MC meetings, 2d // WG meetings, 3hr plenary session with all WGs

  - **the objectives** and how it serves towards the achievement of the set Grant Period Goals

  - **the outputs**

    i) **tangible output(s)** e.g. proceedings, guidelines etc.
    ii) **less tangible output(s)** - knowledge exchange, strategic planning, technical know-how, policy development etc.
      e.g. identification of priorities of WGx which will be included in the STSM criteria, Development of collaboration between public and private institutes; dissemination to the end-users through leaflets and website etc.

  ✴ **e.g. have at least one meeting in an Inclusiveness Country**

Work and Budget Plan

- COST Actions **cannot sponsor** external events

- If COST Actions **co-organise** activities with an external event the Action must be fully integrated into the scientific programme of the organising committee

  - COST must be visible (COST logo, Action number and title) as co-organiser on the event 's website and the publication/dissemination materials

Budget

- 1st Grant period: *01/06/2015 – 31/05/2016*

- Allocated budget: **129 000 EUR** (including FSAC, **excluding this meeting)**

For calculations (meetings)**:**
Based on COST rules **160 Euros** / **night** plus **350 Euros for travel** (higher for remote places)

Overview of the WBP

A - COST Networking Tools	
(1) MEETINGS	- €
(2) TRAINING SCHOOLS	- €
(3) SHORT-TERM SCIENTIFIC MISSIONS	- €
(4) DISSEMINATION, PUBLICATIONS	- €
(5) OERSA (Other Expenses Related to Scientific Activities)	- €
B - TOTAL SCIENCE EXPENDITURE (sum of (1) to (5)	- €
C - FSAC (Financial and Scientific Administration a (**max. of 15% of B.)**	**To be decided by MC** Up to 15% SE: **16 826 €**
D - TOTAL EXPENDITURE (B+C)	129 000 €

How to reduce management expenses in terms of money and time

- **Have a deadline for accepting the invitation sent by the Grant Holder**

  participants have max. **X** days (to be decided by MC) to accept the official invitations otherwise the GH can cancel them (handle with care… reminder before cancellation)
  - ➢ **better idea of the meeting expenditure**

Obligations

- **WG and MC meetings minutes to be sent to the SO and AO and uploaded in e-COST**

Agenda

1. Welcome to participants

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   - COST Overview
   - COST Policies
   - COST Structure
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COST ACTIONS ADMINISTRATIVE RULES AND GUIDELINES

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Content

1. How are COST Actions funded?

2. COST Grant System

3. The Grant Holder

4. How is the Grant paid?

5. Networking Tools:

   a) Meetings- category, eligibility and reimbursement rules

   b) Local organizer support

   c) Short Term Scientific Missions

   d) Training Schools

   e) Dissemination

6. Communication with COST Association

How are COST Actions funded?

❑ **1st MC Meeting** is administered and paid directly by COST Association (out of the Action's budget)

❑ **After the 1st MC Meeting** all approved Action's activities are administered by the Grant Holder and are funded through COST Grant System (CGS)

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COST GRANT SYSTEM

❑ Funds are administered by a selected **Grant Holder**

❑ **Grant Agreement** determines the obligations of the Grant Holder to COST

❑ Strict adherence to the administrative rules and guidelines set out in the **COST Vademecum**

❑ Annex A of the Action Grant Agreement is drawn from a Work and Budget plan

❑ The use of e-COST is mandatory

The Grant Holder

❑ Institution with Management Committee (MC) affiliation

❑ Must be a legal entity. It cannot be an individual

❑ Solvent and must be financially stable

❑ Must be able to abide by COST rules and guidelines (according to COST Vademecum) and comply with local taxation scheme

❑ Must be able to accept electronically signed documents

The Grant Holder

Must have

⬇

Capacity to support the coordination of the Action in line with **MC decisions**

⬇

Capacity to follow the administrative rules and guidelines set out in **COST Vademecum**

Responsibilities

Must ensure **4 positions**:

⬇

- Legal representative
- Financial Representative
- Grant Manager
- Scientific Representative

Grant Manager Tasks

❑ Support the Action when organizing meetings (ie. sending out invitations, the attendance list, writing minutes when asked, etc)

❑ Collect, verify and archive administrative documents required to process reimbursements and payments in line with the rules in the COST Vademecum

❑ Ensure separation of powers and avoid conflict of interest

❑ Archive documents up to 2 years after the end of H2020

Financial Support for the Grant Holder

❑ The Financial, Scientific, Administration and Coordination **(FSAC)** budget line is a fixed percentage contribution

❑ Can never represent more than 15% of the incurred eligible scientific expenditure and is defined in the approved Work and Budget Plan

❑ At the end of each grant period, the final FSAC amount is calculated by applying the initially defined and approved FSAC percentage to the actual eligible scientific expenses

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Other Expenses Related to Scientific Activities (OERSA)

❑ Bank charges

CGS- Grant Allocation and Payments

❑ <u>First Grant Payment</u>: 65% of the allocated Grant amount

❑ <u>Second Grant payment:</u> up to 35% on request

❑ There is **no carryover** of underspending from the previous Grant period. Any unspent funds will be deducted from the first payment of the allocated Grant amount in the subsequent Grant period.

❑ Activities are governed by **Multiple Grant Agreements** / **Work and Budget Plans** for each Grant Period specifying the maximum financial contribution provided by COST (namely the Grant Amount)

COST Networking Tools

- ❑ Meetings
- ❑ Training Schools
- ❑ Short Term Scientific Missions (STSMs)
- ❑ Dissemination

Meeting Types

❑ **Management Committee Meetings**

  ➢ Up to 2 MC members per meeting per country can be reimbursed

  ➢ Should not last more than 1 day

  ➢ Maximum 2 meetings per year

❑ **Core Group Meetings**

  ➢ Should not last more than 1 day

Meeting Types

❑ **Working Group Meetings, Workshop Conference**

➢ Up to a Maximum of 4 Invited Speakers can be reimbursed per meeting

➢ The Invited Speaker can be invited only once during the lifetime of an Action

Meeting Types

❑ **Dissemination Meeting**

➢ A **maximum of two MC members per Grant Period** are eligible to be reimbursed at dissemination Meetings

➢ The Speaker must be listed in the official programme of the conference representing the respective COST Action

➢ Up to EUR 500 can be claimed by eligible participants for conference fees on top of their travel expenses and their accommodation and meal allowances

Meetings- Eligibility

Is the Researcher's primary affiliation held in an institution based in a **Participating COST Country**?

If YES, then the participant is eligible for reimbursement for any meeting

Is the Researcher's primary affiliation held in an **approved institution** based in a Near Neighbour Country (**NNC**)?

If MC Observer, participant is eligible for reimbursement for any meeting

If not MC Observer, participant is eligible for reimbursement as Invited Speaker

Is the Researcher's primary affiliation held in an **approved institution** based in an International Partner Country) (**IPC**?

Is the Researcher's primary affiliation held in an institution based in a **Non-Participating COST Country**?

If YES, then the participant is eligible for reimbursement as Invited Speaker

If YES, then the participant is not eligible for reimbursement. The researcher is eligible to be reimbursed as a Trainer in a Training school

What must all eligible participants do to be reimbursed under the COST Grant System?

1 – On-line registration of personal and bank details:
https://e-services.cost.eu/user/login
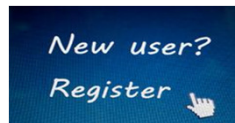
2 - Accept the invitation sent out via e-cost and sign the relevant attendance list during the meeting – No signature means no reimbursement (except Dissemination Meetings)

3 - Complete online all expenses after the meeting (claim available through the link contained within the invitation e-mail)
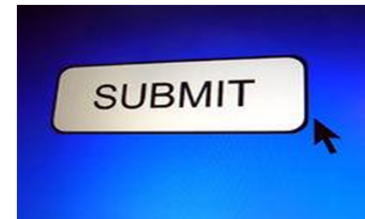
❑ **Any derogation** from the eligibility rules requires explicit prior written agreement from COST Association

❑ Deadline for claim form submission = **30 days** from end date of meeting

Travel expenses - What can be claimed?

Flight expenses:
Economy class flight tickets can be reimbursed up to the value of EUR 1200. Full itinerary is required, including booking class.

Car travel expenses:
Up to a maximum distance of 2 000 km at EUR 0.20 per km can be claimed by eligible participants and EUR 0.30 per km can be claimed when 2 or more eligible participants are travelling to the approved COST activity. Only the driver can be reimbursed. Proof of distance is required.

Train or Bus expenses:
From home country to the approved COST meeting and return. First and second class train tickets are eligible to be reimbursed (Supplements for fast trains and sleepers are eligible expenses).

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Travel expenses - What can be claimed?

Local transport expenses

Transport costs (including bus, train, metro, and trams) incurred travelling between the following points:

- Home to Airport / train station
- Airport / train station to meeting venue / hotel
- Hotel to meeting venue
- Meeting venue to hotel
- Meeting venue / hotel to airport / train station
- Airport/train station back to home

If the claimed amount is less than EUR 25 for the entire journey no receipts are required to be submitted for reimbursement.

If the claimed amount exceeds EUR 25 for the entire journey receipts justifying the total amount claimed are required

Travel expenses - What can be claimed?

❑ Taxi Expenses

➤ The use of taxi is allowed when no other means of public transport is available or when travel is required between 10pm and 7am on the dates of travel

➤ Up to a maximum of EUR 80 is eligible for the entire journey when the above conditions have been met.

Travel expenses - What can be claimed?

❑ Other Eligible Expenses:

➢ Ferry

➢ Visa fees relevant to attending the approved Action meetings

➢ Luggage fees

➢ Parking fees (i.e. airport or train station) must always be justified with a receipt

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Accommodation expenses - What can be claimed?

❑ **Accommodation expenses** based on flat rates only = up to a max of EUR 120 / person / night (breakfast included). No receipts required.

❑ **Maximum number of nights** can be claimed = the number of attended meeting days as confirmed by the daily signed attendance list + 1 night

❑ The MC **can decide to reduce** the accommodation flat rate for any given meeting. All eligible participants must receive the same flat rate allowance

Meal Allowance – How does it work?

❑ Expenses based on flat rates only = maximum of EUR 20 / person / **meal**. No receipts required.

❑ Allowance depends on the participants travel times

❑ Meals provided by the Local Organiser have to be deducted from the participant's meal allowance

❑ The MC **can decide to reduce** the meal allowance flat rate for each given meeting. All eligible participants must receive the same flat rate allowance

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Meeting Participation - Non-eligible expenses

Registration, honorarium or lecture fees (Except for approved Dissemination Meetings – conference fees are eligible)

Printing costs, postage expenses

Wi-Fi-telephone, internet and minibar consumption

Life and medical insurance
Travel cancelation insurance
Luggage insurance

Overnight stay during a trip by car, fuel costs, road tolls and car rental costs

Regional or national taxation fees, stamp duty expenses

Transportation expenses associated with travelling to an embassy or consulate to obtain a visa

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(LOS) Local Organiser Support

Eligible Expenses:

❑ Rental of room & technical equipment;

❑ Photocopying, printing of programmes, book of abstracts, proceedings, etc.;

❑ Phone, fax, mailing for announcements;

❑ Support of administrative cost - up to a maximum 15% of the total LOS amount claimed;

❑ Transportation (i.e. field trips if relevant to the topic of the meeting and scientifically justified);

(LOS) Local Organiser Support

Eligible Expenses:

❑ Coffee breaks and light refreshments including light lunches (such as sandwiches), which will have to be deducted from the daily allowance of the reimbursed participants;

❑ One single networking meal (lunch or dinner) for the entire meeting duration, which will have to be deducted from the daily allowance of the reimbursed participants;

❑ Consumables purchased for Training Schools such as laboratory materials, rental of scientific equipment. The quantity purchased shall be coherent with the number of participants.

(LOS) Local Organiser Support - 1

Non-Eligible Expenses:

❑ VAT and other indirect taxes

❑ Any meal exceeding the one single networking dinner limit

❑ Hotel group reservations

❑ Translation expenses

❑ Field trip expenses without relevant scientific justification

❑ Purchase of technical equipment and IT devices (e.g. Mobile phones, computers, printers…)

❑ Any additional expenses not listed in the list of eligible expenses

(LOS) Local Organiser Support - 3

2 modalities for claiming the LOS

A lump sum of 20 EUR per participant/per each day can be claimed as evidenced by the signed attendance list for each day the participant attends the approved meeting

❑ Up to a maximum of EUR 5 000 no invoices are required

A Local Organiser can claim against the actual eligible expenses incurred minus VAT

❑　Up to a maximum of EUR 10 000 can be claimed
❑　Invoices must be uploaded onto e-cost
❑　A final breakdown of expenses must be submitted
❑　Only to be considered if the eligible expenses cannot be covered by the lump sum modality

Final considerations: Optimise your Budget

❑ Consider the availability of cheap public transport in the locality of the meeting and the availability of low cost airlines that service the meeting destination

❑ Send Invitations to eligible participants as early as possible

❑ Meetings can be also held at COST Association premises

❑ Co-located meetings can claim for one Local Organizer Support including Training Schools

❑ Derogations from the rules require COST approval prior to the expense being incurred

Short Term Scientific Mission - STSM

❑ Financial support is only a contribution:

➢ Allowance per day: maximum of EUR 160

➢ Travel costs: maximum of EUR 500

➢ In total a maximum of **EUR 2500** for up to 90 days

❑ Duration: *minimum* **5 working days**, *maximum* **90 days**

❑ Provision: Early Career Investigators (PhD + 8 years) can claim up to maximum **EUR 3500** between **91 days** and **180 days**

❑ All STSM activities must occur in their entirety within one Grant Period

❑ Selection of Grantees: direct responsibility of the MC

STSM – from where to where?

❑ **From a Participating COST country:**

➢ To another Participating COST country

➢ To an approved NNC institution

➢ To an approved IPC institution

➢ To an approved specific organization

❑ **From an approved NNC institution**

➢ To a participating COST country

❑ **From and approved European RTD Organisation**

➢ To a Participating COST country

Training Schools

Recommended Duration: Normally between 3 days and 2 weeks
Recommended Ratio: 3 Trainees per 1 Trainer

Support for:

- ❑ **Trainers**: Same as the COST reimbursement rules for meetings (travel expenses, accommodation and meals allowance), no honoraria or lecture fees
- ❑ **Trainees**: fixed grants – maximum Grant EUR 1500
- ❑ **Organisational expenses**: Local Organiser Support (LOS) can be claimed

Location: Can be held in a Participation COST Country or in an approved NNC Institution

Training Schools - Eligibility

Trainers eligible for reimbursement:

- ❑ From Participating COST Countries
- ❑ From approved NNC Institutions
- ❑ From approved IPC Institutions
- ❑ From approved European RTD Organisations
- ❑ Up to a Maximum of 4 invited speakers can be invited as Trainers for any individual Training School

Trainees eligible for funding:

- ❑ From all COST Countries
- ❑ From approved NNC Institutions
- ❑ From approved European RTD Organisations

Dissemination

Eligible expenses:

- ❑ Website
- ❑ Material for display or distribution (flyers, posters)
- ❑ Multimedia content
- ❑ Publications (peer-reviewed journal papers, book of abstracts, handbooks, guideline, etc)
- ❑ Open access licenses or the purchase and distribution of a fixed number of copies of high-quality publications produced by a renowned publisher (usually books or journals) relating to the production of approved publications
- ❑ Proofreading, editing, production and distribution expenses

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Dissemination

Non-Eligible expenses:

❑ Creation of databases meant for dissemination purposes

❑ Sponsorship for COST Action booths at Conferences or other events

❑ VAT Amounts listed on invoices cannot be reimbursed

Communication with COST

- ❑ Communicate only outcomes of MC decisions to COST
- ❑ Do not include COST in internal discussions
- ❑ Always indicate the Action number in every correspondence

Agenda

1. Welcome to participants
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3. Status of the COST Action
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5. Establishment of quorum
6. General information on COST mechanism and on the funding and reporting of coordination activities:
    *   COST Overview
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References

Document COST 134/14:

"COST Action Management, Monitoring and Final Assessment", *Annex I: Rules of Procedure for COST Action Management Committees*

Available for download at:
http://www.cost.eu/participate

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Agenda

9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Chair)
   - MoU Objectives and working programme
   - Working method - organisation and management (including Working Groups)
   - Distribution of tasks
   - Strategy for Implementing COST policies: Excellence and Inclusiveness, International Cooperation and SME and Industry Cooperation
10. Appointment of horizontal roles
    - Appointment of Working Group (WG) Leaders
    - Any other horizontal roles (e.g. STSM Coordinator, Website Host Institution, Composition of Core Group (CG))
11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)
    - Grant Period Goals and Tasks
    - Approval of the FSAC (%) for the Grant Holder institution
12. Any Other Business (AOB)
13. Closing

Acknowledging COST

❑ All COST funded material needs to respect corporate branding:

   ❑ COST logo

   ❑ EU emblem

   ❑ Disclaimer (the views expressed in the dissemination material belongs solely to the Action and should not in any way be attributed to COST)

❑ See instructions at www.cost.eu/visualidentity

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IPC Institution participation request

Final MC approval needed (**2 requests** listed in the approved proposal):

1. University of Science and Technology of China National Synchrotron Radiation Laboratory, China
2. Lawrence Livermore National Laboratory, USA

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COST Action CM1404

http://www.cost.eu/COST_Actions/cmst/Actions/CM1404

COST: Important documents

http://www.cost.eu/participate

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