



COST (European Cooperation in Science & Technology)

Kick-off Meeting – Action IC1104

Random Network Coding and Designs over $GF(q)$

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An Introduction to COST Instruments and Procedures



Activities Available to COST Actions

- **Science Management Meetings:** Management Committee (MC), Core Group (CG), and Working Group (WG)
- **Scientific Workshops, Seminars, Research Conferences**
- **Short Term Scientific Missions (STSMs)**
- **Training Schools**
- **Dissemination** (publications, website and outreach activities)
- **Conference Grant Awards to Early Stage Researchers**
- **Participation of Reciprocal Agreement and Near Neighbour non-COST Countries**



Meeting Types

- **Management Committee (MC)**
 - manages the Action, normally meets twice per grant period
- **Core Group**
 - Chair, Vice-Chair, WG Chairs and Grant Holder meet as needed; usually collocated with MC meeting
- **Working Group (WG) / Special Interest Group (SIG)**
 - 2-4 WGs perform scientific activities
- **Workshops/Conferences organized by the Action. Final Event.**
 - reimbursements for Action members; free access for MC members
 - can invite non-COST participants (usually not reimbursed)
 - invited non-COST keynote speakers/session-chairs can be reimbursed



Eligible Participants

- **Management Committee Members**
 - All MC members must be invited
 - MC members may be replaced by official MC substitutes
 - The Domain Committee Rapporteur must also be invited—normally attends one MC meeting per year
 - Up to two (2) MC members per Party, plus the MC Chair



Eligible Participants

- **Working Groups (WG)**

- All MC members attending are eligible for reimbursement
- Researchers from participating countries may be reimbursed (as Working Group members)

- **External experts and invited speakers**

- External experts can be invited and reimbursed by the MC if their expertise contributes to the objectives of COST. But not on a regular basis
- Experts from non participating countries: max 4 per meeting with special role as keynote speaker or session chair



Meetings - Reimbursement Policy

- Flat rates for meals and accommodation. The MC may decide to vote lower fix rates.
- Actual cost of most economical travel: tickets required (airfare: < EUR 1200 or prior COST Office approval)
Business air-ticket is not eligible
- Taxi fares are reimbursed only when no other public transport is available
- For all meetings, selection of participants to be reimbursed rests with the MC Chair—this may be delegated to e.g. WG coordinator or another MC member
Justification of selection should be provided
- All exceptions should be approved prior to the meeting (as appropriate, e.g. by the COST Office, MC Chair, MC—see COST Vademecum for details)



Meetings - Reimbursement Procedure

- List of participants: sets eligibility for reimbursement, based on invitations received and confirmed via e-COST
- Attendance list: generated by e-COST and signed by the participants on each meeting day
- Only participants on the attendance list can be reimbursed
- For additional participants to be reimbursed: MC Chair or WG coordinator approval necessary, or COST Office/CNC approval required



Meetings - Reimbursement Procedure

- **What to do:**
 - **On-line registration** (one-time) for personal and bank details before the meeting at: <https://e-services.cost.eu>
 - **Travel reimbursement forms:** Reimbursement forms (accessible from the invitation e-mail) should be handed in at the meeting or sent to the Grant Holder as soon as possible after the meeting (with the exception of this kick-off meeting)
 - Receipts for the return leg should be submitted as soon as possible



Local Organiser Support

- **Support** for conferences and workshops in conjunction with MC meetings or other major scientific events
- The Local Organiser is the local contact entity for a meeting, representing an institution of one of the COST participating countries.
- Usually one conference/workshop per year
- List of eligible expenses is specified in the COST Vademecum (N.B.: accommodation expenses are **not** eligible; VAT is **not** eligible; only **one meal** per event)
- **Grant (up to a maximum of EUR 10 000):**
 - Up to 30 EUR/participant (as evidenced by signed attendance list), no justification of expenses is required;
 - Above 30 EUR/participant: invoices required.



Short Term Scientific Mission (STSM)

- **Target group:** all researchers are eligible but...preference for young scientists (< PhD + 8 years), PhD students...
- **Objectives of STSMs:** fostering collaboration, learn a new technique or take measurements using instruments not available in their own institution.
- **Duration:**
 - between 5 working days and 3 months, max EUR 2500
 - Early Stage Researchers: up to 6 months , max EUR 3500
- Home institution and host institution must be in signatory countries (Parties) of the Action
- After the STSM, applicant will provide a scientific report to the MC
- The Action can create an STSM Committee, or allow the Core Group, MC Chair or an STSM coordinator approve STSM applications



Training Schools

- Provide intensive training on a subject that contributes to the aim of the Action
- If applicable, offer familiarisation with unique equipment or know-how in one of the laboratories of the Action
- Duration: between 3 days and 2 weeks
- Reimbursed expenses:
 - Organisation costs (e.g. room rental, technical equipment), local transport trips, one conference meal if deducted from the daily allowance of reimbursed participants
 - Travel and meal allowance for Trainers - but no lecture fee
 - Grants for Trainees – amount to be decided by the MC (usually the same as for participants in an STSM)



Publication Support and Dissemination Activities

- Dissemination tools and publications such as books, special journal issues, CD/DVDs etc.
- **Form of support:** purchasing a number of copies of the dissemination medium
- For final Action publications: possibility to have the publication supported by the COST Office budget up to one (1) year after official Action end date, provided the request is submitted to the COST Office six (6) months before the end date of the Action
- Contact: publications@cost.eu



Media | Social Media



Twitter: <http://twitter.com/COSToffice>



Facebook:

<http://www.facebook.com/COST.Programme>



LinkedIn group: European Cooperation in
Science and Technology



YouTube channel:

<http://www.youtube.com/COSTOffice>



ESR Conference Grants

- Grants for Early Stage Researchers (< PhD + 8 years) wishing to present a paper at a conference anywhere in the world
- Posters and tutorial presentations are not eligible
- Three (3) open calls per year; one (1) grant per call
- Grant of up to EUR 3000
- Applications approved by the ICT Domain Committee (DC)
- Actions can send max one (1) application per call; previous grantees are not eligible for future calls



Non-COST Countries

- Institutions from Non-COST countries can be involved in an Action; generally, participants are not eligible for reimbursement
- However, special Reciprocal Agreements with Argentina, Australia, New Zealand and South Africa provide extra funding aside from the Action's budget for STSMs to/from these countries (only to/from Action member institutions)
- Also, participants from “Near Neighbouring” countries are eligible for reimbursement to meetings and for STSMs
- Application procedure for Non-COST institutions:
 - Application Form + motivation letter to MC → MC approval
 - SO approval
 - DC approval
 - CSO approval



Communication to the COST Office

- Your one of 27 actions in ICT sending emails, therefore
- Start the Subject line with:
“IC1104:”
- If you want to address two or more major issues, put them in separate emails with different subject lines.



Support and Documentation

- COST Vademecum “COST Grant System”:
<http://www.cost.eu/guidelines>
- ICT Domain: <http://www.cost.eu/ict>
- Administrative Officer: Ms Aranzazu Sanchez,
aranzazu.sanchez@cost.eu
- Science Officer: Dr. Ralph Stübner (ralph.stuebner@cost.eu)

ccost

www.cost.eu

Extra Slide

Near Neighbours

- Albania
- Algeria
- Armenia
- Azerbaijan
- Belarus
- Egypt
- Georgia
- Lebanon
- Libya
- Moldova
- Morocco
- Palestinian Authority
- Russian Federation
- Syria
- Tunisia
- Ukraine