

## PROCEDURE TO BECOME A MEMBER OF A COST ACTION'S MANAGEMENT COMMITTEE

### Nomination

The nomination of members to the Management Committee (MC) from Spain is under the responsibility of the Deputy Directorate of Internationalization of Science and Innovation: “**S. G. de Internacionalización de la Ciencia y la Innovación**” within the Ministry of Science and Innovation.

COST Members (Full /Cooperating and Partner) participate in all COST Actions by default. Spain is a Full COST Member and the approval of the COST Action is considered the MoU signature. It is mandatory to nominate in the Management Committee (MC) to the Chair, Vice Chair and Grant Holder Scientific Representative (GH SR) of the COST Action.

The COST National Coordinator ([cost.coordinacion@ciencia.gob.es](mailto:cost.coordinacion@ciencia.gob.es)), nominates up to two Spanish representatives to the MC of the COST Action through the online tool provided by COST. The COST National Coordinator will replace the nominees at any time. This prerogative will be applied if the nominees fail to perform their responsibilities and duties.

Working Groups members of the all COST Action are going to be recognised on the COST website and they may become MC members if CNC nominate them.\*

*\*Before first MC meeting the nomination is direct by the CNC but after first MC meeting the nomination needs tacit validation by the MC who may refuse within 4 weeks of nomination based on a written S&T/networks justification.*

### Selection of the MC members

From publication date of results of the call OC-1-2021 there is a period of approximately two weeks to receive the expression of interest to participate in a COST Action as a MC member (It's highly advisable to explain if you are going to be the Chair, Vice Chair and GH SR of the COST Action or another leadership positions in the COST Action).

### Information to be provided to CNC

Within the **two weeks** period after the COST Actions approval or anytime afterwards, applicants interested to participate in a COST Action must provide the following information:

1. A letter of intent (LoI) explaining the reasons for his/her interest, how his/her activity or research will contribute to the Action's objectives and the participation in the COST Action will contribute to his/her own professional career.
2. A short CV (between 5 to 10 lines).
3. Specific information regarding COST and the Action: If (s)he has been involved in the preparation of the proposal of the Action, if (s)he has any previous relation to any of the network members and which, if (s)he has any previous experience with COST activities and which ones.

Criteria applied for the selection of the among interested candidates to be members of the Management Committee, in priority order:

- i. The degree of participation in the preparation of the COST Action proposal
- ii. The motivations presented in the letter of intent as well as the appropriateness of his/her CV to the COST Action's objectives and Memorandum of Understanding.
- iii. Spain will balance in the nomination of the 2 MC representative members that at least one will be young and/or female applicant if fulfils the criteria ii.

If possible the 2 MC members nominated would have a complementary experience, would work in different institutions, center or cities in order to strengthen the networks in Spain.

- iv. Availability to travel, experience in international meetings and experience in COST Activities.

✓ **MC substitutes** *The role of a MC substitute doesn't exist anymore. The substitution of MC member for a specific event or period will do the MC member who will inform to the CNC and Action Chair.*

### **Responsibilities and duties of MC members**

It will be mandatory that an open communication channel will be established between MC members and Working Groups members with sharing of all information from the Action. Information must also be

provided to any Spanish researcher interested in to participate in the Action activities, facilitating their integration in the Working Groups (WGs) and activities of the COST Action.

The change of circumstances in the institutional affiliation of the MC member must be communicated to the CNC ([cost.coordinacion@ciencia.gob.es](mailto:cost.coordinacion@ciencia.gob.es)) in order to evaluate if the MC member must leave his/her nominated role.