



COST

Update from the COST Association to the Management Committee

Dr. Fatima Bouchama

Science Officer- COST Association

COST FP1405 Aveiro Meeting (PT) 15-16th September 2015



EUROPEAN COOPERATION IN SCIENCE AND TECHNOLOGY

The COST Association

- The Committee of Senior Officials has decided in its 194th CSO meeting held on 12-13 May 2015 in Stockholm to include **Montenegro** as the **36th COST Member Country**.
- In the EFSI context, strong concerns regarding **a potential budget cut** of 7% for COST.
“Engaging for COST”: online petition
<http://www.cost.eu/media/newsroom/governing-board-alarmed-diminishing-budget-EFSI>
- Exceptional measures needing the **alignment** of Action Grant Agreements with the **seasonality** of Specific Grant Agreement signed with the EC.



COST Implementation Rules

COST Vademecum

See <http://www.cost.eu/participate>

COST Implementation Rules

- ▶ Rules for Participation in and Implementation of COST Activities (COST 132-14) (PDF, 352 kB)
- ▶ Action Proposal Submission Evaluation Selection and Approval (COST 133-14) (PDF, 286 kB)
- ▶ Action Management, Monitoring and Final Assessment (COST 134-14) (PDF, 355 kB)
- ▶ International Cooperation and Specific Organisations Participation (COST 135-14) (PDF, 220 kB)

Vademecum

- ▶ COST Vademecum (PDF, 3 MB)

COST Key Documents

See <http://www.cost.eu/participate>

Key Documents

- ▶ Technical Annex (DOCX, 120 kB)
- ▶ SESA Guidelines (PDF, 1000 kB)
- ▶ Guidelines for the Dissemination of COST Action Results and Outcomes (PDF, 3 MB)
- ▶ Anonymity in COST Action proposals (PDF, 239 kB)





Dissemination Guidelines

- ❑ Tips and tricks for communicating COST Action activities, results and outcomes
- ❑ COST corporate identity
- ❑ Acknowledging COST
- ❑ Branding requirements
 - Action Website
 - Social Media
 - Scientific publications and articles
 - Audio-visual
 - Events

Status of the Action

FPS COST Action FP1405

Active and intelligent fibre-based packaging - innovation and market introduction (ActInPak)

Descriptions are provided by the Actions directly via e-COST.

Research and development of new fibre-based packaging materials with active and intelligent features have shown huge potential to optimise the supply chain, and increase the shelf-life of foodstuff and enhance consumer consciousness of food utilisation. Very few of the potential solutions have, however, been able to reach the market.

This Action aims to identify and focus on the key technical, social, economic and legislative factors relevant for a successful deployment of renewable fibre-based functional packaging solutions. This will be achieved by conducting research and development into active and intelligent packaging, encompassing both scientific and technical solutions, addressing the opportunities for, and obstacles to, market introduction. The innovative approach of this Action lies in the sharp focus on the integration of active and intelligent solutions in papermaking in order to create next-generation functional fibre-based packaging. The Action will achieve the objectives by providing an open multidisciplinary platform for the complete paper and board packaging value chain and aims at strong involvement of industrial partners throughout Europe. Sustainable fibre-based packaging materials with new and active functionalities may help to introduce new products on the market with higher value and profits for paper and board manufacturers than traditional products.

Forests, their Products and Services COST Action FP1405

► Description

► Parties

► Management Committee



General Information*

Chair of the Action:
[Ms Sanne TIEKSTRA](#) (NL)

Vice Chair of the Action:
[Dr Julien BRAS](#) (FR)

Science officer of the Action:
[Dr Fatima BOUCHAMA](#)

Administrative officer of the Action:
[Ms Cassia AZEVEDO](#)

Downloads*

Action Fact Sheet
[Download AFS as .RTF](#)

Memorandum of Understanding
[Download MoU as PDF](#)

Websites*

Domain website:
<http://www.cost.eu/fps>

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

FP1405 website
once available

Status of the Action

Participations

Country	Date	Status
▶ Austria	17/12/2014	Confirmed
▶ Belgium	10/02/2015	Confirmed
▶ Bulgaria	10/12/2014	Confirmed
▶ Croatia	12/01/2015	Confirmed
▶ Czech Republic	16/02/2015	Confirmed
▶ Denmark	05/12/2014	Confirmed
▶ Finland	09/12/2014	Confirmed
▶ France	03/12/2014	Confirmed
▶ Germany	05/12/2014	Confirmed
▶ Greece	16/02/2015	Confirmed
▶ Hungary	28/11/2014	Confirmed
▶ Ireland	07/04/2015	Confirmed
▶ Italy	30/01/2015	Confirmed
▶ Lithuania	13/04/2015	Confirmed
▶ Luxembourg	08/12/2014	Confirmed
▶ Netherlands	24/11/2014	Confirmed
▶ Norway	23/03/2015	Confirmed
▶ Poland	05/12/2014	Confirmed
▶ Portugal	04/02/2015	Confirmed
▶ Romania	30/01/2015	Confirmed
▶ Serbia	20/02/2015	Confirmed
▶ Slovakia	15/03/2015	Confirmed
▶ Slovenia	24/11/2014	Confirmed
▶ Spain	10/12/2014	Confirmed
▶ Sweden	26/01/2015	Confirmed
▶ Switzerland	16/03/2015	Confirmed
▶ Turkey	16/03/2015	Confirmed
▶ United Kingdom	18/11/2014	Confirmed
Total: 28		

Action details

MoU	099/14
C SO Approval date	13/11/2014
Start of Action	20/03/2015
End of Action	19/03/2019

COST International Partner Countries

Institution Name	Country
SCION	New Zealand
University of Tokyo	Japan

How COST Countries join an Action

Before Action Starts and < 1 year after CSO Approval



If new COST Countries join the Action



How IPCs, NNCs and Specific Organisations join an Action

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

- ❑ Applicant encodes a new application stating the mutual benefit
- ❑ Needs MC approval

OPTION 2: NEW NNC & IPC

- ❑ Chair encodes applicant details in e-COST
- ❑ Applicant and Chair complete application form in e-COST
- ❑ Online approval by MC and COST Association

Once the Institution is approved the applicant becomes MC Observer

COST Policies



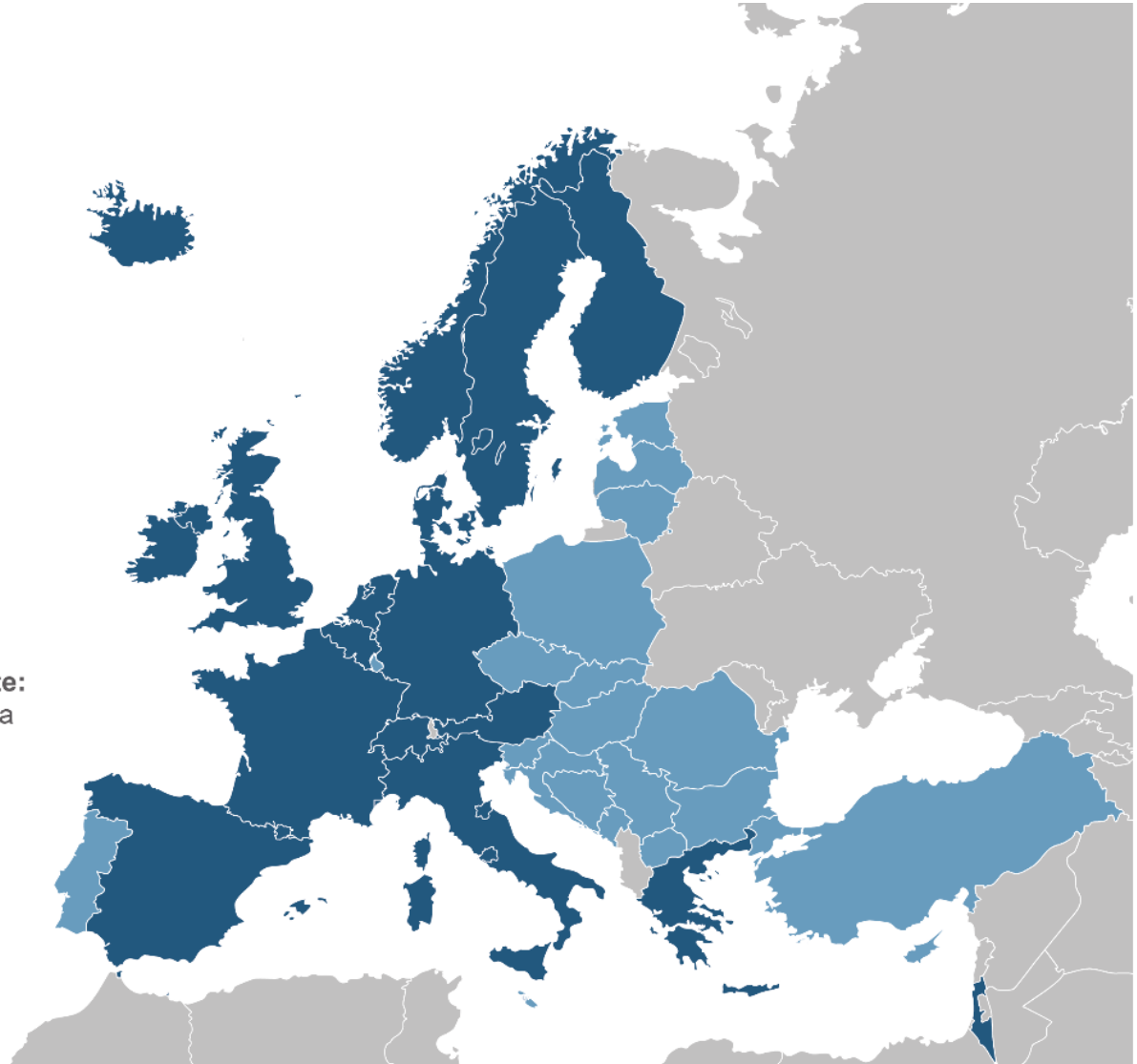
Inclusiveness Target Countries

- **EU 13:**
Bulgaria
Croatia
Cyprus
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Malta
Poland
Romania
Slovakia
Slovenia

- EU Candidates:**
fYR Macedonia
Montenegro
Republic of Serbia
Turkey

- EU Potential Candidate:**
Bosnia and Herzegovina

- EU Countries targeted by EC:**
Luxembourg
Portugal



Management Committee

How to Obtain MC Decisions? 2 Options

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 (WRITTEN PROCEDURE)

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

Work and Budget Plan

Due to exceptional measures imposed by the EC, all COST AGAs must be aligned with the seasonality of the Specific Grants Agreements the COST Association is signing yearly with EC.

An AGA cannot go beyond the end date of the SGA under which it started.

Initial GP1 : 01/06/2015 – 31/05/2016

SG2 : 01/05/2015 – 30/04/2016

New GP1 : 01/06/2015 - 30/04/2016



Work and Budget Plan

New GP1 : *01/06/2015 – 30/04/2016*

- Further details will be soon communicated to the Action Chair and GH on the procedure to follow for implementing this change
- Official allocated budget to be communicated soon by Head of Finance department:
 - No decrease of the allocated budget
 - If budget available increase of parties to 28 COST Countries will be considered
- Any activity during May 2016 would be included in GP2

Work and Budget Plan

Initial GP1 : 01/06/2015 – 31/05/2016



COST Action FP1405 Forests, Their Products And Services

Active and intelligent fibre-based packaging – innovation and market introduction (ActInPak)

Workplan Status: AGA Signed COST

COST Action FP1405 Annex A of the Grant Agreement (not editable) from 2015-06-01 to 2016-05-31

Assigned Grant Holder: Bumaga BV (Arnhem, Netherlands)

GH Representative: Ms Ana Mafalda Gomes

Networking Tool	Quantity	Budget
Meetings	4	96 620.00 EUR
Training Schools	0	0.00 EUR
STSMs	4	10 000.00 EUR
Dissemination	1	4 500.00 EUR
Other Expenses Related to Scientific Activities	1	1 000.00 EUR
Total Science Expenditure		112 120.00 EUR
Financial and Scientific Administration and Coordination (MAX. 15%)	15 %	16 818.00 EUR
Total		128 938.00 EUR

Work and Budget Plan

Change of any activity negotiated

WBP is **e-locked**

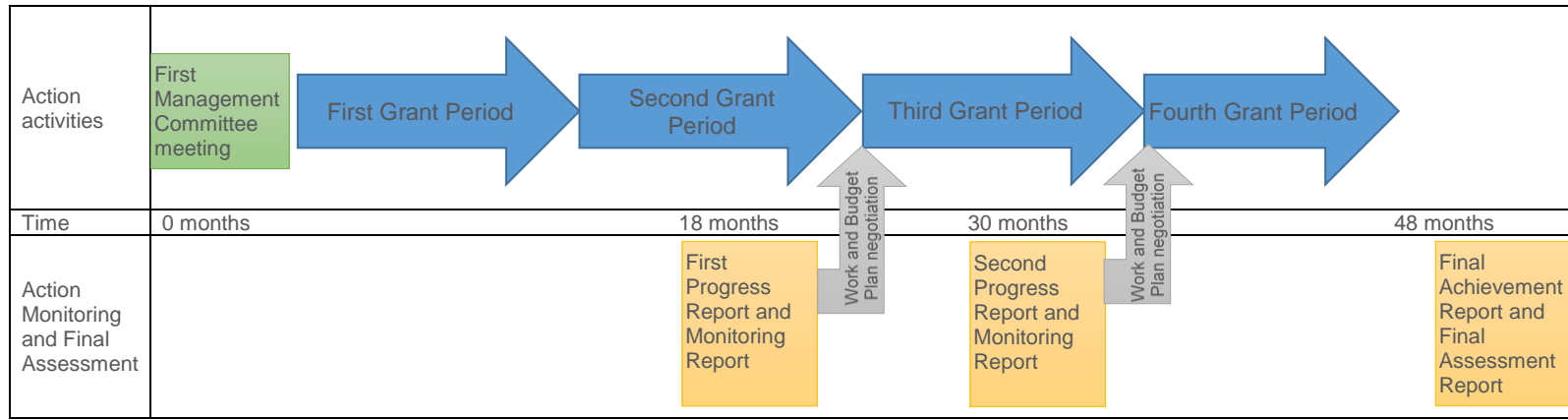
any changes need both **MC approval then COST approval**, SO validation of the requested change:

- Change of an approved activity (e.g. location, date): change encoded by GH with justification (base on an MC decision).
- Reallocation of unspent budget from already held activity to either STSMs, other meeting, new activity possible: change encoded by GH with justification (base on an MC decision).

Recommendation :

- ✓ use whole allocated budget
- ✓ allow sufficient time to proceed with needed changes in WBP

Monitoring and Final Assessment (MFA) 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 reports remotely

Monitoring: Implementation

- COST Actions will be monitored and assessed by **COST Action Rapporteurs**
- Each COST Action will have **one** Action Rapporteur
- Action Rapporteur will be **independent external expert**
(2 months before the due date of the report, name & details communicated to MC Chair)
- S/he will evaluate **remotely** (unless exceptionally their presence is requested)
 - S&T and Networking progress of the Action
 - Progress in the implementation of COST Policies
- Their honoraria will be paid directly by the COST Association

Monitoring and Final Assessment of Actions

See <http://www.cost.eu/participate>

COST Action Template Centre

- ▶ Grant Agreement Template (PDF, 310 kB)
- ▶ e-COST Action Management Tool User Guide (eCAMT) (PDF, 2 MB)
- ▶ Final Achievement Report Template - MC Chair (DOCX, 165 kB)
- ▶ Final Assessment Report Template - Action Rapporteur (DOCX, 144 kB)
- ▶ Monitoring Progress Report Template - MC Chair (DOCX, 159 kB)
- ▶ Monitoring Progress Review Template - Action Rapporteur (DOCX, 135 kB)

FP1405: PR1 (Month 18)
(should be e-cost based MFA procedure)



Thank you!

COST – European Cooperation
in Science and Technology

Avenue Louise 149

1050 Brussels, Belgium

T: +32 (0)2 533 3800

F: +32 (0)2 533 3890



www.cost.eu

