

## B. LOCAL ORGANISER FINANCIAL SUPPORT – RULES AND GUIDELINES WITHIN ACTINPAK

Based on our experiences and discussions with COST Association, the Steering Group of ActInPak has drafted some rules and guidelines for the organisation of meetings, to help hosts in advance of a meeting.

The document consists of both specific ActInPak rules, as well as generic COST rules, all focusing on Local Organiser financial support (LOS). Separate documents exist on organisational matters and reimbursement FAQs.

### MAIN ACTINPAK RULES:

- » For meetings or training schools where attendance fees are charged to non-COST participants, these signatures in the attendance list will not be considered in the local organiser support calculations.
- » It is highly recommended that the local organiser compiles the work presented during the ActInPak sessions / Training School and publishes it either as a special issue / conference proceedings / a book of abstracts / a white paper or in any other relevant format of publication. These publications should be sent to the Action Chair at the end of the event. This enhances dissemination of the COST Action to a wider audience and opens up the potential for new networking activities.
- » The Local Organiser takes care of all organisational, administrative and secretarial matters that come along with hosting a meeting, such as printing and distributing name badges and collecting signatures for the attendance list.

### 1. LOCAL ORGANISER SUPPORT (LOS)

[\[Vademecum, section 6.1\]](#)

The LOS is a contribution to the overall expenses related to organising approved Meetings (excluding Dissemination Meetings), Conferences, Workshops and/or Training Schools. Before the meeting, the Local Organiser (LO) can, in agreement with the Action Chair, choose between 2 reimbursement modalities which determine the basis for calculating the LOS amount that can be claimed. The decision for the reimbursement modality cannot be changed after the meeting. LOS can only be paid into an institutional bank account and never into a personal bank account.

#### 1.1 LOS FINANCIAL SUPPORT / REIMBURSEMENT MODALITIES

[\[Vademecum, section 6.1.1\]](#)

**THE FIRST REIMBURSEMENT MODALITY** enables the LO to claim a lump sum of up to € 20 per participant for each day of the approved activity. For this first reimbursement modality, the following conditions are applicable when submitting a LOS claim:

- » a maximum of € 5 000 can be claimed;
- » a participant's signature can be counted towards the eligible lump sum amount that can be claimed regardless of the eligibility status of each signee;
- » attendance must be evidenced by each participant signing the attendance list for each day they attended the approved activity;
- » the LO must upload, onto the e-COST platform, the meeting / Training school attendance list(s) for each day of the approved activity.

Invoices do not need to be submitted by the LO for this first reimbursement modality.

The Action Chair can choose to approve an amount lower than what the lump sum amount of € 20 per participant for each day the participant attended the approved activity permits.

## OR

**THE SECOND REIMBURSEMENT MODALITY** enables the LO to claim expenses which are justified against invoices. The expenses claimed have to be itemised by means of the LO submitting a breakdown of eligible expenses. V.A.T. listed on invoices cannot be claimed by the LO. The claimed expenses must strictly adhere to the category of eligible expenses listed in 2. *LOS Eligible Expenses* of this document.

For this second reimbursement modality, the following conditions are applicable when submitting a LOS claim:

- » a maximum of € 10 000 can be claimed;
- » a final breakdown of eligible expenses without V.A.T. must be encoded into e-COST by the LO. The LO must upload onto e-COST all of the invoices concerning the encoded eligible expenses;
- » the LO must upload, onto the e-COST platform, the meeting / Training school attendance list(s) for each day of the approved activity.

## 1.2 LOS FOR CO-LOCATED ACTION ACTIVITIES

[\[Vademecum, section 6.1.2\]](#)

An Action may decide to host multiple meetings and / or a Training School over the same time period in the same venue. In such cases, the series of meetings and the Training School are considered to be two separate activities. Therefore, one LOS contribution can be afforded to support the entire series of co-located meeting activities and a second separate LOS contribution can be afforded to support the Training School.

## 1.3 LOS WHEN CO-ORGANISING ACTIVITIES WITH ANOTHER COST ACTION

[\[Vademecum, section 6.1.3\]](#)

A COST Action may decide to co-organise an event with another COST Action. In such cases:

- » LOS claims can be submitted by only one of the COST Actions;
- » a single LOS Claim can be afforded to support the entire series of co-organised, co-located COST meetings or a co-organised COST Training School with the COST contribution never exceeding € 10 000;

## 1.4 LOS WHEN CO-ORGANISING COST ACTION ACTIVITIES WITH AN EXTERNAL CONFERENCE

[\[Vademecum, section 6.1.4\]](#)

A COST Action or several COST Actions working together in a synergetic manner may wish to co-organise a COST activity with an external event. In such cases:

- » there must be a dedicated COST session visible within the external event's programme;
- » COST must be visible as a co-organiser on the event's specific website and publication / dissemination materials;
- » a single LOS claim can be afforded to support the entire series of co-located COST meetings with the COST contribution never exceeding € 10 000;
- » a single LOS Claim can be afforded to support a co-organised Training School with the COST contribution never exceeding € 10 000.

The COST Association may request that the Grant Holder and / or the LO provide a breakdown of income and expenditure associated with an entire event to assure that COST activities have not generated a profit.

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## 2. LOS ELIGIBLE EXPENSES

[\[Vademecum, section 6.2\]](#)

The following expenses are eligible to be claimed under LOS:

- » Rental of rooms and technical equipment.
- » Photocopying and the printing of programmes, book of abstracts, book of proceedings, flyers etc.
- » Phone, fax and mailing for announcements.
- » For sizable meetings, up to a maximum of 15% of the eligible LOS amount can be claimed by the LO to support the administrative and secretarial expenses linked to hosting and organising the approved scientific activity.
- » Field trip expenses if scientifically justified and relevant to the objectives of the approved Meeting / Training School.
- » Coffee breaks, refreshments and light lunches (light lunches are wraps / sandwiches / finger food etc.) – light lunches count as one meal when calculating an eligible participant's meal provision. This means that any light lunch offered to an eligible participant (irrespective of where the funding for the lunch is sourced) is to be counted as one meal and will be deducted from the daily meal allowance afforded to each participant.
- » One single networking dinner for the entire meeting duration which will be deducted from the daily meal allowance of each eligible participant.
- » Consumables purchased for Training Schools such as laboratory materials and / or the rental of scientific equipment. The quantity and nature of the purchased or rented consumables must be coherent with the needs and requirements of the Action Participants that will attend the approved activity.

## 3. LOS NON ELIGIBLE EXPENSES

[\[Vademecum, section 6.3\]](#)

The following expenses cannot be claimed under LOS:

- » V.A.T. and any other indirect taxes.
- » Any meal exceeding the one single networking dinner limit.
- » Group accommodation bookings.
- » Accommodation bookings for individual participants.
- » Translation expenses.
- » Field trip expenses without relevant scientific justification.
- » Purchase of technical equipment and electronic devices such as mobile phones, computers, printers etc.
- » Any additional expenses not listed in the list of eligible expenses detailed in 2. LOS Eligible Expenses [\[Vademecum, section 6.2\]](#).