

**ES0802: Unmanned aerial systems
(UAS) in atmospheric research**

**Introduction to
COST Instruments and Procedures
- A COST Office Presentation -
Kerstin Wilde**

1st Management Committee Meeting
Brussels, 20/11/2008

Which activities are funded by COST and how to get these funds?

I Meetings

- 1.) Meeting types
- 2.) Who is eligible for reimbursement?
- 3.) How to organise meetings?
- 4.) The Financial Meeting Support
- 5.) The organisation of the individual participant's meeting reimbursement

II Short Term Scientific Missions (STSMs)

III Early stage Researcher Conference Grant

IV Training Schools

V General Action Support Grant (GASG)

VI Dissemination (publications)

1.) Meeting Types

- a) Management Committee Meeting (MC):** MC-members manage the activities of the Action and normally meet 1-2 times per year
- b) Core Group Meeting:** Chair, Vice-Chair and WG Chairs; they meet if needed
- c) Working Group Meeting (WG):**
- 2-4 WGs do the scientific work (key topics/deliverables)
 - WG members are selected by the MC
 - MC members should participate in one of the WGs
 - WGs meet before/after MC (reduced expenses) or separately
- d) Workshops:**
- Reimbursements for Action members (in MC or WGs)
 - Fair reimbursements numbers per signatory countries
 - Invited non-COST keynote speakers/session-chairs can be reimbursed

2.) Who are „Eligible Participants“?

I. **Management Committees (MC)** *all members must be invited and reimbursed

- up to 2 MC members per signatory country plus the MC chair.
- The Rapporteur should be invited once a year to a MC-meeting.
- Nominees of countries intending to sign the MOU can be reimbursed as invited experts, if the MC chooses to do so.

II. **Working Groups (WG)** *all members must be eligible for reimbursement

- Do not make WGs too big (expensive!).
- Researchers from signatory can come as needed (invited experts).

III. **External experts and invited speakers**

- External experts can be invited and reimbursed by the MC if their expertise contributes to the objectives of COST.
- Experts from *non-signatory* countries: max 5 per meeting.
- Experts from *non-COST* countries: max 4 per meeting with special role as keynote speaker or session chair.

3.) How to organise meetings?

- **Early planning** saves money! At MC meetings, sketch out the next year's activities (meeting types, dates, locations and approximate number of reimbursements)
- **The MC approval** is required in advance for all activities: via a full vote at an MC; an executive vote at a Core Group meeting, an email vote organized by the Chair; or *exceptionally* a Chair's written decision by email. No MC decision = no activity.
- The „Local organiser“ of the meeting or the CHAIR sends the **meeting application** „excel-template“ (names, nationality, affiliation to WG/MC, e-mail address, meeting address, local organiser) with the preliminary Agenda to the AO in the COST Office at least 1 month before the event (for WG/MC) and 2 months for Workshops, Conferences
- The COST Office will check the Minutes to see if this meeting was approved, will check the Agenda, the eligible participants and will send out the official invitation – together with the TRF, Agenda, Attendance List.

Meeting Request Application Form

Meeting request

Action number:

Meeting type:

	Yes	No
MC		
WG - which ones ?		
Workshop		

Date of MC approval

City

Local organizer

Local organizer (+e-mail)

From (date + start time)

To (date + end time)

Meeting address (venue)

Draft Agenda (for MC and /or WG)- to be enclosed in Word file!

Conference Program - to be enclosed - if applicable

Subsidy requested ?

with a BREAKDOWN (sheet "subsidy")

If YES, to be enclosed

Yes	No

Participant Firstname

Surname

Country

e-mail

Please specify on which behalf the participant will be reimbursed (MC / WG Number / Expert)

MC member ?

WG Number ?

Inv. Expert ?

Eligible for reimbursement ?

4.) The Financial Meeting Support

- ... is foreseen to provide a **contribution to the costs** of holding COST meetings
- **Eligible expenses**: meeting rooms; photocopies, phone,/fax, post etc.; coffee breaks, badges, personal costs=secretarial support (max 15%); field trip. etc
- If you fund **lunch/dinner**, then the meals will be deducted from participants individual reimbursement claims.

CAVE: **Up to € 10 000** (invoices **without VAT** required), **but below €3000 no invoices necessary.**

Procedure:

- **Page 2** of the Excel application form must be completed and a supporting **MC decision** delivered, together with the MC-Chairs pre-approval (standard text).
- MC **Post Approval** statement **from the Chair** is needed, stating that all services were provided as declared on the Excel sheet.

5.) Organisation of participant's individual reimbursement at the meeting:

- The Local Organiser should collect the Travel Reimbursement Forms of the Participants & check that everybody signs daily for his/her attendance.
- The collected Travel reimbursement forms with all the necessary tickets should be send – together with the signed Attendance List (local Organiser or Chair) to the AO in the COST Office.
- Participants should bring the completed TRF and already copies of their tickets to the meeting & follow the guidelines.
- *PLEASE mention always the COST-Action number „ES0802“ in the headline of your mails!*

6.) Which travel costs are reimbursed by COST?

Reimbursement based on delivery of tickets:

- Economy Airfare tickets (max 1200 Euro) - **copies of the TICKET (not the “reservation”)** with price, flight number, ticket number, name and routing needed
- Train tickets – **copies** with price, routing needed
- Taxi receipts if no local transport is available, copies always needed and if above 40 Euro, additional justification is needed
- Car reimbursement: 0.2 Euro/km. Printout from Via Michelin or Mappy website the distance of the two locations

Flat rates:

- Local transport (bus-metro-tram...), up to 25 Euro no receipt required if more than 25 Euro, all receipts are needed!
- Hotels are reimbursed at a fixed rate of 120 Euro/night (meeting day + one day before and after the meeting takes place max.)
- Meals are reimbursed at a fixed rate of 20 Euro/meal provided that they were not offered by the local organiser
- **Any deviation needs prior to the meeting approval by the COST Office.** All eligible expenses are listed on the second page of your reimbursement form!

II Short Term Scientific Mission (STSM)

- STSMs allow scientists to work in an institution/laboratory in another country; to learn methods or carry out measurements which are not available in house; for the exchange information, data, procedures that contribute to the Action
- The Host country must be a COST member of the ACTION and it must be different from the home country.
- Target group: young scientists, PhD students ...but all researchers are eligible.
- Duration: between 5 days and 3 months.
- Exception: „Early Stage Researchers“ (= PhD + 10 years) may extend their STSM up to 6 months and up to Euro 3500,-.
- Funding: grant for travel (up to €300) and daily allowance (€60-90/day)
- Typical Cost of STSM: about 1000 Euro (max 2500 Euro)

Procedure:

- The amount that shall be spend on STSMs is mentioned in the MC-minutes.
- The STSM-applicant registers the dates, host etc. when they are sure at: <http://www.cost.esf.org/stsm> and sends the notification to the Chair or the STSM-Coordinator of the Action.

... STSM - Procedures

- The Chair sends his pre-approval text to the AO in the COST Office.
- Only then the COST Office approves the STSM, sends the STSM-applicant the Grant Letter and asks for his host approval, CV and abstract of STSM.
- After the STSM took place the applicant sends his Payment Request Form to the COST Office and the STSM-report to the Chair or the STSM-Coordinator. The latter sends his post-approval to the COST Office.
- Only then the COST Office is paying the Grant...

The Chair's pre-approval reads as follows: *STSM Reference number, COST Action number, grantee's name*

On behalf of the Management Committee of the above action, I would like to inform you after evaluation that:

- *-1- the attached request for an STSM has been approved and*
- *-2- a grant of xxxx EUR has been recommended and*
- *-3- the host institute has accepted the proposal*

III Early Stage Researcher Conference Grant

- Def: Early Stage Researchers = PhD, PhD+ 10 years
- Each Domain offers max. 3 ESRG (max. EUR 3000 per ESRG) per year **for participation in an international conference outside of COST Action's budget.**
- You send to the SO:
 - CV and personal data & relevant data of the conference
 - Approval of Application by the MC
 - Copy of the abstract submitted to the conference
- The SO registers and forwards your request to the DC
- DC decides two times a year (next deadline February 2009). If approved by DC and if the paper is accepted “by conference organiser/panel” you register online at COST-homepage for the Conference Grant.
- After your conference participation: send a short report to DC and MC

IV Training Schools

- Purpose: to disseminate Action results and provide intensive training in an emerging subject where the Action possesses unique equipment or know how.
- Duration: Normally lasts less than **5 days**, with a total number of attendees not exceeding 30, and takes place in one of the laboratories linked to the Action.
- Reimbursed expenses:
 - Support for the organization costs (room rental, technical equipment)
 - Travel and subsistence for lecturers - same as for participants to COST meetings but no lecture fee;
 - Fixed grants for attendees – amount to be decided by the MC, not exceeding **600 € per attendee**.

Training Schools – Procedures

MC Chair sends request to the COST Office with these documents:

- **MC Approval** stating aim of the training school
- Detailed **programme**
- Detailed **financial support request** for the organization of the meeting (limit 10.000 €)
- **List of lecturers** with contact details and short C.V.
- **List of participants** with contact details (they are selected by the MC who approves their eligibility for the attendance grant)

After reception of these documents COST will send acceptance letters to the local organizer, the lecturers and the participants.

V General Action Support Grant (GASG)

- Aim: Support and development of the Action's Website, to be hosted on the server of one of the institutions represented at the MC
- Grant Holder: usually the MC Chair
- Grant: up to 2000 € per budget year; MC-decision needed MC Chair to report on the expenditure of the allocation to the MC.

VI Publications

- COST supports the dissemination and transfer of knowledge. This concerns any publication (leaflets, brochures, posters, special issues in scientific journals, books, e-publications).
- However, any publication – except the „Final Publication“ at the end of the Action’s lifetime – has to be financed by the Action’s budget (and stated in the Minutes/budget plan).
- COST always needs 5 copies of each publication, please.

Thank you for your attention.

Further questions?