



European Cooperation in the Field of Scientific and Technical Research

***Role and rules of procedure for
Management Committee***

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Role and rules of MC (1/4)

- Supervise and coordinate the implementation of Action.
 - Meet at least once per year and is convened by the Chair, or at the request of at least 3 Signatories.
 - Composed up to 2 representatives from each sign. Country, 1 representative from each non-COST Institution(s) (max. 2 per non-COST country). **Notify the COST Office of changes!**
If a representative is unable to attend a meeting, he can be replaced by an officially appointed deputy.
5. Secretariat provided by COST Office or by Grant Holder.
 6. COST Office is responsible for all contacts with the Chair, Vice-Chair and members of the MC. The COST Office will receive copies of all correspondence.

Role and rules of MC (2/4)

- Each signatory country (**not individual !**) has one vote. Observers and non-COST countries can express their views but cannot vote.
 - Decision can be taken by the simple majority of at least 2/3 of the Signatories represented.
 - COST member countries and Cooperating countries which have intention to sign the MOU can attend as observer the 1st MC during the first year, after only with the permission of the MC. EC can send observers anytime.
7. Establish its own rules based on Annex II of the CSO document

Role and rules of MC (3/4)

1. Coordinate the Action:

1. Determine Research Topics on basis of MOU and the Technical Annex
2. Advise the direction of the work
3. Organise the work (working groups, detailed plans, distribution of tasks, budget planning, timetable)
4. Coordinate the participation of all participants
5. Liaise with international bodies, other Actions, etc.
6. Disseminate the results
7. Providing scientific progress and final reports
8. Formulate an opinion on application by non-COST institution with possible recommendation to the DC and CSO
9. Inform the DC and CSO of any substantial change and submit to them request for extension and prolongation

Role and rules of MC (4/4)

1. The COST Office will take care of the organisation of the meetings held in Brussels only. The other meetings will be organised by the MC or WGs in any Signatory country.
3. Proposals for amendment of these rules must circulate one month prior to their discussion to the members of the MC and to the COST Office.

Example: MC can authorize the Core Group to make decision for a maximum budget of 5000 € and to manage the STSMs requests.