

Rules of Procedure for Management Committee

Article 1

The Management Committee (MC) for COST Action ... has been set up in accordance with the provisions of the "*COST Rules for the Management of COST Action*".

The members of the MC shall be nominated for the duration of the Action by the COST National Coordinator of the respective COST Member Country or Cooperating State participating in the Action.

The MC shall consist of no more than two representatives for each COST Country.

In addition, participation from International Partner Countries, Near Neighbour Countries or Specific Organisations to the MC is possible as MC Observers. Participation is limited to up to two representatives from the International Partner Countries and Near Neighbour in question, provided they come from different institutions can participate. MC Observers need to be approved by the Management Committee, the relevant Domain Committee and the JAF.¹¹

Article 2

The main responsibilities of the MC are, as defined in Section 3.2 - *Action Strategy and Structure* of the "*COST Rules for the Management of COST Action*", to ensure the coordination, implementation, and management of the Action as well as supervising the appropriate allocation and use of the funds.

Article 3

Each COST Member Country and Cooperating State participating in the Action shall have one vote in the MC. If a MC Member is unable to attend a meeting, this power may be delegated to an officially appointed substitute. Researchers from International Partner Country, Near Neighbour Country or Specific Organisation shall be considered MC Observers. MC Observers have the right to express their views but not to vote.

Votes can be held electronically via e-mail and are valid if all of the following conditions are met:

- a. Votes are initiated and managed by the MC Chair;
- b. All MC Members and MC Observers are among the recipients of the message initiating the vote;

¹¹ COST 232/07 "Tasks assigned to the JAF Group" and COST International Cooperation Rules (COST 4115/13)

- c. The vote is open for at least seven days;
- d. The COST Office is informed of the outcome of the vote;
- e. The outcome of the vote is included in the minutes of the first MC Meeting after the electronic vote is held.

In case of electronic vote, absence of reply will be interpreted as consent. Electronic vote (via e-mail) cannot be used for the approval of International Partner participations, for which a dedicated online tool is available.

Article 4

The members of the MC, with the agreement of both the relevant COST National Coordinator and the MC Chair, may appoint substitutes in case of absence. Attendance at the MC meeting should be limited to members (or their substitute), as well as the designated MC Observers.

Article 5

The MC may decide that some of its discussions or certain Minutes of meetings and other documents be considered confidential. Documents are not considered confidential unless this is clearly stated on the front page.

The information supplied by the members of the MC shall not be published without their agreement.

Article 6

If in the course of this Action results are obtained or expected, which could give rise to intellectual property rights, the MC shall take the necessary steps, be it by written agreement among the participants or otherwise, in order to protect these rights, with respect to the principles set out in "Rules for Participation in and Implementation of COST Activities".

International Partner Countries, Specific Organisations and Near Neighbour Countries joining the Action are subject to the MC decisions as well as to respect the principles set out in "Rules for Participation in and Implementation of COST Activities".

Article 7

The MC shall appoint by a simple majority vote from among its members a Chair and a Vice-Chair for the duration of the Action. The election shall take place during the first MC meeting.

If the Chair is unable to attend, his/her place shall be taken by the Vice-Chair. Whenever the Chair is affiliated to the Grant Holder, or act as local organizer, commitments, validation and approval are transferred to the Vice-Chair.

In the event of the premature termination of the appointment of the Chair or Vice-Chair, they shall be replaced for the remainder of the term of office in question, again by a simple majority vote.

Article 8

Meetings of the MC shall be officially held only if at least two-thirds of the COST Countries participating in the Action are represented.

Decisions of the MC shall be taken by simple majority vote of MC Members present or represented at the meeting, with one vote per Member Country participating in the Action. If required, a secret ballot may be carried out. In the event of a tie, the procedure may be repeated. In any case, the MC Chair does not have the right to vote.

Article 9

The MC shall be convened by the Chair as often as required for the performance of its tasks and in any case not less than once per year.

It may also be convened at the request of members representing at least three COST Countries participating in the Action.

Article 10

In the CGS support for the MC shall be provided by the Grant Holder. Support to the MC can be provided by the COST Office in a subsidiary basis for meetings organised under the PAYG system.

Article 11

The Scientific Officer in charge of the Action within the COST Office shall receive copies of correspondence pertinent to the monitoring of the Action.

Official documents to be distributed by the Grant Holder (or by the COST Office in case of meeting organised under the PAYG system) at meetings should be provided at least one week before the meeting. For last minute documents to be distributed during meeting sessions, a sufficient number of copies should be brought, in order to avoid duplication on the spot. Whenever possible, documents should be electronically distributed by the authors directly to the participants and COST Office/Grant Holder.

Article 12

Meetings shall be held where the MC considers it advisable to meet, in easy to reach locations of any COST Country participating in the Action. In case of meetings organised under PAYG, the COST Office can act as Local Organiser when meetings are held in its facilities in Brussels.

Article 13

The working language of the MC is English, unless otherwise agreed by MC members. Documents emanating from the MC shall be in English.

Article 14

These Rules of Procedure may not be amended by the MC. Should there be the need to deviate from the Rules of Procedure, the MC shall seek prior approval from the COST Office. In any case, deviations must be in the best interest of smooth implementation of the Action and shall not contravene the basic principles and rules set out in the present Rules, neither in the “Rules for the Participation in and implementation of COST Actions”, the COST Vademecum or any other COST document, or adversely affect the functioning of the Action. Duly justified proposals for deviation from the present rules shall be circulated one month prior to their discussion to the members of the MC and, further to the approval of the MC, to the COST Office for final decision.
