



## NATIONAL PROCEDURE TO BECOME A MEMBER OF A COST ACTION MANAGEMENT COMMITTEE

### **Nomination**

The nomination of members to the Management Committee (MC) from Spain and the adherence to the COST Actions in our country is under the responsibility of the Deputy Direction “Internacionalización de la Ciencia y la Innovación” within the Ministry of Science, Innovation and Universities.

The COST National Coordinator (CNC) ([cost.coordinacion@mineco.es](mailto:cost.coordinacion@mineco.es)), upon the acceptance of the **COST Action Memorandum of Understanding (MoU)**, nominates up to two Spanish representatives and up to three Spanish substitutes to the MC of the COST Action through the online tool provided by the COST Association (e-COST).

The COST National Coordinator can replace the nominees at any time. This prerogative will be applied if the nominees fail to perform **their responsibilities and duties** (see below).

### Selection of the MC members

Upon approval of the COST Actions, there is a period of time stipulated by the Ministry to receive the expression of interest (EoI) to participate in a COST Action as MC Member (representative or substitute).

### Information to be provided to CNC

Within the period after the COST new Actions approval or anytime afterwards, applicants interested to participate in a COST Action must provide the following information:

#### A **Expression of Interest** (EoI)

- a. explaining the reasons for his/her interest, how his/her activity or research will contribute to the Action’s objectives and the participation in the COST Action will contribute to his/her own professional career.
- b. A short CV (between 5 and 10 lines)
- c. Specific information regarding COST and the Action: If (s)he has been involved in the **preparation of the proposal**, if (s)he has any previous relation to any of the network members and which, if (s)he has any previous experience with COST and which one.

### Criteria applied for the selection among interested candidates to be members of the Management Committee, in priority order are:

- i. The degree of participation in the preparation of the COST Action proposal.
- ii. The motivations presented in the EoI as well as the appropriateness of his/her CV to the COST Action’s objectives and Memorandum of Understanding.
- iii. Spain will balance in the nomination of the 2 MC Representative Members that at least one will be Early Career Investigator and/or female applicant if fulfils the criteria above. If possible the 2 MC Representative Members



- nominated would have a complementary experience, would work in different institutions, center or cities in order to strengthen the networks in Spain.
- iv. Availability to travel, experience in international meetings and experience in COST Activities.
  - v. For a first nomination to an Action which has been approved more than 12 months ago, as the participation will be subject to the Management Committee's acceptance or rejection (by vote at an MC meeting or by e-vote). A letter of support signed by the Action Chair of the COST Action is required.

### **MC substitutes (maximum 3 persons per Action)**

The role of a MC substitute is to replace to the MC member if this person cannot attend to a MC meeting. The same criteria than above will be applied for their selection.

### **Responsibilities and duties of MC members**

**It will be mandatory that an open communication channel will be established between MC representative members and MC substitutes with sharing of all information from the Action.**

**Information from MC members must also be provided to any interested Spanish researcher facilitating his/her integration in the Working Groups and activities of the COST Action.**

**The change of circumstances in the institutional affiliation of the MC member must be communicated to the Ministry ([cost.coordinacion@mineco.es](mailto:cost.coordinacion@mineco.es)) in order to evaluate if the MC member must leave to be MC Spanish member.**

**Final Note. Once Spain has nominated any MC representative member in an Action, to become MC representative or substitute member, the candidate must fill the EoI and a Letter of Support from one or two MC Spanish member/s of the Action.**