



COST

COST (European Cooperation in Science & Technology)

Kick-off Meeting – Action IC1207

**PARSEME: PARSing and Multi-word Expressions. Towards
linguistic precision and computational efficiency in natural
language processing**

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An Introduction to COST Instruments and Procedures



Activities Available to COST Actions

- **Meetings**
 - **Science Management Meetings**
 - Core Group (prepares MC decisions)
 - Management Committee (defines the Action strategy)
 - **Working Group Meetings, Scientific Workshops, Seminars, Research Conferences**
- **Short Term Scientific Missions (STSMs)**
- **Training Schools**
- **Dissemination** (publications, website and outreach activities)
- **COST Activities from other budget lines**



Management Committee Meeting

- **Defines the Action strategy**
- **Eligible and entitled Participants**
 - Management Committee Members nominated by their country (all must be invited)
 - MC members may be replaced by official MC substitutes
 - The Domain Committee Rapporteur must also be invited—normally attends one MC meeting per year
 - Up to two (2) MC members per Party, plus the MC Chair
- **Follows a predefined agenda**



Core Group Meeting

- **Prepares Management Committee Decisions**
- **Composition**
 - Chair, Vice-Chair, WG Chairs and Grant Holder and other key actors of the Action
- **Meets as needed**
- **Usually collocated with other meetings**



Working Group Meeting

- **Responsibilities**

- Coordinates pre-funded research by allowing the Action Members (MC and/or WG members) to discuss their progress and to identify or make progress on efforts needed in order to achieve the objectives of the Action

- **Eligible Participants**

- All* MC members attending are eligible for reimbursement
- Researchers from participating countries may be reimbursed (as Working Group members)
- External experts can be invited and reimbursed by the MC if their expertise contributes to the objectives of COST. (not on a regular basis, max. 4 Experts from non-participating countries per meeting)



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*) Special rules for MC members from participating non-COST-Country institutions



Workshops and Conferences

- **Mission**

- To serve the scientific Action objectives and acts as a showcase for the activities of the Action.

- **Eligible Participants**

- Workshops and Conferences are open, in general, to the whole scientific community
- Generally reimbursement is limited to the members* of the MC or WG subject to the available funds, respecting good geographical balance
- External experts can be invited and reimbursed by the MC if their expertise contributes to the objectives of COST. (not on a regular basis, max. 4 Experts from non-participating countries per meeting)

- **Free access for Action members as registration fees are not eligible for reimbursement**



Meetings - Reimbursement Procedure

- **For all meetings, selection of participants to be reimbursed rests with the MC Chair—this** may be delegated to e.g. WG coordinator or another MC member. Justification of selection should be provided.
- **Attendance list**
 - sets eligibility for reimbursement
 - generated by e-COST based on invitations received and confirmed via e-COST and
 - to be signed by each participant on each meeting day
- **For additional participants to be reimbursed: MC Chair or WG coordinator approval necessary, or COST Office/CNC approval required**

Meetings - Reimbursement Procedure

- **What to do:**
 - **On-line registration** (one-time) for personal and bank details before the meeting at: <https://e-services.cost.eu>
 - **Travel reimbursement forms:** Reimbursement forms (accessible from the invitation e-mail) should be handed in at the meeting or sent to the Grant Holder as soon as possible after the meeting (with the exception of this kick-off meeting)
 - Receipts for the return leg should be submitted as soon as possible
 - Deadline of form submission = 60 days. No reimbursement after this date
 - Any deviation from the rules requires explicit prior written agreement from COST Office

Eligible claims

- **120 Euro/night** for accommodation and breakfast (meeting days + 1 night before) – same flat rate for all participants; MC may decide to lower flat rate
- **20 Euro/meal** (lunch or dinner, when not offered by LO)
- Travel expenses (most economical):
 - **Air travel:** up to Euro 1200 (for all participants), business class not eligible
 - **Train and bus** (1st class); seat reservations/sleepers eligible expense
 - **Car:** only by kilometre (0,2 Euro/km, attach Google map) up to 2000 km (non-eligible: additional accommodation, gas, toll fee, rental)
 - **Local transport** < 25 no receipts, >25 with all receipts
 - **Taxi:** Only when no public transport is available and between 22:00 until 07:00. Justification & receipts always required
- **Non eligible costs: registration fees, health related expenses; life, luggage and cancellation insurances, telephone calls, internet/wifi and minibar**
- **All exceptions should be approved prior to the meeting** (as appropriate, e.g. by the COST Office, MC Chair, MC—see COST Vademecum for details)

Local Organiser Support

- **Support for events organized by the Action**
- The Local Organiser is the local contact entity for an event, representing an institution of one of the COST participating countries.
- **List of eligible expenses**
 - Room & technical equipment rental
 - Photocopying, phone, fax, mailing costs
 - Personnel – staff involvement (max. 15% of the total request)
 - Coffee breaks
 - Only one conference meal (to be deducted from TRF)
 - **N.B.: accommodation expenses are not eligible; VAT is not eligible**
- **Grant (up to a maximum of EUR 10 000):**
 - Up to 30 EUR/participant (as evidenced by signed attendance list, including those not eligible for reimbursement), no justification of expenses is required;
 - Above 30 EUR/participant: invoices required.

Short Term Scientific Mission (STSM)

- **Target group:** all researchers are eligible but...preference for young scientists (< PhD + 8 years), PhD students...
- **Objectives of STSMs:** fostering collaboration, learn a new technique or take measurements using instruments not available in their own institution.
- **Duration:**
 - between 5 working days and 3 months, max EUR 2500
 - Early Stage Researchers: up to 6 months , max EUR 3500
 - typ. 60-90 € per daily allowance, travel costs 300€
- **Home institution and host institution must be in signatory countries (Parties) of the Action**
- **After the STSM, applicant will provide a scientific report to the MC**
- **The Action can create an STSM Committee, or allow the Core Group, MC Chair or an STSM coordinator approve STSM applications**
- **On-line registration of applicant** <https://e-services.cost.eu/stsm>



Training Schools

- Provide intensive training on a subject that contributes to the aim of the Action
- If applicable, offer familiarization with unique equipment or know-how in one of the laboratories of the Action
- **Duration:** between 3 days and 2 weeks
- **Reimbursed expenses:**
 - Local Organizer Support (e.g. room rental, technical equipment), local transport trips, one conference meal if deducted from the daily allowance of reimbursed participants
 - Travel and meal allowance for Trainers - but no lecture fee
 - Grants for Trainees (from participating COST countries) – amount to be decided by the MC (usually the same as for participants in an STSM)



Publication Support and Dissemination Activities

- **Dissemination tools and publications:** such as books, special journal issues, CD/DVDs etc.
- **Form of support:** purchasing a number of copies of the dissemination medium
- **Action Website**
- Non-eligible costs: VAT, and related costs such as graphic design, proofreading, translation and editing not covered

COST Activities from other budget lines(I)

- **Final Publication**

Financed by COST Office in the last year of the Action (max EUR10,000 net of VAT) – 2 offers if above EUR 3 000. This activity requires preapproval from the COST Publication team (at least 6 months before end date) Contact: publications@cost.eu

- **Reciprocal STSM**

3000 Euro for AU & NZ, 2500 Euro for Argentina & South Africa

On-line applications must be forwarded to COST Office for approval

http://www.cost.eu/about_cost/reciprocal_agreements

COST Activities from other budget lines(II)

Grants for Early Stage Researchers (< PhD + 8 years)

- ESR wishing to present a paper at a conference anywhere in the world
- Posters and tutorial presentations are not eligible
- Three (3) open calls per year; one (1) grant per call
- Grant of up to EUR 3000
- Applications approved by the ICT Domain Committee (DC)
- Actions can send max one (1) application per call; previous grantees are not eligible for future calls

COST Activities from other budget lines(III)

- Institutions from Non-COST countries can be involved in an Action; generally, **participants are not eligible for reimbursement**
- However, special **Reciprocal Agreements** with Argentina, Australia, New Zealand and South Africa provide extra funding aside from the Action's budget (Visit to COST countries, STSMs to/from these countries (only to/from Action member institutions))
- Also, participants from “**Near Neighbouring**” countries are eligible for reimbursement to meetings and for STSMs
- Application procedure for Non-COST institutions:
 - Application Form + motivation letter to MC → MC approval
 - SO approval
 - DC approval
 - CSO approval



Promotion of COST by your Action

- **Action Website**
 - COST Logo clearly visible
 - COST funding acknowledgement
 - Relink to the COST web site
- **Publications**
 - COST funding acknowledgement
- **Meeting**
 - Ensure COST visibility to others at the meeting place
 - Inform your CNC about the Action meeting in his/her country
- **Special Sessions at Conferences**
 - Ensure COST visibility to others at the conference venue
 - Take care that the conf. programme points clearly to a COST Action event
- **Scientific Highlights**
 - Inform the COST Office and the Rapporteur

Media | Social Media



Twitter: <http://twitter.com/COSToffice>

Facebook:

<http://www.facebook.com/COST.Programme>

LinkedIn group: European Cooperation in
Science and Technology

YouTube channel:

<http://www.youtube.com/COSTOffice>



Communication to the COST Office

- Your one of ~30 actions in ICT sending emails, therefore
- Please start the Subject line with:
“IC1207:”
- If you want to address two or more major issues, put them in separate emails with different subject lines.

Support and Documentation

- COST Vademecum “COST Grant System”:
<http://www.cost.eu/guidelines>
- ICT Domain: <http://www.cost.eu/ict>
- Administrative Officer: Ms Aranzazu Sanchez,
aranzazu.sanchez@cost.eu
- Science Officer: Dr. Ralph Stübner (ralph.stuebner@cost.eu)

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