COST (European Cooperation in Science & Technology)

2014 ICT Annual Progress Conference

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24/04/2014

New Vademecum

❑ **In force from 28 June 2013**

❑ **Highlights:**

  ❑ **Eligibility for reimbursement of IPC as Trainers**

  ❑ **Dissemination Meeting – Conference Fee EUR 500 in addition to travel and subsistence**

  ❑ **Local Organizer Support**
    → **New Lump Sum: EUR 20 participant/ day**
    → **Light lunches eligible**

  ❑ **No need of Payment Request Form: STSMs & Training Schools**

  ❑ **Dissemination – Website provision**

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Meetings-Eligible Expenses

Reimbursement

❑ **Flat Rates: Accommodation EUR 120 & Meals EUR 20**

❑ **Face Value: Travel expenses**

    ❑ **Taxi → justification**
    ❑ **Local transport**
    ❑ **Car → proof of distance**
    ❑ **Parking → receipt**

Travel Derogations (non-exhaustive list) prior approval by COST Office required:

❑ **Travel departure/return different from COST representing country**
❑ **Extra night**
❑ **Air fare above EUR 1200**
❑ **Business class air ticket**

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MC Decisions- Organizational best practices

Timely organisation: aiming at timely re-allocation of reimbursement places

- ❑ **By enabling GH send early invitations**
- ❑ **By setting up a deadline for early sending of invitations**

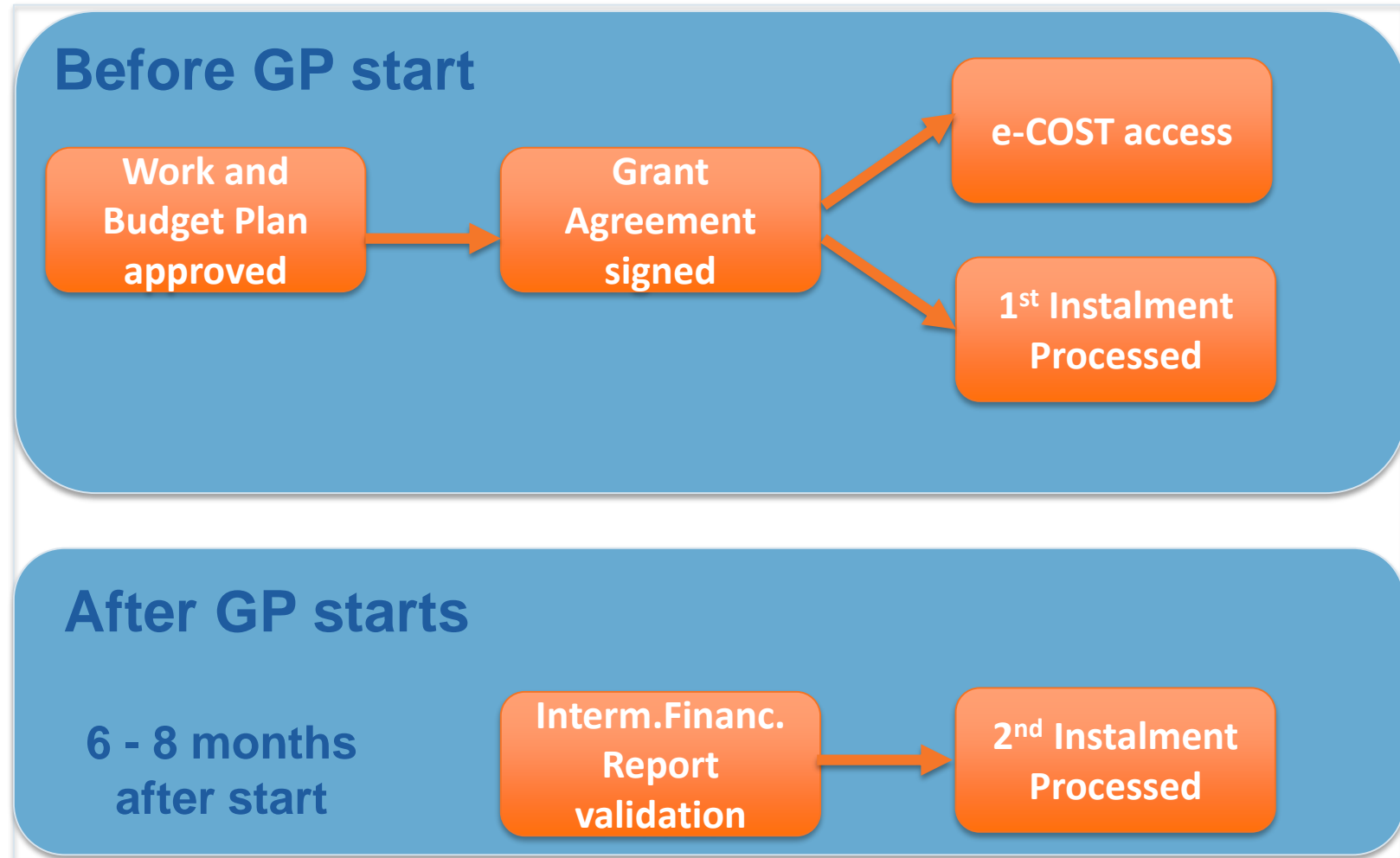**Budget savings:** aiming at efficient allocation of Action funds
HOW ?
- ❑ **Economical travel destinations**
- ❑ **Lowering of Flat rates**

Strong Authentication e-COST

❑ **Submission of TRR Form fully on-line**

❑ **Secure & Unique Individual Identification**

❑ **One-time Passwords**

❑ **Technical Provider: InWebo certified by ANSSI**

❑ **Advantages:**

  ❑ **Reduces claim processing time**
  ❑ **Eco-friendly - paperless**

2nd,3rd, 4th Grant Period

Before GP start

Work and Budget Plan approved → Grant Agreement signed → e-COST access

After GP start

60 days after start — Yearly Financial Report validation → 1st Instalment Processed

6 - 8 months after start — Interm.Financ. Report validation → 2nd Instalment Processed

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6

Correction below.

More News ....

❑ **Review of COST Actions by European Court of Auditors (ECA) – currently on-going**

❑ **Actions Grant Periods**

➔ **extensions until 31 May 2014. Grant Agreement Amendment in preparation**

➔ **extensions until 30 November 2014**

❑ **Financial Rapporteurs**

❑ **Payments processed by ESF until 30 Nov 2014**

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Support and Documentation

COST Association Vademecum "Part 1"
http://www.cost.eu/participate/networking

e-COST

https://e-services.cost.eu/

www.cost.eu