

## PROCEDURE TO BECOME A MEMBER OF A COST ACTION'S MANAGEMENT COMMITTEE

### Nomination

The nomination of members to the Management Committee (MC) from Spain and the admission to the COST Action is under the responsibility of the Deputy Directorate of Internationalization of Science and Innovation: “**S. G. de Internacionalización de la Ciencia y la Innovación**” within the Ministry of Science and Innovation.

The COST National Coordinator ([cost.coordinacion@ciencia.gob.es](mailto:cost.coordinacion@ciencia.gob.es)), upon the acceptance of the COST Action *Memorandum of Understanding (MoU)*, nominates up to two Spanish representatives to the MC of the COST Action through the online tool provided by COST.

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

### Selection of the MC members

From publication date of results of the call OC-1-2020 there is a period of approximately *two weeks* to receive the expression of interest to participate in a COST Action as a MC member (representative or substitute).

### Information to be provided to CNC

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

1. A letter of intent (LoI) 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.
2. A short CV (between 5 to 10 lines).

3. Specific information regarding COST and the Action: If (s)he has been involved in the preparation of the proposal of the Action, if (s)he has any previous relation to any of the network members and which, if (s)he has any previous experience with COST activities and which ones.

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

- i. The degree of participation in the preparation of the COST Action proposal
- ii. The motivations presented in the letter of intent 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 young and/or female applicant if fulfils the criteria ii.

If possible the 2 MC 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.

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

The role of a MC substitute is to replace to the MC representative member if this person cannot attend to a MC meeting. The same criteria 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 members and MC substitutes with sharing of all information from the Action. Information must also be provided to aby Spanish researcher interested in to participate in the Action activities, facilitating their integration in the Working Groups (WGs) and activities of the COST Action.

The change of circumstances in the institutional affiliation of the MC member must be communicated to the CNC ([cost.coordinacion@ciencia.gob.es](mailto:cost.coordinacion@ciencia.gob.es)) in order to evaluate if the MC member must leave his/her nominated rol.