



## 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 administrative unit for the international and European relations: “**Subdirección General de Relaciones Internacionales y con Europa**” within the Ministry of Economy and Competitiveness.

The COST National Coordinator ([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 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

Upon approval of the COST Actions, there is a period of one month to receive the expression of interest to participate in a COST Action.

Information to be provided to CNC

Within the **one month** 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 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
2. A short CV
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 and which one.

Criteria applied for the selection of the among interested candidates to 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 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.
- 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 another COST Action MC members is required

### **MC substitutes**

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 will be applied for their selection.

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 all Spanish researchers facilitating their integration in the working groups and activities of the COST Action.