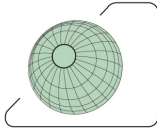


ESSEM



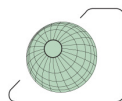
COST Office News and Managing the end of Your COST Action up to May 2009

By Kerstin Wilde
(AO cross-cluster Support)

On behalf of Carine Petit
ESSEM Science Officer

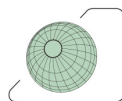
Brussels, April 2008





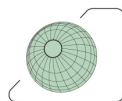
Outline

- News from the COST Office
- News from ESSEM
- Status of the Action
- Next (and last) Grant
- Final evaluation
- Final publication and new publication procedures
- New procedure for Non-COST Countries
- To do at this MC meeting



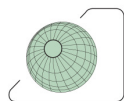
News from the COST Office (1/2)

- CSO approved **25 new COST Actions** in November 2007
- Open Call of September 30 2007:
 - 76 pre-proposals over 476 were selected to submit full proposals
 - 5 ESSEM full proposals over 9 were selected by the EEP and the DC
 - After consensus with other COST domains, 2-3 new ESSEM proposals will be proposed to the CSO to be financed
 - Final decision at CSO meeting on 18-19 June 2008
- Last Open Call: March 28, 2008
 - 415 pre-proposals were submitted, among which 44 ESSEM
 - Trans-Domain Proposals will be reviewed by a Standing Assessment Body
- Next Collecting Date: September 26, 2008
- New rules for publications and for Non-COST Country applications (see later)



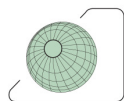
News from the COST Office (2/2)

- Actions are encouraged
 - to meet in COST premises, Brussels
 - to organize training schools
 - to conform to their timetable. Prolongation/Extension will be considered only without additional budget and on basis of strong scientific justification
- The preparation of the web application for the new **COST Grant System (CGS)** is still under development
- New annual contract with EC was signed by end of March
- In April, your budget will be refunded to cover activities until 31 May 2009 to ensure a smooth end of the Action



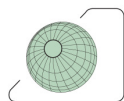
News from ESSEM

- ESSEM Monitoring Event: 25-26 June 2008, Helsinki
- **All the Actions Chairs (presentation of 20 minutes) will be invited as well as Rapporteurs (10 minutes for reporting + discussion)**
- The ESSEM Chair, Vice-Chair and SO will meet the Actions Chairs for an informal meeting and open discussions
- **Annual Progress Report will be expected by 15 May 2008**
- New reporting item: non-COST participations' contributions
 - Was there any substantial non-COST contribution in 2007?
 - What are the mutual benefits of those contributions?
 - Not only factual but also qualitative reporting



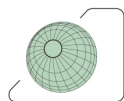
News from ESSEM

- **LAST DC meeting (10-11 March):**
 - The Vice-Chair, John Ingram, resigned
 - A rotation between the Chair and the Vice-Chair was expected for June 2008 according to the decision of the first DC meeting.
 - No candidate for chairing the domain was received
 - The Chair, Sylvain Joffre, was elected Chair of the Domain for the next two years
 - Dr. Ipek Erzi from Turkey was elected Vice-Chair of the Domain
- **Open Call of March 2007 led to 2 new ESSEM Actions:**
 - ES0701 Improved constraints on models of glacial isostatic adjustment (29 April 2008)
 - ES0702 EG-CLIMET European Ground-based observations of essential variables for CLImate and operational METeorology (14-15 May 2008)



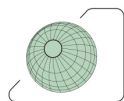
COST Action 726: Long term changes and climatology of UV radiation over Europe

- End Date **28/03/2009**
- DC Rapporteur Prof. Michal Marek
- 22 COST Countries + 2 Non-COST Institutions from Russia
- 2007-2008 Grant budget: **105.000 €**
- MC Auditor: Dr Peter Köpke
- **Your Action was pre-selected by the Commission to be audited in June on the period from 1st January 2006 until 31 May 2007. This must be confirmed.**



COST 726: 1 June 2008 – 31 May 2009 Next and last Grant

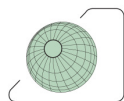
- The next Grant will cover the period: **1 June 2008 - 31 May 2009**
- Your work plan and budget plan for normal activities can be prepared **until March 2009** (official end of the Action)
- After 31 March 2009, no STSM, no WG meeting, etc. anymore
- **BUT**: as the Actions are authorized to organise their final event within the 3 months after the end date, **you can organise your final conference in April 2009**
- No extension must be requested
- New budget : **115.000 €** is confirmed



Who will evaluate the Action?

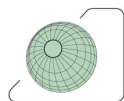
What is the timeframe?

- **Evaluation Board (EB)** appointed by the COST Office 6 months before the end of the Action (DC meeting of Sept. 2008):
 - DC Rapporteur: Prof. Michal Marek
 - 1 or 2 Experts
 - Science Officer
- **Final Evaluation Report must be submitted within 3 months after the end of the Action (August 2009)**
- It will be probably presented in September 2009 at the ESSEM DC meeting by the DC Rapporteur assisted by the expert
- The Action Chair will be invited to this DC meeting, but is free to attend or not



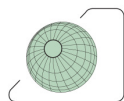
What does the Final Evaluation consist of? (1/2)

- What will be evaluated? Achievements of the objectives of the MOU and of the deliverables on basis of:
 - **Final financial report** (Action): delivered by June 2009 (within one month of the end of the Grant period)
 - **Final management report** (SO & Action): delivered by April 2009; **last updated** version of the **Yearly Progress Report** covering the entire period of the Action
 - **Extended scientific report** (Action): delivered by April 2009 (first draft) and by October 2009 (final draft); this report can be published by COST on the Action's demand
 - Website
 - Deliverables
 - Dissemination and Publications (in peer-reviewed journals, financed by COST)
 - End users of the final results (if applicable)



What does the Final Evaluation consist of? (2/2)

- The **template** and **criteria** of the final evaluation are available in the guidelines for assessment of an Action (see COST website)
- **Questionnaire** drafted by the EB will be submitted to the Chair, Vice-Chair and the WG Leaders to clarify some unclear points
- **Participation of the EB in the final Event** of the Action + **1- or 2-days meeting** of the EB with the Chair to finalize the Final Evaluation Report (if necessary, tbd)
- Draft of the Final Evaluation Report by the EB (August 2009)
- **Final Statement** of DC on the quality of the Action will be published **on the COST website** in September 2009, as well as the Final Reports (management and extended scientific) and the Final Evaluation Report.

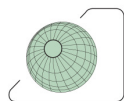


Useful to know about Publications (1/2)

- The COST Office will finance the publication of the final Extended Scientific Report
- You will have to support the costs of any additional publication (special issue, proceedings)

Steps to be followed:

- 1) MC decision needed for each publication with budget dedicated
- 2) Official request from Chair to SO with MC decision
- 3) Validation of request by COST PR Manager and COST reference
- 4) Notification by SO to Chair and invitation to choose a publisher
 - OPOCE or Private Publisher
 - If Private Publisher: 2 offers in case of price exceeding 3000 € (excl. VAT); COST needs 5 copies



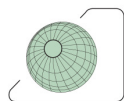
Useful to know about Publications (2/2)

Steps to be followed:

- 5) Chair sends offer(s) to SO, with strong justification if the most expensive solution is requested
- 6) Preparation of documents and distribution list (logos, etc.)
- 7) Confirmation of order by SO
- 8) Print proof to be sent to SO
- 9) Printing and Distribution
- 10) Payment

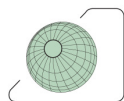
Please refer to the official document available under “vademecum”:

<http://www.cost.esf.org/index.php?id=38>



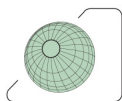
Useful to know about non-COST Countries

- New template for application of non-COST Countries
- A better description of **mutual benefits** is requested and of the contribution of the non-COST Institution in the Working Groups
- A **motivation letter** must be submitted by the non-COST Institution to the Chair and the Science Officer
- The application must be approved by the Management Committee of the Action, the Domain Committee of the Action and by the JAF Committee. Then, the President of the CSO will send an official invitation to the Non-COST Institution



At this MC meeting

- Clear MC decisions for last activities on 2007-2008 budget
- Prepare and communicate to the SO your work plan and rough budget plan from June 2008 to April 2009 to draft the new Grant contract
- Clear MC decisions needed including for “workshop or conference” supports, STSMs, Training School, publications at charge of the Action (in addition to the Final Report)
- Start the organisation of the Final Conference and the Final Report
- Continuous update of the website



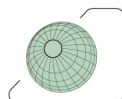
At this MC meeting

- Sign the Attendance List (each day!)
- Complete and sign your Travel Reimbursement Form and submit it, together with receipts, to the local organizer
- Save energy and money by using public transportation instead of taxis (prepare carefully your travels)! Max 40 € per participant and per meeting will be reimburse for taxi. Thanks for our planet!

International Year of Planet Earth (2007-2009)

<http://yearofplanetearth.org/index.html>





ESSEM team

Chandrasa Sjamsudin
Administrative Officer
csjamsudin@cost.esf.org

&

Carine Petit
Science Officer - ESSEM
cpetit@cost.esf.org
Tel: 32-2-533-3831

Have a fruitful meeting!