



Action FP0802: Experimental and Computational Microcharacterisation Techniques in Wood Mechanics

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Forests, their Products and Services



Agenda

- **Action Information and Budget**
- **News from the COST Office**
 - **COST (FP7) Mid term review criteria**
- **Early Stage Researchers**
 - **COST Strategy for Early Stage Researchers, and**
 - **Conference Grant Early Stage Researchers (CGESR)**
- **Non-COST country institution participation**
- **FPS Annual Progress Conference**
- **COST Grant System**
- **Points for consideration by FP0802 MC**



Action Information

CSO approval date: 18 June 2008
Entry into force: 29 August 2008
End of Action: 6 November 2012

Chair: Karin Hofstetter (AT)
Vice Chair: Lennart Salmén (SE)
Rapporteur: Martin Greimel (AT)

Working Groups:

- WG1: Wood Microstructure
- WG2: (Hygro-)mechanical properties
- WG3: Modelling of the material behaviour

17 countries: Austria, Denmark, Finland, France, Germany, Hungary, Italy, Lithuania, Netherlands, Norway, Poland, Portugal, Serbia, Spain, Sweden, Switzerland, and United Kingdom



Budget 2009 (1 June 2008-31 May 2009)

Budget 30 000/ 84 000 € Spent/ Committed 89 498,59 €

Meetings

Meeting Type	Date	Place	Avg per p	Total Paid	Planned to	Requested	Paid part	Cost	Status	Total
Kick-off	7-Nov-08	Brussels (BE)	694.29	11697.25	25	18	18	12497.25	Partly paid	
Others	16-févr-2009	Potsdam (DE)	192.27	961.34	6	5	5	961.34	Paid	
In conjunction with Works	11-mai-2009	Vienna (AT)	45440.00	0.00	71			45440	Committed	
										58898.59

STSM

Beneficiary	Date	From				To	Cost	Status	Total
									0

Workshops

Title	Date	Place					Cost	Status	Total
Workshop in conjunction	11-mai-2009	Vienna (AT)					3,000	Committed	
									3,000

General Support Grants

Title	Date						Cost	Status	Total
General	14-Nov-08						2,000	Paid	
									2,000

Schools

Type	Date	Place				title	Cost	Status	Total
SCHOOL_LLECTURERS	07-mai-2009	Vienna (AT)				Wood at the microscale:	4000	To be reimbursed	
SCHOOL_ORGANISER	07-mai-2009	Vienna (AT)				Wood at the microscale:	3000	To be reimbursed	
SCHOOL_STUDENTS	07-mai-2009	Vienna (AT)				Wood at the microscale:	18600	To be reimbursed	
									25600



Budget 2010 (1 June 2009 – 31 May 2010)

89,000 €

Planning of activities for 2010 budget year should begin now:

- a % of the budget should be reserved for STSMs
- Dissemination and Training Schools could be considered



News from the COST Office

- Migration to COST Grant System likely to start in 2nd or 3rd quarter of 2009 (FP0802 will migrate to the COST Grant System)
- The EC will carry out a Mid Term Review of COST, the criteria have been agreed (see next slide) – **Actions will also be monitored and evaluated against these criteria**
- CSO has issued **new templates for Monitoring Progress Report and Final Evaluation Reports** which must be used (in order to capture the information necessary for the Mid Term Review of COST by the EC)- now available on COST website www.cost.esf.org/participate/guidelines
- A **new template agenda for MC meetings** has been developed; this will be distributed by the COST Office and must be used for future meetings. **MC minutes** should be taken using the same headings as in the agenda.
- CSO has invited DC Chairs to review the Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions at workshop at the end of May (feedback -> your DC FPS representative)
- A new Reciprocal Agreement is under development: with South Africa
- COST is looking for success stories/ stories that explain the impact/ importance of the Action (send content to SO in first instance)



COST mid term review criteria

Desired networking contributions from COST Actions	Objectively verifiable indicators	Sources of verification	Supporting evidence to be used
New networking			
Formation of new networks from COST Actions	No of new networks	Descriptive analysis of COST Actions	Analysis of responses from questionnaire to COST Action participants in 2008/9
Additional members gained during COST Actions	No of new members		
Number of individual participants involved in Action work per year	No of participants per Action		
Involvement of Early Stage researchers in COST Actions	No of Early Stage researchers		
Participation in the STSMs	No of STSM participants		
Involvement of researchers from outside of COST Countries (in particular through reciprocal agreements)	No of researchers involved through reciprocal agreements		
Advancement and promotion of scientific knowledge (through publications)	No of publications published by Action members		
Plans for new projects with COST network colleagues	No of new projects	COST participant questionnaire analysis	
The degree of dependence on COST Action funding	Degree of dependency		
Innovative networking			
Innovatory work within COST Action; not duplicated elsewhere	Level of duplication	COST participant questionnaire analysis	Analysis of responses from questionnaire to COST Action participants in 2008/9
Significant research breakthroughs as part of the COST Action	Specific illustrations		
Spin off EC RTD Framework Programme projects	% spin offs	Descriptive analysis of COST Actions	
Spin off National Programme projects	% spin offs		
Tangible medium term socio-economic impacts expected	Case study examples	Case studies	
Important societal impacts expected	Case study examples		



Early Stage Researchers

COST Strategy for Early Stage Researchers (COST doc. 212/07)

(≤ 10 years since PhD/ similar)

Support measure 1: Short Term Scientific Mission

- Set a **target figure**, from which a percentage of the **Action budget** shall be used for STSMs (Domain Committee together with the COST Office).
- STSMs of **early stage researchers** can be expanded in duration **beyond 3 months** in well justified cases. Financial support shall be increased accordingly.

Support measure 2: Training Schools

- Training Schools shall already be **planned at the proposal stage** of a new COST Action. This shall be reflected in the criteria for the open call at the full proposal stage.
- The current level of this activity shall be raised.

Support measure 3: Action Think Tank

- An **early stage researchers' network** may be created within the Action as a “think tank”.
- Each year one of the **workshops of the Action would involve early stage researchers** to strengthen links with each other and with experienced scientists involved in the management of the Action.



Early Stage Researchers

COST Strategy for Early Stage Researchers (COST doc. 212/07)

(≤ 10 years since PhD/ similar)

Support measure 4: Conference Grant

- Each Domain offers 3 supporting grants (max. 3000 Euro each) per year for early stage researchers to participate in an international conference outside of the COST Action activities.

Support measure 5: Selection of Coordinators

- CSO recommends that Actions nominate **early stage researchers as Working Group Coordinators**.

Support measure 6: Open Call

- The text as well as the criteria of the Open Call shall encourage **early stage researchers to submit proposals** to the Open Call.

Support measure 7: Early stage researchers as national MC delegates

- Recommendation to the COST National Coordinators to nominate early stage researchers as national delegates whenever feasible.



Early Stage Researchers

Conference Grant Early Stage Researcher (CGESR)

Early Stage Researcher = PhD/ equivalent + <10 years

Support Measure 4 of [COST Strategy for Early Stage Researchers \(COST doc. 212/07\)](#)

- For an Early Stage Researcher (ESR) to present at an international conference (must have abstract accepted at time of application);
- Up to three CGESR per Domain per year;
- Up to € 3 000 per CGESR (subject to requirements);
- ESR submits application to Chair, if Chair supports proposal then s/he forwards it to COST Office/ Grant Holder (SO & AO for the Domain and the Action);
- Evaluated by Chair DC FPS and other members of Core Group DC FPS and approval (or not) communicated to COST Office/ Grant Holder;
- If approved the COST Office/ Grant Holder addresses the financial aspect and liaises with the applicant.



Non-COST countries

The participation of institutions from non-COST countries is welcomed (mutual benefit).

- Non-COST country participants could be from:
 - Near Neighbours,
 - Reciprocal Agreement countries (Australia, New Zealand, *South Africa will be next*)
 - The rest of the world

The processes for JOINING and FUNDING of participants from non-COST countries are explained on the next slides.



Non-COST countries - Near Neighbours

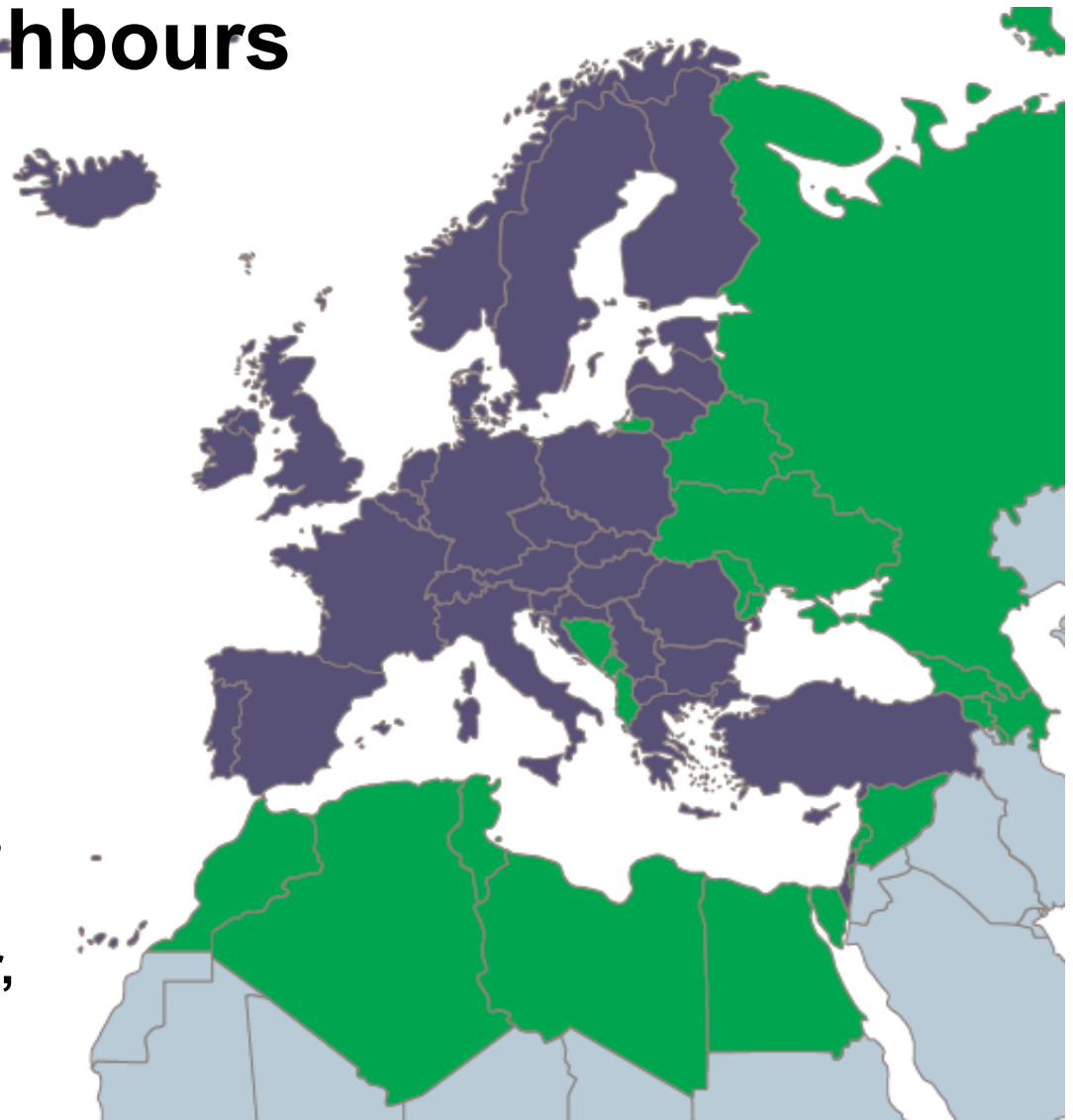


**COST
Countries**



**COST neighbouring
Countries**

- **Special budget line in the COST system to facilitate collaborations**
- **Specific exchange activities (Short Term Scientific Missions to Near Neighbour, cooperation of young researchers)**





Non-COST countries: JOINING

- Process for all non-COST country institutions to join COST Actions
 - Either include non-COST country participant in proposal (in which case their participation is approved by CSO when proposal approved => Action) and only MC & DC is needed, or
 - Non COST participant:
 - completes template (from COST Office) and writes “motivation letter”, then
 - needs 1) MC Approval, 2) DC Approval, 3) JAF (CSO) Approval (~3 mtgs/ yr)



Non-COST countries: FUNDING

Once the non-COST country participant has been fully (JAF) approved as non-COST country participant in the Action the funding possibilities are:

Near Neighbour

- COST strategic budget funds 1 NN participant per meeting (max 2/NN participants/country/meeting)
- COST funds NN participants in Training Schools
- COST funds COST country participant STSMs to NN country participant

Reciprocal Agreement (AU, NZ, soon ZA)

- COST strategic budget funds COST participant to visit RA participant
- RA country implementing agent funds RA participant to visit COST participants/ attend Action meetings

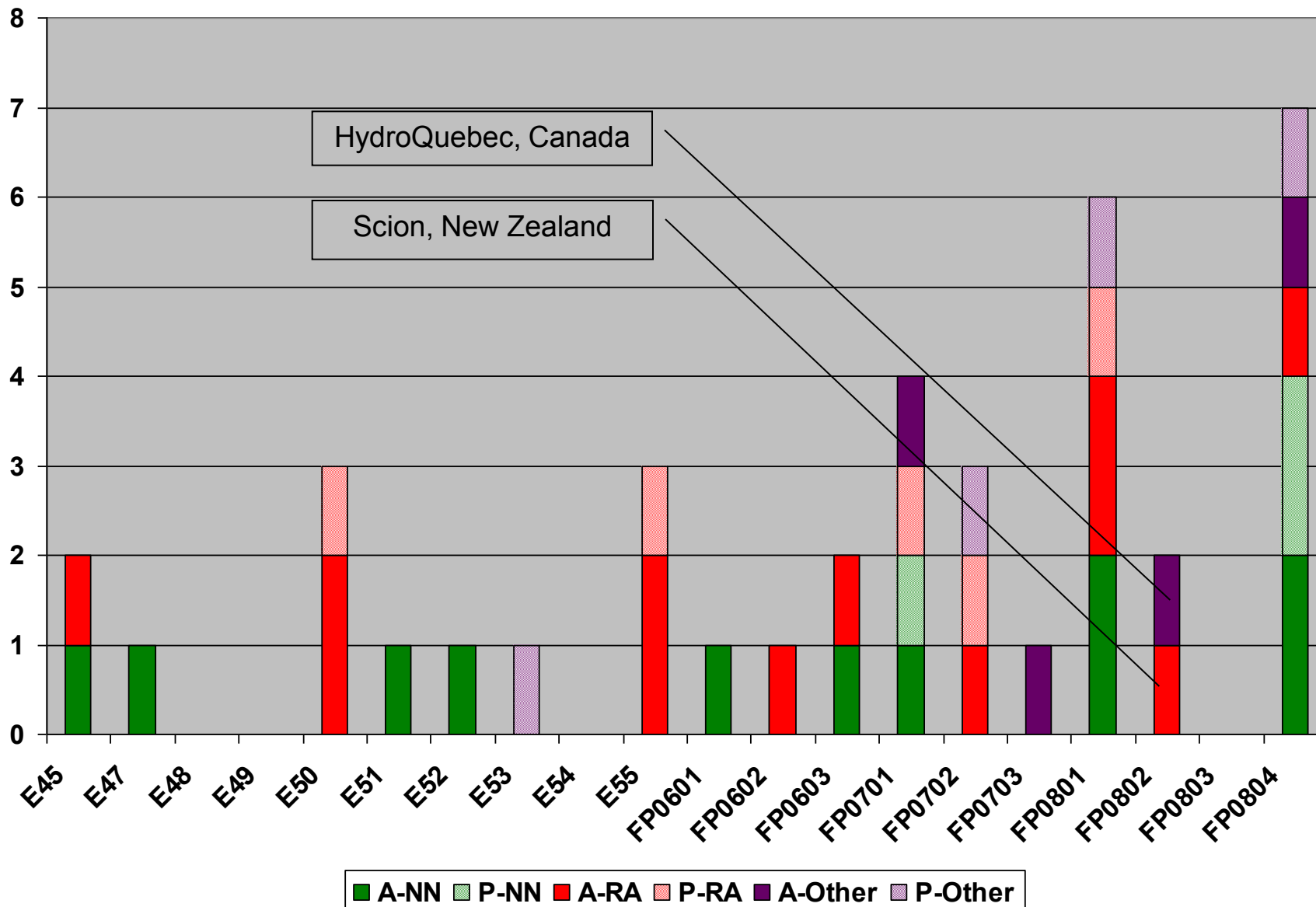
Other countries

- No funding arrangements

=> Also (exceptionally) COST (Action budget) can fund NN/RA/O participant/ non participant as invited expert if giving presentation



Non-COST Participation in FPS





FPS Annual Progress Conference

Each Domain holds an Annual Progress Conference so that the Domain Committee can monitor the Actions' progress (this is one of the major functions of a Domain Committee)

- FPS APC was held 4-5 March 2009 in Zagreb
 - FP0802 was represented by Chair Karin Hofstetter
- DC FPS:
 - thanked the Actions for producing the Action brochures
 - gave the following specific feedback to FP0802

The DC commended the Action's dynamism and exceptional early progress. The early involvement of participants from non-COST countries was commended as was the Action's attention to ensuring gender balance. The DC commended the Chair's commitment to dissemination.



COST Grant System

- First step: eCOST was launched successfully in April 2008
- The preparation of the web application for the CGS is still under development and testing
- When migration to CGS starts it is expected that two Actions will migrate per week = one Action/Domain/month
- CGS description in Section 6 of the Vademecum
http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/6-COSTGrantSystem.pdf
- Anticipated that Actions with end dates after December 2010 will have to migrate to the COST Grant System
- FP0802 will migrate to the COST Grant System soon
- When Grant Agreement is signed a new annual budget will be negotiated = you do not need to “save” money for this in your 2009 PAYG budget
- Grant Holder will receive up to 15% of annual budget (as agreed by MC) for management and administration of the Action (replacing current GASG of 2,000 €)
- Grant Holder for FP0802 is Technical University Vienna (MC1) and overheads are 15% of Action's spent budget. **FP0802 needs to appoint two Financial Rapporteurs from the MC.**



COST Grant System

Role of Financial Rapporteurs

6.9. Action Financial Rapporteurs

One month after the end of a defined Grant Period, the Grant Holder shall provide COST with a financial assessment (see 6.16) prepared by two Action Management Committee members after they have verified that the nature, overall justification and level of expenditure are in line with the agreed Work Plan. The two Action Management Committee members are appointed by the Action Management Committee and act as 'Action Financial Rapporteurs'.

6.16. Annex 4: Role of the Action Financial Rapporteurs

One month after the end of the on-going Grant Period, the Grant Holder shall provide COST with a financial assessment prepared by two Action Management Committee members after they have verified that the nature, overall justification and level of expenditure are in line with the agreed Work Plan. The two Action Management Committee members are appointed by the Action Management Committee and act as "Action Financial Rapporteurs". They shall check the nature, overall justification and level of expenditure in line with the agreed work plan. They shall draw up a short statement on the outcome of the financial review (see template below).



COST Grant System

Role of Financial Rapporteurs

COST Action Financial Rapporteurs Report

In compliance with the assignment entrusted to us by the Management Committee of COST Action , we did verify the adequacy of expenditures for the period **[start date – end date of the Grant agreement]** with the agreed work plan in terms of nature and level of spending.

(a) Based on our investigations, we conclude on a satisfactory use of funds over the lifetime of the Action.

or

(b) Based on our investigations, we would like to draw the attention of the Management Committee and the COST Office on the following issues:

Very truly yours

MC Financial Rapporteur1
Date and signature

MC Financial Rapporteur2
Date and signature



Points for MC to consider

- Ensuring delivery against MoU (224/08) and COST Mid Term Review Impact Criteria including: participation in the Action, STSMs (including industry-academia), non-COST country participants (in particular those with Reciprocal Agreements), involvement of Early Stage Researchers, dissemination.
- Refine meeting schedule for next 18 month (and approve workshop support grants if appropriate);
- STSMs - reserving a % (10 -15%) of the Action budget for STSMs each year – at least 4 STSMs/ year;
- Visit(s) to New Zealand participant (Scion) under Reciprocal Agreement (paid by COST central budget (not Action budget))
- Potential additional:
 - COST countries to join the Action?
 - Non-COST country institutions to join the Action?
- Dissemination and publications – approve in MC minutes if appropriate (and remember to complete COST publications request process)
- Appointment of two financial Rapporteurs



COST OFFICE Contact Points

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ACRONYMS

CSO	Committee of Senior Officials
JAF	Juridique, Administration, Financier (executive group of CSO)
DC FPS	Domain Committee Forests, their Products and Services
MC	Management Committee
WG	Working Group
SO	Science officer
AO	Administrative officer
STSM	Short Term Scientific Mission
ESR	Early Stage Researcher (< PhD + 10 years)
CGESR	Conference Grant Early Stage Researchers
PAYG	Pay As You Go (the current COST financing mechanism)
CGS	COST Grant System (the future COST financing mechanism)



Short Term Scientific Mission STSM

Process

1. The applicant discusses their application with the STSM Coordinator, and
2. If the STSM Coordinator supports the proposed STSM the applicant does the following:
 - a. Completes the STSM online application form at www.cost.esf.org/stsm
 - b. Sends to the STSM Coordinator a single email containing:
 - i The pdf of their STSM online application form
 - ii CV
 - iii Host acceptance letter
 - iv (Home) institute letter of support
 - v Workplan describing what will be done during the STSM and detailed budget (to justify the amount requested)
3. The STSM Coordinator sends to the COST Office (SO and AO) a single email containing the above files (2.b.i – 2.b.v) as attachments and with the standard MC pre-approval text in the body of the email
The above email (step 3) must reach the COST Office (complete) at least 4 weeks (ideally 8 weeks) before the intended start of the STSM.
4. The COST Office issues to the applicant a Letter to Beneficiary and Payment Request Form
5. The applicant signs, dates and returns to the COST Office BEFORE the start of the STSM the Letter to Beneficiary
6. The applicant goes on the STSM
7. The applicant signs, dates and sends to the STSM Coordinator and the COST Office AFTER the end of the STSM the Payment Request Form and the Scientific Report.
8. STSM Coordinator emails to COST Office the two documents under point 6 and the MC post-approval
9. The payment is processed.



Conference Grant Early Stage Researcher (CGESR)

Early Stage Researcher = PhD/ equivalent + <10 years

Support Measure 4 of [COST Strategy for Early Stage Researchers](#) (COST doc. 212/07)

See Section 12 of COST Vademecum www.cost.esf.org/participate/guidelines

- For an Early Stage Researcher (ESR) to present at an international conference (must have abstract accepted at time of application);
- Up to three CGESR per Domain per year;
- Up to € 3 000 per CGESR (subject to requirements);
- ESR submits to Action Chair application containing
 - (1. CV, 2. statement of involvement in the Action, 3. information on the conference, 4. the abstract that was submitted, and 5. evidence of acceptance of abstract)
- Chair forwards proposal to COST Office (SO & AO for the Domain and the Action) along with statement of support;
- Evaluated by Chair DC FPS and other members of Core Group DC FPS and approval (or not) communicated to COST Office;
- If approved the COST Office addresses the financial aspect and liaises with the applicant.
- COST Office issues Letter to Beneficiary and Payment Request Form
- Applicant signs, dates and returns LTB to COST Office BEFORE conference
- Applicant attends conference
- Applicant signs, dates and returns PRF and scientific report to COST Office AFTER conference

COST Action meetings



For every COST Action meeting (including SG, MC, WG, workshop etc) the process is:

BEFORE THE MEETING

- Pre-approval of the meeting by MC (in MC meeting minutes, or exceptionally by written procedure)
- Discussion with COST Office re number of reimbursement places for the meeting
- Chair sends to COST Office
 - Meeting Request Template (MS excel) including participants to be reimbursed and additional documentation, eg: Detailed programme for the meeting, CVs of invited speakers (from non-COST countries/ COST countries that haven't accepted the MoU)
 - *Workshop Organisation Support Grant application template (PRE-Workshop template) from Local Organiser if appropriate (only or large meetings, not SG or separate WG meetings)*
- At least 4 weeks before the meeting COST Office sends list of those to be reimbursed and official invitation and Travel Reimbursement Request Form to MC members – WG Leaders are responsible for forwarding to non-MC WG members from their WG