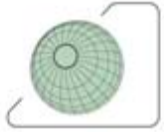


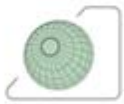
ESSEM



COST Office News and Managing Your COST Action up to May 2009

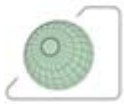
By Carine Petit
ESSEM Science Officer
Brussels, April 2008





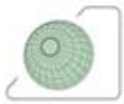
News from the COST Office (1/3)

- CSO approved **25 new COST Actions** in November 2007
- Open Call of September 30 2007:
 - 4 ESSEM full proposals were successful
 - Final approval by the CSO (18 June 2008)
- Open Call of March 28, 2008
 - Trans-Disciplinary Domain
 - TDP will be examined by a Standing Assessment Body
 - 31 ESSEM and 65 TD pre-proposals over 385
- Next Collecting Date: **September 26, 2008**
- New rules for publications, for Non-COST Country applications and new measures for Early Stage Researchers



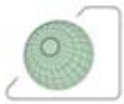
News from the COST Office (2/3)

- **Early Stage Researchers (i.e. PhD + <10 years)**
 - Open Call participation and WG leading
 - Increased duration of Short Term Scientific Missions (STSMs) beyond 3 months
 - 3 ESSEM Conference Grants per year of 3000 € for attending International Conference
 - More Training schools
 - Increased involvement in existing COST Activities (Think Tank)
 - At least once a year, an Action workshop should foster the participation of ESR
- **Actions are encouraged**
 - To meet in COST premises, Brussels
 - To organize training schools
 - To conform to their timetable. Prolongation/Extension will be consider only without additional budget and on basis of strong scientific justification



News from the COST Office (3/3)

- The preparation of the web application for the **COST Grant System (CGS)** is still under development
- New annual contract with EC was signed end of March
- Your budget was refunded to cover activities until June 2009 to ensure a smooth transition to the CGS
- When the migration will start, two ESSEM Actions will migrate per month
- A new “one-year” budget will be allocated to the migrating Actions when the CGS contract will be prepared (e.g. from July 2008 to July 2009)



News from ESSEM

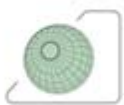
- ESSEM Monitoring Event: 25-26 June 2008, Helsinki
- **All the Actions Chairs (presentation of 20 minutes) will be invited as well as Rapporteurs (10 minutes for reporting + discussion)**
- The ESSEM Chair, Vice-Chair and SO will meet the Actions Chairs for an informal meeting and open discussions

- **Annual Progress Report will be expected by 15 May 2008**
- If less than 4 STSMs, justification needed
- 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



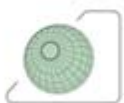
News from ESSEM

- **LAST DC meeting (10-11 March):**
 - The Vice-Chair, Mr 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 candidature for chairing the domain was received
 - The Chair, Prof. 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)



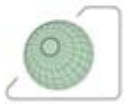
News from ESSEM

- Open Call of September 2007 will probably lead to 4 new ESSEM Actions:
 - OC-2007-2-1816: Developing space weather products and services in Europe
 - OC-2007-2-1528: The ocean chemistry of bioactive trace elements and paleoclimate proxies
 - OC-2007-2-1603: Unmanned aerial systems (UAS) in atmospheric research
 - OC-2007-2-1832: Advancing the integrated monitoring of trace gas exchange between biosphere and atmosphere



COST Action 729: Assessing and managing Nitrogen Fluxes in the Atmosphere-Biosphere System in Europe

- End Date 02/03/2010
- Signatories to MOU 16 countries
- Rapporteur Dr Ipek Erzi
- Budget 2007-2008 **82 000 €**
- No STSMs this year, why? Need to promote this instruments?
- Is the summer Training School still at the agenda?
- Did you print the Brochure? Possible to obtain copies?
- Is there any other publication planned?

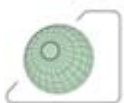


COST 729: 2 June 2007 – 31 May 2008 and beyond

- Expenses realised : 82 000 € => **24 698 €** not committed yet
 - MC5 - Haarlem (17 p.) 8 737 € + 3 963 € (paid)
 - WS - Laxenburg (14 p.) 9 039 € + 8 658 € (paid)
 - WS - Gent (1 p.) 785 € (paid)
 - MC6 - Lisboa (33 p.) 21 120 € + 3 000 € (approved)
 - GASC 2 000 € (planned)

- TOTAL OF EXPENSES 57 302 €**

- STSMs 7 500 € (planned)
- Brochure 4 000 € (planned)
- Training School 5 000 € (planned)

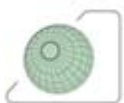


COST 729: 2 June 2007 – 31 May 2008 and beyond

- COST Office is still waiting for a short scientific report of Laxenburg workshop
- Under-spending situation must be avoided next year, or inform me
- Money must also be spent in STSMs, Training Schools, Publications

Next Budget

- Your work plan and budget plan can be prepared until May 2009
- Preliminary budget 1 June 2008 – 31 May 2009: **89 000 €**

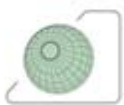


Useful to know about Publications (1/2)

- The COST Office will finance the publication of the **final 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

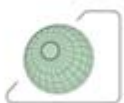
Please refer to the official document available under “vademecum”:

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



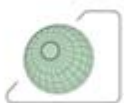
Useful to know about non-COST Countries

- 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



At this MC meeting

- Still time for submitting STSMs
- Prepare and communicate to the SO your work plan and rough budget plan from June 2008 to May 2009 by end of June 2008 (can be discussed in Helsinki)
- Clear MC decisions needed including for “workshop” supports
- Think about
 - STSMs and/or Training School
 - Continuous update of the website
 - Substantial publication



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 or to the Chair
- Send additional receipts by scan/email or fax until **5 May 2008**
- 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 the planet!

International Year of Planet Earth (2007-2009)

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





Chandrasa Sjamsudin
Administrative Officer
csjamsudin@cost.esf.org

&

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