

## **MOBILISE**

### **Mobilising Data, Policies and Experts in Scientific Collections**

## **RULES FOR PARTICIPATION IN MOBILISE WORKING GROUPS**

### **Glossary of terms**

For clarification and avoidance of misunderstandings, within this document certain terms are defined as follows:

#### **COST Action:**

A COST Action is a science and technology network funded over a four-year duration which requires the participation of at least seven different COST Full Members or Cooperating Members. An Action is organised through a range of networking tools which are performed for the purpose of supporting and ultimately achieving research coordination and capacity building objectives as set out in each Action's Memorandum of Understanding.

In summary, a COST Action stands as a pan-European networking instrument allowing their participants to develop jointly their ideas and new initiatives in a field or topic of common interest.

#### **Action Management Committee (MC):**

The group of representatives of the COST Members having accepted the MoU. They are in charge of the coordination, implementation, and management of an Action's activities as well as supervising the appropriate allocation and use of the COST funding with a view to achieving the Action's scientific and technological objectives.

#### **Action Participant**

Any person being an Action MC member, an Action MC substitute, an Action MC Observer, a Working Group member or an ad-hoc participant. Those can be from any COST Full member country, COST Cooperating Member (Israel) or COST Partner Member<sup>1</sup> that has accepted and signed the Action Memorandum of Understanding (MoU) where the Action objectives are described. The Technical Annex to the Action

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<sup>1</sup> Is any State as depicted under Article 8 of the Statutes of the COST Association which has been admitted to the COST Association as a COST Partner Member. See COST Statutes at [http://www.cost.eu/about\\_cost/organisation](http://www.cost.eu/about_cost/organisation)

MoU contains a description of the networking project, namely the COST Action Structure and Strategy.

**Action Working Group:**

A group of Action Participants whose activity, composition and leadership shall be defined by the Action MC in order to achieve the Action objectives. Any Action Participant may take part in any of the Action networking tools identified annually in the Action Work Plan, including meetings, workshops, short-term scientific meetings (STSM) and training schools

## Preamble

Among others, the MC has the responsibility to define and manage the COST Action Structure such as the Working Group composition / membership, leadership and structure, and generally, any other tasks necessary to achieve the COST Action Objectives;

To that end, and in order to ensure the objectivity and the transparency for participation, the MC of the COST Action CA17106 MOBILISE “Mobilising data, Policies and Experts in Scientific Collections” (MOBILISE), following its constitution on 2 October 2018 (at the MC1), has decided to set up this Rules of Procedure for Participation in the networking activities of MOBILISE that will be presented for e-vote to the MC, as agreed during the MC1 meeting.

Such a procedure sets up the process for individuals to participate in a certain (or several) WG(s) and the process to get payed back from their participation expenses, following the rules of expenses eligibility and reimbursement stated in the COST Vademecum.

## WG leaders and co-leaders

**WG Leader responsibilities**

The WG Leader is responsible for:

- Coordinating and managing activities and tasks associated with achieving the MOBILISE scientific and networking objectives specific to the Working Group in question, taking into account the COST Policy and Rules;
- Providing input for the preparation of the Progress Reports and Final Achievement Report and presenting the progress of the Working Group to the ACTION MC, and the COST Association, if deemed necessary;
- Ensuring the appropriate dissemination of results and outputs generated by the Working Group in order to maximise the impact of MOBILISE.

**Appointment of WG Leaders**

As agreed by the MOBILISE MC at its MC1 meeting, despite the formal nomination of a WG leader, co-leadership will stand as a functional mechanism to ensure workload distribution, participation broadening and expertise sharing.

Upon interest received for either position, leader or co-leader, a final decision will be proposed by the Chair for e-vote to the MC, based on the expertise and skills contributed by the individual for each position and considered the excellence and inclusiveness COST policy (i.e. taking into consideration the 3 basic balance principles in gender, age and geographical distribution).

The leading team will be formed by a formal leader and a maximum of two co-leaders per WG

In case of resignation of any WG leaders (or co-leaders) during the MOBILISE term, the Chair will proceed to nominate a new leader (or co-leader), based on same criteria.

The Chair will ensure that all WGs leading teams (with names and expertise) are listed and updated when necessary on the MOBILISE website once launched.

## **Call for participating as WG Participant**

The aims of the Action Working Groups (WG) are to perform the tasks required for MOBILISE to fulfil its scientific objectives in line with those objectives defined in its MoU.

It is expected that every MOBILISE MC Member actively participates in at least one WG. Additionally, participation will be encouraged from all Action Full or Cooperating Member.

### **Who can participate?**

Researchers, technicians, scholars or other stakeholders affiliated to universities, research centres, companies or other relevant legal entities located in a COST Full or Cooperating Member may participate in MOBILISE once their respective country has accepted the MoU. They can equally participate from Action MC Observers, from Partner Country Members, from Approved Institutions of non-COST Countries, and from other Specific Organisations.

### **How to participate?**

Interested individuals from a COST Full or Cooperating Member who wish to become a MOBILISE Participant should contact the WG Leader of the WG (or the Chair if still not designated) which the potential participant is interested in joining in, and express their interest in joining MOBILISE as a WG member with a motivated letter. If a COST Full or Cooperating Member is not participating to the COST Action, then the interested potential participant should contact the COST National Coordinator (CNC)

as the participation requires first a MoU acceptance and then a participation to the Action Management Committee (see above). Others from Near Neighbour Countries (NNC) and International Partner Country (IPC) will follow the procedures stated in COST procedures to become active participants<sup>2</sup>.

WG leading team (or the Chair) will validate the List of Participants and further communicate it to the MOBILISE MC for its information.

The MOBILISE Chair will ensure that all WGs composition (with WG members' names and expertise) are listed and frequently updated on the MOBILISE website once launched.

## **Composition of the WGs**

### **1. Extended membership**

As described above, the WGs will be formed by all interested participants who have explicitly showed their interest by sending a motivated letter to the Action Chair (or the WG leader once designated).

In order to ensure openness for participation while equally maintaining the level of activeness and commitment required to achieve the expected objectives and to implement the networking activities as planned in the annual work plan of MOBILISE, a WG Executive Team will be appointed as responsible to undertake the necessary steps to complete and duly achieve stated objectives. This dual mechanism will guarantee that both flexibility and efficiency are properly implemented in the WG composition.

### **2. WG Executive Team composition**

For each WG, a WG Executive Team (WG ET) will be designated and approved by the MOBILISE Coordination Team (CT)<sup>3</sup>. The WG ET will be formed of up to 10 participants who will be selected among all WG members.

The WG ET will be reimbursed for their participation in the networking tools in which they will participate, accordingly to the eligibility criteria set up by COST for financial support to networking tools.<sup>4</sup>

Should any task requires of a specific, exceptional and non-recurrent engagement that is to be provided from some participants other than the WG ET or from experts outside MOBILISE, the WG leading team will then include those people into the ET, on the basis of engagement and dedicated resources, and shall adapt

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<sup>2</sup> Researchers, technicians, scholars or other stakeholders affiliated to universities, research centres, companies or other relevant legal entities located in Near Neighbour Countries (NNC) and International Partner Country (IPC) are encouraged and supported to participate in a COST Action on the basis of an ascertained mutual benefit.

<sup>3</sup> The MOBILISE Coordination Team is formed by the Chair, Vice-Chair, WG Leaders and co-leaders, and both, the Coordinator and co-Coordinators of STSM and Communication

<sup>4</sup> See COST Vademecum (Annex 1) and <http://www.cost.eu/participate>, for further information

the annual budget accordingly and / or, when necessary and exceptionally needed, request an adjustment to the Annual Budget from the MOBILISE Chair.

Should the MOBILISE Annual Budget Plan cover larger reimbursed participation beyond the WG ET members, this extension shall be duly announced and published in the MOBILISE website with the launching of a call for registration, to allow other WG participants to benefit from any added budgeted participation, on the basis of proven skills and experience, provided the eligibility criteria stated below are met (proof of which shall be provided by the participants following the template made *ad-hoc*).

### **Process for nomination**

Interested participants that wish to be nominated as members of the WG ET will send a Letter of Motivation with the CV to the Chair, with copy to the WG leader and co-leader. A decision by consensus will be taken by the MOBILISE Core Group<sup>5</sup>.

Should any member of the WGs resign from this position, the WG leader will communicate such circumstance to the MOBILISE Chair who will initiate the process to designate a new WG ET member.

## **Criteria for selection of WG ET participants**

Members of the each WG ET will be of a COST Full or Cooperating country Member.

Based on the inclusiveness COST policy, several indicators will be fundamentally guide the MOBILISE MC when deciding WG ET membership:

1. Gender balance
2. Seniority combination between ECI and expert seniors
3. Geographical distribution well-weighted

Additionally, other excellence criteria will be equally considered

4. Expertise in relation to any of the MOBILISE objectives
5. Active participation in other MOBILISE related projects
6. Experience and knowledge of the objectives and activities of the overarching DiSSCo RI

Its composition will be approved by the MOBILISE CT upon proposal of the WG leading team (leader and co-leader).

Decisions will be announced and published at the MOBILISE website.

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<sup>5</sup> The MOBILISE Core Group is formed by the Chair, Vice-Chair, WG Leaders and co-leaders, and both, the Coordinator and co-Coordinators of STSM and Communication