

MOBILISE

Mobilising Data, Policies and Experts in Scientific Collections

MOBILISE MANAGEMENT COMMITTEE DELEGATION OF AUTHORITY TO THE MOBILISE CORE GROUP

Preamble

Among others, MC has the responsibility to define and manage the COST Action Structure and to implement any other tasks necessary to achieve the COST Action Objectives.

To that end, and in order to ensure decision making process is run with the efficiency and flexibility required, the Management Committee (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 agreed to delegate certain responsibilities on the MOBILISE Core Group that will be established accordingly and that will be committed to the executive running of MOBILISE subject to the present Delegation of Authority and generally, to the rest of COST policies and rules of procedure.

Core Group

Core Group Composition

The Core Group (CG) of MOBILISE is formed by:

- the Chair,
- the Vice-Chair
- the WGs Leading Teams (leaders and co-leaders)
- the Coordinator and co-Coordinator of STSM
- the Communication Coordinator and co-Coordinator

Responsibilities of the Core Group

The MOBILISE Core Group assumes the responsibilities delegated by the Committee by means of the MC Delegation of Authority.

Delegation of Authority by the MOBILISE MC to the MOBILISE CT

As indicated above, in order to ensure organizational efficiency, managerial effectiveness, and flexibility in the ultimate decision taking, MOBILISE MC has agreed to delegate certain responsibilities to the CT.

- **Organizational aspects:**
 1. **Approval of Executive Team (ET)** for each WG, following proposal of the WG leading team (leader and co-leaders), as established in the Rules for participation in MOBILISE.
 2. **Approval of new designations for the WGs Executive Team**, should any of the members resigned for whatever reason.
 3. **Approval of the extended WGs Executive Teams** (for whom their expenses reimbursement is granted), in case of larger funds availability under any of the MOBILISE Annual Budgets.

- **Financial Aspects:**
 4. **Adjustment of figures** included in the MOBILISE Annual Budget, provided all the foreseen goals are met, the activities can be run adequately as planned by each and all WGs and the value of the overall Annual work program is kept.
 5. **Approval of external contracting process and approval of procurements**, when needed for the successful achievement of planned goals. Among others, foreseen activities requesting external contractors are those related to:
 - publishing and publicity material (development, maintenance and hosting of the MOBILISE website, flyers, etc.) that will facilitate, foster and support the communication activities;
 - organization of Conferences, Workshops, and Training courses (including renting of venues, catering and other facilities) will be also contracted externally to the MOBILISE participants.
 6. **Grants approval for the STSMs, ITC Conferences and Training Schools**, upon proposal of the corresponding Coordinators.

- **Others**, as delegated by the MC during the course of MOBILISE.

Approval of Delegation of Authority

The documents of Delegation of Authority will be submitted to MC approval by e-vote.

The Chair will ensure this document is duly acknowledged by all interested parties and published in the MOBILISE website.