

ANNEX II – LEVEL A: DEFINITIONS AND ABBREVIATIONS APPLICABLE THROUGHOUT COST IMPLEMENTATION RULES

GLOSSARY

HISTORY OF CHANGES		
Version	Publication date	Changes
1.0	01.11.2021	Initial version This document forms the Annex II of the Rules and Principles for COST activities

Action Chair and Action Vice-Chair	The individuals elected by the Management Committee of a COST Action to, respectively, coordinate and implement the Action or assist the Chair in those tasks.
Action Grant Agreement (AGA)	The agreement between the COST Association and the Grant Holder that governs the administrative and financial implementation of the COST Action.
Action Participant	Any person being a Management Committee member, a Management Committee Observer, a Working Group member, or an ad-hoc contributor to a COST Action.
Action Rapporteur	An independent expert assigned to carry out the monitoring or final assessment of a COST Action outputs based on their scientific and technological expertise
Action results	Any tangible proceeding, scientific or otherwise, to which the Action and/or the Action activities provided a material contribution.
Affiliation	Any form of established recognised relationship between the individual and a legal entity
Background Information	any tangible or intangible input, from data to know-how that exist before the COST activity (including COST Action activity) started and that is needed to implement the COST activity (including COST Action activity) or to exploit its results.
Business Plan	For the purposes of the CIG the following definition of Business Plan applies: Business Plan means a written document that describes in detail how an innovation is going to reach the users. A business plan defines the overall strategy for bringing the innovation to the users and lays out an

	appropriate written plan from a marketing, advocacy, communication, or promotion.
Close relative	A first degree relative or any person that is dependent on an Action participant.
Collection Date	The final date when the proposals for new COST Actions submitted during a certain period are gathered and sent for evaluation.
Committee of Senior Officials (CSO)	The supreme body of the COST Association.
Communication of Action results	Communication of Action results: sharing Action results with audiences outside the scientific community, including but not limited to industry or SMEs, policy makers, the media, interest groups, standardisation bodies and the general audience.
Conflict of Interests	Any situation where any person, being involved in the conduct of the COST activities or susceptible to influence it has, directly or indirectly, a financial, economic or other personal interest which might compromise or be perceived to compromise their impartiality and independence in the context of the COST activities.
Core Group	Individuals elected by the Management Committee of a COST Action for exercising functions of the Management Committee as defined in a delegation of powers
COST	The COST Association, including COST Governance and COST Administration.
COST Action	The COST pan-European networking instrument allowing their participants to develop jointly their ideas and new initiatives in a field or topic of common interest.
COST Administration	The personnel of the COST Association acting under the authority of the Director of the COST Association and responsible for the fulfilment of the Association's administrative tasks and implementation of the COST activities and the COST Governance's decisions, policies and plans.
COST Cooperating Member	Any Non-European State admitted to the COST Association as a COST Cooperating Member as per article 7 of the COST Association Statutes.
COST F/C Members	COST Full or Cooperating Members
COST Full Member	Any European State admitted to the COST Association as a COST Full Member as per article 6 of the COST Association Statutes.
COST Governance	The CSO and the EB of the COST Association
COST Grant System (CGS)	The COST decentralised management scheme, under which COST Actions are funded through a Grant provided by the COST Association to the COST Action.
COST Inclusiveness Target Countries (ITC)	Countries or Regions of the COST Full Members and associated countries as defined by the EC as depicted in Annex I of the present Rules. Individuals affiliated to legal entities therein vested may benefit from dedicated support that enables participation in COST activities.
COST Members	States being Members of the COST Association. There are three

	categories of members: COST Full Members, COST Cooperating Members and COST Partner Members.
COST National Coordinator (CNC)	An individual appointed by a COST Member to serve as interface/relay between the COST Association and the COST Member's national communities, in charge of nominating the Management Committee Members or Observers of their COST Member and experts from their COST Full or Cooperating Member for the Review Panels.
COST Partner Member (CPM)	A non-European State admitted to the COST Association as a COST Partner Member as per article 8 of the COST Association Statutes.
COST Principles	A set of principles defined in the Rules and Principles for COST activities that apply throughout all COST activities to all its actors and whose breach may lead to sanctions defined in the Rules and Principles for COST activities.
COST Scientific Committee (SC)	Committee created by the CSO for advisory purposes on the scientific and technological orientation of COST. It shall serve in the fulfilment of COST's objectives, supporting COST in its science and technology activities, contributing to secure recognition of COST as a key organisation driving scientific excellence in Europe and beyond underpinning the fulfilment of the European Research Area within a globalised world.
Dissemination Conference	A networking activity that can receive financial support from COST. A grant awarded by the Management Committee to an individual to present the COST Action's work and results at an international well recognised conference organised by third parties.
Dissemination of Action results	Sharing Action results with the scientific community, not limited to the field(s) or discipline(s) covered by the Action.
EC	European Commission
EU	European Union
EU Institutions, Bodies, Offices and Agencies (EC/EU)	A body defined accordingly by the EU. A list of the EU Bodies, Offices and Agencies may be found at http://europa.eu/european-union/about-eu/agencies_en
European RTD Organisation (Eur RTD Org)	The intergovernmental scientific research organisations whose members are States, the majority of which are COST Members. The recognition of European RTD Organisations status is subject to COST Administration approval.
Executive Board (EB)	The body in charge of the management of the COST Association, including the administration, organisation, human resources and financial management of the COST Association.
Force majeure	Any unforeseeable and exceptional situation or event beyond the control of a concerned individual or legal entity, which prevents them from performing any of their obligations in the frame of a COST activity. Force majeure relates to circumstances not attributable to error or negligence of the concerned individual or legal entity and that could not have been avoided by the exercise of due diligence. Deficiencies in equipment or material or delays in making it available, labour disputes,

	strikes or financial problems cannot be invoked as unforeseeable circumstances unless they derive directly from a relevant case of unforeseeable circumstances.
Foreground information	See Action results
Grant Awarding Coordinator	An individual elected by the Management Committee of a COST Action to act as coordinator of the awarding process of grants to be awarded in their COST Action.
Grant Holder (GH)	The legal entity responsible for the administrative and financial implementation of the COST Action.
Grant Holder Financial Representative	The individual from the Grant Holder Institution who has the legal authority to financially commit the institution in question and to validate the expenses listed in financial reports.
Grant Holder Legal Representative	The individual from the Grant Holder Institution who bears the legal authority to sign the COST Action Grant Agreement (e.g., the Rector of a University).
Grant Holder Manager	The individual from the Grant Holder Institution who is responsible for overseeing the administrative management of the COST Action and is the primary user, on behalf of the Grant Holder, of the e-COST Action management tool.
Grant Holder Scientific Representative (GH SR)	The Management Committee Member or Observer affiliated with the Grant Holder of a COST Action.
Grant Period	The duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan.
Independent External Expert (iEE)	An independent expert assigned to carry out the remote peer-review evaluation of proposals based on their scientific and technological expertise.
Innovation	For the purposes of the CIG, the following definition of innovation applies: Innovation means a new or improved product, process, service, organisational method, or policy approach that constitutes a state-of-the-art change in the sector or policy area in which the actor operates (European Parliament: “Mainstreaming Innovation Funding in the EU Budget” 18/4/2019).
International Organisation (IO)	Any Intergovernmental Organisation governed by international law. European RTD organisations or EU bodies, offices, or agencies shall not be considered International Organisation in the COST framework.
International Partner Countries (IPC) – Third States	States that are neither COST Members nor COST Near Neighbour Countries.
ITC Conference	A networking activity that can receive financial support from COST. A grant awarded by the Management Committee to a young researcher or innovator affiliated in an ITC or a NNC, to present their own work at an international well recognised conference organised by third parties.
Main Proposer	The representative of a network of proposers who submit a proposal for a

		COST Action in response to the Open Call.
Management Committee (MC)	Committee	The committee responsible for the management of a COST Action.
Management Member	Committee	An individual nominated by the CNC of their COST Full or Cooperating Member in the Management Committee of a COST Action.
Management Observer	Committee	An individual nominated by the CNC of their COST Partner Member or the Responsible for Nomination of a Specific Organisation in the Management Committee of a COST Action.
Mandatory positions	Leadership	Positions needed in a COST Action to assure the minimal needs of a COST Action, i.e.: <ul style="list-style-type: none"> • Positions related to the Management Committee and funding of the Action: Chair, Vice Chair and Grant Holder Scientific Representative (GH SR) – those positions shall be filled in by election of the Management Committee at the first Management Committee (MC1) meeting, • Positions related to the coordination of the WGs defined by the Action: Working Group Leaders, • Position related to Grant awarding: Grant Awarding Coordinator, • Position related to dissemination and communication: Science Communication Coordinator.
MC1		First meeting of the Management Committee of a COST Action
Meeting		A networking activity that can receive financial support from COST. An event organised by the COST Action, bringing together relevant participants either in face-to-face or virtual by virtual or hybrid means and aiming at achieving the Action aim and MoU objectives. A meeting may consist in a Management Committee, a WG, or any other relevant meeting.
Memorandum of Understanding (MoU)	of	The agreement approved by the CSO that describes the Action's aims objectives.
Mobility		Physical or virtual mobility of researchers and innovators to perform capacity building and research coordination activities in bi/multilateral collaborations within the COST Action.
Near Neighbour Country (NNC)		Non-COST Countries as per Annex I of the present Rules. Individuals affiliated to legal entities therein vested may benefit from dedicated support that enables participation in COST Action activities.
Non-COST Countries		States that are not COST Members. They can be Near Neighbour Countries or Third States (also called International Partner Countries)
Open Access		Online access, provided free of charge to the end user, to research outputs resulting from COST activities, including COST Actions
Open Call for proposals		The official announcement/publication with the description of the objectives and criteria required for COST Action proposals to be evaluated and selected. The Open Call allows submitting proposals on a continuous basis; the publication indicates the Collection Date.

Open Science	An approach to the scientific process based on open cooperative work and diffusing knowledge
Responsible for nomination	The CNC of a COST Member or the individual in charge of nominating their Management Committee Observer within a Specific Organisation having joined a COST Action
Review Panel	A group of Review Panel Members established ad hoc in after each Collection Date to ensure the quality of the independent External Expert evaluation outcome and resolve potential differences in their opinions and to prepare a shortlist of proposals with their validated consensus reports and marks for examination and selection by the Scientific Committee.
Review Panel Member	An active researcher, engineer or scholar, previously nominated by the COST National Coordinator of their COST Full and Cooperating Member, assigned to a Review Panel.
Reviewing Procedure	Any evaluation, selection, monitoring or assessment procedure of a COST activity
Science Communication Coordinator	An individual elected by the Management Committee of a COST Action to act as coordinator for science communication and dissemination of the COST Action outputs.
Science Communication Plan	A written document including an appropriate Communication, Dissemination and Valorisation strategy as well as a plan for the implementation of this strategy to be adopted by the Action MC.
SESA	Submission, Evaluation, Selection and Approval of COST Actions' proposals.
Short-Term Scientific Mission (STSM)	A networking activity that can receive financial support from COST. A grant awarded by the Management Committee to an individual for supporting physical mobility aiming at capacity building and transfer of knowledge through bilateral/multilateral collaborations during a research stay in a different country.
Specific Organisations	The European Commission, EU bodies, offices and agencies, the European RTD Organisations and International Organisations
Training School	A networking activity that can receive financial support from COST. An event organised by the COST Action, bringing together relevant participants either in face-to-face or virtual by virtual or hybrid means and providing highly specialised training.
Valorisation of Action results	Utilising Action results for the improvement of a product, process or system beyond the strict scientific realm.
Virtual Mobility	A networking activity that can receive financial support from COST. A grant awarded by the Management Committee to an individual for supporting activities aiming at capacity building and transfer of knowledge through bilateral/multilateral collaborations in a virtual setting, when in-person presence is not necessary for the activity.
Virtual Networking Support	A support activity that can receive financial support from COST. A grant awarded by the Management Committee to an individual for supporting the Management Committee in the definition and

	implementation of the virtual and hybrid networking strategy.
Work and Budget Plan (WBP)	<p>The detail of the planned activities and the budget allocated to each for the given Grant Period, defined, agreed, and approved by the Management Committee.</p> <p>Forms an Annex to the Action Grant Agreement.</p>
Working Group (WG)	A group of individuals participating in a COST Action on the long-term whose activity, composition and leadership shall be defined by the Management Committee of a COST Action to achieve the Action aims and objectives.
Working Group leader	An individual elected by Management Committee of a COST Action to act as leader of a specific Working Group.
Young Researcher and Innovator	A researcher or innovator under the age of 40.