

COST - European Cooperation in Science and Technology

Information for MC members in/for Germany

May 2026

Responsibilities and duties

- As the National Coordination Centre for COST, we are your point of contact if you would like to become an MC member in a COST Action.
- We are not automatically informed (by the system) when you apply for a nomination in e-COST - please send us an e-mail requesting MC nomination to cost@dlr.de
- Please also inform us immediately by e-mail of any personal changes in ongoing COST actions (change of role or employer, change of address).
- At the end of the COST Action, we will ask you for a one-page short report.
- If you give up your affiliation to a German organisation, you must relinquish your mandate (you can keep your role within Germany). In consultation with the Action Chair, it is possible to be nominated for another country if an MC place is available and you have an institutional affiliation there.
- Any participation in the MC requires active participation in (at least) one WG.
- At the same time, (prospective) MC members must be aware that the role also entails planning and administrative responsibility.

Terminology

Management Committee (MC)

- Steering committee of the COST Action; controls strategy, work planning and use of funds, appoints other functions, can mandate Core Group. Up to two members per country permitted.
- At least one meeting per year (in person or hybrid/virtual), reimbursement of costs for one to two MC members per country (MC decision).

Working Group (WG)

- Content-related work on (sub-)topic and implementation of the action,
- implements activities and objectives.

Introduction

COST (European Cooperation in Science and Technology) is an intergovernmental initiative to promote networking in research. Since its foundation in 1971, COST has developed into one of the largest organisations for research cooperation in Europe with 41 member states. Funding comes from the EU research framework programme Horizon Europe.

COST is managed by its member countries. The COST Association, based in Brussels, is responsible for the day-to-day management and supervision of the projects. COST National Coordinators (CNCs) in all member countries support applicants and participants in their country. In Germany, the CNC team is based at [DLR PT](#) and acts on behalf of the Federal Ministry of Research, Technology and Space (BMFTR).

COST Actions

The COST Actions are the heart of COST. These networks on bottom-up scientific topic aim to create sustainable networks for further co-operation, promote scientific breakthroughs and the research careers of the members. COST funding is granted over four years and covers only networking activities (no personnel costs). Further information can be found on the [COST Association website](#).

The Management Committee (MC): Tasks and rules of participation

The Management Committee of a COST Action steers it and ensures the implementation of the agreed activities. The fact that COST is supported by its member countries is also reflected in the fact that each participating member country can nominate up to two members for the MC. MC members ensure the transfer of results to their countries and contribute to publicity and further networking. The MC ensures more democratic decision-making than is usual in projects with typical (smaller) coordination. In practice, the MC usually mandates a core group for specific tasks. Details in the "[Annotated Rules for COST Actions](#)."

The kick-off meeting takes place approximately four months after the COST Action has been approved. All MC members then named are automatically invited. There must be enough of them to fill key positions in the Action (Chair, Vice Chair, Grant Holder, etc.). The MC then meets once or twice a year. It organises the meetings itself and reimburses members' travel expenses. MC substitutes are arranged internally.

Your role as an MC member

Membership of the MC requires your willingness to actively participate in the COST Action and attend MC meetings. Permanently passive MC members are denominated and the position is filled in consultation with the Action Chair.

Every MC membership also includes active membership of a COST Action working group. It is therefore both a scientific (relating to the contents of the Action) and an administrative role (regarding implementation).

If you change institution during the term of the COST Action or would like to/need to give up your role in the MC, please inform us in good time. If you remain based in Germany, a change of employer is not a problem and you may keep your MC position.

At the end of the action, we will ask you for a short report on the results of the COST action (impact on the topic, possible follow-up applications, partnerships or projects and your career).

MC nominations

The main proposer commonly seeks to become Action Chair. This requires an MC nomination first. As soon as the chair is elected by the MC (at the kick-off meeting), his/her MC mandate becomes vacant. You should take this into account when planning proposals for appointments to the MC.

The nomination of participants from network of proposers and other interested parties to the MC begins with the publication of the Memorandum of Understanding. It is quite normal for people to be appointed to the MC who were not known to the (original) consortium. This is part of the co-organisation by the member countries. COST Actions also grow during their lifetime.

Please note: The nomination of MC members is not standardised in the member states; each member state can define its own procedure. The BMFTR is interested in diverse participation. We therefore only nominate one person per institution to the MC. In justified cases, this may be deviated from.

Focus on young researchers and equal opportunities

COST promotes young researchers and favours diverse participation. If several people from one institution were involved in the application, consider, for example, giving priority to young researchers or someone of the previously underrepresented gender in the MC. COST actions should also take gender-sensitive content into account. Since 2024, COST has had a [Gender Equality Plan](#) to promote gender balance and gender in research and innovation.

MC nomination procedure

We invite participants from Germany in newly approved COST Actions to coordinate their two proposals for the MC with each other and with the prospective chair. Candidates then contact us, complete a short questionnaire about their institution and their contribution to the action. This is followed by the actual nomination. The official nomination letter will be issued later.

Working groups

Each COST Action has various Working Groups (WG). Participation is also possible without an MC mandate. To join a WG, simply contact the Action Chair and apply for the WG in E-COST (no need to contact the National Coordination). Even without an MC mandate, coordinating roles such as Working Group Leader are generally open to you. However, partners without an MC role must apply individually for funding (reimbursement of travel expenses) for all activities they wish to participate in.