

When a **Grant Holder Scientific Representative** changes their affiliation, the Grant Holder Scientific Representative shall be replaced by a MC Member or Observer having an affiliation with the Grant Holder in place or the Grant Holder shall be replaced.

For details on the Grant Holder, see Article 7.4.

For details on countries and Specific Organisations Membership of COST Actions, see Article 1.3 – *Membership of COST Actions*.

4. PARTICIPATION OF INDIVIDUALS IN COST ACTIONS

COST Actions shall be open and inclusive: Participation shall be open to all as from the date of approval of the COST Actions.

4.1. PARTICIPATION MODALITIES, RIGHTS, AND DUTIES

4.1.1. WG PARTICIPATION – LONG-TERM PARTICIPATION

4.1.1.1. MODALITIES

Participation to a COST Action may take the form of a long-term participation, in which case, the concerned individual participates as WG member to the COST Action.

Participation as WG member shall be **open to any individual affiliated in a legal entity** wherever in the world, except in cases of Incompatibilities as per Article 4.2.

Participation as WG member shall imply a **duty** to contribute to the realisation of the objectives of the WG and shall give rights of access to activities and information shared in the Action.

Participation as WG member shall be reflected on the **COST website for visibility purposes**.

4.1.1.1.1. AFFILIATION

In order to become a WG member, **any individual shall be affiliated to a legal entity** which may be based wherever in the world.

An **affiliation** is **any form of recognised relationship between the individual and a legal entity**.

Examples of affiliation may be (non-exhaustive list):

- A work contract;
- Enrolment in a research performing study programme. For example, research master (where the candidate focuses on a particular topic in-depth and independently, to complete a significant research project), PhD or Post-Doctoral programme;

- Voluntary service in an NGO;
- Emeritus professorship.

In case of doubt where the Action cannot help, the applicant should contact the Science or Administrative Officer in charge of the COST Action (as displayed on the COST Action webpage on the COST website) for further guidance.

A **legal entity can be (non-exhaustive list)** a public entity (national, regional, local public authority or any other kind of public entity), a university, a research centre, company, association, Specific Organisation (see Article 1.3) or any other form of legal entity recognised under a national or international framework.

The **seat of the legal entity** shall be used to determine the country of affiliation of the WG participant.

Where a legal entity has several seats in the world or affiliated individuals work from different places in the world, the country of workplace shall be considered as the country of affiliation.

The attention of applicants is called upon this aspect when filling-in their e-COST profile, the legal entity of affiliation **shall be provided with an accurate address** (this is essential notably for numerous processes via e-COST). No personal address shall be provided for the affiliation.

Participants shall also pay attention to always keep their e-COST profile up to date.

Where individuals have several affiliations, **they are responsible to mention in their e-COST profile their primary affiliation** (meaning the legal entity that they consider as their main affiliation).

Upon request by the COST Association, the individual shall provide the requested information proving the nature of his/her affiliation to a legal entity.

4.1.1.1.2. VISIBILITY ON COST WEBSITE

In order to give visibility to WG members, their participation will be displayed on the COST Action webpage on the COST website. The WG members may withdraw at any time their consent for their name displayed on the COST Action webpage on the COST website (for more details on privacy, see <https://e-services.cost.eu/privacy-notice>).

4.1.1.2. APPLICATION AND APPROVAL

Application to participate as WG member shall:

- be open as of the date of the COST Action MoU publication on the COST website and remain possible for the whole duration of the Action,
- be subject to Action MC approval as per article 3.5.

The Responsible for Nomination of COST Members or Observers shall have access to the applications for COST Actions. The Responsible for nomination shall be entitled but not forced to choose among applicants affiliated in legal entities of their country to nominate their Action MC Members.

Applications to become a Working Group member shall be submitted via the COST Action webpage on the COST website, the dedicated tool being accessible as from the date of publication of the MoU.

An individual applying to membership in a WG can also indicate the interest to become an Action MC Member or Observer. This information can be used by the COST National Coordinator (CNC) or Responsible for Nomination.

The Action MC shall review the WG membership applications on a regular basis. The maximum delay between application and decision shall not exceed 3 months as per Article 3.7 - *Management Committee Duties*.

Action MC Members need to apply to one or more WGs of the Action. Their WG application may not be rejected.

4.1.2. AD-HOC CONTRIBUTION – SHORT-TERM PARTICIPATION

Participation to a COST Action may also take the form of an ad-hoc participation, subject to invitation by the Action MC during the lifetime of the Action. Incompatibilities as per Article 4.2 shall also apply to ad-hoc participation.

Ad-hoc participants shall have an affiliation as per Article 4.1.1.1.1.

4.1.3. RIGHTS AND DUTIES OF A COST ACTION PARTICIPANT

Participation in a COST Action as WG member, including as Action MC Member, or via an ad-hoc contribution **does not entitle the concerned individual to be reimbursed of their expenses for participating in COST Action activities**. The reimbursement shall be subject to the decision of the Action MC regarding the Implementation by the Management Committee of financial support to COST Actions as per Article 6.2 and the rules for Eligibility to receive financial support as per Article 6.4.

For rules on eligibility for reimbursement of expenses when participating in COST Action activities, see Articles 6.2, 6.4 and dedicated Annex for the relevant networking activity.

Individuals participating in a COST Action **shall be bound by the present rules as complemented by level C Rules and the COST Rules and Principles**.

COST Actions Participants and all actors involved in a COST Action are required to abide by the COST Principles and COST Rules, including the rules described in the present Annotated Rules. Non-abidance by those may lead to measures as per *III. Level A: Breach of COST Rules and Principles*.