

**Rules for Participation in the Working Group and related Activities of COST Action
CA15119 (NANOUP TAKE) for the 1st Grant Period
(May 2016 – April 2017)**

Objectives:

Most of the COST Action activities are carried out through Working Groups (WGs). In the case of the NANOUP TAKE COST Action, most of its Capacity Building Objectives depend directly on the work performed by WGs. This work must be carried out continuously throughout the duration of the COST Action and it will be shown to all participants during the WGs meetings.

WG participation

All COST Action participants should be enrolled in at least one WG. If a COST Action participant asks for participation in more than two WGs, his/her participation should be justified and approved by the Action Chair, Vice-Chair and corresponding WG Leaders.

There is no limit to the number of participants per institution and WG. However, the number of invitations to WG activities may take this fact into account.

Information concerning WG participants will be kept in a database that will only be used for the development of the Action activities. WG participants will receive all the information about the NANOUP TAKE COST Action (such as electronic newsletters, open calls, etc.) by e-mail. The database will be open continuously throughout the whole action period. Only participants who are in this database will be invited to WG activities. The only exceptions to this rule are the invited speakers taking part in the activities. Action participants will be able to deregister from a WG by sending an email to the corresponding WG leader.

WG activities participation

WG tasks will be conducted throughout the year and led by the WG leader. Examples of these tasks are:

- collecting information on methods of preparing different types of nanofluids,
- preparation and organization of benchmark experiments,
- preparation of joint publications, etc.

The main results obtained through the WG tasks will be presented at the WG meetings. Invitations and funding for WG meetings are based on COST criteria (see <http://www.cost.eu/download/COSTVademecum>).

The WG meeting invitation list has to be prepared following these steps:

1. Three months before holding a WG meeting, an open call will be made to all WG participants in order to ask for their contribution to the meeting. The participants interested in participating in the WG meeting should submit an extended abstract (max. 2 pages) of their contribution with information about the title of the contribution, authors and affiliations, introductory paragraphs, main results, and references. The submission will be made by e-mail info@nanouptake.eu and sent to the Grant Holder Manager.

2. The GH Manager will select the contributions that meet the eligibility rules and she will send them to the corresponding WG Leaders.

3. The WG Leaders will classify the contributions following these criteria:

- Scientific/technical quality of contribution (max. 10 score points).
- Involvement of the participant in the WG tasks (max. 5 score points).
- Interest of the contribution to WG and Action goals (max. 5 score points).

4. The WG Leaders will send their priority list of contributions to the Action Chair and Vice-Chairs, and they will prepare the joint proposal of invited (and funded) contributions following these criteria:

- Balance between WGs.
- Gender balance, ECI and ITC priority participation.
- Participation of as many institutions as possible (priority of MC members, etc.).

WG Leaders may include up to a maximum of 2 direct invitations per WG. These invitations are intended to attract companies and institutions to the Action.

5. The joint list of invited contributions will be sent to the MC to be approved by e-vote and invitations will be sent using e-COST.

Contributions from participants that belong to the local organizer or to non-COST-participating countries will be included if they obtain a minimum qualification of 12 score points in step 3 (but they will not be funded).

Those contributions with a minimum qualification of 12 score points in step 3 that are not funded will be invited to the WG meeting (but they will not be funded).

Further information about WGs

Questions may be sent to the action chair (Prof. Enrique Julia): enrique.julia@uji.es