

**Objective:** NANOUP TAKE COST Action (CA15119) will organize short Working Group (WG) Meetings to address specific issues related with common tasks of the Action.

**Organization rules:**

- The maximum duration of the Specific WG Meetings will be 2 days.
- The Specific WG Meeting will have a specific subject that will be proposed by the WG Leader and Vice-Leader, together with the location and date, and they will be approved by the Management Committee.
- There will be a maximum of one Specific WG meeting by WG and financial year (from May XX to April XX+1). This rule can be ignored only if there were remaining funds at the end of December XX.
- If there are more Specific WG Meetings applications than available funding, the amount of Specific WG Meetings per WG will take into account to select the funded applications.

**Participation rules:**

- All Specific WG Meeting participants should be enrolled in the WG that organizes the Meeting and only one participant per institution will be funded.
- Invitations and funding for WG meetings are based on COST criteria (see <http://www.cost.eu/download/COSTVademecum>).
- In order to maximize the Meeting outcomes, the WG Leader and Vice-Leader can request to the participants some tasks previous to the Meeting. These tasks should be included in the Meeting call.
- The WG Meeting invitation list has to be prepared following these steps:
  1. Two months before holding a WG meeting, an open call will be made to all WG participants in order to ask for their attendance to the meeting. The call will include the Meeting Agenda.
  2. The GH Manager will select the contributions that meet the eligibility rules and she will send them to the corresponding WG Leaders and Vice-Leaders.
  3. The WG Leaders and Vice-Leaders will classify the applications following these criteria:
    - Participants that are planning to perform some common activities related with the subject of the Meeting (like Round Robin Tests, H2020 proposals, etc).
    - Participants of past Events.
    - Companies.
  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) participations following these criteria:
    - Balance between WGs.
    - Gender balance, ECI and ITC priority participation.
    - Participation of as many institutions as possible.
  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.
- Participants that belong to the local organizer will be included (but only meals will be funded).
- 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 and they should be related with the subject of the Meetings.