



COST

Brussels, 15th May 2014

Minutes of the First Management Committee of

COST Action IS1308

Populist Political Communication in Europe: Comprehending the Challenge of Mediated Political Populism for Democratic Politics

COST Office, Avenue Louise 149, Brussels (Belgium)
April 7th, 2014 - 9h30-17h00

AGENDA

1. Welcome to participants
2. Adoption of the agenda
3. Status of the COST Action
4. Presentation of the delegations
5. General information on COST mechanism and the ISCH domain and on the funding and reporting of coordination activities:
 - COST Instruments and Eligible expenses
 - Work and Budget plans
 - Eligible expenses
 - STSMs
 - Financial reports
 - Progress Reports
 - Annual reviews at the Annual Progress Conferences
 - Web-site
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair and Vice-Chair
8. Selection of the 'Grant Holder' as the Action's budget administrator
9. Nomination of other task coordinators: STSM, Training Schools, Gender, ESRs, etc...)
10. Work plan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the proponent).
 - Objectives and working programme
 - Working method - organisation and management (including working groups)
 - Distribution of tasks
 - Promotion of gender balance and of Early Stage Researchers (ESR)
 - Time-table
11. Budget plan
12. Approval of Non-COST Countries
13. Place and date of next meeting
14. AOB
15. Closing



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COST Action IS1308 **Populist Political Communication in Europe: Comprehending the Challenge of Mediated Political Populism for Democratic Politics**

Participants:

Title	First Name	Last Name	Category/Position	Country
Prof	Toril	Aalberg	MC Chair	NO
Prof	Gintaras	Aleknonis	MC Member	LT
Prof	Senka	Anastasova	MC Member	MK
Dr	Cristina	ARCHETTI	MC Member	UK
Dr	Ivan	Balabanic	MC Member	HR
Dr	Rosa	BERGANZA	MC Member	ES
Prof	Eirikur	Bergmann	MC Member	IS
Dr	Giuliano	Bobba	MC Member	IT
Dr	NICOLETA	CORBU	MC Member	RO
Dr	Peter	Csigo	MC Member	HU
Dr	Stefan	Dahlberg	MC Member	SE
Prof	Roberto	de Miguel Pascual	MC Substitute	ES
Prof	Claes	de Vreese	MC Vice-Chair	NL
Prof	BALAS(BALABAN)	DELIA CRISTINA	MC Member	RO
Dr	Nedzma	Dzananovic	MC Member	BA
Dr	Sven	Engesser	MC Member	CH
Prof	Frank	ESSER	MC Member	CH
Ms	Nayla	FAWZI	MC Member	DE
Ms	Sahra-Josephine	Hjorth	MC Substitute	DK
Prof	David Nicolas	Hopmann	MC Member	DK
Dr	Nicolas	HUBE	MC Member	FR
Prof	Elisabeth	Ivarsflaten	MC Member	NO
Prof	Guido	LEGNANTE	MC Member	IT



Prof	Joerg	Matthes	MC Member	AT
Mr	Paul	Nixon	MC Member	NL
Prof	Stylios	Papathanassopoulos	MC Member	EL
Prof	Dobrinka	Peicheva	MC Member	BG
Prof	Lilia	Raycheva	MC Member	BG
Dr	Susana	Salgado	MC Member	PT
Prof	Karen	SANDERS	MC Member	ES
Prof	Tamir	SHEAFER	MC Member	IL
Dr	James	Stanyer	MC Member	UK
Dr	Agnieszka	Stepinska	MC Member	PL
Dr	Vaclav	Stetka	MC Member	CZ
Prof	Jesper	STRÖMBÄCK	MC Member	SE
Prof	Peter	Van Aelst	MC Member	BE

Excused

Prof	Leopoldina	Fortunati	DC Rapporteur	IT
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COST Office:

Rossella MAGLI, Science Officer (SO), ISCH

Valentina VIGNOLI, Administrative Officer (AO), ISCH

1. WELCOME TO PARTICIPANTS

Rossella MAGLI, Science Officer (SO) and Andrea Tortajada (replacing Valentina Vignoli, Administrative Officer (AO)) for the Domain Individuals, Societies, Cultures, and Health (ISCH) welcomed all the participants and explained the objectives of the meeting.

The Management Committee (MC) members of COST Action **IS1308** were reminded that they represent their respective Countries, and not themselves nor their institutions. For future MC meetings it should



be noted that MC members may be substituted only if the replacement is confirmed by the COST National coordinator (CNC) of the respective country. [http://www.cost.eu/about_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)
The meeting was chaired by the SO until the election of the chairperson for the Action, which was carried out under agenda item 7.

2. ADOPTION OF THE AGENDA

The draft agenda of the meeting was approved without changes or additions by the members of the MC.

3. STATUS OF THE COST ACTION

The SO informed the MC that, at the time of the meeting, 24 COST member states (AT, BE, BiH, BG, HR, CH, CZ, DE, DK, ES, FR, EL, HU, IS, IL, IT, LT, NL, NO, PL, PT, RO, SE, UK) had accepted the Action Memorandum of Understanding (MoU). 24 out of the 24 Member Countries were represented at the meeting. The required quorum of 2/3 was reached.

An updated list of signatures and MC membership can be found on the COST Office website: http://www.cost.eu/domains_actions/isch/Actions/IS1308

The COST Action IS1308 was approved by the Committee of Senior Officials on 14/11/2013. The Action officially starts with the 1st MC Meeting, on 07/04/2014. The Action is open for COST countries to join unconditionally until 13/11/2014 (i.e. one year after the Action's approval by the CSO). After that date new members can join only upon the MC approval. The Action will end four years after the 1st MC meeting, i.e. on 06/04/2018 (subject to the availability of COST funds).

4. PRESENTATION OF THE DELEGATIONS

The participants introduced themselves.

5. GENERAL INFORMATION ON COST MECHANISM AND THE ISCH DOMAIN AND ON THE FUNDING AND REPORTING OF COORDINATION ACTIVITIES

The SO together with the AO presented the main characteristics, instruments, rules and procedures of



the COST framework (see presentation in Annex I). The main items of the presentation are detailed below:

COST History, Scope and Approach

COST was the first and is the widest European network for the coordination of nationally funded research activities. It is based on an inter-governmental framework for cooperation agreed following a Ministerial Conference in 1971. Starting from a limited number of domains, COST has now grown into a system for research collaboration covering 35 European Member States plus one cooperating state, Israel, and is active in 9 scientific domains + one trans-domain.

The mission of COST is to strengthen Europe in scientific and technical research through the support of European cooperation and interaction between European researchers. It covers both basic and more applied or technological research and also addresses issues of a pre-normative nature or of societal importance.

The funds provided by COST support the coordination costs of the research networks (“Actions”), while the research itself is funded nationally. A “bottom-up approach” (there are no pre-set thematic priorities), “à-la-carte” participation (only countries who wish to participate in an Action do so), equality of access (participation is open to all COST countries) and a flexible structure (easy implementation and lean management of the research initiatives) are the main characteristics of COST. As a precursor of advanced multidisciplinary research, COST has a very important role in building the European Research Area (ERA), anticipating and complementing the activities of the Framework Programmes, acting as a “bridge” spanning the scientific communities of the whole Europe, increasing the mobility of researchers across Europe and fostering the establishment of large Framework Programme projects.

COST Governance and Funding

The organisation of COST reflects its inter-governmental nature. Key decisions are taken at COST Ministerial Conferences which are held every five years on average. The Committee of Senior Officials (CSO) is the highest decision-making body and is charged with the oversight and strategic development of COST. The Secretariat of the CSO is provided by the General Secretariat of the Council of the European Union. Each COST Member State appoints two representatives to the CSO, one of whom is usually the COST National Coordinator (CNC).

The COST Domain Committees (DC) report to the CSO. Each DC is responsible for monitoring the COST Actions in their respective Domains. They also assess new proposals and are responsible for the strategic development of their respective Domains. Each COST country may appoint one representative to each DC.

The DCs perform quality control duties. Assessment of new proposals includes peer review (involving external experts), and an overall assessment by the DC. Running Actions are monitored by the DCs through the appointment of “Rapporteurs” and by annual reports and presentations by Actions to their respective DCs. Finally, there is an evaluation of completed Actions through an External Evaluation Panel, chaired by the DC Rapporteur, whose report is considered and approved by the DC.



COST is currently supported by a specific part of the EU RTD Framework Programmes (“Cooperation” in FP7). This is organised through a Specific Support Action contract between the European Commission and the European Science Foundation, appointed by COST as its legal entity to act as implementing agent on behalf of COST until the end of FP7.

The organisation of COST is in the process to change with the shift from the 7th Framework Programme to horizon 2020. The COST Association has been set up in September 2013 and will be the legal entity for the implementation of COST activities in the near future.

H2020 has set five policy priorities that the actions are asked to pursue (see slide presentation in annex for details):

- Inclusiveness
- Gender balance
- Early Stage Researchers’ (ESRs) active involvement
- International cooperation
- SMEs/industry participation (when relevant)



COST

COST Actions

COST Actions usually have a lifetime of 4 years. Each Action is open for COST Member States to join it by accepting a formal Memorandum of Understanding (MoU). Once five acceptances have been filed, the Action can have its first meeting.

Each Action is under the supervision of a Management Committee (MC) with maximum two representatives per signatory country nominated by the COST National Coordinator. Normally, MCs form Working Groups (WGs) addressing specific topics of the Action's work programme, described in the Technical Annex to the Memorandum of Understanding. The MC is responsible for:

- Supervising and co-ordinating implementation of the Action on the basis of the MoU;
- Allocating the Action's annual budget;
- Planning and approving activities (meetings etc.);
- Reporting to DC ISCH;
- Ensuring scientific coordination at national level.

COST Actions cover support for Management Committee and Working Group meetings, specialist workshops and seminars, including large final conferences, publications and dissemination, training schools and short-term scientific missions (STSMs) for the support of exchange visits between the institutes of the Action participants (see below).

Eligible expenses and networking tools

Supported Action activities (financial instruments)

There is no direct research funding by COST – the budget is targeted at the expenses needed to support the cooperation between the various participating organisations' scientific activities within each COST Action. The main instruments for the support of the cooperation of the COST Actions are:

Travel and subsistence: This covers the reimbursement for scientists for their attendance of Management Committee meetings, Working Group meetings, Core Group meetings, workshops, conferences, Domain Committee meetings or synergy meetings with other research activities such as ESF, the Framework Programme, etc.

The reimbursement is based on a flat rate for accommodation and meals and covers transport costs (train- air ticket, car, local transport, etc.), for which the meeting participants are encouraged to use the most economical means of transport (such as low-cost airlines) available.

Workshops/Conferences (local organiser support): Workshops/Conferences may be organised by a Management Committee in any COST country, which has accepted the MoU of the Action. They should be open, in general, to the whole scientific community and act as a showcase for the activities of the Action.

Conferences/Workshops should be organised in conjunction with a Management Committee meeting or other major scientific event in the field of the Action so that all members of the Committee can attend.



The organisation of such events may require financial support which can be granted for the following expenses:

- Room and technical equipment rental;
- Phone, fax, mailing costs for announcements, letters of confirmation;
- Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report etc;
- Personnel – staff involvement – or temporary recruitment of a secretary if necessary, or the services of a Congress organising agency if the Conference/Workshop is very large;
- Coffee breaks and light refreshments;
- One meal/dinner (if deducted from the daily allowance of the reimbursed participants).

COST support is only a contribution to the total budget. For a requested support of up to € 30 per participant, the contribution will take the form of a fixed grant. If the amount exceeds that sum, invoices will have to be submitted. However, such a support should be granted exceptionally and only for bigger events. VAT is not an eligible cost and will have to be deducted from the invoices.

Training Schools: “Training Schools” within the context of the Action topic are aimed at providing dissemination of the Action activities and intensive training in a new emerging subject in one of the institutes of the Action with unique equipment or know-how. The participants are basically but not exclusively early-stage researchers from across Europe, but these schools also cover appropriate re-training as part of ‘life-long learning’. The total number of participants should not exceed 30. Smaller and more focussed Training Schools are called “Think Tanks”.

Dissemination, Publications: The aim of the dissemination and communication policy is to inform the members of the networks, the scientific community, the potential beneficiaries and policy makers about the outcome of the Actions and their planned programmes and activities. As far as publications, emphasis is placed on publishing:

- In scientific journals as special issue according to standard procedures for submission of manuscripts.
- As books produced by reputable publishers in the field of the relevant scientific research areas.
- As proceedings of workshops and conferences.
- General information leaflets and brochures.

COST support normally takes the form of buying from the publisher a number of copies (normally max. 100) for the Action members and others. Translation and proof-reading are not eligible costs. Normally, the Action must approach at least two suitable publishers to negotiate competitive offers.

Short-term scientific missions (STSMs): Missions or exchange visits are aimed at strengthening the existing networks by allowing scientists to visit an institution in another COST country to foster collaboration or to learn a new technique and/or methods not available in their own institution. They are particularly intended for Early-Stage Researchers. The SO invited the members of the Management Committee to consider nominating a STSM coordinator/manager.

The duration of a STSM can vary between one week minimum (5 working days), and 3 months maximum



(6 months for ESRs (PhD+8 years)). The Applicant must be engaged in a research programme in an institution of a COST Member State having accepted the MoU of the Action concerned. Both home and host institution should be in a COST Member State having accepted the MoU and participating in the COST Action. Short-Term Scientific Missions between different Actions in the same field can be considered by the Management Committees involved.

The Management Committee (MC) of the Action is in charge of the selection of the applicant. The financial support is a contribution to the expenses of a STSM and may not necessarily cover all the costs in each case. The grant covers a contribution to travel, accommodation and subsistence.

The average contribution for a STSM will be a fixed grant based on the applicant's budget request and decision of the relevant assessment committee. It will normally not exceed € 2,500 (€ 3,500 for early-stage researchers). Any exception needs special justification.

Work and Budget Plan

The provisional budget of the Action for the 1st Grant Period amounts to **€ 162.000, based on the participation of 25 COST Member Countries**. If additional COST countries join the Action before the signing of the Grant, this amount will be increased, following the rules established by COST. This budget does not include the 1st MC Meeting. The future Action Chair is requested to submit a Work and Budget Plan as soon as possible after the 1st MC Meeting, covering the period **from 1st July 2014 until 30th June 2015** (tentative). **This provisional budget is subject to the ongoing negotiation on COST H2020 Grant Agreement between the European Commission and the COST Association and may be subject to modifications at a later stage by the COST Association** (in principle before the Action Grant Agreement can be signed).

Grant Agreement

The Grant Agreement is based on a contract between the COST Office and the Grant Holder following a request from the Action's MC. The Grant Holder is selected by the Action's MC from the institutions of its members.

The grant is used by the Grant Holder to execute the secretarial work and payments related to the activities planned during the Grant Period by decision of the Management Committee. The Grant Holder is responsible for the timely reimbursement of eligible costs in accordance with the COST Vademecum financial rules and for the execution of the work plan agreed by the Management Committee of the Action. The Grant Holder's scientific, administrative and financial roles are the following: financial reporting, scientific and administrative secretariat, coordination, liaison, publication and dissemination.

The Grant Holder can request a support of up to 15% of the actual scientific expenditure in order to cover administrative costs. 65% of the COST Office's financial contribution is paid to the Grant Holder after the signature of the contract. Up to 35% are paid after approval by the COST Office of an Intermediate Financial Report.

Financial Reports

The AO informed that, under the CGS, the Grant Holder will have to submit an Intermediate Financial Report to the COST Office between 6 and 9 months after the start of the Grant Period. The Final



Financial Report will have to be submitted within one month after the end of the Grant Period.

Progress Report

The SO informed that the Action has to submit an annual Monitoring Progress Report to the COST Office, normally 6 weeks before the Annual Progress Conference (APC). It has to be submitted by the Chair on behalf of the MC.

Website

The Action has to set up a website with a clear link to COST.

6. AGREEMENT ON THE INTERNAL RULES OF PROCEDURE FOR THE MANAGEMENT COMMITTEE OF THE COST ACTION

The standard rules of procedure for COST Management Committees (COST 4154/13) were approved.

7. ELECTION OF THE CHAIR AND VICE CHAIR

TORIL AALBERG was unanimously elected Action Chair
CLAES DE VREESE was unanimously elected Action Vice Chair

8. NOMINATION OF THE GRANT HOLDER

NTNU, TRONDHEIM was unanimously elected GRANT HOLDER institution. The GRANT HOLDER will receive 15% overhead of scientific expenditure to cover financial and scientific administration and coordination

ROSA BERGANCZA and GUIDO LEGNANTE were unanimously elected financial rapporteurs, although this function is no longer compulsory.

9. WORK PLAN FOR THE IMPLEMENTATION OF THE ACTION OBJECTIVES

(Based on the Memorandum of Understanding – Presentation of the Action by the proponent).

- Objectives and working programme
- Working method - organisation and management (including working groups)
- Distribution of tasks
- Promotion of gender balance and of Early Stage Researchers (ESR)
- Time-table

TORIL AALBERG gave a presentation of the Objectives and Working Programme (see attached as PowerPoint presentation).

PETER VAN AELST was unanimously elected STSM Chair.

JESPER STROMBACK was unanimously elected WG1 chair and JAMES STANYER and SUSANA SALGADO



WG1 vice chairs.

FRANK ESSER was unanimously elected WG2 chair and DAVID HOPMANN and AGNIEZSKA STEPINSKA

WG2 vice chairs.

CARSTEN REINEMANN was unanimously elected WG3 chair and JORG MATTHES and TAMIR SHEAFER

WG3 vice chairs.

The Action steering group (CORE group) consists of action chair, action vice chair, and WG chairs.

WG steering groups consist of WG chair and WG vice chairs. WGs can decide to have additional steering group members.

The Editorial Board will consist of 4 people appointed by the Action chair and the three WG chairs.

Proposals for positions in Communications Group, Training School Group, Inclusiveness Group, will be made at the MC meeting in Lisbon or per e-vote. Interested candidates can express their interest to the Action Chair. A proposal for all positions will be made in line with the COST policies and overall balance in the Action.

Each MC member must be an active member of a WG. A MC member can be an affiliate member of a second WG (see appendix).

The MC members present chose the following WGs (see appendix). Non-present or MC members joining later will express their preference per mail to the Action Chair

10. BUDGET PLAN

The proposed work programme (see MoU and meeting slides) and preliminary time tables were approved.

The Budget Plan was approved. The final budget numbers are pending the final number of participants in the Action and the final numbers from the COST office (pending H2020 transition negotiations).

PETER VAN AELST will distribute a Call and Criteria for STSM before July 1. STSM decisions are made by the STSM Chair and the Action steering group.

11. APPROVAL OF NON COST COUNTRIES

These will be dealt with as it occurs.

12. PLACE AND DATE OF NEXT MEETING

Lisbon 10/11/12 November 2014 (final 2 days to be determined); ahead of ECREA general conference.

13. AOB





WG sessions break out session;

Plenary: Report from WG leaders

MC task ahead of Lisbon meeting: Coordination between WG leaders and Action Chair and Vice Chair for template and synchronization across WGs for completion of tasks by MC members ahead of Lisbon meeting in November. Tasks will be first steps towards Task 1 in the working program (review relevant material and literature). Templates will be distributed before the summer.

MC decisions:

Affiliate WG member(s) can be proposed to the Action Chair. Membership decisions are made by the Action steering group. Funding is only available to Affiliate WG members or others if the person is invited by the Action Chair and funding has been approved in advance.

Interested candidates for open positions in the Action can express their interest to the Action Chair before June 1. Final proposals will be made at the next MC meeting or by e-vote.

The Action steering group can take decisions about daily business in the Action. Significant changes (like new activities) need MC approval (at meeting or through e-vote). Minor budget changes do not require advance approval; larger deviations need agreement with COST science officer (ROSSELLA MAGLI).

14. CLOSING

Elected Action Chair TORIL AALBERG thanked the COST office and the present MC members for their presence and participation. The meeting closed at 16:02.



APPENDIX MC MEMBERSHIP IN WGs

WG1 (ELITES)	WG2 (MESSAGES)	WG3 (CITIZENS)
Jesper Stromback (chair)	Frank Esser (chair)	Carsten Reinemann (chair)
James Stanyer (VC)	David Hopmann (VC)	Jorg Matthes (VC)
Susana Salgado (VC)	Agnieszka Stepinski (VC)	Tamir Sheaffer (VC)
Benjamin	Keren	Elisabeth
Cristina (2)	Peter v.A.	Claes (2)
Peter (2)	Ginparas (1)	Nicoleta
Rosa (2)	Delia (3)	Nayla (1)
Karen (3)	Ivan	Toril
Guido	Vaclav (1)	Stefan
Guiliano	Lilia	
Nepzma (2)	Sven (3)	
Nicola (2)	Stylios (1)	
Eirkur		