

Minutes of the 3rd Management Committee Meeting

COST Action no. FA1301, CephsInAction

A network for improvement of cephalopod welfare and husbandry in research, aquaculture and fisheries

*StarHotels Terminus – Napoli, Italy
11 October, 2014*

1 Welcome to participants

The third MC meeting of the Action FA1301 was held in Napoli, Italy at StarHotels Terminus. Dr Giovanna Ponte, Chair of the Action, and Prof. Daniel Osorio, Vice Chair, welcomed the participants. Dr Ponte chaired the meeting. Since the representative Members from Austria, Bulgaria, Ireland, Malta, and Norway did not attend the MC meeting, 11 parties out of 16 were present; therefore, the necessary quorum was achieved. The representative Member from NNC Montenegro was not present.

The copy of the attendance list is given in [Annex 1](#).

2 Adoption of the agenda

The agenda of the meeting was adopted ([Annex 2](#)).

3 Approval of minutes and matters arising of last meeting

Dr. Ponte summarized the minutes approved, and matters arising after last meetings.

- The minutes of the last meeting (2nd MC meeting, 06/03/2014), was approved by e-voting procedure initiated on 21/04/2014. Official notice of the approval was sent on 04/05/2014.
- The approval of Bulgaria as new COST Country in our Action was approved by e-voting procedure, started on 23/05/2014; the notification of the approval was sent on 30/05/2014.
- Changes to the Work-Budget Plan of the first year were approved unanimously by e-voting procedure initiated on 28/05/2014. Written notice of the approval was sent on 05/06/2014.
- Montenegro, as new NNC, started the procedure to join our COST Action on June 2014 and, after the approval procedures, has been officially included as party in our COST Action from 16/07/2014.

- A lowering of the flat rate for accommodation set at 80 EUR for the occasion of the Meeting in Naples was approved unanimously by e-voting procedure initiated on 28/08/2014; written procedure of the approval was sent on 05/09/2014.

4 Update from the Action Chair

4.a Status of the Action, including participating countries

Dr. Ponte reminded the Time Line of FA1301 COST Action starting from the CSO Approval (16th May 2013) and the End of the Action (13th October 2017).

The MC members have been informed also on the status of parties involved. In particular, FA1301 COST Action now includes 16 Parties with the addition of 2 new COST countries (Bulgaria and fYR Macedonia), and a COST Near Neighbour Country, Montenegro. This corresponds to an increase of about 21% of the number of parties included in CephsInAction from the time of the last meeting in Barcelona. In addition, Turkey asked to join our Action and the National Coordinator has been contacted.

4.b Action Budget Status

Dr Ponte informed the MC that following approval of the changes in the 1st year Budget Plan some funding allocated to Dissemination Meetings will not be utilized. Therefore, the residual money (about 1,200 euros) has been reallocated for the WGs and MC Meeting in Naples, and assigned to Local Organiser Support (LOS) considering the fact that it was originally fixed to only 400 euros.

4.c STSM Status

FA1301 COST Action allocated to STSMs for the first year 12,500 euros, and forecasted to grant six STSMs. The STSMs call has been launched via email after the meeting in Barcelona, with a deadline fixed to May 10th, 2014.

A total of 11 applications were submitted and - on the basis of the budget available and the evaluation of the applications - 8 STSMs were granted. Criteria of selection of the applications and the list of applicants with the respective amounts granted have been described by Dr Ponte and are provided in [Annex 3](#). In some cases the amount granted was reduced considering the support from the home and/or host institutions. In addition, a standardized form to submit the official report after the STSM was developed from the STSM board, including a short dissemination report to publish on the website, also provided in [Annex 3](#).

5 Promotion of Gender Balance and of Early Stage Researchers (ESR)

At the time of this meeting the Gender Balance of FA1301 MC is 13/39 (F/M; 33.3%), while in March 2014 (at the time of Barcelona meeting) resulted to be 29.4%; in

addition, the proportion of females in the database of registered participants of the five Working Groups of our Action exceeds 35%.

CephsInAction will continue to promote participation of both sexes. It is noteworthy to report that for the first call of the STSMs the ratio in gender balance resulted to be 5/8 (F/M; 62.5%), and that a good number of ESR (6/8, 75%) has been granted.

6 Update from the Grant Holder

Dr Ponte, as representative of the no-profit organization CephRes, reminded that the Association for Cephalopod Research is acting as Grant Holder of the COST Action FA1301. The First Grant Period will terminate at the end of November 2014. We expect a new contract will be signed for the second Granting Period (1/12/2014 – 31/12/2015).

Dr. Ponte also reported that the website of the Action is finally online, and that it will be updated with the help of some members of the WG5.

7 Update from the COST Office

Dr. Ponte explained the changes in COST Office and COST Actions, with ESF closing its activities under FP7 and transferring the COST Office staff and assets to the COST Association and the transition to Horizon 2020. Prof Vlatko Ilieski, as former DCFA member, gave brief information for ending of the mandates of DC members and possibilities which COST Action can have it in the future programmes such as Horizon2020, Erasmus and so on.

8 Update from the DC Rapporteur

Dr. Ponte informed the MC that following the passage to Horizon2020 and the COST Association, the mandate of the COST Domain Committees ended on 30 September 2014. Therefore, the DC Rapporteur (Professor Anders Kiessling) will no longer be able to play such a role.

The Committee of Senior Officials is currently considering the future scientific organisation of COST and the future monitoring system will be developed after the issue of the scientific organisation has been decided.

9 Annual Progress Conference

FA1301 Management Committee has been informed that Dr Ponte, as Chair of CephsInAction participated to the Annual Progress Conference (APC) of the COST Food and Agriculture Domain. The APC meeting occurred in Plovdiv (Bulgaria) from

28th to 30th April 2014. The presentation given was very short (only 5 min) providing an overview of the aims and objectives and an introduction to the WGs and tasks of the Action (www.cephsinaction.org/activities/meetings/apc-meeting).

Dr Ponte also explained that for the first year of the COST Actions started in autumn 2013 or spring 2014, there is no need to submit an Action's progress report.

One important outcome of the participation to the APC meeting resulted also to be in the increase of the possibilities of interaction and networking with other Actions belonging to the FA Domain.

The FA1301 MC members approved the idea of establishing and consolidating cooperation and relations with other Actions; this will be one of the objectives to be achieved during the next months.

In addition, there were no comments from our DC Rapporteur.

10 Follow-up of MoU objectives

10.a Progress report of working groups

A short outline of the outcome of the WGs meetings will be available on the CephsInAction website.

Since the MC Meeting followed the WGs meetings, the Chair asked WG Leaders or Vice Leaders to provide a short report of the outcomes.

The MC discussed the outcomes of the Working Groups meeting as reported by WG Leaders or Vice Leaders upon request of the Action Chair. During the discussion many important aspects of the plan for the coming year and possible developments of the activities of each Working Group (see also #11 of this minute) emerged. Problems and questions that arose during the WG meeting were discussed and solutions agreed. Synergies between WGs have been encouraged by the Chair and Vice-Chair and will be facilitated.

11 Scientific Planning

11.a Scientific Strategy

As indicated in the MoU, a key to the activities of FA1301 is the availability of Guidelines for the Care and Welfare of Cephalopods in Research. The document is in its final draft form and after final verification by the steering committee, is now under negotiation for final publication in Laboratory Animals (lan.sagepub.com). In addition, MC Chair reminded that two works have been published during the last 8 months that are very relevant to the activities and aims of CephsInAction:

"Cephalopods in neuroscience: regulations, research and the 3Rs" *Inv. Neurosci.*, 14: 13-36, 2014. <http://dx.doi.org/10.1007/s10158-013-0165-x>

"Current Status and Future Challenges in Cephalopod Culture." *Cephalopod Culture*. Springer Netherlands, 2014. 479-489. http://dx.doi.org/10.1007/978-94-017-8648-5_26

The following summaries of primary activities have been agreed for the first year by the five WGs.

Working Group 1: Research needs in cephalopods welfare

Leader: Michael Kuba (DE) - Vice-Leader: Antonio Sykes (PT)

The main contribution of WG1 to CephsInAction is to facilitate and assess the best laboratory practice in keeping cephalopods for different purposes by implementing the 3Rs principle and by contributing to filling the gaps of knowledge on cephalopod welfare. Focus has been provided on pursuing the following research needs:

- a. Environmental needs of different cephalopod species (e.g. tank size and space requirements, water quality, light conditions; trial with different parameters to reduce stress and increase welfare);*
- b. Nutritional requirements of different cephalopods species at various developmental stages, including the application of proteomic study of cephalopods paralarvae, and trials of probiotics to improve health of individual animals.*

During the year WG1 started to census who is keeping cephalopods in Europe by i. elaborating a questionnaire, which is now available at the CephsInAction website (<http://www.cephsinaction.org/surveys/>), ii. by establishing direct contacts with MC members for every involved country in the Action, and iii. by collecting and starting the analysis of scientific literature published during 2013 and 2014 for possible new information with relevance for the Action and to eventually increase the contributions from researchers which are still not included in the Action. The aim of this census is to elaborate an updated list of existing research and zoo/aquaria facilities and of contacts within those to which we may extend an official invitation to perform the survey online; several important and key contributions also appeared during the year (available in the scientific report). Finally, a list of major tasks to be accomplished during the second Grant Period and a relative draft timeline have been agreed and proposed. Joined scientific publications will be facilitated to shortly review the key research topics.

Working Group 2: Stress and Diseases

Leader: Camino Gestal (ES) - Vice-Leader: Sarah Culloty (IR; absent)

WG2 have contributed to highlight key publications and providing ways to facilitate identification of the main pathogens, mechanical damages and signs of stress in cephalopods. Two databases, one of pathogens including information about key aspects for its identification, and another of diseases (including diagnosis aspects and symptoms) have been drafted and will be shortly available to the FA1301 community before to become

publicly available. In addition, there is an urgent need to develop an atlas of pathogens and diseases, to be achieved throughout the collection of photographs and other iconographic data. The general idea is to make easy the evaluation of the health status of the cephalopods under captive conditions for people who take care of them and also for researchers and veterinarians for their specific roles.

Collection of consensus protocols for aquarium maintenance, pathogen identification, disease evaluation, identification of distress, pain and suffering as well as immune response capability will be initiated. In addition, work will be carried out to facilitate selection of the best biomarkers at physiological and molecular levels to be utilized as welfare indicators. A review paper on diseases in cephalopods that may accompany the on line publication of the aforementioned databases will be contributed within the next year. Finally, a poll will be opened through the website for collecting expression of interest in collaborating to objectives by candidate contributors in different areas of expertise and supporting by local funds.

Working Group 3: Neurophysiology, Anaesthesia and Humane end-points

Leader: Binyamin Hochner (IL) - **Vice-Leader:** Panagiotis Grigoriou (GR)

A critical review on the neurophysiological properties of cephalopods including those occurring during and/or after several anesthetics has been initiated. A number of significant scientific contributions have been also identified (available in the scientific report).

*Focus will be given to the collection of information on anesthesia/experimental procedures in Neuroscience and non-Neuroscience field (i.e. Circulatory system, High resolution imaging, Biochemistry/Mol. Biology), this will allow to generate a table summarizing pros and cons. Specific studies will be carried out to **i.** evaluate alternative methods for animal experimentation (e.g. restraining), **ii.** evaluate Stress response during anesthesia, **iii.** review and evaluate of known humane end-point protocols, **iii.** collect significant physiological findings relevant to stress/nociception/other interesting issue raised from other WG partners.*

A questionnaire will be developed to explore the current effort/interest for neurophysiological studies on cephalopods.

Working Group 4: Development of a Welfare Index

Leader: Lars Helge Stien (NO; absent) - **Vice-Leader:** Benjamin Costas (PT)

The Working Group 4 overall objective is to develop a Cephalopod Welfare Index (CWI) based on a model that may help in the assessment of the welfare status of cephalopod species. During the first year of activity, WG4 analyzed several contributions available in the scientific literature and provided - in agreement with FA1301 COST Action MoU and key scientific contributions – a provisional list of ‘needs’ (15) with ‘definitions’ adapted to cephalopod species and their physiological requirements. WG4 also provided operational definitions and examined a limited number of scientific papers (about 50) to start for a search for “statements” to be applied to (e.g.) oxygen requirements for cephalopods.

A CephsInAction CWI website-based database have been created and a manual for its use is in preparation, and expected to be delivered by the end of the current year.

Finally, for a successful progress on the creation of the database records (i.e. references entries, statements, needs) a proposal has been provided to select cephalopods’ needs as

topics to develop undergraduate or Master dissertations. Undergraduate students usually need to make a final project during their degree and the search and compilation of literature usually fits better with their timetable. Final dissertations can be used as CephsInAction deliverables. Moreover, several dissertations can be used to develop review articles. It is expected to launch a call through CephsInAction website for thesis and to ask the Action Chair to promote these ESR projects via a core-coordination group of people selected from WG4 and other WGs participants.

Working Group 5: Education and training

Leader: Nadav Shashar (IL) - Vice-Leader: Ludovic Dickel (FR)

WG5 activities have been focussed in the collection of ideas, documents and contributions that may facilitate dissemination, education and training. The material available will be spread via the CephsInAction website and with the use of other dissemination channels including social networks such as Twitter and Facebook. In addition, during the coming year, attention will be given to check information on different websites (e.g. including Wikipedia) to contribute to a better quality of information provided.

The WG5 also successfully achieved in the organization of the first Training School that is planned to achieve international accreditation. Evaluation of this course will be performed within and following it. Potentially, lectures and some modules will be designed in the future to facilitate e-learning.

Several Special Issues on international peer-reviewed journals are planned; topics will include reviews on: the embryonic development in cephalopods; field observations and what can these teach us on cephalopod husbandry; Cephalopod vision; Diseases in cephalopods. Also contributions emerging from our first year meetings will be encouraged. During the coming year, attention will be also given to prepare a compilation of data included into grey literature, and to start the preparation and collection of teaching aids. Furthermore the connection with public aquaria will be facilitating as a way to dissemination and education.

11.b Action Budget Planning

The Chair will inform the MC of the budget for the coming year to a later date. In designing the budget, attention will be given to provide greater support for STSMs, TS and publications.

11.c Long-term planning (including anticipated locations and dates of the future activities)

The MC discussed of several options and a strategy of having a single conference of both MC and the FA1301 scientific meeting (WGs) during the late 2015 was explored. Money will be allocated to facilitate several WG meetings during the year where relatively small group of people focussing on topics of interest for a given Working Group will convene. These events will be organized in connection with other meetings/conferences organized by different stakeholders/societies but in strict relation with the aims and objectives of FA1301 COST Action. The Chair and Vice

Chair suggested organizing the FA1301 meeting between September and November 2015. Key people from WG4 and WG5 will participate and contribute to WG1, WG2 and WG3 meetings during the year. In particular, meeting should be joined with other conferences, in this way every FA1301 participant will be able to benefit from the budget allocated to travel expenditures to participate also to the other conferences of interest. Some members mentioned the MSN (Mediterranean Society for Neuroscience) Cagliari (Italy, June, 2015) for WG3; the Conference on Disease of Fish and Shellfish (Las Palmas de Gran Canaria, Spain, 7 - 11th September, 2015) for WG2 and the European Aquaculture Conference (Rotterdam, The Netherlands, October, 2015) for WG1.

Finally, location for the FA1301 annual meeting will be decided to a later date. Options have been discussed and include Portugal and Greece (Crete). Decision will be taken to a later date following the results of a poll that will be launched within mid-December via the CephsInAction website.

A discussion on the expected outcomes for the next year from the STSMs was also taken, and unanimous decision of the FA1301 MC was taken to launch a next call for STSM expression of interest should start before the end of 2014, to allow applications till the end of February 2015. The call will be based on both priority themes strategic for the second year of the Action, and free topics.

11.d Dissemination planning (Publications and outreach activities)

The MC discussed the option of allocating a significant part of the WB-plan for next year for dissemination and networking activities, with stakeholders, companies, and competent authorities in the EU, etc.

The MC approved the idea, introduced during the WG Meeting, of using social networks as dissemination media (e.g. Twitter and Facebook). Members of WG5 will act as editors of these resources and will monitor the correct use and distribution of information.

Dr Ponte also suggested that a more extensive and thorough dissemination plan would be presented and discussed via email after the Meeting.

12 Request for new members

Turkey has asked to join.

Two SME expressed their interest in joining the Action: Tecniplast (Italy) and Noldus (The Netherlands). Tecniplast is a leading SME operating world-wide for animal care products and related equipment. Noldus Information Technology develops and delivers innovative software and hardware solutions and services for the measurement and analysis of behaviour, and the design of interactive systems. The

MC members welcomed the idea and actions will be taken by Dr Ponte to accelerate the process.

MC members have been invited to disseminate our Action to colleagues also outside the cephalopod community in order to facilitate joining FA1301 COST Action and increase the number of participants (currently more than 100) and of Parties.

13. Non-COST application to the Actions

There has been no request to the date.

14 Any Other Business

None.

15 Location and date of next meeting

The MC debated the options for the next Action meetings as illustrated in #11c. The date for the next annual meetings will be decided accordingly.

16 Summary of MC Decisions

The summary of the MC decisions is represented by these minutes.

17 Closing

Dr Giovanna Ponte thanked everybody for participating.

Giovanna Ponte
11 October 2014

Annex 1

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Attendance List

Country	Title	First Name	Last Name	Email
Croatia	Dr	Ivona	Mladineo	mladineo@izor.hr
Croatia	Dr	Mirela	Petric	mpetric@unist.hr
France	Prof	Ludovic	Dickel	ludovic.dickel@unicaen.fr
fYR Macedonia	Prof	Vlatko	Ilieski	vilieski@fvm.ukim.edu.mk
Germany	Dr	Michael	Kuba	michael.kuba@brain.mpg.de
Greece	Dr	Panagiotis	Grigoriou	pgrigoriou@hcmr.gr
Israel	Prof	Binyamin	Hochner	benny.hochner@mail.huji.ac.il
Israel	Prof	Nadav	Shashar	nadavsh@bgu.ac.il
Italy	Dr	Graziano	Fiorito	graziano.fiorito@szn.it
Italy	Dr	Viola	Galligioni	viola.galligioni@gmail.com
Italy	Dr	Giovanna	Ponte	g_ponte@cephalopodresearch.org
Italy	Dr	Letizia	Zullo	letizia.zullo@iit.it
Netherlands	Dr	Savino	Lacerenza	slacerenza@visualsonics.com
Portugal	Dr	João	Pereira	jpereira@ipma.pt
Portugal	Dr	Antonio	Sykes	asykes@ualg.pt
Portugal	Dr	Benjamin	Costas	bcostas.ciimar@gmail.com
Spain	Dr	Eduardo	Almansa	eduardo.almansa@ca.ieo.es
Spain	Dr	Camino	Gestal	cgestal@iim.csic.es
United Kingdom	Prof	Daniel	Osorio	D.Osorio@sussex.ac.uk

Annex 2

3rd MC Meeting Napoli October 11, 2014

Agenda of the meeting

1. Welcome to participants
2. Adoption of agenda
3. Approval of minutes and matters arising of last meeting
4. Update from the Action Chair
 - a. Status of Action, including participating countries
 - b. Action budget status
 - c. STSM status
5. Promotion of gender balance and of Early Stage Researchers (ESR)
6. Update from the Grant Holder
7. Update from the COST Office
8. Update on the DC Rapporteur
9. Annual Progress Conference (preparation and/or feedback from DC)
10. Follow-up of MoU objectives
 - a. Progress report of working groups
11. Scientific planning
 - a. Scientific strategy
 - b. Action Budget Planning
 - c. Long-term planning (including anticipated locations and dates of future activities)
 - d. Dissemination planning (Publications and outreach activities)
12. Requests for new members
13. Non-COST applications to the Actions
14. AOB
15. Location and date of next meeting
16. Summary of MC decisions
17. Closing

Annex 3

3rd MC Meeting Napoli October 11, 2014

STSMs call 2014

Annex 3.1 - Final List Grantee

Grantees	Age	Gender	ESR	Grand Total	Amount Granted
Livia D'Angelo	32	F	Y	67	€ 1,000.00
Mirela Petric	34	F	Y	67	€ 1,900.00
Felix Mark	39	M	N	66	Rejected
Juan Estefanell	35	M	Y	60	€ 1,900.00
Camino Gestal	45	F	N	59	€ 1,600.00
Pedro Domingues	48	M	N	58	€ 1,600.00
Raquel Fernandez Gago	31	F	Y	57	€ 2,500.00
Tim Wollesen	34	M	Y	54	€ 700.00
Perla Tedesco	28	F	Y	49	€ 1,300.00
Pamela Imperadore	28	F	Y	46	Not granted
Luis Felipe Ferreira Pereira	27	M	Y	45	Not granted
				Total	€ 12,500.00

Annex 3.2 - Memorandum and Evaluation Criteria for Short Term Scientific Missions

The aim of a Short-Term Scientific Mission (STSM) shall be to contribute to the scientific objectives of a COST Action.

These Missions (Exchange Visits) are aimed at **strengthening the existing networks** by allowing scientists to go to an institution or laboratory in another COST Country **to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory.** They are **particularly intended for young scientists.**

Assessment (general criteria)

a) The MC of the Action will make the scientific and budgetary assessment and take the final decision.

The MC may formally delegate these tasks to:

- the STSM coordinator or,
- a sub-group of its members (assessment panel), which may vary from time to time and from scheme to scheme, to assess proposals and to agree on those which may be funded.

It is recommended that this assessment panel consists in more than two people in order to avoid a conflict of interest, in addition to one person who is authorized to take the decision (normally the Chair). External advice may be sought.

MC members and other assessors should not involve themselves in the assessment of proposals in which they have a personal or financial interest.

In exceptional circumstances (e.g. uniqueness of expertise), such a bar may be waived with the agreement of the other members involved, if the interest is declared and considered not to compromise the potential decision.

b) The MC should agree the criteria for assessing applications in line with the Action objectives. Wherever possible, these criteria should be made known in advance to potential applicants. It is expected that every care will be taken to avoid any bias on the grounds of gender, age or nationality.

Requisites

1. both the home institution and the host institution should be located in a participating COST Action Country or Cooperation State (for this COST Action: Israel).

2. STSMs must be carried out in a COST country other than the applicant's

3. Compliance with Directive 2010/63/EU, considering we have it included in our MoU and in the aims of the Statute of CephRes that is acting as proposer and Grant Holder of this Action (see also evaluation sheet).

It is suggested that for the first two calls of FA1301 STSMs, the compliance with Directive 2010/63/EU will be considered only on for the sake of advice and recommendation. Applications will be checked, and projects monitored, by an expert on animal welfare and with experience in dealing with issues related with Directive 2010/63/EU. Applicants will be requested to adjust/provide clarification for their projects in the sake of the legislation, whenever appropriate. This will facilitate guidance and education, and will allow to increase the awareness of the applicants and CephInAction participants to this important change in the way of thinking experiments with cephalopods.

Requisites (other)

The participation of PhD students and early stage researchers (i.e. early stage researchers with PhD title <8 years) is strongly encouraged in order to enhance their capacity and mobility.

Attention should be given to favor females in science and, in general, to the Gender Balance.

The following documents should be included:

- agreement of the host institution
- letter of support from the home institution
- curriculum vitae (in academic format)
- motivation letter
- list of publications
- pdf of the application from the e-COST platform.

General actions to be taken afterwards

Participants in STSMs should present their studies at a WG meeting subsequent to their STSMs and should ensure a report also for the website of the Action.

Evaluation

An evaluation score will be given considering the proposal clarity, relevance for the Action, feasibility, planning and expected outputs

Scoring should be attributed from 1 to 6.

Suggested scores

- 1 - Very poor:** proposal illogical and not understandable. Not clearly linked to any WG.
- 2 - Poor:** proposal with limited understanding, planning and no clear objectives. Weakly linked to at least one WG.
- 3 - Fair:** proposal with some understanding, planning and objectives. Moderate links to at least one WG.
- 4 - Good:** good proposal but needs input to develop feasible STSM. Well linked to at least one WG.
- 5 - Very Good:** very good proposal. Well linked to at least one WG.
- 6 - Excellent:** proposal well designed in terms of planning, feasibility and projected outputs. Strongly linked to at least one WG.

For each of the considered topics (i.e.: proposal clarity, feasibility, planning and expected outputs) a score has to be given (from 1 to 6 as above).

Each member of the FA1301 STSM Evaluation Committee (COST Action Chair, STSM leader, STSM vice-leader) will score each proposal independently. The Chair will collate the outcome of the independent evaluation, and communicate the final scoring after verifying the fulfillment of requisites and possible deviation from the expected budget of each proposal to the Grant Holder.

The proposals will be ranked and those with the highest scores will be financed, subject to the duration of the STSM applications and the available budget. The results will be published in the COST Action website.

Summary grid of the evaluation criteria

Category	Notes	Scoring
Requisites	Yes/Not	
Support Letter - Home Institute		Y/N
Support Letter - Host Institute		Y/N
Requirements of the FA1301 call rules		Y/N
Evaluation		
Motivation Letter	Not Convincing or Convincing	1/0
Work plan		
<i>proposal clarity</i>	Scores	1-6
<i>feasibility</i>	Scores	1-6
<i>planning</i>	Scores	1-6
<i>expected outputs</i>	Scores	1-6
Compliance with Directive	Not/Yes	Recommendations will be provided
Overall evaluation of the candidate	No more than three lines	
CV and publications		
Budget Request	Acceptable or Not	
Travel		Y/N
Subsistence		Y/N
Daily rate		Y/N

Evaluation outcome

Within one month after the deadline

Annex 3.3 - Template Scientific Report for STSM board

The formal report should be written within a month after the end of the STSM in the format of a short communication

SCIENTIFIC REPORT	
Reference	Short Term Scientific Mission COST FA1301
Beneficiary	Dr John Doe PUT YOUR AFFILIATION Your email Address
Host Researcher	Dr John Doe AFFILIATION email Address
Period	from DD/MM/YYYY to DD/MM/YYYY
STSM Reference Code	COST-STSM -FA1301-xxxxx
STSM Title	

- Purpose of the Visit**
- Description of the work carried out**
- Description of the main results obtained**
- Possible future collaboration with Host Institution**
- Projected publications/articles resulting or to result from the STSM**

(indicate also potential publications to which this STSM contributed as part of a more complete work; please provide Annexes if available)

- Confirmation by the Host Institute/Researcher of the successful execution of the Mission**

(please provide Annex)

Short STSM profile

In addition to the Official Report, a short STSM profile (summary report) to publish on our website, including the following info should be provided:

Name:

Home Institution:

Research Interest: (one sentence)

Summary of research completed in STSM: (<400 words)

Synthesis and application [of research?]: (<100 words)

Wider benefit of the STSM to the participant: (<200 words)

Key Outputs:

We would also like to include a photograph of you alongside your collaborators and a short quote describing your experience.