

Brussels, 15 December 2014

Subject: **Information on the Review Panel members**

Introduction

As discussed at CNC meeting on 10 October and the CSO meeting on 12-13 November in Sofia, the COST National Coordinators will find below the information that can be used by them when contacting potential candidates for Review Panel members.

COST CNC's can nominate up to 3 experts according the OECD classification (Annex 1) of six scientific fields so that will make 18 experts per country for a max of 2 years. The experts have to enter their core expertise and submit their CVs to the COST database (e-COST).

The nominated experts should be Active researchers covering different fields of S&T as classified by the OECD. Nominated experts can also be experts in innovation and entrepreneurship and/or in technology transfer. Experts with transdisciplinary profiles should be preferred.

When nominating, the COST CNCs should aim at balance between:

- COST (Action Chairs/ MC members);
- New Ideas (new people);
- Experience as reviewers for other funding programs (national and EU level);
- Gender;
- Age;
- COST memory and experience (Former Action Chairs/MC members/DC Chairs/DC members)¹.

The deadline for the nomination of the experts is the date of the next collection date, 24 March 2015. This date will be considered as the date of nomination for all Review Panel members nominated by the CNCs regardless of the actual date of the nomination.

Information for the Review Panel candidates

1. Context

In the context of the Framework Partnership Agreement and the 1st Specific Grant Agreement signed with the European Commission the COST Association has engaged in establishing a new scientific organisation for COST reflecting COST response to the needs of the Science and Technology (S&T) communities in Europe. For this purpose, the COST Association is adopting the

¹ COST 127/14: Former DC Chairs and DC Members in the new context, approved by the CSO in their 192nd of 12-13 November 2014 in Sofia: "The former DC Chairs/members could be nominated as Review Panel members if they have not served for COST for 8 years or two mandates. In the case that they have done so, they can also be nominated but their Review Panel nomination will be only for a maximum of 2 years, bringing to a maximum of 10 years the period they have been serving for COST".

COST Open Call with new rules of procedures for a new COST Submission, Evaluation, Selection and Approval. The aim is to implement and run a competitive, transparent, bottom-up, open and inclusive evaluation and selection procedure reflecting the intergovernmental nature of COST and taking into account the increasing trans-disciplinary nature of proposals submitted.

The Submission, Evaluation, Selection and Approval is composed of the following phases:

- Proposal Submission by a Main Proposer on behalf of a network of proposers;
- Proposal Evaluation by independent External Experts and ad-hoc Review Panels;
- Proposal Selection by the Scientific Committee;
- Proposal Approval by the CSO.

Proposals can be registered and submitted at any time during the year via a secured on-line tool designated for this purpose (e-COST). The on-line tool allows the Main Proposer to access, edit and submit the proposal until the chosen Collection Date. Only the last submitted version of a proposal is considered for evaluation.

The maximum length of a proposal is 15 pages. The provisional template of the proposal is available in on the Open Call webpage (see <http://www.cost.eu/opencall>)

Independent External Experts are in charge of the remote peer-review evaluation. They are identified, selected and assigned to proposals through a matching of scientific and technological S&T field(s), sub-field(s) and research area(s) chosen by the network of proposers themselves with those from the COST Expert Database. Independent External Experts evaluate proposals on the basis of the three classes of criteria: S&T Excellence, Impact and Implementation (see document B1. COST Action Proposal Submission, Evaluation, Selection and Approval on <http://www.cost.eu/opencall>)

The Review Panels are in charge of guaranteeing the quality of the independent External Expert evaluation outcome and resolving potential differences of opinion.

As the outcome of their work, the Review Panels prepare a list of top ranked proposals with their validated consensus report and marks for examination and selection by the Scientific Committee.

The Scientific Committee selects the top-ranked proposals to be recommended for approval by the CSO, discriminating among equally ranked proposal on the basis of COST policy (Inclusiveness-geographical, age, gender-), contribution to the Innovation Union (industrial, SME participation) and taking into account the achievement of a long-term balanced portfolio of different selected fields and topics.

2. Purpose and responsibilities

The ad-hoc Review Panels are composed of a pool of active researchers, nominated by the COST National Coordinators and registered in the COST Expert Database. Such ad-hoc Review Panels are constituted every Collection Date, taking into account the proposals received and aiming to a balanced workload among Review Panel members.

The Review Panels are in charge of guaranteeing the quality of the independent External Expert evaluation outcome and resolving potential differences of opinion.

In addition, the Review Panels are in charge of preparing reports to the Scientific Committee with the following information:

- trends and composition of the proposals presented;
- list of proposals that are still immature but promising (“early signals”);
- results of their review work.

As the outcome of their work, the Review Panels prepare a list of top ranked proposals with their validated consensus report and marks for examination and selection by the Scientific Committee.

Review Panel members will have a physical meeting of two days per collection. The location of the meeting will be in the COST premises or any other suitable place set by the COST Administration. For an optimal preparation of the consensus meeting, the Review Panel members will be encouraged to work remotely.

Review Panel members will be reimbursed according the COST rules for their presence at the meeting.

3. Description of procedure for Review Panel members

(See document B1. COST Action Proposal Submission, Evaluation, Selection and Approval on <http://www.cost.eu/opencall>)

Annex 1: List of Fields and Sub-Fields of Science²

Natural Sciences
Mathematics (research on methodologies of pure and applied mathematics, statistics and probability: mathematics and statistics applied to other fields of science are excluded)
Computer and Information Sciences
Physical Sciences (excluding engineering and nano-technology applications to be found under each engineering category)
Chemical sciences
Earth and related Environmental sciences
Biological sciences (excluding medical, clinical and agricultural applications)
Engineering and technology
Civil engineering
Electrical engineering, electronic engineering, Information engineering
Mechanical engineering
Chemical engineering
Materials engineering
Medical engineering (excluding biomaterials and physical characteristics of living material as related to medical implants, devices, sensors)
Environmental engineering (excluding environmental biotechnology)
Environmental biotechnology
Industrial biotechnology
Nano-technology
Other engineering and technologies
Medical and Health Sciences
Basic medicine
Clinical medicine
Health Sciences
Medical biotechnology
Other medical sciences
Agricultural sciences
Agriculture, Forestry, and Fisheries (excluding agricultural biotechnology)
Animal and dairy science (excluding animal biotechnology)
Veterinary science
Agricultural biotechnology
Other agricultural sciences
Social Sciences
Psychology
Economics and business
Educational sciences (excluding institutional and economic aspects)

² Science Fields and Sub-Fields correspond to the Organisation for Economic Cooperation and Development (OECD) Fields of Science used for international and European R&D statistics (source: OECD Document DSTI/EAS/STP/NESTI(2006)19/FINAL).

Sociology
Law
Political Science
Social and economic geography
Media and communications
Other social sciences
Humanities
History and Archeology
Languages and literature
Philosophy, Ethics and Religion (excluding philosophy and ethics applied to other fields of science)
Arts (arts, history of arts, performing arts, music)
Other humanities