

Short guide on the roles and responsibilities of a Management Committee member

MC members are representing their country and national research community in the Action.

To this end they are expected to:

- Attend the MC meetings and fulfil their duties regarding the management and implementation of the Action¹;
- Liaise with the other national representatives (member/substitutes), to ensure a participation at MC meetings and an equal information on the Action progress;
- Encourage national participation in the Action, with a focus on young researchers, and help to fill in missing positions (in Working Groups, etc.);
- Inform their research community and CNC on activities taking place in the country and disseminate Action results/success stories;
- Inform the CNC on any participation change (ex: change of institution, leave/absence, withdrawal...) and abide by any reporting request from the CNC;
- Respect fundamental ethical principles as described in the COST [Code of Conduct](#)².

¹ See COST Action Management, Monitoring and Final Assessment (COST 134/14; http://www.cost.eu/action_management), 4.3.1 Action MC.

² <https://www.cost.eu/wp-content/uploads/2018/10/COST-081-15-COST-Code-of-Conduct.pdf>

