



## COST Action 299 "FIDES"

Chairman: Luc THEVENAZ (+41 21 693 4774, luc.thevenaz@epfl.ch)  
Vice-Chairman: Francis BERGHMANS(+32 2 6293926, fberghma@vub.ac.be)  
Secretary: Miguel GONZALEZ HERRAEZ (+34 91 885 65 84, miguelg@depeca.uah.es)  
Grant Holder: Mircea HOTOLEANU (+358 19 357 3983, mircea.hotoleanu@liekki.com)



### **Draft Minutes of the 6<sup>th</sup> MC meeting**

#### **COST Action 299**

#### **Optical Fibres for New Challenges Facing the Information Society**

**Thursday, 7th February 2008, Berlin**

#### **1. Welcome and presentation of new members**

The participants of the 6<sup>th</sup> MC meeting of COST Action 299 (see Annex I) were welcomed by Dr. Thévenaz, the Chairman of the Action, who warmly thanked the local organizer (Dr. Wolfgang Habel) for the excellent organization of the Meeting.

The Chairman also welcomes warmly the Science Officer from the COST ICT program, Dr. Julia Stamm.

The MC members accept the suppliants of the delegates that could not come: Dr. Marco Bosiljevac (CR) replaced Prof. Zvonimir Sipus (CR), Dr. Graham Thursby (UK) replaced Prof. Brian Culshaw (UK), Dr. Pavel Peterka (CZ) replaced Dr. Jiri Kanka (CZ), Dr. Joonas Koponen (FI) replaced Dr. Mircea Hotoleanu (FI), and Dr. Aldo Minardo (IT) replaced Prof. Luigi Zeni (IT).

#### **2. Approval of agenda**

The Chairman presents the Agenda, which is accepted by the MC members. The Agenda is finally approved as shown in Annex II.

#### **3. Approval of the Naples MC meeting minutes**

The draft minutes for the 5<sup>th</sup> MC meeting of COST Action 299 held in Naples (3 July 2007) were approved without any amendments. (see COST 299 document repository)

#### **4. Overview of the present status of the Action**

CSO Approval: 14/06/2005  
Entry into force: 14/10/2005  
End of Action: 18 January 2010.  
Total number of Signatories at date: 20

The Chairman congratulates all the MC members and shows that the Action is extremely successful both in terms of number of participants and degree of involvement of them.



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Information from COST-ESF office: Since Dr. Judith Stamm from the COST-ESF office is present, the Chairman and members of the MC raise the following questions on the status of the Action:

(1) There is a new COST Action running, with reference NP0702, which continues the activities of P11. The question is if the activities of this new Action may partially overlap with the activities of WG1 in Action 299. Since this Action is not in the ICT domain, the officer is unable to say anything. Two members of the MC, (S. Taccheo and Y. Leviatan) are active in both actions and they will keep the MC informed on the progress done in this new Action.

(2) The new Grant Agreement sent by the COST Office, has been made more strict in terms of reporting. For instance, the new GA forces the election of two new Grant Rapporteurs from the MC so as to keep an eye on the accounts. The officer responds that the new Grant Agreement is so strict because the new conditions in COST have changed. The number of audits for the COST office will increase, and the control on the financial situation of the Action has to be more strict.

(3) There is a question on the support for publications. With the present rules, the expenses of papers published in journals are not covered, and only informative brochures can be funded on this item. It is mentioned that the brochures have much less visibility in the scientific community than the scientific publications. The officer says that her personal view is that the scientific publications should be supported, and she is going to try to change this rule.

(4) The new grant is well below our expectations, and some activities cannot be supported. The planning is made one year in advance and the grant arrives when the decisions on the activities to be done have already been taken. This is made evident by the Chairman by explaining in detail the financial situation of the Action. With the expected activities, the expected deficit of the Action is 11199 Eu, which is largely unacceptable (see the Annex III with the Chairman presentation). The Chairman proposes to cut the secretariat costs and the STSMs, but there is still a deficit. The Chairman asks the officer (i) how the amount was distributed among the Actions (ii) if we can get some extension of the grant somehow from the COST office and (iii) why the transfer of the new grant was done so late. The officer responds (i) the decisions on the budget were taken by the previous officer; (ii) she is going to try to re-allocate money between the actions and (iii) the late arrival of the grant is due to the transition between FP6 and FP7 (the negotiations on the budget took too long and there was actually no money in the COST Accounts). Dr. Julia Stamm presents the new COST funding. There is an increase in FP7 of 50-80% in comparison with the previous budget. The Chairman asks how is it possible that we only get 11%. The officer explains that there are more Actions, so that there is not a proportional increase in the budget of the Actions.

Dr. Julia Stamm also points out that she is leaving on maternity by the end of February. The new officer since the end of February will be Gian Mario Maggio (e-mail: [gmmario@cost.esf.org](mailto:gmmario@cost.esf.org)).



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A few important dates for this year: the work and budget plan for 2008/2009 must be submitted in Feb/Mar 2008, and the progress report by May 14 2008. The Annual Review Meeting will take place in June 25-26 in Cyprus. The final financial report should be delivered by the 20th July 2008. There are new rules for the training schools (30 participants maximum, costs covered for lecturers and fixed grant for participants).

Dr. Stamm also informs on some of the new tools in COST: some of them enable collaboration with nearby non-COST countries and also on the specific programs with Australia and New Zealand.

### Collaboration with other COST Actions and EU funded initiatives:

No news on this side.

### Action dissemination:

No news on this side.

## **5. Critical discussion on the Technical Meeting**

The Chairman points out that there were more than 60 registered participants in the Technical Meeting, which is believed to be a big success. The feedback from the participants is very positive and the number of running collaborations is very large.

There is a proposal to merge two SGs in WG1: SG4 and SG5, so as to have a more fluent activity. Tomasz Nasilowski, the leader of SG4, is proposed to be in charge of both SGs. All these changes are accepted by the MC.

The Chairman proposes, for practical reasons, to place the MC meeting in the second day of the three-day Technical Meeting, instead of the third day. This is accepted by the MC, and it will be implemented in the meeting in Madeira.

## **6. Presentation of new applying participants and approval of their participation**

The following institutions applied: Technical University of Ostrava, the company OneFive from Switzerland and the University of Swansea. The University of Riga has applied to enter in the Action, meaning that Latvia could also sign the MoU. These applications are accepted.

## **7. Discussion and decision on reimbursement rules**



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Reimbursement of study group meetings: it is decided formally that the SG meetings in Berlin are reimbursed, with the standard reimbursement rules. There was another SG meeting scheduled, but the decision is that the SG meeting is postponed until the next fiscal year, since the accountancy of the action is so problematic.

As for the STSMs, the vice-Chairman informs that some reimbursement claims of several STSMs do not keep all the meal tickets. The vice-chairman reminds that all the receipts (including meals) should be kept to claim for the exact amount. A flat rate for the meals at the cost of those of a Technical Meeting is absolutely impossible to sustain. It is proposed to use 30 Eu per day as the maximum quantity that can be reimbursed, and as flat rate for the cases that have not kept the receipts up to now. The MC decides the rule for the subsistence costs: the receipts of the meals should be kept in all cases, and the maximum amount of reimbursement is 30 Eu per day.

### **8. Status on the organization of a Summer or Winter in 2008-2009.**

The organizers of the Summer School in Cyprus have already made some advances in the organization, and these have been presented throughout the TM. Since there is budget restrictions, it is not guaranteed to what extent the Action will be capable to support this School, so for the moment the final decision on this School will have to be postponed.

### **9. Financial situation**

The Chairman presents the costs of the previous meeting in Naples. There was a deviation of about 4000 Eu with respect to the prevision. There are several reasons for this: first, the number of delegates increased; second, some delegates did not pay as much attention to their traveling costs as in the previous meetings.

Even though the Action will have to receive some a feedback from the COST office on the budget problems, the MC has to put forward a rule for this meeting. The rule proposed by the Executive Committee for this meeting is to reimburse the delegates only on the basis of the real cost of the hotel and the meals. This rule is accepted. The exact rules for the reimbursement of the meals will be sent by email by the Chairman in the following days. The MC accepts these rules, and that the reimbursement will be applied to the MC members, the tutorial speakers, the researchers making reports of completed STSMs and the SG chairs.

### **10. Report on completed STSMs**

The status on the completed STSMs is presented by the Vice-Chairman. Several results of STSMs were reported along the TM.

### **11. Proposition of new STSMs**



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There will be no more STSMs accepted until the financial situation is clarified. In particular, the proposal of STSM of Olga Bolszo to Technion will be kept in standby for the moment.

### **12. Place and date for the next meeting**

The place and dates for the next meetings are decided as follows:

- 3-5 September 2008 in Madeira. The local organizer will be J. M. Baptista.
- The following meeting will take place in Cyprus, in last week of March 2009.

### **13. Elections**

The MC elects Kay Schuster for co-chair of WG1. The MC elects the Chairman and Stefano Taccheo as financial rapporteurs of the action.

### **14. All other business**

The delegates raised no other business.

### **15. Action point for the next meeting**

No more comments.

### **16. Closing**

Dr. Thévenaz concluded the meeting by thanking the participants.



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### Annex I: Participants

#### 6<sup>th</sup> MC Meeting, Action 299, Berlin, Germany 7th February 2008

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1	Andersson	Anne	Sweden
2	Baptista	Jose Manuel	Portugal
3	Berghmans	Francis	Belgium
4	Bosiljevac	Marko	Croatia
5	Gonzalez-Herraez	Miguel	Spain
6	Habel	Wolfgang	Germany
7	Kacik	Daniel	Slovakia
8	Kalli	Kyriacos	Cyprus
9	Kommodromos	Michael	Cyprus
10	Koponen	Joona	Finland
11	Leviatan	Yehuda	Israel
12	Lopez-Amo	Manuel	Spain
13	Maillotte	Herve	France
14	Mendrei	Monica	Romania
15	Minardo	Aldo	Italy



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16	Peterka	Pavel	Czech Republic
17	Roy	Philippe	France
18	Santos	Jose Luis	Portugal
19	Schuster	Kay	Germany
20	Taccheo	Stefano	Italy
21	Thevenaz	Luc	Switzerland
22	Thursby	Graham	UK
23	Tur	Moshe	Israel
24	Urbanczyk	Waclaw	Poland
25	Voiculescu	Emil	Romania
26	Wuilpart	Marc	Belgium



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### Annex II

#### Draft Agenda of the 6th Management Committee Meeting

#### COST Action 299

#### Optical Fibers for New Challenges Facing the Information Society

Berlin - B.A.M. (Germany), 07/02/2008

15h15 – 17h00

1. Welcome and Presentation of new members (Chairman)
2. Approval of the agenda (Chairman)
3. Approval of the Minutes of the 5th MC Meeting (Secr.)
4. Overview on the present status of the Action and general information (Chairman)
  - a. Information from COST-ESF, CSO committees or other, ... (Chairman, Rapport., ICT Science Officer Julia Stamm)
  - b. Questions to ICT Science Officer (All)
  - c. Collaboration with other COST actions, EU funded initiatives or standardization bodies (All)
5. Critical discussion about the Technical meeting and the Action operation. (All)
6. Presentation of new applying participants and approval on their participation (All)
7. Discussions and decision on reimbursement rules (All)
  - a. Reimbursement of Study Group Meetings (Chairman)
  - b. Flat rate for STMs (Vice-Chairman)
  - c. Support for publications (Chairman)
8. Status and organization of the Summer or Winter School (K.Kalli, Chairman)
9. Financial situation: (Chairman & Grant Holder)
  - a. Comments on the financial situations (travel expenses, STMs,.) (Chairman, Grant Holder)
  - b. Final decisions about the 2007-2008 Grant (All)
10. Report on completed STMs (concerned delegates)
11. Proposition of STMs and approval (concerned delegates)
12. Place and date of the next meetings (Chairman, All)
  - a. Discussion about the Autumn 2008 meeting (J.Baptista, Chairman)
  - b. Discussion and decision for the Spring 2009 meeting
13. Elections (Chairman)



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14. All other business (All)
15. Action points for the next meeting
16. Closing (Chairman)



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### **Annex III**

#### **Presentation by the Chairman**

# Agenda MC Berlin 07.02.2008

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1. Welcome and Presentation of new members (Chairman)
2. Approval of the agenda (Chairman)
3. Approval of the Minutes of the 4th MC Meeting (Secr.)
4. **Overview on the present status of the Action and general information** (Chairman)
  - a. Information from COST-ESF, CSO committees or other, ...(Chairman, Rapport., ICT Science Officer Julia Stamm)
  - b. Questions to ICT Science Officer (All)
  - c. Collaboration with other COST actions, EU funded initiatives or standardization bodies (All)
5. Critical discussion about the Technical meeting and the Action operation. (All)
6. Presentation of new applying participants and approval on their participation (All)
7. **Discussions and decision on reimbursement rules** (All)
  - a. Reimbursement of Study Group Meetings (Chairman)
  - b. Flat rate for STMs (Vice-Chairman)
  - c. Support for publications (Chairman)

# Agenda MC Berlin 07.02.2008

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  - a. Comments on the financial situations (travel expenses, STMs,..)  
(Chairman, Grant Holder)
  - b. Final decisions about the 2007-2008 Grant (All)
10. Report on completed STMs (concerned delegates)
11. Proposition of STMs and approval (concerned delegates)
12. **Place and date of the next meetings** (Chairman, All)
  - a. Discussion about the Autumn 2008 meeting (J.Baptista, Chairman)
  - b. Discussion and decision for the Spring 2009 meeting
13. Elections (Chairman)
14. All other business (All)
15. Action points for the next meeting
16. Closing (Chairman)

# Informations

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- The Action is a big success!
  - Close to 60 participants (former Meetings: ~45 participants)
  - New Actions are launched with overlapping topics and activities.
- The new Grant contract requires more duties and gives less flexibility to govern the Action.
  - 2 Financial Rapporteurs from MC
  - Penalties for late deliveries of reports
  - Reimbursements made in
  - Common publications in journals are no longer supported
- The Grant is below our most pessimistic expectations  
Budget suggested: 104'570, expected: 95'000, obtained: 81'000...  
Last year: 72'000
- Our planned activities are endangered and the financial situation is severe!

# Grant Agreement

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## Operations

The Grant Holder is responsible for providing all secretarial support necessary for the administrative management of the COST Action as laid out in the COST Vademecum (Annex D). This includes but is not limited to: preparation of all meetings, their planning, invitations, issuing minutes and reports, executing all relevant payments, and the equivalent management of all other COST financial instruments.

The grant holder must make all liable payments to persons, institutions and other claimants eligible for reimbursement within 30 days of receipt of a claim and no later than 60 days after the event giving rise to the claim.

## Penalty clause

The COST Office is entitled to apply penalty clauses for non performance of the Grant Holder, such as non- or late reporting, or in case of gross negligence and/or disregard of COST reimbursement rules and procedures. The deadlines for reporting are strict. A delay in the reporting will result in the cutting of the secretarial support by 50%; a delay of more than 15 days may result in a complete cancellation of the secretarial support.

If during the duration of the agreement, the Grant Holder does not fulfil its main obligations, COST reserves the right to halt all payment and to request the return of the amounts already granted to the Grant Holder.

# Financial situation

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**Grant: 81'000**

Already paid: 39627  
Committed: 12282

**Subtotal: 51909**

Berlin meeting (est.): 34800

**Subtotal: 86709**

Proposed STM 2490  
Secretariat: 3000

**Forecast total: 92199**

**Difference 11199**

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1. Welcome and Presentation of new members (Chairman)
2. Approval of the agenda (Chairman)
3. Approval of the Minutes of the 4th MC Meeting (Secr.)
4. **Overview on the present status of the Action and general information** (Chairman)
  - a. Information from COST-ESF, CSO committees or other, ...(Chairman, Rapport., ICT Science Officer Julia Stamm)
  - b. Questions to ICT Science Officer (All)
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  - b. Flat rate for STMs (Vice-Chairman)
  - c. Support for publications (Chairman)

# New participants



- Technical University Ostrava, Czech republic (Petr Hlubina)
- OneFive, Switzerland (Lukas Krainer)
- University of Swansea, UK-Wales (Armand Vedadi)
- New country: Latvia

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(Chairman, Grant Holder)
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13. Elections (Chairman)
14. All other business (All)
15. Action points for the next meeting
16. Closing (Chairman)

# Travel expenses

<b>Nice meeting:</b>	Estimated budget	28'200€
	Real costs	25'200€
<b>Average cost per delegate (29):</b>	869€	(Estim. 940€)
<b>Les Houches meeting:</b>	Estimated budget	24'000€
	Real costs	21'400€
<b>Average cost per delegate (36):</b>	594€	(Estim. 800€)
<b>Naples meeting:</b>	Estimated budget	28'800€
	Real costs	32'944€
<b>Average cost per delegate (41):</b>	784€	(Estim. 800€)

# Accounting situation

TABLE 1 - ELIGIBLE COSTS	CONTRACT BUDGET EUR a	July 2007 - December 2007		Total Eligible costs EUR d = b+c	Jan- June 08	TOTAL EUR f = d + e	Delta EUR g = f - a
		ACTUALS EUR b	ACCRUALS EUR c		Forecast EUR e		
<b>A. Science expenditure</b>							
A1. Total travel to Meetings (*)	55'500.00	32'606.80	337.93	32'944.73	37'440.00	70'384.73	14'884.73
A2. Total Workshops (*)	2'000.00	-	-	-	-	-	-2'000.00
A3. Total STSMs (*)	13'500.00	1'366.66	-	1'366.66	11'200.00	12'566.66	-933.34
A4. Training Schools (*)	-	-	-	-	-	-	0.00
A5. Dissemination, Publications (*)	-	-	-	-	-	-	0.00
A6. Others Total	-	147.00	-	147.00	-	147.00	147.00
<b>Total Science Expenditure (sum 1 to 6)</b>	<b>71'000.00</b>	<b>34'120.46</b>	<b>337.93</b>	<b>34'458.39</b>	<b>48'640.00</b>	<b>83'098.39</b>	<b>12'098.39</b>
<b>B. Secretarial support (maximum 15% of A.)</b>	<b>10'000.00</b>	<b>5'118.07</b>	<b>50.69</b>	<b>5'168.76</b>	<b>7'296.00</b>	<b>12'464.76</b>	<b>2'464.76</b>
<b>C. Total eligible costs (= A + B)</b>	<b>81'000.00</b>	<b>39'238.53</b>	<b>388.62</b>	<b>39'627.15</b>	<b>55'936.00</b>	<b>95'563.15</b>	<b>14'563.15</b>

(\*) For the Final Financial report - Detail to be provided  
(a) Budget according to Workplan  
(b) Actuals : expenses paid during the reporting period  
(c) Accruals : expenses incurred within the reporting period but still to be paid  
(e) Forecast : expected expenses in the following reporting periods

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# Financial Rapporteurs

## **Article 6 – Controls and audits**

- 6.1 The Grant Holder must ensure that all stakeholders (in particular Management Committee members, the COST Office, DC members) are able to retrieve at any time all necessary actual information about the Action management. In addition the Action Management Committee must appoint 2 MC members as 'Action Financial Rapporteur' who will check the nature, justification and level of expenditure in line with the agreed work programme. This audit report must be delivered one month after the end of the agreed work programme.  
An on-line grant management tool will be provided by the COST Office. The Grant Holder will be notified in due time in order to migrate to the new system which will be compulsory. A continuous control over nature, justifications and levels of expenditure will be performed by the COST Office.
- 6.2 All operations must be approved by the Management Committee or on behalf of the MC by the Chair or the Vice-Chair.
- 6.3 The Grant Holder is aware that there are up to four steps foreseen for the control of eligible costs:
- Approval of expenditure statement by the Grant Holder Finance Officer officially authorised to commit the organisation.
  - Control of the appropriate use of funds performed by 2 MC members appointed as Action Financial Rapporteurs.
  - Verification of Intermediate and Final Financial Reports by the COST Office.
  - Possible audits on a sample basis by an ESF Finance Officer and/or an external auditor.