

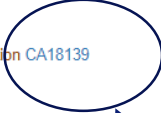
Guide on how MC members can nominate substitutes to represent them in MC meetings

Step 1

The screenshot shows the COST portal interface. At the top left is the COST logo with the tagline 'EUROPEAN COOPERATION IN SCIENCE & TECHNOLOGY'. To the right of the logo is a red ribbon with the text 'e-COST'. In the top right corner, there is a 'Contact Us' link with a question mark icon and a dark blue rectangular button. The main content area is divided into three sections:

- Open Call / COST Actions:** A sidebar on the left with two items: 'Open Call' and 'COST Actions'.
- Ongoing:** A central section with a blue header. It contains a table with one row:

Meeting	GP3 first MC meeting	Ended	Consult
CA18139	N/A - Netherlands 14/02/22		
- Profile:** A right-hand section with a green header. It lists several profile items, each with a checkmark:
 - ORCID iD encoded ✓
 - Affiliation encoded ✓
 - You are a COST Expert
 - Expertise encoded ✓
 - Curriculum vitae added ✓
- Roles:** A right-hand section with a brown header. It lists three roles:
 - GH Manager/Administrator**
On COST Action CA18139 for ERASMUS UNIVERSITAIR MEDISCH CENTRUM ROTTERDAM-Netherlands /STATUS: GH LR Approved
 - MC Member**
From Netherlands to COST Action CA18139
 - WG Member**
CA18139, MC21



Click here

Step 2

Home / COST Actions / CA18139

Overview
Keywords & Expertise
Objectives
Deliverables
COST Policy Plans
Network of Proposers
MC Observers
MC Participants
MC Substitutes
Leadership Positions
WG Applications
WG Management
MC Decisions
Management Tools
Networking Tools

Management Committee Substitutes

Reset Filter

MC Member / Observer	Substitute	Start date	End date	Status	Options
		mm/dd/yyyy	mm/dd/yyyy		
		mm/dd/yyyy	mm/dd/yyyy		

No substitutes found

0 results

[Redacted] want to nominate a substitute taking over my role as Management Committee Member or Observer in the COST Action CA18139 for a specific duration.

CA18139-WG-me....csv Show all

Then tick this statement

Click first here

Step 3- I select a colleague from the same country of affiliation to substitute me in the MC meeting. I define the period during which the substitution will be valid and confirm the change

The screenshot shows a web browser window displaying the 'Management Committee Substitutes' page. The browser's address bar shows 'COST | European C...'. The page header includes the COST logo (EUROPEAN COOPERATION IN SCIENCE & TECHNOLOGY) and a 'Contact Us' link. A left sidebar contains a navigation menu with items: Overview, Keywords & Expertise, Objectives, Deliverables, COST Policy Plans, Network of Proposers, MC Observers, MC Participants, MC Substitutes (highlighted), Leadership Positions, WG Applications, WG Management, MC Decisions, Management Tool, and Networking Tools. The main content area is titled 'Management Committee Substitutes' and contains a 'Substitute *' section. This section lists ten potential substitutes, each with a radio button and a text label: 'The following Working Group member of CA18139 shall be nominated as my substitute:'. The first nine entries have a question mark icon and the text '? This person has not indicated availability to substitute'. The tenth entry has an 'x' icon and the text 'x This person has indicated unavailability to substitute'. Below this list is a note: 'Before nomination it is recommended to discuss with the potential substitute their availability.' At the bottom of the section is a 'Start date *' label and a date input field with the placeholder 'mm/dd/yyyy' and a calendar icon. The browser's taskbar at the bottom shows the file path 'CA18139-WG-me csv' and a 'Show all' button.