



## EUR-OCEANS Network of Excellence

### Rules for allocation and use of workshops and meetings funds

#### 1. Definitions

**“Meetings”**: internal meetings of the Task Team of a Work Package (WP) or a System, for organising the activities of that WP or System.

**“Workshops”**: workshops, conferences, or events organised or co-organised by one or several EUR-OCEANS Principal Investigator(s) (PI), or endorsed by EUR-OCEANS, on topics relevant to one or several WPs and/or Systems.

#### 2. Rules for meetings funds

Funds for **Systems and WP meetings** are spent as decided by the respective WP or System Leaders, and cover the travel expenses of the members of the task teams.

**Amount**: 5 k€WP/year, 5 k€System/year

#### 3. Rules for workshops funds

##### 3.1. Funds for organisation of workshops

**Amount**: 150 k€in 2007

These funds will be allocated to organisers of workshops after an internal competition among proposals by WP/System Leaders. Leaders wishing to organise a workshop must submit a proposal (Appendix 1) to the Executive Committee for approval after consultation of the Network’s Steering Committee.

PIs and associated scientists wishing to organise a workshop should contact the leader of the WP or the System to which the event is mainly related.

The allocated funds could cover any type of organisational expenses (renting of rooms, meals), as well as travel expenses of invited lecturers or of some participants. It is strongly recommended that organisers look for additional sources of financial support.

##### 3.2. Funds for participation in workshops

**Amount**: 250 k€in 2007, distributed to the Member Organisations MOs proportionally to the number of MOs and the number of PIs in each MO

The workshops funds are allocated to each MO can be used to allow PIs and their colleagues to attend workshops organised, co-organised or endorsed by EUR-OCEANS. The expenses covered include travel and accommodations, and in some cases registration fees to support the organisation of the events.

The decision to endorse a workshop should be made by the Executive Committee, after consultation of the NSC. Requests for endorsement should be submitted by the leader(s) of the System(s) and/or the WP(s) to which the workshop is considered relevant, by using the appropriate request form (Appendix 2). PIs and associated scientists wishing to submit a request for the endorsement of a workshop should contact the leader of the WP or the System to which the event is mainly related.

Large events organised by international societies or unions (e.g. EGU, ASLO, AGU) cannot be endorsed by EUR-OCEANS as they cannot be considered as serving the specific integration objectives of the Network. However it is possible to organise short EUR-OCEANS meetings during, before or after these events, taking advantage of the presence of several PIs.

***Deadlines for submitting workshops proposals:***

*31 March 2007*  
*2 October 2007*

**Summary table**

|                  | <b>Attendance</b>  | <b>Organisation</b>  |
|------------------|--|--|
| <b>Workshops</b> | <ul style="list-style-type: none"> <li>- 250 €in 2007</li> <li>- distributed to the MOs</li> <li>- support participation to workshops organised, co-organised or endorsed by EUR-OCEANS</li> </ul> | <ul style="list-style-type: none"> <li>- 150 €in 2007</li> <li>- allocated to organisers after internal competition</li> <li>- support organisation of workshops by EUR-OCEANS WPs or Systems</li> </ul> |
| <b>Meetings</b>  | <ul style="list-style-type: none"> <li>- 5 k€/year in each WP and System</li> <li>- spent as decided by WP/System leaders</li> <li>- support travel expenses of Task Team members</li> </ul>       |  |

Note: The general principle is that all workshops must be open to participation to all PIs and associated scientists of EUR-OCEANS. Therefore, any scheduled event should be announced on EUR-OCEANS website by the organiser in a timely manner, and the announcement should include a deadline for registration, the targeted group of participants (e.g. members of System Mediterranean, or members of Systems Arctic and Baltic interested in Theme I, etc), and the limit in the number of participants (if any, depending on the capacities of the meeting place). In case the number of participants is limited, the criteria for selection should be clearly mentioned.

## **Appendix 1**

### **Request form for the organisation of a workshop**

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#### **1) WP/System Leader requesting the organisation (\*)**

Name:

Member Organisation:

Country:

E-mail address:

WP/System:

#### **2) Description of event**

Title:

Venue:

Dates:

Organiser(s):

Contact person:

Summary:

Estimation of costs (including rental of rooms, travel and accommodation expenses for invited speakers, etc):

Other sources of financial support:

Amount of financial support requested from EUR-OCEANS:

#### **3) Interest for EUR-OCEANS**

Estimated number of EUR-OCEANS researchers and students wishing to attend:

Relevance to EUR-OCEANS objectives:

Potential benefit to integration:

(\*) Please note that proposals should be submitted by WP or System Leader(s), not PIs. PIs and associated scientists wishing to organise a workshop should contact the leader of the WP or the System to which the event is mainly related.

## **Appendix 2**

### **Request form for the endorsement of an event by EUR-OCEANS**

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#### **1) WP/System Leader requesting the endorsement (\*)**

Name:

Member Organisation:

Country:

E-mail address:

WP/System:

#### **2) Description of event**

Title:

Venue:

Dates:

Organiser(s):

Contact person:

Registration fees (Yes/No; if Yes indicate amount):

Summary:

#### **3) Interest for EUR-OCEANS**

Estimated number of EUR-OCEANS researchers and students wishing to attend:

Relevance to EUR-OCEANS objectives:

Potential benefit to integration:

(\*) Please note that proposals should be submitted by WP or System Leader(s), not PIs. PIs and associated scientists wishing to organise a workshop should contact the leader of the WP or the System to which the event is mainly related.