

## MEMBERSHIP RULES

### ESENBURN COST ACTION – CA23140

#### **I. APPROVAL ADMISSION IN THE COST ACTION CA23140**

Applications to become a Working Group member shall be submitted via the COST Action webpage on the COST website : <https://e-services.cost.eu/action/CA23140/working-groups/apply>

In order to become a WG member, any individual shall be affiliated to a legal entity which may be based wherever in the world.

Members will be admitted if their **professional activities are related to the production or research and development of ATMPs, collaborations or activities with a burn centre, regulatory work in these fields, or involvement in associations connected to burn victims.**

The selection of members will be done with consideration to the Excellence and Inclusiveness Policy. Particular attention will be given to :

- Members from Inclusiveness Target Countries
- Young Researchers and Early Career Investigators
- Gender balance

The applications will be assessed by the Action Chair and either approved or rejected within a maximum of 3 months.

Find out more about the financial rules, if you're eligible to receive financial support from COST to fund your participation in ESENBURN here : [Am I eligible? - COST](#).

For your information, please find below COST guidelines :

- [COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-V3.0-25-IX-2025.pdf](#)
- [COST-088-21-Level-A-Rules-and-Principles-for-COST-Activities.pdf](#)

#### **II. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS**

##### **a. Previously existing Intellectual Property Rights :**

In accordance with the COST Principle of Openness and the principles of Open Science, COST Actions operate as open networks of individuals where the sharing of research data among participants should remain unhindered, particularly by intellectual property rights associated with Background information brought by participants for the purpose of the COST Action.

Background IP disclosed by any participant to any other participant in the course of and for use in a COST Action shall at all times remain the exclusive property of the participant who introduced the Background IP for use by the COST Action

Background Intellectual Property Rights are governed by the [Art 5.5.1 – \(Level C – COST Actions\)](#):

- *“Each participant should grant each of the other participants involved in a COST Action a non-exclusive royalty-free right and license to use and access its Background information for the duration of the COST Action and for the sole purpose of conducting the COST Action. A participant shall not use or make use of another participant’s result or Background information without obtaining prior written approval unless these have already been published (and then with proper reference). A breach in this regard may lead to sanction measures”*

**b. Intellectual Property Rights on Action results :**

Intellectual Property Rights on action results are governed by the [Annotated Rules for COST Actions - article 5.5.2](#)

- **Art 5.5.2 – (Level C – COST Actions) :** *“COST Actions generate Action Results which might be in need to be protected by equitable and fair provisions for the management of their use, ownership, and/or their protection under intellectual property rights. Whilst those provisions may not hinder the communication and dissemination of the COST Action Results, each Action MC shall take the necessary steps, be it by written agreement among the participants or otherwise, to protect these rights, if any.*

*COST Actions can seek support in dealing with intellectual property rights from the COST Administration or national institutions of affiliations, IPR specialist national or EU agencies (see for example the [European IPR Helpdesk](#) dedicated to support in IPR). Useful reading materials are available on: [The IP Resources library of the IP Helpdesk of the European Commission](#)<sup>14</sup>; [The European Union Intellectual Property Office](#)<sup>15</sup>; [The Resources portal of the World Intellectual Property Organization \(WIPO\)](#)”*

Principles related to IPR rights on action results in ESEN BURN are the following:

- Ownership of the results will be determined based on who generated them. A participant who generated the results solely will solely own the rights associated to them. Joint ownership applies if the results are generated jointly by more than one participant to a COST Action, according to their intellectual, human, material and financial contributions, unless expressly otherwise agreed.
- Regarding Use and Access Rights to action results, each participant should grant each of the other participants a non-exclusive royalty-free right and license to use and access the Action results for the duration of the COST Action and for the sole purpose of conducting the COST Action
- Protection and management of action results : *“ESEN BURN can generate Action Results which might be in need to be protected by equitable and fair provisions for the management of their use, ownership, and/or their protection under intellectual property rights. (...) Each Action MC shall take the necessary steps, be it by written agreement among the participants or otherwise, to protect these rights, if any.”* : In such cases, a written agreement governing the principles of protection of the results will be discussed with the COST administration and will be subject to the approval of the Management Committee (MC).

**c. Confidentiality :**

Confidentiality is governed by the [Annotated Rules for COST Actions - article 1.4](#)

- **Art 1.4 – (Level C – COST Actions)** : *“There shall be no confidential information in the frame of a COST Action. COST Actions are open networks of individuals and any disclosure to participants to a COST Action cannot be hindered by intellectual property. The Action MC may however decide that the information provided by one of its members, some of its discussions and some documents will be confidential. Documents shall not be confidential unless this is clearly stated in the document. The confidential information provided by the Action participants shall not be disclosed without their consent.”*

The Action MC shall then take necessary steps to develop and approve among participants concerned a non-disclosure agreement.

In case of non-respect of these rules, possible sanctions may encompass:

- Exclusion from participation in one specific activity or in all or some activities for a specific duration
- Exclusion from participation in one specific evaluation, selection, monitoring or assessment procedure of a COST activity or from an expert database of COST for a specific duration
- Revocation from a leadership position in a COST activity, where applicable after consultation with the relevant COST National Coordinator (CNC)

The Management Committee of ESEN BURN is entitled to exclude a Working Group member of the COST Action in case of any of the above-mentioned breaches to Rules and Principles for COST activities and the Rules for COST Actions.

### **III. CONFLICT OF INTEREST :**

In order to ensure the objectivity and independence of any decision taken by Action stakeholders with respect to how the Action is managed, any potential conflict of interest must be avoided and / or declared to the Chair/ Vice-Chair in advance of any stakeholder engaging in activities that may represent or give rise to any such conflict of interest.

Rules applicable to conflict of interests are governed by the [Annotated Rules for COST Actions – II. Level A](#)

- **II. LEVEL A : RULES APPLICABLE TO CONFLICT OF INTERESTS** : *“There shall be a Conflict of Interests where any person involved in the conduct of a COST activity or susceptible to influence it has, directly or indirectly, a financial, economic, or other personal interest, which might compromise or be perceived to compromise their impartiality and independence in the context of the concerned COST activity.”*

To ensure the integrity, transparency, and trust essential for the effective functioning of the ESEN BURN COST Action, the following conflict of interest rule is established:

- When submitting application, each member of the network must complete a quick description of his activities, collaboration, financial participations or partnerships in the field of the network to be transparent to the other participants.
- A member facing a potential or actual conflict of interest must not take part to any discussion, decision, or vote related to the conflict.



- Each member of the network is encouraged to report any potential or actual conflict of interest to the Core Group. The Core Group shall take appropriate measures to mitigate the issue or justify the absence of measures.
- Personal or professional relationships must not hinder the timely production of planned deliverables or the performance of tasks by a WG.

Conflicts of interest include, but are not limited to : professional competition, personal disputes, or any perceived risk of disrupting the goals and operations of the Action. Recommendations, collaborations, or appointments within the network must be determined solely by the competence and quality of the services or products provided.