Brussels, 7 January 2014

# Subject │ Minutes of the First Management Committee Meeting of COST Action IS1305 “European Network of e-Lexicography (ENeL)”

**at COST Office, Avenue Louise 149, Brussels (Belgium)**

**on 11 October 2013, from 9h30 till 17h30**

1. **Welcome to participants**

The Science Officer (SO) and the Senior Administrative Officer (AO) for the Domain Individuals, Societies, Cultures, and Health (ISCH), respectively Dr. Luule MIZERA and Mr. Leo GUILFOYLE welcomed all the participants. The objectives of the meeting were explained.

The Management Committee (MC) members of COST Action **IS1305** were reminded that they do not represent themselves or their institutions but their country. For future MC meetings it should be noted that MC members may be substituted only if the replacement is confirmed by the COST National coordinator (CNC) of the respective country. <http://www.cost.eu/about_cost/who/(type)/3>

The meeting was chaired by the SO until the election of a chairperson for the Action, which was carried out under agenda item 7.

1. **Adoption of the agenda**

The draft agenda of the meeting as found in **Annex 1** was approved without changes or additions by the members of the MC.

1. **Status of the COST Action**

COST Action **IS1305** was approved by the Committee of Senior Officials on **16/05/2013**. The Action officially starts with the 1st MC Meeting **11/10/2013** and will end in four years, on **10/10/2017**. The ISCH Domain Committee (DC) nominated Dr. **Iselin FRYDENLUND (NO)** as the Rapporteur for the Action.

As of the 1st MC meeting, a total of **20** Parties had accepted the MoU according to the official records of the COST Council Secretariat. The Action would be open for COST countries to join unconditionally until **15/05/2013**, after which new members could join only after the approval of the MC.

1. **Presentation of the delegations**

A total of **34** participants from **19** Parties attended the meeting as listed in **Annex 2**.

All participants introduced themselves and reported briefly about their professional background.

1. **General information on COST mechanism and on the funding and reporting of coordination activities**

The SO presented the history, mission and main features of COST, as well as a detailed description of the ISCH Domain, while SAO introduced COST main instruments and procedures (**Annex 3**).

The expenses of the 1st MC meeting on **11/10/2013** are covered by the COST Office.

Initially the budget allocated to the Action from **01/01/2014 to 31/12/2014** is **EUR 134000**, which includes the maximum of 15% of FSAC of the GH Institution.

1. **Agreement on the internal rules of procedure for the Management Committee of the COST Action**

The Rules of Procedure for the Management Committee from Annex II of COST 4154/11 “*Rules and Procedures for implementing COST Actions*” were presented to the MC members.

The Rules of Procedure were unanimously approved by the MC.

1. **Election of the Chair and Vice-Chair of the Management Committee**

The Science Officer invited volunteers or nominations for the positions of Chair and Vice Chair of the Action.

The MC elected unanimously the following MC Members as Chair and Vice Chair of the Action:

**Chair:** Prof Martin EVERAERT (NL)

**Vice-Chair:** [Dr Iztok KOSEM](http://www.cost.eu/about_cost/who/%28type%29/5/%28wid%29/39143) (SI)

After the election of the Action’s Chair and Vice-Chair, the SO handed the meeting over to the newly-elected Chair. The Chair began by presenting the Action (**Annex 4**).

1. **Selection of the Grant Holder and 2 Financial Rapporteurs**

The GH and the Financial Rapporteurs were unanimously elected during the meeting.

Grant Holder (GH) Institution: Instituut voor Nederlandse Lexicologie (INL)

For correspondence with the grant holder use **cost@inl.nl**.

Financial Rapporteur 1°: Yvonne LUTHER (D)

Financial Rapporteur 2°: Phil WITHINGTON (UK)

**The MC agrees that FSAC equal to 15% (maximum) of the total science expenditure should be allocated to the elected GH.**

1. **Work plan for the implementation of the COST Action (based on the Memorandum of Understanding)**

**Objectives**

As specified in the proposal, the aim of this Action is to increase, co-ordinate and harmonise European research in the field of e-lexicography and to make authoritative dictionary information on the languages of Europe easily accessible. The Action will (a) make lexical knowledge of small and large languages available in a European dictionary portal; this portal will serve as the central reference point for all dictionary users who look for reliable, authoritative dictionary information on the languages of Europe and their histories on the Internet. The Action will (b) enable cooperation and the exchange of resources, technologies and experience in e-lexicography and provide support for dictionaries which are not yet online. It will (c) discuss and aim at establishing standards for innovative e-dictionaries that fully exploit the possibilities of the digital medium. In taking a more common approach to e-lexicography the Action will (d) establish new ways of representing the common heritage of European languages by developing shared editorial practices and by interconnecting already existing information.

**Organisation and management**

The Action will be driven and coordinated by a Management Committee (MC), comprising an elected Chair (Martin EVERAERT) and Vice-Chair (Iztok KOSEM) and up to two representatives from each COST country. The MC will meet every 6 months. The MC will be responsible for co-ordinating the activities of the WGs, budget planning and the allocation of funds, organising Training Schools and conferences, developing and overseeing programmes for STSMs and cascading information from the Action through national and international networks. The MC will monitor progress in relation to the scientific focus and work plan in relation to the achievement of milestones, including electing members and Chairs to Working Groups; staging Training Schools, launching programmes for STSMs, staging an interim conference, launching the dictionary portal and the Action website, completing other Action deliverables and staging the final conference.

A Steering Group (SG) will be formed comprising the Chair and Vice-Chair of the MC, and the Chair and Vice-Chairs of the 4 Working Groups as well as an STSM-manager, a Training School-manager and a ESR/female researcher-manager. The SG will meet every 3 months, either face-to-face, or by video-conference. The SG will be responsible for preparing annual reports on the work of the Action, overseeing the development and maintenance of the Action website, communicating with the COST office and monitoring the COST procedures.

The bulk of the work will be conducted in four Working Groups. The content of the Working Groups as described in the proposal was discussed.

The election of the WG leaders is postponed till the next meeting. This also applies to the following positions: the STSM coordinator, the ESR/female researcher-manager and the Training School-manager.

The MC members will get two weeks to express interest, then an e-mail will be sent round with the names of the nominated people. It is advisable that WG leaders are also MC members. It is important to take into account gender balance, geographic spread and ESR balance.

We strive for an equal balance in the Steering Committee.

The MC agrees that **electronic voting** of the MC members by e-mail is valid. In general, no reply to a voting request from the Action Chair within 1 week (7 days) will be equivalent as a YES vote. For important questions (decided by the Executive Group and the COST Office), everyone must reply to the email and specify his/her vote. Each party has 1 vote and to assist the Chair in counting votes, MC members should agree on the vote for their party before voting.

The definite work plan and time-table will be prepared after the meeting.

1. **Budget plan for the first period**

Following this meeting, INL will prepare the budget plan and send it to Brussels for approval.

1. **Place and date of next meeting**

To be confirmed (Leiden 16 January 2014)

1. **AOB**

Possible outputs are mentioned:

* scholarly articles, based on insights of the WGs
* Springer encyclopaedia of lexicography
* lectures and presentations (EURALEX, e-Lex)
* special issue of *International Journal of Lexicography* with a guest redaction from ENeL. ENeL needs to write a proposal to the editor of IJL including names of guest editors.

Observations made:

* We want people to inform interested people to join the Action, particularly from COST countries that are not yet represented in the Action;
* We need names of STMSs as early as possible;
* We need awareness of teaching programmes (e.g. European Master in Lexicography, European Master in Translation);
* Retired people can participate in the COST Action if they are still affiliated to an institution;
* Work country is relevant for reimbursement costs in COST; not the country of residence;
* It is possible to participate in more than one WG. This may however cause planning issues;
* Any scholar who can contribute seriously, can participate in the WGs;
* Do we need to control the size of the WGs and if so, how? Capping or co-funding?
* Inform us of funding possibilities;
* We need to start thinking about the final conference as soon as possible;
* There is a related COST Action called PARSEME;
* Prepare a report about ENeL for the next EURALEX newsletter;
* Does ENeL want to be represented on social media?
* It would be appropriate to inform the EURALEX organisation, Erin McKean and Gilles-Maurice De Schryver that COST ENeL has been successful. In the past they have accepted the request to support the COST ENeL proposal and were named as advisors.

1. **Closing**

The Chair, Martin EVERAERT, closes the meeting at 15h30.

**List of Annexes**

**Annex 1:** draft of the meeting agenda

**Annex 2:** signed COST Attendance list

**Annex 3:** presentation from the Science Officer and the Senior Administrative Officer

**Annex 4:** presentation from the Action Chair