Leiden, 9 April 2014

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

**at Leiden University, Sterrenwachtlaan, Leiden (The Netherlands)**

**on 16 January 2014, from 9h00 till 11h00**

1. **Welcome to participants and adoption of the agenda**

Martin EVERAERT (chair of COST Action **IS1305** opens the MC meeting and welcomes the participants. Martin EVERAERT explains that this is an MC meeting (only MC members of COST Action **IS1305** can vote), but that others are welcome to attend the meeting as observers. There are at least four observers present, i.e. Anne DYKSTRA, Bob BOELHOUWER, Vera HILDENBRANDT and Carole TIBERIUS who have been nominated as Chair or Vice-Chair of one of the Working Groups.

The objectives of the meeting were explained.

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

1. **Minutes of the first MC meeting**

The minutes of the first MC meeting on 11 October 2013 in Brussels have been approved without changes.

1. **Announcements: Status of the COST Action**
2. A list of attendance is circulated. Reimbursement forms are handed out. The expenses of the 2nd MC meeting on **16/01/2014** are paid through the grant holder.
3. As of the 2nd MC meeting, a total of 27Parties had accepted the MoU according to the official records of the COST Council Secretariat. This could result in 54 MC members. The Action is open for COST countries to join unconditionally until **15/05/2013**, after which new members could join only after the approval of the MC.

A total of 73 participants from 27Parties attended the meeting as listed in **Annex 2**.

1. A website is being created for COST Action **IS1305**. This website will be available within the next couple of weeks at [www.elexicography.eu](http://www.elexicography.eu). The website will be the source of communication with the outside world. A secured part of the website will be reserved for all MC documentation.

For communication with the grant holder and the chair of the Action the e-mail address [cost@inl.nl](mailto:cost@inl.nl) should be used.

1. **Work and budget plan**

The work and budget plan as given in **Annex 3** are discussed. The budget allocated to the Action from **01/01/2014 to 31/12/2014** is **EUR 167.00****0,** which includes the maximum of 15% of FSAC of the GH Institution.

In the following years part of the budget will be allocated to Training Schools and more money will be allocated to STSMs. The amount needed for meetings is an estimate. We hope to have a better idea of the amount needed after the current meeting.

1. **Procedure for new WG members**

The amount of money which is allocated to COST Action **IS1305** is based on the number of countries, not on the number of people participating. There are many people who would like to participate in this COST Action. We welcome this and budget permitting, there is in theory no limit in the number of WG members that can attend approved WG meetings (COST FAQ p.9), but it may create a financial problem. Location and communication may also become a problem if the Action grows too much. After some discussion, it is concluded that as the expertise needed in this COST Action may not always be available within the MC, reimbursing MC members only would be too restrictive. The suggestion to reimburse those people who actively contribute to the Action or WGs, seems more favourable. It is important to focus on the activities of the Action, the people are secondary. No decision is taken. Martin EVERAERT asks the MC members to think about the ideal size of the WGs.

There is currently a stop on the admission of new WG members till after this meeting.

1. **Appointment managers**

The Chair invited volunteers or nominations for the positions of Training School Manager, STSM manager and ESR/female researcher Manager.

The MC appointed unanimously the following MC Members:

**Training School Manager:**  Dr Rute COSTA (PT)

**STSM Manager:** Dr Tanneke SCHOONHEIM (NL)

**ESR / Female Researcher Manager:** Dr Yvonne Luther (DE)

1. **Appointment of the Chairs and Vice-Chairs of the Working Groups**

The Chair invited volunteers or nominations for the positions of Chair and Vice Chair of the Working Groups.

The MC appointed unanimously the following Members as Chairs and Vice Chairs of the Working Groups:

**WG1 Chair:** Dr Anne DYKSTRA (NL)

**Vice-Chair:** Dr Bob Boelhouwer (NL)

**WG2 Chair:** Dr Vera HILDENBRANDT (DE)

**Vice-Chair:** Dr Vladimir BENKO (SK)

**WG3 Chair:** Dr Simon KREK (SI)

**Vice-Chair:** Dr Carole TIBERIUS (NL)

**WG4 Chair:** Mag. Eveline WANDL-VOGT (AU)

**Vice-Chair:** Dr Phil WITHINGTON (UK)

1. **STSMs, Training Schools and the European Master in Lexicography (EMLex)**

Martin EVERAERT expresses his worry about not having enough STSMs based on experience from other institutes. The Steering Group will draft a text for an open call. The chair asks the MC members to think of candidates.

María José DOMINGUEZ-VAZQUEZ introduces the European Master in Lexicography. Once a year all the students and teachers meet for a ‘summer school’. Martin EVERAERT suggests to upgrade that meeting and to make it available to a wider audience. In general, it would be good to join an existing event for the Training Schools of the Action as it is probably too costly to organise it completely ourselves. Other possibilities are ESSLLI and the International Terminology Summer School in Vienna.

We need three locations: one for a training school in 2015, one in 2016 and one in 2017.

1. **Next meetings**

The next MC meeting and WG meetings will be held in Bolzano in July 2014 in conjunction with Euralex.

For 2015, the plan is to meet in Vienna in the first half of the year and in the UK in the second half of the year in conjunction with the eLEX conference at Herstmonceux castle (to be confirmed).

The possibility of a 5-day meeting at the Lorentz center in Leiden is discussed and MC members are invited to send suggestions for a 5-day meeting to [cost@inl.nl](mailto:cost@inl.nl). It should be noted that there is a 15 month delay in between the application and the date of the meeting.

1. **AOB**

Reimbursement forms have to be completed and should be returned to the grant holder.

The questions whether this COST Action has a language policy is discussed. Martin EVERAERT says that there is no limit on the languages in the network if we are speaking from a Pan-European perspective.

1. **Closing**

Martin EVERAERT closes the meeting at 11h00.

**List of Annexes**

**Annex 1:** MCmeeting agenda

**Annex 2:** List of participants

**Annex 3:** Work and budget plan

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

**at Leiden University, Sterrenwachtlaan, Leiden (The Netherlands)**

**on 16 January 2014, from 16h00 till 16h30**

1. **Closing remarks**

Martin EVERAERT (chair of COST Action **IS1305)** welcomes the participants back after the individual WG sessions.

Martin EVERAERT notes that the MC members need to officially approve a number of items which were on the agenda of the morning session. The work and budget plan is officially approved (unanimously), the chairs and vice-chairs are also officially elected by the MC (unanimously).

A summary of the individual WG meetings is given by the Chairs of the WGs. The minutes of each WG meeting are attached. One of the main concerns is the inter WG communication and how to organise this. Suggestions are a wiki-based solution, a secured part on the website, attendants of different WGs can function as intermediators.

Dissemination is discussed. Martin EVERAERT notes that it is important for the project to start thinking about publications early on. This includes possible publications in journals, books, conference proceedings but also publications for the general public.

The WGs will meet again in Bolzano in conjunction with the Euralex conference. Martin EVERAERT emphasizes that if external experts are needed for the Bolzano meeting, this needs to be communicated as soon as possible. The format of the Bolzano meeting is not yet known.

1. **Closing**

Martin EVERAERT closes the meeting at 16h30.

Annex1 MC Meeting agenda

1. Opening
2. Minutes of the meeting of October 11th (Brussels)
3. Announcements
   1. List of Attendance, Reimbursement Forms
   2. MC (26 countries, 44 MC members)
   3. Website (Iztok Kosem, www.elexicography.eu)
4. Work and budget plan
5. Procedure for new WG members
6. Appointment Managers
   1. Rute Costa (Training School Manager)
   2. Tanneke Schoonheim (STSM Manager)
   3. Yvonne Luther (ESR / Female Researcher Manager)
7. Appointment Chairs and Vice Chairs WGs
   1. WG1 Anne Dijkstra / Bob Boelhouwer
   2. WG2 Vera Hildenbrandt / Vladimir Benko
   3. WG3 Simon Krek / Carole Tiberius
   4. WG4 Eveline Wandl-Vogt / Phil Withington
8. STSMs, Training Schools and the European Master in Lexicography (EMLex)
9. Next meetings
   1. July 2014 EURALEX – Bolzano, Italy
   2. 1st half 2015 Vienna, Austria ?
   3. 2nd half 2015 e-Lex Herstmonceux Castle, UK ?
   4. 2016 Lorentz center – Leiden, Netherlands ?

<http://lorentzcenter.nl/LorentzCenterOrganizationInformation.pdf>

1. AOB
2. Closing

Annex2 Participants Leiden meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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Annex3 Work and Budget Plan

COST Grant workplan

**I. ACTION PROFILE**

Domain: Individuals, Societies, Cultures and Health (ISCH)

Action no. and title: IS1305 – European Network of e-Lexicography (ENeL)

Chair: Prof Martin Everaert

START date: 11/10/2013

END date: 10/10/2017

Number of signatories: 26

Number of International Partner Countries: 0

Number of COST country entities (institutes, etc.) currently participating: 36

Number of International Partner Countries (institutes, etc.) currently participating: 0

Number of MC Members: 45

Working Groups with numbers, titles and approximate number of members:

Working Group 1: **Integrated interface to European dictionary content** (20 members)

Working Group 2: **Retro-digitized dictionaries** (20 members)

Working Group 3: **Innovative e-dictionaries** (40 members)

Working Group 4: **Lexicography and lexicology from a pan-European perspective** (25 members)

**II. DETAILED BUDGET**

**(1) MEETINGS**

Members of the Action will meet face to face every six months during the life of the Action.

*2nd and 3rd Management Committee Meetings*

Location: INL, Leiden, The Netherlands

Date: 15-17 January 2014

Number of participants to be reimbursed: 37

Travel and subsistence costs: 29.600 euro

Location: EURAC, Bolzano, Italy

Date: 19-20 July 2014

Number of participants to be reimbursed: 37

Travel and subsistence costs: 29.600 euro

*Working Group Meetings*

*The WGs will convene in parallel sessions following an MC meeting. All members of the Action will then meet for a plenary session.*

**WG1** **Integrated interface to European dictionary content: Concept of the European Dictionary Portal**

Location: INL, Leiden, The Netherlands

Date: 16 January 2014

Number of participants to be reimbursed: 9

Travel and subsistence costs: 7.200 euro

**WG2 Retro-digitized dictionaries**

Location: INL, Leiden, The Netherlands

Date: 16 January 2014

Number of participants to be reimbursed: 8

Travel and subsistence costs: 6.400 euro

**WG3** **Innovative e-dictionaries**

Location: INL, Leiden, The Netherlands

Date: 16 January 2014

Number of participants to be reimbursed: 12

Travel and subsistence costs: 9.800 euro

**WG4** **Lexicography and lexicology from a pan-European perspective**

Location: INL, Leiden, The Netherlands

Date: 16 January 2014

Number of participants to be reimbursed: 13

Travel and subsistence costs: 10.400 euro

**WG1** **Integrated interface to European dictionary content: Functional Design of the European Dictionary Portal**

Location: EURAC, Bolzano, Italy

Date: 19 July 2014

Number of participants to be reimbursed: 9

Travel and subsistence costs: 7.200 euro

**WG2 Retro-digitized dictionaries**

Location: EURAC, Bolzano, Italy

Date: 19 July 2014

Number of participants to be reimbursed: 8

Travel and subsistence costs: 6.400 euro

**WG3** **Innovative e-dictionaries**

Location: EURAC, Bolzano, Italy

Date: 19 July 2014

Number of participants to be reimbursed: 18

Travel and subsistence costs: 14.400 euro

**WG4** **Lexicography and lexicology from a pan-European perspective**

Location: EURAC, Bolzano, Italy

Date: 19 July 2014

Number of participants to be reimbursed: 14

Travel and subsistence costs: 11.200 euro

**(2) SHORT TERM SCIENTIFIC MISSIONS (STSMs)**

Number: 3

Cost: 2.500 euro each

**(3) TRAINING SCHOOLS**

* None

**(4)** **PUBLICATIONS, DISSEMINATION, OUTREACH, WEBSITE**

Title: Set-up and maintenance of website, outreach

Cost: € 4.500

**(5)** **Other Expenses Related to Scientific Activities (OERSA)**

**(e.g. bank charges)**

bank charges: € 1000

**III. WORK PLAN**

(1) **OBJECTIVES**

The objectives of the Action are as follows:

1. Coordinate and increase research in the field of (electronic) lexicography across Europe through the establishment and progressive growth of a European Network of e-Lexicography.

2. Make authoritative dictionary information on the languages of Europe accessible to both the general public and to lexicographers in a European dictionary portal.

3. Further the exchange of technologies and expertise in the field of online lexicography and e-lexicography in order to find common approaches and provide support to other dictionary makers.

4. Provide a foundation for the further exploration of a pan-European approach to lexicography by discussing new standards and methodologies to describe the common European heritage of much of the vocabularies of the languages of Europe and developing shared editorial practices among the dictionaries of Europe.

5. Offer support to ESRs in the field of lexicography through Short-Term Scientific Missions and involvement in parts of the Action and through the development of common PhD theses with

Master students of the European Master in Lexicography.

(2) **ACTIVITIES**

**MC Meeting**

2 meetings, in January and July 2014

**SG Meeting**

4 meetings, in January and July 2014 in person, in April and October by Skype

**WG Meetings**

(an activity plan is currently worked out by the WG Chairs)

**WG1 Integrated interface to European dictionary content:**

2 meetings, in January and July 2014

**WG2** **Retro-digitized dictionaries**

2 meetings, in January and July 2014

**WG3 Innovative e-dictionaries**

2 meetings, in January and July 2014

**WG4 Lexicography and lexicology from a pan-European perspective**

2 meetings, in January and July 2014

(3) **OUTPUTS PLANNED FOR YEAR**

At the beginning of year 1 a website will be created for the network informing outsiders about the projects, the working groups and their progress.

COST Grant budget plan

Action no. and title: IS1305 - European Network of e-Lexicography (ENeL)

Grant period: 01/01/2014 – 30/11/2014

Allocated budget: € 167.000

**A. SUMMARY BUDGET**

(1) MEETINGS € 132.200

(2) SHORT-TERM SCIENTIFIC MISSIONS € 7.500

(3) TRAINING SCHOOLS € 0

(4) PUBLICATIONS, DISSEMINATION, OUTREACH € 4.500

(5) OERSA € 1.000

**B. TOTAL SCIENCE EXPENDITURE** (sum of (1) to (5))

**€ 145.200**

**C. FINANCIAL & SCIENTIFIC ADMINISTRATION AND COORDINATION**

(max. of 15% of B.) **€ 21.800**

**D. TOTAL EXPENDITURE (B+C)**

**€ 167.000**