Leiden, 17 September 2014

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

**at EURAC, Viale Druso, 1, 39100 Bolzano / Bozen – Italy**

**on 20 July 2014, from 9h00 till 13h00**

1. **Welcome to participants**

Martin EVERAERT (chair of COST Action **IS1305**) opens the MC meeting at 9h14 and welcomes the participants.

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. **Approval of minutes and matters arising of last meeting (Leiden, January 16th 2014)**

The minutes of the second MC meeting on 16 January 2014 in Leiden (the Netherlands) have been approved without changes.

1. **Update from the Action Chair**
2. Status of the Action, including participating countries.

Martin EVERAERT explains that there are going to be some changes to COST Actions as COST is going to be part of a bigger programme, i.e. Horizon 2020. There will be some administrative changes, e.g. COST Actions will no longer have rapporteurs. More information can be found on the COST website (<http://www.cost.eu/media/newsroom/COST_Horizon2020_FPA>).

COST Action **IS1305** has now 29 countries represented in the MC. However, not all countries have two representatives, e.g. Sweden.

We are not actively looking for new members anymore. New members have to contact the COST coordinator in their respective countries.

Martin EVERAERT stresses that MC members are country representatives and that they are responsible for ensuring that those who are interested in the Action, know about it. The only restriction for members is that they have to be affiliated to an institution in a COST country.

1. Action budget status

Tanneke SCHOONHEIM explains the budget of the first year of the Action (see **Annex 2**) and the second year (see **Annex 3**). The financial year of the Action runs from 11 October 2013 till 10 October 2014. We are currently underspending and it is not possible to transfer money to next year.

1. STSM status and new applications

Tanneke SCHOONHEIM (**STSM manager**) shortly summarises the COST rules for STSMs (see **Annex 4**).

For the first year there are three applications, i.e. Simon KREK, Gerbrich DE JONG and Carole TIBERIUS, leaving 3850 euros of the budget of this year. Thus, there is still room for more.

Tanneke suggests to go for 10 STSMs next year, with 4 approval dates (15/10/2014, 15/1/2015, 15/4/2015 and 15/7/2015).

It is clarified that in the STSM budget, there is no money for the host institution.

1. **Promotion of gender balance and of Early Stage Researchers (ESR)**

Yvonne LUTHER (**ESR / Female Researcher Manager**) presents an overview of gender balance and ESRs in COST Action **IS1305** (See **Annex 5**)**.** COST Action **IS1305** is above COST overall on gender balance. We could do better on the involvement of ESRs in COST Action **IS1305**, maybe by inviting students of the European Master in Lexicography to meetings.

Yvonne LUTHER stresses that it is important to keep in mind gender balance and ESRs. She also mentions the existence of conference grants for students. Each COST domain offers three supporting grants (an oral presentation at the conference is required). More information can be found on the COST website or can be obtained from Yvonne LUTHER.

1. **Update from the Grant Holder**

Martin EVERAERT has nothing more to add to what has already been said.

1. **Update from the COST Office**

The representative of the COST office is not present at the meeting.

1. **Update from the DC Rapporteur**

The DC Rapporteur is not present at the meeting.

1. **Annual Progress Conference (preparation and/or feedback from DC)**

COST Action **IS1305** is part of the domain of Individuals, Societies, Cultures and Health. This is quite a broad domain. Every year all COST actions of one domain have one meeting together – the Annual Progress Conference – which gives Actions in **progress** within the Domain the chance to report to the Domain Committee on their current and future activities. It also provides a platform for Actions to network with each other, exchange ideas, and disseminate scientific and technical results. For next year COST Action **IS1305** will have to prepare such a progress report. This year the meeting was in May in Malta. Martin EVERAERT attended that meeting on behalf of COST Action **IS1305**. Summarising:

* numbers of ESRs and gender balance are important;
* it is good to cooperate with other COST Actions. Martin EVERAERT mentions e.g. TextLink (ISCH COST Action IS1312), PARSEME (*ICT* COST Action IC1207), MUMIA (ICT COST Action IC1002).(See **Annex 6**);
* be aware of ghost MC members (i.e. members that sign the attendance list and then go away).
1. **A** **Follow-up of MoU objectives**
2. **Progress report of working groups (Chairs of the WGs)**
	* **WG1.** Anne Dykstra emphasizes that it is important that participating institutions provide facilities to set up the portal and host STMSs. Further he mentions that there is still no clear definition of what a ‘scholarly dictionary’ is. See also **Annex 7**.
	* **WG2.** See **Annex 8**.
	* **WG3.** See **Annex 9**.
	* **WG4.** See **Annex 10**.

Vice Chair of WG4 Phil WITHINGTON (UK) resigns from his function as Vice Chair. He stays active within the network. A new Vice-chair has been nominated, i.e. Krysztof NOWAK (PL). Krysztof NOWAK is appointed unanimously by the MC as Vice Chair of WG4.

**b. Spin-off projects**

**–** Hans BICKEL (CH).Presentedby Tobias Roth.See **Annex 11**.

 **–** Iztok KOSEM/Dirk GEERAERTS(SL, BE)**.** Presented by Kris Heylen. See **Annex 12**.

1. **Scientific planning:**
2. **Scientific strategy.** All deliverables from the WG’swill be studied by and discussed within the SG. The SG will do serious strategic planning in September.
3. **Action Budget Planning (Budget Plan 2013-2014, Budget Plan 2014-2015)** The budget plan 2013-2014 has already been discussed under 4b. In addition, a proposal is presented by Iztok KOSEM (see **Annex 13**) for a workshop targeted at young researchers and WG members (approx. 40-50 people) at the end of September in Slovenia. Iztok KOSEM will finalise the programme and make a budget plan. The MC agrees to transfer the agreement of the budget to the SG.

For the period 2014-2015 the same amount has been allocated (€ 177,000) as for the previous period. The budget plan for 2014-2015 cannot yet be approved by the MC, but the agenda can be approved. We need to have 2 MC meetings (Jan/Febr + Jul/Aug), 4 SG meetings (Jan/Febr + Apr/May + Jul/Aug + Sep/Oct). WG meetings can be organised when that is convenient, but logically they are combined with other meetings. Further, 10 STSMs and a training school within the context of WG2 have been planned.

After some discussion the agenda was agreed.

At future meetings, we will try to have more WG sessions separately and the sessions will be longer.

1. **Long-term planning (Training Schools, Meetings, including anticipated locations and dates).** End of September 2014: SG meeting and workshop in Ljubljana. January 2015: MC meeting and workshop WG3 in Vienna. April 2015: SG meeting in Leeuwarden. July 2015: Training School in Lisbon (see **Annex 14**) – presented by Rute COSTA (**Training School Manager**). There is still no budget for the training school. Approval of the budget is transferred to the SG, which will decide on it at a later stage. August 2015: MC meeting in connection with the eLex conference in Herstmonceux Castle in Sussex, United Kingdom. September 2015: SG meeting, no location yet.

 **d. Dissemination planning (Publications and outreach activities)**

Martin EVERAERT would like to have a dissemination report per country stating what has been done to promote the COST Action. Further details of dissemination will be found in the progress reports of the WGs (see 10a).

1. **Requests for new members**

There are no new requests.

1. **Non-COST applications to the Actions**

People from near-neighbouring countries can apply for membership. For this, there is a special application procedure. At the moment, there is an application from Russia.

1. **AOB**

NA

1. **Location and date of next meeting (Vienna, January/February 2015)**
2. **Summary of MC decisions**
3. Leiden minutes approved;
4. Progress reports of WGs approved;
5. New vice-chair for WG4 approved;
6. Preliminary budget for 2014-2015 and action planning approved;
7. Workshop in Ljubljana approved;
8. Progress report of training school manager approved;
9. Location (Vienna) for next MC meeting approved;
10. In future meetings, WG sessions will be planned sequentially to make it possible to join multiple sessions.
11. **Closing**

Martin EVERAERT closes the meeting at 12h40.

**List of Annexes**

**Annex 1:** Agenda of MC meeting Bolzano

**Annex 2:** Budget for 2013/2014

**Annex 3:** Budget and planning for 2014/2015

**Annex 4:** Procedure STSM’s

**Annex 5:** Report ongender balance & ESR in COST action IS1305

**Annex 6:** Related COST Actions

**Annex 7:** Progress report WG1

**Annex 8:** Progress reportWG2

**Annex 9:** Progress report WG3

**Annex 10:** Progress report WG4

**Annex 11:** Presentation spin-off project Switzerland

**Annex 12:** Presentation spin-off project Slovenia, Belgium

**Annex 13:** Proposal for workshop in Ljubljana

**Annex 14:** Plans forTraining School in Lisbon