Leiden, 3 April 2015

Subject | Minutes of the Fourth Management Committee Meeting of COST Action **IS1305 "European Network of e-Lexicography (ENeL)"**

at the Austrian Academy of Sciences, Vienna

on 13 February 2015, from 14h00 till 18h00

1. **Welcome to participants**
   Martin EVERAERT (chair of COST Action **IS1305**) opens the MC meeting at 14h00 and welcomes the participants.

2. **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.

3. **Approval of minutes and matters arising of last meeting (Bolzano, 20 July 2014)**
   The minutes of the third MC meeting on 20 July 2014 in Bolzano (Italy) have been approved without changes.

4. **Update from the Action Chair**
   a. **Status of the Action, including participating countries.**
      - Martin EVERAERT explains that there are 29 participating countries at the moment. The former Yugoslavic Republic of Macedonia is in the last phase of entering and Russia is in the process of participating as Near Neighbour Country (NNC).
      - The representatives of the former Yugoslavic Republic of Macedonia present themselves and their country. The MC accepts and welcomes the former Yugoslavic Republic of Macedonia as 30th participating country.
      - COST Action **IS1305** has now 30 countries represented in the MC. Countries that not already have two MC members are asked to fill in the spaces.
      - New participating countries have to contact the National COST Coordinator (NCC) in their respective countries for joining.
   b. **Action budget status**
      - Tanneke SCHOONHEIM states that the first budget year was closed with only a small overspend (see **Annex 2**). The Financial Rapporteurs of the Action were positive and the formal control by the COST office has been finished as well.
      - Tanneke SCHOONHEIM explains the budget of the second year of the Action (see **Annex 3**). The Work and Budget Plan (WBP) was in concept agreed on in Bolzano and

the definitive version was accepted by the MC by e-vote. This financial year runs from 1 December 2014 till 31 December 2015.

- It is important to announce the criteria for reimbursement in due time before each meeting and to develop a convenient application procedure, that prevents us from financial surprises.

  c. **STSM status and new applications**

  - Tanneke SCHOONHEIM (**STSM manager**) shows the list of STSMs of 2014 (see **Annex 4**) and the list of accepted STSMs of 2015 (see **Annex 5**). For this budget year there is still some money left for STSMs. New applications can be submitted before 31 March 2015. The decision which STSMs will be accepted, will take place before 30 April 2015.
  - The budget for STSMs in this budget year is 20.000 EUR. This budget will not affect the budget for meetings. Both STSMs and meetings are important for the network. STSMs often support the network and its tasks.

5. **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 6**)**.** The amount of female researchers has grown and gender balance within COST Action **IS1305** is fine now. On the basis of our present information ca. 38% of the participants in COST Action **IS1305** is PhD student or ESR, 67% of these are female.

Yvonne LUTHER stressed the fact that we still don't have information on ESR and gender from every participant in COST Action **IS1305**. Since this is very important for the success of our Action, participants who still haven't given this information or need to update it are strongly requested to do so as soon as possible.

Childcare is an important issue. In Bolzano 2014 paid childcare was available, in Vienna 2015 free child care was available at the premises.

6. **Update from the Grant Holder**

Tanneke SCHOONHEIM has nothing more to add to what has already been said.

7. **Update from the COST Office**

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

8. **Update from the DC Rapporteur**

COST Action **IS1305** has no DC Rapporteur.

9. **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 this year COST Action **IS1305** will have to prepare a progress report for this meeting. Place and date of the meeting are still unknown.

10. **A Follow-up of MoU objectives**

  a. **Progress report of working groups (Chairs of the WGs)**

  - **WG1.** See **Annex 7**. From now on WG1 will focus on making the portal available as soon as possible. Other WGs have to define their needs in the portal explicitly.
  - **WG2.** See **Annex 8**. Vice Chair of WG2 Vladimir Benko (SK) resigns from his function as Vice Chair. He stays active within the network. A new Vice Chair has been nominated, i.e. Toma Tasovac (RS). Toma Tasovac is appointed unanimously by the MC as Vice Chair of WG2.

- **WG3.** See **Annex 9**. Simon KREK adds that participants in PARSEME (COST Action IC1207) will be attending the next meeting of COST Action IS1305 to set cooperation in motion. With regard to this Martin EVERAERT stresses that there are more Actions that are worthwhile cooperating with. The SG will investigate the opportunities and report at the next MC meeting.
- **WG4.** See **Annex 10**. It is important that the task groups of WG4 collaborate with each other and with (task groups of) the other WGs. Presentations of the task groups will be available on the website. Proposals for funding will be submitted to the relevant parties.

   b. **Training School.**

- All information on the Training School 2015 on retro-digitization is available on the action website (http://www.elexicography.eu/events/training-schools/lisbon-2015/).
- The Training School 2016 will probably be connected to the LREC conference in May in Portorož (SI). Organization is in the hands of Simon KREK (Chair WG3) and Carole TIBERIUS (Vice Chair WG3) in cooperation with Rute COSTA (Training School Manager).
- From 13 to 25 July 2015 there will be an EUROLAN summer school in Sibiu (RO) on Linguistic Linked Open Data. This summer school is not connected to COST Action IS1305, but might be of interest for many participants.

11. Scientific planning:

   a. **Scientific strategy.** All deliverables from the WG's will be studied by and discussed within the SG. The SG will do strategic planning in the course of this budget year. The ideas for strategic planning will be presented and discussed in the next MC meeting.

The proposals of 2014 Hans BICKEL (CH) and Iztok KOSEM/Dirk GEERAERTS (SL, BE)**,** were unfortunately both rejected. The Slovene/Belgian proposal will be resubmitted this year. At the moment there are plans for a Czech proposal, a Dutch/English proposal for HERA and the possibilities of Horizon 2020 are investigated.

   b. **Action Budget Planning (WBP 2015)**

The Work and Budget Plan (WBP) was in concept agreed on in Bolzano and the definitive version was accepted by the MC by e-vote. This financial year runs from 1 December 2014 till 31 December 2015.

   c. **Long-term planning**

7 April 2015: SG meeting (skype)
6 – 10 July 2015: Training School 2015 (Lisbon, PT)
13 – 14 August 2015: MC/SG/WGs meeting (Herstmonceux Castle, UK)
September 2015: SG meeting (skype)
March 2016: MC/SG/WGs meeting (suggestion: Vigo/Santiago de Compostela, ES)
May 2016: Training School 2016 (Portorož, SI)
September 2016: MC/SG/WGs meeting (suggestion: Brno, CZ)

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

Martin EVERAERT asks the MC members to give the SG notice to let them know about presentations, papers and other publications that relate to COST Action IS1305 in their country. He would like to have a dissemination report per country stating what has been done to promote the COST Action.

Chairs and Vice-Chairs of the WGs will ask their members as well to let them know about presentations, joined papers and other publications that relate to COST Action IS1305.

The STSMs of COST Action IS1305 will explicitly be asked to publish and give presentations about their STSM research.

The 2017 special issue of the International Journal of Lexicography (Oxford University Press) will be dedicated to COST Action IS1305.Guest editors will be appointed later.
In 2017 we'll publish a handbook on the results of COST Action IS1305. Editor of this handbook will be Iztok KOSEM, Vice-Chair of the Action.

12. Requests for new members
There are no new requests.

13. 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.

14. AOB
NA

15. Location and date of next meeting
The location of the next MC meeting will be Herstmonceux Castle (UK). The meeting will take place on August 13th or August 14th 2015.

16. Summary of MC decisions
1. The Bolzano minutes are approved;
2. The former Yugoslavic Republic of Macedonia is accepted as new member of COST Action IS1305.
3. The Progress reports of WGs are approved;
4. The new Vice-Chair for WG2 is approved;
5. The Training School 2016 will be organised at LREC in Slovenia.
6. Location (Herstmonceux Castle (UK)) for next MC meeting is approved
7. The SG gets permission to explore the possibilities of organising 2016 MC and WGs meetings in Vigo (ES) and Brno (CZ).

17. Closing
Martin EVERAERT closes the meeting at 15h40.

List of Annexes

Annex 1: Agenda of MC meeting Vienna
Annex 2: WBP 1st budget year (2014)
Annex 3: WBP 2nd budget year (2015)
Annex 4: List of STSM's 1st budget year (2014)
Annex 5: List of STSM's 2nd budget year (2015)
Annex 6: Report on gender balance & ESR in COST action IS1305
Annex 7: Progress report WG1
Annex 8: Progress report WG2
Annex 9: Progress report WG3
Annex 10: Progress report WG4