Leiden, 28 September 2015

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

**at Herstmonceux Castle, Herstmonceux, UK**

**on 14 August 2015, from 15h30 till 17h30**

**41 members present; 19 members absent with notice**

1. **Welcome to participants**

Martin EVERAERT (chair of COST Action **IS1305**) opens the MC meeting at 15h30 and welcomes the participants. There are two new MC substitute members, Elisa CORINO (Italy) and Ivelina STOYANOVA (Bulgaria), who briefly introduce themselves.

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 (Vienna, 13 February 2015)**

The minutes of the third MC meeting on 13 February in Vienna (Austria) have been approved without changes. Concerning item 11d of the Vienna minutes, Martin EVERAERT emphasises that publications of Action members are important for the Action and that they need to be on the website.

Martin EVERAERT asks all MC members to have a look at the Progress Report which was sent as an annex to the current meeting.

1. **Update from the Action Chair**
2. **Status of the Action, including participating countries.**
* The Action is still growing. Details can be found on the website. There are now 30 countries in the Action. Russia is still in the process of participating as Near Neighbour Country (NNC).
* In order to get a better idea of who is who in the Action, members are asked to complete a form (<https://docs.google.com/spreadsheets/d/1wmvrBdTxg5SIqeDJQQ-V6GN--wBNJQg8a_k0psZwKTE/edit?usp=sharing>). The completion of this form is now a requirement when joining the Action.
* New participating countries have to contact the National COST Coordinator (NCC) in their respective countries for joining.
* The SG has decided on a number of planning issues. The SG will decide on clear reimbursement rules for the meeting in 2016 in the next SG meeting in October after which they will be published on the website. A deadline will also be set for the acceptation of the invitation for a meeting. This will be approximately one month before the meeting takes place to allow for proper planning and to prevent financial surprises. The MC approves unanimously.
1. **Action budget status**
* Tanneke SCHOONHEIM gives an overview of the budget and expenses for 2015 (see **Annex 2**).
1. **STSM status and new applications**
	* Tanneke SCHOONHEIM (STSM manager) shows the list of STSMs of 2015 (see **Annex 4**). There have been 12 STSMs. Martin EVERAERT announces the deadlines for STSM applications for 2016 (see **Annex 5**)
2. **MC approval to appoint Robert Lew (Poland) as Chair of WG1 instead of Anne Dykstra (Netherlands)**
* The MC has already voted on the appointment of Robert Lew as Chair of WG1 via email. The MC approves unanimously.
1. **Promotion of gender balance and of Early Stage Researchers (ESR)**

The report of Yvonne LUTHER (**ESR / Female Researcher Manager**) is presented (see **Annex 6**).

There were no childcare arrangements at Herstmonceux Castle.

1. **Update from the Grant Holder**

This has already been discussed under item 4 of the agenda.

1. **Update from the COST Association**

There is no update from the COST Association.

1. **Follow-up of MoU objectives**
2. **Progress report of working groups (Chairs of the WGs)**
	* **WG1.** A prototype of the portal is ready and can be accessed at <http://dictionaryportal.eu/en/>. A survey has been carried out and the results have been discussed at the meeting. Anne DYKSTRA asks the MC members to have another look at the dictionary inventory and to send comments to him. Martin EVERAERT adds that the current list is unbalanced and that it is important for MC members to carefully check the list.
	* **WG2.** Vera HILDENBRANDT and Toma TASOVAC give a summary of the training school with recommendations for future training schools. WG2 would like to organise a two-day workshop/extended WG2 meeting during the next ENeL meeting in order to capitalize on the momentum they gained after a very successful Summer School in Lisbon. WG2 will set up a blog called Digilex and members are requested to contribute to the blog.
	* **WG3.** Simon KREK gives a short summary of the WG3 meeting on Automatic Acquisition of Knowledge for Lexicography. The results will be published online. WG3 will hold a joint workshop on Multiword Expressions together with the PARSEME COST Action. The workshop will take place in Skopje on 5/6 April 2016. Participation will be invitation only (10 ENeL members and 10 PARSEME members).
	* **WG4.** Krzysztof NOWAK announces the conference Digital Humanities 2016 which may be of interest to ENeL members and he explains the procedure.
3. **Training School.**
* The WG2 Training School was a success. 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/>). A report on the Training School 2015 is available (see **Annex 7**).
* The WG3 Training School 2016 will be held in Ljubljana in May and will be connected to the LREC conference. Organization is in the hands of Simon KREK (Chair WG3) and Carole TIBERIUS (Vice Chair WG3) in cooperation with Rute COSTA (Training School Manager).

1. **Scientific planning:**
2. **Scientific strategy.**

Martin EVERAERT gives an overview of the plans for 2016 (see item 9c). For the future, the SG would like to have more topic-oriented meetings. The SG would also like to plan more in advance to keep the budget under control (see also item 4a). The SG has asked for detailed plans for the next meeting (March 2016) from all WGs by the end of September, so that decisions can be made at the SG meeting in October 2015.

Spin-off projects: The Slovene/Belgian proposal (Dirk GEERAERTS & Iztok KOSEM/Simon KREK) has been resubmitted this year.

1. **Action Budget Planning (WBP 2016)**

Tanneke SCHOONHEIM presents the budget plan for 2016 (see **Annex 3**).

1. **Long-term planning**

October 2015: SG meeting (skype)

March 2016: MC/SG/WGs meeting (Vigo, ES)

May 2016: Training School 2016 (Ljubljana, SI)

September 2016: MC/SG/WGs meeting (suggestion: Brno, CZ)

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

The SG will discuss the options for publications again. It is important that publications are visible on the website.

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.

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.

The Belgian-Slovene project on neologisms has been resubmitted.

1. **AOB**

 NA

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

The location of the next MC meeting will be in Vigo (Spain) in March 2016.

1. **Summary of MC decisions**
2. The Vienna minutes are approved;
3. The MC approves of having a deadline by which the invitations for a meeting have to be accepted. This deadline will be one month before the meeting date.
4. The progress reports of WGs are approved;
5. The new Chair for WG1 is approved;
6. The Training School 2016 will be organised in May in Slovenia.
7. Location (Vigo (Spain)) for next MC meeting is approved.
8. **Closing**

Martin EVERAERT closes the meeting at 17h05.

**List of Annexes**

**Annex 1:** Agenda of MC meeting at Herstmonceux Castle

**Annex 2:** WBP budget year 2015

**Annex 3:** WBP budget year 2016

**Annex 4:** List of STSM’s 2015

**Annex 5:** List of STSM’s 2016

**Annex 6:** Report onGender Balance & ESR in COST action IS1305

**Annex 7:** Report onTraining School 2015 (Lisbon)