Leiden, 31 March 2017

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

**at the Hotel Benczúr, Budapest**

**on 24 February 2017 11.30 – 13.00 hours**

1. **Welcome to participants**

Martin EVERAERT (chair of COST Action **IS1305**) opens the MC meeting at 11h37 and welcomes the participants.

1. **Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum**

More than two-thirds of the Participating COST Countries are represented in the meeting.

1. **Adoption of the agenda**

The agenda of the meeting as found in **Annex 1** was approved.

1. **Approval of minutes and matters arising of last meeting**

The minutes of the fifth MC meeting on 1 April 2016 in Barcelona were not distributed to the committee members by e-mail but were available online. Minutes will be sent ASAP.

1. **Update from the Action Chair**
2. **Status of the Action: start and end dates of Action, participating COST countries, participating NNC/IPC institutions and Specific Organisations.**

There are no changes to report, which has to do with the fact that the action is nearing its termination (October 10 2017)

**b. Short Term Scientific Missions (STSM): review of completed reports and new applications (Annex 2)**

* There were 14 submissions of which 13 were approved. One approved STSM was first postponed and finally cancelled.
* Reports of the missions are available on the action website.
* We are a bit (/about 1.400 €) over the allocated budget.

**c. Training School 2017 (annex 3)**

Geoffrey Williams presents the plans for the next TS to be held in June 2017 in Waterford, Ireland. Call for participation will be open in March 2017.

* The MC agrees to the plan.
* The report on the TS in Ljubljana still needs to be placed online[[1]](#footnote-1).
1. **Update from the Grant Holder**

Nothing to report

1. **Update from the COST Association, if a representative is present**

Nothing to report

1. **Monitoring the Action**

There have been no new applications. ME suggests not to allow new additions since the action is almost finished. If non-members are to contribute to the Final Event, they can be reimbursed as Invited Speakers. The MC agrees on this proposal.

1. **Implementation of COST policies on:**
2. **Promotion of gender balance and Early Career Investigators (ECI).**

See Annex 4. There were no requests for family facilities during the Budapest meeting.

1. **Inclusiveness and Excellence**

Nothing to report

1. **Follow-up on MoU objectives: progress reports of working groups**

All WG’s have to finalize the deliverables. The chairs will prepare a list of deliverables and present these to the MC for approval. The list should be carefully compared to what is described in the original proposal.

WG1: See Annex 5

WG2: See Annex 6

WG3: See Annex 7

WG4: See Annex 8

1. **Scientific planning**

**a. Scientific strategy**

Emphasis on finalizing the deliverables and comparing these with what is described in the original proposal.

 **b. Action Budget Planning**

Budget Year 4: See Annex 9. Since there will be two expensive activities in the last budget period (the TS and the Final Event (FE)), €10,000 from the present budget period is transferred to the final period. If any money is left in the present period, the SG will develop plans to make use of that surplus. The sooner reimbursement claims for the Budapest event are submitted, the sooner we will know what financial possibilities remain in the present budget period. No money will be available for STSMs after 30th April 2017.

Budget Year 5: See Annex 10. The FE will cost an estimated €50,000 and the TS an estimated €15,000. The FE will take place in Leiden September 18, preceding eLex 2017. There will be no official SG or MC meetings. The budget allows reimbursement for an estimated maximum of 80 participants. The format of the event is still to be decided by the SG, as well as the criteria for reimbursement.

 **c. Long-term planning**

TS in Waterford, Ireland, 7-9 June 2017 and FE in Leiden, Netherlands, 18 September 2017.

 **d. Dissemination planning**

 Focus will be on finalizing deliverables.

 **e. Final Dissemination**

The Final Dissemination (FD) can in fact consist of several publications. Detailed plans have to be submitted before 8April this year. Other discussed options concerned maintenance and interface of the dictionary portal (i.e. to make it available in different languages). Suggestions can be forwarded to IK and ME. The SG discussed a proposal for a video recording of the FE, which will be published with subtitles in all the languages of the action. This plan is expected to cost up to €2000. Two further book proposals have been submitted, both by members of WG4 (EW, Landlex). These plans each have an estimated cost of €4000 to 5000.

1. **Requests to join the Action:**

No requests have been received.

1. **AOB**

Nothing to report

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

The FE will take place in Leiden, September 18, 2017. All financial transactions close by October 10, 2017.

1. **Summary of MC decisions**
* The agenda was accepted (see 3)
* The minutes of the MC meeting in Barcelona were accepted (see 4)
* The plan for the TS is accepted (see 5c).
* No new members will be allowed to the action (see 8)
* The reports from the WG’s were accepted (see 10)
1. **Closing**

12.40

**List of Annexes**

**Annex 1: Agenda**

**Annex 2: Report on STSMs**

**Annex 3: Plan for TS in Waterford, Ireland, 7-9 June 2017**

**Annex 4: Report on Gender Balance and participation of ECI (24/02/2017)**

**Annex 5: WG1 progress report**

**Annex 6: WG2 progress report**

**Annex 7: WG3 progress report**

**Annex 8: WG4 progress report**

**Annex 9: Action budget status**

**Annex 10: Action budget planning**

1. This was done immediately after the meeting. [↑](#footnote-ref-1)