Leiden, 9 March 2017

# Subject │ Minutes of the 12th Meeting of the Steering Group of COST Action IS1305 “European Network of e-Lexicography (ENeL)”

**Benczúr Hotel, Budapest, Hungary**

**24 Februari 2017, from 08h00 till 11h00 CET**

Present: Martin Everaert (Chair), Iztok Kosem (Vice-Chair), Simon Krek (WG3 Chair), Rute Costa (Training Schools Manager), Bob Boelhouwer (WG1 Vice-Chair), Carole Tiberius (WG3 Vice-Chair, Interim STSM Manager – via Skype), Eveline Wandl-Vogt (WG4 Chair), Toma Tasovac (WG2 Vice-Chair), Robert Lew (WG1 Chair), Vera Hildenbrandt (WG2 Chair), Natalie Mederake (ESRF/Female Research Manager), Geoffrey Williams (during discussion point 4).

Absent with notice: Krzysztof Nowak (WG4 Vice-Chair), Tanneke Schoonheim (STSM Manager)

Minutes: Bob Boelhouwer (WG1).

1. Welcome and opening at 08h00
2. Adoption of the Agenda: no changes.
3. Approval of minutes and matters arising of last meeting (Skype 22 December 2016): Approved.
4. Update from the Action Chair

a) Several new members have joined, mainly in order to join the Budapest event. New statistics are available in the spreadsheet. Michal is no longer representing Ireland. Iztok proposes to not allow new members since the action is nearing its end. If non-members will be required to present something at the final event, they can be reimbursed as invited guests. This proposal is accepted.

b) Short Term Scientific Missions (STSM): All reports of the STSM’s are available online.

c) Training School. Geoffrey Williams is invited to join in order to present the proposal for the TS in Waterford, Ireland 7-9 June 2017 (See Annex 1). The TS will have the format of a seminar. Reimbursements to participants are estimated to be about €500. Total costs are estimated to be €15,000. The TS is available to everyone, also experienced researchers. The proposal is accepted.

1. €10,000 from the present budget (year 4) will be moved to the next budget period. The budget for year 5 will therefore be €85,000. If the meeting in Budapest will be cheaper than estimated, the surplus can be spent on other plans that the chairs may suggest. Therefore it is important that participants of Budapest will turn in their claims for reimbursement as soon as possible. The budget for the TS is €15,000 (see 4) and for the Final Event in Leiden (FE) €85,000. The maximum number of participants that can be reimbursed is about 80. There will probably no STSM’s in the last budget period. See Annex 2 and 3 (Action budget planning, Action budget status).
2. Monitoring of the Action: No update.
3. Implementation of COST policies on:
4. Promotion of gender balance and Early Career Investigators (ECI): There have been no requests for family arrangements during the Budapest event.
5. Inclusiveness and Excellence: no update.
6. Follow-up of MoU objectives:

General: The WG’s have to bring their deliverables into order and check them with what is specified in the original proposal.

a) WG1: See Annex 4. The criteria for the Stamp of Approval should be made clearer.

b) WG2: See Annex 5.

c) WG3: See Annex 6. The report of the Ljubljana TS is still not online. Iztok will see to it.

d) WG4: See Annex 7.

9. Scientific planning

a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)

No update.

b) Action Budget Planning

See Annex 2.

c) Long-term planning (including anticipated locations and dates of future activities).

FE in Leiden September 18 2017. The format of the event will consist of a number of presentations (one general presentation, one on the future of lexicography and four to be filled in by the WG’s) and a panel discussion. Suggested themes for the latter are: “challenges (for lexicography) ahead” and “the future for lexicography”.

Criteria for reimbursement: of course, all presenters a members of the panel discussions. Since there are no official MC and SG meetings, there are no other obligations for reimbursement. Decided is that all members of the action are invited and that the SG makes a selection from the members that are interested based on their contribution to the action.

d) Dissemination planning (Publications and outreach activities). There is €10,000 available for a Final Dissemination (FD). There are two plans (both from WG4). Simon stresses that the publication should adhere to open access principles. Iztok expresses concern that involving a commercial publishing house would delay the publication beyond the timeframe offered by COST (Oct. 2018).

There is further the plan to make a video report of the FE. The video will show the presenter and the sheets side by side. Moreover, subtitles in all action languages will be provided. Bob will look into the costs of such a production.

The WG’s have to finalize their deliverables and unify them in appearance and check how they align with what is described in the original proposal. More on this in the next meeting of the SG (see 12).

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10. Requests to join the Action from:

a) COST countries: none.

b) Institutions in Near Neighboring Countries: None

11. AOB: none

12. Location and date of next meeting

Via Skype in March.

13. Summary of SG decisions:

* No new members are allowed to join (4a).
* The plan for the TS in Waterford is accepted (4c)
* Criteria for Stamp of Approval (portal) should be clearer
* WG’s have to finalize their deliverables, unify their appearance, and check them with the original proposal (8)
* Format of the FE (8c)
* Reimbursement criteria for FE (8c)
* One part of the FD will be a video recording of the FE (8d).

14. Closing

ANNEXES

1. Sent by e-mail 29-11-2016

2. Action budget planning IS1305-GP4.doc, sent by e-mail 17-02-2017.

3. Action budget status IS1305-GP4.doc, sent by e-mail 17-02-2017

4. WG1 - Progress Report 2-2017.docx, sent by e-mail 20-02-2017

5. WG2 - Progress Report 02-2017.docx, sent by e-mail 22-02-2017

6. WG3 ProgressReportWorkPlanFeb2017.doc, sent by e-mail 23-02-2017

7. progress report wg4.pdf, sent by e-mail 24-02-2017