



Leiden, 20 June 2016

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

at the **Universitat Pompeu Fabra, Barcelona**

on **1 April 2016 14.00 – 16.00 hours**

### 1. **Welcome to participants**

Martin EVERAERT (chair of COST Action **IS1305**) opens the MC meeting at 14h00 and welcomes the participants. A special welcome is extended to the attending COST officer, Mr. Leo GUILFOYLE.

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

22 countries are accounted for in the meeting, which is more than two-thirds of the Participating COST Countries.

### 3. **Adoption of the agenda**

The agenda of the meeting as found in **Annex 1** was approved with the one adaptation, requested by Martin EVERAERT to move the financial items 7 and 11b both forward after item 4.

### 4. **Approval of minutes and matters arising of last meeting**

The minutes of the fifth MC meeting on 14 August 2015 in Herstmonceux Castle (United Kingdom) have been approved without changes.

### 5. **Finances update**

#### **a) Action Budget Status (Annex 2)**

As can be seen in Annex 2, up till now we've only spent money on dissemination (website and dictionary portal). The only STSM of this budget period is carried out at the moment and will be reimbursed in the end of April. Tanneke SCHOONHEIM explains that 65.000 euro of the budget was allocated and will be spent for this meeting and for the joint PARSEME/ENeL workshop in Skopje. PARSEME is a COST action on PARSing and Multi-word Expressions. Reimbursement for these meetings needs to be finalized by the end of April.

#### **b) Action Budget Planning (Annex 3)**

Tanneke SCHOONHEIM informs the members on the budget of year 4 (May 2016-April 2017) and 5 (May 2017-October 2017). For budget year 4, we will receive 141.000 euro, 35.000 euro less than the last full budget year. As for budget year 5, it is yet unknown how much budget will be available.



For year 4 (May 2016-April 2017) two alternatives are presented: there is an option with two MC and WGs meetings and a small amount of STSMs and an option with only one MC and WGs meeting and more STSMs. The MC decides to have only one MC meeting (Spring 2017 in Budapest), but that WGs that would like to meet twice should have this opportunity (e.g. September 2016 in Brno or in other places, if convenient). There will be an SG meeting in Brno, two other SG meetings will be held by Skype.

The MC puts the realization of the Work & Budget Plan in the hands of the SG. The final budget will be put to the members for electronic voting.

## 6. Update from the Action Chair

### a) Status of the Action, including participating countries.

- Russia as Near Neighbour Country (NNC), represented by via the Institute for linguistic studies of the Russian Academy of Sciences. New MC members and substitutes have been appointed by the National COST Coordinators. Since our last meeting also some new WG members have asked to be allowed to become part of the Action. The MC approves of their membership. See **Annex 4** for a complete list of new members.
- Iztok KOSEM explains that the action currently has 252 members from 30 countries and Russia as participating country. There are 60 early stage researchers, 50 PHD students, 120 researchers. There are ca. 40 for which the status is unknown. These people are kindly requested to fill in the spread sheet.  
([https://docs.google.com/spreadsheets/d/1wmvrBdTxxg5SlqeDJQQ-V6GN--wBNJQg8a\\_k0psZwKTE/edit#gid=0](https://docs.google.com/spreadsheets/d/1wmvrBdTxxg5SlqeDJQQ-V6GN--wBNJQg8a_k0psZwKTE/edit#gid=0))

### b) Short Term Scientific Missions (STSM): review of completed reports and new applications (Annex 5)

- Tanneke SCHOONHEIM states that 12 STSM's were completed in 2015, at the total cost of 20.117 euro. For the current period one STSM has been granted (2500 euro for a three month stay in Slovenia).  
The first deadline for STSM applications was set for January 2016 There were 3 applications for the next budget year and a few more announcements of candidates who haven't handed in a formal application yet. Two of the applications have already been approved in February by the SG.
- Tanneke SCHOONHEIM states that there are still two deadlines for application: 30 April and 31 August. There is an urgent request to opt for the deadline in April.
- Finally, institutions are encouraged to invite people they might consider interesting candidates and pay for their stay.

### c) Training School 2016 (annex 5); Training School 2017

- Rute COSTA informs that the 2016 training school is 17-20 May, organized by the University of Ljubljana (Centre for Language Resources and Technologies) and Trojina (Centre for Applied Linguistics) on Tools and methods for creating innovative e-dictionaries (WG 3). There will be 30 students from 15 countries (16 female, 14 male) and the budget is 19.000,- euro.
- Martin EVERAERT states that the next training school in 2017 would be for working group 4 and should take place in the last budget year (April 2017-October 2017). So far, the budget for that time is not clear, but it is expected to be tight. Therefore the SG has asked Eveline WANDL-VOGT to come up with a proposal by the end of May 2016. People who might have suggestions for a training school for WG4 are kindly asked to send them in in time.

## 7. Update from the Grant Holder. Action budget status

See under 5a.

## 8. Update from the COST Association.



- Leo GUILFOYLE apologizes for the administrative adjustments that have been made. He explains the background for the budget cuts in the next grant period and he recommends to sign petition for budget stability on the website of COST (<http://www.cost.eu/petition-for-budget-stability>).
- He points out that there is a budget of 10.000 euro outside the budget for the action available for a final publication. Budget should be requested six months before the end of the project. The template is on the COST website.
- He congratulates the Grant Holder on how well the project is managed. Martin EVERAERT thanks Tanneke SCHOONHEIM and Iztok KOSEM for doing a great job.

## 9. Monitoring of the Action

- a. Manager of Gender Balance and Early Career Investigators;** Yvonne LUTHER has to put down her task, as her successor Nathalie MEDERAKE (Germany) is suggested. This is approved by the MC. Martin EVERAERT thanks Yvonne for her work as Manager of Gender Balance and Early Career Investigators.
- b. Vote on new action members**  
See under 6a.

## 10. Implementation of COST policies on:

- a. Promotion of gender balance and Early Career Investigators (ECI)**  
Martin EVERAERT states that there is no further news compared to last year. Yvonne LUTHER is working on a report and will pass things on to Nathalie MEDERAKE.  
NB **Annex 7** is the new report of April 2016.
- b. Inclusiveness and Excellence (see list of Inclusiveness Target Countries on the agenda)**  
Iztok KOSEM explains that we are doing well; only 6 of the mentioned countries are not listed in our action.

## 11. Follow-up of MoU objectives: progress report of Working Groups

A status update of WG1 (Robert LEW, **Annex 8**), WG2 (Vera HILDENBRANDT, **Annex 9**), WG3 (Simon KREK, **Annex 10**) and WG4 (Eveline WANDL-VOGT, **Annex 11**) is given.

## 12. Scientific planning

- a. Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)**  
All tasks, milestones and deliverables of the WG's have been merged into one document (**Annex 12**). Martin EVERAERT urges everyone to study this document after this meeting and give feedback before the end of May, so that it can be discussed in the SG meeting at the beginning of June. Comments can be sent to Iztok KOSEM, Martin EVERAERT or Tanneke SCHOONHEIM.
- b. Action budget planning**  
See under 5b.
- c. Long-term planning (including anticipated locations and dates of future activities)**  
See Annex 12. Meetings are planned in June 2016 (Skype, SG), September 2016 (Brno, SG, WGs), December 2016 (Skype, SG), Spring 2017 (Budapest, MC, SG, WGs) and Autumn 2017 (Leiden, final meeting). If it appears to be more suitable for WGs or Task groups of WGs to meet elsewhere between MC meetings, this is approved of by the MC, as long as the budget allows it. Requests of this kind have to be ratified by the SG.

## 13. Requests to join the action

- a. COST countries**  
Martin EVERAERT states that there are at the moment no new requests to join the Action.
- b. Institutions in Near Neighbouring Countries (NNC), International Partner Countries, and/or Specific organisations: EU agencies, European RTD Organisation, International Organisations**





Russia has recently joined as a NNC via the Institute for linguistic studies of the Russian Academy of Sciences.

#### **14. AOB**

Martin EVERAERT thanks Janet DE CESARIS for organizing this meeting.

#### **15. Location and date of next meeting**

The location of the next MC meeting will be in Budapest (Spring 2017).

#### **16. Summary of MC decisions**

1. The agenda was adapted: an update of the finances was inserted after item 4.
2. The minutes of the MC meeting in Herstmonceux Castle were approved.
3. Nathalie MEDERAKE is approved as successor of Yvonne LUTHER as Manager of Gender Balance and Early Career Investigators.
4. The progress reports of all WGs are approved.
5. As to the budget planning: it is decided to opt for alternative A, with room for adjustment, which will be put up for electronic voting.
6. The location of the next MC meeting is Budapest (Spring 2017).
7. The location of the next Action meeting is Brno. WG meetings can be held elsewhere if more convenient, but have to be ratified by the SG.
8. The location of the final meeting will be in Leiden in September 2017.

#### **17. Closing**

Martin EVERAERT closes the meeting at 16:00.

#### **List of Annexes**

- Annex 1: Agenda**
- Annex 2: Action budget status**
- Annex 3: Action budget planning**
- Annex 4: List of new members**
- Annex 5: Report on STSMs**
- Annex 6: Report on Training School 2016**
- Annex 7: Report on Gender Balance and Early Career Investigators**
- Annex 8: WG1 progress report**
- Annex 9: WG2 progress report**
- Annex 10: WG3 progress report**
- Annex 11: WG4 progress report**
- Annex 12: Action Planning 2016-2017**

