



**Minutes
Management Committee Meeting**

**COST Action no. IS1312
Action Title: Structuring Discourse in Multilingual Europe (TextLink)**

**Venue: Salle du Conseil, College Erasme, Louvain-la-Neuve,
Country: Belgium
Date: 28 January 2015 (10.30 – 13.00)**

STATUS: Approved by MC (06/03/2015)

Members present:

Catherine Bolly (BE), Marie-Francine Moens (BE), Laurence Meurant (BE substitute), Jiri Mirovsky (CZ), Manfred Stede (DE), Vera Demberg (DE substitute), Daniel Hardt (DK), Maria Josep Cuenca (ES), Jyrki Kalliokoski (FI), Laurence Danlos (FR), Philippe Muller (FR), Balint Peter Furko (HU), Yael Maschler (IL), Jacqueline Visconti (IT), Ted Sanders (NL), Barbara Lewandowska-Tomasz (PL), Maciej Ogrodniczuk (PL), Piotr Pezik (PL substitute), Paulo Quaresma (PT), Stefan Trausan-Matu (RO), Mihai Dascalu (RO), Deniz Zeyrek (TR), Bonnie Webber (UK), Hannah Rohde (UK), Liesbeth Degand (Chair), Nicky Thrupp (Grant holder manager)

Mai Ho-Dac (FR), Maite Taboada (US), Paul Wilson (PL), Laurent Prevot (FR), Yipu Wei (NL), Tatjana Scheffler (DE), Agnes Abuczki (HU), Martin Groen (NL), Jet Hoek (NL), Teresa Goncalves (PT), Asad Sayeed (DE)

Member countries not represented:

CH, CY, EL, IE, IS, NO, SE

- 1. Welcome to participants (Action Chair)**
The Action chair welcomed all participants.
- 2. Adoption of agenda (Action Chair)**
The agenda circulated to MC members on 21/01/2015 was adopted.
- 3. Approval of minutes and matters arising from last meeting (Action Chair)**
see appendix TL.201501.01. The minutes of the last meeting were approved. There were no matters arising from the previous meeting.
- 4. Update from the Action Chair (Action Chair)**
See point 5 "Status of Action"

5. Status of Action, including participating countries (Action Chair)

see appendix TL.201501.02. The current status of the Action, as described in appendix TL.201501.02, was summarized by the Action Chair.

6. STSM status (STSM Manager)

see appendix TL.201501.03. The STSM manager (Jacqueline Visconti IT) reported on the applications received, as described in the appendix, adding that 5 applications had been funded. The focus of this call was on young researchers (doctoral students and above). The selection procedure worked effectively with respect to the guidelines laid down by COST.

The MC agreed that if enough funding was found to be available within a timely manner (after taking into consideration the costs of the Fribourg meeting), a new call could be put out for STSMs to be selected and carried out before the end of the current grant period.

The MC agreed that the focus for the next call should be on young researchers (although applications from later-stage researchers would be accepted). The MC also agreed that it was too early in the project to think about limiting the STSMs to specific topics.

The MC Chair clarified that masters students were not eligible to apply for STSM funding.

7. Promotion of gender balance, Early Stage Researchers (ESRs), inclusiveness (Action Chair)

The Action Chair reported that gender balance and early-stage researcher promotion were being upheld, and that more could be done to promote inclusiveness. Approaches to promote inclusiveness during the next period include the holding of meetings in inclusiveness countries, and consideration of new inclusiveness countries for membership.

8. Update from the Grant Holder (Grant Holder)

a. Budget

see appendix TL.201501.04. The current status of the budget, as reported in the appendix, was summarised by the grant holder manager. The Action Chair stated that, since receiving the budget from COST, the Action had added another 5 countries to its membership, resulting in more participants, but no increase in budget to accommodate these participants. The Action Chair stated its intention to request further funding from COST in order to make up for this deficit. With regard to the upcoming WG2 and WG3 meeting in Fribourg, the decoupling of the Swiss Franc and the Euro has meant that prices in Switzerland have increased. The MC was asked to approve an increase in the flat reimbursement rate for accommodation from 120€ to 125€ to cover these increases. The MC approved this increase in the reimbursement rate**.

**CORRECTION: According to COST rules, the maximum reimbursement rate cannot be raised above 120€, therefore this MC approval is overturned. The reimbursement rate will thus remain at 120€.

In light of the budget pressure described above, the MC was also asked to vote to cap the maximum travel reimbursement (including travel and local transport) for eligible participants travelling to Fribourg. The MC approved a maximum reimbursement rate of 400€, which would allow a minimum of 33 participants to be reimbursed for participation in Fribourg.

Action: WG2 and WG3 co-leaders will decide how many participants to invite to Fribourg, and will circulate information about reimbursement to all eligible participants.

9. Update from the COST Association (Action Chair)

see appendix TL.201501.05. The Action Chair emphasized that the COST Association had now signed an agreement with the European Commission, the Action no longer has a DC rapporteur, and that the nine existing domain committees would merge to form one scientific committee under which all Actions would fall. Jiri Mirovsky (CZ) asked if TextLink would still fall under the ISCH domain, as this may affect national funding.

Action: GH manager to clarify with COST Association whether TextLink still falls under ISCH.

10. Scientific strategy and activities (Steering Committee)

see appendices TL.201501.06 and TL.201501.07. Following preliminary discussions of the Action Chair's proposal to not to hold a large general meeting (in order to focus on smaller meetings) in the next grant period, the MC agreed that a large WG meeting held approximately 1 year after the Fribourg meeting would be a good opportunity for collaboration across WGs. This would also be beneficial for those involved in more than 1 WG. Budapest was offered as a possible location.

Poland also offered to host a smaller meeting in December 2015, linking it to a European linguistics meeting which some TextLink members will already likely be attending.

A training school, focusing on DRDs, will be held in Valencia in January 2016. A number of ideas were discussed: it will be important to integrate theory and practice (theory – hypothesis – corpora), useful themes could include cross-linguistic perspectives on DRDs, search tools and resources to identify DRDs. Other considerations were that different trainers could develop the same topic (e.g. annotation) from different perspectives, and that parallel advanced and beginner tracks on the same topic could be offered. The training school proposal (see appendix) was approved by the MC. A question was raised as to whether master's students can be reimbursed for participation at training schools. Other questions to be addressed include:

- Establishing to what extent the Conference can be considered part of the Training School for the trainees.
- Deciding the timing of the training school – number of days, timing in relation to Conference etc.

Action: Training School Coordinator to receive suggestions for specific training topics and trainers from WG co-leaders and address other pending questions.

Action: GH manager to clarify with COST Association whether master's students can be reimbursed for participation at training schools.

The MC agreed that conference posters and talks should be made available on the public part of the TextLink website (at the discretion of the presenters).

The MC agreed that a list of the publications of each TextLink member should be made available to other TextLink members (for internal use) in order to facilitate exchange of information and foster collaboration amongst members. Suggestions for sharing this information included online reference managers, such as Zotero and links to already-existing publication pages. It will be necessary to ensure that enough storage resources are available to make this possible.

Action: GH manager to collect and publish all conference proceedings.

Action: GH manager, dissemination manager (Deniz Zeyrek, TR) and Piotr Pezik (PL) to explore resources that will allow sharing of member bibliographies.

11. Requests for new members (Action Chair)

a. Slovenia

see *appendix TL.201501.08*. Slovenia has the potential to bring a new language as well as new spoken resources resources to the Action. Their membership was approved by the MC.

b. Lithuania

see *appendix TL.201501.08*. The involvement of Lithuania may boost research relating to the Lithuanian language, and the group also possesses future users of the TextLink portal. Their membership was approved by the MC.

Action: Action Chair to communicate to Lithuania and Slovenia, as well as the COST Association, the MC's decision to accept these countries as members of the Action.

12. Non-COST applications to the Actions (Amália Mendes)

a. Brazil

see *appendix TL.201501.09*. Paulo Quaresma (PT) stated that the Brazilian group, led by Thiago A. S. Pardo, had important resources pertaining to the Portuguese language (particularly important given the small Portuguese community) that they wanted to share with the COST Action. The Brazilian group have previous collaborations with the Portuguese groups, and are familiar with COST Actions. The MC approved Brazil's membership to the Action, as observers.

Action: Action Chair to communicate this decision to the COST Association, and to begin the process of accepting Brazil into the Action.

13. AOB (Action Chair)

A suggestion was made to consider the rearrangement of the WGs (particularly WG2 and WG3), as there is significant overlap in the work they are doing. It was argued that although there is some overlap now, it is likely that their responsibilities will diverge as the project continues.

Action: GH manager to check with COST Association whether official reorganization of WGs is possible.

14. Location and date of next meeting (Action Chair)

The next MC meeting will take place around April 2016. Suggested venues are Budapest or Warsaw. This meeting will be linked to other WGs meeting.

15. Summary of MC decisions (Grant Holder)

see *appendix TL.201501.10*. The MC decisions taken since the previous meeting were approved.

16. Closing

Summary of MC decisions taken

- The minutes of the previous meeting, as well as a list of MC decisions taken since the last meeting, were approved.
- The MC approved a maximum travel reimbursement rate of 400€ (Fribourg meeting).
- The MC approved the training school proposal (see appendix).
- The MC approved the membership of Lithuania and Slovenia.
- The MC approved Brazil's membership to the Action, as observers.

Actions required

- GH manager to clarify with COST Association whether TextLink still falls under ISCH.
- WG2 and WG3 co-leaders to decide how many participants will be invited to Fribourg.
- Training School Coordinator to receive suggestions for specific training topics and trainers from WG co-leaders, and address other pending questions.
- GH manager to clarify with COST Association whether master's students can be reimbursed for participation at training schools.
- GH manager, dissemination manager and Piotr Pezik (PL) to explore resources that will allow sharing of member bibliographies.
- GH manager to collect conference proceedings.
- Action Chair to communicate to Lithuania and Slovenia, as well as the COST Association, the MC's decision to approve these countries as members of the Action.
- Action Chair to communicate this decision to accept Brazil as an observer to the Action to the COST Association, and to begin the process of accepting Brazil into the Action.
- GH manager to check with COST Association whether official reorganization of WGs is possible.