Minutes
Management Committee Meeting
Budapest, 11 April 2016

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

STATUS: approved by MC, 07/06/2016

Present

Chair: Prof Liesbeth DEGAND

CY: Ms Antigoni PARMAXI, Ms Anna Nicolaou

CZ: Dr Jiří MÍROVSKÝ, Dr Lucie POLÁKOVÁ

FI: Prof Jyrki KALLIOKOSKI, Dr Veronika LAIPPALA

FR: Dr Philippe MULLER

DE: Prof Manfred STEDE, Prof Volker GAST

HU: Prof Peter FURKO

IL: Prof Yael MASCHLER

IT: Prof Jacqueline VISCONTI, Prof Davide RICCA

LT: Ms Giedre VALUNAITE-OLESKEVICIENE

NL: Prof Ted SANDERS

PL: Prof Barbara LEWANDOWSKA-TOMASZCZYK, Dr Maciej OGRODNICZUK

PT: Dr Amalia MENDES, Prof Paulo QUARESMA

RO: Prof Stefan TRAUSAN-MATU

ES: Prof Maria Josep CUENCA

CH: Dr Sandrine ZUFFEREY

TR: Prof Deniz ZEYREK

UK: Prof Bonnie WEBBER

GH Manager: Mrs Nicky Thrupp

Other participants:, Ms Viktorija MAZEIKIENE, Dr Piotr PEZIK, Prof Andrei POPESCU-BELIS, Dr Katerina RYSOVA, Dr Ildiko VASKO, Dr Paul WILSON

1. Welcome (Action Chair)

The Action chair welcomed all participants to the meeting.

2. Adoption of agenda (Action Chair)

The agenda was adopted.

3. Approval of minutes and matters arising from last meeting (Action Chair)

The minutes of the previous meeting (see Appendix 1 to the agenda) were approved.

4. Update from the Action Chair (Action Chair)

Liesbeth Degand reported that, due to changes in the way the grant agreement is managed by COST, the Grant period 2 end date has changed from end of June to end of April 2016. The budget remains the same, all events (2 STSMs, 1 dissemination meeting) in May and June have been cancelled (STSMs will move to the next GP). It follows that work and budget planning will have to be performed in a much tighter schedule.

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

Gender balance, early-stage researchers and inclusiveness have been promoted during the Action.

6. Update from COST Association (Action Chair)

See point 4 (update from the Action Chair).

7. Budget (Grant Holder Manager)

Current expenditure (already approved by the vice chair), and forecast budget, were **approved** by the MC.

The cost of printing of a Second Action Conference booklet (approximately 700€ depending on the exchange rate), which provides a good medium to disseminate collaborative work within the Action to date, was **approved** by the MC.

8. Grant Period 2

a) Website and dissemination update (Dissemination Manager)

Liesbeth Degand extended thanks to the dissemination team for their efforts on the new website.

Deniz Zeyrek provided an overview of the work done on the new website – including dynamic pages and static pages:

- corpora
- people (members need to register to appear on this page, it is obligatory for all MC members to register)
- publications (the grant holder manager will send a request for information shortly)
- the resources page will be updated shortly, beginning with publications from the original TextLink proposal

b) Training School Valencia (Training School Coordinator)

Maria Josep Cuenca reported back on the training school (see Appendix 3 to the Agenda), saying that feedback from participants was generally very positive. A future training school could be linked to another meeting, in order to promote Textlink and other collaboration.

The next training school will be more focused, and will allow for more practical sessions, more tools, and with more focus on analysis and statistics.

c) STSM status (STSM Manager)

Jacqueline Visconti reported that to date, all STSMs had been successfully reported. An observation was made that often, work plans were vague. The MC was asked (as potential hosts) to ensure that work plans submitted to a call for STSMs are sufficiently detailed, and time for work is accurately estimated.

d) Dispol meeting

In the absence of DISPOL meeting organizers, Liesbeth Degand reported that outputs from the Dispol meeting were fruitful and similar (more focused) meetings will be encouraged in the future. It was pointed out that output (from all meetings) are available on the website.

e) Work achieved this period (WG leaders)

Philippe Muller reported back on the work achieved in Warsaw (December 2015). Input and feedback on the meeting's outcomes will be addressed to the TextLink members via the distribution lists.

Sandrine Zufferey reported back on the work achieved in Fribourg (April 2015).

Output of these meetings is available on the website. The post-conference meeting of WG2/3 (13-14 April 2016) will build on the results from the Fribourg meeting.

9.   Work plan for period 3 (Steering Committee)

The period will run from May 2016 - April 2017. Liesbeth Degand apologized to the MC for the short timescale allowed to prepare the work plan for GP3.

2 calls will be put out for STSMs. One general call will be sent out by 20 April. Potential hosts were asked to send topic suggestions to Jacqueline Visconti, to be included in the call in order to encourage a wider range of hosts. A second call, related to the building of the portal, will be sent out when enough information relating to the structure of the portal has been decided.

In order to build the portal, it is important to reflect on why it is important, and to identify use cases. It was **agreed** that the lexicon session on Wednesday morning will be dedicated to group discussion of use cases.

A training school will be held, on topics relating to methods and tools, analysis of data. A suggestion was made to aim for 40 trainees, but fewer trainers than Valencia. The school will be more focused than the first, and can be linked to another meeting (perhaps another LPTS meeting, as none is currently being organized).

Small focused meetings will be held through the year. Suggestions for topics are welcome. A few suggestions include:

- A lexicon meeting (possibly in Lisbon in fall)
- DRDs and Translation
- Psycholinguistic methods, crowd-sourcing
- Spoken data meeting
- Use case meeting

MC members were requested to consider hosting training schools, meetings, and a final Action conference (approximately 80 people) in Spring 2018, with a deadline of the end of the week for this GP, and December 2016 for the next GP. Considerations for hosting the meeting are: how expensive a venue is, ease of travel to the venue. Although timings are flexible, more meetings around Spring should be encouraged.

10.   AOB

None.

11.   Location and date of next meeting

There will be no Action Conference in the next grant period. An MC meeting will be linked to a small focused meeting relating to the portal, around January 2017.

12.   Summary of MC decisions taken (Grant Holder Manager)

In addition to the decisions taken via email since the last MC meeting in Louvain-la-Neuve in January 2015 (see Appendix 3 to the agenda), the MC approved:

- the minutes of the previous MC meeting
- the current and forecast expenditure
- printing of a conference handbook as a dissemination tool
- dedication of Wednesday's session to discussion of use cases

13.   Closing

MC Actions for the next Grant Period

- to consider collaborative actions
- to consider hosting an event, either in GP3 or GP4
- to register as a member on the website
- to send notice of interest to act as hosts for STSMs to STSM manager
- Grant holder manager to collect TextLink publication information

MC decisions taken

- the minutes of the previous MC meeting
- the current and forecast expenditure
- printing of a conference handbook as a dissemination tool
- dedication of Wednesday's session to discussion of use cases