Agenda

Management Committee Meeting

COST Action no. IS1312

Action Title: Structuring Discourse in Multilingual Europe (TextLink)

Venue: Edinburgh

Country: United Kingdom

Date: 3 February 2017 (10.30 – 13.00)

Status: approved by MC

1. Welcome to participants

2. Verification of quorum, adoption of agenda

     Countries represented: Belgium, Cyprus, Czech Rep, Denmark, Finland, France, Hungary, Italy, Ireland, Lithuania, Portugal, Poland, Romania, Spain, Switzerland, Turkey, United Kingdom.

     Countries not represented: Croatia, Germany, Greece, Iceland, Israel, Netherlands, Norway, Slovenia, Sweden

     Additional attendees: MC Chair, grant holder manager

     See attendance register for full list of participants.

3. Approval of minutes and matters arising from last meeting

     The previous minutes were **approved**.

     No matters arose from the previous meeting.

4. Update from the Action Chair and COST Association

The Chair reported that she would attend a COST Association networking event in Brussels in May to represent the Action.

Following some minor additions to the report, the MC **approved** the "Monitoring Progress Report" to be submitted to the COST Association on 6 February.

Action: MC Chair to submit progress report to COST Association.

5. *Dissemination update*

The dissemination manager reported that the website had been continuously updated through-out the period by the dissemination team. TextLink members not currently listed on the website should request membership.

Action: Dissemination manager to send a request to all members to create website accounts.

A suggestion was made to post the Action onto ResearchGate, to improve the visibility of the project. All members will be able to link to the project.

Action: Dissemination manager to post the Action onto ResearchGate.

The MC Chair reported that a plan was in progress to publish a research volume based on TextLink outputs.

6. Training School

Jiri Mirovsky (training school organizer) gave a brief description of the upcoming school in Prague. He noted that they had 40 participants (7 local), 30 of whom would receive a grant, 10 trainers. He also mentioned that the participants came from a very wide (European) distribution, and included around 20 different languages.

7. STSM status

The STSM manager reported that the previous call had been successful, and that a number of applicants had to be turned down due to lack of funds. Potential hosts had provided topics which had encouraged people to apply.

She reported that, during the next grant period, two calls would be held – one general call (again with a request for hosts to supply topics), and a second to find candidates to develop the portal. The latter will be referred to as a "Portal Internship". This work could be based at any one of the following groups: Prague, Potsdam, Toulouse, Bucharest, Warsaw, Edinburgh. A specific call to host the portal internship will be sent out to find additional potential hosts.

8. Promotion of gender balance, Early Stage Researchers (ESRs), inclusiveness

> The MC Chair reported that efforts being made to achieve balance across gender, experience level and region – in terms of training, meeting attendance, STSM applications and locations and leadership within the Action – were being rewarded.

9. Budget update from the Grant Holder

> An overview of current and foreseen expenditure for this grant period was provided by the grant holder manager. The MC **approved** a suggestion to redistribute any underspend (for this grant period) on STSMs that were previously rejected due to lack of funds.

> **Action:** Grant holder manager in conjunction with STSM manager to redistribute any unspent funds to STSM applicants that were previously rejected due to lack of funds.

10. Scientific strategy and activities[1]

   a. Overview

   b. Work plan for Period 4 (May 2017 – April 2018)

> A work plan is being prepared for GP4. The period will hold its Final Action Conference (Madrid, January 2018), and a translation meeting (Lithuania, September 2017-December 2017). Jacqueline Visconti mentioned that she had contacts at the EC who would be interested in a translation meeting.

> It was decided that no dissemination meetings would be budgeted for – the money is better spent on STSMs.

11. Requests to join Action

> No requests.

12. AOB

> None.

13. Location and date of next meeting[1]

> The final MC meeting will be linked to the Final Action Conference, to take place in Madrid, January 2018.

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[1] Since this MC meeting, the possibility of holding the final conference and MC meeting in a location other than Madrid has been raised.

14. Summary of MC decisions

        The MC **approved** a list of previous "written procedure" MC decisions.

15. Closing

Summary of approvals

- The previous minutes were **approved**.
- The MC **approved** the "Monitoring Progress Report" to be submitted to the COST Association on 6 February.
- The MC **approved** a suggestion to redistribute any underspend (for this grant period) on STSMs that were previously rejected due to lack of funds.
- The MC **approved** a list of previous "written procedure" MC decisions.

Summary of Actions

- MC Chair to submit progress report to COST Association.
- Dissemination manager to send a request to all members to create website accounts.
- Dissemination manager to post the Action onto ResearchGate.
- Grant holder manager in conjunction with STSM manager to redistribute any unspent funds to STSM applicants that were previously rejected due to lack of funds.