

COST Office
Avenue Louise 149
1050 Brussels, Belgium
t: +32 (0)2 533 3800
f: +32 (0)2 533 3890
office@cost.eu
www.cost.eu

Brussels, 6 June 2014

Subject | Minutes of the First Management Committee Meeting of COST Action **IS1312** “TextLink: Structuring Discourse in Multilingual Europe”

**at COST Office, Avenue Louise 149, Brussels (Belgium)
on 11 April 2014, from 9h30 till 17h30**

1. Welcome to participants

The Science Officer (SO) and the Administrative Officer (AO) for the Domain Individuals, Societies, Cultures, and Health (ISCH), respectively Dr. Luule MIZERA and Ms. Valentina VIGNOLI welcomed all the participants. The objectives of the meeting were explained.

The Management Committee (MC) members of COST Action **IS1312** were reminded that they do not represent themselves or their institutions but their country. For future MC meetings it should be noted that MC members may be substituted only if the replacement is confirmed by the COST National coordinator (CNC) of the respective country [http://www.cost.eu/about_cost/who/\(type\)/3](http://www.cost.eu/about_cost/who/(type)/3)

The meeting was chaired by the SO until the election of a chairperson for the Action, which was carried out under agenda item 6.

2. Adoption of the agenda

The draft agenda of the meeting as found in **Annex 1** was approved without changes or additions by the members of the MC.

3. Status of the COST Action

COST Action **IS1312** was approved by the Committee of Senior Officials on **15/11/2013**. The Action officially starts with the 1st MC Meeting **11/04/2014** and will end in four years, on **10/04/2018**. The ISCH Domain Committee (DC) nominated Dr. **Marc CABALL (IE)** as the Rapporteur for the Action.



COST is supported
by the EU Framework Programme



ESF provides the COST Office
through a European Commission contract



As of the 1st MC meeting, a total of **19** Parties had accepted the MoU according to the official records of the COST Council Secretariat. The Action would be open for COST countries to join unconditionally until **14/11/2014**, after which new members could join only after the approval of the MC.

4. Presentation of the delegations

A total of **23** participants from **15** Parties attended the meeting as listed in **Annex 2**. Regrets were received from Laurence Danlos (France) and Daniel Hardt (Denmark), who had to cancel their presence at the meeting.

All participants introduced themselves and reported briefly about their professional background.

5. General information on COST mechanism and on the funding and reporting of coordination activities

The SO presented the history, mission and main features of COST, as well as a detailed description of the ISCH Domain (**Annex 3**), while the AO introduced COST main instruments and procedures (**Annex 4**).

The expenses of the 1st MC meeting on **11/04/2014** are covered by the COST Office.

Initially the budget allocated to the Action from **01/06/2014 to 31/05/2015** is **EUR 129,000**, which includes the maximum of 15% of FSAC (Financial Scientific and Administrative Coordination tasks) of the GH (Grant Holder) Institution.

6. Agreement on the internal rules of procedure for the Management Committee of the COST Action

The Rules of Procedure for the Management Committee from Annex II of COST 4154/11 "*Rules and Procedures for implementing COST Actions*" were presented to the MC members.

The Rules of Procedure were unanimously approved by the MC.

7. Election of the Chair and Vice-Chair of the Management Committee

The Science Officer invited volunteers or nominations for the positions of Chair and Vice Chair of the Action.

The MC elected unanimously the following MC Members as Chair and Vice Chair of the Action:

Chair: Prof Liesbeth DEGAND (BE)


Vice-Chair: Prof Bonnie WEBBER (UK)

After the election of the Action's Chair and Vice-Chair, the SO handed the meeting over to the newly-elected Chair. The Chair began by presenting the Action (**Annex 5**).

8. Selection of the Grant Holder

The GH and the Financial Rapporteurs were unanimously elected during the meeting.

GH Institution: Université catholique de Louvain (BE)



The MC agrees that FSAC equal to 15% (maximum) of the total science expenditure should be allocated to the elected GH.

9. Work plan for the implementation of the COST Action (based on the Memorandum of Understanding)

- Objectives and working programme
 1. to coordinate the creation of a European portal of cross-linguistically available monolingual or parallel corpora that have been enriched and made interoperable and co-searchable through annotation of discourse-relational devices and the information they convey
 2. identifying commonalities and differences in the schemes for annotating DRDs in text and other records of language use
 3. devising a common shared annotation scheme that can usefully and effectively capture valuable information about DRD tokens, that can evolve over time as it is applied to corpora across additional languages and genres
 4. encouraging and participating in the development of automated and semi-automated methods for identifying those elements in a language that serve as DRDs and for characterizing their semantic and pragmatic properties with respect to a shared annotation scheme. This may include words, phrases, morphemes that have undergone contextual modification (as in Turkish, Finnish or Arabic), syntactic structures (which require syntactic annotation), as well as null realisation
 5. encouraging and participating in the development of automated and semi-automated methods for rapidly annotating new texts and other records of language use (e.g., transcripts of spoken language), since whenever large amounts of usable data become accessible to a field, it stimulates new tools, new discoveries and new applications
 6. identification of methodologies to assess inter-annotator reliability, devising and sharing experimental methodologies for assessing the cognitive processing of DRDs both within and across languages, and for testing the cognitive validity of postulated features used in the annotation scheme (cf. point 3)
 7. devising and applying methods for cross-linking and deriving information from annotated corpora across languages and genres, where the corpora may be parallel (i.e., cross-lingual or monolingual translations), comparable (on the same topic and within the same genre), or diverse;
 8. promoting awareness and use of the TextLink portal among stakeholders
 9. encouraging discussion with researchers working on topical and functional structure of texts and other records of language use, to understand their inter-relationship
 10. automatically monitoring use of the TextLink portal for resource access and use of its sharable annotation scheme, and assessing its impact in terms of new knowledge and new technology that it makes possible
 11. to assemble a list of existing corpora in the various languages, checking copyright issues, and to develop a systematic description of each in the form of standardised metadata (to record corpus provenance, technical format, copyright issues, text genre/mode, links to lexicons, etc).



12. to assemble a list of existing DRD inventories (e.g., lexicons) in the various languages, checking copyright issues, and to develop a systematic description of each in the form of standardised metadata (to record inventory provenance, technical format, copyright issues, types of lexical features included, links to corpora, etc).

- Working method - organisation and management (including Working Groups)

1. Four working groups co-led by MC members from different parties:

- WG1 Resources
- WG2 Annotation
- WG3 Cognition
- WG4 Tools

2. MC Meetings and Steering group meetings will be held in conjunction with WG groups meetings and/or conference actions

3. Three to five STSMs (Short Term Scientific Missions) will be organized per grant period

4. One training school every two years

5. An Action conference will be held early 2015 to promote networking, intra- and inter working groups collaboration

- Distribution of tasks

1. Working groups will be co-led to share tasks, objectives of MoU are spread over the four working groups

- Promotion of gender balance, Early Stage Researchers (ESR), and inclusiveness

1. Gender balance:

<i>Policy</i>	Action Leadership (Chair, Vice Chair, WG Leaders, STSM manager, etc)	Membership of Action	Participation in Action activities	Event location/organisation
<i>Gender</i>	50% women on Steering Committee.	64% of all participants are women, 50% MC are women.	64% of all participants are women, 2 of 8 WG co-leaders are women.	Co-organise all meetings.

2. ESRs

<i>Policy</i>	Action Leadership (Chair, Vice Chair, WG Leaders, STSM manager, etc)	Membership of Action	Participation in Action activities	Event location/organisation
<i>Early Stage</i>	1 co-leader	28% of all	28% of all	WG1 meeting

<i>Researcher</i>	from each WG is ESR, 33% of MC are ESRs.	members are ESRs.	members are ESRs, WG co-leaders organisation of workshops, website design and deployment.	and WG2+WG3 meeting organised by ESRs; other meetings co-organised.
-------------------	--	-------------------	---	---

3. Inclusiveness:

<i>Policy</i>	Action Leadership (Chair, Vice Chair, WG Leaders, STSM manager, etc)	Membership of Action	Participation in Action activities	Event location/ organisation
<i>Inclusiveness</i>	WG1 co-leader, Communication manager, WG 4 co-leader from inclusive countries.	26% of MC and 28% of all members from inclusive countries.	Design and deployment of website, other communication, meeting organisation, WG participation.	First meeting to be held in Czech Republic (WG1 meeting).

- Time-table

1. WG1 meeting: October 2014, Prague
2. Action Conference: January 2015, Leuven or Louvain-la-Neuve
3. Joint WG2&3 meeting: May 2015, Geneva (probably)

The MC elected unanimously the following as WG co-leaders:

WG1: Dr Jiří Mírovský (CZ) & Prof Manfred Stede (DE)
 WG2: Dr Daniel Hardt (DK) & Dr Sandrine Zufferey (CH)
 WG3: Prof Ted Sanders (NL) & Dr Hannah Rohde (UK)
 WG4: Dr Philippe MULLER (FR) & Dr Piotr Pezik (PL)

The MC also elected the following positions:

STSM coordinator: Jacqueline Visconti (IT)
 Communication manager: Deniz Zeyrek (TR)
 Training school coordinator: Maria Josep Cuenca (ES)

The MC agrees that **electronic voting** of the MC members by e-mail is valid. In general, no reply to a voting request from the Action Chair within 1 week (7 days) will be equivalent as a YES vote. For important questions (decided by the Executive Group and the COST Office), everyone must reply to the email and specify his/her vote. Each party has 1 vote and to assist the Chair in counting votes, MC members should agree on the vote for their party before voting.

10. Budget plan for the first period

A. COST Networking Tools	EUR
(1) MEETINGS (19.400 + 18.720 + 36.200 + 3.320 +	98.960,00



21.320)	
(2) TRAINING SCHOOLS	0,00
(3) SHORT-TERM SCIENTIFIC MISSIONS	8.314,00
(4) DISSEMINATION	4.500,00
(5) OERSA	400,00
B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (5)) AUTOMATIC SUM: Click in cell to the right and click button "F9" to update the autosum	112.174
C. FSAC (max. of 15% of B.)	16.826,00
D. TOTAL EXPENDITURE (B+C) AUTOMATIC SUM: Click in cell to the right and click button "F9" to update the autosum	129.000

11. Place and date of next meeting

January 2015, right before Action conference (Belgium)

12. AOB

13. Closing

List of Annexes

Annex 1: draft of the meeting agenda

Annex 2: signed COST Attendance list

Annex 3: presentation from the Science Officer

Annex 4: presentation from the Administrative Officer

Annex 5: presentation from the Action Chair