UniDive core group meeting 0

19 October 2022

See also the CG master document and the UniDive master document

Attendants: Alina, Atul, Dan, Joakim, Marie, Nurit, Olesea, Verginica, Agata

Minutes
- Communication tools - proposal:
  - Mailing lists
    - To be hosted at university-paris-saclay.fr
    - Lists to create:
      - **unidive-core** - the Core Group, as defined at the kick-off (10 people; no WG co-leaders): Agata, Dan, Alina, Carlos, Verginica, Joakim, Marie-Catherine, Olesea, Nurit, Atul
      - **unidive-ext-core** - extended Core Group (with WG co-leaders, and co-representatives): as above + Kaja, Paraskevi (Voula), Eryigit, Abigail, Anabela, Styliani
      - **unidive-mc** - all validated MC members
      - **unidive-all** - all MC and WG members
      - **unidive-wg1**, **unidive-wg2**, **unidive-wg3**, **unidive-wg4** - all members of the corresponding WG
      - [ATUL] a list for young researchers not needed
      - [MARIE] have a clear description of who belongs to which list (on the website)
      - [AGATA] This will be documented on the website, also with the scope (private vs. public list etc.)
    - Co-owned by Olesea (adding, deleting members)
    - Website - Wiki pages
  - Website
    - Long-term hosting at Paris-Saclay
    - Proposed URL: https://unidive.lisn.upsaclay.fr
    - Format: dokuwiki platform, with the Wiki syntax
    - Sample outlay
    - Administered by Agata, permissions to other members
    - Olesea as the main content manager
  - Vote to validate the above communication modalities: everyone in favor
  - [ALINA] Should we use Slack for everyday communication?
    - [OLESEA] We should have a pro license, otherwise the history is not stored (will look into how much the paid version would cost us … USD 7.25 / month)

- - - [ATUL] His institute has a license, it might be shared with external members
    - [JOAKIM] Issues using Slack across multiple organisations (if they don't have a pro version)
    - [AGATA] Let's decide about using Slack at a later stage
- Completing the Work and Budget Plan for year 1
  - Email sent to Dagstuhl about "branding" the Dagstuhl seminar as a UniDive event
    - pending
  - General meeting at Paris-Saclay
    - Dates for Paris-Saclay
      - See [framadate](#) - **16-17 March 2023** seems the best choice
      - Flights to Paris (from Istanbul or Warsaw) seem <u>less</u> expensive around 14/02 than the week after
    - Lowering the daily allowance
      - Hotels around Paris-Saclay: 90-110 EUR/night
      - Lunches will probably be covered from the Local Organizer Support
      - Dinners: estimation 25-30 EUR
      - Local Transportation: 15 EUR/day (CDG airport-Orsay)
      - Proposed daily allowance: **160 EUR** (instead of 195 EUR)
      - Vote: everyone in favor
  - WG meeting in September 2023
    - Do we want this meeting?
      - [VERGINICA] Do we have to organize the WG meeting in September (the budget is scarce)?
      - [AGATA] Suggested by Giuseppe: don't stay too long without meeting onsite
    - Number of onsite participants
      - [AGATA] Only 16 participants allowed by the budget (12 000 EUR for September)
      - [NURIT] Don't reimburse Dagstuhl, keep more money for September
      - [AGATA] This would only add 5000 EUR
      - [OLESEA] Try saving on Paris meeting with joint accommodation
      - [AGATA] Can be suggested but probably not be imposed
    - Venue
      - Venues proposed at the kick-off: Budapest, Istanbul, Tbilisi, Prague (?) ([DAN]: yes, possible)
      - [MARIE] We might try to optimize the carbon print
      - [AGATA] Agreed but COST actions are about networking and inclusiveness, so we can't avoid travelling, also to some distant locations
      - [NURIT] Istanbul might be a travelling hub
      - Pick the cheapest option

- ○ COST daily allowances are the same for the 4 venues
- ○ [ALINA] Tbilisi seems the most expensive travelwise (there are no direct connections from many European cities).
  - ■ Choice of participants
    - ● [NURIT] Feels uncomfortable about only the Core Group coming and all others participating online
    - ● [MARIE] Running a hybrid event is hard; invite not only the Core Group in meeting (for inclusiveness)
    - ● [AGATA] It could be an onsite meeting for only one WG (e.g. WG4 in year 1, WG2 in year 2 etc.)
    - ● [DAN] This solution is also easier to organize (instead of 4 parallel rooms with video equipment).
- **WG membership rules**
  - ○ [DAN] Include everyone to WGs; define more precise rules for reimbursement
  - ○ [AGATA] Reimbursement rules for meetings might be based on
    - ■ [AGATA] poster submissions
    - ■ [VERGINICA] active participation in currently running activities within WGs
    - ■ [DAN] For any written material, it is measurable who is active in drafting
    - ■ [DAN] Other inclusiveness rules have to be accounted for (young researchers, TICs, etc.)
  - ○ [NURIT] MC meetings might be held online, so that the MC members are not automatically reimbursed
    - ■ [JOAKIM] Maybe we should do it also for the first meeting (before)
    - ■ [VERGINICA] MC members might be involved in suggesting names of participants
  - ○ [JOAKIM] Going through applications and deciding about not including or not is too hard, inclusiveness should be the rule
  - ○ Vote - all in favor of the following
    - ■ Membership granted to any person having expressed interest for any WG is accepted
    - ■ Finer reimbursement rules are applied for onsite participation - **criteria**: selected posters, active participation in the points on the agenda, contributions to drafts, balance rules (young, inclusiveness researchers)
- Should MC vote to accept new nominees?
  - ○ 13 Oct: Lucía Amorós, Spain (loosely related to the action)
  - ○ 14 Oct: Baiba Valkovska, Latvia (directly related, a major co-author of Latvian language resources)
  - ○ Vote: all in favor of not organizing an MC vote (i.e.)
- Next meeting
  - ○ A short meeting once a month
  - ○ Doodle to find the best slot
- To schedule for the next meeting:
  - ○ First ideas about planning the activity of the WGs

- - ■ Survey about contributions and expectations?
    - ■ See the minutes from the Brussels breakout rooms
  - ○ Timeline for next steps
  - ○ See also the kick-off TODO

TODO:
- ~~[AGATA] Complete and send out these minutes~~
- [OLESEA, AGATA] Create the 8 mailing lists
  - ○ ~~[AGATA] Ask for validation~~
  - ○ [OLESEA] Progressively enter all the members
    - ■ ~~Unidive-core, undive-ext-core, unidive-mc~~
    - ■ Unidive-all, unidive-wg1, …, unidive-wg4
- [AGATA, OLESEA] Work on a finer structure for the website
  - ○ Design the structure of the website (see also the PARSEME website)
  - ○ Implement the structure
- ~~[JOAKIM] Find the cheapest option for September 2023 (among the 4 cities)~~
- ~~[AGATA, DAN] Complete the Work and Budget Plan for year 1~~
  - ○ ~~Add Slack license~~
  - ○ ~~Cancel Dagstuhl~~
  - ○ ~~Lower the daily allowance for Paris~~
  - ○ ~~Change the MC meetings to online~~
  - ○ ~~Prague as a default option for September 2023 WG meeting~~
- ~~[AGATA] See with Giuseppe how to organize MC votes for:~~
  - ○ ~~WG membership rules~~
  - ○ ~~All the WBP issues~~
- ~~[AGATA] Launch the MC votes~~
  - ○ ~~WG membership rules - see Gisueppe's email on 21/10~~
  - ○ ~~Lowering the daily allowance for Paris-Saclay~~
- ~~[AGATA] Inform the MC members about the new MC candidates~~
- ~~[AGATA] Book the conference rooms for 16-17 March 2022~~
- ~~Study the Slack-like solutions~~
  - ○ ~~[OLESEA] Check how much the pro version of Slack would cost: 7.25 $/month~~
  - ○ ~~[ATUL] Check if we could use their Slack license~~
- [ALL] Advertise about cheap accommodation solutions (e.g 2 pers/room)
- ~~[VERGINICA] Doodle to find the best CG meeting slot~~