UniDive core group meeting 1

15 November 2022

See also the [CG master document](#) and the [UniDive master document](#)

Attendants

Alina, Atul, Dan, Joakim, Marie, Nurit, Verginica, Agata

Minutes

- Don't forget to vote for the **WBP**
- Confirming the date for the Paris-Saclay meeting: **16-17 March 2023**
- Validating **WG applications** (currently 175) -
  - Comment from Giuseppe: the WG membership rule should be completed by the following: "The **WG application** should be found **complete in all required fields**. This is to avoid a 'systematic' approval of WG applications that are incomplete. Sometimes the information provided may not make much sense, does not address the criterion (out of scope) or is too brief to allow an assessment."
  - Validation procedure - proposal:
    - Split the work among the 4 WG leaders (who can delegate the task to WG vice-leaders)
    - Each WG leader goes through all applications to the given WG
    - Go to e-cost → WG Management → Review →
      - For each WG candidate, check that the WG application is complete
      - Paste the justification in the bottom editable field (*The WG membership rule approved by the MC on 2/11/2022 stipulates that WG membership is granted to any person having expressed interest in any WG (if the WG application is complete).*) → Approve
  - Deadline: **25 november**
  - Fill in the unidive-wg1, …, unidive-wg4, unidive-all mailing lists with the validated emails (export per WG possible on e-cost)
  - Send an information email to the unidive-all list about
    - WG membership rule
    - Latest news
    - Next steps
- [JOAKIM] Venue for **September 2023** - see [table](#)
  - The collected data do not allow to make a clear choice
  - Possible criteria:
    - Have the 2nd meeting in Prague (site of the vice-chair)

- - - Conversely, send a strong signal about inclusivity
      - [VERGINICA] Istanbul - cheap accommodation, good for the limited budget in year 1; interest expressed in Brussels
    - Dates: First 10 days of September best for Gulsen ; probably the 7th of Sept is the best
- MC votes for new **MC candidate members**
  - In the previous CG meeting we decided to validate new MC candidates tacitly
  - But this keeps them away from feedback and from MC decisions for 4 weeks.
  - Giuseppe informed us that organizing an MC vote for new MC candidates is the normal process.
  - Decision: We will follow his recommendation
- **Slack** and other tools:
  - [ALINA] Recent experience with Slack. The license cost is 7 $ per person per month! This would mean 109 EUR/month for the Core group + Beata.
  - Shall we try the free version? Any other options (e.g. Mattermost)?
  - When needs for new tools arise we will look more deeply into them
  - [VERGINICA] We should also organize shared data storage spaces
  - [AGATA] My backup of all the UniDive files (history of proposals + the current working documents) are on the Cloud at Paris-Saclay
    - [Read link](#)
    - Write/read link is available but to be handled with care - contact Agata if needed
- Drafting **calls for STSMs** and conference grants
  - Read the COST annotated rules about grants
  - Schedule another short meeting to discuss
- Organizing a **survey** about contributions and expectations of all WG members wrt. UniDive.
  - [JOAKIM] Surveys are tricky to set up, especially if they include free text fields; but they are necessary; without free text fields we won't learn much
  - [AGATA] The proposal has work plan for all WGs but WG members (to be) did not participate in the proposal
  - [JOAKIM] The proposal is 5 years old, it needs updates
  - [VERGINICA] Questions for the survey: What needs do the people have? What problems do they see? What tools are necessary?
  - [NURIT] Many contributions and expectations have already been expressed in the WG applications
  - Decision: Use the WG validation process to put down interesting ideas and expectations. Use them as input for the multiple-choice part of the survey.
- First steps towards organizing the Paris-Saclay meeting - move to the agenda of the next CG meeting
- Next meeting: **20 December 2022 10:30 CET**

TODO

- [AGATA] Send the alphabetical split of the WG applications to the WG leaders

- ~~[WG (CO-)LEADERS: 25 NOV] Go through the applications of the relevant WGs~~
  - ~~Send to Dan and Agata the list of those applications which should **not** be validated~~
  - ~~Make lists of interesting/recurrent expectations/ideas which appeared in the WG applications (as input to the survey and to the WG work plans) ===> Use~~ ~~this spreadsheet~~
- ~~[AGATA, DAN: 29 NOV] Validate all WG applications with the following justification~~
  - ~~*The WG membership rule approved by the MC on 2/11/2022 stipulates that WG membership is granted to any person having expressed interest in any WG (if the WG application is complete*~~
  - ~~In the meantime Dan can validate the obvious applications (e.g. Core Group members)~~
- ~~[OLESEA: 10 DEC] Fill in the unidive-all mailing list with all the WG members' emails~~
- ~~[AGATA, DAN] Send an email to unidive all list; announce~~
  - ~~Recent news (kick-off, work and budget plan)~~
  - ~~Core group~~
  - ~~Future events~~
  - ~~Paris-Saclay meeting~~
- ~~[JOAKIM: within a week]~~
  - ~~Answer the 4 proposers on behalf of the Core Group~~
  - ~~Discuss the best date with Gülşen~~
    - ~~Thursday and Friday are equally good. Friday is a normal working day in all of Turkey. Thursday is preferable if you want to be sure to make it home before the weekend, while Friday is preferable if you plan to spend the weekend in Istanbul.~~
- [AGATA, DAN] Draft MC votes
  - WG meeting in Sept 2023: venue (Istanbul) and date; describe the choice process + express the hope for hosting other meetings in the 3 other venues
  - ~~Validating the pending MC candidates~~
- ~~[NURIT, STELLA, AGATA, DAN, ATUL] Schedule an extra meeting to discuss and draft calls for STSMs and conference grants~~
- ~~[AGATA] Document the process of admitting new WG members (the chair is the only person notified about new candidates) - see the documentation of UniDive procedures here~~
- ~~[AGATA] Send the UniDive cloud link to the Core Group - see explanations in the minutes above~~
- ~~[AGATA] Draft the next meeting agenda~~
  - ~~Plan a storing space for all documents of the action~~
  - ~~Brainstorming about the expectations survey~~
  - ~~Brainstorming about organizing Paris-Saclay meeting~~
- ~~[OLSEA, AGATA] Start structuring the Action's website~~