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| **Title** | Minutes of the annual User Involvement Committee meeting 2020 |  |
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**Participants, Time, Location**

**Acting Chair:** Darja Fišer

**Attendees (in alphabetical order):** Ilze Auziņa (LV), Liané van den Bergh (SA), Francesca Frontini (FR/Ambassador), Olga Gerassimenko (EE), Arjan van Hessen (NL), Adeline Joffres (FR), Jolanta Kovalevskaite (LT), Jakob Lenardič (ERIC), Mietta Lennes (FI), Maciej Maryl (PL/Ambassador), Petya Osenova (BG), Eiríkur Rögnvaldsson (IS), Koenraad de Smedt (NO) Jurgita Vaičenonienė (LT), Jan Wieczorek (PL), Tanja Wissik (AT), Martin Wynne (UK)

**Administrative support:** Jakob Lenardič (minutes)

**Date and Time:** 2020–10–12, 14:00–16:00 CET (UTC+2)

**Location:** Zoom

# Agenda

1. Welcome and Introduction
2. Impressions from the conference
3. User Involvement Report 2020
4. UIC Workplan 2021
5. Any other business

# Welcome and Introduction

Darja F. opens the meeting and states the goals. The agenda for the meeting is approved. All the participants introduce themselves.

# Impressions from the conference

Martin W. says he enjoyed the new format for the papers and plenary lectures, where instead of the traditional 15–20-minute presentations there was a moderator-led sessions where participants only briefly presented their individual contributions and then focused on the discussion. According to him, this format has obvious advantages over the traditional face-to-face conference, as it facilitates lively discussion especially in Zoom chat, whereas at a traditional conference, there usually isn’t enough time for a proper discussion after the presentation. Martin W. also suggests that CLARIN should consider this format as the way to go forward.

Koenraad de S. believes it good practice that moderators sent questions to presenters in advance of the sessions; however, he also claims that the sessions themselves were too guided by the moderators, while the wider audience/users didn’t have enough time to interact with the presenters. Koenraad de S. also believes it was a good idea to collect questions for the discussion before the sessions, but that the platform (i.e., Google Docs) wasn’t suitable and that the initiative wasn’t promoted enough among the participants.

Mietta L. says that the format of the sessions was difficult for the moderators, who often weren’t sure what was expected of them. For instance, it was unclear to the moderators if the participants had seen the questions in the chat/Google Docs. Some moderators also felt that too little time had been allocated for each paper, and that they had to spend too much time preparing for their session, especially considering that the presentations and discussions were ultimately very brief. Furthermore, Mietta L. highlights that there was too much overlap in the parallel poster-style sessions in the afternoons, as most participants attended the CLARIN committee presentations instead of paper presentations which ran in parallel. Finally, Mietta L. suggests that, for future conferences, CLARIN should retain what she believes to be the good aspects of this year’s format, such as highlighting the importance that participants read the papers in advance before the session.

Francesca F. reports that there were many participants from Italy who had attended the conference for the first time this year. She suggests that, for future potentially virtual conferences, CLARIN should organize breakout rooms for newcomers, possibly by country. She also believes that a single breakout room per paper is too alienating towards the participants.

Petya O. suggests that, in the future, the CLARIN Bazaar should be preceded by a poster booster session during which Bazaar presenters would briefly introduce their posters.

Maciej M. reports that, although the PhD session he moderated was well structured, there wasn’t enough time for discussion during the PhD session. He also suggests that students be invited to submit papers that would be published in the proceedings in advance.

Arjan van H. says that he enjoyed the AI panel, but that it was too short.

# User Involvement Report 2020

Darja F. summarizes this year’s UI activities [at the ERIC level](https://office.clarin.eu/v/CE-2020-1748-UI-eric-report-2020.pdf) and [at the national level](https://office.clarin.eu/v/CE-2020-1747-national-UI-report.pdf) (see the linked documents and the [presentation](https://www.clarin.eu/sites/default/files/ui-committee-2020-version1.pptx) for the full summaries; the following minutes only contain what was commented on/discussed during the UIC meeting).

## National UI activities

Mietta L. suggests that clearer instructions, with examples of good practice, be added to the reporting spreadsheet for national UI activities, where data entry is less regulated and allows for more undesirable deviation than in Google Forms.

## CLARIN Cafés

CLARIN Ambassador Maciej M. reports that his Café was aimed at introducing language technologies to literary scholars and was attended by 60 participants, suggesting great interest in the CLARIN infrastructure within his community.

## CLARIN Resource Families

Darja F. invites suggestions on how to facilitate curation of the [identified metadata issues](https://github.com/clarin-eric/resource-families-issues/issues) with the surveyed resources more efficiently.

# UI Workplan 2021

Darja F. briefly summarizes the [2021 Workplan](https://office.clarin.eu/v/CE-2020-1755-UI-workplan-2021.docx).

## CLARIN Ambassadors

The current Ambassadors’ terms run out this year; however, due to COVID-19, the terms were extended for 1 additional year. Francesca F. announces she will step down as CLARIN Ambassador in January 2021 because she will serve as the new CLARIN ERIC UI Director. Darja F. invites suggestions for 3–4 new Ambassadors to start next year.

## Funding opportunities

Darja F. announces that the UIC activities in the 2021 Workplan are different from the previous years because there are additional funding opportunities included in the Workplan (e.g., funding for the CLARIN Training Network and the CLARIN Training Suite) which should be promoted heavily throughout the network but especially to the relevant lecturers and early-stage researchers.

Darja F. asks for suggestions on how to better disseminate the financing instruments: the problem is that CLARIN currently offers a lot more funding than is actually being used, and asks the UIC members for comments. Tanja W. says dissemination plans should be more coordinated/systematic. Francesca F. adds that there’s room for improvement for targeting the intended audiences, and that the collection of relevant mailing lists at the national level, where funding instruments could be promoted, would potentially be helpful.

## Tour de CLARIN

Darja F. announces that Tour de CLARIN aims to continue, but perhaps with a greater focus on CLARIN K-Centres as most national consortia have already been featured.

## CLARIN Resource and Tool Families

Darja F. announces that, going forward, this initiative will have a slightly different focus: rather than extending the existing overviews with new families, the focus in the coming year will be on the curation of the identified metadata issues, development of a user-friendly depositing guide, more efficient identification of papers describing the resources and tools, systematic promotion of the CLARIN Resource and Tool Families through external mailing lists like CorporaList and proactive encouragement of authors of the identified high-impact resources to deposit them with CLARIN.

## UPSkills project

Darja F. announces the ERASMUS+ project called UPSKILLS has been approved for funding. The project coordinator is University of Malta and CLARIN is one of 5 partner organisations. At the kick-off meeting, Darja F. will ask if interested lecturers from the CLARIN network could be invited to the relevant project events and activities (Central CLARIN budget could be used to invite CLARIN experts to project meetings).

The workplan is approved without changes.

# Other business

## Video showcases

Arjan van H. asks whether there are initiatives in CLARIN aimed at making video showcases. Darja F. responds that while there aren’t any for the specific video format, a model for textual showcases is being developed in KSIC and CLARIN has a call open for the development of training materials.

Mietta L. adds that in Finland training videos must conform to certain accessibility requirements, related to which she suggests that CLARIN could offer financial instruments for supporting, e.g. subtitling for fulfilling such requirements. Koenraad de S. also adds that CLARIN should create and promote general guidelines for ensuring uniform results and CLARIN branding.

Darja F. proposes that these suggestions should be tied to the CLARIN Training Suite, and that a small taskforce could be formed to develop guidelines for preparing training materials. Koenraad de S. adds that such a taskforce should work by way of example and create a good video showcase that would serve as a model for additional ones.

## Other points

Francesca F. asks whether CLARIN can help national consortia arrange virtual meetings. Darja F. responds that there already was a successful case of this – in September 2020, Maria Eskevich trained a student from the University of Ljubljana so that he was able to host the virtual edition of the JTDH2020 conference via Zoom, and that any consortium who needs support for their virtual event should get in touch with the CLARIN office.

Finally, Darja F. asks whether UIC members are interested in having more than one meeting per year. The general consensus is that 2 meetings per year would be desirable, 1 virtual in the first half of the year and 1 face-to-face meeting as part of the annual conference.