

# **Minutes meeting national CCR-coordinators/deputies**

teleconference (FlashMeeting)

(21-09-2015, 11-12h)

Ineke Schuurman & Menzo Windhouwer

Present: (Deputy) coordinators:

- CZ: Dan Zeman
- DE: Axel Herold
- DLU & NL: Ineke Schuurman (minutes)
- EE: Neems Kashuk, Krista Liin
- NO: Oddrun Ohren
- SE: Lars Ahrenberg

and

- Menzo Windhouwer (CLARIN ERIC)

Dorte Haltrup Hansen (coordinator DK) was not able to attend the meeting. Marcin Oleksy (PL) had technical problems and did not succeed to log in (Lars A. succeeded to log in, but also had serious problems).

Two topics were discussed during this short meeting:

1. voting procedure
2. state-of-affairs VLO-facets (google spreadsheet)

In our (accepted) CCR-paper for the CLARIN Annual Conference we propose a procedure for acceptance of (new) entries. After discussion we decided that a vote would be valid when 70% of the national coordinators (or their deputies) vote the same way (positive or negative). Currently there are CCR-coordinators for 11 countries, so 8 identical votes are sufficient. Of course, we aim for unanimous decisions in order to come to broadly based entries (esp. definitions). During the Amsterdam meeting we already decided that in general there is a two-week period between making available an entry for approval (be it the original candidate version, an improved version, or even a completely new one) and deliberation by the board of CCR-coordinators. During the holidays and this startup phase a longer period will be allocated. We will look for a good poll-maker to facilitate the voting process.

In order to make old ISOcat entries fit in the current OpenSKOS framework of the CCR, Ineke and Menzo made all concept notations unique, at least within their concept schemes.<sup>1</sup> After that, the first entries submitted for approval were tackled, or at least a procedure to do this was set out. It concerned some VLO-facet concepts, submitted by Axel Herold. Menzo put them in a Google spreadsheet. During the meeting he explained the various options (cf also his mail (21/09/2015) “google spreadsheet help”, containing a screenshot and a link to a help page (thanks Krista!)): Comments can be read either using the ‘comments button’ (top right) or by clicking on a cell showing a yellowish brown top right corner. Only comments should be used for discussion, do *\*not\** enter additional examples (as Ineke did in the beginning (sorry)), change a definition etc. Such changes will only be made after the voting procedure (which is based on the comments!). Menzo will then make them available with status `approved` in the public CCR, if necessary expiring the old version.

In the coming days Ineke will write a short note, explaining her current comments. Please have a look at these (comments + notes) before we meet again.

There will be a face-to-face meeting in Wroclaw, as most of us will be there. This gives us the opportunity to discuss/refine the procedures after our experiences with the current VLO-entries.

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<sup>1</sup>We even tried to make them completely unique (but we may have overlooked some), in order to be able to reuse the same entry in several concept schemes. Note that in the future these identifiers, like the definitions used, are to remain unaltered. At this moment the unique notations are available in the CCR test server, but will soon also be available in the production server.