

## **Minutes of ICCS/HCRC Staff Meeting**

Thursday 16 September 2010 at 1:00pm

### **Attendance**

Mark Steedman (chair), Johanna Moore, Charles Sutton, Sharon Goldwater, Hiroshi Shimodaira, Jon Oberlander, John Lee, Simon King, Henry Thompson, Victor Lavrenko, Miles Osborne, Colin Matheson, Frederick Max-Lino, Christopher Geib, Beatrice Alex, Claire Grover, Dominique Balharry, Rob Clark, Mirjam Wester, Bonnie Webber, Jean Carletta, Steve Renals, Helen Pain, Michael Fourman, Frank Keller, Vasilis Karaiskos, Philipp Koehn.  
Apologies: Alex Lascarides

### **1. Matters arising from previous minutes**

Hiroshi reported back about his discussions with Don Sannella with regard to PhD admissions deadlines. It has been put that there will be one deadline for overseas applications of the 01<sup>st</sup> of February, and possibly two or more later deadlines for UK/EU applicants, as their funding is typically available later.

### **2. Budget**

There was a lengthy discussion with regard to the budget and the School's relationship to the Institute in terms of funding. Frederick Max-Lino presented the proposed budget and the current budget commitments. There was some concern that reduced income to the Institute has resulted in a drop in the reserve funds, and that Bridging of staff may no longer be possible and costs relating to travel etc will have to be much more carefully monitored. Johanna and Mark will be meeting with the PRC to call for transparency in accounting. Of the 13 EU grant applications made recently four have been awarded.

### **3. Institute Website**

Sharon Goldwater reported that most people are happy with the new website. There was a discussion surrounding the graphics on the new site and it was put that since quite a number of people like the cows they may be staying.

Sharon has been in communication with Mirella about the general graphics on the site. Several suggestions were made: a student could be hired to work on the graphics; UoE in-house web design could be consulted; Miles suggested web outsourcing. Bea has volunteered to take photographs if necessary. It is likely that staff members will be asked to send in pictures for the People Page.

### **Legacy Websites**

Frank Keller spoke about current legacy websites. The ultimate aim is to switch them off in order to reduce the number of search hits on old out of date sites. Mike Fourman suggested that it may be more beneficial to archive them in a way that is still accessible, and suggested that redirects are put in place where possible. The Language at Edinburgh site is likely to be discontinued as it is quite out of date. If people want their legacy site maintained they should contact Frank or Sharon and they will be given guidance on this.

### **4. Institute Name**

Frank Keller presented a poll on suggested Institute names. It was decided that the Institute will change its name to Institute for Language, Cognition, and Computation (ILCC). This was agreed, and Johanna and Mark will present this name change to the PRC.

### **5. Student Recruitment**

Hiroshi Shimodaira reported that there will be 15-16 students coming, as opposed to 12-13 last year.

### **6. Managing Research Grant Information**

Bea Alex raised that it is felt that there needs to be a clearer dissemination of information gained at networking events about research grants, particularly those in Brussels and Luxembourg. The current process is to call for volunteers to attend these events. Johanna mentioned that it would be good to have a pool of volunteers who are willing to attend, and also that this is a staff development issue. It was noted that we have placed a number of applications to EPSRC Sandpit that have been rejected and we need to

address this. Bonnie is to write to Sarah at ERI to request a briefing for staff about this.

## **7. Any other business**

Jon Oberlander brought up the International Review of Informatics on the 14-15 October. There is to be a half hour review of ICCS. Johanna and Mark are to present.

Miles Osborne mentioned that he is likely to have a Chinese visitor for two years. He has spoken to the IGS to make arrangements for this.

Bea asked that everyone encourage their RA's to attend the upcoming pizza and beer function with Dave Robertson on the 22<sup>nd</sup> of September, and Mike Fourman encouraged general attendance at the Gérard Berry lecture series which will take place from the 23<sup>rd</sup> of September to the 07<sup>th</sup> of October.

## **8. Date of the next meeting**

There may be a smaller meeting on the 08<sup>th</sup> of October from 1:00 – 2:00pm to address the presentation for the International Review. The next full meeting will be held on the 17<sup>th</sup> of November at 1:00pm.