

writinG urban places

Minutes

Skype Meeting Working Group 1 – Communications

Monday, 17 February 2020, 12:30 – 13:30 (CET)

Participants: Susana Oliveira, Marcel Pikhart, Tadeja Zupancic, Onorina Botezat, Jorge Mejia

1. Attendance

All registered members of WG1 were convoked to the meeting. Rebeka Vital and Aleksandra Milovanovic did not reply to the invitation. Marc Kosciejew manifested interest in working with the group, but could not join. Ramona Mihaila submitted her skype username but did not join.

A decision must be made in relation to the conformation of the group, since the group that is actually doing the work (basically the members who participated in this meeting) is always the same.

2. Newsletter

Our most urgent and immediate task. Onorina Botezat has volunteered to take charge of the production and dissemination of the newsletter.

a. Design:

Graphic designer Sanne Dijkstra, responsible for the overall graphic identity and design of other media used by the action, has agreed to work on a basic design for the newsletter. At the moment she's on holiday, but has promised to present a proposal in the first week of March.

Onorina has experience working with mailchimp, probably the most effective way of assembling and distributing the newsletter. Since mailchimp uses standard templates, Onorina will discuss with Sanne the extent of the design (probably not a layout, already offered by mailchimp, but a graphic design for headers and other signs of identity). Onorina and Sanne will communicate directly.

b. Outline and content:

The outline proposed by Jorge to Sanne and to the Working Group is the following:

- Header / title (probably with the abovementioned graphic identity)
- Editorial intro, by Klaske and/or Susana
- Announcements (mostly calls)
- Agenda (bullets with future activities)
- Events (past and future events with a more detailed explanation)
- Media (registry of our appearances in the news)

This outline has been basically agreed on without changes, although adjustments can be proposed on the way.

In all cases, a limit of max. 200 words per item has been defined, in addition to title and other listed details. Information regarding each item will be either generated by WG1 members, or provided directly by the leaders of the other three Working Groups based on a very basic “press release format” that includes:

- Category (announcement, agenda, events, media)
- Title
- Details (location, dates, participants, etc.)
- Short text / abstract (200 words max.) for newsletter
- Longer text / detailed description (500 words max.) for webpage (optional)
- Keywords (max. 5)

Information for the webpage will be provided by WG leaders in the same “press release” format, changing newsletter categories (announcements, agenda, events, news) for webpage categories/tabs (calls, news, output, glossary entries).

c. Periodicity

The newsletter will be published seasonally. Dates have been defined to ensure the publication of the newsletter at the beginning of each season, in the following way:

March, June, September and December 1st – deadline for Working Group leaders to provide WG1 liaisons with all information they want published in the newsletter. All information is submitted to Onorina.

15th – deadline for WG1 to have the newsletter ready and edited

22th – publication in website and submission via mailchimp to our mailing list

d. First newsletter (Spring 2020)

This first newsletter will be issued as a summary of the first year of the action, as proposed by Marcel. Small adjustments in the aforementioned categories are required in the following way:

- Editorial: a summary of the first year (200 words)
- Announcements: calls of the past year and their result + upcoming calls
- Agenda: list of past meetings + list of coming meetings for the season
- Events: brief summary of each WG’s achievements of the year, including participation in meetings + short description of upcoming events for the season

Information for this and future newsletters will be collected by the WG1 liaisons with other groups: Onorina – WG2 / Jorge – WG3 / Marcel – WG4 / Susana – chair

Following newsletters will register events from the immediately past and upcoming season only, and for this reason should be a bit more complicated to develop, Marcel notes.

3. Webpage

a. Changes:

A revision of the webpage indicates that changes are required. Many tabs remain inactive, suggesting that they are not necessary. Based on this the WG agrees to eliminate the following tabs:

- Email: did not work as expected. Only two email accounts (info and STSM@writingurbanplaces) are in use. Access to these accounts is through an external page, and we do not expect many more email accounts to be necessary, so no need to have a tab in the webpage available to everyone.
- Mailing list: as noted, Data Management and Protection regulations make it risky to have a full mailing list of participants and other colleagues available to everyone in the webpage. We cannot control the use given to that list (e.g., spam, advertisement, use for other purposes). For this reason, email addresses for mailing purposes will be kept in a google.doc spreadsheet accessible to WG1 and Core Group members only. Based on this spreadsheet a mailchimp mailing list will be assembled, used only for the purpose of sending out the newsletter and other important announcements, and with a disclaimer that allows anyone to unsubscribe at any moment.
- Institutions (under "About"): No need to mention affiliations, especially taking into account that COST is not a network of institutions, but of countries, as has been repeatedly mentioned by their officers.

b. Library

Tab "Library" requires some updating and work, in order to become active. For this reason a series of decisions have been made:

- Bibliography: will change from an extended bibliography including canonical texts (e.g. Proust, Pamuk, Ricoeur), to a list of past publications from action members only. This list will be collected per Working Group, via the WG1 liaisons with those groups, who will also upload the entries. Not discussed in the meeting, Jorge proposes a deadline for WGs to submit their entries for 23 March, immediately after the publication of the newsletter. All items collected in this and other parts of the library will follow the Chicago Manual of Style: (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)
- Output: includes all texts published by action members since the beginning of the action (May 2019). Texts from the output will also appear in the bibliography (but not the other way around). As in the previous case, information will be provided directly by WGs to liaisons, who will upload directly. New output will be collected seasonally.
- Links: a list of internet addresses linking to the larger network of partners of the action will be assembled and maintained. Tadeja will be responsible to assemble and keep this list updated. Susana offers to provide an initial list (already sent by email).

c. Updating strategy

Using these changes, we need to keep the page active, constantly renewing content. For this reason Jorge proposes to make each WG1 member responsible for a section, which he/she will update periodically.

Calls and news will be updated by liaisons (Onorina – WG2 / Jorge – WG3 / Marcel – WG4 / Susana – chair) on a regular basis. Together, all members will "relay" each other in order to ensure there's something new on the page each week. The details of this system were not defined in the meeting, and must be discussed further. This means that all active WG1 members (attendants to this meeting)

will have access to the editing part of the webpage. Credentials for this will be provided by Jorge on an individual basis.

d. Other decisions

- Calls include our own (STSM, training, ITC grants, etc.) but also calls (conferences, journals, etc.) from action members, network partners and others dealing with similar topics.
- The decision of which minutes to upload and make public in the website will be made by the action chair and vice-chair. WG leaders are encouraged to direct their group members to the minutes via the webpage, rather than sharing them directly by email, also to activate the use of the webpage.
- Section blackboard remains to be discussed. Is it really going to be used?
- Calendar will only register events and meetings from our action.

The meeting concluded at 13:30, with the proposal to organize another similar call in the following month to discuss progress on the above and a strategy for internal, academic (articles and conference papers) and media communication (presence in the news).