

**COST ACTION A35: PROGRESSORE  
THIRD MEETING OF  
THE MANAGEMENT COMMITTEE (MC)  
25th November 2006 9:00-12h00 at THE ROYAL LIBRARY, BRUSSELS**

**Chair:** Gérard BEAUR

**Vice chairs:** Jürgen SCHLUMBOHM, Rosa CONGOST

**Participants:**

Annie ANTOINE	FR
Gérard BEAUR	FR
Giuliana BIAGIOLI	IT
Jaroslaw DUMANOWSKI	PL
Anne-Lise HEAD	CH
Richard HOYLE	GB
Erich LANDSTEINER	AT
Miloslav LAPKA	CZ
Aud MIKKELSEN TRETVIK	NO
Mats MORELL	SE
Peter MOSER	CH
Aadu MUST	EE
Matti PELTONEN	FI
Socrates PETMEZAS	GR
Vincente PINILLA	SP
Bjorn POULSEN	DK
Peter POZSGAI	HU
Carsten Porskrog RASMUSSEN	DK
Serge SCHMITZ	BE
José Vicente SERRAO	PT
Paul SERVAIS	BE
Patrick SVENSSON	SW
Eric THOEN	BE
Nadine VIVIER	FR
Bas Van BAVEL	NL
Eva CUDLINOVA	CZ

## 1. Welcome to participants

## 2. Adoption of the proposed agenda

The minutes are taken by Anne-Lise Head-König and Nadine Vivier

## 3. Adoption of the minutes of last meeting of the MC, in Treviso, December 2005

## 4. Report of the science officer, David Gronbaeck.

The science officer is excused and the report is deferred to the next meeting. Antoine Juliens, financial controller of the Cost, is present and answers members' questions.

## 5. Year budget planning

- The financial procedure of the COST has been subject to reform. The **"pay as you go"** system has been replaced by a system with grants. The management of the grant by the Action itself is now compulsory.

- The four workshops which took place in 2006 have not used all the money allocated to them, and the Chair fears difficulties in transferring the remaining money to the 2007 budget. The MC hopes that this will be possible, so that the budget planned for 2007 can be supplemented accordingly, as in 2007 we will have more technical expenses (secretarial, organisational, etc.). According to the financial controller, it will in fact be possible to transfer the money left over from 2006 to the budget for 2007. This would be all the more welcome, as in 2007 we will also have to publish the contributions of the four workshops (WS) of 2006.

- For the 2007 budget, the Chair states that it is essential that the workshops should take place early enough in the year, so that budgeting and reimbursement can be carried out before November 2007, by which time the budget has to be completed.

- The following important **point of the procedure** has to be respected for the next WS: at least one month before the meeting, each organiser must send Gérard Béaur all necessary information (list of participants with personal addresses, provisional budget and program), so that the administrative staff could get time enough to get all the informations which are required and to carry on all the tasks for reimbursement.

- Reimbursement: This matter was the subject of a lengthy discussion. All participants are reminded that the correct procedure is as follows: They should fill out the reimbursement form distributed at the meeting or the workshop, and then hand it in to either Sabine Conré or to the Chair. On returning home, participants should immediately send their travel tickets, boarding-passes, other travel expenses and hotel bill – as well as their IBAN or RIB to the following

address:

Centre de Recherches Historiques  
A l'attention de Mme Isabelle Bougot  
54, Bd. Raspail  
F – 75006 Paris  
France

Subsequently, all participants will receive an “Etat des frais” (expenses form) which they must sign and send back to the same address.

Participants are advised that it is in their own best interest to make a photocopy of these documents, in case they should be lost in the post.

## **6. Publications**

### **- Financing the publications**

Money used for the activities, and which has not yet been reimbursed, can be carried over to the following year. The money needed for publications is taken on the budget of the year in which it is cashed in. It is possible to make an advance payment to a publisher, on his invoice, to pay for his technical activities. Advance payment has to be conform to the agreed contract. It seems possible that money granted by COST can be spent up to twelve months after the end of the action in 2009.

**- Language of publication:** According to the rules of procedure of the COST, the language of the publication will be English. Some papers require translation, some others need to be read over and corrected by a native speaker. COST does not provide any money to cover translation costs, so any additional funds have to be raised by each organiser, but the Centre de Recherches Historiques may be able to provide 5 to 10 000 euros per annum for all the volumes published in a specific year.

- The MC intends to **edit at least 8 volumes and probably 12**, corresponding to the 12 WS.

**- Choice of the publisher:** Two publishers are proposed, Brepols and Peter Lang.

In the case of Brepols, the MC suggests a parallel collection and not a subsidiary collection of the Corn series. The MC would like as wide a distribution as possible for the collection. With regard to Brepols, Eric Thoen explains that the publisher would take care of all the necessary standardization (uniform practice for footnotes and tables).

The MC decides to delegate the decision to the core group. A clear schedule will be submitted to both publishers and the most advantageous offer will be accepted. The final choice of the publisher is to be submitted to David Gronbaeck.

**-.The editorial board** will be composed of:

1. The scientific board of the collection, consisting of the Chair and the four co-ordinators of

the WG. They can coopt other members to this scientific board if the necessity arises.

2. The scientific editor of each volume will be the organiser of the workshop.

- Choice of papers: the organiser of each workshop will have the first say in the selection of the papers and the scientific board will then have the last word.

The papers of the WS held in 2006 must be handed in by the end of February 2007. The use of the CORN style sheet is obligatory.

- It is generally agreed that the length of the books must be limited. The details of this, however, are not yet decided.

**7. Acceptance of Bulgaria** as a member of Action A35

**8. Website.** The MC decides to empower the Chair to create a new website and 2000 euros will be used for this purpose (Girona University will probably be responsible).

**9. Progress report of WG:** The reports of the WG held in 2006 are approved with a vote of thanks to the organisers (G. Beaur for Gregynog, Wales in June, V. Pinilla for Saragoza, Spain in September, E. Landsteiner for Retz, Austria in September, and N. Vivier for Le Mans, France in September)

**10. Long term plans**

Next Year: WG1 Lisbon in June, WG2 Rennes in May, WG3 Torun in September and WG4 Münster in March. The MC agrees with the four CFP; Richard Hoyle is prepared to revise the language of the CFP and is warmly thanked for his offer.

The CFP for 2008 are discussed: WG1 Rome, WG2 Lund, WG3 Hungary, WG4 Berne and the plans for the four workshops are approved.

**11. Time and place of next meeting**

The core group: 5th and 6th October 2007 in Paris

The MC in Utrecht, on 19th and 20th October 2007

**12. No AOB**