

PARSEME WG membership procedures

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This document describes the procedures related to the Working Group membership in the IC1207 COST Action PARSEME. It is mainly addressed to the Steering Committee members and the Grant Holder's representatives who actively participate in admitting new members and in maintaining their profiles.

PARSEME MC and WG members' lists

The list of members (and observers) of PARSEME's **Management Committee** is maintained directly by the COST Office and is available at:

http://www.cost.eu/domains_actions/ict/Actions/IC1207?management.

The **list of WG members** is maintained by the action itself and is available on the action's website (www.parseme.eu) under the *Participants* → *WG members* link (<http://www.info.univ-tours.fr/parseme/>). This list is sortable by name, country, affiliation, language under study, ESR status, and WG membership. The bottom of the list also contains statistics according to these different criteria.

Recall also that the description of PARSEME's **Working Groups** (WGs) is available at the action's website under the *Organization* → *Working Groups* menu.

PARSEME mailing lists

PARSEME members use a range of mailing lists (their more detailed description is given at the action's website under the *Contact* → *Mailing lists* menu):

- `parseme-all` contains all PARSEME members
- `parseme-mc` contains all Management Committee members
- `parseme-steer` contains the Steering Committee members
- `parseme-wg1`, `parseme-wg2`, `parseme-wg3` and `parseme-wg4` are dedicated to the members of individual Working Groups
- `parseme-esr` gathers all Early-Stage Researchers

The domain of each list is `chopin.ipipan.waw.pl`. For instance the first list's full address is parseme-all@chopin.ipipan.waw.pl.

The membership for each mailing list is handled **manually** by their relevant managers. The action's vice-chair is the manager of the 3 first lists, the WG leaders of their corresponding WG lists, and the ESR representative of the ESR list.

New MC members

New MC members are nominated by their COST National Coordinators. The action's chair is informed about each new nomination by an email from the COST office. She transfers this email to the vice-chair who adds the new person's email both to the `parseme-all` and the `parseme-mc` list. It is important to note that we always use the official addresses of the MC members, i.e. those indicated by the COST office, and available at personal profiles on the COST web pages (http://www.cost.eu/about_cost/who).

New WG applications

PARSEME's WG membership is managed internally by the action's Steering Committee. New candidate members follow the procedure described on the action's website (www.parseme.eu) under the *Contact* → *How to join us* menu.

The following, partly automated, procedures have been set up concerning the WG members' list and mailing lists.

Filling the submission form

A PARSEME member candidate fills in the **form** available at <http://www.info.univ-tours.fr/parseme/submit>. In particular, the candidate chooses the Working Groups to which she wishes to apply.

Before the form can be submitted, it is checked if some basic properties (at least one Working Group selected, required fields filled in, etc.) are satisfied.

Checking the email address

After the form is submitted, it is first checked if the candidate provided an existing email address. A message with a **validation link** is sent to the given email address. After the candidate clicks on the link, the form is accepted and information about the new submission is sent to the relevant WG leaders.

Validation by WG leaders

Every WG leader concerned by the submission decides individually whether the candidate qualifies to his or her group.

From the technical standpoint, the leader receives an **email** with the information that a **new application** has been submitted to the working group. The submission can be rejected or approved by visiting the <http://www.info.univ-tours.fr/parseme/> address, signing in, choosing **new submissions** from the menu and clicking on the **verify** button of the submission. The candidate's profile appears and can be **validated** or **rejected** by the WG leader.

As soon as a candidate's application has been validated by the WG leader, her data appear automatically on the members' list (<http://www.info.univ-tours.fr/parseme/>). If the application concerns **several WGs**, each WG membership is to be validated or rejected separately by each relevant WG leader. The membership data on the members' list are automatically updated accordingly.

Updating the mailing lists

After (and only if) the new submission is accepted, the WG leader receives an **email reminder** concerning the need to add the new member (**manually**) to the corresponding **mailing list**.

The notification about the new member (regardless of which groups the candidate applied to) is also sent per email to the administrator of the `parseme-all` mailing list, as well as to the `parseme-esr` administrator (in case of an ESR submission), who should update these lists accordingly.

Modifications

Modifications of member's personal data (e.g. corrections, new affiliations, etc.) have to be performed **manually**. Please refer to <http://www.info.univ-tours.fr/parseme/contact> for the data about the persons in charge of these modifications. The relevant members receive an email each time her profile has been modified.

It should also be remembered that after a member is **removed** from a particular working group, she needs to be removed **manually** from the corresponding mailing list as well.

Joining a new WG

If a person is already a member of a WG and wishes to **join** another WG **later on**, this is considered as a **modification** and must be processed manually and described in the preceding chapter. Please, recall that the persons in charge of modifications should make sure that the relevant WG leader agrees to admit the new member to his/her WG.