



## Editing Group Meeting

Thursday 21 February 2008: 1.00-1.30p.m.  
UNISON NW, Manchester, UK

### MINUTES

#### Present:

UNISON NW, UK (contractor)	Frank Hont
University Liverpool, UK	Alison Hughes (co-ordinator) & Carol Stewart
University of Vaasa, FI	Jouko Havunen
Arbeit und Leben, DE	Bernd Bischoff
University of Versailles, FR	Alain Nicolas, Francis Rogard, Elena Poles
University of Primorska, SI	Valentina Franca
External Evaluator	Kari Seppälä
Carl Von Ossietzky University Oldenburg, DE	Ina Grieb ( in attendance)

#### 1. Review of any items raised at Partner & Management Group Meetings on 20 / 21 February

It was agreed that:

- the role of the Editing Group is to represent both Trade Union and University LLL perspectives and a spread of partner countries and to have an overview of the resources on the website
- the Group can use the University of Versailles' website for the editorial process, e.g. reviewing and posting comments on various materials
- the Group will agree on the articles that are to be included in the weblinks and bibliography, with reference to balancing perspectives and also advising partners if there are insufficient materials.

For the editorial process it was agreed that:

- AJH will post materials on the Versailles website and notify the Editing Group each time there are a few materials to review.
- once the Group has confirmed that the resource (bibliography/ weblink) should be included, AJH will get the resource posted on the TULIP project website.
- partners should be provided with some guidance/criteria on the materials we are expecting. For example 'experts' listed on the website need t be willing to receive enquiries.

#### 2. Discussion re website

- there should be a clickable link from the TULIP home page to the 'Languages' page. The languages page will allow people (by clicking on a symbol of that particular country) to access all the materials in languages other than English, and will include cross-links to materials also posted on other pages within the website.
- On these language sub-pages the logo of the country's partner institution will be posted, and a clickable link to that organisation's website.

- translation of materials into more than one language will be decided on a case-by-case basis. There is insufficient money in the budget to do this for all materials, but it could be considered for key documents.
- The main home page could possibly have a newsfeed and suggestions from the partners would be welcomed.
- The website needs to be able to accommodate materials presented in different media, e.g. video clips. It was noted that there is no additional money in the budget to produce materials in other formats but partners may use their editing budget to produce such materials.

### **3. Any other business**

None. Next meeting to be in Tallinn, Estonia 8 November 2008, at the full partner meeting – timing to be confirmed.

TULIP/ajh2.2008