

# Administration

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## 1 Meetings

### 1.1 Weekly meetings

We have a project meeting once a week, normally on Mondays at 10 AM Norwegian time. The meeting includes also members from the Sámi Disambiguation project - at least Trond Trosterud as the project lead - to ease communication and coordination between the two projects.

The memos from the meetings are available [in the shared area](#). The memos are written in a [Wiki format](#) supported by [Forrest](#), allowing a near-text memo combined with instant publishing. We also have written an internal [jspwiki howto](#).

The meetings are held as Internet-based video conferences using [iChat](#) (included with MacOS X, and allows 4-way video-conferencing and 10-way audio chats; most modern Macs have built-in web cameras). Meeting memos are taken collaboratively using [SubEthaEdit](#) (version 2.2 is free, but SubEthaEdit is worth paying for). Thus, setting up a meeting is a breeze, and does not need to involve any extra costs beyond the computers.

### 1.2 Other meetings

There will be gatherings and workshops from time to time. No exact timetable or frequency of such meetings are defined, they will be held according to need.

## 2 Reports

### 2.1 Monthly reports

The project manager will make a summary report for the head of the language section at the Sámi Parliament each month. The reports are available in a [separate section](#) on these pages. The reports are written in Norwegian.

**Deadline:**

the 10<sup>th</sup> each month

### 2.2 Half-yearly reports

The steering committee is meeting every half a year, and a summary report of the project status will be made by the project manager well in advance of each meeting. The reports will be available here as they are made.

**Deadline:**

3 weeks ahead of the meeting

### 2.3 Yearly reports

The financing bodies want reports about the progress of the project and its use of the money. The **deadlines** are:

**NordPlus Sprog:**

February 15.

**Norwegian ministries:**

March 15.

### 2.4 Other reports

The reports made in preparation for this project will be available as links soon. The reports are:

- The initial report, with a budget of 19,2 mill. NOK
- A revised report with a reduced budget of 11,3 mill. NOK

FIXME ( SNM):

Add the reports and their links here.

### 3 Budget

Some info about the budget here.

FIXME ( SNM):

Write this section.

### 4 Project plan and schedule

Some info about the plans and schedules here.

FIXME ( SNM):

Write this section.

### 5 Outsourcing

Parts of the project will be outsourced. More specifically, integration with MS Office (Mac/Win) and InDesign will be done by external companies after a public round of tender according to EU/EEC rules. There will be some supporting documents:

- [Technical specification](#) for the deliveries

Last modified: \$Date: 2010-11-11 22:54:48 +0100 (tor, 11 nov 2010) \$, by \$Author: boerre \$