

Recommendations for editorial coordination and for weekly editorial meetings

By Brigitte Alfter & Edouard Perrin on behalf of all CJC lecturers /25th of February 2023

Each team appoints one editorial coordinator.

This colleague is a guide and moderator, not a boss. This role is prevalent in all crossborder collaborative teams, we're aware of.

The tasks are to:

- Facilitate the team's work
- Call for the team meetings, prepare the agenda and moderate team meetings, make sure who takes the minutes (or worst case takes minutes him/herself)
- Keep the overview over research results– and help team members do the same, fx alerting them to other team members' findings.
- Keep the overview over potential weak points, aspects to remember etc
- Keep an overview over the publication plan (national and potentially transnational)
- Coordinates the collection of elements and drafting of all key findings.
- Coordinate agreements in the team if there are questions. This can include to suggest potential scenarios, negotiate agreements etc
- Specific for CJC: Liaise with the supervisors, for example when the "jour fixe" weekly team meeting time slot is changed, if the supervisors are needed in case there should occur disagreement, insecurity on tasks etc.

The weekly team meeting in crossborder teams.

Teams meet once a week at a fixed moment (no repeated planning agreements etc – every week the same moment!).

The purpose of these meetings is to maintain the overview, keep the momentum and motivation.

The purpose is also to share knowledge and enrich each other in the editorial / research process and exchange information from the different countries.

These meetings should in general be short, practice oriented and they should always be documented.

Team members can agree to have separate meetings besides the weekly overview meeting to do research, to coordinate any question that arises, to go more in-depth etc.

All meetings are documented with minutes, the minutes are in a shared folder. Agree on a shared format for naming the documents, typically including the date so you can put them in order and sort them.

If a team member can not join a given meeting, the team member informs the editorial coordinator in advance, provides an update on his or her research so far and research plans, and reads the minutes afterwards.

The editorial coordinator calls and moderates the team meetings and ensures there are minutes taken.

The agenda for every team meeting should include these 5 (occasionally 6) points:

- Who is present, who is not present
 - *Remark: this is taken to the minutes. The editorial coordinator then can follow up with all team members to check, how they are doing, particularly if they were not able to attend.*
 - *Remark: the editorial coordinator should agree with team members, who can not join, to send in advance an update on their work done and work plan, so the other team members are informed.*
- How is everybody – check in on well being
 - *Remark: working remotely can feel lonely and difficult. It's important to create a space of trust, where it's ok to say "wohoo, I'm so enthusiastic" but equally ok "oh, I'm struggling, encourage me, please". Make sure each and every team member is heard.*
 - *Remark: this can be the moment where you can discuss work load, whether tasks should be reallocated or roles should be changed etc etc.*
- Status and planning round: Each team member reports what has been done since the last meeting, each team member reports what is planned in the days to come.
 - *Remark: this is on an individual level. Make sure each team member is heard and has time and interested attention to speak. This helps inform the others to understand, what information is available and what still may be lacking. Also, it helps the editorial coordinator to keep the overview.*
- Outlook discussion: Any remarks on the status of the work? Need to readjust research plan? Upon discoveries by team members: How to follow up on this finding? Interview – with whom? Further reading, further data analysis, further xx? Who will do it?
 - *Remark: this is the moment, where the team has the overview and discusses any major changes, adjustments of the research etc. Can we sharpen the angle? Does the research take an unexpected turn, do we have to adjust?*
- (Do we need a special focus today?)
 - *Remark: there may be a need to discuss a pressuring issue beyond the usual update with all team members. Plan and prepare in advance and allocate the extra time.*
- Anything else?

Agenda of weekly team meetings (without the explanatory remarks):

1. Who is present, who is not present
2. How is everybody – check in on well being
3. Status and planning round: Each team member reports what has been done since the last meeting, each team member reports what is planned in the days to come.
4. Outlook discussion: Any remarks on the status of the work? Need to readjust research plan? Upon discoveries by team members: How to follow up on this finding? Interview – with whom? Further reading, further data analysis, further xx? Who will do it?
5. (Do we need a special focus today?)
6. Anything else?