

**Meeting Minutes**  
**COST FAIRNESS WG4 Meeting, BOKU**  
**Vienna April 25 – 9h-17h**

**Aim of the Meeting:** Editing the first full draft and planning next steps of the book

**"Guidlines for micrometeorological measurements, quality control standards and data correction"**

On site participants: Eitzinger, Mursch-Radlgruber, Foken, Weidinger, Lalic

**Status of the guidebook preparation**

1) J. Eitzinger presented the current full “clean” version of the manuscript for each single chapter. During the discussion on the various contents several decisions were taken.

For each chapter detailed comments on various aspects were documented in the clean drafts, such as

- harmonizing, adding cross-references,
- **partly still significant shortening, simplification or skipping of text** parts, tables or figures, modification of figures
- update the references in text as well as in reference lists
- clarify the Copyright of all remaining figures.

In cases, where modifications were decided to be taken, the tasks were appointed to the responsible meeting participants (documented by comments in the draft chapters).

These commented chapters were distributed to the meeting participants after the meeting for their use.

2) Main responsibilities for managing the final editing and formatting of (sub)chapters were decided as:

Josef Eitzinger: CH 1, CH 2.2.3, Preface

Branislava Lalic: CH 2 (except CH 2.2.3 and 2.7), CH 4, Preface

Tomas Foken: CH 3 (except subchapters finalization by the dedicated authors)

Tamas Weidinger: Dedicated sub-chapters

A first guess of the suggested text optimizations to a more comprehensive text suitable for “beginners” is a total number of about 250 pages.

**Publisher selection**

B. Lalic confirmed the orientation towards open access publication with Springer, as this has advantages because the content is strongly based on Springer publications. Next steps for clarification of the process were set (especially to clarify with COST rules)

**Deadlines**

The final full versions of the chapters and all other book content including all implemented corrections should be done **latest by end of September 2024**. Earlier finished (sub)chapters will be sent to potential “target readers” for a review (by Josef Eitzinger).

Minutes created by Josef Eitzinger