

MINUTES
of the Consortium meeting
TEMPUS grant
145021-TEMPUS-2008-UK-JPCR
'New Masters Programme on Library and Information Science'

International Scientific Educational Centre, Yerevan
1-2 July, 2009

Present:

Alan Hopkinson – project contractor, Middlesex University, London
Charles Strouthos – Consortium member, Middlesex University, London
Tigran Zargaryan – project coordinator, Fundamental Scientific Library, Yerevan
Albert Sargsyan – Consortium member, International Scientific Educational Centre, Yerevan
Irakli Garibashvili - Consortium member, Ilia Chavchavadz State University, Tbilisi
Veronica Korkla - Consortium member, Rezekne Higher Education Institution, Rezekne
Ángel Borrego - Consortium member, University of Barcelona
Marat Rakhmatullaev – Consortium member, Tashkent Institute of Culture, Tashkent
Ahmed Yusupov – Consortium member, Tashkent University of Information Technology, Tashkent
Florica Campeanu – University of Parma, Italy
Arusyak Harutunyan - International Scientific Educational Centre, Yerevan
David Kiziria - Ilia Chavchavadz State University, Tbilisi

Agenda

1. Opening of Meeting

- a) Welcome from National Academy of Science
- b) Adoption of agenda
- c) Apologies for absence

2. Minutes of previous meeting

- a) Matters arising

3. Feedback on Visit

- a) Current Provision in Library and Information Science (RGU)
- b) Current Provision in Archive Studies (RHEI, Latvia)
- c) ICT (Middlesex)

4. English Language Progress in Training and Testing

Armenia, Georgia, Uzbekistan

5. Purchasing of equipment

- a) hardware and learning centres
- b) e-resources
- c) Co-financing

6. Financial issues

- a) Financial report
- b) Administrative regulations and procedures (travel, per diem, refunds, purchasing equipment)

7. Forthcoming activities 2009-2010

7.1 Three month courses in EU (TEMPUS Activity 2.1)

- a) Selected participants for EU courses
- b) Practical arrangements
- c) Classification at a Crossroads Conference (29-30 October, The Hague)

7.2 EU partners to deliver lectures in partner countries (TEMPUS Activity 2.2)

- a) Selecting subjects and lecturers

**7.3 EU user services librarians to deliver courses in partner countries
(TEMPUS Activity 3.3)**

a) Selecting Subjects and lecturers

7.4 Mini-conferences at meetings

8. Future activities

9. Project administration tools

a) Website

b) Project handbook

c) Communications (e-mail, etc.)

10. Closure

a) Any other business

b) Date of next meeting

The Tempus Project representatives' Yerevan meeting was organised to discuss activities proposed in the project, to detail possible ways for successful implementation of LIS curricula in the partner country universities, to plan the exact dates of meetings for the year 2010 and beyond, and to work out issues of a Working Plan, relating to JEP 145021-TEMPUS-2008-UK-JPCR.

July 1 meeting.

Issue 1. a) Academic Secretary of the National Academy of Sciences of Armenia Professor Aram Shahinyan welcomed all participants, wishing productive work. He mentioned that developing modern LIS curricula is important for Armenia, Georgia, and Uzbekistan, and he was confident that with the help of European partner universities the International Scientific Educational Centre of the National Academy of Sciences and the Fundamental Scientific Library will be able to implement this new curriculum. Professor Shahinyan also mentioned that he is sure that the graduates of the LIS faculty of ISEC will move on in their careers in libraries, helping the Armenian library community in their efforts to build the Information Society in Armenia.

The agenda prepared by Alan Hopkinson and Simon Burnett was adopted by all participants without changes and additions. Alan Hopkinson and Tigran Zargaryan were adopted as Chair and Secretary respectively (issue 1.b).

Alan reported (issue 1.c) that Professor Anna-Maria Tamaro (Consortium member, University of Parma) is heavily involved in the preparations for the IFLA Milan Congress, and cannot participate, and she had sent her apologies. Florica Campeanu will represent University of Parma in this meeting. Professor Ian Johnson (Consortium member, the Robert Gordon University) and Simon Burnett (the Robert Gordon University) are not able to attend this Meeting due to illness and sent apologies for absence. Alan mentioned that Veronica Korkal will represent RHEI in the project instead of Ingars Gusens, and Ahmed Yusupov will replace Shukhrat Kayumov. In this meeting Veronica and Ahmed were assigned as new Consortium members instead of Ingars and Shukhrat. David Kiziria from Ilia Chavchavadze State University will be the second Consortium member from Georgia.

Veronica, Ahmed and David introduced themselves to the Consortium.

Issue 2. Alan presented the Minutes of the Aberdeen kick off meeting, and asked if the participants had any comments or suggestions. Irakli mentioned that in issue 6.3 of the 'Kick off meeting' it should be 'Crimea 2010' instead of 'Crimea 2009' since Alan had not already attended that meeting. Participants agreed with this suggestion. There were no other comments.

Issue 3. a) Alan presented to the participants the document 'Needs Assessment Report' which had been compiled by Simon Burnett. It was decided to defer discussion of this document until the following day to give participants time to read it.

b) Veronica presented the current state in archives studies in Rezekne Higher Education Institute. Alan, Ahmed and Irakli mentioned the importance of archives studies for NMPLIS project. Ahmed asked Veronica to describe in more detail about the organisation of the credit system in RHEI. Irakli asked about the possibilities of online courses. Marat asked about the VLE which is in use in RHEI for online learning and was told it was Moodle.

Alan mentioned that library automation is much more advanced than is archives automation, and that in the UK currently archives studies is usually taught in faculties of history or LIS. Alan asked Veronica if they had any contacts with Western archives and schools. The answer was only with Estonia.

Tigran asked the participants to upload their presentations in Google SlideShare, as it was agreed during the kick off meeting in Aberdeen.

Florica gave a presentation about her findings during her fact-finding travels to Armenia, Georgia, and Uzbekistan.

c) Alan reported that Armenia has provided the tender for hardware purchase, the tender committee has scrutinised the results, the winner is already announced and the agreement is ready for signature [Middlesex University signed during the meeting]. Georgia and Uzbekistan must start preparation for hardware purchase. Charles mentioned that you could not make any modifications in the hardware list specified in the tender if you discover there is money available for more than had been specified in the original JEP (proposal document). When hardware has been obtained, if there are any savings from the budget, then the project contractor will apply to the EU for permission to use savings for obtaining additional equipment.

Issue 4. Alan introduced the reports on two IELTS trainers' visits. John Rees Smith visited Tashkent between June 8-14, and 14 students participated in the IELTS training and testing courses. Peter Ansell travelled to Yerevan and Tbilisi between June 13-27, for IELTS training and testing.

Arusyak mentioned that all but one Armenian participants will take IELTS exams on July 23 and one person on September 17. Marat mentioned that in Uzbekistan they are planning to take the exams on 21 August. Irakli mentioned that in Georgia the exam date is July 23, and one person will take the exam in September.

Issue 5. a) Alan introduced the situation regarding purchasing equipment and establishing learning centres. Tigran in detail told participants how they have organised the tender procedure in Yerevan. Marat reported that they still are checking the specifications for hardware, and that they have already sent a request to different suppliers on this. Now they are waiting for replies. Charles suggested sending for his attention the specifications' list. Irakli was interested how the payment for hardware will be done. Charles replied: directly to the supplier's bank account.

b) e-resources. Alan mentioned that according to the NMPLIS programme, activity 3.2, subscription to e-resources, is scheduled from now till Month 30. For each country 20,000 euro is allocated. Marat reported that Emerald, which is one of the biggest aggregators of e-resources (including also publications on LIS and archive studies), has agreed to give a good discount for Armenia, Georgia and Uzbekistan in recognition that the project is a worthy one to be associated with. He already has a preliminary agreement with Emerald. Tigran mentioned that librarians from the University of Parma and University of Barcelona can provide advice to partner countries on the possible list of e-resources for subscription. He also mentioned that Armenia has subscribed to EBSCO databases. Florica suggested, as an additional help, to use the bibliography list provided at the end of the courses prepared by the library school of University of Parma.

c) co-financing: Tigran introduces the co financing sums, laid down in the project. He reported that FSL already has secured an amount of 25,000 Euro as co financing from NATO. Marat mentioned that the National Library of Uzbekistan is planning to subscribe to the package of e-resources for the whole country, and this amount could go as a co financing item. It was agreed that, although we have time, it is important to start thinking now on co financing aspects. Alan reported that he will write to EU how we can make changes to the co-financing structure (if needed).

Issue 6. a) Alan reported that up to this moment there were no financial problems. We have to pay to Florica and Ingars the fees for the 10 days report writing and to the English language training. Charles suggested that financial report for the first year project lifetime will be presented for the attention of Consortium members at the next meeting.

b) Charles mentioned about purchasing air tickets. Middlesex have a good travel agent in London. So his suggestion was firstly we should apply to Charles for tickets, and he will compare all possible solutions and authorise the purchase. Charles told participants to be careful with VAT issues, such as the fact that EU Tempus projects are free of VAT.

Alan and Charles reiterated to colleagues that they must keep ticket stubs and return them for financial reporting to the EU.

Issue 7. 7.1 (a, b) Alan reported that he had been communicating with RGU lecturers on the practicalities relating to the involvement of the partner country students in the study process. Academics from RGU are suggesting that potential students from partner countries should register in advance. Veronica added that Rezekne can also host students for archival studies, but she must check the availability of the courses in English or Russian. Alan mentioned that this must happen in the first year to allow the students to return home and start lecturing on the pilot year which will start in the autumn of 2010. The idea was expressed that if the Latvian and PC governments could allocate some additional funding then more students can travel to Rezekne for archival studies. It was agreed that at this moment RGU is the best choice for the participation in the courses and the development from the experience there of the LIS curriculum.

Tigran suggested that as an alternative we could use UoP and UoB distance learning courses for the students and teachers from the partner countries. Alan mentioned that the funding for students was for students to travel to the EU and participate in courses there rather than distance learning. RGU could supplement their courses by distance learning modules since the EU allowed only 12 weeks of participation in courses in the EU.

7.1 c) Alan mentioned that the project can pay for one person per country to attend the 'Classification at a Crossroads' Conference in Hague, 29-30 October, 2009 assuming the individuals only have to travel from Aberdeen to The Hague. It was agreed that Consortium members from partner countries will send to Alan the names of candidates and Alan will investigate if they may have the lower level course fee even if they do not book in time for the early bird discount.

7.2 Alan mentioned that we must clarify the activity 2.2 from the JEP 'Training in partner countries'. We must decide who is doing this from each university. Alan mentioned that the Thames Valley University staff who have been nominated as project experts can do this for library management. If we cannot find enough people, he knows a former university librarian based in London who has done work with TEMPUS in Siberia who could give two week's lectures on library management based on what he has done before. Alan asked Ángel and Florica to discuss and suggest what modules they can cover. Also Simon and Peter from RGU need to be in contact with Ángel and Florica for clarification of further activities. Ángel and Florica replied that with their colleagues they will prepare proposals for the modules to be taught. They will send this to RGU and to Alan's attention for further discussions. It was agreed that Florica, Alan, Anna Maria and Tigran will discuss this issue also in Milan during IFLA conference. Veronica said she could suggest some modules for Archival studies. Irakli mentioned that in Georgia National Archives are interested in this project because of the coverage on Archival studies. Alan resumed this discussion announcing that we must wait to see what proposals we receive from UoP and UoB.

The Chair asked for more questions and comments. Since there were none, he adjourned the meeting until the following day.

July 2nd meeting.

Issue 3. Feedback on Visit.

a) Alan went through the 'Needs Assessment for Curricular Development' document. Section 2 is about Armenia. This section was discussed and further information on qualifications of academic staff will be prepared by the AM representatives, which will be sent to Simon Burnett in order to complete the document. The questionnaire was originally designed to evaluate courses in the EU where there is, for example, a tendency for LIS courses to be taught in faculties of Computing, Humanities or Business

Studies which is not an issue in these countries and the questions were sometimes difficult for partner countries colleagues to respond to without the context. It was not changed for the project, so some sections are not applicable (e.g. convergence with other departments or between specific subjects and selected disciplines). It was agreed that more information will be provided in the Tables 1 and 2.

Section 3 is about Georgia. Alan mentioned that they are in the process of adopting the LIS curricula to Bologna requirements, so it is difficult to answer to some questions from the questionnaire. The old courses are finished and the new ones are in a process of development.

It was agreed that it would be useful to attach the curricula with the information that is provided in the questionnaire.

Section 4 of the report is about Uzbekistan. Alan mentioned that from needs assessment report it became clear that Uzbekistan is interested also in Bachelors degree studies in LIS. Ahmed was interested how the Bachelors degree study is organised in the University of Parma. Florica gave detailed explanations and answers to Ahmed's questions. Also Florica was interested what are 'Library Science Bases', and 'The General Bibliography' mentioned in the Tashkent University of the Information Technology Curriculum. Ahmed and Marat gave explanations. Florica's next question was to Irakli, regarding if they are planning to develop LIS Bachelor's curricula. Irakli explained that they have already developed one such course, but unfortunately no students are interested in participation. Alan reminded the meeting that the TEMPUS grant was for the development of Masters courses and not Bachelors. He also remarked that the project had uncovered the fact that there were two kinds of master's courses possible in LIS; the ones like RGU had which were intended for people with bachelors degrees who were working in libraries to undertake professional training to become librarians and ones like the international course in digital libraries at Parma which were intended to update the skills of already qualified librarians or could be taken by librarians with a bachelors degree. The project could do both but had originally been intended to modernise initial training for librarians. However the project did include an element of training for life long learning so there was a role for input from these advanced courses

b) Veronica mentioned that we must be clear on Quality Assurance during the preparation of these new courses. Also we must have clear picture on RHEI cooperation and involvement on study courses. This will help RHEI to plan future activities. Alan mentioned that in our NMPLIS project we had decided to incorporate Archives studies with LIS in order to get added value in the EU priorities for TEMPUS. He mentioned that Ingars had made an interesting visit to the Georgian National Archives, and had found interesting possibilities for cooperation. His findings could be useful also for Armenia and Uzbekistan. Veronica agreed to discuss with Ingars about producing the report on archival studies. That report will be incorporated into the 'Needs Assessment for Curricular Development' report as an appendix. Later Alan and Simon can continue the work on merging these 2 documents. After that the whole report will be circulated amongst participants.

c) Alan presented his findings on the ICT situation in all 3 partner countries. He mentioned that after analysing the ICT infrastructure in TUIT and TIC (Uzbekistan) he had agreed to the purchase of 2 servers (instead of one), and had suggested to change the distribution of PC's between the two Universities. In the case of Georgia he is waiting for some additional data. Armenia is already in process of purchasing the hardware.

It was decided that the deadline for presenting additional data by AM, GE, and UZ is 15 August, 2009. Tigran will e-mail electronic version of the LIS curricula for ISEC to the partners from Georgian and Uzbekistan.

Issue 7. Alan mentioned that issue 7.3 from Agenda is Activity 3.3 'Train library and archive staff in the use and promotion of e-resources' from the JEP. Alan introduced this activity to the members. He mentioned that he has a colleague who has done such an activity in Syria, and she is willing to visit Tashkent for such training. Alan presented the activity done by that expert in Syria named 'SYReLIB e-library', and suggested that Uzbek colleagues could organise such a training course in Tashkent in August. Marat replied that August 10-15 will be a possible time for the visit, or as an alternative, 20-30 September when in Uzbekistan they are holding 10 days of library seminars for librarians from all over the country. Alan promised that will check both schedules with that expert and report back.

Ángel mentioned that he will check in UoB the availability of the librarians for such training. Veronica mentioned that allocating 2 trainers from RHEI could be problematic, and she will check the availability of one Latvian trainer. Florica mentioned that she will check the same for the University of Parma.

Item 7.4: Mini conferences. Alan presented the idea of holding a workshop for the local library communities alongside Consortium meetings since colleagues had come a long way and it would make their visit more worthwhile. It would add value to the TEMPUS activity and could be used to reach out to institutions not in the project. Alan suggested organising two such mini conferences, in Tbilisi and later in Tashkent. He was reminded that the final conference will be held during the Tashkent Consortium meeting. All participants agreed with the idea of mini conferences, Angel said it would be no trouble for him since he could give lectures he had prepared for other occasions and Irakli was asked to start to think about organisation of a mini conference in Tbilisi. Veronica suggested organising another one in Latvia on librarianship and archives.

Issue 8. Florica presented her suggestions on the Masters structure for LIS. Marat asked her to describe in more details what she meant by the 'Information literacy' subject. Florica presented subject areas being covered under this. Another question was about the 'Economic aspects in the library management'. Florica explained that this is about statistics and financial aspects.

After this Alan introduced the activities from NMPLIS Workplan. He reported that Activities 1.1 and 1.2 are already over. 1.3 is still in progress. Activity 1.4 is ongoing. 'Attendance on masters' (Activity 2) is about to start.

Development of infrastructure (Activities 3.1 and 3.2) are in progress. Armenia had started 3.1; Georgia and Uzbekistan are on their ways to this. Dan Scott (director of Emerald) during his Uzbekistan visit after a series of negotiations in a range of NMPLIS project has agreed to give a special discount for database licences for Armenia, Georgia and Uzbekistan.

Activity 3.3 'Train library and archive staff' will happen in August in Uzbekistan. UoP and UoB will reply on their plans on conducting such training for Armenia and Georgia.

Activity 3.4 'Establish learning centres'. In ISEC (Armenia) 4 rooms are allocated for this.

Activities 4 and 5 will start later.

Activity 6. Alan mentioned that the project website is up, maintained by FSL staff (as an in-kind contribution), and is being updated regularly. In February 2009 Middlesex University published a press release 'Middlesex enhances library services in Eastern Europe'. Alan reported that he and Tigran will attend the IFLA 2009 World Library and Information Congress in Milan, and that Tigran has been accepted to do a poster presentation. Alan had felt his name should not be attached in the application to IFLA though he would be assisting on the day.

Regarding Activity 8 from JEP, Alan mentioned that he will contact Monika Segbert, who is the project external expert, will send her the Minutes of this meeting.

Alan mentioned that the Brussels meeting (Activity 9.4) took place in 19-20 March 2009 and gave useful information for the management of the project.

Alan mentioned that everything is going well with the project management, and recommended Uzbekistan and Georgia to be more active in preparing the procedures for purchasing the equipment.

For Activity 9.3 the JEP document was corrected and the dates of the meetings to be held in Georgia and Uzbekistan were transposed. 'Input c' must be exchanged with 'Input e', the Consortium meeting in Georgia is planned for M18, and the Consortium meeting in Uzbekistan is planned for M33 to coincide with the conference to end the project.

Issue 9. Tigran presented the project web site. He also reported that a new link is activated 'NMPLIS on Facebook', and now we have an opportunity to work in this new social web environment.

Issue 10. a) Any other business – none

b) Next meeting. As laid down in the JEP activities, the next meeting is scheduled in Rezekne, Latvia. It was agreed that this meeting will take place in 2010, between February 15-25. Although the weather is not good for Latvia then it is important to have a meeting then to review the possibility of archives training between then and the start of the next academic year which could feed into archive curriculum development. Exact dates will be decided later.

Closure. Alan expressed on behalf of all participants gratitude to colleagues from Armenia for hosting this meeting and its excellent organisation.

Alan Hopkinson
Chairman
Tigran Zargaryan
Secretary