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

Rezekne Institute of Higher Education, Rezekne
25-26 February 2010

Present:

Alan Hopkinson – project contractor, Middlesex University, London
Charles Strouthos – Consortium member, Middlesex University, London
Tigran Zargaryan – project coordinator, Fundamental Scientific Library, Yerevan
Irakli Garibashvili - Consortium member, Georgian Library Association, Tbilisi
Kārlis Počs - Consortium member, Rezekne Higher Education Institution, Rezekne
Marat Rakhmatullaev – Consortium member, Tashkent Institute of Culture, Tashkent
Ahmed Yusupov – Consortium member, Tashkent University of Information Technology, Tashkent
Anna-Maria Tammaro – Consortium member, University of Parma, Italy
Ian Johnson – Consortium Member, the Robert Gordon University, Aberdeen.
Veronica Korkla - Rezekne Higher Education Institution, Rezekne
Arusyak Harutunyan - International Scientific Educational Centre, Yerevan
Tamuna Mosiashvili - Ilia Chavchavadze State University, Tbilisi
Mario Pérez-Montoro - University of Barcelona

Invited:

Iveta Graudina - Rezekne Higher Education Institution
Ingars Gusans - Rezekne Higher Education Institution
Aleksejs Zorins - Rezekne Higher Education Institution

Agenda:
1. Opening of Meeting
a) Welcome from Rezekne Institute of Higher Education
b) Adoption of agenda
c) Apologies for absence
2. Minutes of previous meeting
a) Matters arising
3. Report (TEMPUS Activity 1.1/1.2)
a) Contribution from Georgia
b) Contribution on archives (from RHEI Latvia)
c) Finalising of report overseen by RGU
4. Purchasing of equipment
a) Hardware and learning centres
b) e-resources **(TEMPUS Activity 3.2)**
Note offer from Emerald
c) Co-financing
d) Implement servers for VLE and repository **(TEMPUS Activity 3.1)**
e) To note progress by country
5. Other activities 2009-2010
5.1 Two six-week courses at RGU (TEMPUS Activity 2.1)
a) Feedback
b) Curriculum development
5.2 EU user services librarians to deliver courses in partner countries (TEMPUS Activity 3.3)
a) Feedback from Nazlin Bhimani's visit to Uzbekistan*
5.3 Consultant's report*
5.4 Curriculum Development Document (TEMPUS Activity 1.3)
6. Financial issues
a) Financial report
b) Administrative regulations and procedures (travel, per diem, refunds, purchasing equipment)
7. Forthcoming activities 2009-2010
7.1 EU partners to deliver lectures in partner countries (TEMPUS Activity 2.2)

The Tempus Project representatives' Rezekne meeting was organised to discuss activities proposed in the project, to detail possible ways for successful implementation of the LIS curricula in the partner country universities, to receive reports on progress in the implementation of learning centres and purchase of equipment in partner countries, to plan the exact dates of meetings for the year 2010 and beyond, and to work out other issues of the plan of work, relating to JEP 145021-TEMPUS-2008-UK-JPCR.

February 25 meeting.

1. The Rector of Rezekne Higher Education Institution, Professor Leonārs Svarinskis welcomed all participants, and expressed his best wishes for a productive meeting. He introduced Rezekne Higher Education Institution and the subjects taught in the University, and mentioned the importance of archival studies in the modern educational process.

The agenda prepared by Alan Hopkinson was adopted. Alan Hopkinson and Dr Tigran Zargaryan were appointed as Chair and Secretary respectively (1.b).

Alan reported (1.c) that Dr Ángel Borrego was unable to participate due to lecturing commitments and therefore Dr Mario Perez-Montoro would represent the University of Barcelona at this meeting. Dr Zargaryan reported that Professor Albert Sargsyan is heavily involved with organising the new semester, and Arusyak Harutunyan would represent ISEC at this meeting. Dr Tamuna Mosiashvili reported that the Natia Gabrichidze library director and member of the Consortium was on the course at Robert Gordon University so she was representing Ilia Chavchavadze State University. Alan mentioned that Tigran must depart that day so it would be good to finish during the first day as much as possible. He suggested to move item 7.1 for discussion the following day. The reordering of the Agenda was adopted.

All participants introduced themselves to the Consortium.

Professor Ian Johnson was the developer of the original bid for this project and had not been able to attend before this meeting. Professor Mario Perez-Montoro introduced himself and reminded the meeting that he had prepared the course proposal to be discussed later. Professor Anna-Maria Tammaro introduced herself and the department of Cultural Heritage, Section Librarianship of University of Parma and apologised for not having been able to attend any earlier meeting of the Consortium.

Tamuna Mosiashvili told that she is working at IT department of Ilia State University library, and as the library director is in the study tour in Aberdeen she will represent the University. Arusyak Harutunyan told that she is in charge for International Relations at ISEC and is also involved in preparing distance learning courses at ISEC. Professor Kārlis Počs said that he is delivering history courses in Rezekene HEI and his professional interests are in international relations of Latvian republic. He is also delivering courses in records management.

Tigran Zargaryan introduced himself as a FSL director and as a head of LIS department in ISEC. He mentioned that starting from September 2010 the LIS faculty is functioning at ISEC and currently we have 6 master level students. Alan Hopkinson introduced himself as a person in charge for library systems and bibliographic services at Middlesex University. He mentioned that this was the fourth Tempus project he is involved in. Charles introduced himself as the person looking after financial matters of the project. At Middlesex he is financial operations manager, in charge of purchasing library materials and managing the library budget.

Ingars reported that he is a coordinator of international relations in the faculty of humanity and law in RHEI. Irakli Garibashvili introduced himself as director of the National Academy of Science library of Georgia. He mentioned that in this project he had been representing Ilia Chavchavadze State University, but as he has recently left the University, he is now representing the Georgian Library Association. Aleksejs Zorins introduced himself as an employee of RHEI IT department, and mentioned that he is also lecturing on courses in IT and programming languages.

Marat Rakhmatullaev introduced himself as a Professor of Tashkent Institute of Culture. Ahmed Yusupov introduced himself as a vice rector and Professor of Tashkent University of Information Technology.

Iveta Graudina introduced herself as a representative of RHEI international relations department, and is a manager for the economic faculty. She passed greetings from Helena Overina – head of RHEI international relations department. Iveta told that during this meeting she will give advice on mobilities, and will give also some advice in Erasmus-Mundus participation.

It was suggested to correct the error in Agenda for item 7. In 'Forthcoming activities 2009-2010' to change 2010 to 2011.

2. Alan presented the Minutes of the Yerevan Consortium meeting (circulated amongst the participants previously by e-mail) and asked for comments or suggestions. He went through the Yerevan Minutes looking for any matters to discuss that were not in the agenda. He mentioned that hardware procurement (item 5a of Yerevan minutes) is included in this agenda and will be discussed. Language training (item 4 of Yerevan meeting) is past history, and people are already in RGU taking courses. Purchasing of e-resources and co-financing (Items 5b and 5c of Yerevan minutes) are included in this agenda (item 4) and would be returned to later.

Alan mentioned that he had not written to the EU regarding co-financing, (item 5c of Yerevan minutes) but after this meeting will do that. Regarding item 6 of Yerevan minutes, Alan mentioned that we never paid Florica and Ingars for report writing, and we will come back to this item during Rezekne meeting.

Alan and Tigran reported about their participation in IFLA Milan Congress, where Tigran gave a poster session on NMPLIS. Both mentioned that participation (which was under Dissemination) was quite successful, a lot of interest was shown and questions asked. Alan and Tigran had prepared brochures in 4 languages: English, French, Russian and Chinese. Alan mentioned that we had an approach from Kosovo to do a similar project to NMPLIS, employing Croatian lecturers as well as EU lecturers to plan the courses, but the rector of the University from Kosovo was not interested in doing such a project though librarians were. Moreover Croatia was now able to participate in TEMPUS only through paying for themselves. All participants mentioned that dissemination at all levels is useful, and other activities were reported from Uzbekistan.

There were no other comments and additions.

3. Alan mentioned that the report was prepared mostly by Simon Burnett from RGU, and Florica, Alan and Ingars had made small contributions. Alan mentioned that he has circulated the report to the participants of this meeting. Tamuna replied that she had not received it so Alan put the report on the screen to make it visible for all. Irakli mentioned that Georgian participants had prepared missing parts in the report relating to Georgia, and will provide those paragraphs by the end of March 2010. Ian mentioned that it was important to remember that the report was an indication of how the situation was at the start of the project so that it was possible for a reader to make comparisons with the situation at the end of the project. We should not be concerned to bring the fact-finding report up to date but it should illustrate the state of affairs at the outset. Arusyak mentioned that she has received missing data from Pedagogical University, and can pass those data to Alan and RGU. Alan suggested to e-mail that data to Ian's e-mail account. Alan mentioned that we should finish this work as soon as possible as the External Consultant had remarked it had not been finalised. He suggested that Ian ask Simon to finalise the report now the Georgian contribution was present and it could then be placed on the website. Ian also suggested publishing an article in an international journal describing how we started and where we are after the project realisation. Alan summarised that Simon and he would finalise the Needs assessment, Ingars would finalise Appendix 3. Staff in Armenia will provide missing data. Alan thanked the partners for their contributions.

4a. Tigran reported that ISEC has received all needed equipment, three learning classrooms are set-up. He mentioned also that in November 2009, Franz Thomas Steidele (Education, Audiovisual and Cultural Executive Agency, project adviser) and Lana Karlova (NTO head, Yerevan) visited ISEC to monitor the NMPLIS project. The visitors seemed satisfied with the achievements and work done so far. They met with the technical staff of learning centres, interviewed students of LIS faculty, and discussed with Tatevik Zargaryan (Armenian participant in RGU) her impressions from Aberdeen classes. Arusyak presented (using Power Point slide show) the NMPLIS project results in Armenia. Tigran mentioned that this presentation will be mounted on the project's Google share space for public use. Charles replied that the purchase of equipment for Armenia went smoothly and on time. He thanks Armenian partners for quick realisation.

Marat reported that in Uzbekistan purchase of equipment was delayed. First tranche went on time, and now they are facing delays in releasing the equipment at customs but they expect them by end of March. Marat reported that servers and some networking equipment has arrived. Now they are waiting for remaining portion of PCs. Marat mentioned that the exact specifications for hardware had changed. Charles was interested whether such changes will result in the growth of prices. Marat mentioned that no price changes would happen. They would only obtain more powerful computers. Alan remarked that computer models often change so there was no reason why a supplier should not substitute a higher specification computer if the earlier one as specified was out of stock. Charles

requested the Uzbekistan colleagues to keep Alan and him informed about any delays and problems. He also mentioned that Middlesex has not as yet received copies of bids from tender participants (at least 3 bids). Alan replied that all tender documents must be retained. Alan also mentioned that due to the space problems on Middlesex mail servers some documents sent by Marat had been lost and had had to be re-sent. Tamuna reported that they still need some time for ordering equipment. When the LIS curriculum will be finalized, they will better know what they need and will be able to decide hardware specifications, and after that Georgia will contact Middlesex about the hardware purchase. Irakli mentioned that in Georgia there is misunderstanding among people in charge of organizing the tender. They think that Ilia Chavchavadze State University must receive the whole amount allocated for hardware. Charles explained how tender organisation process must be done. He stressed that amount for hardware purchase will be transferred directly to the hardware supplier. Irakli suggested Ilia Chavchavadze State University representative to clarify these items to the University. Tamuna informed that Natia Gabrichidze (Ilia Chavchavadze State University library director) is asking if it is possible to change IBM PCs to MACs. Alan and Charles answered to this question. Alan said that they may have PCs in place of MACs. Charles said that if Ilia Chavchavadze State is planning to obtain MACs, then in the tender they must specify specifications for MAC computers, because later they cannot change specifications. Ian added that they must be very specific with specifications, and that Alan and Charles must have all copies of the documents, to see that all expenditures are correct and permissible. Alan, Irakli and Tamar discussed VAT items and possible cooperation with Georgian NTO. Ian added that partner countries during hardware purchase must be very careful with standardisation issues when building computer networks. In the UK when developing computer networks in schools lot of different technological solutions were being in use, and this was causing problems during software upgrades in terms of standardisation and compatibility issues. Alan added that at Middlesex they found problems of compatibility with MAC technologies. Irakli mentioned that Georgia is late with tender, and asked if they have any deadlines. Alan replied that Georgia is already very late. It was agreed to wait for return of Georgian participants from Aberdeen and after that start tender preparations. Irakli suggested also waiting for the course to be finalised before selecting for ordering the text books. Alan said they did not need to order the text books until around month 30 to ensure everything went through in time. Charles thought these could be ordered through Middlesex's normal supplier if necessary.

Alan sent his thanks to Marat for allowing him to use presentation done in Uzbekistan NTO in University of Lincoln. Arusyak mentioned that after hardware purchase ISEC saved 1,355 euros, and is planning to obtain additional hardware. Charles explained that there is no need to announce a new tender, and explained that Armenian colleagues can order additional hardware from the company who won the tender. Alan suggested to wait with this purchase, as the project is facing some financial difficulties, and to return to this issue at the end of the project. Arusyak demonstrated the virtual learning environment being developed in ISEC, and answered the questions of participants. Tigran mentioned that from September 2010 they are planning to implement Moodle in the learning process.

4b. Purchase of e-resources. Alan mentioned that e-resources must be divided into 2 aspects: purchasing of e-resources through the project and purchasing licenses for translating UDC into Georgian and Armenian. Irakli mentioned that they have already finished translation of UDC into Georgian, and are planning to print UDC. Alan told that before publication Georgia must receive UDC number from the UDC consortium and that number must be put on the publication. Tigran mentioned that the Armenian translation of UDC is in progress. Marat mentioned his negotiations with Emerald, a world leading producer of LIS publications. During the Tashkent conference in 2009, Marat invited Emerald to do a presentation on its products and services. Marat told Emerald representatives about NMPLIS project and about the interest of Armenia, Georgia and Uzbekistan in Emerald databases. Emerald has agreed to provide the three partner country LIS schools 50% discount for subscribing to its databases. Marat and Tigran announced that Uzbekistan and Armenia are ready for subscription. Georgian representatives told that they will wait till 2011, when Georgia will start delivering the LIS curriculum. Anna-Maria mentioned that subscription must be tied with the start of courses to give the students access to e-resources. She suggested other databases for subscription – CSA and ProQuest. Ian mentioned that EBSCO is giving special deals for LIS schools. Also students must use Open Access LIS journals. Alan mentioned that eIFL could also help partner countries in subscribing as all 3 partner countries are eIFL members. Ian suggested negotiating a deal with Elsevier but Irakli answered that Elsevier is not very receptive to discounts.

4c. Alan explained some details regarding co-financing. He mentioned that we must ask Emerald to provide us with invoices which will indicate how much is the real price of the subscribed e-resources and how much the project has paid illustrating the discount which they have contributed towards the co-financing. Tigran mentioned that Armenia subscribes to EBSCO through eIFL, EBSCO gives a good discount to Armenia, and this also will be a contribution to co-financing. Irakli and Marat suggested asking EBSCO to provide partners with co-financing letters. Marat mentioned that the IBIS publishing house (Russia) is suggesting subscription to Russian language databases. He informed that currently Uzbekistan is piloting IBIS products, and has free access to many Russian language journals and newspapers (mainly in the humanities).

4d. Implementing servers for VLE. Alan mentioned that Armenia already is implementing a VLE. He informed that for each partner country in the project we have a budget line of 6,000 euro for maintenance of the VLE. Also he accented the fact that implementation should be achieved by July 2010.

4e. According to the project work plan 1 academic from EU must visit 3 partner countries for examining the VLE. Alan mentioned that this activity could be carried out by the University of Parma Moodle specialist, who will travel to AM, GE and UZ. Anna-Maria asked also about the institutional repositories and FOSS usage in partner countries. Alan answered that University of Parma specialist can do more during site visits, examining FOSS solutions, VLE platforms and much more. It was agreed that Marat will coordinate the visit schedule to the three countries, and by middle of March will send proposed itinerary. Also University of Parma expert will send technical questions to AM, GE, UZ persons, who are responsible for the visit. Anna Maris suggested Francesco Bergamaschi, an engineer, would be a good person and she would need to ask him for permission.

5. Other activities in 2009-2010.

5.1a Courses in RGU. Feedback. As a participant of the RGU courses, Irakli gave a short report. He mentioned that according to the higher education reforms in Georgia curricula and learning processes must be converted to the EU educational standards. RGU is very close to those standards, and upon their return the five Georgian participants can use the knowledge and experience gained in RGU in Ilia Chavchavadze State University. Irakli also mentioned that during the course they are having special meetings with Peter Reid, and he is assisting them in how to create the curriculum, what standards and documents are in use in RGU, what the criteria for evaluation are and how QA is organised. He mentioned that the Georgian group is very active, and they had gained a lot of useful experience from participation. Currently the Georgian participants are finalising the new curriculum, deciding the level of usage of technologies, and clarifying library management issues, archives issues. Each Georgian participant will prepare a short report, and later Natia will write a report to Alan. Regarding this issue Marat reported that he is in active contact with Uzbek participants, receiving feedback from them each week. Later a report will be prepared for the Ministry of Education. Marat mentioned that they are planning to translate some courses into Uzbek language and asked Alan if it is possible to pay from the project budget for translation. Also on behalf of Uzbekistan participants Marat presented a list of extra staff costs for different activities. Alan and Ian shared their thoughts on this topic based on past experience with Tempus projects. Alan mentioning that Tempus project does not encourage administrative expenses for partner countries and in any case they had not been foreseen in the budget. Anna-Maria mentioned that the students must understand English, and could not see an urgent need for translation from English to Uzbek. Alan said that local circumstances in partner countries were different and he thought given the status of English in Uzbekistan it could be appropriate to translate into Uzbek. Tigran presented budget allocations for Armenia, Georgia and Uzbekistan detailed staff costs allocations for different activities, mentioning that for all three countries allocations had been made in equal portions. Marat was interested how to fill in the Staff Convention forms. Alan, Charles and Ian explained the mechanism. Ian made a suggestion that money for printing in some cases could be used for translation purposes.

It was agreed that Natia will coordinate report writing part for GE participants, and this report will be presented to Alan. Irakli mentioned that for LIS they are not having any mandatory courses dictated from the Ministry, and that they are very interested in records management, and are waiting for some suggestions from RHEI. Ian mentioned that as each country and institution is different they must be not afraid to develop something new and try it out. This will help to refresh the curricula each year (or every few years). In RGU during past 20 years we have made many changes and adjustments in LIS education courses. Alan asked Ian to work on the documentation relating to curriculum development and he agreed.

5.1b Discussions after lunch started with the Archives contribution. Veronika shared her ideas on (i) exchange of staff, (ii) offering electronic courses, and (iii) document management and systematisation.

Aleksejs Zorins presented templates of two courses. The first one was 'Implementing Digital Libraries' (see Appendix 1). He mentioned that during this course the students participate in the development of various modules of the digital library. He mentioned that the platform being used is Microsoft based. The second course is 'Software engineering'. Here students are creating specifications for software development. Alan asked Anna-Maria her thoughts on the course 'Digital Libraries'. She replied that in University of Parma they also are teaching this subject, and the module in University of Parma has developed in the context of the DELOS project. She mentioned that DELOS is a Network of Excellence on Digital Libraries partially funded by the European Commission in the framework of the Information Society. In this course students learn: basics of technology; basics of cataloguing, classification, preservation; basics of Open Access; introduction to web services (Web 2.0, social networks, etc). Alan mentioned that instead of software engineering LIS students need to have knowledge on techniques for purchasing software packages. Mario mentioned that in UoB they are in the process of preparing a master course on document management. Veronika mentioned that RHEI is using Moodle so they can share their experience on this. Anna-Maria suggested discussing some aspects relating to course delivery. Alan mentioned that in NMPLIS project Activity 2.5 we have allocated such a placement. Alan suggested to RHEI to think about hosting archivists from PCs. This will happen in Months 25 and 26 for three people. The duration of the placement is one month. So RHEI can be involved in the placement of three archivists (one per country). Alan asked Irakli about archival studies in RGU, and Irakli answered that there were no such courses. Ian mentioned that we must have two aspects included in the curriculum: one in records management and another in historic manuscripts. And he added that he suspected that countries like Armenia, Georgia, Uzbekistan must have a great deal of interesting materials. Irakli mentioned that special museum-institutions for preserving manuscripts exist in Armenia and Georgia. He also added that in Georgia the Ministry of Education is interested in preparing specialists in historic manuscripts, and one of our interests will be on working with manuscripts. Ian raised a question about modern archives, such as shared audio-visual archives.

We must be prepared for working also with such materials. Alan summarised discussions about archives saying that he wants to ensure that we have included archival studies in our deliberations.

5.2 Alan suggested to Marat to report on the results of Nazlin's visit to Uzbekistan. Marat mentioned that Nazlin was in Uzbekistan in August, 2009. She visited the National Library and Samarkand public library. She made a series of presentations for the librarians, TUIT and TIC Universities administrative staff, and professors. Tigran mentioned that he could not receive the report as it was so large, and so could not mount the report on the Web. Marat mentioned that they also had not seen that report. The problem was of size. Alan transferred the report to Irakli's computer and by using a utility he reduced the size and circulated it. Alan mentioned that during the project life time we will have more possibilities for such activities.

5.3 The Consultant's report was written by external expert Monika Segbert. Alan presented her recommendations. He mentioned that during her visit to Armenia Monika interviewed ISEC students, interviewed RGU student from Armenia, Tatevik Zargaryan, using Skype, and had discussions with academic staff. Alan stressed that Monika mentioned in her report that the 'Needs Assessment' report is not finalised. In her report she prepared some recommendations regarding e-resources. Alan continued that her recommendations are in line with our today's discussions. It was agreed that Anna-Maria will lead the activity on preparing the list of materials for purchase. Monika also has mentioned that regular reporting must be carried out, and Alan added that he and Charles are in charge for this, and that they are in close contact with AM, GE, UZ partners. Regarding the project handbook, Alan mentioned that Charles had the information but much of it was personal and he kept it on his own computer. Regarding document sharing Tigran mentioned that in the Google Docs we have a shared space for all Consortium members, and that all documents are being posted to that space for comments and corrections. Regarding the experts comment on translating project web site into local languages, Marat mentioned that he is totally supporting this idea, and proposed to mount Russian and Uzbek language versions on TUIT server. Alan added that it is up to each country to decide in which local languages they are planning to develop project web page. The case is that in the LIS discipline we recognise that English is a language of communication. He feels that EU will be pleased to see that some project materials are on the Web in local languages also. Alan and Ian suggested to have some materials in local languages with the links to the project main page. Anna-Maria mentioned that what is written by the expert regarding 'Needs Assessment' is important for curriculum development. Irakli mentioned that Natia Gabrichidze and Monika had already been in communication for setting up the expert's Georgia visit time.

5.4 Already discussed and agreed.

6. Financial issues. Charles presented the financial report at the operational level. He mentioned that the budget was underestimated, and he could not comment on this as it had been prepared before he joined the project. He drew Consortium members' attention to the fact that there had unfortunately been some cancellation for travel, and as a result we are having heavy cancellation costs. Charles also mentioned that last minute cancellations are a problem for him, and he suggested to plan future travels in a more precise manner. As a result money is going out from the project. Alan mentioned that he has reported to EU about extra costs due to travel and visa problems, and they have accepted they will; pay for this but asked us to be more careful during travel planning process. Alan reported that one participant from Uzbekistan was refused an exit visa, some participants faced problems receiving Shengen visas, Tatevik from Armenia got into trouble in Prague when travelling to Aberdeen without a Shengen visa.

Charles explained some aspects of the Middlesex financial system. He noted that the financial systems in the University and from the Tempus project accounts are organised in different ways. So reporting back to Tempus is a little complicated. Charles mentioned that he is waiting for hardware procurement news from UZ, after which he will be able to report to the EU and receive the next tranche.

Alan drew participants' attention to the finances allocated under Activity 2.1 of NPLIS. We allocated 30,000 euro for two occurrences of travel of 15 students from PC to EU, and 24,000 euro as per diem. We have spent 17,355 euro for travel, and 27,000 as per diem. In the budget we have allocated 7,500 euro as institutional costs, and RGU is due almost exactly 50% of that 3,500 euro. The EU reduced this item in the budget by 50%, so we are still well over budget. Basically what we have to do is to take funds from other activities during the project life time. Alan mentioned that we have a final conference at the end of the project, and we can reduce EU participants travel. Alan mentioned that we had enough rationale behind the travel of 15 students to the EU (which were then allocated entirely to RGU). Anna-Maria's suggestion was not to move students from PC to EU which is very expensive, but to move academics from EU to PC. Alan replied that travelling from PC to EU is more valuable, and regarded by the TEMPUS management as a priority and Irakli approved that. He mentioned that in Georgia some people were against sending participants to RGU. But the five participants from Georgia had travelled to RGU and received extensive useful knowledge. Charles mentioned that travelling to the EU is a good opportunity for networking and cultural exchange. Ian added that visitors can see the environment where teaching is taking place, and this is also very important, as it means that students are receiving first hand information on LIS education in EU universities. Alan added that not only the LIS physical environment, but also the IT environment is a novelty for visitors. He also mentioned that what Anna-Maria is suggesting is planned in the activity 2.2. So we are using both approaches.

7.

7.1 will be discussed later.

7.2 Anna-Maria suggested sending a member of staff for Dspace training. Alan explained that according to activity 3.3 of the project we need a specialist for promotion of e-resources, and 2 courses from UoB will be good for PC academics. Discussions started about the allocation of librarians visiting PCs for providing training sessions. Marat

talked about the success of Nazlin's visit to UZ. Analysing activity 3.3, it was suggested that 2 practitioners from RHEI will visit PCs, and will give lectures for students. We need proposals from EU Universities. Mario replied that besides the two suggested courses from UoB they could offer more, covering these subjects:

- Moodle for librarians;
- Library marketing.

Anna-Maria mentioned that University of Parma can propose an 'Information literacy' course. Alan replied that now we need to host these EU people. Instead of 2 MDX only 1 MDX will travel. 2 RHEI archivists will travel to PCs, promoting archival resources. Veronika suggested sending 1 person from RHEI. Alan summarised that for this moment we have 1LV, 1UoP, 1 UoB, (1 MDX has already been). Irakli and Tigran mentioned that they will be happy for a lecturer on library marketing. Georgia and Uzbekistan agreed to RHEI for archives training. No further comments for 7.2.

7.3 According to the LFM, the next management meeting is planned in Georgia. It was decided to hold the meeting during the first week of October, 2010. Alan mentioned that it had been agreed that EU visitors could conduct also a one day workshop (an extra day besides the two-day consortium meeting). It was agreed that Natia and Irakli will send to Alan's attention the topics for a workshop. Ian raised a question that we must decide if this workshop is with simultaneous interpretation or consecutive interpretation. Irakli suggested to choose the consecutive option, and all members agreed.

7.4 Alan asked PC representatives when they are planning to start piloting the course. Georgian participants mentioned that they are planning to start on March 2011. Alan mentioned that in that case they wouldn't be able to finish the project so they must ask Tempus for extension. Anna-Maria once more repeated that this master's programme is for 2 years for full time, and 2.5 years for part time. Alan said that in the UK the kind of course which had been envisaged initially, a professional masters' was one year with extra time for a dissertation though it was often done in two years part-time. He added that we can still fine tune the curriculum. Arusyak mentioned that at ISEC students starting from the first year are already choosing supervisors and starting to work on the dissertation. The work starts from the very beginning. During each term they pass exams and tests. Anna-Maria asked Arusyak in what form exams are organised. Arusyak replied that those are in a written form, and also mentioned that when they totally adopt the Bologna requirements, they will not have any kind of exams. Ahmed said that in Uzbekistan 2 years are required for Masters Studies, and the dissertation is accomplished during these 4 semesters. During 2 days per week students are doing self directed work and research. 20 hours face to face lessons. 1 day is allocated for research on the thesis, and one day on methodical research. Alan mentioned that we had covered 7.4 and suggested Ian to add these ideas and suggestions to the curriculum development document.

7.5 Alan mentioned that he might postpone his 2010 Crimea conference participation, and will do that in 2011, when he will have more data for reporting. Anna-Maria suggested doing dissemination during IFLA 2010.

7.6. Georgian participants reported that Natia and Monica had already discussed visit dates. Natia will report back about the dates.

7.7 Anna-Maria mentioned that for Uzbekistan, University of Parma can accept students (agreement between 2 rectors) so University of Parma can pay for the study and accommodation. That is a two-year master's course. Alan mentioned that this was outside the project but welcomed it because it will add value to the project. Anna-Maria will check which UZ University has signed an agreement with University of Parma since it might not be a member of this consortium.

Issue 9. Tigran presented the project website, gave some explanations and answered the questions. He encouraged participants to send any articles and presentations regarding the project to him, and those will be added to the project web site.

The Chair asked if there were any more questions and comments and as there were none he closed the first day's meeting.

February 26 meeting.

Issue 7.1 After a short welcome, Alan mentioned that according to the NMPLIS project activity 2.2 it is proposed 'Delivery of 10 modules, 4 at ISEC, 3 at TIC, 3 at CSUT by 10 EU academic staff'. He had realised that when the proposal was written the logistics of this had not been completely thought out and not enough funding had been foreseen for five 'students' from each partner country to attend the other institutions. It would therefore be better to deliver the modules in one location with participants from the other two partner countries attending the one location. 15 academics from PCs will take part in this summer school as Alan said that there are 15 student mobilities for this purpose so there was a possibility of seven or eight from each country which did not host the activity. Anna-Maria suggested setting up an intensive summer school with certification covering different topics, to integrate all the courses and to make a project as an assignment. The focus of the summer school will be knowledge and practical competences. At the end of the summer school participants will make joint group presentations. Credits will also be calculated and these modules will be integrated to Moodle VLE. Participants remarked that the idea of credits and assessment has not been foreseen since the aim of the course as defined in the Project is to equip potential or existing lecturers in library and archive studies with knowledge to use in their subsequent teaching in the new course that was being developed. In any case, Uzbekistan still is not ready to accept credits, so they have to decide the assessment methodology or whether it was necessary. Eventually, during the discussions the following modules were selected:

1. University of Parma
   1. Module 1 - Users and usage 15 ECTS, Lecturer - Prof. Ann- Maria Tammaro, Pat Dixon
   2. Module 2 - Access to digital libraries 15 ECTS, Professor Vittore Casarosa
2. University of Barcelona
   1. Module 1 - Information Architecture, Lecturer – Dr. Mario Perez-Montoro
   2. Module 2 – Digital Preservation, Lecturer – Alice C. Keefer
3. Rezekne Higher Education Institution
   1. Module 1- Document Management and Systematisation - Lecturer – Victor Kravchenko
   2. Module 2 – Implementing Digital Libraries, Lecturer – Mg. sc. ing. Aleksejs Zorins
4. UK expert
   1. Module 1 – Marketing Library and Information Services, Lecturer - Dr Anthony Olden. Alan had to see whether the time was suitable for Dr Anthony Olden)

Venue: Ilia Chavchavadze State University, Georgia
Duration: Two weeks
Start of Summer School: 5th July, 2010
It was agreed that if there will be any problem with Georgia concerning the facilities or the Moodle environment, Armenia would be the second choice. Georgia and Armenia were more economical locations for EU visitors and for students travelling overall.
Anna-Maria Tammaro together with Mario Perez-Montoro will work together on the proposal which will be submitted by 17th March 2010. Anna-Maria suggested that she will coordinate the whole process. Marat suggested Anna-Maria set up the list of prerequisite basic knowledge that the students should have to attend the summer school. Anna-Maria suggested to do the core content and to put the rest of the modules in on-line environment. All the lecturers who will deliver classes at the summer school were advised to adjust their courses to be able to incorporate them into modules for mounting on a VLE which could be used also for life-long learning. It was agreed that 'Training Course in using Open Source VLE' will be organised for academics and librarians. A one week course will be conducted in Armenia and it will be combined with some other activities. This course will be conducted by a member of staff of the University of Parma: Monica Vezzosi will deliver modules together with Anna-Maria Tammaro, and the second lecturer Monica Arenas could come at the same time to deliver training.
Issue 8. No comments and suggestions.
Issue 10. a) Any other business – none
b) Next meeting. As laid down in the JEP activities, the next meeting is scheduled in Tbilisi, Georgia. It was agreed that this meeting will take place in October 2010
Closure. Alan expressed on behalf of all participants gratitude to colleagues from Rezekne for hosting this meeting and its excellent organisation.

Alan Hopkinson (Chairman)
Tigran Zargaryan (Secretary)

IMPLEMENTING DIGITAL LIBRARIES
Mg.sc.ing., lect. Aleksejs Zorins

The aim of this course is to provide students with the opportunity and framework with which to plan digital library software. Upon successful completion of the module, the students will be able to:

- implement their knowledge of digital library technologies and develop strategic approaches to digital library
- plan, develop and manage a digital library software
- make appropriate judgments about information architecture

1. **Basic Concepts**
    1.1.   Introduction
    1.2.   A simple Architecture
    1.3.   Components of a Digital Library
    1.4.   Examples of implementation
2. **Information Access**
    2.1.   Data Model for Digital Libraries
    2.2.   Text retrieval
    2.3.   Multimedia object retrieval
    2.4.   Querying
3. **User Interface**
    3.1.   Quality Requirements
    3.2.   Interface Elements
    3.3.   Planning Methodology
4. **Additional Topics**
    4.1. Security
Knowledge extraction and Representation

MARKETING LIBRARY AND INFORMATION SERVICES

Professor: Dr Anthony Olden

Course Description:

This course analyses marketing in both its profit and not-for-profit context, drawing on a range of examples from libraries and information and other fields. The rationale for marketing will be explored, and the importance of strategy emphasised. Fund-raising, public relations, advertising, pricing and distribution will all be considered. Students will learn how to segment a market and target appropriate segments, and how to develop a marketing plan.

Programme:
 I. The marketing philosophy
II. Understanding user behaviour
III. Fund-raising and donors
IV. Market segmentation and targeting
V. Public relations
VI. Advertising
VII. Pricing
VIII. Distribution
IX. Market research