MODERN INFORMATION SERVICES FOR IMPROVEMENT STUDY QUALITY (MISISQ)

MNTG GROUP MEETING

MINUTES

Meeting Date: 17 September, 2015

Meeting Location: Debrecen, Hungary

Approval: 17 September, 2015

Recorded By: Lijana Lunskutė

1 ATTENDANCE

Name	Title	Organization	E.mail
Meilė Kretavičienė	Tempus Project Manager; Director, Library & Information Centre	Lithuanian University of Health Sciences, LT	Meile.Kretaviciene@lsmuni.lt
Lijana Lunskutė	Tempus Project Administrator; Deputy Director for Infrastructure and General Affairs, Library & Information Centre	Lithuanian University of Health Sciences, LT	Lijana.Lunskute@lsmuni.lt
Daiva Jurkšaitienė	Tempus Project Information Specialist; Head of the Information System Department, Library & Information Centre	Lithuanian University of Health Sciences, LT	Daiva.Jurksaitiene@lsmuni.lt
Lina Šaferienė	Chief Information Officer of Information department of Library & Information Centre	Lithuanian University of Health Sciences, LT	Lina.Saferiene@lsmuni.lt
Virágos Márta	Head of Life Science Library	Library of University of Debrecen, HU	marta@lib.unideb.hu
Liubovi Karnaeva	Director of Scientific Medical Library	State University of Medicine and Pharmacy "N. Testemitanu", MD	liubovi.karnaeva@usmf.lt
Ioana Robu	Director of Library	"Iuliu Hatieganu" University of Medicine and Pharmacy, RO	irobu@umfcluj.ro

2 MEETING LOCATION

Building: Kenézy Life Sciences Library of University and National Library of the University of Debrecen, Egyetem str.1, 4032 Debrecen, Hungary
Room: Kenézy Life Sciences Library

3 MEETING START

Meeting Schedule Start: 09:30, 17 September, 2015

Meeting Actual Start: 09:30, 17 September, 2015

Meeting Scribe: Lijana Lunskutė

4 AGENDA

Thursday 17 September, 2015

- **Information from project Coordinator**
- **Discussing workflow of WP1, WP2, WP4, and WP5**
- **Discussions on WP3 activities: Information Literacy**
- **Discussion on project documentation and reports**
- **Meeting results review**

5 MEETING END

Meeting Schedule End: 16:00, 17 September, 2015

Meeting Actual End: 16:00, 17 September, 2015

6   DECISIONS MADE

- **Information from project Coordinator**
  - ○ Meilė Kretavičienė: Informed that the additional comments on project intermediate report has been sent to EACEA in mid-September as it was required. She informed, that lost time because of public procurement procedures is overtaken now and we must strictly follow the timetable. She also informed her answers and explanation concerning EACEA comments on synergies with other projects, Quality assurance mechanism, website and documents posted online, project sustainability. It is very important to start looking for funds for LIS licencing after the project is over. I have informed EACEA, that the Consortium of seven university libraries has been created and other universities are willing to join Consortium after end of project.
  - ○ Liubovi Karnaeva: We will jointly pay for LIS maintenance and licences after project end and apply to ministry for additional finance support.
  - ○ Meilė Kretavičienė: EACEA remarked that it's not enough information in the project website or it's difficult to find it. Project website structure is very weak. It's needed to make directory for documents (minutes, local minutes, agendas, reports…)
  - ○ Liubovi Karnaeva: we will improve project website structure and put on all documents to separate chapter.
- **Discussing workflow of WP1, WP2, WP4, and WP5.**
  - ○ Meilė Kretavičienė: She informed, that during meeting with Subcontractor ExLibris Ltd manager in IGELU Conference in Budapest, she received complains, that MD partners are not testing the system actively as they should do. MD partners do not answer to mails concerning systems bugs in time as well.
  - ○ Liubovi Karnaeva replied that ExLibris Ltd/Israel doesn't answer or answers very late.
  - ○ Meilė Kretavičienė: according to the contract with ExLibris Ltd we have to finish LIS installation and pay in the end of November. We can't to be late, because Coordinator will not be able to apply to the EACEA for the rest part of grant funds, unless the payment to ExLibris Ltd be done.
    MD partners have to install all 171 GUI licences and start to catalogue and work with system. It was stressed, that it is necessary to upload users' data to the system asap.
  - ○ Liubovi Karnaeva: Several clients' GUI is already installed. We will transfer Aleph licences as soon as possible to MD partners and will sign inventory documents. We

have a problem with users' personal data, because the law in MD do not allow transferring personal data to third part subjects.

- o Meilė Kretavičienė explained that MD partners themselves have to upload personal users' data to the system, but if they are not able to do that, they need to solve this problem properly.
- o Liubovi Karnaeva promised to accelerate work.
- o Meilė Kretavičienė: I would like to discuss on quality assuarance of WP activities. Daiva Jurksaitiene could write a detailed analysis and monitoriong report on LIS, how each LIS module is running. The same quality evaluation report on WP2 e-repositories should be prepared by HU partners in the end of year 2015.
- o Marta Viragos: Our Library staff will test each MD partner e-repository and write evaluation report, remarks and recommendation for further e-repository development.
- o Meilė Kretavičienė: dissemination articles have to be published at the international journals or newsletters about each WP1-3 activities. She suggested to prepare oral or poster presentation for EAHIL conference 2016 to MD partners, or together with EU partner on WP1 activities. Marta could write an article for COAR newsletter on Activities WP2. The suggestions were accepted.
- o Liubovi Karnaeva: suggested to organize Dissemination workshop for WP1,WP2 on October and to promote Open Access and e-repositories. During World OA Day. All members accepted this and promised to prepare presentations for workshop.

- **Discussions on WP3 activities: Information Literacy.**
  - o Meilė Kretavičienė reminded, that for WP3 activities is responsible Romanian partner. According to project plan we need to prepare and deliver 3-4 training modules for library staff. (Theory, hands on, exercises), up to 8 hours for each module. She asked Ioana Robu about her plans for WP 3. She informed, that the WP 3.1 activity – Review of Information Literacy level in Moldova is almost ready. Additional information on MD staff needs and sugestions from EU partners should be added, using questionaire results. Course matterials should be prepared by the end of 2015. The courses must be organized up to the end of March, according to the project plan. Course topics might be on Ref Management tools (Ref Work, Mendeley, End Note..), Information searching PRIMO, Subject information resources, or some general IT for libraries? It will be decided after meeting in October. The evaluation and review of course materials should be also done by EU partner. She suggested to this for Dr. Márta Virágos. Marta accepted suggestion.

- o Liubovi Karnaeva: The Ministry of Education of Moldova (MEM) is a partner and will participate in the WP3 activities.
  - o Meilė Kretavičienė: persons from Ministry can take part in project activities, but it is not allowed to pay them salary, only travel expense can be covered.
- **Discussion on project documentation and reports**
  - o Meilė Kretavičienė and Lijana Lunskutė consulted regarding project reports and documents, about co-financing requirements.
- **Meeting results review**
- **Resolutions**

Action	Assigned To	Deadline
To put all presentations, reports and other information about the project to the MISISQ project website. To make directory for the documents	Liubovi Karnaeva, MD Daiva Jurkšaitienė, LT	30.09.2015
To transfer licences to all MD partners and sign inventory documents	Liubovi Karnaeva, MD	31.10.2015
To finish LIS Aleph/Primo installation and pay to subcontractor ExLibris LTD	Meilė Kretavičienė, LT Liubovi Karnaeva, MD	31.11.2015
To prepare evaluation reports for WP1	Daiva Jurkšaitienė	31.11.2015
To check and evaluate MD partners' repositories, prepare a report	Dr. Márta Virágos, HU	30.11.2015
To make access to MD partners' repositories	Liubovi Karnaeva, MD	31.10.2015
To prepare a review of Information literacy needs for MD partners	Ioana Robu, RO	31.10.2015
To prepare WP3 training course materials for trainers	Ioana Robu, RO	31.12.2015
To evaluate WP3 course materials	Dr. Márta Virágos, HU	31.01.2015
To organize 3 days courses for WP3, one in RO and second in MD	Ioana Robu, RO	30.03.2016
To prepare a questionnaire for course participants and feedback review	Ioana Robu, RO	31.03.2016
To organize a dissemination workshop in MD	Liubovi Karnaeva, MD	30.10.2015

7   NEXT MEETING

Next Meeting: Dissemination during the workshop in Chisinau, MD in October ~20-23