



Tempus

Project reference number – 543929-TEMPUS-1-2013-1-LT-TEMPUS-JPGR

***MODERN INFORMATION SERVICES FOR
IMPROVEMENT STUDY QUALITY (MISISQ)***

MNTG GROUP MEETING

MINUTES

Meeting Date: 28 September, 2016

Meeting Location: Budapest, Hungary

Approval: 4 October, 2016

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	Melle.Kretaviciene@ismuni.lt
Lijana Lunskutė	Tempus Project Administrator; Deputy Director for Infrastructure and General Affairs, Library & Information Centre	Lithuanian University of Health Sciences, LT	Lijana.Lunskute@ismuni.lt
Daiva Jurksaitienė	Tempus Project Information Specialist; Head of the Information System Department, Library & Information Centre	Lithuanian University of Health Sciences, LT	Daiva.Jurksaitiene@ismuni.lt
Laima Zaviliauskienė	Tempus Project Accountant	Lithuanian University of Health Sciences, LT	Laima.Zaviliauskiene@ismuni.lt
Virágos Márta	Project Manager	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.it
Ana Niculiță	Methodist Coordinator	State University of Medicine and Pharmacy "N. Testemitanu", MD	aniculita82@gmail.com
Aija Janbicka-Vība	Director of Scientific Library	Riga Technical University, LV	aija.janbicka@rtu.lv
Sarmite Krauze		Riga Technical University, LV	sarmite.krauze@rtu.lv

2 MEETING LOCATION

Building: Ibis hotel, Hungary

Room: meeting room

3 MEETING START

Meeting Schedule Start: 10:00, 28 September, 2016

Meeting Actual Start: 10:00, 28 September, 2016

Meeting Chairman: Meilė Kretavičienė

Meeting Scribe: Lijana Lunskutė

4 AGENDA

Wednesday 28 September, 2016

- **Information on project current management business**, Meilė Kretavičienė, LT
- **Project implementation progress**, Liubovi Karnaeva, MD
- **Discussions on project documentation management**, Lijana Lunskutė, LT
- **Discussion on project financial reports**, Laima Zaviliauskienė, LT
- **Discussion on WP1, WP2, WP3 results & quality assurance**, LT, LV, HU
- **Final project conference organization**

- AOB

5 MEETING END

Meeting Schedule End: 17:00, 28 September, 2016

Meeting Actual End: 17:00, 28 September, 2016

6 DECISIONS MADE

- **Approval of Agenda.**
 - Meilė Kretavičienė suggested approving the agenda as presented. Liubovi Karnaeva seconded. Voting was carried with 9 members in favour, none opposed. Voting passed
- **Information on project current management business**
 - Meilė Kretavičienė presented current situation regarding project management. Reminded that project is going to the end and all activities must be finished till November 30. All partners were informed to prepare reports on project implementation activities. She informed that auditor already started to revise project documents. And it is already needed to use university money for the project costs, because 10 percent of the budget will be received after the project ends
 - Liubovi Karnaeva: group responsible for sustainability is created, minutes of meeting presented in the website. All teaching materials are presented in the website too. We will prepare reports regarding project implementation, courses, how many persons were trained
 - Marta Viragos: dissemination article is published in COAR newsletter on activities WP2. Report on activities WP2 will be submitted in time
- **Project implementation progress, Liubovi Karnaeva, MD**
 - Liubovi Karnaeva presented situation regarding implementation progress. Clients' GUI is already installed. We have transferred Aleph licences to MD partners and have signed inventory documents. Also barcodes are bought. Information literacy courses for students are very successful
- **Discussions on project documentation management, Lijana Lunskutė, LT**
 - Lijana Lunskutė presented what project documents partners need to submit. It is very important to send documents to coordinator ASAP
- **Discussion on project financial reports, Laima Zaviliauskienė, LT**
 - Laima Zaviliauskienė presented what problems occurred regarding financial reports and answered questions

- **Discussion on WP1, WP2, WP3 results & quality assurance, LT, LV, HU**
- **Final project conference organization**
- **AOB**
- **Resolutions**


Action	Assigned To	Deadline
Agenda approved as presented		28.09.2016
Report on project implementation was approved	Liubovi Karnaeva, MD Ana Niculita, MD	28.09.2016
The equipment must be recorded in the inventory of the university where it is installed. This university is the sole owner of the equipment. MD partners must record Primo and Aleph Licenses and Services and Maintenance in the inventory of the university and submit inventory documents to the Coordinator	Liubovi Karnaeva, MD Ana Niculita, MD	26.10.2016
To co-finance Printing Costs. Documents must be translated to English	Liubovi Karnaeva, MD Ana Niculita, MD	30.11.2016
To transfer money to MD partners' university account	Meilė Kretavičienė, MD	07.10.2016
To present examples regarding dissemination and printing costs (teaching materials) on the MISISQ website	Liubovi Karnaeva, MD	26.10.2016
To submit report regarding project implementation (courses for users were delivered, number of users trained)	Liubovi Karnaeva, MD	15.11.2016
To submit payslips to Coordinator regarding Staff Costs	Liubovi Karnaeva, MD Ana Niculita, MD	26.10.2016
To incorporate e-Repositories to the Primo	L.Karnaeva, MD	01.11.2016
Group responsible for Aleph administration have to make copies, to install updates, to make changes approved in the Consortium, subscribed databases and e-Repositories incorporation, servers security tracing, ensuring Primo accessibility for readers, managing staff rights in GUI Aleph modules	L.Karnaeva, MD	Continually
MD Consortium needs to continue work after the project	L.Karnaeva, MD	
To organize Final Project Dissemination Conference in Moldova to show our Project results for public community	L.Karnaeva, MD	27- 28.10.2016
To reimburse Costs of stay and Travel costs of this management meeting for HU partner to participant's personal account	LUHS	After required doc. received

Payments to Partners' universities accounts	LUHS	According to the project tasks expected to be done and documents received
To make financial reports with supporting documents and send them to the Coordinator (LUHS)	A.Niculiță, MD Dr. M.Virágos, HU A.Janbicka-Viba, LV	Every month
To check and evaluate MD partners' repositories, prepare a report for WP2	Dr. M.Virágos, HU	11.10.2016

7 NEXT MEETING

Next Meeting: Dissemination during the conference in Chisinau, MD on October 27-28

Meeting Chairman:


 Lietuvos sveikatos mokslų universitetas
 Biblioteka ir informacijos centras
 Direktorė
 Meilė Krutavičiūtė

Meting Scribe:

Direktorės pavaduotoja
 bendriesiems ir ūkio reikalams
 Liiana Lunskutė





Co-funded by the
Tempus Programme
of the European Union



Modern Information Services for Improvement Study Quality
Project management group meeting
28 September, 2016, Budapest, Hungary

LIST OF PARTICIPANTS

Meeting Place:

Budapest

1. Lijana Lumskeite	
2. Gribovi Kornars	
3. Diana Jukšauskienė	
4. Laima Lavičauskienė	
5. Ana Niculiță	
6. Anja Šanklca-Viba	
7. Jarmite Krause	
8. Marta Viragos	
P. Meier Iotaciciu	



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Modern Information Services for Improvement Study Quality
Project management group & quality assurance meeting
28 September, 2016, Budapest

AGENDA

Wednesday 28 September, 2016

10.00-10.45	Information on project current management business, Meile Kretaviciene, LT;
10.45-11.15	Project implementation progress, Liubovi Karnaeva, MD
11.15-11.45	Coffee break
11.45-12.30	Discussions on project documentation management, Lijana Lunskutė, LT
12.30-13.30	Lunch
13.30-14.30	Discussions on project financial reports, Laima Zaviliauskienė, LT
14.30-15.30	Discussions on WP1, WP2, WP3 results & quality assurance, LT, LV, HU.
15.30-16.30	Final project Conference organization
16.30-17.00	AOB