

Minutes of the Meeting of the NORSLIS Board, Rica City Hotel, Stockholm, Friday 13 February 2004

In attendance: Olle Persson (Sweden, Chair), Anne Clyde (Iceland), Peter Ingwerson (Denmark), Monica Lassi (Board Member Representing the PhD Students), Pertti Vakkari (Finland).

Apologies: Niels Windfeld Lund (Norway), Aira Lepik (Estonia, representing Audrone Glosiene, Lithuania).

The meeting opened at 9.05 am.

1. **The agenda** (distributed in advance by email) was discussed, and additional items were added, relating to reporting and evaluation.
2. **A letter from NorFA** dated 9 January 2004 was tabled. This letter was the formal notification of the grant for NORSLIS for the period of five years (conditional upon NorFA itself continuing to receive funds for disbursement). It was noted that a status report is required by NorFA before the end of each calendar year, and a budget report is to be submitted by 31 March of the following year.
3. **The NORSLIS web site.** Olle Persson was congratulated on the appearance and functionality of the web site. It was agreed that a section of the web site (with a link on the home page) was needed for "Past Activities". Each event should have its own page on the NORSLIS web site, and these pages should all be in a similar format. This event page should then lead to the pages created by the organizer of the activity or event. Anne Clyde agreed to contact a graphic designer to develop a NORSLIS logo for use on the web site (and also on print materials).
4. **Events / Activities.** A number of decisions were made in relation to the organisation of NORSLIS events and activities. The main organiser (specified on the web site and elsewhere) for each event or activity will be allocated an amount of money for travel, accommodation, speakers' fees, and all other costs, and organisers will be required to keep within the budget limits. Events and activities such as courses and workshops should be scheduled over Saturday/Sunday to reduce costs and to take advantage of the lowest possible travel rates. If space is available in a course, and if the course organisers deem it appropriate, PhD students may be accepted into the course from related fields such as computer science. However, support for student travel and accommodation is available only to NORSLIS students (students from the 15 institutions participating in NORSLIS).
5. **Budget.** The budget for 2004 was reviewed and revised against estimated costs for each activity or event to better reflect current costs. Courses and workshops as well as the Roadshow are to keep within the budget limits.
6. **Procedures.** Definitions and procedures were agreed to, relating to applying for grants (travel/mobility), deadlines, processing applications, criteria for evaluating applications, and reporting back to NORSLIS. These decisions will be included in the appropriate places on the NORSLIS web site. The institutions participating in

NORSLIS are encouraged to look ahead and to promote events for which applications might be made to NORSLIS. The institutions should also look at the possibility of inviting people to visit them as senior researchers.

7. **Reporting.** The organisers of all NORSLIS courses, workshops, roadshows, and other activities, should provide a formal report to NORSLIS after the event. Each report is to include a detailed programme, information about the attendees, the budget, the use made of external lecturers, and an evaluation.
8. **Advance Planning for 2005.** The activities in the NORSLIS plan for the year 2005 were reviewed. It was agreed to change the sequence of the courses for 2005; the course Libraries in Transition will move to October while the course Research Issues in Knowledge Organisation will be held in the spring. The Director of NORSLIS will formally notify the main responsible persons for the courses. The Director of NORSLIS will write to the organisers of the workshop, suggesting either August or November as dates for the workshop. September (the original date) is difficult for some institutions for a number of reasons. The Visiting Professor and Roadshow activities should be coordinated together.
9. **Letter to the Board from Audrone Glosiene (Vilnius).** The NORSLIS Director is to reply regarding the allocation of funds for the Visiting Professor visit to Vilnius in 2004.
10. **Letter to the Board from Ragnar Audunson (Oslo).** The Board reviewed its previous decision on this matter, but came to the conclusion that it was unable to change the decision. The NORSLIS Director will reply accordingly.
11. **Collecting NORSLIS Records.** To assist with reporting to NorFA and other organisations about NORSLIS, the Director will maintain a central collection of articles, presentations and papers about NORSLIS or that mention NORSLIS. Board members, representatives of participating institutions and PhD students should forward any relevant material to Olle Persson.
12. **Next NORSLIS Board Meeting.** The 2005 meeting of the NORSLIS Board will be held at the University of Iceland, Reykjavík on Sunday 13 February (travel to Iceland on Saturday 12 February). This location for the meeting is conditional on current cheap air fares to Iceland remaining in force. Anne Clyde will organise a meeting room and hotel accommodation.

The meeting closed at 4.00 pm.

Signed:

Professor Olle Persson, Director, NORSLIS

Professor Anne Clyde, Minutes Secretary