



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

EB0117

MINUTES OF THE EXECUTIVE BOARD MEETING HELD IN LILLIAD LEARNING CENTRE INNOVATION, LILLE, FRANCE, ON THURSDAY 16 FEBRUARY AND FRIDAY 17 FEBRUARY 2017.

PRESENT Ms Kristiina Hormia-Poutanen (President), Ms Jeannette Frey (Vice-President), Dr Ann Matheson (Secretary-General), Drs Anja Smit (Treasurer), Ms Susan Reilly (Executive Director), Mr Lluís Anglada, Dr Martin Hallik, Dr Claudia Fabian, Dr Giannis Tsakonas (first meeting only), Dr Matthijs van Otegem, Mr Wilhelm Widmark, Mr Andris Vilks, Mr Martin Svoboda, Mr Julien Roche (LIBER Adviser), Ms Suzanne Reid (Office Manager) and Ms Friedel Grant (Communications Officer).

APOLOGIES: Dr Paul Ayrís (LIBER Adviser); and Dr Wolfram Horstmann.

The President welcomed Executive Board members to the meeting in Lille and thanked Mr Roche for hosting the meeting.

DISCUSSION SLOT: THURSDAY 16 FEBRUARY 2017

AGENDA

1. LIBER STRATEGY 2018-2022

1.1. LIBER STRATEGY 2018-2022

Ms Hormia-Poutanen presented the pre-circulated papers on the final version of the LIBER Strategy 2018-2022 from the Strategy Task Force thus far and invited the Executive Board to comment. The Board was pleased with the final version overall and identified the LIBER Office as the key stakeholder in visualisation and communication of the Strategy to LIBER Participants. The Board agreed that specifically the 'enablers' would require integration into the communication graphics, a task that would fall to the LIBER Office for completion. In addition a 'Forward' from the LIBER President would be included in the communication of the Strategy. This Forward would not only be used to introduce the new Strategy, but also to clarify the lack of reference to terms such as 'Open Science' throughout the Strategy itself. The Board agreed that simplifying the graphical data as much as possible would be key to effective communication, with perhaps a series of visuals being required to run through the strategy in more detail. In addition, the Board agreed that a communication strategy for informing LIBER Participants of upcoming changes with regards to aspects such as Working Group changes would also be necessary.

1.2. LIBER STRATEGY ROADMAP

Ms Reilly presented her pre-circulated paper on the LIBER Strategy Roadmap and invited the Board to breakout into groups to discuss. The groups focused on the Roadmap format, contents, how to engage participants in providing feedback and describing expected impact for each of the mentioned activities. The Board agreed to focus initially on impact and then shift to activities. The March Mailing to Participants would be utilised to present the Strategy Timeline, with further information to follow in the May Mailing, as well as two weeks prior to the 2017 LIBER Annual Conference and during conference registration. Presentation of the Strategy would also be included on the Agenda for the Meeting of Participants in Patras. The

Board agreed that developing a method that allowed Participants to indicate their priority areas was also key in the run-up to the Annual Conference. Ms Reilly indicated that the Steering Committee Chairs were keen to run a Knowledge Café on the Strategy Roadmap. The Board agreed that the Steering Committee Chairs would continue to discuss this agenda item offline with the LIBER President, Vice-President and Executive Director.

1.3. FEEDBACK LIBER STRATEGY 2018-2022: PROPOSAL FOR ENGAGING PARTICIPANTS NOT ABLE TO ATTEND ANNUAL CONFERENCE

The Board did not have sufficient time allocated to discuss this agenda item.

2. LIBER: RESEARCH LIBRARY DEFINITION: UNIVERSITIES OF APPLIED SCIENCES
2.1. ENDORSEMENT PROPOSAL

Ms Reilly presented the pre-circulated Endorsement Proposal to the Board. The Board suggested minor improvements, such as removing the tick boxes, but agreed with the proposed wording of the Proposal. The Board approved the Proposal, with its background information, for circulation to LIBER Participants in the March Mailing. This item would also be included on the Agenda for the Meeting of Participants in Patras.

3. TOPICS FOR FUTURE EXECUTIVE BOARD DISCUSSION SLOTS

The President invited the Board to propose other topics for future discussion slots, in particular for the June 2017 meeting. The topics proposed by the Board were; Open Peer Review; Open Educational Resources; Sustainable Open Access Infrastructures, Citizen Science and Leadership.

EXECUTIVE BOARD MEETING: THURSDAY 16 AND FRIDAY 17 FEBRUARY 2017

AGENDA

4. APOLOGIES

There were apologies from Dr Wolfram Horstmann and Dr Paul Ayris (LIBER Adviser). There were apologies from Dr Tsakonas for the meeting on Friday.

5. MINUTES OF THE MEETINGS HELD IN STOCKHOLM ON 20 AND 21 OCTOBER 2016

The Minutes of the Meetings in Stockholm on 20 and 21 October 2016, including Reserved Agenda item 2 were approved. All actions had been completed apart from those still in progress, which were carried forward to the Summary of Actions from the February 2017 meeting.

6. MATTERS ARISING

6.1. ACTION SUMMARY, 20 AND 21 OCTOBER 2016 (ATTACHED TO MINUTES)

The actions from the last meeting were reviewed. All actions noted had either been completed or were carried forward with the actions from the meeting in February 2017.

7. THE OPEN SCIENCE POLICY PLATFORM (OSPP)

Ms Hormia-Poutanen reported on progress with the High Level Advisory Group 'Open Science Policy Platform'.

8. SUPPORT FOR ELSEVIER NEGOTIATIONS

Ms Reilly provided an oral update regarding the Elsevier situation. It was noted that a number of universities within Germany had cancelled their Elsevier subscriptions recently. The Board considered that in light of these events, a Principled Statement on working towards Open Access (OA) and making the cost of OA more transparent would be drafted. Ms Reilly agreed to take this up together with Dr van Otegem, Mr Anglada and Mr Svoboda.

STRATEGIC DIRECTIONS

9. EU ACTIVITIES

9.1. EUROPEANA REPORT

Ms Frey presented her pre-circulated report to the Board. The Board approved this report.

9.2. EU PROJECTS REPORT

Ms Reilly presented the pre-circulated report on EU Projects, commenting that project activities were well on track. The LEARN project was due to close in June 2017. OpenAire2020 would also come to an end in April 2017. The feedback from the OpenMinTed review was outstanding. The EOSC Pilot Kick-off meeting had taken place earlier in the year during January 2017, with the project laying the foundation for a European Open Science Cloud focusing on soft aspects such as policy. The Report was approved.

9.3. EU ADVISERS REPORT

The Board discussed the report, which had been pre-circulated by Dr Ayris. The possible impacts of Brexit on EU Projects in particular was noted.

10. LIBER STEERING COMMITTEES

10.1. SCHOLARLY COMMUNICATION AND RESEARCH INFRASTRUCTURES

10.1.1. STEERING COMMITTEE REPORT

Ms Reilly presented the pre-circulated report on behalf of Dr Horstmann, noting that the recent Webinar had been extremely successful. The Board approved this report.

10.2. RESHAPING THE RESEARCH LIBRARY (DR HALLIK)

10.2.1. STEERING COMMITTEE REPORT

Dr Hallik presented his pre-circulated report to the Board. The Board welcomed the significant level of interest in the LIBER Journées and Emerging Leaders Programme starting in 2017. The disbanding of the Digital Collections Working Group during 2017 was also noted.

10.2.2. LIBER LEADERSHIP PROGRAMME: 2017

Dr Hallik reported that there had been 34 applications from 14 European countries for the LIBER Leadership Programme beginning in 2017. Approximately 20 of the applications were expected to be admitted. Dr Hallik and Ms Reilly agreed that a portion of the Steering Committee budget of 6,000 EUR could be allocated towards travel expenses for participants of the programme. It was also agreed that if the existing budget was not sufficient then Dr Hallik should approach the Treasurer with a proposal for a revised budget.

10.2.3. LIBER ADVISER'S REPORT

Mr Roche presented his pre-circulated report to the Board. Mr Roche recommended the Board to continue strengthening the very popular Leadership programme. Other recommendations included nurturing leadership among LIBER participants, developing an internship programme and job exchange, possibly via the LIBER website. Mr Roche indicated the important role Erasmus could have in developing these recommendations, a collaboration welcomed by Erasmus representative and LIBER Board member, Dr van Otegem. The Board considered that an Alumni event of past programme attendees would be a suitable platform for discussing the recommendations of Mr Roche. Mr Roche agreed to provide a Draft Plan of the Internship and Job Description recommendations for presentation at the Board meetings in July 2017. It was also agreed that the Draft Plan would be included on the Agenda for the Meeting of Participants (Interim ED). Dr Tsakonas proposed a discounted fee for programme participants from selected European countries. The Board welcomed this proposal for programmes beginning after 2017. The Treasurer agreed to investigate a possible pricing structure and budget for such an Award.

10.2.4. DIGITAL HUMANITIES WORKING GROUP: PROPOSAL

Dr Hallik presented his pre-circulated proposal to the Board. The Board noted an update to the title in the document, and welcomed the proposal.

10.3. ADVOCACY AND COMMUNICATIONS

10.3.1. STEERING COMMITTEE REPORT

Mr Widmark presented his pre-circulated report to the Board. Among the other announcements was the appointment of a new Co-Chair of the Copyright Working Group. LIBER had also been mentioned in a prominent copyright power matrix published by politico.eu, an important achievement as LIBER was the only library and research representative mentioned in the matrix. Dr van Otegem and Mr Anglada provided an oral report regarding the Open Access Working Group activities. In particular, the Open Access landscape was notably more diverse than previously anticipated and might call for the creation of a platform for Best Practice exchange. Discussions were underway regarding a possible workshop on Open Access during the 2017 Annual Conference. There was a large amount of interest in this Working Group, but the challenge of securing participation and meaningful effort needed to be addressed.

11. LIBER PARTNERSHIPS

11.1. REPORT ON LIBER PARTNERSHIPS, FEBRUARY 2017

Ms Frey presented her pre-circulated report. Ms Frey reported that a proposal for a new Memorandum of Understanding with DARIAH had been drafted and sent. Thus far no response has been received. A proposal for a new MOU with CLARIN was also recommended.

11.2. SPARC: FUTURE DEVELOPMENTS

Mr Anglada presented his pre-circulated papers to the Board. The Board agreed that further discussion on the future developments with SPARC was necessary and that this topic should be included on the Agenda for the next Board meeting in July 2017.

11.3. SPARC EUROPE: MAPPING OPEN SCIENCE IN EUROPE

Mr Anglada presented his pre-circulated papers to the Board. (See also item 11.2).

11.4. ARL MEETING 1-4 MAY 2017

Ms Hormia-Poutanen provided an oral report on the upcoming ARL Meeting in May 2017, noting that a Memorandum of Understanding was in place with ARL. Ms Hormia-Poutanen invited members of the Board to attend the meeting in May. Drs Smit volunteered availability for attending this meeting on behalf of LIBER.

11.5. IARLA: REPORT ON DEVELOPMENT

Ms Hormia-Poutanen provided her pre-circulated report to the Board. At present this organisation was considered informal and voluntary in nature. There were no membership fees in place and for the time being growth was not anticipated. A website had been set up and included terms of reference, and several endorsements had been made in favour of the organisation. The next meeting would take place on 7 March in London, with Ms Hormia-Poutanen and Ms Reilly attending.

11.6. SCIENCE EUROPE

Ms Reilly provided an oral update on both Science Europe and EUA, commenting that both parties were eager to build a relationship with LIBER. Ms Reilly had received an invitation to participate in an Open Access event in May 2017.

11.7. EUA

See item 11.6 for information.

11.8. OCLC

Ms Hormia-Poutanen presented her oral report on current activities with OCLC. A number of European institutions in various countries had indicated interest in checking how research data systems were co-ordinated, notably Germany, The Netherlands and Finland. At present activities were focused on information gathering and Executive Board members in those countries were assisting in building relevant contacts. A report was expected to be delivered by the end of 2017. The Board agreed to take this topic forward to discuss further during the July 2017 Board meetings in Patras.

11.9. DARIAH MOU

See item 11.1.

11.10. SUSTAINABILITY OF OPEN ACCESS SERVICES

Ms Reilly presented her pre-circulated report to the Board and requested approval in relation to the Terms of Reference. The Board approved the Terms of Reference. Ms Reilly invited the Board to put forward suggestions regarding who would take this activity up going forward and following her exit from LIBER. Dr van Otegem volunteered to replace Ms Reilly in this activity. The Board approved this proposal and Ms Reilly agreed to inform stakeholders of the change in LIBER representative.

12. REGIONAL EVENT: ATHENS

Dr Tsakonas provided a short oral update regarding a proposed LIBER regional event to be hosted in Athens, commenting that the new National Library building was due to be completed in June 2017 and would be a very suitable venue for such an event. Dr Tsakonas proposed to schedule the event in October 2017 and that the programme could include topics correlating with the new LIBER Strategy. The Board welcomed these suggestions and agreed to bring discussions forward to the July 2017 Board meetings.

13. TRANSPARENCY: PRICE INFORMATION ON LICENCES: LIBER LIBRARIES

Ms Hormia-Poutanen presented her oral report to the Board. Libraries in Finland and The Netherlands had already put forward their pricing information, with CARL libraries in Canada expected to do the same. The Board agreed that LIBER should publish a Call For Action document and distribute it via the appropriate information channels. Dr van Otegem and Ms Reilly agreed to work on drafting the Call.

INTERNAL BUSINESS PROCESSES

14. EXECUTIVE DIRECTOR RECRUITMENT: UPDATE

The update to the Executive Board Was given under Agenda item 20.2.

15. REPORT OF THE FINANCE COMMITTEE

Drs Smit, Treasurer, presented the report of the Finance Committee which had met earlier that day. In relation to the Annual Accounts for 2016, the Treasurer reported a loss of 136,000 EUR for European Projects, however this loss was not deemed to be a concern since it was attributed to income from European Projects falling outside of LIBER financial reporting periods. Subsequent reporting was expected to offset this amount as income from European Projects was transferred to the Stichting in 2017 and subsequent years. Regarding the Budget for 2017, the Treasurer reported that the finances of LIBER remained stable and that the reserve for the Stichting was positive. An additional amount of 20,000 EUR was included in the 2017 budget following the October meetings in relation to the recruitment of a new Executive Director. Taking note of the upcoming recruitment processes, the Treasurer agreed to confirm that the stable income for LIBER was sufficient to cover existing fixed costs, notably staffing costs. In addition, the Treasurer reported that LIBER Accountant, Mr Rob Logtenberg, was moving on from Oosterhuis & Partners Accountants to Assist Audit services en adviser B.V. Taking into account the existing professional relationship and

intimate knowledge of the Stichting that Mr Logtenberg had, the Treasurer recommended that LIBER should retain Mr Logtenberg as Accountant. The Board approved this recommendation. Ms Reilly agreed to finalise the new agreement with Mr Logtenberg. The Treasurer explained that the Annual Report and Accounts for 2016 had been reviewed by the Finance Committee, and would be distributed to LIBER Participants in the May Mailing. The Executive Board approved the Finance Committee's recommendations

16. LIBER ANNUAL CONFERENCE: PATRAS 2017

16.1. PATRAS 2017: CONFERENCE PROGRAMME COMMITTEE REPORT

Ms Frey presented the pre-circulated papers to the Board, reporting that work was progressing well with the 2017 Annual Conference Programme. Four Keynote speakers had been secured and, following the closing date for the Call for Papers, a sufficient number of high quality papers had been submitted for review. Dr Tsakonas reported that local preparations for the Annual Conference were also progressing well. Arrangements and pricing structures with local transportation, accommodation and registration were in place, as well as plans for the Conference Excursion being well under way. The Board was pleased to note the progress thus far.

16.2. HIGH LEVEL CONFERENCE SPEAKERS: TIMETABLING NEEDS

Ms Frey reported that the current timetable for approaching speakers for the Annual Conference might need to be amended in future, and recommended calls to begin this activity earlier in the Conference timeline in subsequent Annual Conferences.

17. LIBER EXECUTIVE BOARD APPOINTMENTS

17.1. STEERING COMMITTEE/WORKING GROUP APPOINTMENTS FOR RATIFICATION

There were two appointments for approval by the Executive Board: Ms Suzanne Dalsgaard, Aarhus University Library, Denmark, as Chair of the Working Group on Research and Education, Steering Committee on Reshaping the Research Library; and Ms Maria Rehbinder, Aalto University Library, Finland, as Co-Chair of the Copyright Working Group, Steering Committee on Advocacy and Communications. The Executive Board approved both appointments.

17.2. BOARD APPOINTMENTS AT JULY 2017

Dr Matheson reported that there were no further changes to the appointments and re-appointments to the Executive Board in July 2017 from those noted at the October 2016 Board meeting.

17.3. LIBER EXECUTIVE BOARD: DRAFT GUIDELINES AND CRITERIA FOR BOARD MEMBERSHIP

Dr Matheson, Secretary-General, presented her pre-circulated paper to the Board, outlining the proposed amendments. The Board approved the amended Guidelines and Criteria for Board Membership.

17.4. SECRETARY-GENERAL APPOINTMENT: EXPRESSIONS OF INTEREST

Following expressions of interest received by the closing date for applications, there would be a closed ballot of Executive Board members, as required by the LIBER Rules and Regulations.

18. EXECUTIVE DIRECTOR'S REPORT

Ms Reilly presented her pre-circulated report. The number of LIBER Participants had continued to grow steadily, with 424 participants noted at the time of the Report. Ms Reilly also reported that RLUK would cease payment of annual contribution fees for its member institutions from 2018 onwards. LIBER had acquired a new Silver Sponsor, OpenEdition, since the last meeting of the Executive Board, with another sponsor, Digital Science, currently in negotiation. In addition, two new staffing appointments had been made, the appointment of Dr Sacchi, as Open Science Officer, and Ms Kalaitzi, as Project

Communications Officer. Ms Reilly also reported that LIBER has been approached by a group initiative called Go-FAIR, a group focused on rolling out FAIR data in Europe. Ms Reilly informed the Board that she would update the Interim Executive Director regarding next steps and follow up.

19. LIBER COMMUNICATIONS

19.1. LIBER WEBSITE REDESIGN AND COMMUNICATIONS ACTIVITY

Ms Grant delivered an oral report regarding the LIBER website redesign. Ms Grant had collected feedback on possible developments from the LIBER Office via a workshop organised in January 2017. The results of the workshop were currently being assimilated by the company contracted to carry out the work. Ms Grant expected to have a working model or draft version ready in time for the July 2017 Board meetings in Patras. An upgrade of the existing intranet was also expected to take place in the coming months.

20. COMMITTEE REPORTS

20.1. STEERING COMMITTEE CHAIRS MEETING (16 FEBRUARY 2017): ORAL REPORT

Ms Hormia-Poutanen provided an oral report on the meeting, commenting that the Steering Committee Chairs had met and agreed the next steps required in reference to the Strategy Roadmap.

20.2. LIBER APPOINTMENTS COMMITTEE REPORT (16 FEBRUARY 2017): ORAL REPORT

Ms Hormia-Poutanen gave her report to the Executive Board following the meeting of the Appointments Committee the previous day. Following Ms Reilly's resignation to take up a post in Qatar, steps were in hand to appoint an Interim Executive Director, and to begin the recruitment of the next Executive Director. Ms Melanie Imming, Projects Manager, had also resigned with effect from April 2017. Since there was a considerable amount of change in LIBER, Ms Hormia-Poutanen had asked Dr Matheson if she would be willing to act as Adviser to the LIBER Executive Board and Office. The LIBER Executive Board was unanimous that this would be a very good solution taking note of the many current changes. It was noted that a clause would need to be added to the Rules and Regulations to cover the appointment of an additional Adviser in exceptional circumstances.

21. FUTURE LIBER ANNUAL CONFERENCES

Dr Matheson noted that a firm decision on the 2019 Annual Conference had not yet been taken, but she was in touch with Ms Helen Shenton at Trinity College Library, Dublin, and it was expected that a positive decision would be made imminently.

22. ANY OTHER BUSINESS

22.1. DANISH NATIONAL LIBRARIES: MERGER (Ms Hormia-Poutanen)

Ms Hormia-Poutanen reported that the merger of the Danish National Libraries was underway. The merger included the Royal Library, the State Library in Aarhus, the Danish National Art Library and the Danish Administration Library. The LIBER Office would ensure that the appropriate changes were effected in the LIBER invoicing and administration systems.

22.2. 2018 ANNUAL CONFERENCE, LILLE UNIVERSITY 1, FRANCE

Ms Hormia-Poutanen, LIBER President, and Mr Roche, Lille University 1, jointly signed the Memorandum of Agreement for the 2018 Annual Conference, to be hosted by Lille University 1 in Lille, France.

23. ANY OTHER BUSINESS

The Board congratulated Ms Reilly on her new appointment with the National Library of Qatar and extended their thanks for her contributions to LIBER.

24. DATES OF FUTURE MEETINGS

JULY 2017: UNIVERSITY OF PATRAS, GREECE

LIBER Appointments Committee:	Monday	3 July 2017:	13.00-14.00
LIBER Finance Committee:	Monday	3 July 2017:	14.00-15.30
LIBER Executive Board (Discussion Slot):	Monday	3 July 2017:	15.30-17.00
Steering Committee Chairs Meeting:	Monday	3 July 2017:	17.00-18.00
LIBER Executive Board:	Tuesday	4 July 2017:	09.00-12.30
LIBER Executive Board (Second Meeting):	Thursday	6 July 2017:	17.30-18.30

OCTOBER 2017: ERASMUS UNIVERSITY, ROTTERDAM, THE NETHERLANDS

LIBER Finance Committee:	Thursday	19 October 2017:	09.00-10.30
LIBER Executive Board (Discussion Slot):	Thursday	19 October 2017:	10.30-12.30
LIBER Executive Board Agenda Meeting:	Thursday	19 October 2017:	13.00-16.00
Steering Committee Chairs Meeting:	Thursday	19 October 2017:	16.00-17.00
Appointments Committee Meeting:	Friday	20 October 2017:	17.00-18.00
LIBER Executive Board: (Second Meeting):	Friday	20 October 2017:	09.30-13.00

LIBER EXECUTIVE BOARD

SUMMARY OF ACTIONS: MEETINGS ON 16 AND 17 FEBRUARY 2017

ITEM	TASK	ACTION	STATUS
EXECUTIVE BOARD MEETING FEB 2015			
5.4	Prepare short note on lobbying for Steering Committees for feedback	Ms Verheusen	In progress
DISCUSSION SLOT OCT 2015			
2	Discuss with Dr Niederer taking forward library space as aid to Open Science	Mr Svoboda	In progress
DISCUSSION SLOT JUN 2016			
4	Arrange survey on Citizen Science for LIBER Participants	Ms Frey	In progress
4	Discuss Citizen Science with Steering Committees/Working Groups	SC Chairs	In progress
DISCUSSION SLOT OCT 2016			
1	Develop strategic approach and propose functions in relation to Regional Monitors.	Ms Hormia-Poutanen / Ms Verheusen	In progress
3	Note future DS topics and determine which are to be included in July/October Agendas (Open Peer Review; Open Educational Resources; Sustainable Open Access Infrastructures); Leadership; Citizen Science (July 2017).	Ms Reid	In progress

EXECUTIVE BOARD MEETING OCT 2016			
7.1	Provide feedback on draft document: ' <i>Open Science: A Dynamic Policy in Action</i> '.	SC's/WG's	In progress
9.2.2	Determine appropriate time slot in Annual Conference programme for LIBER Leadership Alumni event	Dr Hallik / Ms Verheusen	In progress
12.1	Prepare slide to be included in MoP detailing how to get involved in LIBER activities such as Steering Committees and Working Groups.	SC Chairs/ Ms Verheusen	In progress
13.2	Provide update on Greek National Library event which will run directly after LIBER Annual Conference.	Dr Tsakonas	In progress
15	Agenda Item on LIBER regional event, Athens 2018 during July 2017 Board meeting.	Ms Reid	In progress
DISCUSSION SLOT FEB 2017			
1.2	Include presentation of 2018-2022 Strategy and Roadmap in MoP Agenda for Patras 2017.	Dr Matheson	
1.2	Discuss Strategy Roadmap Workshop to be held during Patras Conference.	SC Chairs	
2.1	Remove tick boxes from Endorsement Proposal.	Ms Verheusen	
2.1	Inform Participants of Endorsement Proposal via March Mailing.	Ms Verheusen /Ms Reid	
2.1	Include Endorsement Proposal in MoP Agenda for Patras 2017.	Dr Matheson /Ms Reid	
EXECUTIVE BOARD MEETING FEB 2017			
8	Draft 'LIBER Principled Statement' on working towards Open Access and costs transparency.	Ms Verheusen / Dr van Otegem /Mr Anglada /Mr Svodoba	
10.2.3	Provide Draft plan for Internship and Job Description recommendations for July meetings during Patras 2017.	Mr Roche	
10.2.3	Include Draft plan for Internship and Job Description recommendations in MoP Agenda for Patras 2017.	Dr Matheson /Ms Reid	
10.2.3	Investigate possible pricing structure and available budget for Award system for Leadership Programme.	Drs Smit	
11.4	Represent LIBER at ARL Meeting 1-4 May 2017 .	Drs Smit	
11.10	Inform relevant stakeholders regarding change in LIBER representative.	Ms Verheusen /Dr van Otegem	
13	Publish Call for Action document in relation to Price information on Licences for LIBER Libraries for distribution via LIBER information channels.	Ms Verheusen /Dr van Otegem	
15	Confirm that LIBER stable income is sufficient to cover existing fixed (staffing) costs.	Drs Smit	
15	Distribute 2016 financial reporting and 2017 budget in May Mailing to Participants.	Dr Matheson /Ms Reid	
15	Finalise new agreement with LIBER Accountant, Mr Logtenberg.	Ms Verheusen	
18	Update interim Executive Director on next steps and follow up regarding Go-FAIR initiative.	Ms Reilly/ Ms Verheusen	

February 2017