

E-BASS25 Project Board Meeting (I)

2.03 Bedford Library, Royal Holloway, University of London – Wednesday September 26th 2012

1. Welcome & Apologies – JT

Attendees: Anna Grigson, Helen Guile, Dominic Tate, John Tuck, Kate Price, Anna Vernon, Susan Wright, Rupert Williams

Apologies: SCONUL Representative

2. Introduction

John Tuck gave an overview of project and introduction to the background to the project, timescales, etc.

Susan Wright asked if any of the work could be pulled forward in view of SUPC meeting at the start of November. This is unlikely but it was agreed that Amy Warner will stay in contact with Susan Wright regarding progress on Procurement Guidelines.

3. Project Manager's Progress Report - DT

Dominic Tate reported on the work so far:

- Blog set up <http://ebass25.rhul.ac.uk> – Dominic asked for contributions to the blog from Project Board Members
- Dominic reported on the management work package
- Dominic reported that the Sero sub-contract had been agreed and signed off.
- Dominic will ensure that all project partners are signed up to the JISCMail listserv by sending an email to Ben Showers.

4. Report on Work Package 2 (Landscape & Context) - AG

Anna Grigson reported on work carried out so far in the context of Ken Chad's work on the E-Book landscape. Anna's work is due to be published as a report and updated as and when necessary throughout the project.

5. Budget – JT/DT

Dominic reported on the E-BASS25 budget spreadsheet provided by Royal Holloway's Finance Department. There has only been little expenditure so far. The Committee reviewed and agreed the budget.

Dominic will contact Caroline Lloyd at the London School of Hygiene and Tropical Medicine to make sure that they will keep a note of the M25's in-kind contributions to the project for audit purposes.

6. Project Risk Register – JT/DT, All

The Committee reviewed and agreed the risk register for E-BASS25. Dominic Tate will update the risk register ahead of the next board meeting.

7. Project Exit Strategy – JT/DT, All

The board briefly discussed exit strategy and agreed that this should be discussed in more depth at the next board meeting under the agenda item on sustainability.

8. Summary of actions and AOB – DT

Dominic to circulate meet-o-matic with possible dates for future meetings.