

E-BASS25 Project Board Meeting (III)

Archives Reading Room, Royal Holloway, University of London – Wednesday November 29th 2012

1. Welcome & Apologies

Attendees: Anna Grigson, Helen Guile, Dominic Tate, John Tuck, Kate Price

Apologies: Rupert Williams, Caren Milloy, Susan Wright, Ann Rossiter

2. Project Manager's Progress Report

Dominic Tate reported on the work so far:

- Dominic reported on the management work package, which is going to plan and on target.
- Dominic reported on some changes to the project staff – as follows:
 - 1.
- Dominic will ensure that all project partners are signed up to the JISCMail listserv by sending an email to Ben Showers.

3. 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.

4. 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.

5. 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.

6. 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.

7. Summary of actions and AOB – DT

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