Minutes of the meeting held on 
Friday 7 April 2017 at 1p.m. in L009

Present: Deborah Fitchett(Facilitator) Damian Lodge
         Erin Skinner          Fiona Taylor
         Hazel Gatehouse    Liz Wright
         Mary Cosson        Babak Zahraie
         Glennis Hilston (Minutes)

Apologies: Timothy Curran, Danyon Thomas, Stuart Reilly, David Simmons, Sonja Wilkinson and Karaitiana Taiuru

Minute of previous meeting: 8 November 2016

1. Matters Arising
   1.1 (2) Two files created by other institutions for Open Access Week:
       Deborah to send an intro and the links to the Faculty’s and Departments to include in their Friday updates and then break up subsequent weeks into components.

       Deborah reported that she has done at least one of these.
       Damian commented that if we still want Open Access to be front and centre then the newsletter is one way of doing this.
       Deborah to continue to do this.

   1.2 Karaitiana to put links to the APC handouts on the Equella site.
       Deborah discussed with Karaitiana could think of a place that was relevant but ...

   1.3 (4.1) Deborah to send the link to committee members.
       Completed.

   1.4 (4.2) Deborah to update the Workplan with what we achieved during 2016 and distribute.
       Hasn’t been updated and distributed – ongoing

   1.5 (4.4) Deborah to distribute the half year report from the Research Data Management Suite project when it has been approved.

       Has been distributed – Deborah to resend.

2. Reports (deposits in Elements; APC; any others)

Deborah didn’t run the Elements report.

Mary - APC report –
   • 5 applications this year definitely dropped off now putting it in the newsletters reminding them that it is available. 4 accepted.
   • We have $60,000.
   • One applied the day before he was made redundant so we withdrew his application.
   • $12,000 applied for $7,776 given out.
   • Analytics dashboard up and running.
3. **Blue Sky brainstorm: What could Lincoln do in the Open Access area if we had all the time, money and expertise in the world?**
   - Benchmark current state against other Unis with budget, systems, attitudes
   - Each faculty that could upload items to Equella/Elements
   - Process
   - Culture change about the value of Open Access Journals
   - Free access to some journals, socialise this
   - Individual advice for researchers
   - APC fund
   - Telling PG that there is APC funding they could access as long as they have a staff member involved.
   - Publishing datasets and teaching materials - invite someone from Australia (full Prof) where they do it successfully Open Access evangelist – road show.
   - VC Forum (all staff meeting)
   - Press releases – international – social media forums
   - Highlight values of open access
   - International open access week
   - Bring in contractors to do the work
   - Focus on PG’s
   - Awards for those who do open access well

4. **Back to reality planning: What can each of us do (individually in our depts., or together as a committee) this year?**
   - Provide key messages to communications – include links – what is the message
   - List of valued open access journals for each departments – Liaison Librarians – (Deborah to have a talk to Anton at UC to see if he is interested in collaborating)
   - Open Access on HUB – Mary and Deborah, Babak Research Data Analyst to work together on what information we want up there .....
   - Redesign open access info/page on HUB/LTL website – Mary and Deborah
   - Where else – staff newsletter
   - Great debate – Awards? - Mary
   - Update the policy - Deborah
   - Run a survey comparable to Dunedin’s – which will give us the benchmarking. - Deborah
   - Follow-up Interviews - Babak

Deborah - struggling to get information out of Equella needs help from ITS.
Once we get Open Access web page tidied then we could put something in newsletters.

Fiona suggested doing it sooner rather than later.

**Next Meeting:**  
**Agenda items - external communications and internal communications**

**Discussion on who should attend:**

**Action:**
Glennis to invite Greg Ryan to attend the next Open Access Meeting.

Meeting closed: 2:13p.m.