



# International Federation of Library Associations and Institutions

## IFLA Section Libraries for Children and Young Adults

### VIRTUAL Mid-Year meeting 2020, March 27-28

Location: *Zoom information follows below!*

### MINUTES (Huey Bin Heng and Marianne Martens)

Friday, March 27

Zoom recording is here: [https://zoom.us/rec/share/tJBUHbizqW1JG4mK2WvGeKoREY-9T6a813UYr\\_Rbn03OxxTXN6xNWvkJoLYrxiq](https://zoom.us/rec/share/tJBUHbizqW1JG4mK2WvGeKoREY-9T6a813UYr_Rbn03OxxTXN6xNWvkJoLYrxiq)

6:00 AM - 8:00 AM Eastern Time (ET)

11:00 AM - 1:00 PM Central European Time (CET)

There are no good times that work exactly right for all - we tried to accommodate our members from around the world. Please check your time zone!

Business meeting begins

#### **Present:**

Jorun Systad, Chair, Norway

Marianne Martens, Secretary, Ohio, USA

Benjamin Scheffler, Information Coordinator, Germany

Razina Akhter, Bangladesh

Maria Alekseeva, Russia

Maria Alexiusson, Sweden

Emiko Goeku, Japan

Huey Bin Heng, Singapore

Salomon Hellman, Sweden

Antonella Lamberti, Italy

Søren Dahl Mortensen, Denmark

Naoko Nakajima, Japan

Anton Purnik, Russia

Carolynn Rankin, UK

Daniela Skokovic, Serbia

Claire Stuckey, Australia

Ingrid Källström, Sweden (corresponding)

Alica Kolarić, Croatia (corresponding)

#### **Absent:**

Charlotta Boström, Sweden

Cosmos Mabeya, South Africa

Soo Hyun Park, South Korea

Annie Tam, Hongkong  
 Taina Trainquille, Haiti  
 Joanne Plante, Canada (corresponding member)  
 Melanie Ramirez, Philippines (corresponding member)

**Welcome, introduction and apologies. Brief introduction of SC members and observers.**

1. Approval of the agenda
2. Minutes of SC meetings in Athens ([Website](#)): Please review ahead of time and be ready to vote to approve or suggest changes.
3. Updates on ongoing business / Action Plan 2019-2020 (Basecamp)
4. Newsletters. Marketing of the newsletter 2020 and theme for next newsletter
5. Communication – mailing lists and Facebook

S/N	Agenda	Action by:
	<p><b>Introduction of Standing Committee to observers</b></p> <p>Members shared the situation of their libraries in their respective countries amidst COVID-19. With the closure of libraries, many leveraged digital platforms to engage children in reading.</p> <p>Most members are also doing back-end library work from home.</p>	
1	<p><b>Approval of the agenda</b></p> <p>Agenda is approved.</p>	
2	<p><b>Minutes of SC meetings in Athens (<a href="#">Website</a>):</b> Please review ahead of time and be ready to vote to approve or suggest changes.</p> <p>Jorun highlighted that it is still a draft even though the agenda was presented in Athens. She asked for two changes in item 4.</p> <p>a. #4 Alma nomination</p> <ul style="list-style-type: none"> <li>• Emiko re-nominated Kyoko Matsuoka</li> </ul> <p>b. #5 Chair’s report still a draft</p> <ul style="list-style-type: none"> <li>• Marianne M will make the changes today, and approve tomorrow (Saturday)</li> <li>• Benjamin to upload the revised chair’s report in Basecamp by tomorrow (Saturday)</li> </ul> <p>With agreement of SC members present, the minutes of SC meetings in Athens is approved.</p>	Marianne and Benjamin
3	<p><b>Updates on ongoing business / Action Plan 2019-2020 (Basecamp)</b></p> <p>a) Regional request for funding          IFLA HQ had requested for more details on the request for funding.</p>	

	<p>Required details include description of items for the purchase such as estimated cost, layout and design in accordance to proposed timeline.</p> <p>Finding a designer for infographics for the guidelines had fallen behind schedule due to the COVID-19 situation.</p> <p>To revisit this again when the situation improves.</p>	<p>Jorun</p>
<p>4</p>	<p>Newsletters. Marketing of the newsletter 2020 and theme for next newsletter</p> <p>a) Team’s report  Benjamin shared highlights of the report below. Please refer to the full report put up by Benjamin in Basecamp.</p> <ul style="list-style-type: none"> <li>• There are more than 500 subscribers in the SC mailing list. An increase of 3.7% since Aug 2019.</li> <li>• One News Mail with information about the SC’s activities, the WLIC and the planning for the Midyear Meeting was sent.</li> <li>• There are ready articles, which might be outdated now.</li> <li>• To discuss theme of newsletter for May and November issues.</li> <li>• Not appropriate to call for papers now as the newsletter is not a priority now.</li> <li>• IFLA website undergoing relaunch. The team is working on the following as requested by IFLA web master: <ul style="list-style-type: none"> <li>○ About page of our section</li> <li>○ Draft on how to make text more accessible, lively, and shorter. <ul style="list-style-type: none"> <li>▪ Salomon sent new text and suggestions.</li> </ul> </li> <li>○ Draft for new “About” page is due on 10 April and final version on April 24th.</li> <li>○ Ben has asked for a link-up with the digital ICRL - Children’s Digital Library.</li> </ul> </li> </ul> <p>b) Theme for next newsletter</p> <ul style="list-style-type: none"> <li>• Marianne suggested embracing and writing about libraries services during COVID-19. Each SC member is to write about 400-500 words representation from their country.</li> <li>• Benjamin pointed out that write-up has to be short and specific and highlight outstanding activities to avoid duplications of the library initiatives.</li> <li>• For example, focus of the write-up can be a challenge in the country such as digital divide – Got computer or internet access, unique slam in the country, digital storytelling, extra hardship or benefit etc.</li> <li>• Come up with something inspiring and unique</li> <li>• Benjamin will create a post on basecamp for submission.</li> <li>• All Standing Committee members to submit the write-up by 10 April 2020 in basecamp</li> <li>• For release in May.</li> </ul>	<p>Benjamin &amp; Communication Team</p> <p>Benjamin  All Standing Committee Members</p>

5	<p>Communication – Mailing lists, Facebook and Website (for guidelines)</p> <p>a) Use of images on website and newsletter</p> <ul style="list-style-type: none"> <li>• IBBY collaboration <ul style="list-style-type: none"> <li>○ Sending updated draft on “About page” around 10 April 2020.</li> <li>○ To deliver final version by 24 April 2020.</li> <li>○ To come up with some free pictures.</li> </ul> </li> <li>• Benjamin shared on legal trouble with companies in Berlin on using the “free” pictures. <ul style="list-style-type: none"> <li>○ There are pictures that are no longer in stock with companies after some time. These are not resources for free pictures.</li> <li>○ Huey Bin suggested subscribing to a stock image database.</li> <li>○ Benjamin pointed out that IFLA HQ should be responsible for the subscription to achieve overall consistency in the look and feel of the use of pictures for IFLA overall.</li> <li>○ Anthon suggested creating our own picture stock by tapping on the photo albums of our own libraries. To make our photos and agreement to use them on the website. <ul style="list-style-type: none"> <li>▪ He also shared this link: <a href="http://photoday.libplanet.org/index.php?show_month=1&amp;m=5&amp;y=2012">http://photoday.libplanet.org/index.php?show_month=1&amp;m=5&amp;y=2012</a></li> </ul> </li> <li>○ Benjamin brought up questions and potential complications that require IFLA’s advice: <ul style="list-style-type: none"> <li>▪ Subscription to image database might be a short-term fix from libraries but it would still be a problem for things to be refreshed in the long term.</li> <li>▪ Copyright agreement between IFLA and owners of those pictures <ul style="list-style-type: none"> <li>▪ Ownership of the photo - is it individual photographer or who paid for it?</li> </ul> </li> <li>▪ Forms to go through for use. <ul style="list-style-type: none"> <li>▪ Permission of photos</li> <li>▪ Consent of those present in the photos, e.g. children</li> </ul> </li> </ul> </li> <li>○ Benjamin would escalate these questions to IFLA webmaster and seek more details and advice on legal issues. He would then update the standing committee thereafter.</li> </ul> </li> </ul> <p>b) Facebook</p> <ul style="list-style-type: none"> <li>• Jorun highlighted that there are too many libraries posting stuff on Facebook.</li> <li>• Our focus is to put information on what we are doing e.g. take a screenshot of our virtual meeting today. <ul style="list-style-type: none"> <li>○ To post cancellation of American Library Association (ALA) Conference on our Facebook.</li> <li>○ Satellite Meeting in Oxford <ul style="list-style-type: none"> <li>▪ Programme was progressing well for our satellite meeting in Oxford. It had been cancelled this year.</li> <li>▪ There were financial issues and obligations.</li> </ul> </li> </ul> </li> </ul>	<p>Benjamin</p> <p>Communications Team</p>
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	<ul style="list-style-type: none"> <li>○ e-books or a file regarding information about a digitised book including ISBN?</li> <li>● Received more requests for the exhibition and promotional exhibition.</li> <li>● Physical collection is still in demand. <ul style="list-style-type: none"> <li>○ As reported on basecamp, the team received many requests for loan from abroad, especially from Asia and Oceania countries this year.</li> <li>○ If there are new materials from countries added, it may be an attractive collection.</li> </ul> </li> <li>● French collection <ul style="list-style-type: none"> <li>○ Jorun asked to make contact with the French National Library.</li> <li>○ No progress with the current contact, Viviana, as she is unwell.</li> <li>○ Claire have a connection from IBBY who used to be in the World of Picture Books Committee and might be able to help on the French collection.</li> </ul> </li> <li>● National library of New Zealand <ul style="list-style-type: none"> <li>○ Annie Everall has been in contact with Claire who has sent her some information and documents on WTPB</li> </ul> </li> </ul> <p><b>(WTPB notes continue below!)</b></p>	<p>Claire and WTPB team</p>
<p>7</p>	<p>Any Other Business (AOB)</p> <p>a) IFLA/UNESCO Public Library Manifesto</p> <ul style="list-style-type: none"> <li>▪ Requested for Standing Committee’s inputs</li> <li>▪ Contacted us but no timeline was given</li> <li>▪ Jorun would share the questionnaire with the Standing Committee.</li> <li>▪ Standing Committee is to complete the open questionnaire by 31<sup>st</sup> May.</li> </ul> <p>b) ALMA Award - Astrid Lindgren Memorial Award - <a href="http://www.alma.se/en/">http://www.alma.se/en/</a></p> <ul style="list-style-type: none"> <li>▪ New nominations from the Standing Committee must be sent before 1<sup>st</sup> May.</li> </ul> <p>c) Status of 2020 IFLA conference will be announced after 1<sup>st</sup> May meeting.</p> <p>d) To explain acronyms in future notes of Standing Committee meetings.</p>	<p>Standing Committee</p> <p>Standing Committee</p> <p>Secretary</p>
<p>8</p>	<p>Zoom Recording of the meeting is at:  <a href="https://zoom.us/rec/share/tJBUHbizqW1JG4mK2WvGeKoREY-9T6a813UYr_Rbn03OxxXTxN6xNWvkJoLYrxiq">https://zoom.us/rec/share/tJBUHbizqW1JG4mK2WvGeKoREY-9T6a813UYr_Rbn03OxxXTxN6xNWvkJoLYrxiq</a></p> <p>6:00 AM - 8:00 AM Eastern Time (ET)  11:00 AM - 1:00 PM Central European Time (CET)</p> <p>Group photo of Zoom meeting:</p>	



### Business Meeting Continues on 28 Mar:

- 6:00 AM - 8:00 AM Eastern Time (ET)
- 11:00 AM - 1:00 PM Central European Time (CET)

Zoom Recording is here:

[https://zoom.us/rec/share/vOUkK6P97GRIXomVymzuHawnN4jkT6a8hyIWq\\_UJmUrmSj9fA13qk1\\_1jcZ73KrJ](https://zoom.us/rec/share/vOUkK6P97GRIXomVymzuHawnN4jkT6a8hyIWq_UJmUrmSj9fA13qk1_1jcZ73KrJ)

Present:

Jorun  
Marianne  
Anton  
Maria  
Benjamin  
Naoko  
Antonella  
Søren  
Huey Bin  
Salomon  
Maria Alexsiusson  
Carolynn  
Ingrid  
Razina  
Alica  
7:35 am - Annie joined.

Absent:

Emiko  
Charlotta Boström  
Cosmos Mabeya  
Soo Hyun Park  
Annie Tam

Taina Trainquille  
 Joanne Plante (corresponding)  
 Melanie Ramirez (corresponding)

AGENDA

1. 6:00-6:10 - Intro, any follow-up from Friday, and then Working Group discussions
2. 6:10-6:20 The World through Picture Books
3. 6:20-6:30 Sister Library Program
4. 6:30-6:40 Best Practices project
5. 6:40-6:50 Short Version of the Guidelines (infographic)
6. 6:50-7:00 ALMA Award 2021
7. 7:00-7:45 WLIC 2021
  - a. On-site
  - b. Off-site Mid-year 2021
  - c. WILC 2020 ~~Satellite Oxford 2020~~
8. 7:45-8:00 (approximate end time)
9. Any other business
  - Safer Internet Group

S/ N	Agenda	Action by:
1.	<p><b>Minutes of Athens Meeting</b></p> <ul style="list-style-type: none"> <li>• Attendance on conferences               <ul style="list-style-type: none"> <li>▪ Missing some dates on the meetings called.</li> <li>▪ To put a link in the chat to update the missing dates in the minutes in google doc instead of basecamp for all to update. (Same folder in docs and files with working group report)</li> <li>▪ Link to Chair’s report, put in the google doc link for all to access, and update the missing dates, e.g. for Bologna Children’s Book Fair – when, where and what it was called.</li> <li>▪ Jorun shared that the change made in the minutes was for both Japanese nominations.</li> <li>▪ Approved, and can go on the webpage.</li> </ul> </li> </ul>	<p>Benjamin</p> <p>Benjamin</p>
2.	<p><b>Working Groups</b></p> <p><b>Each group should meet ahead of our virtual conference, and upload a short written report (bullet-points are fine) to Basecamp - see <a href="#">folder</a> uploaded by Benjamin - by Wednesday, March 26th, 2020.</b></p>	
	<p><b>a) The World through Picture Books (WTPB)</b></p> <ul style="list-style-type: none"> <li>• Antonella shared that Claire was going to talk to Liz Page/IBBY at Bologna as contact point for WTPB.               <ul style="list-style-type: none"> <li>▪ To expand countries involved, and since there is so much overlap between IBBY Members and IFLA Members, this makes sense.</li> </ul> </li> <li>• Contacted National Diet Library in Japan who is still happy to have collection as confirmed by Naoko.               <ul style="list-style-type: none"> <li>▪ Would like to add new materials to physical collection to make it more attractive.</li> </ul> </li> </ul>	<p>Jorun</p>



	<ul style="list-style-type: none"> <li>• On the French collection, Jorun shared that Joanne Plante (and Jorun) have tried to contact French National Library but there was no response. Jorun will contact headquarters.</li> <li>• Claire has a contact at IBBY who also has a National Library connection (Hasmig<sup>[F]</sup><sub>[SEP]</sub> Chahinian) who worked with Viviana and might be able to help. Claire will write to her.</li> </ul>	Claire
	<p><b>b) Sister Library Program</b> Anton posted the report in Basecamp.</p> <p><u>Marketing and promotion</u></p> <ul style="list-style-type: none"> <li>• Current lack of awareness of this programme.</li> <li>• Anton suggested for some programming to finding a Sister Library such as who can be involved in this program by making it more global and online. <ul style="list-style-type: none"> <li>▪ To have a web platform where they can easily find partner.</li> <li>▪ To make it more practical actively looking, sharing and develop content together.</li> <li>▪ Co-create existing things but they do not have to do things together.</li> <li>▪ A library can promote a project that they are doing. Sharing on the Sister Library website displaying real outcomes.</li> <li>▪ To have an easier way for libraries to participate in this program as it is hard to get new libraries and talk about it.</li> <li>▪ To highlight what are the benefits to be part of this program.</li> <li>▪ To expand the scope to beyond Children &amp; Teens to make it more “global”.</li> </ul> </li> <li>• All agreed to expand the description of the project using WordPress <ul style="list-style-type: none"> <li>▪ Anthon would help to set up the WordPress</li> </ul> </li> <li>• To include school libraries in the Sister Library Program</li> <li>• It was highlighted that there are overlaps with the projects from Standing Committee like WTPB.</li> <li>• Maria Alexiusson shared her Sister Library with Ohio visited each other, conducted same activities and same projects and send each other things. She added that it is good to tell the world what we do even though they do not know what to do when they started.</li> <li>• She further added that it was a good idea to highlight the efforts by Sister Libraries on Facebook (FB)</li> <li>• It would be nice to have a WordPress site and promote the links in different ways.</li> <li>• There are other Sister Library projects in ALA and we must not mix them up with the Sister Library Program in IFLA.</li> </ul> <p>Here are some ideas for developing the program:</p> <ul style="list-style-type: none"> <li>• To make the program’s coverage more “global” and to make it attractive for bigger amount of libraries. The concept of “sister libraries” seems to be rewarding and beneficial for many libraries. Now in the description the program is mainly for children’s libraries.</li> <li>• The suggestion is to widen it for all public libraries working with children and young adults.</li> </ul>	Anton Sister Library Program Team

	<ul style="list-style-type: none"> <li>To indicate prospects for participants more clear and practical for increasing the amount of certain actions. Paired libraries can collaborate in three main directions: <ul style="list-style-type: none"> <li>Create joint content/projects/activities;</li> <li>Staff exchange and visits;</li> <li>Object exchange (books/exhibitions)</li> </ul> </li> </ul> <p>Discussion captured on Zoom Chat [From Anton&amp;Maria to Everyone: (07:11 AM)]</p> <ul style="list-style-type: none"> <li>To create new online platform (on WordPress, for instance) for promoting the program and to make it lively and active. <ul style="list-style-type: none"> <li>It should work in automatic mode and consist the following data: <ul style="list-style-type: none"> <li>About (program’s description);Join the program (registration, find a sister by criteria, ideas how to promote your activities);</li> <li>Libraries - participants of the program (including the profile for each library with general info, photos or library tour);</li> <li>Some practical tips what paired libraries could do together;</li> <li>Success stories (including short video greetings from paired libraries) etc.</li> </ul> </li> </ul> </li> <li>Benjamin suggested making it more practical and concrete. Problem now is that libraries are “sisters,” but no one knows what they are doing. If libraries could promote better.</li> <li>Maria Al. - should be easier way to participate in the program. Her library is a public library, sister library is also a public library - do lots of things for children. Hard to recruit new libraries - difficult to talk about what it is.</li> <li>Website / wordpress-style blog - would allow us to promote activities of such libraries, and share links on social media.</li> <li>Ingrid: originally it was about Library “SERVICE” to young people, because school libraries were also included.</li> <li>Jorun suggests using WordPress, since that seems to be the one which will be used on the IFLA site.</li> <li>Anton will use.</li> <li>Also, libraries could use this for shorter one-time partnerships.</li> <li>“Sister Libraries of IFLA” - must be separate from any other programs such as the ALA one.</li> </ul>	Sister Library Program Team
c)	<p><b>Best Practices</b></p> <ul style="list-style-type: none"> <li>Anton shared that currently this is a playlist of videos and there is no progress about the copyright of the videos.</li> <li>He pointed out the need to have someone to head this working group</li> <li>He also shared that there is also a need for consistent descriptors for the videos. <ul style="list-style-type: none"> <li>Currently we receive the videos and get information from google form and then make the descriptions</li> </ul> </li> <li>Naoko has agreements from people that we can have videos. Not all people replied.</li> <li>Anton added that although the videos are on our channel, they are not visible to people.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Jorun informed the team to continue with those from whom we have formal approvals. Now that we have the Corona virus, so many more videos are being made.</li> <li>• Videos would be within the 3-5 minute range and the team would exercise flexibility to accept slightly longer videos that are interesting.</li> <li>• It is timely to get information from others in this project during COVID-19.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Short Version of the Guidelines (infographic)</b></li> </ul> <p><u>Website for Guidelines</u></p> <ul style="list-style-type: none"> <li>• Anton made a great website for the guidelines: <a href="https://guidelines.libplanet.org/">https://guidelines.libplanet.org/</a></li> <li>• Carolyn suggested we share the online guidelines with the IFLA Standards Committee and let them know about our online guidelines.</li> <li>• Huey Bin suggested we should add something for new librarians about how guidelines might be used, which connects to the next topic that is the <b>Infographic</b>.</li> </ul> <p><u>Infographic for Guidelines</u></p> <ul style="list-style-type: none"> <li>• We can get money, but need to present budget to headquarters and get approval first. <ul style="list-style-type: none"> <li>▪ Budget for design</li> <li>▪ Budget for use of images</li> <li>▪ What about use of other languages? We agree that we start with English, but with the goal that this could be translated into other languages that match the languages of the different translations of the guidelines</li> <li>▪ Alica mentioned the “How to Spot Fake News” infographic poster as an example. First step is to create a good infographic, and then we can figure out the languages later.</li> <li>▪ Huey Bin would research design options and cost in Singapore by the following week.</li> <li>▪ Alicia has shared the link “How to Spot Fake News” poster.</li> <li>▪ Benjamin has put it in basecamp to be used as a reference to ask for a quote</li> </ul> </li> <li>• Also needs access to the written agreement on the images used.</li> <li>• To have written agreement to use these pictures on the guidelines website.</li> <li>• Jorun asked for photos and agreement to be made available on basecamp</li> <li>• For the new IFLA website, there are 4 pages to be produced by our section. <ul style="list-style-type: none"> <li>▪ To make it available for the community for children and young adults.</li> <li>▪ Web pictures to be used would have to follow the new IFLA guidelines.</li> <li>▪ Benjamin will put in docs and files in Basecamp on the new IFLA guidelines e.g. library users in action.</li> <li>▪ To note the following:</li> </ul> </li> </ul>	<p>Jorun</p> <p>Huey Bin</p> <p>Communications Team?</p> <p>Benjamin</p>

	<ul style="list-style-type: none"> <li>i. Can't put pages not approved by IFLA</li> <li>ii. Pages would be dynamic</li> <li>iii. Useful to PDF the documents if there is a need for the document to be interactive.</li> </ul> <ul style="list-style-type: none"> <li>• To revisit this after our section's mid-year meeting.</li> <li>• Carolynn also asked for the following; <ul style="list-style-type: none"> <li>▪ To use infographics in the shortened guidelines</li> <li>▪ Poster to be printed out</li> <li>▪ Prepare a short design brief which includes <ul style="list-style-type: none"> <li>i. Number of pages</li> <li>ii. Essential message in the guidelines in the short version</li> <li>iii. Audience for guidelines is for library</li> <li>iv. Easier version of the guidelines</li> </ul> </li> </ul> </li> <li>• Jorun asked for photos and agreement to be made available on basecamp</li> </ul>	Guidelines Short Version Team
4	<p>ALMA Award 2021</p> <ul style="list-style-type: none"> <li>• Announcement will be Tuesday - usually laureate comes to Stockholm in May.</li> <li>• Antonella asked if we can submit for next year - yes.</li> <li>• Send Jorun suggestions by 19 April and come back to Jorun with full information on 1 May.</li> <li>• Jorun is to provide the required information with full information by the deadline for ALMA Award on 15 May.</li> <li>• Person who nominate to fill in and complete the form so that Jorun does not need to fill in the details.</li> </ul>	Standing Committee Jorun
5	<p>WLIC 2021</p> <ul style="list-style-type: none"> <li>• Because of the uncertainty with COVID19, we are going to wait until the May Zoom meeting to discuss further</li> <li>• Next Zoom meeting would be on 14 May, same time at 08:00 AM Eastern Time (US and Canada) and 6:00 AM - 8:00 AM Eastern Time (ET)</li> <li>• 11:00 AM - 1:00 PM Central European Time (CET)</li> </ul>	All to book diary
	<p>Any other business</p> <ul style="list-style-type: none"> <li>• Antonella mentioned this: <a href="https://www.ifla.org/covid-19-and-libraries?fbclid=IwAR3H-BsO91fvO7cZJheQVxh8hyrIXV2MKFkRVLdZr5osnD33hVo60C69yGs">https://www.ifla.org/covid-19-and-libraries?fbclid=IwAR3H-BsO91fvO7cZJheQVxh8hyrIXV2MKFkRVLdZr5osnD33hVo60C69yGs</a></li> <li>• Chair's Report: <a href="https://docs.google.com/document/d/10kjW198VqI_QVq7j4lq_xq0QY3Ck4z7MjbiZ-J_ECbQ/edit?usp=sharing">https://docs.google.com/document/d/10kjW198VqI_QVq7j4lq_xq0QY3Ck4z7MjbiZ-J_ECbQ/edit?usp=sharing</a></li> </ul>	