

Minutes

19th WFDYS Board Meeting

5 - 6 November 2011

Ål, Norway



**WORLD FEDERATION OF THE DEAF
YOUTH SECTION**

1. Roll Call

President Jenny Nilsson opened the meeting. All board members are at present except for Vice-President Robert Ssewagudde who was unable to attend due to problems with visa. EUDY representatives Dennis Hooegeveen and Delphine Le Maire are also at present. RSMCAC-YS and APYS were unable to send their representatives to this meeting. In the future, we should send invitations earlier for allowing regional secretariats and cooperation partners to have more time to make arrangements to attend our meetings.

2. Approval of agenda

Approved with some additions and changes.

3. Approval of previous meeting minutes

As none of us was in the previous board, we cannot comment on the previous board meeting minutes. 18th board meeting minutes are approved.

4. News from the Board

From the next board meeting onwards, we should present event reports and go through task lists instead of only sharing general news.

4.1. News from the President

It has been only four months since we were elected to the board at the YGA, which is quite short time for providing a detailed report. So far, Jenny Nilsson has gone through WFDYS documents and prepared this board meeting with the Secretary. Jenny attended the CRPD Conference for State Parties in New York, USA in September 2011, as delegate of the Swedish State Party. Despite not officially delegating WFDYS, this event was great opportunity for networking that would benefit WFDYS. While in New York, Jenny attended the UNICEF disability group meeting. She also observed the IDA board meeting on behalf of WFD with WFD President Colin Allen, WFD board member Joseph Murray and WFD Honorary President Markku Jokinen in New York.

Jenny officially represented the WFDYS at the UNESCO 7th Youth Forum in Paris, France. This forum followed up actions made between 6th and 7th forums and prepared a final report for the General Assembly of the UNESCO. This was exciting and good experience especially for networking. At the Forum, the WFDYS could only attend as observer, but was allowed to participate in debates. Jenny participated debate in education group and highlighted importance of sign languages, which was added to a recommendation addressing to the General Assembly of the UNESCO. While delegates approved recommendations, sign language issue was unfortunately removed from the recommendation.

Jenny also attended the EUDY General Assembly in Madrid as invitee with Jannicke Kvitvaer.

There is a internet forum of the UN Youth Program, which Jenny has followed and gave some comments on behalf of the WFDYS. The forum has been open for three weeks and will close in a week.

4.2. News from the Vice-President

Robert Ssewagudde is not at present and therefore there is no report available.

4.3. News from the Secretary

Eeva Tupi has received relevant WFDYS documents and access to WFDYS e-mail account from the previous secretary, Melissa Malzkuhn. Eeva has visited the WFD Secretariat in Helsinki and talked with the staff for example about documentation and the WFD Newsletter. The staff welcomes articles from WFDYS for the WFD Newsletter.

Eeva has contacted WFD Ordinary Members requesting for contact details of youth associations and sections with varying luck. The YGA minutes has been sent out by Eeva. Eeva has prepared this meeting with Jenny.

4.4. News from the Board Members

Braam Jordaan: He has been working on creating new WFDYS website. Credit card details have been finally received from the WFD Secretariat recently that enabled him moving on with the website. Braam has designed a new logo for the WFDYS. Here at the board meeting, Braam has filmed and edited day reports for Facebook and WFDYS website. Braam has recently received access to WFDYS' Twitter account. He has been in touch with previous board member, Florian Gravogl.

Hear and Say Worldwide founder Dimity Dornan has been in public discussion recently and Braam has done advocacy work related to this issue. Braam wants DeafSA to establish a youth section (YS) and he is in contact with DeafSA president. A proposal on this issue should be made to the next DeafSA NEC (National Executive Committee) meeting.

Ana Navas Serna: Ana has finally received survey material at the EUDY General Assembly in Madrid, October 2011. She wants to work further on this issue. Ana has given a presentation about deaf youth issues at international level, WFD and WFDYS at a weekend camp in Spain. Ana has helped in e-mail communication with Spanish-speaking countries. Some people from South America have contacted her about WFDYS.

Jannicke Kvitvaer: Jannicke has given an unofficial presentation about WFDYS at a deaf club in Norway. She attended the EUDY General Assembly where cooperation between WFDYS and EUDY was explained. At the EUDY GA, strategic plan was approved. At this event, there was an unofficial meeting between WFDYS and EUDY board members where Jenny, Eeva and Ana were also at present. In this meeting, survey was discussed and how we could cooperate more in this area.

EunJung Byun: EunJung has not worked much for the WFDYS so far. She has had business card samples designed. The APYS has discussed about the deaf flag proposal that was made at the WFD GA in South Africa.

4.5. Board situation room

We have not been working long time together as we are recently selected. EunJung does not understand English well and has not therefore received all information. It was agreed that each board member would take turns on talking with EunJung on webcam about WFDYS issues.

When someone brings up a new issue, this person must make a YouTube video in international sign. After that, comments must be given within a week. If someone has not reacted for a week without letting the board know about unavailability to check e-mail, it is assumed that this person supports the decision. However, if a majority of 4/7 is achieved before the end of the week, the decision is made and action can take place.

We will add "INFO", "REPLY" and "URGENT" to e-mail topics. "INFO" means that the e-mail includes information and does not require action. "REPLY" requests responses from all board members. "URGENT" requires a quick response from all board members.

5. Review of the mandates from Youth General Assembly

Australian Delegate. Motioned that the YGA should be one day long, not limited to six hours, from 2:00 – 8:00 PM.

Decision: Motion accepted.

Australian Delegate. Motioned that the YGA Chair should be given to someone outside of the WFDYS Board.

Decision: Motion accepted and the board will make relevant adjustments to WFDYS internal rules.

Australian Delegate. Motioned that the YGA Voting process must be clear. Majority vote is not acceptable when not all countries show their voting cards. All cards must be shown (Yes, No, Abstain).

Decision: Motion accepted and this will be taken into account at the next YGA.

Greek Delegate. Motioned that the YGA should be 2 days long, not 1 day.

Decision: Motion rejected, as there should be flexibility on duration of the YGA because length is not defined in the WFDYS internal rules.

Greek Delegate. Motioned that information, such as the WFDYS internal rules, should be sent one year prior to the YGA.

Decision: Motion rejected, as the time limit is four months prior to the YGA according to the WFDYS internal rules.

Greek Delegate. Motioned that the WFDYS should work with the WFD to have the YGA and the GA at separate times, not at the same time.

Decision: Motion accepted.

Argentinean Delegate. Motioned that 20% from Camp fees (Youth, Junior Youth, and Children) should go to the WFDYS. The funds from Camp fees will help support future camps and to have an increase in publicity.

Decision: Motion rejected, as the WFDYS sponsors camp fees of participants from developing countries and therefore cannot take money back. Receiving funds that way could make fundraising more difficult.

USA Delegate. Motioned that internal rules, 5.1.j. (must allow one old board member to remain on the new board) must be removed. Instead, the new board should select someone from the old board to work with them.

Decision: Motion rejected.

Belgian Delegate. Motioned that the internal rules for motions (must be submitted 3 months prior to the YGA) and for board nominations to be removed. There should be no time limit for both motions and board nominations.

Decision: Motion rejected.

Swedish Delegate. Motioned that one person from the old board must be designated as the official contact/advisor to the new board. Internal rules 5.1.j. should not be removed but modified.

Decision: Motion accepted.

German Delegate. Motioned that it is hard for delegates to wait every 4 years to have YGA; proposed that YGA changes to every 2 years and concur during/with a camp.

Decision: Motion rejected.

Japanese Delegate. Motioned that the Camp age limit be changed to 18 – 35 for all Asia-Pacific participants and leaders.

Decision: motion rejected as there cannot be expectations for a certain region only.

Macau Delegate. Motioned that there be more use of international sign, not ASL “American Sign Language” or ESL “European Sign Language” at any WFDYS-related events.

Decision: Motion accepted.

Ghanaian Delegate. Motioned that the age limit of “youth” in any WFDYS-related activities including camps be changed to 35 years for developing countries.

Decision: motion rejected, as there cannot be expectations for a certain group only.

Ghanaian Delegate. Motioned that all invitations to Camps must be sent out 6 months in advance.

Decision: motion rejected since according to the camp guidelines, the first call must be sent out 15 months in advance.

South African Delegate. Motioned that the WFDYS sets up forums with regional secretariats/sections to focus on political related issues.

Decision: motion accepted.

Chilean Delegate. Motioned that Regional Secretariats/Sections are responsible for translating documents into different languages. Motioned to add this to Action Plan 2011-2015.

Decision: motion rejected since action plan was approved in the YGA and changes cannot be made afterwards.

Venezuelan Delegate. Motioned that there should be flexibility in the number of camp participants per country; and announcements must come earlier to add more participants per country if there is availability in camps with the focus on developing countries.

Decision: motion rejected, as camp guidelines must be followed.

Venezuelan Delegate. Motioned that the WFDYS becomes an independent organisation from the WFD.

Decision: motion rejected.

Danish Delegate. Motioned that the WFDYS decides its own policy on media access (such as allowing video cameras and cameras during the YGA or other WFDYS related events).

Decision: motion rejected.

Finnish Delegate. Motioned that internal rules be changed related to “WFDYS President must attend all WFD Meetings” but let the board decide who can attend the WFD Meetings.

Decision: motion accepted.

Finnish Delegate. Motioned that the deadline for Board Nominations should be changed from 24 hours to 1-2 weeks, or 1 month in prior.

Decision: motion rejected.

Swiss Delegate. Motioned that in the next YGAs to come, get 1 or 2 people to type the meeting minutes so that the Secretary can answer questions if needed.

Decision: motion accepted.

6. World Congress, South Africa 2011

6.1. Motion for amendment to the Congress Resolution number 11

Braam proposes to modify this resolution to “Encourages full use of the latest technological advances to promote sign languages and human rights in order to enhance access and communication for all deaf people”.

Decision: motion is approved and will be directed to the next WFD board meeting. Braam will make the motion for the WFD board.

7. Invitations and representations

7.1. Procedure

Official letters of invitations must be sent to Jenny or Eeva in WFDYS e-mail addresses. After that, the board will approve the invitation. Otherwise, it is not allowed to officially represent the WFDYS. When a board member might be invited to a side event at the event where s/he was invited to, s/he is allowed to attend but should let the board know about this side event. It is important that all board members are aware of all representations made on behalf of the WFDYS.

7.2. Reports

The aim is that reports from representations will be made in international sign and published on the WFDYS website. Therefore quality of video must be good. Photos of presentations made by board members could be also published on the website. If video is not of high quality, update of the first video should be made at the next board meeting. Information should be published equally on the website and the Facebook page. Video reports are to be made on closed WFDYS YouTube group. After approval from board members, the video would be published. Reports should be made as soon as possible after representations. Brief reports are sufficient and the following questions should be answered in reports: what is the organisation where the WFDYS was represented, their aim, how the WFDYS could benefit from cooperation and what actions the WFDYS will take in this area. Jenny will look for a sample of report form. EUDY representatives told that they have such a form that could be useful for us.

7.3. Future invitations

7.3.1. Saudi Arabia

A deaf woman from Saudi Arabia has asked the WFDYS to send two board members to Saudi Arabia to train deaf youth. All expenses would be covered. Saudi Arabia wants the WFDYS to make a proposal on topic of training.

It was agreed that this training could be part of future WFDYS projects and will be discussed further when we talk about projects. Eeva will be in touch with Saudi Arabia.

7.3.2. RSMCAC-YS

There will be the RSMCAC-YS General Assembly in Panama from 1st until 5th February. Flights are on own expense, but accommodation and meals will be provided by RSMCAC-YS. Ana, Braam or Eeva are interested to attend depending on funds from their associations.

7.3.3. EUDY board meeting

The next EUDY board meeting will be held in Brussels, Belgium, from 9th until 11th December 2011. Jannicke will attend if she gets funds. Jenny might be able to attend.

7.3.4. IDA board meeting

The next IDA board meeting will be held in Geneva, Switzerland, April 2012. Jenny will attend, as there is discussion about establishing youth project in the IDA. If Jenny cannot attend for some reason, Eeva will try to replace her.

8. WFDYS Action Plan

8.1. Action Plan 2007-2011

Many of unachieved issues from this action plan have been added to the action plan 2011-2015. We will make effort in implementing Action Plan 2011-2015.

8.2. Action Plan 2011-2015

8.2.1. Timelines

This was made in excel form in workshop and will be sent to Eeva who will follow up. Eeva will make detailed working sheets where years and months are visible.

9. UN CRPD

9.1. Consequences and procedures in the case of a breach

This should be added to training of human rights project, which would be provided at regional levels. It is important for individuals to know how to act in case of a breach.

10. WFDYS Internal Rules

Eeva will cooperate with the WFD legislative committee on changing the internal rules, as many points need to be changed before the next YGA. For example, regional cooperation should be defined more clearly.

10.1. Provisional change to Article 5.1(j)

Braam proposes, "In case where no member is selected from the previous board, it is within the new board's mandate to appoint a member from the previous board as advisor on voluntary basis." Approved.

10.2. Provisional change to Article 5.5(a)

Eeva proposes, "When the President is unable to attend WFD board meeting, this mandate must be given to another board member of the WFDYS." Approved.

Braam and Eeva make a proposal for the next WFD board meeting to give WFDYS president or her/his substitute voting rights.

11. WFDYS Bank account

WFD Administrative Secretary Phillipa Sandholm explained that there is about 8.000 euros in the WFDYS bank account after paying Youth Camp fees for four participants from developing countries. Bank fees are unfortunately expensive and transferring camp fees took transfer fees from the WFD bank account. Therefore Phillipa had to take this amount of transfer fee back from the WFDYS bank account. Phillipa will let Eeva know the exact bank balance after this meeting. Paying for the website will be discussed between Phillipa and Braam. Phillipa will make necessary bank transfers upon request from the WFDYS board. A treasurer from the board will be selected to be contact person in bank issues.

12. YOM Membership

12.1. Pending applications

Four YOM applications are received from the previous board. None of these could be approved as YOM as more information is required. Eeva and Ana will contact these associations for more information. Information about YOM must be made available on new website in international sign. Eeva will encourage youth associations to apply for YOM before the next board meeting.

13. Fundraising

There are details on fundraising for year 2012 in action plan timeline. All board members should look for possible fundraising sources such as aid organisations. It was proposed that WFD could give WFDYS some money from OM fees that send delegates to the next YGA. Merchandising and donations are considered as fundraising opportunities. EUDY representatives shared information that they will start their merchandising soon as part of fundraising. It was suggested that a host country of the WFDYS board meeting could organise a fundraising party. We should cooperate with the WFD on fundraising.

14. Survey

Ana was involved in creating survey during her time in the Frontrunners. Ten replies were received before the Youth Camp in South Africa and more replies came in afterwards. There are errors in replies and results are therefore unreliable. It was agreed that YOM/YS president or board member should sign survey forms and we will work on making more detailed survey later. Surveys could be carried out in cooperation with EUDY, APYS and RSMCAC-YS who could assist us. Ana will work on details with EunJung, Florian and the EUDY board. A format of survey will be presented at the next board meeting.

15. Publicity

15.1. Website

Braam has created a new website which was showed in workshop before this meeting. Material in international sign needs to be made and added. Braam explained how to make YouTube videos for internal communication. The new website is approved by the board. We will try to make interviews of deaf people from different countries in international sign videos and publish them in the website. Braam has created demo. The backend template for control panel costs USD 212 and the money will be taken from the WFDYS bank account. It was approved that necessary money for the new website will be taken from the WFDYS bank account. We will make more effort on providing information at the website.

15.2. Logo

The WFDYS board and also the WFD board have approved the new logo designed by Braam. Jenny and Colin will discuss further to agree on situations where our logo could be used and might make some kind of guidelines on this issue.

15.3. Social media

The WFDYS has accounts in Facebook and Twitter. Unofficial information could be added to these channels. We will share national events in Facebook only if organisers contact us directly asking for sharing. Calendar of events at the new website will be connected to Facebook page. Text will be added to each video made and published by us. We will consider captioning later.

There is WFDYS 2013 page on Facebook that has been created by someone apparently from India. Eeva will report to Facebook trying to get this page removed.

15.4. WFD Newsletter

The next deadline is November 15th and there will be introduction of the new board and texts from Jenny (the UNESCO Forum) and Jannicke (the EUDY GA). There will be a Christmas edition where we could send a season's greetings picture. Eeva will ask if future YOMs can receive WFD newsletters as these include information from us.

15.5. E-mail distribution

When annual fee of website domain is paid, @wfdys.org e-mail addresses can be created – for example eeva@wfdys.org. Separate address such as info@wfdys.org will be created and redirected to the current WFDYS Gmail account. Braam will work on this and the aim is to get addresses created before we leave for home countries from Norway.

15.6. Business cards

EunJung has gotten three samples of business card made for WFDYS board members. It was agreed that the logo must be changed due to its renewal. It was agreed in South Africa that all board members would print business cards themselves. We will do that until the next board meeting where we will receive formal business cards. EunJung will order printed business cards and this will be paid from WFDYS account. Personal WFDYS e-mail addresses and WFDYS website address will be put on business cards.

16. WFDYS Youth Officer

The previous WFDYS president has been contacted to get documents on establishing process of youth office in Venezuela. No document was received. Therefore we are not proceeding with Venezuela anymore. Our aim is to have project workers and interns. Maybe in 2013 or 2014 we will be able to get youth officer. We can use available space at WFD headquarters.

17. WFDYS Guidelines

We have camp guidelines and meeting procedure guidelines dated in 2007. During this meeting, we have received camp bidding guidelines, board meeting guidelines and youth general assembly guidelines – all dated in June 2010. There is also an information sheet on hosting board meetings. As we did not have time to read guidelines, we will read them before the next board meeting and discuss further there.

It was agreed that there should be working group guidelines, media guidelines (including how to use logo, and remove media related topics from other guidelines), internship guidelines and YOM guidelines created in next board meetings. Eeva will ask Phillipa for World Congress Guidelines to send to board members for information before the next board meeting.

18. WFDYS Camps

18.1. Youth Camp, South Africa, 2011

Braam is not participating discussion in this topic.

18.1.1. Camp Evaluation report

Report was received from Lars Knudsen, former WFDYS Vice-President. According to board members who attended the camp, there are more details in camp evaluation report. Jenny will contact Lars about this.

18.1.2. Camp report

No report was received from South African Camp Organising Committee despite time limit defined in the Camp Guidelines. Jenny will ask Lars to contact with the COC to get the report.

18.2. Children Camp, Venezuela, 2010

Eeva will make a summary of this camp report and send to board members. This summary will be sent out with other information when youth associations and WFD OMs are contacted next time.

18.3. Junior Youth Camp, Italy, 2013

EunJung will be contact person. Eeva will make a letter to next camp organisers congratulating on hosting camp and letting them know who are contact persons. EunJung will talk with the EUDY to avoid conflict of time, as there will be EUDY Children Camp in the Netherlands in same summer. It was stressed that it is important to have record of all written and webcam communication made with camp organisers to have proof in case of problem.

18.4. Children Camp, USA, 2014

Jannicke will be contact person and should check with the EUDY about time.

18.5. Youth Camp, Turkey, 2015

Ana will be contact person and should check with the EUDY about time.

19. Information on World Congress, Turkey 2015

President of the Turkish Federation of the Deaf told about the progress made after the World Congress in South Africa. Everything has gone smoothly so far. There is support from various governmental institutions. President of Turkish Deaf Youth Association has been involved in the organising progress. There are two possible campsites: near congress location, Istanbul, or in Antalya, in Turkish Southern coast. President of the Turkish Federation of the Deaf suggested that the WFDYS board could consider having board meeting at some stage in Turkey to be able to inspect the campsite. The WFDYS will send camp guidelines to Turkish Deaf Youth Association when it has been revised. The WFD board has approved that one member from the WFDYS board will be in the Congress working group. It was approved that Jannicke will be member of the Congress working group on behalf of the WFDYS.

19.1. YGA and GA should be held on separate days

Jannicke will bring this issue up in the Congress working group.

20. Current situation of Libya

We will make a letter to the NTC (National Transit Council) to promote ratification of the CRPD and improve life quality of deaf youth. Jenny and Eeva will make the letter. Braam will get contact details from the African Union. The letter will be sent to Libya, Tunis and Egypt where Arab spring has occurred. Youth are involved in the protest movements and they should be taken into account by future governments. The letter will be made and sent before Christmas.

21. Internship

21.1. Previous interns

There have been two interns sponsored by the Gallaudet University: Jonathan McMillan in 2010 and Noel King in 2011. There is a report from Jonathan's internship but none from Noel. Eeva will ask Melissa about the report.

21.2. Internship programme and guidelines

One person has expressed interest to intern at the WFDYS in the summer of 2012. We could advertise internship position in the spring and select an intern for summer 2012 in our next board meeting. Interviews could be done via Skype before the next board meeting. Eeva will make the announcement and Braam will publish them on the website. Eeva will interview candidates.

Internship guidelines should be ready by the next board meeting. Eeva will take care of this and see EUDY's internship contract and other useful documents. Internship will be on intern's own cost but s/he can find sponsors her/himself. A letter of reference will be provided after internship.

22. Working groups

Developing countries working group is to be established. The internal rules needs to be changed (add working groups) and guidelines need to be established. Ana will make proposals on these issues before the next board meeting.

23. Regional training project

All regional contact persons should discuss with their own regionals at the first meeting (while presenting about human rights) about training that will be carried out at the next regional meeting. A project idea must be drafted by the next board meeting. Jenny will make the draft and Eeva will revise it. Everyone should look for opportunities for project funding at international and national levels.

24. Responsibility areas of the Board members

Jenny Nilsson, President:

NGO collaboration
WFD Board contact person
International/UN conferences

Eeva Tupi, Secretary:

Internship program

Ana Navas Serna:

Region: RSMCAC-YS and South America
Camp Contact Person: Turkey 2015
Survey

Jannicke Kvitvaer:

Region: EUDY
Human rights tool
Camp Contact Person: USA 2014
World Congress 2015 working group

Robert Ssewagudde, Vice-President:

Region: West/East Africa

EunJung Byun:

Region: APYS
Camp Contact Person: Italy 2013
Treasurer

Braam Jordaan:

Region: Oceania
Website and media
WFD Conference 2013 Youth network

Whole board:

Youth liaison office
Develop further projects
Collaborate with Red Cross and refugees
International deaf youth events
Developing countries working group contact
Fundraising

25. Future WFDYS meetings

WFD Board meetings

July 2012 Louisville, KY, USA
November 2012 Geneva, Switzerland
May 2013 Saint Denis, Reunion
October 2013 Sydney, Australia
April 2014 Tirana, Albania
November 2014 Peking, China
January 2015 ???
July 2015 Istanbul, Turkey
Sydney and Istanbul are confirmed, others TBC

WFDYS Board meetings

April 2012
November 2012
July 2013 Junior Camp, Italy
October 2013 Sydney, Australia
July 2014 Children Camp, USA
November 2014
January 2015 with WFD board
July 2015 Istanbul, Turkey

There has been no invitation for hosting the WFDYS board meeting in 2012. Finland has expressed its interest on hosting a board meeting. A video will be made to ask for some country to host our board meetings in 2012 and published in the website. If no invitation is received, we will ask Finland to host the next board meeting.

26. News from WFD Board/Secretariat

During this meeting, we have attended the WFD board meeting. The WFD board has approved our report, our internal rules amendments and action plan. The WFDYS will have its delegate at the IDA board meeting and a youth networking meeting will be held in addition to the WFD Conference in Australia. The WFD board has approved the new WFDYS logo. The WFD board has 5 badges to the UN of which one is given to the WFDYS. The WFDYS is also to be involved in the World Congress working group.

27. Any other business

27.1. Duration of YGA

There should not be a limit on hours. Preferably, two days should be reserved for the YGA of which one would include a half-day workshop. Jannicke will share this request with the World Congress working group.

27.2. Translations

Documents are only in English as it is the WFD's official working language. CNSE (Spanish Deaf Association) plans to translate the YGA minutes to Spanish. Eeva will give e-mail addresses of the Spanish-speaking countries to which Ana will send the translated minutes. Translations are made on voluntary basis.

27.3. WFD Conference in Australia, 2013

There is an OM day when we could arrange a youth networking day. Braam will discuss this further with Colin.

27.4. WFDYS Regions

Regional secretariats are the only used term in the WFDYS internal rules. We could follow the WFD policy where regional secretariats and regional cooperation partners are used. Jenny will ask the WFD about the term and we will make decision on term in next board meeting.

27.5. WFD Congress Turkey 2015

The Congress Organising Committee has asked Braam to be involved. He does not want to have conflict of interest and will probably work on business side only without affecting his position in the WFDYS board.

28. Closing

Jenny closed the 19th board meeting and thanked everyone for two productive days. Jenny also thanked the EUDY representatives for attending our meeting and Berglind Stefansdottir for inviting us to Ál for this meeting.