Officers Training sessions were held in Helsinki on Tuesday 14th and Wednesday 15th August. This document summarizes the information given out on those days and the questions (Q) and answers (A) that arose.

This document will be put in the Officers Corner. Please take the time to become familiar with all the information and documents that can be found there.

I recommend you also subscribe to the:
- Prof Speak comments: [http://blogs.ifla.org/profspeak/comments/feed/](http://blogs.ifla.org/profspeak/comments/feed/)

You will need to have an RSS feed reader to subscribe to these feeds – many people use Outlook for this, or your web browser may offer an option, or there are many alternative software options for your computer, or mobile device, with which you can register.

**Professional Units – your role as an Officer**

An Officer is, by definition, the Chair or Secretary of the Section. Only one of each is officially recorded as such in the IFLA contacts database.

Officers should be responsible for submitting to the PC, on behalf of the SC, a request for funding for the activities of the Section. The role of treasurer is not an official officer position, so reimbursements, made on production of an invoice or receipt, must be authorized by one of the Officers. Payment of reimbursements will be made direct to the individual or organization that has incurred the costs. Section funds cannot be sent in advance, only on production of an invoice or receipt.

Officers should help the SC draft the Section’s action plan, and check on progress during the year. They are also responsible for submitting to the PC any requests for project funding, and should check that the project is running according to plan.

The Officers should also maintain contact with any SIGs sponsored by the Section, invite the conveners to attend Section meetings, and request reports from them. The sponsoring Section is responsible for reviewing the SIG every four years (HQ will remind you about this when, and if, it is relevant).

Information Coordinators create web pages for the Section. Please inform them if you have any information that should be made available. They can create web pages, news items, events announcements, and can put documents on the web site.

**Data protection forms**

If you have not already done so, please complete and return (or paste into an email), the Data
Protection Registration Form for those who are active in IFLA’s Professional Units:

Please also remind your SC members to complete this form. It allows us to share your information with other IFLA members.

PC funds
The PC is trying to redefine how its funds will be allocated in future. There is not enough money for everything that is being requested by the Sections, so some priorities have to be identified. For this reason, some things that were funded in the past can’t necessarily be funded in future. Although the PC is developing new guidelines, all Sections can contact and discuss with their Division Chair any needs that come outside the guidelines.

Q: Who can authorize reimbursements?
A: Officers must authorize reimbursements made from a Section’s PC Admin funds, PC project funds, or earmarked reserves. You may identify a treasurer within your Section to help keep track of the funds, but the authorization for reimbursements should come from one of the Officers.

Q: Can funds be sent in advance to a Section, like in the past?
A: No, this isn’t possible any more. Money is held at HQ until the Section submits an invoice or receipt. Money left-over from Admin or project allocations cannot be carried over to the next year. New allocations for the following year are decided in the December PC meeting.

Q: What can surplus from satellite meetings be used for?
A: Due to IFLA’s not-for-profit status, satellite meetings should not aim to make a surplus. If a meeting does make a profit, then new guidelines are coming in which will mean that in general, the host organization will retain the money. The host organization will also take the risk for any financial loss.

Q: Can you advise on how to get project funds?
A: There is some guidance on the best way to go about submitting a request for funds:
- Ensure you discuss the project proposal thoroughly with your Division Chair.
- A request for a large amount has a higher risk if the project does not finish successfully, so the higher the request, the more convincing you will have to be. The majority of the requests have been in the range of 1500 – 3000 Euros.
- Plan and only apply for funds when you are confident that the project will succeed. If a project fails for whatever reason, the Section’s reputation will be affected, but keep the Division Chair and PC fully informed to mitigate this. Funds can be redirected if there is enough time.
- Think about dissemination of the results – maybe a publication? This also applies to those projects that are carried out without funds.
- Full guidance on applying for project funds will be distributed in October and your questions and comments will help us write this.

Key Initiatives and action plans
Q: What is going to happen in 2013 as the current KIs are due to expire?
A: The current Key Initiatives (KIs) expire at the end of 2012:
http://www.ifla.org/en/strategic-plan/key-initiatives
The new (2013-2014) KIs are still in discussion by the GB and professional units will be asked for their input and suggestions. It is unlikely that the current KIs will disappear completely, but depending on input and discussions, they will be developed, and new KIs may appear.

Q: The KIs don’t really apply to my Section, are you going to expand them so that they are more relevant?
A: The development of IFLA’s strategy is still struggling to include the very varied activities from across all IFLA units. Your input is welcome to help define the KIs to be as inclusive as possible of the main priorities, but it can never address all the individual section priorities and themes. There is also a desire by the GB to help guide IFLA units to work towards shared goals.

One intention of the KIs is to more clearly identify the key themes that define IFLA’s work so that both IFLA members and those non-library organizations and individuals that IFLA works or wishes to work with understand more clearly what IFLA does. For this reason, Sections and SIGs are asked to try to use the KIs to help define their action plans for the year and to identify one or two activities during the year that are specifically linked to a particular KI so that the priorities identified are carried through across IFLA. Please help us to collect this information and to develop the web pages by putting your action plan online and by letting your Division Chair (and/or Joanne Yeomans) know how your Section is trying to link to the KIs. The structure of the IFLA website will also be changing towards a more topic-based structure rather than the hierarchical structure we have today, and the information you provide on your Section’s action plan will help us make the necessary links between activities in different units.

PC project funding will be prioritized for projects that clearly align with the KIs.

IFLA website
Q: Where do we report broken links on the website?
A: Contact IFLA HQ, through the web form: [http://www.ifla.org/en/contact/the_Webmasters](http://www.ifla.org/en/contact/the_Webmasters) or webmaster@ifla.org

Q: Please would the PC enable and encourage more open discussion of IFLA matters, avoiding purely top-down communication? Can you provide an open discussion forum for Officers, for example via the Officers Corner web site? Can you add a comment button to all website posts?
A: The PC doesn’t have any wish to be perceived as closed or unable to accept suggestions. We will look into these suggestions and try to implement as much as possible to make the PC’s work more open and inclusive, and encourage discussion and feedback.
Note the ProfSpeak blog has been set up in response to this suggestion.

Translations
Translation of the whole website (and documents on it) will start for two official IFLA languages in 2012. This project is managed by the Multilingualism Working Group (WG), chaired by Barbara Lison.

Q: Is the translation software only for translation of the IFLA website or also for the Sections & Officers?
A: The software will help the Regional Offices and Language Centres manage the translation process, but they will be the ones doing the translations. They are also available to help with translations for Sections and other units of IFLA. The procedures for this are still in discussion with the Offices and Language Centres.
Q: Will the interpretation at future WLICs be affected, especially the French language at WLIC 2013?
A: Interpretation is expensive but the WG are looking at alternatives including more innovative, less “bulky” options.

Standards
Patrice Landry is Chair of the Standards Committee. It is at its initial stage of defining IFLA standards and associated procedures. The open session in Helsinki will be used to gather input from across IFLA on these questions and the Committee will then work on the results. More information on all these topics will be disseminated as it becomes available.

Q: How will the development of IFLA standards be funded in future?
A: Funding for the development and revision of IFLA standards currently comes from the PC funds. It has been handled on a year-by-year basis with little coordination and long-term planning. This is going to be looked into as the current situation could be improved.

Q: Creating standards creates competition between the organizations producing them. How is this going to work, for example, with ALA?
A: There has been and will continue to be collaboration with other standards-issuing organizations. The Committee will look at IFLA’s relationships with them.

IFLA Publications
Mike Heaney will start in 2013 as the new Editor of the IFLA Publications Series (Green Backs). A new series will also start: Global Studies in Libraries and Information. The Green Backs series previously demanded six publications per year but it will move towards a more flexible series with more or fewer titles per year depending on demand and availability. Discussions are ongoing with De Gruyter concerning the contract for these publications.

Think about whether your Section might produce a publication – especially if you have a project, or other ongoing work that might be interesting to share. Mike would welcome your ideas and is available to discuss them.

Q: Can books still be produced for a satellite meeting?
A: It is especially attractive to provide a publication to participants of a satellite meeting. This can be arranged if you contact Mike early enough. For any questions about publishing proceedings of a satellite meeting, contact Mike as early as possible.

Q: What is the situation regarding e-versions of the IFLA Publications series?
A: We are looking at a variety of ways to publish different publications. This also includes open access e-books. All books in the Green Backs series are currently available as e-books.

Q: Will the editor of the IFLA journal change?
A: No, Stephen Parker will remain the Editor of the IFLA Journal. (The IFLA Journal is published by SAGE, the IFLA Publications series by De Gruyter.)

Q: Will Sections still be asked to recommend their best paper for publication in the IFLA Journal?
A: Yes, all units that organize a session at the WLIC will be asked for a recommendations - information concerning this will be forwarded from Stephen Parker. Next year we will send details of this earlier.

**Special Interest Groups - SIGs**

Some Sections sponsor a SIG. Many of the SIGs were officially set up in 2009 and so are coming to the end of their initial 4-year term when they must be reviewed. The sponsoring Section may wish to propose to the PC that the SIG continues as a SIG, disbands, or if activity and membership warrant it, becomes a new Section. All sponsoring Sections and SIGs at this stage of review have been informed and will be reporting back to the PC in autumn.

A representative from Division IV announced that they would be producing a paper for the PC with suggestions on changes to the current rules governing SIGs. Division IV contains a number of SIGs.

**Standing Committee (SC) membership and elections**

The names and terms of the SC members for your Section are available from the IFLA Secretariat.

In autumn 2012 the call for nominations for candidates to serve on the SCs for the period from August 2013 to August 2017 will be issued. Officers should be aware of how many replacements will be needed to ensure there is the minimum ten people on the SC. Officers should also help to ensure that outgoing SC members record and pass on any information necessary either to existing or new members.

The position of Section Treasurer will be phased-out at HQ as it is not an official role and has caused some confusion in some circumstances. Officers authorize reimbursements of Section funds, and all communication from HQ is sent to them first for distribution to the correct people in the SC. A Section may choose to have a treasurer to help with the management of the accounts for the section, and may choose to appoint other SC members to other roles.

**Q: Is there the possibility for a Section to have a Co-Chair?**

A: Not officially. According to the Rules of Procedure, there is one Chair and one Secretary who are identified as Officers. The function of Co-chair does not officially exist, nor does Section Treasurer, however, a Section SC may wish to appoint a Co-Chair and can define how this will work within the SC. Communication from HQ will be sent to the two elected Officers who can distribute the information to others within the SC as necessary.

**Q: How many candidates can be nominated during the upcoming SC nomination round?**

A: Each IFLA member can nominate one candidate per IFLA Section they are registered for. The same person cannot be nominated for more than one Section. SCs must have between 10 and 20 members. To find out how many of the current SC will come to the end of their term in 2013 contact IFLA HQ.

**Q: Can Student and Non-salaried Affiliates nominate SC members?**

A: Yes, every IFLA Member and Affiliate is entitled to nominate an SC member for the Sections he/she is registered for.

**Q: If I know someone who is interested in being on the SC, or someone comes to me to ask how to get on, how do I find someone to nominate them?**

A: IFLA HQ can send to you (an Officer) a list of the members in your Section. You may use this list to contact the members to ask if anyone would nominate the candidate. Individuals who are affiliate
members of IFLA may also nominate candidates, and it is possible to self-nominate. People are elected to SCs in a personal capacity and do not represent an organization.

Q: Are there any plans to change the rules so that corporate partners can be members of Sections? Some are closely involved with the Section and it would be good if they could be on the SC.
A: No. Corporate partners cannot be members of IFLA (according to the statutes) and so cannot be members of the Sections. However, any individual may join IFLA as a personal affiliate, in which capacity they can join one or more Sections and, as with all personal affiliates, can then nominate themselves or another person for the SCs of the Sections they are registered for. More details of this individual category of member: 

Note that all SC members are elected on a personal capacity and do not represent the organization they work for.

Q: What happens if an SC member stands down mid-term?
A: This means there is a casual vacancy. Rules 18.24-18.26 of the Rules of Procedure refer to this (see below). Please inform IFLA HQ of any changes to the SC.

Q: What should I do if there are inactive members on the SC?
A: Rules 18.24 – 26 on Casual Vacancies apply to this situation, they are copied below from the Rules of Procedure. In R18.26, a meeting of the SC can also include a virtual meeting. To give the inactive member a chance to explain you should write to inform them of these rules and to give them a deadline to contact you after which the SC will assume they have resigned. Contact IFLA HQ to find out if there is anyone who fulfills the conditions in R18.24, otherwise, the Chair can propose to the SC someone to fill the vacancy as in R18.25. Please inform IFLA HQ of any changes to the SC.

- R18.24 In the event of a casual vacancy in the position of an elected member of the Standing Committee, the unsuccessful candidate who received the highest number of votes in the most recent election for places on the Standing Committee shall fill the vacancy for the remaining term. On completion of that term, the person concerned may be nominated for election to the Standing Committee in the normal way.
- R18.25 If no such candidate is available, the Standing Committee Chair may co-opt a person to fill the vacancy for the remaining term. On completion of that term, the person may be nominated for election to the Standing Committee in the normal way.
- R18.26 Any member of a Standing Committee who fails to attend two consecutive meetings of the committee without reasonable explanation shall be deemed to have resigned. The place thus vacated shall be filled according to the provisions in Rules 18.24 and 18.25.

Q: Can Information Coordinators (ICs) be identified as such on their badges at future congresses?
A: ICs are generally responsible for publishing the Section’s newsletter and other leaflets, and updating the Section’s web pages. Officers receive a little coloured flag on their congress badge so that HQ staff, PC members, and others, are able to identify you. ICs are not Officers but there are not enough colours to flag everyone who has a role within IFLA and the situation with ICs differs between different units so it would be complicated to try to do so. Please try and meet your IC in person during the congress if they are not an SC member, and make sure you are in regular contact with them during the year to provide updates for your Section’s website.
Where to go for more information

**Professional Committee (PC) members** with email addresses:  
The PC is responsible for overseeing the professional programme of IFLA, establishing procedures for organizing the professional content of the annual congress and satellite conferences, overseeing the publications programme, and reviewing the status and programmes of the professional units. Officers are advised to use their Division Chair as their main point of contact for passing on feedback and asking questions related to the PC. Joanne Yeomans is the staff member responsible for supporting the PC and therefore can answer questions concerning procedures relating to PC matters.

**Prof Speak blog:** [http://blogs.ifla.org/profspeak/](http://blogs.ifla.org/profspeak/)  
ProfSpeak (Professionally Speaking) has been set up by IFLA’s Professional Committee. It is a moderated site, available to all IFLA’s officers and members, for discussion of IFLA’s professional programmes and related matters. This includes the activities of the professional units (sections, special interest groups and strategic activities), the IFLA publishing programme, and the Congress professional programme. ProfSpeak aims to further multi-way communications, as well as to be a vehicle for timely information sharing. Our goal is to post communications the same day as they are submitted.

Bringing together for Officers (= Chairs and Secretaries of Sections) all the information needed for their IFLA work, including links to forms and guidelines.  
In particular:  
- New policies and guidelines that the PC has been working on will be made available here and the site will be developed over time.

**HQ Staff:** [http://www.ifla.org/en/hq](http://www.ifla.org/en/hq)  
In particular for professional-related issues:  
- Joanne Yeomans, Professional Support Officer.  
- Chris Zuidwijk, Finance Officer.  
- Tatjana Hoeink, Membership Officer.  
- Josche Ouwerkerk, Conference Officer.

- Multilingualism Working Group:  
- Repository Working Group:  
- Standards Committee:  
- Mike Heaney, (From 2013) Editor for De Gruyter for IFLA publications:  