



**Minutes of the PC meeting held on 16 April 2011, at Hotel Sebel, The Hague**

Present:

Patrice Landry (Chair), Steve W. Witt (Chair Division I), Ann Okerson (Chair Division II), Judith J. Field (Chair Division III), Michael Heaney (Chair Division IV), Buhle Mbambo-Thata (Chair Division V), Helena R. Asamoah-Hassan (member), Tone Eli Moseid (member), Ingrid Parent (President-elect, ex-officio member), Ellen Tise (President)

Staff:

Josche Ouwerkerk, Ingeborg Verheul, Jennefer Nicholson (from agenda item 7.5) Stuart Hamilton (from agenda item 7.5), Sjoerd Koopman (PC secretary; minutes)

**M11-04-1 Welcome**

The Chair welcomed all present and opened the meeting at 08:45 hrs.

**M11-04-2 Approval of Agenda**

The agenda GB 11-04-3.2 was approved

**M11-04-3 Minutes Professional Committee 6 and 7 December 2010**

The minutes PC 11-04-3 were approved, after the following text changes had been made:

Page 3, last sentence should read: <Buhle Mbambo-Thata also presented an additional project from the Africa Section: “African Library Summit 2011: The Future of African Librarianship.”>

Page 5, the name of the proposed SIG under 7.10.3 should read: <National Information and Library Policies SIG>

Page 5, under **M10-12-9** the name of Paul Whitney should be added.

**M11-04-4 Matters arising**

4.1 Action List, 6/7 December 2010 (PC 11-04-4.1):

M10-12-6.2: Ingrid Parent still has to submit a project proposal to support the IPU parliamentary conference, to be held in Ottawa in October 2012.

M10-12-7.9: Steve Witt will remind the drafters of the *Manifesto on Library Services to Print Disabled* with a view to finally editing the text and submitting it for approval to the GB.

4.2 Other matters, not elsewhere on this agenda.  
There were none.

4.3 Decisions taken by e-mail.  
There were none.

## **M11-04-5. Congress Professional Programmes**

### **5.1 San Juan 2011**

5.1.1 Satellite meetings: a list is available on the website since many months, however, after many reminders there is still a number of satellites for which no dedicated websites (with programme overviews, registration information etc.); document PC 11-04-5.1.1 contains the list.

The PC agrees that better guidelines should be issued to satellite proposers/organizers in future and that IFLA/HQ should be stricter in reinforcing that necessary information be made available on time.

5.1.2 The Congress Programme overview has been made available at: [http://conference.ifla.org/sites/default/files/files/draft-programme-1\\_3.pdf](http://conference.ifla.org/sites/default/files/files/draft-programme-1_3.pdf)

5.1.3 Poster sessions: there is a large space for posters available in the San Juan conference centre and hence a large number of posters could be accepted: a list of titles is available in PC 11-04-5.1.3.

Josche Ouwerkerk reported that the new conference organizer KIT has experience with presenting e-posters. She will provide the PC – for its meeting at San Juan – with more information about the possibilities of having e-posters parallel to paper posters in future.

5.1.4 Division Leadership Fora

At the combined (briefing) meeting (Saturday 13 August) the focus will be on what the outgoing PC 2009-2011 has done and on the issues waiting for the PC 2011-2013. Agendas for this meeting, as well as for the separate LF meetings per Division will be distributed by 1 July 2011.

5.1.5 Conference communication

Ingeborg Verheul reported that IFLA/HQ staff have been discussing this internally. Like last year in Gothenburg Louis Takács will coordinate the online version and Susan Schaeppman the print version of *IFLA Express*. Fewer copies of the print versions will be produced than last year and the numbers will be monitored again.

We will try and have a number of extra photographers this year. Soon after Puerto Rico decisions for 2012 will have to be taken, with as the main issue: making the shift to “e” forcefully.

5.1.6 Simultaneous Interpretation (SI)

A request had been received from one of the Sections to have SI instead of providing it to a session of one of the SIGs: PC 11-04.5.1.6. As a clarification Josche Ouwerkerk briefly described the procedure that has been used for many years in assigning SI to sessions. The main challenge is that the numbers of attendants at sessions are unpredictable.

It was agreed that in future Sections and SIGs should be asked why they would need SI and that would then be used as a criteria for allocation (or not) of SI to their sessions.

It was further agreed that in future a provisional list of sessions with SI would be presented to the PC in December, providing an opportunity to rule out any (potential) conflicts.

## 5.2 Helsinki 2012

### 5.2.1 Satellite meetings

PC 11-04-5.2.1 contains the list of all proposals, ordered per Division. All proposals were approved, except the numbers 1, 8 and 12 of the list, as these do not have a theme/subject. They will have to submit the required additional information before the end of May 2011, being the deadline for the Final Announcement of IFLA Helsinki, which is to be distributed at San Juan.

### 5.2.2 Calls for papers

Ample discussion was held on the basis of PC 11-04-5.2.2. It occurred that speakers sometimes submit the same or different papers for different sessions/section programmes. Some PC members found this problematic, whereas others do not want to make things too complex and stick to the “decentralized” approach that we have always had in IFLA.

It was suggested to add a question to the form for submitting papers: “Have you submitted papers for other sessions?”

One important thing to note, and this should also be stipulated at the Officers Training sessions in San Juan: Calls for papers should only be distributed after approval of the relevant programme by the PC at its December meeting.

Josche Ouwerkerk would draft guidelines for paper submission, including a time line.

## **M11-04-6 Finances and Projects**

### 6.1 PC Funds 2010

Steve Witt clarified that the end result for 2010 PC 11-04-6.1) shows that an amount of EUR 24.840 has not been spent. As a consequence the rationale for the 2011 budget was to over budget compared to 2010. This method was approved by the Finance Committee.

### 6.2 Project proposals 2011: Education and Training Section

This project proposal *Directory of E-Learning* (PC 11-04-6.2) was submitted by the E-Learning SIG in December 2010, but is now resubmitted by its parent-Section. The PC approved the proposal on the following conditions:

- the Finance Committee should be O.K.;
- we want confirmation that this Directory is going to be a part of the IFLA World Report;

- the E&T Section needs to inform us if the time schedule has changed or how it was affected by the delay;
- the E&T Section needs to clarify what the plans are for maintaining the Directory.

6.3 PC Budget 2011  
The updated budget (PC 11-04-6.3) was noted.

**M11-04-7 IFLA's Professional Programme and Professional Structure**

7.0 General: elections Standing Committees  
The overview of results of the nominations/elections per Section (PC 11-04-7.0A) was noted. The numbers of nominations had gone up substantially since the previous election round, which was viewed as very positive:

2009: 493 vacancies; 392 nominations;  
2011: 519 vacancies; 473 nominations

It was suggested that we should have a sort of “rolling nomination opportunity” for those Standing Committees that do not have the maximum of 20 members. This would require a change of the (Statutes and) Rules of Procedure.

One Section was not successful in reaching the minimum of nominations for SC membership 2011-2015: for the *Government and Official Publications Section's* SC 6 members were nominated, bringing the total SC membership to 9, 1 below the required minimum of 10. The proposal to allow the Section's SC to work with 9 members during the term 2011-2013, but urging them to reach the minimum of 10 at the nominations round for 2013-2017 SC members (PC11-04-7.0B) was approved.

Vacancy Chair Division 2.

No nominations had been received for Chair of Division 2 for the term 2011-2013. Ann Okerson commented that she had been reaching out within the Division. There were 3 officers who were interested, however, for different reasons they were not available as Chair.

After ample discussion it was agreed that Ann Okerson (during her term of PC Chair 2011-2013) would act as the Chair of Division 2, in the hopes that she would be able to recruit a good Secretary from within the Division.

7.1 Overview of IFLA Professional Units:  
The overview (PC 11-04-7.1) was noted.

7.2 SIG Convenors: new term 2011-2012:  
The overview (PC 11-04-7.2) was noted.

7.3 Guidelines for professional communication:  
Tone Moseid presented the proposal (PC 11-04-7.3) for establishing an award for *IFLA Communicator of the Year*. Although this is a follow-up of the

*IFLA Newsletter of the Year award* this does not mean that newsletters are excluded from this competition; the present award is format-neutral. Some minor textual changes were proposed to the current proposal and after rephrasing a call for nominations would be announced by the end of May 2011. It was agreed that the Jury 2011 would consist of Patrice Landry, Tone Moseid and Mike Heaney.

- 7.4 Actions for strategic planning  
Document PC 11-04-7.4 had been listed for this agenda, but was referred to the agenda of the GB meeting on 18 April 2011.
- 7.5 Strategic Plan for the implementation of an IFLA Bibliographic and Other Services Standards Core Activity (GB 11-04-2.4.4)  
Patrice Landry clarified that this was also a document that would figure on the GB agenda 18 April 2011. Two comments were made in this PC meeting: Mike Heaney commented that we need a review of the current standards and Jennefer Nicholson commented that IFLA is a standards body, but we are not showing as one. Therefore we need to be cautious to categorize this initiative as a Core Activity.
- Patrice Landry summarized that we need to answer the question who within IFLA is managing our standards.
- 7.6 Guidelines for awards offered by divisional units and sponsorship arrangements for these awards: we need to have an inventory of which awards are currently being made available by or through IFLA's Sections. Patrice Landry and Sjoerd Koopman will list them.
- 7.7 Establishment *Members-only Services and Access* working group.  
Ingeborg Verheul clarified document PC 11-04-7.7.  
There will be an IFLA/HQ group to take this forward and to that end it would be good if two PC members would be available to help this forward. Judy Field and Mike Heaney volunteered.  
An inventory of what has been done so far and a draft proposal would be submitted to the PC in August 2011.
- 7.8 Satellite meetings and other IFLA related conferences: relations with IFLA.  
Patrice Landry clarified document PC 11-04-7.8.  
In the first place IFLA needs to take ownership of the satellite meetings and secondly financial information needs to be included in proposals for and reports about satellite meetings in the future.  
To that end all sorts of supplementary information need to be provided: why this particular venue, what financial model: fees and sorts of financing, risks to be addressed, etc.  
Mike Heaney stated that his working group made recommendations in this spirit, in the course of last year: who will administer, who takes the surplus, who takes any loss, who "owns" the satellite?  
Such stricter rules need to be developed and this is something for the next PC.

Steve Witt added that the Conference Advisory Committee (CAC) will be looking at affiliated conferences and the satellite meetings need to be a part of that review.

#### 7.9 Issues to be transferred to PC 2011-2013

Patrice Landry presented his personal view of what he believed are outstanding issues coming out for this PC. We have tackled some of them with some success but he felt that there is still some work ahead. The first one was particularly dear to him, because he strongly believes that PC and the professional units could have been more responsive to the work of IFLA/HQ. Following are his “10 points”:

1. Working with IFLA/HQ in the management of tasks; defining what is expected of IFLA/HQ in supporting the PC in its role of making decisions and strengthening the support of PC to IFLA/HQ (i.e. role and responsibilities of PC).
2. Continuing implementation of IFLA strategic plan in professional units have only touched the service. Have to do a lot more education, communication. Lots of work left to do.
3. Satellite meetings and all attendant issues; - IFLA should regain ownership of Satellite meetings (purpose of, link to WLIC, impact on conference program, financial and accountability)
4. Professional programs -- need to improve process, coordination, cooperation between units, equity between professional units (how to better support smaller units in program, recruitment, etc).
5. PC Communication -- reinforce the leadership fora; look at how PC can relate much better to professional unit officers; get them more concerned about what they do.
6. PC & Core Activity -- need much better links with PAC and ICADS.
7. Publication -- repository of conference papers, follow-up to open access.
8. Division Officers -- Redefine role of Division Secretary; evaluating the new Professional structure (opportunities and constraints)
9. Financial issues -- monitoring budget, look at it more strategically (i.e. continuous discussion of admin fund).
10. PC role in GB. The PC needs to think about the role we're playing and see if we are comfortable with it, how to involve GB in PC issues, projects, tasks.

#### 7.10 Other business re specific Sections, Divisions

Buhle Mbambo-Thata reported that some ideas have been put forward about a possible merger of the *Government and Official Publications (GIOPS)* Section and the *Access to Information Network - Africa (ATINA)* SIG. She proposed to hold a meeting of relevant representatives at San Juan, Puerto Rico in August 2011. Present should be the Chairs of the Africa and the GIOPS Sections, the PC Chair and Buhle.

Buhle Mbambo-Thata would invite something in writing from Frank Kirkwood, The ATINA Convenor.

Josche Ouwerkerk would schedule the meeting.

**M11-04-8 President-Elect's Programme** (Ingrid Parent)

Ingrid Parent reported that her support committee (Buhle Mbambo-Thata, Paul Whitney and Pascal Sanz) would meet the next day, Sunday 17 April 2011, to discuss document PC 11-04-8

**M11-04-9 IFLA Core Activities**

9.1 IFLA/CLM

Stuart Hamilton reported briefly on the meeting that was held earlier in the week, in The Hague. CLM put its focus on the WIPO year ahead, on their advocacy plan, traditional knowledge and on the use of the learning materials. A report on CLM activities is included in the GB papers [GB 11-04-6.1] Stuart will report again at the GB meeting on Monday 18 April 2011.

9.2 IFLA/FAIFE

Stuart Hamilton reported briefly on the meeting that was held earlier in the week, in The Hague. FAIFE continued its deliberations regarding an international code of ethics, held discussions on when interventions should be made and spoke about training workshops to be organised in Senegal, Argentina and the United Arab Emirates. Spotlight publications are foreseen on Egypt, Hungary and Wiki-leak.

A report on FAIFE activities is included in the GB papers [GB 11-04-6.1] Stuart will report again at the GB meeting on Monday 18 April 2011.

**M11-04-10 IFLA publications**

10.1 Overview of recent and planned publications.

The overview PC 11-04.10.1 was noted.

10.2 IFLA Publications Review and Priorities.

Mike Heaney clarified that the report PC 11-04.10.2 reflects an interim position. What are the next steps? In any case the outcomes of the Presidential meeting (April 2011) have to be considered and included, after which a final report should be submitted to the PC/GB in August 2011.

10.3 Cooperation IFLA-De Gruyter Saur.

Sjoerd Koopman reported that under the pressure of new European VAT regulations IFLA and De Gruyter have recently changed the procedures regarding the subscription to the *IFLA Publications* series: the administration

is now separated from the IFLA membership administration; the necessary changes were reached on short notice in a very harmonious atmosphere.

- 10.4 **International Cataloguing and Bibliographic Control (ICBC)**  
Patrice Landry reported that there is now a peer review system designed, there are an Editor and an Editorial Board ready to start working. There is also a contract proposal from publisher De Gruyter Saur, however, our CLM committee still has to advise on copyright issues and open access aspects.

**M11-04-11 Any other business**  
There was no other business.

**M11-04-12 Executive session**  
Not minuted.

**M11-04-13 Close of meeting**  
The Chair closed the meeting at 15:15 hrs.