



Minutes of the PC meeting held on 12 August 2011, at Puerto Rico Convention Centre, San Juan, Puerto Rico

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)

Staff:

Josche Ouwerkerk, Ingeborg Verheul (minutes), Jennefer Nicholson

Observer:

Filiberto Felipe Martínez-Arellano, new member PC 2011-2013

M11-08-1 Welcome

The Chair welcomed all present and opened the meeting at 08:30 hrs.

M11-08-2 Approval of Agenda

The agenda GB 11-04-3.2R was approved

M11-08-3* Minutes Professional Committee 16 April 2011

The minutes PC 11-08-3 have been approved by email.

M11-08-4 Matters arising

- 4.1* Action List, 16 April 2011 (PC 11-08-4.1): There were none.
- 4.2 Other matters, not elsewhere on this agenda.
There were none.
- 4.3 Decisions taken by e-mail.
The Minutes of the Professional Committee Meeting 16 April 2011 had been approved by e-mail.
- 4.4 New organisation of professional activities at IFLA/HQ
Ingeborg Verheul reported on the changes in HQ due to the retirement of Sjoerd Koopman per the 1st of August. All of Sjoerds' tasks have gone over to Ingeborg, who will carry the responsibility for the Professional Programme and the Publication Programme at the strategic level. Josche Ouwerkerk will take over the coordination of the Corporate Partners Programme, which will be integrated with the Congress sponsoring programme. Joanne Yeomans (UK) will start per 1 September as Professional Support Officer, taking care of the administrative support of the PC, the regional offices and the language offices; Louis Takacs will be available for 1 day per week to take up editing work of the De Gruyter/Saur Publications Series. Susan Schaeppman will partially work on web editing.

Per 1 August Wiebke Dalhoff (Ge) started as Policy Officer to support the work of Stuart Hamilton, IFLA's Senior Policy Adviser. PC will receive an organisational chart plus tasks overview, which will also be made available on the IFLA Extranet.

M11-08-5 Congress Professional Programmes

5.1 San Juan 2011

5.1.1 Congress Schedule: GB document 11-081-3.1.3* provides an overview of GB commitments during the Congress. The new Division Chairs will attend the Leadership Brief. Ingrid Parent advised on the Canadian Reception on behalf of her Presidency of IFLA, on Wednesday 17 August, which is on invitation only.

5.1.2 Leadership Brief, Saturday 13 August:

Patrice Landry explained the Programme of the Division Leadership Forum, for which he prepared a power point presentation. Available at: <http://www.ifla.org/files/hq/officers/documents/division-leadership-brief.pdf>. There will be room for questions (10-15 minutes) by the incoming/outgoing Chairs. Additionally Ingrid Parent briefed the PC on her presentation during the Forum.

The certificates for the outgoing officers were distributed to be signed by the Division Chairs and distributed at the Division Leadership Forum.

Patrice Landry stated (and the PC agreed) that the Leadership Brief is a true exercise of the accountability of PC to the officers.

5.1.3 Division Leadership Fora, Sunday 14 August:

The agenda for the Division Leadership Forum is available in document PC 11-08-4.1.3. Buhle Mbambo-Tata announced that Division 5 will continue asking for a slot for a section meeting after their Standing Committee Meeting.

5.1.4: Conference communication

Ingeborg Verheul reported that a two way news provision (paper and digital) will be put available again at this year's Congress. Louis Takács will coordinate the online version and Susan Schaepman 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. Much preparatory work has been done in the last few months to produce content for *IFLA Express* already before the Congress. Issue number one is already available for print in all languages. On the basis of a two year evaluation (2010-2011) a proposal will be done on Congress Communication for the 2012 Congress, to see if digital only is feasible. For this year's Congress there is enough support by volunteers for *IFLA Express*.

5.2 Helsinki 2012

5.2.1 Satellite meetings: overview

PC 11-04-5.2.1 contains the list of all satellite meetings. All meetings are taking place in the regions defined by the PC. The availability of further clear guidelines on the Satellite meetings is still on PC's wish list. Guidelines will improve the handling and make the Satellite Meetings Programme more compact and more main stream.

5.2.2 e-Posters

Josche Ouwerkerk presented the additional possibility offered by KIT to present conference posters in an e-format (PC 11-08-5.2.2). This option could extend the outreach of the posters. PC considered the e-poster option is interesting but pointed out that there are many aspects to clarify before a decision can be taken on financial and technical implications, the judging model and the relationship between paper and e-posters.

Since any implementation of e-posters will only take place after the 2012 Congress, this topic is deferred to the new PC. Josche will provide additional information for the next PC meeting.

M11-08-6 Finances and Projects

6.1 PC Budget 2011

Steve Witt clarified that the PC Budget 2011 (PC 11-08-6.1) currently has a balance of €30.000. Due to this year's budget cut of €25.000, based on the unspent money, PC has allocated €78.000. There are some pending requests for project funding, but small requests still can be considered. Requests of thousands of Euros will need to be presented to the Finance Committee. The Vice Chair of PC will provide the Finance Committee with a progress overview of the project handling after the budget cut. For this year the budget spending seems to be at a good level.

Answering a question of Buhle Mbambo-Thata on the handling of project extensions, Steve Witt clarified that extension requests seldom happen (one in four years) and that it is dealt with when it arises, based on the reasoning behind the extension, the status and phase of the project and the available budget.

PC proposed that the new PC will do a review on the admin money, which still is based on the number of members of each section, and which remains underspent. At this year's Officers Training Sessions it will again be explained that admin money can be used for everything in relation to the sections (within reasonable limits and purposes).

PC has noted the financial information in the Officers Corner and stressed their wish that this information will be expanded with guidance on practical handling of PC funding in all its aspects.

6.2 (Interim) project reports:

PC 11-08-6.2 provides an overview of recently received (interim) project reports. Up till now €24.000 was claimed for projects. The Treasurer foresees in the 3rd and 4th quarter of 2011 some additional expenditures of Admin Money. At the Officers Training Sessions it will be stressed that it is

important to have the Sections' Officers better involved in project proposals and project reporting. Officers need to be better aware of what is going on in their units. To improve the reporting on progress and results of the PC projects, PC requested to have the project applications and the reports available through the Sections' websites and/or through a general page in the Officers Corner; and to develop a procedure through which PC project proposals are submitted by the Section Chairs, that the Division Chair should be copied in; and that the contact details of the person responsible for the project are clearly noted.

In order to improve the accountability on the use of PC money for projects, it is desirable that HQ sets up a scheme of reporting dates and reminders. The tick box module included in the project model for the ALP project administration could serve as an example. Also the use of already available tools such as survey monkey and electronic reporting should be included. PC also stressed the need for better profiling the PC projects and their results to the international library community through the IFLA website. HQ will work on a revision of PC project guidelines in connection with the strategic directions and the priorities of the Divisions, and will make sure that the PC projects will connect to the 5 Key Initiatives, to be able to better handle, exploit and promote the PC projects and their results.

- 6.3 Project Proposal for support IPU congress October 2012:
Ingrid Parent presented the project proposal for support of the congress of the Inter Parliamentary Union. Document PC 11-08-6.3 provides more information. The IPU Congress offers an environment in which IFLA is not very visible yet. During this congress one day is freed up for libraries. It is considered a good opportunity for IFLA to speak to decision makers in the world. The congress ties in with Key initiative 1 on Digital Content. A project proposal will be provided for the meeting of the PC in December 2011.

Patrice Landry received a request by email from the Libraries Serving Persons with Print Disabilities Section for an additional €700. Due to the fact that a report with a rationale is lacking (what is overspent, what happened, who is responsible) PC decided that this request is tabled for now. The Section is requested to resubmit this proposal in the proper way for 2012. Division Chair Steve Witt (or the next Division Chair) will approach the section in a supportive way. The information on this particular project needs to be adjusted in the PC Projects overview document (division and status).

M11-08-7 IFLA's Professional Programme and Professional Structure

- 7.1* Overview of IFLA Professional Units:

The overview was noted.

- 7.2 IFLA Communicator of the Year Award:

Tone Moseid reported that after various calls for proposals 7 nominations now have been received. The deadline for this year's Award is 16 August. The selection committee, consisting of Patrice Landry, Mike Heaney and Tone Moseid will make a selection later on this week. The Award will be presented at the Closing Session. The nominations show that there is a need

for the next PC to revise the guidelines for the Award. Since this is a new Award, following the previous Newsletter of the Year Award, a brief introduction will be given during the Division Leadership Forum.

- 7.3 Actions for strategic planning:
A new round of Strategic Actions needs to be collected from the Professional Units for the PC December 2011 meeting. Recently the GB has developed 5 Key Initiatives for 2011-2012 to provide the strategic planning cycle of IFLA with concrete actions and results. The 5 Key Initiatives are programmes on Digital Content; International Library Leadership; Outreach; Cultural Heritage Protection and Multilingualism.
The Sections will be asked to commit to various task forces that will come out of these Key Initiatives and also to provide intellectual capital from their grassroots. Both the Key Initiatives and the Strategic Planning cycle will be communicated to the Professional units through the Officers Training Sessions. The next exercise for HQ will be to connect the priority areas of the units with the Key Initiatives and the Presidential Theme for 2011-2013. A progress report will be provided for the PC Meeting in December 2011.
- 7.4 Strategic Plan for the implementation of an IFLA Bibliographic and Other Services Standards Core Activity (GB 11-08-2.4.4):
Patrice Landry clarified that the plan as presented at the last GB meeting in April to establish a new Standards Core Activity has now - at request of GB- been adjusted to a proposal for a Standards Programme. The Programme will streamline a practical approach to get control over IFLA Standards in the broadest sense (more than only bibliographic standards). It will be presented to GB later on today for endorsement.
- 7.5 Inventory of current awards offered by the divisional units and sponsorship agreements for these awards:
Patrice Landry explained that document PC 11-08-7.5 represents the initial part of the inventory. The inventory needs to be developed more fully. Guidelines need to be checked for consistency and accountability and if not available need to be developed. This will be taken up by HQ in the coming half year, in connection to the broader issue on IFLA and sponsorship approach, and the renewal of the Corporate Partners Programme. A progress report will be presented to the next PC meeting in December 2011.
- 7.6 Satellite meetings and other IFLA related conferences: relations with IFLA:
Steve Witt clarified that the satellite meetings issue – providing better practical guidelines for satellites - will be picked up by IFLA HQ's new professional support officer, together with the conference officer, since the Satellite meetings are not only a PC issue but also a CAC issue. The guidelines need to provide practical information for the organisers, as well as information on risk management, roles and responsibilities, and on organisations that are prepared to host a conference. These guidelines will help to better profile and connect the Satellites with IFLA as an organisation and with the IFLA Congress. The Professional Committee will take the

initiative and once the guidelines are available there needs to be a clear communication with the officers.

- 7.7 Issues to be transferred to PC 2011-2013:
This issue is not discussed at the PC meeting. For documentation: PC 11-08-7.7.
- 7.8 *Manifesto on Library Services to Print Disabled:*
Steve Witt noted that no information was received. The Division Chair of Section 1 needs to contact the Section after the Congress.
- 7.9 Members-only Services and Access Working Group:
IFLA HQ together with the PC Working Group, consisting of Mike Heaney and Judy Fields, has developed a Members-Only Services and Access policy, which is a necessity once we have the IFLA Members only Services part available though the IFLA website. The Policy will be on the agenda of the GB meeting later today for endorsement. PC noted the work done and recognized that the hardest part for IFLA will be to have a clear definition of who the IFLA member is, in the case of association and institution members and their employees. The policy is the first step. The next step will be to define what goes in the Members only part; who can benefit; at what conditions. The policy is an internal document. The external presentation needs to be more elaborated.
- 7.10 Vision Document GIOPS and ATINA:
Buhle Mbambo-Thata explained that a working document has been provided and that a small discussion group that she will chair, will meet in San Juan later this week. The topic will return on the agenda of the next PC meeting in December 2011.
- 7.11 International Evidence Based Library and Information Practice conference:
A request came in from Bidy Fisher (former President of CILIP, UK) to possibly create a connection between IFLA and the IEBLIP Conferences. The PC decided that it is not clear what the actual proposal is asking or proposing. The topic will be put on the agenda of the next PC to pick up. It is up to the new PC to establish a working group for this – if considered necessary. It would be appreciated if this request could be used as an example/case study for a more coordinated approach for collaboration activities of IFLA and other organisations.
- 7.12 Other business re. specific Sections, Divisions:
- The questionnaire on Convergence & Appendix (Document GB 11-08-2.2.2) was sent out by the Convergence Working Group (Tone Moseid, Steve Witt, Pascal Sanz, Nancy Gwinn (chair), Ingeborg Verheul) to identify already existing connections from IFLA professional units with Archives and Museums. The results have been tabulated. The document is meant for information. The Working Group will meet later on this week in San Juan, to work on a recommendation that will be presented to the PC in December 2011.

- Enhancing and sustaining the *Adopt a Student Programme*:
Ingeborg Verheul reported on the proposal to enhance and sustain the Adopt a Student Programme. The proposal is a) to give the programme more content by involving the students in practical work with the IFLA Professional Units; and b) to allocate money for students in the programme to attend the IFLA Congresses. A follow up proposal is documented in PC 11-08-7.12.2. The PC endorsed the basic ideas of this proposal and assigned HQ to work out the follow up proposal. Any decision on the financial support proposal has to wait till the more developed programme is in place (2012) and needs to be judged again by the next PC meeting in August 2012.

M11-08-8 President-Elect's Programme

Ingrid Parent mentioned that she would elaborate more on her Programme at the GB meeting, later that afternoon.

M11-08-9 IFLA Core Activities

- 9.1 IFLA/CLM
- 9.2 IFLA/FAIFE
- 9.3 ICADS

The reports of the Core Activities were noted.

M11-08-10 IFLA publications

- 10.1 Overview of recent and planned publications:

The overview PC 11-08.10.1 was noted.

- 10.2 IFLA Publications Review and Priorities:

Mike Heaney noted that document PC 11-08-10.2 will be discussed at the GB meeting later this afternoon.

- 10.3 International Cataloguing and Bibliographic Control (ICBC):

Patrice Landry proposed, due to the limited time left for the PC meeting, to first await the discussion in the GB meeting later that afternoon on the Publications Review and Priorities, and then discuss the ICBC issue at a later stage, if necessary by email. This proposal was accepted.

M11-08-11 Any other business

- Webinars:

Ann Okerson alerted the PC to her email on ALA webinars. ALA has a system where interested people have to register and pay for the webinars. It could be well possible that webinars could work as a tangible membership incentive for IFLA members. The PC agreed that the topic needs to be discussed further to decide if a pilot project would be possible. Ann Okerson will work on this topic for the next PC meeting in December 2011.

- San Juan Satellite Conferences:

Ann Okerson received several complaints from Sections in relation with the organisation of this year's satellite meetings, especially in working together with the National Committee. Patrice Landry advised that the organisation of

Satellites is now included in the bidding procedure of the CAC from WLIC 2013.

- **Indigenous Knowledge:**

The issue on Indigenous Knowledge that was on the agenda of the GB earlier this year, has been sent for discussion to the Education and Training Section. The Section will hopefully come up with a resolution in their Standing Committee meeting tomorrow. The new PC must make sure that this issue will come forward.

M11-08-12 Executive session

Not minuted.

M11-08-13 Close of meeting

The Chair thanked all members of the PC for the good cooperation and the many achievements that were established over the last two years, thanked the IFLA Headquarters Staff for their effective input and assistance and wished the next PC Chair, Ann Okerson, a fruitful and enjoyable continuation of Professional Committee activities. The Chair closed the meeting at 11.00 hrs.