INTRODUCTION

This Handbook supplements the IFLA RSCAO web page with its primary aim being to serve as an internal working document for members of the RSCAO Committee. The Committee is made up of representatives from the five sub-regions of Asia and Oceania: West Asia, South Asia, Southeast Asia, East Asia and Oceania. The Committee meets three times a year: at the February mid-term meeting, and immediately prior to, and during the Main Conference in August each year.

IFLA Statutes and Rules of Procedure
The Main Office bearers (Chair, Secretary) of the Section should familiarise themselves with the IFLA Statutes and Rules of Procedure as soon as they are appointed. This will give them information on how IFLA is structured and managed. There is a lot of communication, collaboration and co-operation that takes place within IFLA and having an understanding of how IFLA functions will enable them to be more effective in their roles. This will also ensure that the Section carries out its responsibilities according to the IFLA’s administrative rules and procedures.

All matters related to RSCAO are determined by the Governing Board as spelt out in 16.1, 16.2, 19.1 and 19.2 of the Statutes, and Rule 18 of the Rules of Procedure.

ROLE OF OFFICE BEARERS

The roles are spelt out in the website.

There is also a session (usually it is the first session on Sunday) for all office bearers during the IFLA conference and office bearers should make it a point to attend it. This session is a good opportunity to meet the other Section officers and make the Section known and visible to them so that they will include us in any programmes that may be of value to us. Networking is crucial among members from
our region and also with the rest of the IFLA Library community. Otherwise we become isolated and away from the mainstream.

## ELECTION PROCESS

When elections are due the Chair (or Secretary) will ask committee members for nominations. At the same time s/he should indicate whether the current office holders wish to stand for a second term, provided they are eligible (i.e. have been properly re-elected to the committee or have 2 further years to serve, and have only held the office in question for 2 years).

The results of elections will be circulated to committee members by email as soon as they are known.

### Handover/Induction Process

A handover process will take place when a new Section Chair or Secretary, take up office. The election process takes place during the annual conference. The current Chair will oversee the election process during the first RSCAO meeting at the conference, and the new Chair will take on their new role at the second meeting.

New committee members will be welcomed by the Chair/Secretary and sent relevant information via email.

## RSCAO MEETINGS

### Criteria (and form for applicants) for mid-term location

**Background**

Each year the IFLA Regional Standing Committee for Asia and Oceania (RSCAO) holds a Mid-term Meeting which is hosted in a city of a RSCAO member country. The meeting is usually two days in length, and can be followed by a half-day seminar open to local librarians, on a topic mutually agreed with the country's library association.

**Applications for the RSCAO Mid-term Meeting and Seminar yyyy**

The RSCAO Mid-term Meeting and Seminar yyyy is set to take place in xx February, with the period of xx-xx February yyyy being tentatively scheduled. Applications are now sought from RSCAO member libraries and/or library associations to host this meeting.

**Completing the Application Form**

Please complete all sections below. Attachments (e.g., support letters from library associations and other organisations) can be included where applicable.

**Submitting Your Application**

All applications should be submitted electronically by 31 July 20xx to the following:

**RSCAO Executive: Convenor, Secretary**

**IFLA Regional Office for Asia and Oceania**

For any assistance in completing this form, please contact the IFLA Regional Office for Asia and Oceania. Applicants will be informed of the outcome after evaluation of the applications at the RSCAO meeting at the IFLA Congress in August 20xx.
**MEETING AGENDA AND MINUTES**

The draft meeting agenda will be sent through to members prior to the meeting for comments and additions.

The draft minutes of meetings will be circulated to committee members within a month of the meeting and comments provided by members within a week. In this way all members will be able to participate in the process as many members will not be able to attend main conference meeting. It will also save on time at meetings and allow members to focus on other important matters such as working on section’s strategic plan, projects etc. that require discussion.

The final minutes will then be sent to the Section’s Information Coordinator/Web Editor in April and October of each year.

See Sample Meeting Agenda Template

See Sample Minutes Template

**FINANCE**

**Finances Guidelines**

**Meeting Venue**
The Standing Committee will decide in advance the potential host countries for the following 3 years’ meeting venues.

Members who wish to host the Mid-Term Meeting must submit their completed forms to RSCAO Secretariat by 1 January yyyy.

The results will be announced at the Mid-Term Meeting in February yyyy.

**Budget**
IFLA HQ’s financial year is by calendar i.e. Jan – Dec yyyy
Annually, IFLA HQ provides funds to the three Regional Sections to hold their Standing Committees Mid-Term Meetings.

In October of each calendar year, the Regional Office will propose a budget of EUR 5,500 to finance the RSCAO Mid-Term Meeting to be held the following year.

The proposed budget is tabled at the Professional Committee Meeting for discussion and to seek its approval.

The approved amount will be transferred to the Regional Office to manage upon approval of budget. The Regional Office works with RSCAO Chair and Standing Committee Member of the host country to confirm actual expenditure by line items to ensure all expenses comply with IFLA HQ’s guidelines and are reasonable.

**Claims for reimbursement**
All reimbursement claims must be accompanied by the relevant receipts and the completed invoice.
Outstanding fund balance from the RSCAO Mid-Term Meeting.

The RSCAO Committee may decide to use the outstanding fund balance from the RSCAO Mid-Term Meeting to partially reimburse the airfares incurred by RSCAO Members who attended the meeting without financial support from their institutions.

Regional Office will prepare the list of RSCAO Members to be given this subsidy and table this to RSCAO Mid-Term Meeting for discussion and approval.

The actual amount of reimbursement (less bank administration charges and daily exchange rates) will be equally apportioned to members when the outstanding fund balance is finalised after the Regional Office has reconciled the statement of accounts.

The Regional Office will seek the formal approval of RSCAO Chair through email and this will be the supporting document for the payment of partial airfares reimbursement to RSCAO Members. Reimbursement will be by bank draft to be mailed to the respective RSCAO members.

Criteria and form for selecting conference grant recipients

Application for Speaker Funding Support

Grantees Table

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**CONFERENCE PROGRAMME**

The Programme Committee will be appointed at the August meeting. The first task of the Committee will be to come up with a sub theme for the RSCAO Open Session, to be held in the August of the following year. The subtheme will be developed from the main theme of the Conference and with particular relevance to the RSCAO region. A Call for Papers with accompanying text, giving examples of topics that could be addressed, will be prepared, along with the various timelines outlined. The mandatory abstract template will be attached at the end of the document.

The Chair and Secretary will be included in all correspondence and invited to contribute.

Once the Programme Committee has completed this task, it will forward the final document to the Chair to forward onto the Governing Board for final approval by 31 October. Once approved the Secretary will send out to the mailing lists as soon as possible thereafter. If very few abstracts have been received, a reminder may need to be sent out to the lists early to mid-January. The deadline for abstracts will generally be 31 January. See Sample Document

The abstract template must be completed by all authors; any abstracts submitted without the completed template will not be considered. All abstracts will be submitted to the RSCAO Chair with a copy to the RSCAO Secretary.

As soon as the deadline has passed, the Secretary will collate the abstracts into a document and forward it to members of the Programme Committee, to give them time to read the abstracts before the February meeting. The Programme Committee will convene adjacent to the main meeting, to review each abstract and make the final selection using the Assessment table. If there isn’t a good selection of abstracts received, or the abstracts are of poor quality, the Programme Committee may opt to select additional speakers by invitation.
Where possible, the Committee will try and make up a programme with a balance of speakers from the various parts of the region, so long as the quality is not compromised. The number of speakers may vary. In recent years (2014-2015), 5 speakers have been selected with one being a Keynote Speaker who will address the general theme. He or she may be given 20 minutes in which to speak, while the other four speakers will be given 15 minutes. The remaining time of the two hour period allocated, will be used to do a Welcome (Chair), Introduction of speakers, and for Question Time at the end of the presentations.

Abstract Submission Template

Assessing Abstracts (Programme Committee)

Acceptance letter (Sample)

Rejection Letter (Sample)

PROGRAMMES

Action for Development through Libraries Programme (ALP)

The IFLA Action for Development through Libraries Programme (IFLA ALP) works in collaboration with libraries, library associations, partner organisations and library professionals in developing and emerging countries to deliver relevant, sustainable activities for equitable access to information and better library communities.

More information can be found here: http://www.ifla.org/alp

Programmes include:

Building Strong Library Associations (BSLA)

Building Strong Library Associations is a comprehensive programme offering a strategic and coordinated approach to capacity building and sustainability of library associations. The programme benefits associations, libraries, and their communities.

More information is available from here: http://www.ifla.org/about-bsla

Invitation to submit BSLA project proposals: http://www.ifla.org/node/8544

IFLA International Leaders Programme

The International Leaders Programme is a two year Programme designed to increase the cohort of leaders who can effectively represent the wider library sector in the international arena, and to develop leaders within IFLA.

The Programme provides opportunities that IFLA is in the unique position to offer through our global role and reputation and our extensive and diverse framework of activities and expertise.

More information is available here: http://www.ifla.org/leaders
CALENDAR OF KEY DATES

January

- Applications to host next mid-term meeting

31 January

- Deadline for abstracts for open program
- Deadline for RSCAO Annual Report
- Deadline for RSCAO Strategic Plan

February

- Mid-term meeting
  - Venue of next mid-term meeting will be announced
  - Abstracts reviewed by Programme Committee and up to 5 maximum selected.

March

- Convenor/Secretary will contact authors of selected papers
- Successful and unsuccessful authors notified
- Program available
- First draft of mid-term meeting minutes available

April-May

- Authors without financial support available invited to apply for speaker assistance

June

- Full Papers due (1 June)
- Call for agenda items for August meeting

July

- Programme Committee will work with authors on papers and PowerPoints if required

August

- Main Conference x 2 meetings
• Programme Committee appointed

September

• First draft of meeting minutes available

September-October

• Programme Committee will come up with a sub-theme and finalise the Call for Papers by 31 October
• RSCAO Convenor will forward the Call for Papers to the IFLA Government Board for approval

Early December

• Call for Papers will be released through the IFLA mailing lists
• Call for Agenda items for February mid-term meeting
• Deadline for BSLA Proposals (1 December)