



Continuing Professional Development and Workplace Learning
Standing Committee
Clarion Christiana Hotel
Oslo, August 13, 2005

1. Welcome and Introduction of new standing committee members: Linda Ashcroft, Mary Chute, Gitte Larsen, Sylvia Piggott, Susan Schnuer

and former standing committee members: Ann Ritchie, Ian Smith, Jana Varlejs, Clare Walker, Blanche Woolls

Meeting Chaired by Ann Ritchie, minutes: Blanche Woolls/Ian Smith.

Apologies: Graham Walton, Wanda Dole

Adoption of the draft agenda

2. Election of SC Officers

- a. Chair – Jana Varlejs
- b. Secretary/Treasurer – Ian Smith
- c. Nominations for Corresponding members – Ann Ritchie, Ujala Satgoor, Clare Walker, Vera Beraquet,
Information Officer, Sylvia Piggott (with Ujala Satgoor assisting)
Newsletter Editor, (John Harvey resigned.) Ann Ritchie, assistants: Clare Walker, Paul Genoni
E-list manager: Graham Walton, (Ian Smith assisting)
Marketing Officer, Roisin Gwyer (Gitte Larsen assisting)

3. Confirmation of Minutes of previous meetings:

August 21, Diann's name is misspelled in one or more places.

Diann moved, Susan seconded, confirmed

Moved Marketing report to here. Roisin contacted several organizations and they seem keen to join. She received \$3000 from Emerald to support satellite conference in Oslo. She received a copy of the current brochure to revise, with updates from Ann. Suggested a call over the e-list for what is needed. Jana suggested posting the newsletter URL and information about the Clearinghouse and how to get on the e-list. The brochure reader needs to know immediately how to get in communication with CPDWL. Need to have this in languages other than English. We have a Spanish and French volunteer. Need

Korean for next year. Perhaps the Russian presenters from this conference could do it. Susan thought we should have some quotes about the value of the satellite conference. It needs to have something a little more interesting. Various languages on application form available on the website. Distribution mechanism is a discussion item. Susan suggests we need an institutional sell so she could send that with her request for them to join. Suggest that a vendor be asked to print the brochure. Need an earlier announcement for the satellite conference with names and countries of the papers. Ian suggests that he will give a timeline. A six-month advance was suggested.

4. Reports: Ann's: CPDWL has 45 members, 14 personal affiliates, 13 national associations, and 18 institutions. We have had 15 members of the Interim Standing Committee. Officers: The 2005 Standing Committee nominations resulted in 9 members being appointed. Elections for the office bearers will take place at the first meeting. The three meetings in Buenos Aires were reported. The Strategic Plan's Scope, Mission, and Goals were revised. This revision will be assigned to the new committee. The satellite conference was a success. A total of 60 participants attended, etc. The program for Oslo was presented.

Treasurer: Blanche reported the following account balances: checking account \$4557.40 (around half of which is Project Funding), Satellite Conference \$13,000+.

5. IFLA business at Oslo Conference

- a. Professional Committee and the Coordinating Board have met. As chair, Ann and Jana both attended. The agenda was not finished. Marian Koren, the representative on the Professional Committee gave the report for us. A calendar of activities will be published with the timeline the officers are expected to fulfill. Comment was made about a need a call for papers. IFLA wants a general call for paper so it is call worldwide. People should not be put off if there is no funding because there is, sometimes, funding available. An early lead time would help here. We are supposed to look for Division 8 groups for cooperative ways to share . New elected officers form must be submitted by September.

Our chair and secretary must go to the Division meeting on Sunday for elections for division chair and secretary. Library and information science periodicals and library history are in danger of being cancelled. IFLA booth for us is Wednesday from 11:00 – 12:00 p.m. Monday, Division papers will be given. Professional resolutions will be discussed early. Strategic Plans due October 1. It was suggested that the Standing Committee have a meeting to discuss the Strategic Plan. New members, please review

before the Friday meeting. The Strategic Plan is on the website. The Coordinating Board meets after the Section Meeting.

- b. IFLA is reviewing its sections. A survey requested information about numbers of members, etc. to see if the structure with sections is the way IFLA wants to be. Marion was very explicit that the Board thought that there were too many meetings. The sections can now only have one program for two hours and you can't have a separate workshop. Part of the review is to find out if we should have so many sections. Part of the discussion was why so many programs. What is the real purpose of IFLA – a group of members who have programs? Perhaps, should IFLA offer space for a conference within the conference instead of satellite conferences? What demonstrates the strength of a particular section? What shape or form should we exist within IFLA?

One person asked, "What is IFLA about? It is very diverse, very splintered, perhaps more themes with organizations around it. IFLA needs to look at itself. Most people can only come one year and not regularly." Pat Oyler brought up the fact that IFLA discussed this not that long ago when they collapsed the round tables. IFLA has funding problems. Associations can't afford to belong any longer. Gary Strong is going to look at funding. Sylvia says that we have too many sections, too many things going on. If membership doesn't pay to come, they must pick up the cost of the meeting rooms. Ann says we can discuss some ways to help. Perhaps we should collaborate and help GLAD [Global Library Development Program] when we look at our own strategic plan. We might be able to help IFLA. More collaboration and less competition could be useful. E-learning should be moved here. Some statements should be placed in our review. Jana is concerned about getting enough information in advance so we have can respond. It came out there were communication problems. There is a timeline for the review, a table of dates for things that are due.

6. Satellite conference

Ian Smith reported on very successful Satellite Conference- 60 participants, 38 program sessions. Feedback form participants very positive. Thanks to: Emerald for sponsorship, program Committee for hard work in putting together and excellent program, presenters.

7. Oslo conference sessions.

Upcoming open session noted.

8. CPDWL Strategic Plan 2005-2006 (to be carried over to second meeting)

9. Communication

- a. Newsletter
- b. Website
- c. IFLA website – being reviewed
- d. Draft marketing brochure

10. Partnership [item deleted from Agenda]

11. Projects

- a. Guidelines: Jana's report to gather "evidence-based" guidelines for quality of continuing professional development anywhere. Ian and Jana started it. Jana has had students doing the research. What they have at this point are 10 generic principles. They have been working on a rationale and statements of best practice. It was discussed at the satellite conference. It will be on the web site to get more feedback. She will give the research for the best criteria. Then it will be approved by this body and have IFLA accept the rationale, etc. It will have a literature review, a bibliography, and criteria. It is an ongoing project. She needs feedback from everyone, and she will then talk with the standing committee. It will go up on the web and a message will be sent to the e-list. They will need feedback. Jana asks for volunteers. Two persons, Sheila and Gitte, volunteered to help Jana. Gitte is already making use of this. It will have a glossary, existing statements, and links to competency statements.
- b. Survey of CPD programs: power point handout which will be shared at our program on Wednesday. A total of 55 persons responded to their first query. They then discussed what they should be doing. What will happen five years in the future? It is a web-based database. Their registration must be approved and then they will enter courses they will provide. They have not had enough time to determine how long the programs should remain. They have three: providers, program information, and individual programs. Should library schools be included, particularly since some are now allowing CPD students into their degree classes. How much information is needed? How do we fit with Web Junction? We must decide what we want to do, and how we want users to access these. They are going to take information from their survey and then discuss this. Sylvia asked, "Who is the audience?" Susan thought it might be someone looking for something to take. Jana suggested that Web Junction actually links to online courses, and they are less concerned about non-degree granting. Web Junction is more a clearing house. Level of detail isn't as important. Find the providers and where they are. Less information is better. To

whom do we distribute our guidelines? Jana thought it was to help identify regular providers across the world. Sheila likes the idea of a multi-level approach. They might be there at the provider level and then at the organization level. She also commented on whether library schools should be a part. Their department would be pleased to have practitioners to do modules rather than an event. Jana reported another concern, and she has an interest in having a way to make contacts to conduct research, basic contact information that has great value. Gitte thought the database was set up to find out just who was around. She wanted to put up some generic information . . . Pat Oyler thought that having events from all areas would allow you to have an idea of the themes being offered. She knew of someone who offered a program and was really surprised by the international audience that arrived. Jana was reminded of the early days of CLENE when it was free-standing. They provided an extensive calendar: who what where when, who was the presenter. Those new in the business found it very useful because you could call people and ask if the speaker was good, what were the topics, etc. and who could you turn to for advice if you were planning something similar. Ann thinks we need a structured form so we can look at the database.

12.Future conference planning

- a. Seoul Korea 2006 “Libraries: dynamic engines for the knowledge and information society.

Sarah Toulouse, Preservation and Conservation Section proposed talking about education and training on preservation and conservation. Do we want a joint program? They think it wouldn't be interesting to show a video or have a demonstration, but provide speeches commenting on what works and what doesn't work. Why use this tool? Does it work? How do you train your staff? How do you get them involved in preservation and conservation? Also, how do you educate beyond the staff, the patrons, and politicians? How do you make preservation glamorous? They have a major speaker in mind from a particular location. The British Library, the National Library in Paris. They would also like to involve an Asian example or India. They are having a work session with just a few people on Monday afternoon (2:00 p.m. at the main registration desk. Susan and Ujala will go.) to discuss this. Digitization is a hot topic now. Clare thinks we need to remind people that books are still there. Ian has suggested that we put this on our e-list for suggestions if Sarah could have it available this week. Jana thinks we might

use it as a test for people in CPDWL to consult with you to help you make it the most useful. You do the content and we do the methodology of the presentation. That way CPDWL can become a consultant to IFLA on program planning. How will you select speakers, how will you market, and how do you educate? This is what we do. Mary thought that it would be good to share, having just learned that they want us to cooperate and consolidate.

b. Durban, South Africa 2007 “Libraries for the future: progress, development and partnerships”

Ujala is issuing an invitation to host the 7th World Conference. The theme would be determined after agreement. Decision about the city to host is a question. Why not in Durban? Most international flights come into Johannesburg. It is another flight to Durban. Clare says the focus for the locals would make Johannesburg a good choice. Clare recommends one of the airport hotels. If we went to Pretoria – another 30 minute drives. Their new national library may be available in Pretoria or it could be in a game park. Jana moves and Blanche seconds that the proposal. The decision for location will go to the Standing Committee.

c. Montreal, Quebec City, Canada 2008

13. Other Business

14. Close of meeting

Continuing Professional Development and Workplace Learning
Standing Committee - Oslo, August 13, 2005

Attendees

Surname	First name		Notes
Ashcroft	Linda	l.s.ashcroft@livjm.ac.uk	
Beraquet	Vera	beraquet@puc-campinas.edu.br	
Chute	Mary L.	mchute@imls.gov	CPDWL Section Standing Committee Member 2005
Corrall	Shiela	s.m.corrall@sheffield.ac.uk	
Ciol	Renata	?	(BIREME - Latin-

			American and Caribbean Health Information Centre)
Damgaard Dickinson Fadden	Niels Gail Donald	Niels.Damgaard@bibsent.no gdickins@odu.edu d.fadden@?	
Gruenewald Gwyer	Jana Roisin	Grue?@gmx.de roisin.gwyer@port.ac.uk	(Humboldt University, Berlin)
Ilijac	Veslia	ilijac@libs.bg.ac.yu	(National Library of Serbia – Belgrade)
Jara de Sumar Larsen	Juanita Gitte	juanita.jaradesumar@mcgill.ca gl@db.dk	CPDWL Section Standing Committee Member 2005
Oyler	Patricia	oyler@simmons.edu	
Piggott	Sylvia	spiggott@sympatico.ca	CPDWL Section Standing Committee Member 2005
Ritchie	Ann	annritchie@yahoo.com	Conference Organising Committee Member & CPDWL Section Standing Committee Member 2005
Rusch-Feja	Diann	druschfeja@t-online.de	CPDWL Section Standing Committee Member 2005
Satgoor Schnuer	Ujala Susan	u.satgoor@liasa.org.za schnuer@uiuc.edu	CPDWL Section Standing Committee Member 2005
Smith	Ian	i.smith@latrobe.edu.au	Conference Organising Committee Member & CPDWL Section Standing Committee Member 2005 Preservation & Conservation Standing Committee Member
Toulouse Varlejs	Sarah Jana	sarah.toulouse@bm-rennes.fr varlejs@scils.rutgers.edu	CPDWL Section Standing Committee Member 2005
Walker Woolls	Clare M. Blanche	walker.c@library.wits.ac.za bwoolls@slis.sjsu.edu	CPDWL Section

Standing Committee
Member 2005

**Continuing Professional Development and Workplace Learning
Standing Committee - Minutes of Meeting**

Oslo, August 19, 2005

1. Welcome and Introductions

Meeting was Chaired by outgoing Section Chair – Ann Ritchie.
Secretary – Ian Smith

Committee Members and Observers were welcomed to the meeting
Attendance: list attached.

2. Agenda – any additional items?

None.

3. Apologies

Received from Diann Rusch-Feja, Wanda Dole

4. Open Session – 17/8/05

a. Report on Session – AR

Ann reported that 120 people had attended the Sections open conference session on 17/8.

Discussion covered:

Excellent quality of papers

Session rushed for time – should have had 3 not 4 presentations?

Consider a panel format for next IFLA open session

Action: Ann Ritchie to write short report for Section Newsletter

b. Selection of paper to be nominated for IFLA journal

Ann proposed that the paper by Prof. Roshan Raina be nominated for IFLA Journal.

Agreed.

**Action: Jan Varlejs to: 1) advise Raina of selection/nomination;
2) advise other presenters at the open session that they are free to publish elsewhere.**

5. Future conferences programs – planning:

a. Seoul 2006 – joint program with Preservation & Conservation Section

i. Theme/focus

Sarah Toulouse of the Preservation & Conservation Section spoke on the proposal for a shared (with CPDWL) 4 hour session at Seoul conference.

Proposed outline of program

First two hours: to be devoted to presentations (how many?) to set scene and theme/s and give context for workshop.

For speaker session possible speakers/topics include:

- Tom Tepper (fire damaged books)

- Anne Rosso
- IPROM
- British Library “Adopt a Book” scheme
- BNF – Paris (tutorial for whole staff on preservation)
- Cornell (? program)
- National Library of Australia (eLearning conservation tutorial for staff)

Second two hours: to run as workshop – in train-the-trainer format - focusing on preservation skills (possibly an online workshop? If so need online workshop facility) or small groups working on particular topics or mini poster sessions (with focus on practical applications of techniques – 15 minutes per poster session) .

Location: Agreed that on-site workshop (i.e. at main venue) is preferable if possible.

General Discussion:

- May need to require pre-registration to control numbers attending.
- Important to accurately describe the workshop in the program
- May have extra time available (2 hours?) as preservation is a core activity and therefore as 2 hours time allocated in the program
- Audience will be practitioners, some with limited preservation background, not experts – therefore focus on “how do you apply these tools & techniques
- |

ii. Appointment of Program Chair

Agreed: Sarah Toulouse and Susan Schnuer to take on role of joint program Chair. CPDWL Section nominee to be determined.

Action: Sarah Toulouse to explore contact with relevant contact in Korea.
Action: Sarah Toulouse and Susan Schnuer to explore and develop program options.

iii. Liaison arrangements with Seoul organizing committee

Importance of having local (Korean) involvement in the workshop noted. Action as above.

b. South Africa 2007

i. Satellite program

1. Theme/focus

Theme/title agreed: “Pathways to Library Leadership”

2. Appointment of Program Chair & Organizing Committee

Agreed: Organizing Committee as follows -

- Chair Jana Varlejs
- Program Co-conveners: Ujala Satgoor & Clare Walker
- Program Committee: Mary Chute, Susan Schnuer, Sylvia Piggott, Gitte Larsen
- Proceedings Editors: Clare Walker & Ann Ritchie
- Marketing: Sylvia Piggott, Roisin Gwyer

- Treasurer: Ian Smith

Discussion/Issues/ideas:

- Sponsorship for satellite conf – need to identify who may be interested in sponsoring
- Need to identify possible sub themes for the satellite conference – possibly use Section eList as was done for Oslo satellite?
- Sessions should be practical and useful – not theoretical
- Identify what the skills are needed, then focus on how to develop these skills.
- Flexible mix in program (as for Oslo satellite) works well – some papers published, some presentation only. Some sessions to set the picture, these followed by more practical less formal presentations.
- Need to have facility which is flexible for different types of presentation
- Need to explicit include in program small libraries/all library sectors: special/public/school/academic

Timing: Proposed – Satellite program to run from midday Tuesday (date?) to Thursday (date?) evening.

Deadlines: Information for Durban program due March ? 2006.

Action: Program Committee to determine date/s and begin exploration/formulation of program.

ii. Open Session

1. Theme/focus

Sylvia reported that the Management of Library Associations Section is interested in participating in the satellite program with focus on developing leadership within associations. Suggested that the two Section (CPDWL & MLAS) combine open sessions with focus on theme of developing leaders for Library Associations.

2. Appointment of Program Chair & organizing committee

3.

iii. Other issues –

- Durban conference – possible program with Education & Training Section

Ann reported on proposal form Education & Training Section for cooperative program in Durban - focus on linguistic & cultural issues in research & education.

Action: JV to explore further discussion with Education & Training Section

- Durban conference – possible sponsorship

Action: Susan Schnuer (in liaison with JV & RG) to explore possible sponsorship opportunities

- Possible web streaming of selected content from CPDWL Satellite programs

Niels Damgaard proposed that the Section investigate streaming of content – e.g. key sessions from satellite conference – with access (some free?, some pay-per-view?). Niles offered to assist/advise on technological possibilities with emphasis on simple low-tech solutions.

Action: Ian Smith to discuss with Niels Damgaard possible options -for Seoul and/or Durban.

c. Quebec City 2008

1. Program Theme

Agreed to continue with leadership as provisional theme.

2. Appointment of Program Chair

Agreed: Susan Schnuer to take on role of provisional program coordinator.

Action: Susan Schnuer to further explore program/theme options.

6. Section Strategic Plan

Ann reported that all Sections are required to review their Strategic Plan, taking *IFLA's Three Pillars: Society, Members and Profession* <http://www.ifla.org/III/IFLA3Pillars.htm> as the focus/framework. Plan to be reviewed and new Plan submitted by end October.

Discussion:

Suggestion that we included emphasis in our plan of the role of the Section as a resource for other Sections – advising & assisting with methodology for CPD activities (this one the model of ALA CLEEM(?) and have as a specific goal development of this consulting/advising role.

Action: Ian Smith to convene virtual meeting in September of Section Standing Committee – this to discuss and work on Strategic Plan.

Action: Jana Varlejs (with Ian assisting) to coordinate review and submission by October 31.

7. Communication – Newsletter

Ann Ritchie reported that she is reviewing format and “look” of the Section Newsletter. Her ideas: make it the “voice” of the Section; and alerting tool for upcoming activities; a current awareness tool.

For next newsletter Ann asked all Standing Committee members for a brief bio piece, noting their interest/involvement in CPDWL. Deadlines for copy: 15 Sept. 2005, 15 March 2006.

Action: Standing Committee members to submit copy to Ann – by deadlines as above.

8. Treasurers report

Ian Smith reported on key issues from the IFLA Officers Meeting – key issue being change in procedure to require all Section monies to be held centrally and disbursed either to reimburse expenditure or in advance of specific expenditure. Ian and Blanche are arranging handover of treasury responsibilities and remittance of funds to IFLA HQ.

Ian proposed, and it was **agreed**, that the Section should use any unexpended sponsorship monies from the Oslo satellite conference to enable provision of a scholarship for a person from a developing country to attend the Durban satellite conference.

9. Any other business.

- a. Proposed cooperation with the being-phased-out LIS Journal Section. Time constraints did not allow discussion of this proposal. However, it was **agreed** to endorse the proposal in-principle and to further explore possible cooperation.

Action: Ian Smith to agenda for a future virtual Standing Committee meeting.

- b. Votes of thanks were recorded to:
- Ann Ritchie for her work in getting the Section to its current state.
 - Blanche Wools for her leadership and encouragement of others in the growing and developing the Section and its predecessor entities.
 - all previous Standing Committee members for their work.

10. Closure of meeting.

The meeting was closed at 4.10 p.m.

Continuing Professional Development and Workplace Learning
Standing Committee - Oslo, August 19, 2005

Attendees

Surname	First name		Notes
Ashcroft	Linda	l.s.ashcroft@livjm.ac.uk	CPDWL Section Standing Committee Member 2005
Chute	Mary L.	mchute@imls.gov	CPDWL Section Standing Committee Member 2005
Damgaard	Niels	Niels.Damgaard@bibsent.no	
Oyler	Patricia	oyler@simmons.edu	
Piggott	Sylvia	spiggott@sympatico.ca	CPDWL Section Standing Committee Member 2005
Pohar-Susnik	Eva	eva.pohar-susnik@nuk.uni-lj.si	
Potter	Garry	garry.potter@vu.edu.au	
Sping	Barbara	bs24@soas.ac.uk	

Ritchie	Ann	annritchie@yahoo.com	Conference Organising Committee Member & CPDWL Section Standing Committee Member 2005 CPDWL Section Standing Committee Member 2005
Satgoor Schnuer	Ujala Susan	u.satgoor@liasa.org.za schnuer@uiuc.edu	CPDWL Section Standing Committee Member 2005 CPDWL Section Standing Committee Member 2005
Smith	Ian	i.smith@latrobe.edu.au	CPDWL Section Standing Committee Member 2005 Preservation & Conservation Standing Committee Member
Toulouse Varlejs	Sarah Jana	<a href="mailto:sarah.toulouse@bm-
rennes.fr">sarah.toulouse@bm- rennes.fr varlejs@scils.rutgers.edu	Chair CPDWL Section Standing Committee 2005 CPDWL Section Standing Committee Member 2005
Walker	Clare M.	walker.c@library.wits.ac.za	Member 2005