



CPDWL Section

Continuing Professional Development and Workplace Learning

# Continuing Professional Development & Workplace Learning

Standing Committee meeting

Columbus, Ohio USA

Saturday August 13: 12:30 - 15:00 | Wednesday August 17: 9:45 - 11:15

## 1. Welcome and Introductions

Catharina Isberg and Ewa Stenberg opened the meeting and welcomed attendees. Quorum was reached during the meeting.

## 2. Approval of the Agenda.

The agenda was approved.

## 3. Approval of notes of previous meetings in Cape Town

Minutes were approved.

## 4. Apologies

Apologies were officially received from Matilde Fontanin, Anne Lehto, Eileen Breen, Juanita Jara de Sumar, Holly Hubenschmidt, Monica Ertel and Mary-Jo Romaniuk.

## 5. WLIC Satellite Meetings

At the first meeting, participants were given the opportunity to provide anonymous feedback relating to the cancellation of the Cleveland satellite. A small subgroup (Ulrike Lang, Cindy Lombardo, Susan Schnuer, Ewa Stenberg and Catharina Isberg) analyzed the feedback and presented the following conclusions at the second meeting:

- **Frequency:** Hold satellite meetings once every two or three years - not back-to-back.

- NOTE: Should advocate for IFLA to limit the number of satellites and flag areas of possible overlap.
- **Location:** Ensure that our location is easy to get to. Promote the attractions of the host city (libraries to visit, tourist attractions, etc.) as part of the programme.
- **Participant Numbers:** Recognise that numbers will be lower when the economy is lagging.
- **Team:** Ensure that we have a strong local team to oversee on-site arrangements. Ensure that we have a strong working group to oversee the programme development and other issues.
- **Programme:** Consider doing a survey to identify possible topics. Ensure that the format includes lots of interactive aspects. Topics should be in demand in the host country.
- **Collaboration:** Collaboration with other sections is advisable - to leverage resources and marketing efforts.
- **Communications:** Need a professional looking website to attract participants. The site needs to be up early (we are competing with other sections).
- **Budget:** We need to set a budget based on a reasonable number of participants and have backup plans for how we will adjust if the attendance is higher or lower than expected.
  - NOTE: Should advocate for IFLA to provide some of the funds to reduce the liability.
- **Timeline:** We need to set a detailed timeline that includes a designated cancellation date up front. Identify the minimum number of participants as of a certain date - recognizing that some people will always register at the last minute.
- **Grants:** Ensure that travel grants are announced from the very beginning.
- **Best Practices:** Would like feedback from IFLA on what makes a satellite successful.
- **Satellite Guidelines:** Ewa and Susan will review the guidelines on the web (last updated November 2015) and make sure all of these points are covered.

## 6. Announcements and report from the Professional Committee

### a. Items for information.

- i. **Report from the Officers' Forum (August 13):** Three key initiatives were discussed at the meeting:
  - Creating a new global vision for IFLA through a broad consultation (including a face-to-face meeting) of two officers from each section sometime in March 2017).
  - A membership survey focusing on where members find (or don't find) value from IFLA
  - The creation of a "library map of the world."

ii. **Report from the Division Meeting (August 15):** Meeting primarily comprised of verbal reports from the 7 sections. Heard many common issues including challenges associated with communication and committee member engagement. CPDWL was distinguished for getting required documentation in on time.

b. **What makes a dynamic IFLA Professional Unit? Session 193:** Members were asked to annotate the list of ten issues identified by the division. Our thoughts will be shared with other divisions at the August 17 meeting. (Members agreed with many of the issues but felt that actually implementing them would be very challenging.)

## 7. Standing Committee Membership Matters

The Chair reminded participants that, based on IFLA guidelines, members who miss two meetings without requesting permission to be absent can be considered to have resigned their positions.

3 members are completing their second terms in 2016 (and are not eligible for renewal). 7 members are completing their first terms in 2016 and are eligible for renewal in 2017.

The group discussed the importance of diversity in terms of skill sets and geography.

## 8. Financial Report:

CPDWL has 3368 euros in the IFLA account from previous satellite meetings. The Standing Committee asked for the money to be transferred out for travel grants for the Cleveland satellite - but the transfer was delayed too long to be announced as part of the call for papers.

## 9. CPDWL Action Plan 2016/17

At the first meeting, committee members were divided up into small groups for an interactive (open space) exercise framed around three of the four IFLA strategic directions (the ones most aligned to continuing professional development).

Highlights included:

### **Libraries in Society:**

- Strong need for community engagement
- IT gap between members of the library workforce (tech competencies)

- Strong need for library workers to share knowledge, adjust mindset
- Need enhanced focus on social aspects (open-mindedness, etc.) in LIS programmes.

### **Information and Knowledge**

- Need to enhance tech skills. We can't support our community's tech needs if we don't have the expertise ourselves.
- Key issue: What skills do we hire for and what skills do we train for in the workplace?

### **Capacity Building**

- Need to inventory what is already available in IFLA
- Model outlines (how to do an an advocacy workshop...)
- Support a "train the trainer" model
- Toolkit for a successful webinar
- Offer mentoring of presentations at the IFLA conference

Key ideas from this exercise were used by the Secretary to draft a preliminary action plan for 2016/17. Members were presented with the draft at the 2nd meeting. They were encouraged to add their thoughts at the meeting or to forward their thoughts via email afterwards.

## **10. WLIC 2016 Program in Columbus**

**Session 109: Guidelines for Continuing Professional Development: Principles and Best Practices (workshop):** The workshop exceeded expectations in terms of attendance. Based on the exit survey, most participants found the session very useful. Some participants had trouble getting onto the internet in the room.

**Session 124: Connecting the Library and Information Science's Academics and Professionals through Online Education and Training (with SET):** Session was well attended and positively received. The interaction with SET was positive.

**Session 204: Knowledge Cafe: Continuing Learning in Libraries and their Communities (with KM and Library and Research Services for Parliaments):** Session had not been held at the time of the second CPDWL meeting.

## **11. Poland Programs 2017**

Sandy Hirsh, Vivian Lewis, Gillian Hallam and Jane Dysart met between the 1st and 2<sup>nd</sup> CPDWL meetings to flesh out the committees session ideas.

- a. **The Accidental Assessment Librarian:** Sandy Hirsh, Vivian Lewis and Catharina Isberg met with representatives from the Assessment section to discuss a session on preparing librarians to step into assessment roles - often with little previous training. A representative from the Assessment section is drafting a preliminary abstract for the session.
- b. **CPDWL Guidelines:** Will do a session relating to some of the hot topics in the guidelines (hours of work, budget, management of the HR function...)
- c. **Knowledge Cafe:** The group decided via email following the meeting to approach KM about another Knowledge Cafe.

## 12. CPDWL Projects

- a. **Webinars with NPSIG - Loida Garcia-Febo**
  - Webinars continue to be very popular.
  - Sought out volunteers to help with future webinars.
- b. **CPDWL Guidelines - Jana Varlejs and Gillian Hallam**
  - Will continue to seek out individuals willing to translate the document into the 7 official IFLA languages.
  - Will post the executive summary on the CPDWL website.
  - CPDWL will host a follow-up session on the guidelines at IFLA 2017.
- c. **Erasmus Project - Susan Schnuer**
  - Project did not receive funding from the Education, Audiovisual and Culture Executive Agency. Members believe that the idea is worth pursuing. Susan will continue to monitor developments.

## 13. Update from ongoing activities, working groups or projects.

- a. **Information Coordinator's report – Mary Laskowski**
  - Mary distributed a report to committee members via email on August 12. Reviewed the CPDWL website, blog and facebook page.
- b. **News letter report – (Juanita, not present at the meeting)**
  - Juanita distributed a report to committee members via email on August 12
  - Juanita was commended in her absence for her work on the newsletter.
- c. **Publications – (Eileen Breen not present at the meeting), Ewa, Vivian**
  - IFLA will continue to publish green backs
  - Will be publishing satellite papers going back to 2015
  - IFLA is seeking a new editor.
- d. **Roles and responsibilities**
  - The co-chairs encouraged members to be actively involved in the work of the group.

**14. IFLA's [Committee on Standards \(CoS\)](#).**

- CPDWL has two guidelines posted to its webpage. Both are current. No additional guidelines are proposed.
  - CPD Principles and Best Practices (2016)
  - Satellite Guide (November 2015)

**15. Closure / adjournment of meeting**

Adjourned with no further business at 11:15 AM.

*Minutes respectfully submitted by Vivian Lewis.*