



**International Federation of Library Associations and Institutions
Continuing Professional Development and Workplace Learning
Standing Committee Officers Meeting – December 18, 2012**

Meeting was called to order at 08:00am PST

In attendance: Sylvia Piggott, Ulrike Lang, Catherina Isberg, Juanita Jara De Sumar, Monica Ertel

1. Singapore Conference report: Ulrike Lang

The group discussed the joint program with New Professionals to be held in Singapore. There was some concern about overlap in topics between the joint program and the CPDWL session but the consensus was that this would actually be alright because each topic would be approached from a different perspective. The group discussed how the CPDWL session should be advertised. This wouldn't be a *call for papers* – rather it will be a *call for participation*. This will be sent out in February / March.

➔ Action Item: Ulrike will send out the call for participation in March/February.

2. SET/CPDWL Singapore Programme: Sylvia Piggott

The call for papers was sent out. Committee members will be assigned papers to review. The CPDWL reviewers are Sylvia, Monica, Loida Garcia Febo and Juanita Jara De Sumar. The Standing Committee on Education and Training will have three reviewers as well.

3. New IFLA rules for Satellite conference sponsorship: Sylvia/Ulrike/All

IFLA has announced new rules for the organization of satellite meetings. If a Professional Unit wants to co-organize with an independent body (other than the local host), specific PC approval must be obtained. Financial support and any necessary seed funding should be provided for by the host organization. Any funds related to the satellite meeting should be managed locally by the host institution. Sylvia reported that she has sent out an email to several other Standing Committees to get their thoughts on this. All of them had concerns, especially how negotiations would be handled with the local organization.

Sylvia recommended that we try this and see if there are any problems. If there are, this would be communicated back to IFLA. Catharina and Ulrike noted that this may be a problem in Africa since we are planning to hold a satellite meeting there in 2015. The group wondered if one of the reasons this new rule was announced was due to poor handling of finances from other Standing Committees. CPDWL has never had a problem with this.

➔ Action Item: Sylvia will ask Anna Maria Tammaro to provide us with background information about why this decision was made.

4. Co-chairing of the SC: Sylvia/Ulrike

CPDWL has a unique organizational structure whereby we have co-chairs. This is not officially sanctioned by IFLA however it has worked well for us. But this sometimes causes some confusion such as who should take the lead on contacting HQ regarding programs, who is notified by HQ regarding IFLA matters, who submits program information, etc. The group discussed the need for guidelines to more clearly define this structure. Sylvia suggested that instead of a co-chair, we set up a structure with a Chair and a Chair-elect. The Chair-elect would be the person who would become the Chair once the Chair's term ends. These guidelines would be internal to our Standing Committee to give us clarity on this role.

Catharina recommended that since this was the middle of this year, this should really be discussed with the entire Standing Committee at the August meeting. It will be important to get the full support of the CPDWL Standing Committee.

It was recognized that IFLA has rules and regulations so it will be important to go through the proper process. The consensus was that we need to encourage IFLA to take a more modern stance on organizational structure. Ulrike reported that she had sent an email about this to Josche Ouwerkerk but has not had a response. She suggested we write guidelines and pass these by IFLA.

Sylvia expressed a concern that a lot needs to be done between now and August so we need to decide now how to manage this. However, in the meantime, we will continue to do our best in managing our current structure.

- ➔ Action Item: Sylvia will put together a draft and will send to the CPDWL officers for comment. Once the draft is agreed upon, it will be sent to the CPDWL Standing Committee members before the meeting in Singapore for discussion
- ➔ Action Item: This will be put on the agenda for the August meeting and the feedback from the discussion will be sent to IFLA.

5. SC Membership List for 2012 - 13: All

The group discussed CPDWL membership. Membership will be up for some members after the Singapore meeting in August. Others will continue for two more years and finally, some members need to ask for reelection if they wish to serve another four years. Monica put together a spreadsheet with this information including members attendance history for the last three meetings. IFLA regulations state that a member who has not attended a meeting in two year will be asked to leave the Standing Committee. This does not include members who have sent their apologies before the meeting. Ulrike provided the following from IFLA's official procedures:

R18.26 Any member of a Standing Committee who fails to attend two consecutive meetings of the committee without reasonable explanation shall be deemed to have resigned. The place thus vacated shall be filled according to the provisions in Rule 18.24 and 18.25. The whole text of rules of procedure are available at <http://www.ifla.org/files/assets/hq/rules-of-procedure-en.pdf>

- ➔ For those members who are up for re-election, we will remind them of the February deadline and the fact that they need to get a recommendation to be nominated by their national support organization. CPDWL officers can also suggest people they think would be contributing members. The process would be the same as above – let the person know they need to apply by February and get a recommendation from the proper organization.
- ➔ Action Item: Monica will look at the minutes of the past three annual meetings to see who has sent apologies (looks like only Belmekki and Romaniuk have not attended nor sent apologies.)
- ➔ Action Item: Sylvia will review the rules and regulations and report back to the group
- ➔ Action item: Ulrike and Monica will determine if IFLA needs to be notified of Standing Committee members who have been absent and thus required to leave the CPDWL. They will also find out if and who needs to send these members a letter letting them know about this.

6. Information Officer Update: Catharina Isberg

Catharina reported that she has formed a group made up of herself, Loida Garcia Febo and Juanita Jara De Sumar to look at how the Standing Committee can continue to communicate with members and share information about our work. They set up a Blog which is filled with information. A Twitter account has also been started but found it was difficult to manage. Loida proposed that CPDWL set up a Facebook account. Catharina supported this idea. She reported they had looked at LinkedIn but felt that more people would use Facebook. This was unanimously approved by the group.

- ➔ Action Item: Catharina and Loida will set up a Facebook page
- ➔ Everyone within CPDWL has to continue to blog and send input to our communication channels.

7. Update on reviewers for joint SET/CPDWL session in Singapore:

Not discussed

8. Possible nominations for Standing Committee:

Specific nominations were not discussed although CDPWL membership in general was discussed in agenda item 5.

9. Other Business:

Juanita gave an update on the CPDWL newsletter. The next issue will be sent out the first or second week of January. The group was in favor of including as much information about our work in the newsletter as possible that would include links to articles and other information.

There was also a discussion about posting papers in native languages on our website. Catharina recommended that we don't increase the amount of publishing papers until IFLA has its institutional repository in place and the group approved.

Ulrike mentioned some additions in the Annual Report of Division 4 sent by Anna Maria Tamaro. Ulrike will write directly to Anna Maria.

Sylvia thanked Catharina for setting up the virtual meeting.

Meeting adjourned 9:20am PST