

Meeting Minutes

CPDWL Standing Committee Meetings – Kuala Lumpur 2018

IFLA - International Federation of Library Associations and Institutions

CPDWL - Continuing Professional Development and Workplace Learning

SC Meeting I - Friday, 24 August 2018, 15:45-17:45 (Room 305)

SC Meeting II – Wednesday, 29 August 2018, 13:30-16:00 (Room 303)

Participants:

SC members: Gillian Hallam, Sandy Hirsh, Catharina Isberg, Loida Garcia Febo (SC I), Mary Ellen Davis, Svetlana Gorokhova, Almuth Gastinger

Corresponding Members: Chinwe Anunobi, Ray Pun (SC I)

CPDWL Consultants: Ulrike Lang, Mary-Jo Romaniuk, Monica Ertel (SC II), Vivian Lewis

1. Welcome

Members and observers were introduced.

Apologies received from:

SC members: Mary Laskowski, Juanita Jara de Sumar, Holly Hubenschmidt, Ivana Todorovic, Jane Dysart, Loida Garcia Febo (SC II only)

Corresponding Members: Marianne Ingold, Ray Pun (SC II)

CPDWL Consultants: Matilde Fontanin, Jana Varlejs

2. Approval of the Agenda.

The agenda was approved with modest revisions. An updated agenda was sent out prior to SC II. (Appendix 1)

3. Minutes from Previous Meetings

Minutes from the August 2017 and mid-year meeting May 2018 were approved by email.

4. Standing Committee membership matters

Number of SC members, Corresponding Members and CPDWL consultants

For the time being CPDWL has:

14 Standing committee members. In 2019 2 finish their 2nd term, 7 finish their 1st term.

4 Corresponding members.

7 CPDWL consultants (a role for former SC members to be able to continue working for the SC).

Identification of any inactive SC members who could be considered to have resigned

The co-chairs and secretary will look into this in September.

Co-option of replacement members for any members that have already resigned
Not applicable this year due to the upcoming nomination period.

Attraction of new SC members in 2019

Nomination period starts 3 October 2018 and ends on 3 January 2019. The meeting decided to send a call for nomination out in order to attract new members.

The Division IV chair will be approached in order to get input on candidates with different geographical background.

Input from the Professional Committee and HQ on this is:

- Active and committed individuals
- Participating fully in the activities of the Section
- Skills and expertise
- Representative
 - ✓ Geographically
 - ✓ Language
 - ✓ Age
 - ✓ Gender
 - ✓ Institutional background
- Personal attributes
 - ✓ Time
 - ✓ Enthusiasm
 - ✓ Capacity to participate fully

5. Announcements and report from the Professional Committee/ Leadership Brief/Officers Training

Short information from the **Officers' Forum** with the PC (Friday, 8:30-10:00). The meeting focused on the global vision, the IFLA strategy process, the upcoming governance discussion. A presentation was given on the membership survey results.

All the work on changing and transforming IFLA is done as a bottom-up process. Many reports, workshops, survey input and comments from around the world will shape the outcomes. We are all part of this important work.

The CPDWL initiative, the coaching program was presented by Catharina at the Officers Forum.

The **Capacity building session** for officers was attended by Gill, Sandy and Catharina. This was a workshop on how to improve impact, change the WLIC sessions, develop plans for introducing new members and also gave the possibility to raise areas where support is needed from HQ and the PC.

Communication training for information coordinators was attended by Gill and Sandy. The new website will be launched in August 2019. IFLA will launch a new newsletter and CPDWL need to supply content to this.

During the SC meeting, the co-chairs discussed the need to work on CPDWL communication. The work group formed last year consists of Mary Laskowski, Juanita Jara de Sumar, Marianne Ingold, Loida Garcia-Febo, Ray Pun, Sandy Hirsh. The information coordinator has the lead on this.

6. Standing Committee communication: Reports

- Information Coordinator's report: Mary (written report, see appendix 2)
- Newsletter Editor's report: Juanita (written report, see appendix 3). The meeting comments that Juanita does a marvelous job on the newsletter.

7. Action Plan – Reporting on projects and activities

Action 1.2 CPDWL coaching – Catharina gave a short summary of the work.

Action 1.3 Conference /satellite guide - Ewa gave the background of the guide, which was revised after the Milnerton Satellite and revised again after SC meetings in 2016 and 2017. By the end of 2017, the guide was published as it looks today. This is now in use for the planning of the Satellite 2019.

<https://www.ifla.org/publications/node/11879?og=82>

Action 1.4 Webinar series – Mary-Ellen presented the work. The webinar series continues with 3-4 webinars per year. We discussed the following for the webinars going forward:

- At present, information on the webinars is only available on the NPSIG website. CPDWL needs to get this series visible on the CPDWL web site as well.
- We need to keep data on the webinars, number of participants, evaluation feedback, etc.
- We need to find more active people to participate in organizing the webinars.
- We need to get more geographical spread in the program. LAC version has not done any webinars this year.

Action 2.2 Help librarians transfer learning back to work place – Catharina explained that there has not been any action on this due to the upcoming new website.

Action 3.1 Continue implementation of the IFLA CPD Guidelines – Gill gave a short summary of the work on getting more translations. More languages are added, both for the guidelines, summary and poster.

Action 4. Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section. Gill told about the nomination for IFLA Dynamic Unit and Impact Award 2018. There were 10 nominations for the award; the professional committee decided not to publish who these are. The award is presented at the WLIC closing session.

Action 4.1 Adopt more participatory practices in standing committee meetings – Sandy, Gill. This is continued during this year's SC meeting with a workshop as part of the agenda.

Action 4.2 Implement midyear virtual SC meeting – Gill, Sandy. A meeting was done during May 2018 and a new midyear virtual meeting is planned for early 2019.

Action 5.1 Develop the CPDWL communication plan – The information coordinator Mary was not present at the meeting. The work on developing the communication is something that still needs to get done.

8. Action Plan - Projects and actions

The work with developing the actions in the Action Plan further was started with a 20 min interactive workshop during the SC meeting.

Small group discussions on various topics:

- ~~CPDWL Website/Communication~~ – improve the communication of the CPDWL section
As our Information coordinator wasn't present, we did leave this to her to work on as stated in the communication group formed at the SC meeting in 2017.
- WLIC sessions 2019. (Totally 2 hours). Program ideas + identify the Conference organizing team and identify roles – Sandy took the lead on this and the group came up with different ideas which was worked through during the SC II meeting.
- Webinars together with NPSIG and ALA – Mary-Ellen and a group of SC members came up with different ideas to continue the work.
 - Ideas on international librarianship, Ray and Ulrike
 - Library services for teenagers – Loida
 - Coaching, a more theoretical webinar – Catharina, Almuth, Ewa, Ulrike
- During next year's satellite we will look for speakers for webinars.
- CPD Guidelines – how do we continue the work with these? – Gill
Another session is planned for this year. We discussed how to keep the guidelines relevant. We need to add practical value to the document. The solution on this was to make a toolkit with different easy to use tools.

9. Revision and update of action plan

The co-chairs will update the action plan in line with the discussions during the meetings. The communications actions are a significant work task for the year.

Important also to get CPDWL membership into the action plan. The number of members matter. We all need to approach the different Library Associations and ask them to be members of the section.

Note: There is a difference between CPDWL members and CPDWL SC members and this should not be mixed.

10. WLIC sessions

Sessions 2018

During the WLIC in Kuala Lumpur, CPDWL was involved in a wide range of sessions. At SC II, general evaluation was made of the sessions.

- Sunday, 26 August
16.00-18.00 Ballroom 2 (session 126): *Looking for the next big thing: Libraries and social networks*

(Division I and Division IV). This is a new initiative for the WLIC, with two Divisions having a session together. The planning was done by the division chairs and division secretaries.

- Monday, 27 August
09.30-11.30 Plenary Theatre (session 139): *Data librarian: Needs and qualifications*, jointly with the sections for Science and Technology, and Education and Training – 280 people attended and there was a lot of discussion going on.
- Tuesday, 28 August
09.30-11.30 Ballroom 2 (session 185): *Investing in the library workforce: Case studies in the effective use of the 2016 IFLA Guidelines for CPD* - 100 participants, lost 40 when the discussions started. Good feedback and good speakers.
- Tuesday, 28 August
11.45-12.45 Ballroom 2 (session 196): *The knowledge economy: How continuous learning can prepare information professionals for the future*, a knowledge café in collaboration with the sections for Knowledge Management and Library and Research Services for Parliaments – 140 participants, a lot of positive feedback. During the discussion participants referred back to the CPD guideline session held immediately before it in the same room. This worked well and we could plan it in this way also in the future.
- Wednesday, 29 August
10.45-12.45 Plenary Hall (session 229): *Win-win: Building strong education, training and continuing professional development together with strong library associations*, jointly with the sections for Management of Library Associations, and Education and Training – well attended, a big panel.

Review of CPDWL Coaching program – Pilot test Session

Sunday, 26 August

11.45-13.30 Conference Hall 1/2 (session 106): CPDWL – coaching sessions

- The Coaching program with the coaching pilot test session is a CPDWL initiative with support from HQ and the PC.
- An evaluation is going to be sent out to the coaches and hosts.
- 24 coaches and 3 hosts were involved in the session. 8 of these were CPDWL SC members. Both the coaches and hosts need to be well prepared. Introduction for the participants is needed as well as include the confidentiality of the dialogues.
- We could see a wide range of dialogues from real coaching to dialogues and groups discussions. Some participants had an issue they wanted to discuss, while others just had a need to just talk.
- The format just to drop in was great for first timer and for the general WLIC participants who do not plan their WLIC in advance. We could combine drop-in with scheduled coaching.
- The coaching program will continue as a CPDWL initiative and involve other IFLA units so it becomes a true IFLA project.
- Catharina attended the Management and Marketing SC meeting and we will collaborate on the coaching initiative for WLIC 2019.
- After the SC meeting Catharina was invited to give a brief presentation at the PC meeting on the coaching program.
- The working group will continue the coaching program: Catharina, Almuth, Ewa, Ulrike

Proposals WLIC 2019 sessions

The meeting agreed on three sessions to be done during the WLIC 2019 in Athens:

- Knowledge café: Monica Ertel (KM section), Ulrike Lang (CPDWL), Karin Finer (Parliamentary section)
- Guidelines – employer aspect: Working group: Vivian Lewis, Mary-Jo Romaniuk
Suggestion to have a one-hour session. In the program proposal we will ask HQ for this session to be immediately followed by the Knowledge café.
- Skills combined with Evidence for Global and Disaster Health (E4GDH) SIG: Gill Hallam

11. WLIC Satellite Meetings

Proposal for 2019: Zagreb, Croatia

The working group has collaborated with the local organisers in Croatia. The final proposal has been submitted to IFLA HQ for the 1 August deadline. The proposal involves the Croatian Library Association, the National and University Library of Zagreb, Zagreb City Libraries with the added support of the Croatian Ministry of Culture.

The theme of the satellite event is: Librarians and information professionals as (pro)motors of change: immersing, including and initiating digital transformation for smart societies. The local organisers are very confident that this topic is of great interest to LIS professionals, as well as those working in heritage institutions, in Croatia and the neighbouring countries in the Balkan region.

There is funding left from the satellite conferences held in South Africa which need to be used as grants for satellite and WLIC 2019.

12. IFLA Global Vision

This has been covered in the report from the Officers Forum. The CPDWL SC has submitted their report following up the Barcelona workshop.

13. Items to raise or report to the Professional Committee

The coaching program as mentioned above.

14. Revision and update of annual report

Following up on the SC meetings, the co-chairs will work on the CPDWL annual report.

15. Workshop: how to ensure CPDWL is a dynamic professional unit

Following up the SC meeting this work will be done as a virtual Google docs meeting or as part of the midyear meeting, so that everyone can share how I as a member will continue to contribute to the work.

16. Any other business

Name of the section

During the meeting, an issue was raised concerning the name of the section. Input was given that the title and acronym are difficult to remember. During the meeting a short discussion followed on the title with both two parts of the name – CPD (continuing professional development) and WL (workplace learning) as well as lifelong learning. After the meeting we got input that CPDWL is much in the discussion at present time, meaning that it is not a good time to change the name. The naming needs to further discussion and could be raised when IFLA makes an overview of the entire structure.

At SC I, Clara Chu visited the meeting to shortly present the work of the **Building Strong Library and Information Science Education (BSLISE)** Working Group. CPDWL has been involved via Jana Varleis.

IFLA Section for Rare Books and Special Collections at SC II Beth Kilmarx, SC member of the Section for Rare Books and Special Collections, gave an overview of the new project to develop a competency framework. Best practices and explain the necessary skills of everyone working with rare books collections. The section would like CPDWL to serve as consultants and reviewer of the report. Timeline, draft form available early 2019 to have a report to work on at WLIC 2019. The co-chairs will get more information on this and will distribute it to the CPDWL SC.

IFLA Evidence for Global and Disaster Health (E4GDH) SIG at SC II, Anne Brice (Convenor) gave an overview of this new unit, the E4GDH SIG. Advocacy and work skills and workforce capacity is the focus of the unit, to spread the learning globally and broaden up the types of interventions used. The SIG would like to have a contact person in CPDWL. Anne gave an overview of the work and the potential for a joint session at WLIC 2019.

17. Next meeting of the Standing Committee

The next meeting will be the virtual midyear meeting.

18. Closure of SC II Meeting

The cochairs thanked everyone participating in the meeting and closed the meeting.

Appendix 1.

IFLA - International Federation of Library Associations and Institutions
CPDWL - Continuing Professional Development and Workplace Learning

CPDWL Standing Committee Meetings – Kuala Lumpur 2018

Preparations for the meeting:

- Minutes of CPDWL meetings
 - August 2017 https://www.ifla.org/files/assets/cpdwl/minutes/cpdwl_minutes_august_2017_final.pdf
 - Mid-year virtual meeting 2018
https://www.ifla.org/files/assets/cpdwl/minutes/cpdwl_meeting_minutes_midear_2018.pdf
- IFLA Key Initiatives <http://www.ifla.org/files/assets/hq/gb/strategic-plan/2016-2021.pdf>
- IFLA Global Vision web <https://globalvision.ifla.org/>
- CPDWL Action plan 2017-2018
https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl_action_plan_2017-2018_final.pdf
- Annual report Sept 2016-Aug 2017
https://www.ifla.org/files/assets/cpdwl/annual-reports/cpdwl_annual_report_sept2016-aug2017_final.pdf
- Ongoing activities reported by SC members in the last CPDWL Newsletter
https://www.ifla.org/files/assets/cpdwl/newsletters/cpdwpl_newsletter_june_2018.pdf
- Nomination for IFLA Dynamic Unit and Impact Award 2018
Basecamp: <https://3.basecamp.com/3833672/buckets/8064677/vaults/1137490889>
- CPDWL Global Vision report
Basecamp: <https://3.basecamp.com/3833672/buckets/8064677/vaults/1162955232>
- CPD Guidelines: www.ifla.org/publications/node/10532
- CPDWL Guidelines for Satellite Meetings: <https://www.ifla.org/publications/node/11879?og=82>
- Webinar evaluation document: <https://3.basecamp.com/3833672/buckets/8064677/uploads/1265527007>
- Webinar attendance data: <https://3.basecamp.com/3833672/buckets/8064677/uploads/1265717132>

Standing Committee Meetings

Friday, 24 August 2018

Business Meetings 15:45-17:45 Room 305 Session 048, SC I

Wednesday, 29 August 2018

Business Meetings 13:30-16:00 Room 303 Session 240, SC II

Standing Committee Dinner

Sunday, 26 August 2018 7.30 pm, at [JP Teres](#), in the Grand Hyatt.

Agenda

SC Meeting I - Friday, 24 August 2018, 15:45-17:45 (Room 305)

1. Welcome

- Apologies received:
SC members: Mary Laskowski, Juanita Jara de Sumar, Holly Hubenschmidt, Ivana Todorovic, Jane Dysart
Corresponding Members: Marianne Ingold
CPDWL Consultants: Matilde Fontanin, Jana Varlejs
- Introduction of members and meeting participants

2. Approval of the Agenda

- Ordering of agenda and addition of any additional items
- Approval of agenda

3. Minutes of previous meetings (approved by email)

- Matters arising in relation to the minutes (if any), not elsewhere on the agenda
 - Minutes of the SC Meetings held in Wroclaw, August 2017
 - Mid-year virtual meeting, May 2018

4. Standing Committee membership matters: moved to SCII

- Number of SC members, Corresponding Members and CPDWL consultants
- Identification of any inactive SC members who could be considered to have resigned
- Co-optation of replacement members for any members that have already resigned.
- Attraction of new SC members in 2019
 - Determine the skills the SC requires, opportunities for geographical representation

5. Announcements and report from the Professional Committee

- Short information from the Officers' Meeting with the PC (Friday, 8:30-10:00)

6. Standing Committee communication: reports

- Information Coordinator's report: Mary (written report)
- Newsletter Editor's report: Juanita (written report)

7. Action Plan – Reporting on projects and activities

1.2 CPDWL coaching - Catharina

1.3 Conference /satellite planning manual – Ewa

1.4 Webinar series – Mary-Ellen

2.2 Help librarians transfer learning back to work place – Catharina

3.1 Continue implementation of the IFLA CPD Guidelines – Gill

4. Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section

- Nomination for IFLA Dynamic Unit and Impact Award 2018 - Gill

4.1 Adopt more participatory practices in standing committee meetings – Sandy, Gill

4.2 Implement midyear virtual SC meeting – Gill, Sandy

5.1 Develop the CPDWL communication plan – Mary

8. Action Plan - Projects and actions

10 min introduction, including presentation of the topics

30 min interactive workshops

Small group discussions on various topics:

- WLIC sessions 2019. (Totally 2 hours). Program ideas + identify the Conference organizing team and identify roles – Sandy
- ~~CPDWL Website/Communication – improve the communication of the CPDWL section~~ (Mary not attending the conference)
- Webinars together with NPSIG and ALA – Mary-Ellen
- CPD Guidelines – how do we continue the work with these? – Gill
- Summary: a brief report from each group about what has been discussed in order to be able to work on ideas between the two SC meetings.

WLIC sessions 2018

Information about our sessions in Kuala Lumpur

- Sunday, 26 August
11.45-13.30 Conference Hall 1/2 (session 106): *CPDWL – coaching sessions*
- Sunday, 26 August
16.00-18.00 Ballroom 2 (session 126): *Looking for the next big thing: Libraries and social networks* (Division I and Division IV). This is a new initiative for the WLIC, with two Divisions putting a session together.
- Monday, 27 August
09.30-11.30 Plenary Theatre (session 139): *Data librarian: Needs and qualifications*, jointly with the sections for Science and Technology, and Education and Training
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- Wednesday, 29 August
10.45-12.45 Plenary Hall (session 229): *Win-win: Building strong education, training and*

continuing professional development together with strong library associations, jointly with the sections for Management of Library Associations, and Education and Training

9. Any other business

10. Closure of SC I Meeting

11. Welcome

- Attendance and apologies
- Apologies received:
SC members: Mary Laskowski, Juanita Jara de Sumar, Holly Hubenschmidt, Ivana Todorovic, Jane Dysart, Loida Garcia Febo (SCII only)
Corresponding Members: Marianne Ingold
CPDWL Consultants: Matilde Fontanin, Jana Varlejs

12. IFLA Section for Rare Books and Special Collections

- Introductions: Helen Vincent (Chair) & Beth Kilmarx (SC member)
- Overview of new project to develop a competency framework
- Discussion

13. IFLA Evidence for Global and Disaster Health (E4GDH) SIG

- Introduction: Anne Brice (Convenor)
- Overview of the work of the E4GDH SIG and the potential for a joint session at WLIC 2019

14. Announcements and report from the Professional Committee/Leadership Brief/Officers Training

(as relevant)

- a. Items for information
- b. Responses to specific questions raised by the Section, or submissions

15. WLIC sessions

- General evaluation and feedback from this year's sessions
- Review of CPDWL Coaching Session
- Proposals WLIC 2019 sessions

16. WLIC Satellite Meetings

- a. Proposal for 2019: Zagreb, Croatia

17. IFLA Global Vision

18. Items to raise or report to the Professional Committee

19. Revision and update of annual report

20. Revision and update of action plan

- a. Report from working groups, reporting on any work undertaken after SC meeting 1
- b. Roles and responsibilities in the future work

21. Standing Committee membership matters: moved from SC1

- Number of SC members, Corresponding Members and CPDWL consultants
- Identification of any inactive SC members who could be considered to have resigned
- Co-option of replacement members for any members that have already resigned
- Attraction of new SC members in 2019
 - Determine the skills the SC requires, opportunities for geographical representation

22. Workshop: how to ensure CPDWL is a dynamic professional unit

- How do members currently contribute to the SC work?
- At the meeting and between the meetings?
- Identify and agree on three issues to ensure that CPDWL is a dynamic professional unit.

23. Any other business

24. Next meeting of the Standing Committee

25. Closure of SC II Meeting

Appendix 2.



Continuing Professional Development and Workplace Learning Section Communications

The CPDWL Section uses a variety of methods to communicate effectively with members and other interested individuals.

Website:

The IFLA CPDWL website at <http://www.ifla.org/cpdwl> includes information about the section, news items, links to newsletters and events, and important publications.



CPDWL Blog:

The CPDWL blog, found at <http://blogs.ifla.org/cpdwl/>, includes discussion threads and postings of events and webinars.

Facebook Group:



IFLA CPDWL, Continuing Professional Development and Workplace Learning

<https://www.facebook.com/groups/467504346631486/>

2,204 members of the Facebook group as of August 7, 2018

YOU!

The most effective communication method for the section is the enthusiastic support of the members, who in turn share relevant news items, conference and webinar opportunities, and post items on behalf of the section on local listservs, etc. We are always looking for appropriate content to post, so please be on the lookout for related materials that may be of interest to others...

CPDWL also has a Twitter presence, but it appears to have not been used since 2014.

Information Coordinator:

Mary S. Laskowski

Head, Collection Management Services, University Library, University of Illinois at Urbana-Champaign
mkschnei@illinois.edu

Appendix 3:

Report 2017-2018 from the Newsletter editor

Two Newsletters' were published, as in previous years.

The **January Newsletter** was centered in the activities during the WLIC in Wroclaw, with plenty of photographs to show the action during the SC meetings, the presenters of the four sessions sponsored by our Section, the poster session and the SC dinner.

There were articles about the CPD Guidelines by Jana Varlej, Ulrike Lang and Jelena Jovin. The Section officers wrote about CPDWL and the Global vision and also notes with suggested readings and some member's activities.

The **June Newsletter** contains detailed information on the sessions to be presented in Kuala Lumpur particularly the Knowledge Café and the Coaching Program . It was the time also to present our Membership statistics. This time the comparative chart covers from 2005 to 2018.

There were articles by Matilde Fontanin (CPDWL Guidelines), Sandy and Catharina (President's meeting and Global Vision workshop in Barcelona) , and the ongoing webinar series, in English and Spanish.

My sincere thanks to all the members who sent articles, and to those who provided additional information and photographs. I expect that the usual collaborators will continue to send contributions, especially regarding the current Congress, as I cannot be there this year. I am also hopeful that those members who have not yet contributed to the Newsletter, will do so in the coming year.

Respectfully submitted,

Juanita Jara de Súmar