



**Pre-Congress Letter
For Officers**

**Copied to SIG Conveners for information
14 July 2015**

Dear Officers,

This year's pre-conference letter has been shortened and includes some links to go for further information. We hope it helps!

IFLA HQ now has dedicated extra staff members who will be helping to take care of professional units and relations with IFLA Members. The following people will therefore be in Cape Town and hoping to attend as observers a selection of Standing Committee meetings with the intention of working together in the coming IFLA term to improve the way we deliver services to IFLA Members.

We hope to meet as many of you as possible during the Congress and so wish you a happy and successful conference:

Louise Edwards, Director of Professional Strategies;
Helen Mandl, Manager of Member Services;
Joanne Yeomans, Professional Support Officer;
Tatjana Hoeink, Membership Officer.

And at IFLA HQ:

Louis Takács, Communications Officers and Web Content Editor.

Strategic Plan 2016-21 and Key Initiatives 2015-16

The new Strategic Plan and Key Initiatives will be a key focus for this Congress. They will be published at the start of Congress and many of the sessions for Officers are designed to ensure you are completely familiar with these documents and how they will shape the work of the Sections. See the programme outline below.

New web pages for Officers on the IFLA website

A new page has been added to the Officers Corner, giving advice on running a successful SC meeting: <http://www.ifla.org/node/9678>. It includes a link to a suggested agenda for your August SC meeting (if you haven't already prepared this!): <http://www.ifla.org/node/9681>.

We plan to prepare a similar "suggested agenda" for mid-term meetings, so please do take a look, and if you have any feedback on this (what's good/bad/needs revising) then we'd be very pleased to receive it either via email or see us during the congress.

For your Standing Committee meeting

Specifically for your August meeting this year, we'd like to pass on the following information and reminders:

1. Find out from the ongoing and incoming SC members which of them is interested to stand for election as an Officer for the next two years and [plan the election](#) if there is more than one

candidate for either position. Take a copy of the [Officers registration form](#) to the meeting and ensure they fill in their details; hand in this form to the IFLA Secretariat.

2. Attend the Officers Conference Brief, 8:00 – 9:30 on Saturday 15 August, and then report back to your SC meeting.
3. Prepare a draft [Annual Report](#) and draft [Action Plan](#) to hand over to your replacement Officers.
4. Administrative Funds – all Sections were allocated 150 Euros for 2015. See guidance on what it can be used for at <http://www.ifla.org/node/8376>. To make a request for a cash reimbursement during the WLIC, please contact Christine Zuidwijk who is on the IFLA Booth in the Exhibition during Exhibition opening hours, and otherwise contactable via the IFLA Secretariat.
5. Details of those IFLA Members currently registered for your Section (depending on their data protection choice) can be requested from the IFLA Membership Officer, Tatjana Hoeink, by writing to membership@ifla.org
6. Announcements for your SC members:
 - The Professional Committee has proposed some [new Rules of Procedure](#) for the operation of Special Interest Groups (SIGs). These changes still need to go through a formal verification process and will then be released officially with an announcement to you. Note that,

The PC will expect that from 2016, SIGs will have a part of their meeting devoted to discussion and planning activities that will be developed during the year. SIG programme proposals that only feature presentations will not be accepted in future.

- Outgoing SC members can request a Certificate of Appreciation which acknowledges their term on the SC. Please go to the IFLA Secretariat on site to make a request (or contact before 30 September 2015 via ifla@ifla.org). The certificates will be sent in the post from IFLA HQ towards the end of the year.
- A reminder that IFLA Express will no longer be published during the WLIC; instead please keep track of news through
 - WLIC 2015 Facebook site <https://www.facebook.com/WLIC2015>.
 - IFLA WLIC 2015 conference site: <http://conference.ifla.org/ifla81> (press releases & major announcements).
 - IFLA's twitter <https://twitter.com/IFLA> & #wlic2015: <https://twitter.com/search?q=%23wlic2015>.
 - IFLA flickr: <http://www.flickr.com/photos/ifla>.

You are all encouraged to tweet about your session using #wlic2015, or post news using your Section's own Facebook page, or as a comment on the WLIC 2015 Facebook page.

- Those with smart phones can download the IFLA WLIC 2015 Congress App which gives, among other services, a dynamic version of the WLIC programme and personal planner. The Congress App is available free of charge at the Apple iTunes Store and at Google Play.
- The following new units have been created or are in discussion since 2014. You are welcome to attend their meetings:
 1. Possible new SIG on Big Data (first exploratory meeting Tuesday at 16:00).
 2. Possible conversion of SIG to Section: Agricultural Libraries (business meeting Thursday 9:45).
 3. Possible conversion of SIG to Section: Indigenous Matters (business meeting Thursday 9:45).
 4. New sub-committee of the Standards Committee: Linked Data Sub-committee (LIDATEC) (meeting time not yet established at time of posting).
- The IFLA Professional Report Series (also known as the "Green backs" because of the book series' green covers) will be coming to an end in the next year with the publication of the last remaining titles in progress. The contract with the publisher De Gruyter has not been

renewed so no new titles will be started. IFLA encourages all Sections to publish Open Access titles under the IFLA Standards Series and the IFLA Professional Reports.

For new and ongoing Officers

Please pass on this information to your replacement Officers¹:

1. WLIC sessions that you must attend if possible:
 - Officers Conference Brief (new Officers to also attend if they are already known):
Session 001, Saturday 08:00 – 09:30, Auditorium 2
 - IFLA Market: The New IFLA Strategic Plan: Getting Your Section Engaged
Session 72, Sunday 12:15 – 13:30, Ballroom East.
 - Division forum:
 - Division 1: Session 64, Sunday 8:30 – 10:00, Ballroom East.
 - Division 2: Session 65, Sunday 8:30 – 10:00, Room 1.63/1.64.
 - Division 3: Session 66, Sunday 8:30 – 10:00, Roof Terrace Room.
 - Division 4: Session 67, Sunday 8:30 – 10:00, Ballroom West.
 - Division 5: Session 81, Sunday 13:45 – 15:15, Room 1.61/1.62.
 - Officers training (one of the two, repeated sessions)
 - Session 129: Tuesday 11:45 – 12:45, Ballroom West
Or
 - Session 181, Wednesday 12:45 – 13:45, Ballroom East
2. Advocacy sessions that will give you more detail on activities in the Strategic Plan and to which your Section might consider contributing:
 - IFLA President's session "Strong Libraries, Strong Societies: Access, Development and Transformation"
Session 087, Monday 9:30 – 12:45, Exhibition Hall 2
 - UN Post 2015 Development Agenda
Session 097, Monday 13:45 – 15:45, Auditorium 2
 - SDGs in Action: The Contribution of Libraries and Information Services to Sustainable Development
Session 103 Monday 16:00 – 18:00, Auditorium 2
 - IFLA President-Elect's Session "Libraries: A Call to Action".
Session 201, Thursday 8:30 – 10:30, Ballroom West

Personal information

Lastly, some personal information:

1. Officers' Reception tickets: collect these from the IFLA Secretariat in the Congress Centre. Buses will leave for the reception from the conference venue from 18:00 (last one at 18:30) and you must have a ticket to board the bus.
2. If you or any of your SC needs to talk to a member of HQ staff or a Governing Board/Professional Committee member, and have not been able to track them down, please leave a message at the IFLA Secretariat.

¹ please note, rooms still subject to change; please double-check the locations and times in the online programme.