



**Pre-Congress Letter
For Officers**

**Copied to SIG Conveners for information
7 July 2016**

Dear Officers,

The WLIC is drawing close and we are all buried deep in preparations!

Here is your handy Officers WLIC guide. Please find a pdf version that you can print out at:

<http://www.ifla.org/files/assets/hq/officers/messages/16-07-07.pdf>

A few attachments aren't yet ready so there will be a bit more to come in the next week or two, but we hope to give you enough here to work with until then. Please note that if you have a funding request for your activities next year you need to submit these with your Action Plan by 30 October using the template online: <http://www.ifla.org/files/assets/hq/officers/key-documents/action-plan-template-plus-resource-request.docx>

We hope to meet as many of you as possible in Columbus and look forward to celebrating with you at the Officers Reception.

Wishing you a happy and successful WLIC 2016!

Helen Mandl, Manager of Member Services;
Joanne Yeomans, Professional Support Officer;
Esther Doria, Administrative Assistant, Professional Units.

For your WLIC session planner

These details were correct at the time the email was sent, but please double-check the online programme <http://2016.ifla.org/conference-programme> for the latest locations and times:

1. WLIC sessions you must attend

- The Professional Committee's Officers' Forum:
Session 003, Saturday 08:00 – 09:30, room C124/125
Gerald Leitner, IFLA's new Secretary General, wishes to talk to all the current Officers about IFLA's future with the aim of increasing your involvement. Please be there!
- IFLA Market: Current and future of media communications.
Session 71, Sunday 12:30 – 13:30, Union Station Ballrooms A/B/C (SI)
The Professional Committee has invited a speaker from the news media to talk about how communication is evolving. We hope this will inspire us all to think about how we communicate with our communities. The session is open to all WLIC attendees and should be of interest to anyone who's communicating messages either for IFLA or in their day-to-day work.
- Division leadership forum:
 - Division 1: Session 64, Sunday 8:30 – 10:00, room C223.

- Division 2: Session 65, Sunday 8:30 – 10:00, room C224.
- Division 3: Session 66, Sunday 8:30 – 10:00, room C225.
- Division 4: Session 67, Sunday 8:30 – 10:00, room C226.
- Division 5: Session 68, Sunday 8:30 – 10:00, room C216.

Meet with your Division Chair and fellow division Officers to discuss your own agenda of collaboration and support.

- Officers Capacity Building: skills for the future, sharing good practice (one of the two, repeated sessions, replaces the Officers Training)
 - Session 127: Tuesday 09:30 – 11:30, room C220-222
 - Or
 - Session 169, Wednesday 09:30 – 11:30, room C220-222.

The Officers Training session has evolved! We want to share examples of your own good practice to help guide and support you in running a successful unit, writing and carrying out your new action plans, and communicating your results. This is aimed at current Officers. All questions are welcome, as always!

- What makes a dynamic IFLA Professional Unit?
 - Session 193: Wednesday 13:45 – 16:00, room C220-222
 - This session requires preparation with your Standing Committee in advance – please see below for details.

The Professional Committee wishes to start discussing with you all how you would define a dynamic Professional Unit and how your Unit can work towards becoming more dynamic. They would like you to prepare for this meeting by discussing the questions on a worksheet (to be distributed shortly) with your SC in advance. It would be useful to do this even if there's a clash with your own open session and you can't attend.

The session is aimed at current Officers, Information Coordinators and SIG Conveners but you are welcome to send a representative of your Unit to the session, especially someone who might continue on the SC beyond 2017 and is potentially interested in having a leading role with your Unit in the near future.

If you cannot attend one of these sessions, please try to ensure your Unit is represented by someone else who will report back. It's impossible to avoid all clashes, though we try our best.

2. Other sessions that might be of interest

There are too many great programmes to mention individually, so apologies if you think we should have highlighted yours! The following are related to IFLA's core activities and strategic programmes. Attending might help gain some insight into what your own Unit might contribute:

- Session 092 IFLA President's Session - Answering the Call to Action: How Might We Respond to the Challenges Presented in the IFLA Trend Report
- Session 205 Librarians, the gears of the motors of change - President-Elect's Session
- Session 111 Answering the Call to Action - Action for Development through Libraries Programme
- Session 191 Public access in libraries, hosted by IFLA Headquarters in connection with the Dynamic Coalition on Public Libraries (Internet Governance Forum)
- Session 078 Copyright Matters! Libraries and National Copyright Reform Initiatives
- Session 104 The Internet's New Gatekeepers? Net Neutrality and Libraries

- Session 122 Who's in control? Privacy, the Internet and libraries
- Session 144 IFLA Standards - making a difference?
- Look out for sessions on data – open data, big data, linked data - it seems to be a big topic for this year!

3. New units

The following is in discussion and you are encouraged to attend their meeting if you're interested in the topic:

- a) Exploratory meeting on possible new SIG on Digital Humanities/Digital Scholarship (Session 203 Thursday 18th August at 08:30 – 10:30, room C210-212).

Things to know before the WLIC

1. Administrative Funds – only cash refunds for local printing will be possible during the WLIC. All Sections were allocated 100 Euros (equivalent) for 2016. See guidance on what it can be used for and how to make a claim for something other than WLIC printing at <http://www.ifla.org/files/assets/hq/officers/key-documents/2016-pc-administrative-funds-guidelines.pdf>. To make a request for a printing reimbursement during the WLIC, please go to see Christine Zuidwijk (pronounced to rhyme with “loud mike”!) who is on the IFLA Booth in the Exhibition during Exhibition opening hours, and otherwise contactable via the IFLA Secretariat.
2. Those with smart phones will be able to download the IFLA WLIC 2016 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, Windows Phone App Store and at Google Play.
3. Even without a US sim card, a smart phone will be able to access the free wifi inside the convention centre and allow you to keep track of WLIC news. Bring your smart phone with you.
4. There will be a wide range of IFLA news, updates and shared communications. Stay in touch through:
 - WLIC 2016 Facebook site <https://www.facebook.com/IFLAWLIC2016>
 - IFLA WLIC 2016 conference site: <http://2016.ifla.org/> (press releases & major announcements)
 - IFLA's twitter <https://twitter.com/IFLA> & #wlic2016: <https://twitter.com/search?q=%23wlic2016>
 - IFLA Flickr: <http://www.flickr.com/photos/ifla>.

Preparing for your Standing Committee meeting

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

Agenda preparation:

1. Prepare an agenda: use the page in 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>

2. Prepare a draft [Annual Report](#) and draft [Action Plan](#) to discuss with your SC. The Professional Committee wishes to see all Annual Reports and Action Plans by 30 October 2016 so that it can discuss them in its December meeting. The Action Plan template now includes a table in which to enter any funding request you wish to make for any of your activities. This replaces the Project Funding Application Form.
3. Prepare (or ask Information Coordinators to prepare) a communications plan. Take a look at the plan of last year's winner of the Professional Unit Communication Award:
http://www.ifla.org/files/assets/public-libraries/publications/marketing_communication_plan_2015-2017.pdf
4. Take printouts of the worksheets for the session "What makes a dynamic IFLA Professional Unit?" for completing during your SC meeting ready for the session on Wednesday afternoon. These worksheets will be distributed shortly. Make space on your agenda to discuss the worksheets. Nominate someone from your SC to attend the session on Wednesday afternoon and bring your worksheets along. Discuss a way for them to report back to your SC after the session.
5. Make space on your agenda to discuss the Standing Committee nominations and elections process which will start soon after the WLIC with a deadline in the first part of 2017. Identify how you will promote your Section in this respect to potential new members and help them find an IFLA member to nominate them if they do not already have one:
<http://www.ifla.org/officers-corner/nomination-election-process>
6. Attend the Professional Committee's Officers Forum, 8:00 – 9:30 on Saturday 15 August, and plan to report back to your SC meeting.
7. Your Action Plans are in the process of being mapped against the Key Initiatives and to provide an overview of the whole professional structure's work and identify key patterns and themes. We will send this to you all before the WLIC as soon as it's ready. Take a look as this might help stimulate ideas for your work for next year and for structuring the objectives and activities on your new Action Plan.
8. Announcements for your SC members:
 - a. You are all encouraged to tweet about your session using #wlic2016, or as a comment on the WLIC 2016 Facebook page, or you can post news using your Section's own Facebook page.
 - b. Look out for potential new SC members and help to recruit!

Other points to note when preparing your meeting:

- Don't forget you can use Basecamp to share your documents with your SC members rather than sending them round by email. Discussion can also take place in your Basecamp space. Document collaboration (editing a document with a team) might be better performed using something like Google Docs.
- 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
- An up-to-date list of your SC and Corresponding Members can be obtained from the IFLA Secretariat: ifla@ifla.org

Individual Officer support

- Clinics. This year the Professional Committee will try running some clinics. That means they and a few HQ staff members will be available to meet with you one-to-one (or in a small group) to discuss privately something that you need help with – whether that's simply some quick questions, a problem, or to help think out a project or challenge. We want to offer the possibility to book this in advance of the WLIC. A booking form and full details will therefore be sent shortly.
- 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 make an appointment in advance, or track them down at the WLIC, please leave a message at the IFLA Secretariat.

Personal

Lastly, some personal information:

Officers' Reception tickets: collect these from the IFLA Secretariat in the Congress Centre. Buses will leave for the reception from the conference venue and times will be confirmed when you collect your ticket. You must have a ticket to board the bus.