



**Pre-Congress Letter
For Officers and SIG Conveners
10 July 2017**

Dear Officers and SIG Conveners,

We've all been extra busy this year with the Global Vision project so I think we have a real cause to thank you for the extra work and to celebrate all our achievements this year at the Congress.

Please find below your handy Officers WLIC guide to everything you need to know. There's a pdf version that you can print out at: <https://www.ifla.org/files/assets/hq/officers/messages/2017-07-10.pdf>

The Professional Committee would like to invite you to propose an agenda item for the Professional Committee Officers Forum. This is the one opportunity for all Officers, Professional Committee members, President and President-elect, Secretary General and selected HQ Staff to be together so if you have something important you would like to raise, please let Joanne Yeomans know by 31 July.

Please note that if you have a funding request for your activities next year you need to submit these with your Action Plan by 31 October 2017 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 Wrocław and look forward to celebrating with you at the Officers Reception.

Wishing you a happy and successful WLIC 2017!

Helen Mandl, Manager, Member Services;
Joanne Yeomans, Professional Support Officer;
Tatjana Hoeink, Membership Officer;
Kristine Paberza, Membership Engagement Officer.

For your WLIC session planner

These details were correct at the time the email was sent, but please double-check the online programme <http://2017.ifla.org/conference-programme> for the latest locations and times:

1. WLIC sessions you must attend

- **The Professional Committee's Officers' Forum:**

Session 048, Saturday 14:45 – 17:45, room Auditorium Hall.

Outgoing and incoming Officers, SIG Conveners and other Unit leaders.

IFLA's highest leadership, including the President, President-elect and Secretary General, wish to speak with you about the Global Vision project and your role in it. We also want to do some activities to help the incoming Officers and discuss your own ideas for how to improve the Professional Units. Tea and coffee will be available outside the room half an hour before the start. Please be there!

- **Division Leadership Forum**

Outgoing and incoming Officers, SIG Conveners and other Unit leaders within your Division:

- Division 1: Session 66, Sunday 08:30 – 10:00, Conference Room A.
- Division 2: Session 67, Sunday 08:30 – 10:00, Conference Room B.
- Division 3: Session 68, Sunday 08:30 – 10:00, Conference Room C.
- Division 4: Session 69, Sunday 08:30 – 10:00, Conference Room D.
- Division 5: Session 84, Sunday 13:45 – 15:45, Conference Room A.

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

- **Communications Training for IFLA Professional Units:**

Session 134a Tuesday 08:00 – 09:00, IASE Conference Room.

Incoming Information Coordinators, Officers, SIG Conveners and other Unit leaders.

Outgoing Officers do not need to attend.

Led by the IFLA HQ Communications Team, this session will be an opportunity to learn about how some Units are communicating successfully and some tips and tricks for using the range of IFLA's communication tools.

- **Officers Capacity Building: skills for the future, sharing good practice** (one of the two, repeated sessions).

Incoming (and ongoing) Officers, Information Coordinators, SIG Conveners and other Unit leaders.

Outgoing Officers do not need to attend.

- Session 152: Tuesday 11:45 – 13:45, Multifunctional Hall.

Or

- Session 201, Wednesday 11:45 – 13:45, Multifunctional Hall.

A working meeting to build relationships between Unit leaders, HQ Staff and Professional Committee members around specific project-related activities. We want all Unit leaders to be prepared and confident for the next year and to share examples of your own good practice to help guide and support others in running a successful unit, writing and carrying out your new action plans, and communicating your results. All questions are welcome, as always!

If you really 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 many interesting-looking sessions and we know you will be exploring the programme and trying to attend as many as possible! We want to draw your attention to following which might help gain some insight into what is happening elsewhere within IFLA and what your Unit might contribute:

- Session 094 Five Days in Forty Five Minutes? Challenge Accepted! - IFLA Highlights Session
- Session 095 IFLA President's Session - Libraries: A Call to Action
- Session 118 IFLA Global Vision Discussion
- Session 208 ALP (Action for Development through Libraries Programme) - Advancement of Libraries Programme
- Session 224 Making Change Happen: Leaders for a United Library Field - IFLA President-elect's Session

3. New units

The following three Units are still in their early stages and looking for supporters and volunteers for committee roles; you are encouraged to attend if you're interested in participating or just to find out what they're doing:

- a) First meeting of the Digital Humanities/Digital Scholarship SIG (Session 082 Sunday 20th August at 13:45 – 15:45, room IASE 1st Floor).
- b) Exploratory Meeting for a possible SIG on Knowledge Management in Global and Disaster Health (Session 116 Monday 21st August at 13:45 – 15:45, Imperial Hall).
- c) Exploratory Meeting for a possible SIG on Library Publishing (Session 163 Tuesday 22nd August at 13:45 – 15:45, Imperial Hall).

Things to know before the WLIC

There will be a wide range of IFLA news, updates and shared communications in relation to the WLIC. Stay in touch through:

- WLIC 2017 Facebook site <https://www.facebook.com/IFLAWLIC2017/>
- IFLA WLIC 2017 conference site: <http://2017.ifla.org/> (press releases & major announcements)
- IFLA's twitter <https://twitter.com/IFLA> & #wlic2017: <https://twitter.com/search?q=%23wlic2017>
- IFLA Flickr: <http://www.flickr.com/photos/ifla>.

Preparing for your Standing Committee/SIG 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. Preparing 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>
 - a. Include space in your agenda to inform incoming SC members (if you haven't already) about the Global Vision project and what has happened so far.
 - i. The first year is drawing to a close with online voting about to start and the final report due by January 2018.
 - ii. The second year will start with the focus on what IFLA can do to support the vision and how.
 - iii. We remind you that there will be a similar process in 2018, starting with a meeting in the first quarter of 2018 to which the Officers and SIG Conveners will again be invited. Date and location still to be confirmed.
 - b. Make space on your agenda to elect the incoming Officers and identify other Standing Committee member roles.
 - i. Read <https://www.ifla.org/officers-corner/election-procedure> for full details of how to run the election and the handover checklist.
 - ii. Print off the Officers and Information Coordinator registration form (or look for a copy in your Standing Committee meeting room):

<https://www.ifla.org/files/assets/hq/officers/key-documents/sc-officers-registration-2017.doc>

- iii. Complete the form as best you can and hand it in at the IFLA Secretariat on site before 12:00 on Monday so that we can update our records. If you cannot complete the form for any reason, please inform the Secretariat who will work out with you what to do.
 - c. New logos. Before the WLIC we intend to share with you all a proposal for some new Unit logos. We would like you to share this with your current and incoming SC members so that we can finalize your new logo in September 2017. Report any questions or objections back to HQ after the Congress.
2. Prepare a draft [Annual Report](#) and draft [Action Plan](#) to discuss with your SC.
 - a. The deadline for finalizing these is 31 October 2017 by which date you should submit them to your Division Chair and HQ so that the Professional Committee can take a look and discuss them in its December meeting.
 - b. 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. It is very important that this is submitted by the 31 October deadline as the Professional Committee Members will start to discuss these already during November in order to make final decisions at the December meeting.
 - c. Take a look at the Action Plan mapping, if you haven't already, for activity ideas or to consider collaborations with other Units.
 3. Administrative Funds – only cash refunds for local printing will be possible during the WLIC. All Sections were allocated 100 Euros (equivalent) for 2017. This is for use of the Section and any SIGs that are sponsored. See full guidance and how to make a claim at: <http://www.ifla.org/files/assets/hq/officers/key-documents/pc-administrative-funds-guidelines.pdf>.
 - a. To make a request for a printing reimbursement during the WLIC, please go to the IFLA Booth in the Exhibition during Exhibition opening hours; outside these times please enquire at the IFLA Secretariat. SIG Conveners must have permission of the sponsoring Section Officers to make a claim.
 4. Prepare (or ask Information Coordinators to prepare) a draft communications plan. Take a look at the plan of the Public Libraries Section for inspiration: http://www.ifla.org/files/assets/public-libraries/publications/marketing_communication_plan_2015-2017.pdf

The draft will need adapting depending on the activities you decide upon in the Action Plan. Remind your Information Coordinator and anyone else helping with communications to attend the Communications Training session on Tuesday morning (see above).
 5. Announcements for your SC members:
 - a. All outgoing SC members can request a certificate of service from ifla@ifla.org. Ask them to indicate their full contact details and address. We'll send it by post and a scan by email.
 - b. You are all encouraged to tweet about your session using #wlic2017, or as a comment on the WLIC 2017 Facebook page, or you can post news using your Section's own Facebook page.
 - c. Look out for potential new SC members and help to recruit for projects or for when nominations start again in 2018! We would like to encourage you to think about mentoring possible new SC members. They can help out and be included in your work as assistants or shadows.
 - d. Inform the SC that you will attend, with the incoming Officers, the Professional Committee's Officers Forum after your first SC meeting at 14:45 – 17:45 on Saturday 19 August. Plan to report back to your second SC meeting.

6. If you have a question, or need anything for your SC meeting, please send someone (or ask a volunteer) to go to the IFLA Secretariat on site. We'll do our best to help.

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.
- An up-to-date list of your SC and Corresponding Members can be obtained from the IFLA Secretariat: ifla@ifla.org
- New Officers and SIG Conveners will be added to the mailing list and Basecamp after the Congress.

Individual Officer support

- Clinics. This year the Professional Committee will again offer clinics. That means that 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. Feel free to include the incoming Officers in this meeting. You should book the meeting before 07 August using the online form: <https://www.ifla.org/node/10552>
- 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 made a clinic booking, you can still try to make an appointment during the WLIC. Leave a message at the IFLA Secretariat or go to the IFLA Booth.

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.