



Pre-Congress Letter
For Officers, SIG Conveners and Information Coordinators
02 August 2018

Dear Officers, SIG Conveners, and Information Coordinators,

Global Vision workshops, web page revisions, Special Interest Group reviews, structure review discussions, on top of all your usual activity! The year since Wrocław has been one of the busiest ever and we appreciate everything you have done. On behalf of IFLA's Members, you all deserve an enormous THANK YOU for your dedication and your achievements.

We are now on the countdown to Kuala Lumpur. I hope your sessions and Satellite Meetings are planned and ready. You will also be planning your business meetings and filling up your agenda, and so we take this opportunity to pass on some information from the Professional Committee about the meetings it is planning, and some other information useful for you and your Standing Committee.

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: <http://www.ifla.org/files/assets/hq/officers/messages/2018-08-02.pdf>

We are in the process of revising the Action Plan template and we hope this will be ready for use in your meetings in Kuala Lumpur so stay tuned!

We know that some of you are unable to attend the WLIC this year and hope that your colleagues will keep notes and brief you on relevant news. We were hoping to arrange a Zoom call for all Officers in September or October so that everyone has a chance to ask questions and hear from us first-hand. But for those who will be coming, we look forward to seeing you in Kuala Lumpur.

Wishing you a happy and successful WLIC 2018!

On behalf of all the IFLA Staff,
Helen Mandl, Director, Member Services and
Joanne Yeomans, Professional Support Officer.

For your WLIC session planner

These details were correct at the time the email was sent, but please double-check the online programme for the latest locations and times:

<http://www.professionalabstracts.com/iflawlic2018/iplanner/#/grid>

1. WLIC sessions you must attend

The Professional Committee would like to work with Officers on future-proofing the IFLA professional structure. There will be a series of opportunities for interaction during which we will focus on the Global Vision and how it will lead us towards a new strategic plan; supporting you as leaders; preparing for the incoming SC members, and partnership building.

We urge you to attend all sessions so as to receive the most information and support, and to give you the most opportunity to raise your ideas on how IFLA should evolve.

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

Officers, SIG Conveners and other Unit leaders.

Session 003, Friday 24 August 08:00 – 11:00, room Plenary Theatre.

Meeting of all involved in the leadership of IFLA Units with the President, President-elect, Professional Committee, Secretary General and other HQ staff. The President and Secretary General will talk about the Global Vision and our next steps and the President-elect will introduce her Presidential theme. We will be able to delve a little deeper into the Professional Committee's plans for developing the professional programme to improve quality and impact: improving leadership and engagement, strengthening communications, partnership and collaboration, and looking at the professional structure.

A full agenda for this meeting will be shared with you all in advance

- **Division Leadership Forum**

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

- Division 1: Session 063, Saturday 25 August 08:30 – 10:00, 301.
- Division 2: Session 064, Saturday 25 August 08:30 – 10:00, 302.
- Division 3: Session 065, Saturday 25 August 08:30 – 10:00, 303.
- Division 4: Session 066, Saturday 25 August 08:30 – 10:00, 304.
- Division 5: Session 067, Saturday 25 August 08:30 – 10:00, 305.

This is when you can meet more informally with your own Division Chair and the other Officers and SIG Conveners in your Division to discuss issues relevant to you. Collaboration and mutual support are encouraged.

- **Rethinking our Reach - Communications for Professional Units:**

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

Session 135 Monday 27 August 08:15 – 09:15, Conference Hall 1/2.

With changes to the IFLA web site, this is an opportunity to discuss with the IFLA HQ communications team any issues that have arisen with relation to the transfer of pages across to the new website. You can also discuss and raise questions related to the communication to your members and the public, and your internal SC communication.

- **Officers Capacity Building – Collaboration and Networking** (one of the two, repeated sessions).

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

- Session 153: Monday 27 August 11:45 – 13:30, Conference Hall 1/2.

Or

- Session 198, Tuesday 28 August 11:45 – 13:30, Conference Hall 1.

In these sessions, we will work together to think about how to transform our WLIC sessions, how to introduce new SC members and participate in coaching, improve our Action Plans, and find partners for collaboration and support from across the divisions. HQ Staff are also inviting you to discuss what could be implemented to help your Section/SIG to develop and what you could offer to help others. PLEASE BRING YOUR CURRENT OR FUTURE ACTION PLAN TO THIS SESSION.

If you really cannot attend any 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 some fantastic-looking sessions this year. We just wish we had more time to attend them all! All the more reason to try to make your own session accessible in some way to those who, for whatever reason, can't attend in person.

We want to draw your attention to following which might give you ideas about how your own Unit might contribute in future:

- Session 073 From Data to Advocacy: Using Digital Tools Like the IFLA Library Map of the World to Communicate Your Library Stories
- Session 074 Impact of recently approved IFLA standards
- Session 090 IFLA Highlights Session
- Session 091 IFLA President's Session: Motors of Change: Changing Ourselves to Change Our World
- Session 105 IFLA How to get published?
- Session 106 Coaching Sessions
- Session 112 IFLA Global Vision
- Session 152 Start-up Meeting - Library Publishing Special Interest Group
- Session 159 Progress in the IFLA Library Development Programme
- Session 193 IFLA's International Advocacy Programme
- Session 222 President-Elect's Session: Let's work together: collaborating and partnering to achieve IFLA's vision
- Session 234 Advocacy 101: Every librarian an advocate!

3. New units

The following Unit is still in the 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) Exploratory Meeting for a possible SIG on Library Publishing. Session 152 Monday 27th August at 11:45 – 13:30, Conference Hall 3.

4. Nomination/election timetable

After the Congress, the calls for nominations will begin for all leadership positions in IFLA: Governing Board Members, Division Chairs, Standing Committee Members, etc. Please use the WLIC as an opportunity for recruitment for your Standing Committee or working groups, and for asking questions and learning more if you are interested in nominating for a position in one of IFLA's governing positions. All Officers are eligible to stand for the position of Division Chair for their Division.

For information here are the estimated dates for this process:

October 2018:	nomination call starts for all positions.
January 2019:	deadline for SC nominations
February 2019:	deadline for nominations for President-elect, Governing Board, Division Chairs, Professional Committee Chair.
February – April 2019:	Election period (if needed) - dates relevant to each election will be announced.

5. Communicating about the WLIC

Don't forget to download the Conference App to your smartphone when it's made available! There are going to be some new features this year to make it even more useful.

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

- WLIC 2018 Facebook site <https://www.facebook.com/IFLAWLIC>
- IFLA WLIC 2018 conference site: <https://2018.ifla.org/> (press releases & major announcements)
- IFLA's twitter <https://twitter.com/IFLA> & #wlic2018: <https://twitter.com/search?q=%23wlic2018>
- IFLA Flickr: <http://www.flickr.com/photos/ifla>.

6. Preparing for your Standing Committee/SIG meeting

Don't forget there's a huge amount of information and tips in the Officers Corner:

<https://www.ifla.org/officers-corner>

Including information on:

- Agenda preparation and running a successful meeting
- Templates
- Professional Committee Funds
- Dynamic Units
- Satellite Meeting planning
- Creating new Standards
- Rules and policies

An up-to-date list of your SC and Corresponding Members can be obtained from the IFLA Headquarters: ifla@ifla.org We can provide this on site but as things are often busy, it's best to ask for this well before the WLIC starts.

Printing for your SC meeting or your open session can be performed at the Business Centre on Level 4, the top floor of the Convention Centre, or often at your hotel. Someone will need to pay for the printing but can obtain a receipt and (on authorization by one of the Section Officers, or by the SIG Convener) be reimbursed either at the IFLA Secretariat on site in cash, or after the conference by bank transfer, using your Unit's Admin Funds allocation (currently 100 Euros or 475 Malaysian Ringgit for 2018).

- Cash reimbursement request form: <https://www.ifla.org/files/assets/hq/officers/documents/cash-refund-request-2018.doc>
- Bank transfer request form: <http://www.ifla.org/files/assets/hq/officers/forms/invoice-pc-reimbursement.doc>

7. Officers Reception tickets

The Officers Reception takes place on Saturday, 25 August 2018 at 19.00 - 21.00

All those who were invited (Chairs, Secretaries, Information Coordinators, SIG Conveners, Core Activity/Strategic Programme Chairs among others) should have received information by email and have responded to confirm attendance by 27 July.

Collect your ticket from the IFLA Secretariat in the Congress Centre. The Secretariat is open from Thursday 23 August, daily from 08.00-18.00, except for Saturday, when we close between 09.30 and 12.30 and again at 16.00.

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.

8. Questions and help

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.

If you or any of your SC needs to talk to a member of HQ staff or a Governing Board/Professional Committee member, you can try to make an appointment during the WLIC. Leave a message at the IFLA Secretariat or go to the IFLA Booth.

Safe travels! And see you there!