



**APPROVED MINUTES  
PROFESSIONAL COMMITTEE MEETING**

Thursday 23 August 2018, 08:30 – 11:00, and Thursday 30 August 2018,  
08:30 – 10:00

Room 304/305, Kuala Lumpur Convention Centre, Malaysia.

- Present:** Christine Mackenzie (President-elect, acting Chair during the meeting of 23 August), Vicki McDonald (Chair Division I, Vice-Chair of the Professional Committee, participated in the meeting of 23 August via teleconference); Ann Okerson (Chair Division II); Maja Žumer (Chair Division III); Antonia Arahova (Chair Division IV); Sueli Mara Soares Pinto Ferreira (Chair Division V); Knud Schulz (member); Martyn Wade (Chair, Freedom of Access to Information and Freedom of Expression (FAIFE) Advisory Committee).
- Staff:** Gerald Leitner (Secretary General) (item 3.1); Helen Mandl (Deputy Secretary General and Director, Member Services); Joanne Yeomans (Professional Support Officer) (minutes).
- Invited guests:** Steve Witt (Editor, IFLA Journal) (item 2.2.1); Catharina Isberg (Secretary, Continuing Professional Development and Workplace Learning Section) (item 2.3.1).
- Observers:** There were three observers at the meeting of 30 August.

**Welcome and apologies**

Apologies were received for both meetings from Raissa Teodori, Chair of the Professional Committee, and Viviana Quiñones, Professional Committee member. Vicki McDonald, Chair of Division 1 and Vice-Chair of the Professional Committee was not present for the first meeting but participated via teleconference.

In the absence of both the Chair and Vice-Chair of the Professional Committee, the Secretary General welcomed the Professional Committee members to the meeting on 23 August and invited the members to elect an acting Chair for this meeting. Christine Mackenzie was duly elected.

The Secretary General announced that the Professional Support Officer, Joanne Yeomans would be leaving IFLA a couple of months after the WLIC to move back into library work and will not be present for the meeting in December 2018.

The meeting of 30 August 2018 was chaired by the Professional Committee Vice-Chair, in the absence of the Professional Committee Chair.

**1. General Business**

**1.1 Approval of Agenda**

It was noted that there were no observers at the meeting of 23 August 2018. It was decided to un-star all items and the agenda was approved.

At the meeting of 30 August 2018 the following items were added under item 5, Any Other Business:

- 5.1 Professional Resolutions
- 5.2 Namespaces

5.3 IFLA Journal Editorial Committee.

### **1.2 Minutes of previous meeting 22 March 2018**

The minutes of the March 2018 meeting were approved and will be made available online. The delay before posting the December 2017 minutes online was noted.

### **1.3 Action list from previous meeting**

The Professional Committee checked some of the items from the action list that were delayed.

A newly designed proposal for Unit logos that is more suitable for use on social media has been developed. The logos and the one-page flyers for all Sections, will be ready after the WLIC. The webinar tips for Officers will be completed and posted in the Officers Corner after the WLIC.

The Professional Committee wants to ensure that the ideas from the Congress Redesign Workshop in March 2018 are not lost despite the long-term absence of the Conference and Business Manager. The working group identified during the workshop will be asked to develop a discussion paper for the Governing Board's December 2018 strategic planning workshop. The notes taken by HQ staff during the workshop will therefore be shared with the working group, which will be led by the Division IV Chair.

The IFLA Journal Editorial Committee nomination call will be discussed at the committee's meeting during WLIC. An update will be reported to the Professional Committee in item 5, Any Other Business, during the meeting of 30 August.

## **2. Professional Programme Development Plan: implementation**

### **2 Professional Programme Development Plan: final version**

The final version of the Plan has been submitted to the Governing Board as a paper for the August 2018 meeting. The Professional Committee looked at progress made during the last year, highlights of which include the completion of the SIG review, the progress made with the structure review, and the improvements in communication prompted by the uptake and usage of the software packages bought to assist Units with their work. The Professional Committee requested a report on usage statistics for Zoom and Basecamp in December 2018.

Two big areas of focus for 2018 – 2019 will be the development of a Section review process, and the nomination call and elections. There are a number of activities that the Professional Committee could pursue to encourage good Standing Committee nominations and support people new to their positions, and to demonstrate and communicate to IFLA Members the value a Standing Committee member gains from involvement in IFLA's activities. While some discussion has taken place within the Divisions about the IFLA structure, the next steps will depend to some extent on discussions during the December Governing Board strategic planning workshops. There will also need to be a more detailed plan for conducting discussions with Officers between April and August 2019 on the implementation of the new Strategic Plan.

The Professional Committee reviewed the list of outstanding actions and identified where responsibility lay for each. The Vice-Chair proposed to discuss the priorities, responsibilities and timelines on this list with the Professional Committee Chair for further consideration by the Professional Committee at its next meeting in December 2018.

## **2.1 Objective 1: improve the quality and impact of work**

### **2.1.1 Special Interest Group (SIG) reviews**

The Professional Committee considered the reports and recommendations from Sponsoring Sections and subsequently the Division Chairs, and the data compiled by HQ staff on recent WLIC sessions and events, and web/social media communications. The Professional Committee made decisions on the eleven Special Interest Groups that were due for review in 2017. This review had been postponed to 2018 to allow for completion of the Dynamic Unit discussions.

The Professional Committee will recommend to the Governing Board the closure of the following Special Interest Groups:

- Agricultural Libraries;
- E-metrics.

The Professional Committee suggests that the Conveners of these two groups discuss with the relevant Sponsoring Section how to continue any outstanding or ongoing work under the remit of the Section's Standing Committee. The closure process should be started as soon as possible after the WLIC.

The Professional Committee confirmed the continuation of the following Special Interest Groups for one year to August 2019 with another review to take place in the period May - July 2019 following which a decision will be taken about possible extension for a further four-year term 2019 – 2023:

- ATINA: Access to Information Network – Africa;
- Religions: Libraries and Dialogue (ReLinDial). Note that a possible change of Sponsoring Section will be discussed.

These two Special Interest Groups are asked to give special attention to improving communication about plans, activities and achievements as this will need to improve if the Special Interest Group is to be continued beyond 2019.

The following Special Interest Groups were approved for continuation until the next review period is due; if nothing changes due to discussions about structure and governance, this will take place in 2021:

- National Organizations and International Relations;
- LGBTQ Users. Note that a possible change of Sponsoring Section will be discussed.
- Environment, Sustainability and Libraries;
- Library History;
- LIS Education in Developing Countries;
- New Professionals;
- Women, Information and Libraries.

The relevant Division Chairs will ask some of these Conveners to also give some more thought to how to improve communication to IFLA Members about plans, activities and achievements.

The Professional Committee asked the Chairs of Division I and II respectively to discuss with the SIG Conveners and relevant Officers a possible change of Sponsoring Section for the two groups Religions: Libraries and Dialogue (ReLinDial), and LGBTQ Users. The Chair of Division I now works in the same library as the Convener of the LGBTQ Users Special Interest Group so she has offered to discuss and work with the Convener to resolve some of the issues. The Chairs of Division I and IV respectively will talk to the Conveners of the LGBTQ Users and the Women, Information and Libraries Special Interest Groups about aiming for conversion to Sections in future.

The Environment, Sustainability and Libraries Special Interest Group has indicated an interest in becoming a Section and so the Professional Support Officer has informed them of the procedure and timescale needed for this to happen.

The Professional Committee is aware of the special nature of the New Professionals Special Interest Group, which doesn't fit the normal character of a Special Interest Group but is more like a special permanent service; they will bear this in mind during structure and governance discussions with the Governing Board.

The same review process will be used to review the three Special Interest Groups coming to the end of a four-year term in 2019, and the two groups that are being given an extension of one year as mentioned above.

### **2.1.2 Professional structure review**

Each Division chair has produced a summary of conference calls and email discussions which took place before the Congress and some summary slides have been produced to present these to all Officers in the Professional Committee's Officers Forum. During the WLIC, Division Chairs collected feedback from their Division Forum in person which they briefly reported on to the Professional Committee. A print version of the IFLA Development Roadmap was shared with Officers for distribution to their Standing Committees and this was appreciated as it made everything clear and open.

Discussions have encompassed: the identity of the division itself (whether this exists and if so how it can be better used to give cohesion to the work of the individual Units); the definition of, and differences between, unit types (Sections and Special Interest Groups); the overlaps between current units and potentially missing units; the role of Division V in relation to other units and Regional Offices; the nature of some units as stand-alone and others as cross-cutting across other units; the total number of Sections, and the barriers that the structure creates that sometimes hinders collaboration or connection with members. IFLA's professional structure influences many aspects of IFLA's operation, so it is important to find an effective structure.

The Chair of Division III reported to the Professional Committee an oversight that one of the Review Groups, PressOO, had not been moved under the auspices of the Committee on Standards when the other groups had been moved and that this needs to be addressed.

A working group consisting of the Chairs of Divisions I, II and III, will develop a paper for the Professional Committee to prepare for the Governing Board discussions on strategy in December. To enable this work, all Division Chairs will share their materials in the Basecamp space and the Professional Support Officer will also post there the papers relating to the last restructure in 2009.

The Chair of FAIFE will provide thoughts on other issues that may need to be considered and are relevant to the discussion on the professional structure.

Special consideration should be given to the placement within the IFLA structure of the Committee on Standards, CLM and FAIFE. The New Professionals group were also mentioned as an active group who could be identified as more than a Special Interest Group.

### **2.1.3 WLIC 2018 Officers support programme**

The Professional Committee noted which sessions are being delivered to Officers and Information Coordinators during the 2018 WLIC, and their own role in those sessions. Chairs of Division I, III and V will attend the first Officers Capacity Building session and Chair of Division IV will attend the second.

### **2.1.4 Dynamic Unit and Impact Award**

The Professional Committee noted the final text of the call for nominations for the Dynamic Unit and Impact Award and the procedures which were agreed by the Professional Committee (by virtual means) since the last meeting. The Professional Committee noted the 2018 winner identified by the jury; this is confidential until the announcement at the Closing Ceremony of the 2018 WLIC. The Professional Committee will take into account the feedback from the jury when planning the call for nominations in 2019.

Following a request from an Officer to make the list of nominees known to all Officers, the Professional Committee decided not to do so in 2018 as nominees had not been made aware this would happen during the call. Consideration will be given to doing this in future.

### **2.1.5 IFLA survey on preservation and conservation standards**

The working group will meet during the 2018 WLIC to consider the next steps. The Professional Committee would like a more detailed report for its meeting in December 2018.

### **2.1.6 WLIC professional programme changes**

Two new types of session have been introduced in 2018: coaching and lightning talks. The coaching session is reported in detail under item 2.3.1. The lightning talks were well-attended and informal feedback indicated that the drop-in format was appreciated. If repeated, some thought will need to be given to dealing with audience expectations and programme changes if presenters don't turn up or are late. The session has already proved to be a useful way to identify new ideas that could warrant further discussion in future.

## **2.2 Objective 2: Strengthen communications between all stakeholders**

### **2.2.1 IFLA Journal**

Steve Witt, Editor of the IFLA Journal, explained how the Journal has been working with Units on special issues and articles in the recent years, and has improved the diversity of authors. To develop the research capacity of the Units and of potential authors so as to yield publishable results, the Professional Committee agreed to the proposal that the editorial committee could work with Sage and possibly one or two Units to organize a mentoring programme and a workshop. The editorial committee will discuss this and develop a more detailed plan including a funding proposal for the Professional Committee to consider in December 2018.

## **2.2.2 IFLA publishing activities report**

The Professional Committee noted the full report on publishing activities and gave approval for the following:

- The updated “Gifts for the Collections” from the Acquisitions and Collection Development Section will be published as an updated Professional Report and this be clearly stated on the cover. If the Section wishes it to be an IFLA Standard, they will be informed of the process to do this.
- New title in the IFLA Publications Series: Open Access and the Attainment of the Sustainable Development Goals, edited by Prof. Priti Jain, Prof. Nathan Mwakoshi Mnjama and Prof. Julie Biando Edwards.
- Revision to start on the Professional Report: Using Research to promote Literacy and Reading in Libraries (Literacy and Reading Section).
- Proposal to start a new Professional Report: Common Practices in National Bibliography (Bibliography Section).

The following were endorsed for publication:

- “Statement of International Cataloguing Principles (ICP) 2018 Revision”.
- “IFLA Guidelines for Library Services to Children aged 0-18”, noting that some minor changes to layout and title may be made before publication.

## **2.3 Objective 3: Support full engagement of committee members and develop leadership**

### **2.3.1 Coaching pilot**

Catharina Isberg, Secretary of the Continuing Professional Development and Workplace Learning Section (CPDWL), reported on the coaching session. There were twenty-four coaches, only eight of whom were from the CPDWL Section. Many of the attendees were IFLA WLIC newcomers. The Section has begun to discuss how the service might be developed and has begun to collect feedback and perform evaluation. The IFLA Management and Marketing Section Standing Committee are interested to get involved more formally.

Many newcomers who attended were interested in understanding the IFLA structure, how their interests aligned with the IFLA structure, and how they could get involved. This should maybe be separated out and there is an overlap with the staff clinics at the WLIC IFLA Booth.

The CPDWL Section felt it was important to have Professional Committee support as this was not an ordinary open session and it therefore needs to be treated differently from the normal programme planning. In future there would ideally be longer than fifteen minutes to set up the room, and they would also like to try using a more intimate location for personal, private coaching during the WLIC. Division Chairs noted that there were other formats of sessions that Units are interested in organizing which are not the usual type of open session. The Professional Committee should consider how to accommodate different types of events in the planning in future.

The Professional Committee asked the CPDWL Standing Committee to discuss the structure, timing, physical space, and equipment needs for future years, and make a proposal. The IFLA Conference Manager will also be informed that the WLIC online programme needs to be able to display the right kind of information for different kinds of session, such as this, and to indicate that these are different to more conference-type sessions. These questions and issues are not

unique to the coaching service and also apply to other Units looking to develop different types of sessions.

The CPDWL Section Standing Committee will produce a more detailed written evaluation, report and proposal for consideration at the December 2018 Professional Committee meeting.

### **2.3.2 Induction materials for incoming Standing Committee members and Officers**

In preparation for the Standing Committee nomination call, expected in October 2018, the Chair of Division II will make a final check of the new text for the call announcement and the nominee consent form. These were approved by the Professional Committee since the March 2018 meeting via email and Basecamp.

In December 2018, the Professional Committee will review the materials already in existence for induction of new Standing Committee members and Officers and will produce advice for all Units. The President-Elect offered to review the materials used by the Public Libraries Section to see how they could be adapted for all Units.

The Chair of Division V reminded everyone that regional Standing Committee members would like to be more involved in the activities of the other Units, despite a common language sometimes being a problem. The regional Sections can help other Sections to recruit Standing Committee members from under-represented countries and regions.

## **3. Business matters**

### **3.1 Action planning timetable 2019**

The Secretary General shared with the Professional Committee an overview of the IFLA Development Plan, which defines the process for developing a new IFLA Strategy to be implemented from August 2019, and to review the governance to ensure IFLA is fit to deliver the Strategic Plan. To involve Professional Units in this process the Professional Committee will develop a communication process to work with them from April to August 2019 so that they are ready for the launch of both the Strategy and the new website in August 2019. Election results will be known by April 2019 so outgoing and incoming members (of Unit Standing Committees and of the Professional Committee) will be included in developing work plans aligned with the strategy. A possibility to include outgoing members beyond August 2019 will be raised in the Governing Board's strategy planning. As the period of time running up to the WLIC is already very busy for Units the Professional Committee will think carefully about how to make this as easy as possible. Templates for producing the work plans will need to be short and simple.

### **3.2 Professional Committee Funds 2018, 2<sup>nd</sup> Quarter report**

The Professional Committee approved a new request for additional funding for 2018 from the Bibliographic Conceptual Models Review Group, supported by the Committee on Standards. This is to part-fund travel for participants to a third meeting for urgent progress to be made. The Chair of Division III declared a conflict of interest and therefore did not participate in discussion relating to this request.

Two funding requests were received in the second meeting which will be reviewed in detail by the Professional Committee review teams via email after the meeting so that decisions can be made shortly.

The Professional Committee noted the status of all the Unit projects allocated funding during 2018, the anticipated claims for the remainder of 2018, and the updated allocation total for the Professional Committee Funds 2018. The Professional Committee noted that there are still Funds remaining that can be allocated to any new requests that may be received during the remainder of the year.

### **3.3 Professional Committee Funds: various policies**

Conditions for the use of Admin Funds for Professional Units were discussed briefly but due to limitations of time in the meeting, no conclusion was reached on changing these at this time. It was noted that the Professional Committee will always consider requests from Units for funding that is outside the guidelines.

Due to the intensive and ongoing work of the Review Groups of the Committee on Standards, and to avoid unnecessary administration and delays, the Professional Committee agreed to the Committee on Standards' request to ring-fence 6000 Euros each year from Professional Committee Funds (from 2019 until further notice) for the part-funding of Review Group meetings. The amount will be confirmed in January of each year following the Governing Board's approval of the budget. It is intended to come from within the Professional Committee Funds so it is not additional funding. The amount can be accommodated because it is based upon the average amount requested per year 2014 - 2018 by the Review Groups. Requests for funding above 6000 Euros will also be considered by the Professional Committee. The allocation each year to each respective Review Group will be decided by the Committee on Standards. For this, the Professional Committee asks the Committee on Standards to use the same terms and conditions and the same procedure as that used by the Professional Committee to decide upon and administer project funding decisions. The Committee on Standards is asked to report to the Professional Committee on the allocation and reimbursement of these funds three times a year (April, August and December).

### **3.4 Best Poster 2018: jury**

A total of 254 posters were submitted for consideration, and the Professional Committee's shortlisting group made a selection during March 2018, for the 122 boards available this year. A member of the Art Libraries Section has once again been identified to join the jury and the Chair of Division IV will coordinate the jury.

Due to the absence of one of the jury members, the Professional Committee decided to make a replacement so that there were still three jury members. Governing Board Member, Ágnes Hajdu Barát, will therefore join the Best Poster jury for 2018, replacing Viviana Quiñones.

## **4. Procedural matters**

### **4.1 Procedural matters or items approved since the last meeting**



The Professional Committee confirmed the decisions made since March 2018 by the working group on the use of the WLIC speaker support funds, and the following which were approved by the Professional Committee via email, Zoom call, or Basecamp, since the last meeting in March 2018:

- Dynamic Unit and Impact Award call text and procedure;
- Standing Committee nomination call text and letter;
- SIG review procedure;
- Professional Programme Development Plan, final version;
- Structure review discussion plan.

The Professional Committee noted that the News Media Section have identified a Secretary and Information Coordinator who will be confirmed during their Standing Committee meeting during the WLIC.

The Professional Committee noted the list of topics communicated to Officers, Special Interest Group Conveners and Information Coordinators via email and the Basecamp space.

## **5. Any other business**

The Professional Committee identified its main priorities for the period up to December 2018:

- Preparation of induction materials;
- Write-up of the March 2018 Congress Redesign Workshop to identify next steps;
- An agreed approach on how to conduct the discussions with the Units about the Strategic Plan and work plans during early 2019;
- Review of the priorities remaining in the Professional Programme Development Plan 2017 – 2019;
- Professional structure review discussion paper.

Another main item to work on before December 2018 will be a review of the funding requests submitted by the Units.

### **5.1 Professional Resolution**

A professional resolution was submitted by the Science and Technology Libraries Section during the WLIC with the title “Open data as default for IFLA”, requesting that all IFLA produced data be shared with the public if there are no reasons prohibiting it. The Professional Committee will confirm receipt of the Professional Resolution according to Rule R9.14 with the submitters and share with them the plan for taking this forward to December. The Professional Committee requested HQ Staff (Deputy Secretary General and Manager Policy and Advocacy) to produce a paper for the December Professional Committee meeting to provide an overview of the current IFLA policy framework relating to data, what data is currently produced, the implications of making such data open, and how such a policy might be progressed.

### **5.2 Namespaces**

The Chair of Division III, who is liaison to the Committee on Standards, informed the Professional Committee that the need for a namespaces registry is urgent and gave examples of initiatives that were using non-official IFLA namespaces, or alternative and inferior namespaces because of the unavailability of an official IFLA source. She also advised

that the request for support should be sent to all IFLA Members, rather than those already contacted, as funding will be for ongoing IFLA infrastructure and maintenance. The Chair of Division III offered to review the communications that will be sent to IFLA Members. The Professional Committee agreed to support a request to the Governing Board to make use of unallocated Professional Committee Funds in 2018 to guarantee that a registry is built urgently whilst HQ perhaps also seeks additional funding from Members as originally requested by the Governing Board.

### **5.3 IFLA Journal editorial committee**

The Deputy Secretary General reported from the editorial committee meeting that took place during the 2018 WLIC. The Professional Committee's request to include more regional representatives on the committee was discussed and the editorial committee agreed that it would be useful to have regional representatives to specifically work on regional aspects. They therefore discussed the possibility of increasing the committee size to incorporate three new regional representatives who would liaise with the three regional Sections in Division V. A proposal will be submitted to the Professional Committee in writing for a decision after the August meeting before any public call is made for these new positions.

## **6. Dates of next meetings**

### **The Hague, Netherlands**

10 – 14 December 2018: Governing Board meeting.