



Approved Minutes
Professional Committee Meeting
Friday, 4 December 2020, 14:00-16:00 CET
Teleconference

Present: Vicki McDonald (Chair, Professional Committee), Sonia Poulin (Chair Division I), Helen Vincent (Chair Division II), Adjoa Boateng (Chair Division III), Catharina Isberg (Chair Division IV), Sanjay Kumar Bihani (Chair Division V), Ai Cheng Tay (GB member), Barbara Lison (President-elect), Minna von Zansen (GB member).

Staff: Gerald Leitner, (Secretary General) Helen Mandl (Deputy Secretary General and Director, Member Services), Megan Price (Professional Support Officer).

Apologies: Ellen Tise, (Chair, Freedom of Access to Information and Freedom of Expression), Martyn Wade (Chair, Copyright and Other Legal Matters (CLM)).

Welcome and Apologies

1.0 General Business

1.1 Approval of Agenda

Resolution: The Agenda was approved.

1.2 Minutes of previous meeting 23 October 2020

Resolution: The minutes were approved.

1.3 Actions from previous meetings

An overview of the work that had been completed following the September 2020 meeting of the Professional Committee was provided, along with a status update of ongoing work. New items were added to the list.

Resolution: An updated action list will be shared with the Professional Committee and reported on at the February 2021 meeting.

2.0 Professional Programme Development Plan

2.1 *Objective 1: Align work of the Professional Units with the IFLA strategy*

2.1.1 Action Plans/Annual Reports

2.1.1.1*Annex 1A - Action Plans mapping

2.1.1.2*Annex 1B - 2020 Annual Report Activity

2.1.1.3*Annex 1C - 2021 PAC Mapping

The Professional Committee considered the data on Action Plans and Annual Reports that had been received.

The Chair noted that what comes through in the reports is how active so many of the Units are and how they have diversified to doing things differently and being very resilient in how they have continued their activities. It was also noted that the Action Plans were providing appropriate guidance to Units, as they could clearly connect proposed activities with the IFLA Strategic Directions and Key Initiatives.

Resolutions:

1. The PSO will post the Action Plan and Annual Report data online in Basecamp and on the IFLA website.
2. The Division Chairs will use the documents as a point of discussion at their next Zoom meetings.

2.1.2* Professional Unit Updates

Units + Strategy

Eleven Units have been showcased for their work aligned to the IFLA Strategy: [LSN](#), [CPDWL](#), [DDRS](#), [ENSULIB](#), [IFLA PARL](#), [NPSIG](#), [HBS](#) and E4GDH SIG, [LBES](#), [LAC](#) and [ARL](#). Soon to be featured are SET, RISS, the Review Groups, and A&O. This work was publicised via an article on the front page of the IFLA website, inclusion in the bi-monthly newsletter, *IFLA From Home*, and featured across the IFLA social media networks. Selections have been made to ensure a spread both across Divisions and Strategic Directions.

IFLA Professional Unit Virtual Events

May 2020 Unit Updates indicated 11 Units (ARL; HBS; E4GDH; ENSULIB; News Media; Local History and Genealogy; SOCRS; P&C; SET; RISS; and FAIFE) were planning to present session &/or Satellite content in the form of a webinar. These Units along with 3 additional (CPDWL, LSN and NPSIG) have each produced at least one virtual event, for a total of 27 events since the July 2020 launch, and 9 scheduled for December 2020. Over 1500 participants have attended these events.

In November 2020, 24 representatives from 14 Units received training on practical Webinar and Meeting skills.

Officer and Standing Committee Changes

Details related to Officer and/or Standing Committee changes during the final quarter of 2020 were provided.

2.1.3 Dynamic Unit and Impact Award 2020 & 2021

In 2018, IFLA established the IFLA Dynamic Unit and Impact Award. This award recognises the success of Professional Units in achieving the expectations of a dynamic unit, as defined by the Professional Committee.

The winner of the 2020 Dynamic Unit and Impact Award Document Delivery and Resource Sharing Section is commended for its work during 2020. Along with the delivery of biennial, international conference in late 2019, they developed and delivered a document and resource sharing service for libraries in response to needs created by COVID-19.

The Professional Committee chair acknowledged the difficulty the jury had in selecting the awardees for this year, as all Units had produced exceptional work. Units are encouraged to nominate for the 2021 award.

Resolutions:

1. The Document Delivery and Resource Sharing Section (DDRS) has been confirmed as the recipient of the 2020 Dynamic Unit and Impact Award, as selected by the DUIA 2020 Jury.
2. Academic and Research Libraries (ARL) and Continuing Professional Development and Workplace Learning (CPDWL) are confirmed as Units deserving special commendation, as identified by the DUIA 2020 Jury.
3. The suggested timeline for the 2021 DUIA is approved.
4. The 2020 DUIA jury will continue on as the DUIA 2021 jury, along with a representative of the DDRS Section.

2.2 Objective 2: Lead the IFLA Professional Units Governance Review

2.2.1 Governance Review Discussion

A summary of Governance Review work to date was presented along with suggestions for next steps. The Steering Committee and Parliamentarian continue their work on pulling together the Rules of Procedure and the Statutes into clear documents for use by members and volunteers. Further decisions will be made regarding the Regional structure and Regional Council details, which are currently being discussed. An expanded working group will meet to finalise decisions to be sent to the Governing Board at the end of January.

2.3 Objective 3: Strengthen the communication and collaboration between all stakeholders

2.3.1* Publishing Update

2.3.1.1*Annex 2 - Publishing Update – Standards and Guidelines Register

A report on the status of in-progress standards was provided and a register of existing standards and guidelines was shared.

The Committee noted the report.

2.3.2 Division Reports (Division Chairs)

When applicable, Division Chairs provided Unit updates since October 2020, and posed questions asked by their reporting Units.

The Chair of the PC noted that because units have begun discussion of nominations and elections, clarification on the timeline was sought. It was requested that the PC Chair raise this question at the upcoming Governing Board meeting, so that the proposed timeline could be communicated to Units. Units will receive an update including the confirmed timeline after the Extraordinary General Assembly in February.

Proposed timeline:

The new statutes, including the ability to hold digital voting, will be proposed for confirmation at the General Assembly in February 2021. If approved, the Secretary General will issue a call for nominations in the third week of February 2021, with a 2-month window for nominations. Elections will be held Mid-April through Mid-May 2021 with the aim of confirming results in late May 2021.

Resolutions:

1. Division Reports will continue as an agenda item at each Professional Committee meeting, and Division Chairs will provide formal reports on the work of their units at the major meetings of the year – April, August, December. Upcoming meeting agendas will be published on Basecamp, accompanied by the request that questions or comments go to the Division Chairs. Division Chairs will submit questions in advance of the PC meeting.
2. The nomination processes for the Professional Structure will be informed by a paper describing position roles and responsibilities.
3. That candidates provide a motivation/nomination statement as part of the elections process.
4. That the Professional Committee aim for a Leadership Fora to occur in March after the GA

2.4 Objective 4: Develop the congress as a professional experience and international forum

2.4.1 WLIC 2021

Progress made by the Conference Working Group was presented. Further discussion will be held at the Conference Advisory Committee. The PC has asked that information on WLIC structure and timetable to support planning be provided to the Units by the end of 2020.

3.0 Business matters

3.1 PC Funds Update

3.1.1* Annex 3 - Funding Document Update – 2022 Funding Guidelines

3.1.2* Annex 4 - CPDWL Report on expenditures

An update on 2020 and 2021 PC funds was provided. The Committee noted funds allocated and not allocated from 2020, and the reimbursements and payments made to date.

A list of projects pre-approved from 2020 for 2021, and the status of in-progress funding requests were provided. The Committee discussed and approved a request from Marketing and Management and Library Services for persons with Special Needs.

Resolutions:

1. The Professional Committee approves the use of €404 to purchase an additional 100 Gigabytes of Zoom cloud storage.
2. The Professional Committee approved €1500 Euro toward a joint funding request by Marketing and Management and Library Services for Persons with Special Needs.

4.0 Procedural matters

4.1 Mid-term Meeting Guidance for Units

A request was raised that IFLA HQ adapt mid-term meeting guidelines for a virtual environment and provide them to the Professional Units.

5.0 Other business

5.1 Recognition of 2019-2021 Officers

As Officers will not be able to meet and be celebrated in person at WLIC this year, it was suggested that the Professional Committee propose a formal recognition of officers for their service.

Resolution: The Professional Committee in collaboration with IFLA HQ will develop a plan for this recognition.

Proposed 2021 dates (dependent on Governing Board dates)

- Friday, 19 or 26 February, 2021 February Professional Committee Meeting - Teleconference
- Friday 23 or 30 April, 2021 April Professional Committee Meeting – Teleconference
- Friday 18 or 25 June, 2021 June Professional Committee Meeting – Teleconference
- February 2021 February Governing Board – Teleconference
- April 2021 April Governing Board – Teleconference
- June 2021 June Governing Board - Teleconference