



Approved Minutes
Professional Committee Meeting
Tuesday, 23 June 2020, 08:00-09:00 CEST
Teleconference

Welcome and Apologies

The Professional Committee Chair welcomed the Committee members.

Apologies were received from the following: Division I Chair, Sonia Poulin; Division III Chair, Adjoa Boateng; Governing Board Representative, Ai Cheng Tay

1.0 General Business

1.1 Approval of Agenda

Resolution: The Agenda was approved. Item 2.3.3 was unstarred for discussion.

1.2 Minutes of previous meeting 23 & 27 April 2020

Resolution: The minutes were approved.

1.3 Actions from previous meetings

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

There were 23 items: 10 were papers; 7 items are scheduled for a later date or on hold; 8 were completed, and 8 are in progress.

Resolution:

- 1) An updated action list will be shared with the Professional Committee and reported on at the August 2020 meeting.
- 2) The Professional Committee and Division IV Chairs will work together to develop a draft Code of Ethics for Unit Standing Committee members.

2.0 Professional Programme Development Plan

2.1 *Objective 1: Align work of the professional units with the IFLA strategy*

2.1.1 Professional Programme Development Plan

The Professional Program Development Plan (PPDP) describes the work that the Professional Committee will undertake during its term of office. After comments from Members of the Professional Committee, an approval of the 2019-2021 PPDP was verified by the Committee Chair.

Resolution: The 2019-2021 Professional Programme Development Plan was approved.

2.1.2* Dynamic Unit and Impact Award

The purpose of the Dynamic Unit and Impact Award (DUIA) is to highlight and recognise the work of the Professional Units. Ordinarily the Professional Unit year works from August to August and the Professional Committee would present the award at the Congress as part of the closing ceremony. Due to the impact of the COVID-19 crisis and the cancellation of WLIC, the Professional Committee requested an adjustment to the timeline for the 2020 DUIA recipient(s).

During the April 2020 meeting, the Professional Committee determined the 2020 DUIA call for nominees would be extended to September 2020, and the awardee confirmed at the December 2020 Professional Committee meeting. The 2020 recipient(s) will be awarded alongside the 2021 recipient(s) in Rotterdam.

A proposed 2020 award timeline was proposed.

Resolutions:

- 1) The timeline was approved and will be published on the IFLA Website and in the Officer's Corner in July 2020. The criteria for determining the recipient will remain unchanged from 2019.
- 2) The Jury for the award will be selected at the August Professional Committee Meeting, consisting of 3 Professional Committee Members and a representative from the previous year's recipient (Library Buildings and Equipment).

2.1.3 Reporting Lifecycle

After the 2019 December Professional Committee meeting, a working group was formed to develop a reporting lifecycle, taking into account the timelines of both WLIC planning and the bi-annual election cycle. A draft lifecycle was proposed 2020-2023 to provide Units with advanced notice of deadlines for the year.

Resolutions:

- 1) A centralised calendar, with deadlines for WLIC, Elections, and Reporting will be posted both on the IFLA website and in the Officer's Basecamp. The dates will be entered into the Officer Basecamp Calendar. The overview will be sent out to all Standing Committee Members.
- 2) Satellite approvals will be made at June Professional Committee meetings, if possible, so Units can use WLIC business meeting time to plan.
- 3) HQ will verify the timeframe in the Rules of Procedure for Professional Committee and Division Chair nominations and elections to investigate their possible alignment to the election cycle for Standing Committees.
- 4) Mid-term updates will be requested from the Units each March. The format of this update will be determined, with the goal of decreasing bureaucracy. A suggestion is that the update comes in the form of a mandatory mid-year Division-level dialogue, with the Professional Support Officer in attendance.
- 5) Professional Committee Chair will post the Professional Committee Meeting Unit Summary to the Professional Committee webpage on the IFLA website.

2.2 Objective 2: Lead the IFLA Professional Units Governance Review

2.2.1 Governance Review Discussion

The announcement of the Governance Review and survey were discussed. Division Chairs were asked to encourage their Units' members to contribute their opinions by participating in the survey. The deadline for survey responses is 14 July, 2020.

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

2.3.1* Unit Action Plan update

IFLA Professional Unit Updates - Action Plan

Due to the both the impact of COVID-19 and the cancellation of WLIC 2020, Units were asked to provide an update on Action Plans for 2019-2020. Units submitted detailed updates to their Unit's Division Chair. An overview of the updates received was provided to the Professional Committee.

65% of Units indicated there would be a change to 2019/2020 Action Plans, for either the timeline, content, or format of outputs. Overall Units have made a change to 55% of output deadlines, extending into the latter months of 2020 (33%), 2021(47%) or 2022 (20%). The content of 73% of Unit outputs will remain unchanged.

40% of Units have already completed a 2019/2020 output and have made it available to the field for use. 25% of Units created a new output related to the COVID-19 crisis.

Resolution: The Committee noted the report.

2.3.2* Unit WLIC update

IFLA Professional Unit Updates - WLIC Session

Due to the cancellation of WLIC 2020, Units were asked to provide an update on their Unit's WLIC Session and/or satellite meeting content. Units submitted detailed updates to their Unit's Division Chair. An overview of the updates received was provided to the Professional Committee. This information will also be shared with the Conference Officer.

A slight majority of Units (53%) will transfer their WLIC 2020 session content to WLIC 2021. A quarter of responding Units (14 Units) will use timely content now. 16% of respondents will submit new content for WLIC 2021 and 18% are undecided.

Roughly half of the Units had planned to hold Satellite meetings. Of these, roughly 1/3 indicated they would move satellite content to WLIC 2021, 1/3 indicated they were undecided, and the remaining 1/3 was split between submitting new content for 2021 and using Satellite content now.

At the time of publication, 11 Units are choosing to present Session &/or Satellite content in the form of a webinar. These Units include: ARL; HBS; E4GDH; ENSULIB; News Media; Local History and Genealogy; SOCRS; P&C; SET; RISS; FAIFE.

Resolution: The Committee noted the report.

2.3.3 Unit PC Funds update

IFLA Professional Unit Updates - Funding Requests Update

Due to the impact of COVID-19 and the cancellation of WLIC 2020, Units were asked to provide an update on the use of 2019-2020 approved Professional Committee funds. Units submitted detailed updates to their Unit's Division Chair. An overview of the updates received was provided to the Professional Committee.

Four Units requested an extension for the use of funds into 2021, totalling roughly €6,500 +/- . Four Units will make no changes to their plans for expenditure, and five Units are currently investigating the impact on their plans &/or revising proposals.

Resolutions:

1) The funds from Units who have asked for an extension of their activity into 2021, will be returned to the general funds available in 2020. A call for new proposals requiring funds which can be expended in 2020 will be sent to Units in the first week of July 2020. The amount available is around €20,000.

2) Units who had proposals approved for 2020 funds, which will not be expended during 2020, will not need to reapply for those funds in 2021, provided the approved activities will be completed during 2021.

2.3.4 Division Reports (Division Chairs)

The Division Chairs gave updates on the work of their Units, acknowledging the difficulties experienced by many of the Units impacted by the COVID-19 pandemic.

Division Chairs commended the continued work and focus of the Units, and highlighted the many Units who had made contributions to the field with work related to COVID-19.

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

2.4.1* IFLA Virtual Events

IFLA HQ seeks to empower the Professional Units in having the greatest impact possible in their sectors and areas of specialization, by making excellent use of IFLA HQ resources including personnel, technology and digital products.

The first step in this support is a guidance document which provides general information about the Zoom teleconferencing platform, guidelines for hosting virtual events, accessibility and privacy considerations, step-by-step how-to documents, and best practices for delivering professional content.

A Virtual Events Basecamp site is being developed where related items of use to Units will be stored. This will include a calendar and "Campfire," which can serve as a resource for the exchange of information between Units. The Professional Support Officer will work with the Units to schedule and support the technical aspects of the virtual events for Units, and the IFLA Communications team will assist with marketing of events.

There has been a delay of the release of the guidance document, while process information is finalized. The document along with a webinar introduction will be released in July.

Resolution: The Committee noted the report.

2.4.2* WLIC 2020 Posters

With the cancellation of WLIC 2020, questions were asked as to what would happen with the posters which had already been selected for exhibit in Dublin. There had already been a call for expressions, a

judging and selection process and candidates informed of whether they were successful or not. At the Professional Committee meeting on 24 April 2020, it was decided not to hold the poster sessions over until 2021 but to explore options for a virtual poster exhibit in 2020.

Initial investigations have occurred into options for a virtual poster exhibit prepared in house or one using a commercial company. All options have cost implications. There are currently no additional funds available to cover the costs of a commercial company or the uploading of posters to the IFLA Library. Further investigations will occur.

Resolution: The Committee noted the report.

3.0 Business matters

3.1* PC Funding document

At the December 2019 Professional Committee Meeting it was determined that the funding request procedure required adjustment for the 2021 Funding Cycle.

It was resolved that an updated proposal template that provides clear guidance to funding requestors (19-12-2.1.2) be developed. It was also suggested that Unit Action Plans (including funding requests) be approved by their Division Chair prior to being submitted, so the Chairs are aware of funding being requested, and actions planned for the year (19-12-2.1.1).

A draft of the document, including application questions and detailed guidance on the use of Professional Committee funds for the following was provided.

Resolution: The committee noted the report. A second draft of the document will be developed and presented at the August Professional Committee meeting for approval.

4.0 Procedural matters

4.1 Bi-monthly meeting agenda items

The change to a bi-monthly schedule of Professional Committee meetings necessitated an adjustment of Agenda topics to match meetings held six to seven times a year. A suggested list of items to be discussed at each meeting was provided.

Resolution:

- 1) That the proposed schedule be used as a general guide for Professional Committee Agenda planning.
- 2) That the Professional Committee determine the information needed from the Special Programmes and other advisory committees to be presented at the April, August and December Professional Committee Meetings.
- 3) That the Professional Committee develop a template requesting this information in collaboration with the Special Programme and other advisory committees. HQ will develop a draft proposal.

5.0 Any other business

5.1 ILDS Conference Approval process

The Inter-lending and Document Supply (ILDS) Conference for ILL professionals has been held every two years since 1988 with the OCLC Resource Sharing Conference held every 2 years in the alternate year.

As the Professional Committee has oversight of other meetings of the Professional Units such as the satellite meetings, it was deemed suitable for the Professional Committee to make decisions on the bids for ILDS.

Resolutions:

1) That future ILDS bids and the recommendation from the DDRS Section be submitted to the Professional Committee for approval.

2) Monitoring of the bids in terms of IFLA's legal responsibilities will be done by the IFLA Conference Officer.

3) The Secretary General will have the final say on the conditions and signing of the contract between the host organisation and IFLA.

Proposed 2020 dates

Date and Time TBD (proposed to be week before Governing Board Meeting)

August: Professional Committee Meeting - Teleconference

The Hague, Netherlands

Dates TBD December 2020: Professional Committee and Governing Board Meeting