



**APPROVED MINUTES
PROFESSIONAL COMMITTEE**

Friday 31 March 2017, 13:15 – 17:00
Room 204, Goethe Institute, Athens, Greece

Present: Maria Carme Torras I Calvo (Chair of the PC); Glòria Pérez-Salmerón (President-Elect, ex-officio member); Raissa Teodori (Chair Division I); Frederick Zarndt (Chair Division II); Viviana Quiñones (Chair Division III); Perry Moree (Chair Division IV); Victoria Okojie (Chair Division V); Kirsten Boelt (member); Christine Wellems (member).

Staff: Gerald Leitner, Secretary General during the Welcome; Helen Mandl, Manager, Member Services; Josche Ouwerkerk, Manager, Conference and Business Relations for item 2.1.3, 2.1.4 and 2.2.1; Joanne Yeomans, Professional Support Officer – minutes.

Welcome and Apologies

The Chair opened the meeting and noted there were apologies from Kirsten Boelt who would arrive late. There were no observers present.

1. General Business

1.1 Approval of Agenda

The Professional Committee agreed to close the meeting for item 3.3.

The following were added under item 5 Any Other Business:

5.1 Continuity and handover to incoming Professional Committee

5.2 Publication of Professional Committee minutes.

The amended agenda was approved.

1.2 Minutes of previous meeting 5th December 2016

With one small amendment, the Professional Committee approved the minutes as a true and accurate record of the meeting of the Professional Committee held on Monday 5th December 2016 at IFLA Headquarters, The Netherlands.

1.3 Actions from previous meeting

The Professional Committee noted the actions and progress since the last meeting.

2. Professional Programme Development Plan: implementation

2.1 Objective 1: improve the quality and impact of work

2.1.1 How to define a Dynamic Unit and highlighting success

A draft of the criteria (expectations) and support plan will be circulated to the Professional Committee for further ideas and input. Once finalised, this first draft will be circulated to Officers along with the summary of the WLIC 2016 session. Division Chairs will facilitate discussion with their Units to gather input and views on the draft and the results will be discussed at the WLIC 2017 to hand over to the incoming Officers and Professional Committee.

2.1.2 WLIC 2017 Professional Committee's programme

The Professional Committee noted the planning so far for the Professional Committee's support sessions at WLIC 2017. HQ Staff will take forward the planning with continued input from the working group.

2.1.3 WLIC 2018 Satellite Meetings

There are fewer Satellite Meeting proposals than in 2017. All the proposals were approved.

2.1.4 WLIC off-site sessions

The Manager, Conference and Business Relations will redraft the off-site session guidelines and the Professional Committee will approve these before they are circulated to Units. The Units will also be reminded that it is possible to arrange a tour or a Satellite Meeting on the day following the closure of the conference (usually Friday).

2.1.5 WLIC Division sessions

The Professional Committee decided to allow at least one, two-hour Division session per year at the Congress from 2018. The Manager, Conference and Business Relations, and the Professional Support Officer will redraft the guidelines for future Professional Committees to enact.

2.1.6 Standards Review Groups – review report implementation plan

The Professional Committee noted the reported progress.

2.2 Objective 2: Strengthen communications

2.2.1 Project support tools – report on usage and uptake of Zoom

The Professional Committee will make a decision by the end of May about what to do when the five-month trial period ends. A summary of statistical usage and feedback will be circulated to the Professional Committee in order to make the decision.

2.2.2 IFLA publishing activities report

The Professional Committee noted the report on the IFLA Journal.

The Professional Committee noted the appointment of Janine Schmidt as the new Series Editor for the IFLA Publication Series and the Global Studies in Libraries and Information series.

The Professional Committee endorsed as a standard the "Definition of PRESS₀₀ – a Conceptual Model for Bibliographic Information Pertaining to Serials and Other Continuing Resources (Version 1.3, March 2017)".

Proposed criteria for uploading Powerpoint files to the IFLA Library along with conference papers will be drafted and put on the Professional Committee agenda in August.

2.2.3 Professional Reports approval process

The Professional Committee agreed that they would like to increase the number of Professional Reports but at the same time ensure they are endorsed by the Professional Committee before publication. A review panel will look at each individual submission and recommend endorsement or otherwise. The review panel will be three people: the Chair of the Division in which the Professional Unit is based and two experts from the sector.

2.2.4 Professional Unit Communication Award planning

The Professional Committee will continue with the Professional Unit Communication Award in 2017.

2.2.5 Communication of Professional Activities to IFLA Members

The Professional Committee noted the plans to create a standardised flyer from each Professional Unit introducing new IFLA Members to their nominated Sections, and to request agreement from Members that their details appear in a listing on the IFLA website.

2.2.6 Branding of Professional Units

A new logo design with a Unit-specific icon will be proposed for each Professional Unit to bring consistency to the brand of IFLA and the Units particularly when used on social media. The Professional Committee endorsed the look and feel of the suggested logos and approved the plans to consult the Professional Committee and Officers before implementation in August 2017.

2.2.7 Web redesign project update

The Professional Committee noted the update.

2.3 Objective 3: Demonstrate performance and impact

2.3.1 Action Plan mapping analysis

The mapping was posted to Officers on 28 March and was welcomed. Further analysis was not possible due to reduced staff support since December.

2.3.2 Division reports

The Division Chairs alerted the Professional Committee to a number of issues. The relevant Division Chair and HQ Staff will work together to deal with these.

2.3.3 Unit planning and reporting process

Increasing numbers of Units now produce an Action Plan and an Annual Report, however, few are communicating their plans and progress to Members via the web pages or social media. The Professional Committee recognized that this needs support and encouragement and the issue will be revisited during the Dynamic Units discussions and the web site redesign.

3. Business matters

3.1 PC Funds 2016, year-end report

The Professional Committee noted the final status of the Professional Committee Funds at the end of 2016, the comparison 2013 - 2016, and the implications for the PC Funds allocation in

2017. The importance of Division Chairs following up on projects to ensure that any delays are known about and money can be reallocated to other projects was noted.

3.2 PC Funds 2017, 1st Quarter report

The Professional Committee Funds are almost fully allocated for 2017. A number of Sections reported that their allocation can be reduced; the Funds overview will be revised accordingly after the meeting. The Professional Committee noted that with these reductions, there is likely to be enough Funds available for the new requests received and anticipated.

3.3 New funding requests

The decisions and details of the new funding approvals will be entered into the Professional Committee Funds overview for the second quarter. A number of requests are still in discussion and the relevant Division Chair will clarify details and return the request to the Professional Committee for a decision if appropriate.

Considering that use of the current software tools (Zoom, Basecamp and Survey Gizmo) is much wider than the Professional Units, the Professional Committee Chair will ask the Governing Board if the funding and administration can be moved from the Professional Committee and into IT Support from 2018.

3.4 Election results

The Professional Committee approved the recommendations to the Governing Board of appointments to the Committee on Standards.

The Professional Committee noted the results of the Standing Committee (SC) nominations which have resulted in:

- no Sections below the minimum 10 SC members but four with low numbers,
- six Sections extended to 21 or 22 members for the term 2017 – 2019,
- ten Sections in the process of electing their SC.

The Professional Committee noted that the Genealogy and Local History Section has fallen below the minimum 40 registered Members and will give the Section until August 2018 to find the Members necessary.

The Professional Committee noted the results of the Division Chair elections:

- Division I: Vicki McDonald
- Division II: Ann Okerson
- Division III: Maja Zumer
- Division IV: Antonia Arahova
- Division V: Sueli Mara Soares Pinto Ferreira

The Professional Committee noted the new deadline for the election of PC Chair (17 April 2017).

4. Procedural matters

4.1 Procedural matters approved since the last meeting

The Professional Committee endorsed the following decisions:

- i. New Convener for the New Professionals SIG;
- ii. New Convener for the LGBTQ SIG;
- iii. New Chair for the Library Services for Children and Young Adults Section;
- iv. New Secretary for Reference and Information Services Section;
- v. Approval of the IFLA Metropolitan Libraries Section Short Film Award.

The Professional Committee noted the messages communicated to Officers since November 2016.

5. Any other business

5.1 Continuity and handover to incoming Professional Committee

The Professional Committee Chair emphasized the importance of having a handover to both the incoming Professional Committee Chair and the incoming Division Chairs. A procedure for handover was prepared and the incoming Division Chairs will be informed about this.

5.2 Publication of Professional Committee minutes

Approval of these minutes will be requested in August, after which they will be made public. An action plan and notes will be made available to the Professional Committee within six weeks of the meeting.

6. Dates of next meetings

Wrocław, Poland

Friday 18 August 2017: 08.30 – 11.00.

Friday 25 August 2017: 09.00 – 17.00 new Governing Board.

The Hague, Netherlands

Monday 11 December – Wednesday 13 December 2017 (new Governing Board).