



**APPROVED MINUTES
PROFESSIONAL COMMITTEE MEETING**

Thursday 22 March 2018, 13:00 – 16:30

Sala Pompeu Fabra, Ateneu Barcelonès, Canuda, 6, 08002 BARCELONA, Spain

Present: Vicki McDonald (Chair Division I, Vice-Chair of the Professional Committee); Ann Okerson (Chair Division II); Maja Žumer (Chair Division III); Antonia Arahova (Chair Division IV); Sueli Mara Soares Pinto Ferreira (Chair Division V); Viviana Quiñones (member); Knud Schulz (member).

Staff: Helen Mandl, Manager, Member Services; Joanne Yeomans, Professional Support Officer – minutes.

Welcome and Apologies

Apologies were received from Raissa Teodori, Professional Committee Chair, and Christine Mackenzie, President-elect, ex-officio member. In the absence of the Professional Committee Chair the Vice-Chair of the Professional Committee chaired the meeting.

1. General Business

1.1 Approval of Agenda

The following items were un-starred for discussion: 2.2.1 Action Plan mapping analysis and 2.2.2 IFLA publishing activities report. With these changes the agenda was approved. It was noted that there were no observers at the meeting.

1.2 Minutes of previous meeting 11th December 2017

The minutes were approved.

1.3 Actions from previous meeting

Due to the short time since the last meeting, some items are not yet started. The Professional Committee will work virtually with HQ Staff on the following priorities in the coming months: the programme for Officers at the World Library and Information Congress (WLIC), the review process for Special Interest Groups (SIGs), and the definition of Unit roles and procedures. The Unit logos are being re-developed so that they are more suitable for their intended use and are more easily scaled across an evolving professional structure. Once the logos are finalized, the one-page Section introduction sheets will also be launched. Units will receive clear instructions on using the new logo and any icon they developed during the initial discussions which they wish to continue using.

As several issues have been raised connected to the use of Professional Committee Funds, there will be an August agenda item to discuss these all together.

2. Professional Programme Development Plan: implementation

2 Division reports

The Division Chairs reported on discussions they have had with Officers during conference calls or meetings since December. Regarding communication: there is positive feedback about using Zoom and Basecamp; Officers would like to improve their direct contact with HQ staff to have better exchange of information, and there is concern about the timetable for web page revisions. Regarding the WLIC: some Units get very few submissions to their call for papers, whilst other Units receive many submissions; there are some requests for the Officers Reception to be designed better for mingling rather than sitting; some SC members and Officers will not attend the 2018 WLIC because of the treatment of LGBTQ persons in the host country; there are continuing difficulties in organizing Satellite Meetings due to public holidays and securing local contacts.

Several Units have offered their expertise and indicated they would like to be more involved in projects and activities of the Professional Committee and Governing Board if appropriate. The Sections of Division V would like to focus together on developing regional representation within IFLA and at the WLIC. They are planning a collaborative project to support young leaders, and to share best practice. Collaborative events are proving to be a successful way to network within IFLA and to maximize success; collaboration is being promoted by the Division Chairs widely across the professional structure.

2.1 Objective 1: improve the quality and impact of work

2.1.1 SIG reviews

The Professional Committee will continue to develop a SIG review process for 2018. The working group identified in December 2017 will help finalize a draft review form in early April for comment by the rest of the Professional Committee.

2.1.2 Section reviews

The Professional Committee will continue to support the development of an individual Section review process. A scoping document covering the procedure and criteria for evaluation will be drafted by the SIG review working group (see above) for discussion with Officers during the Congress in August 2018. The Professional Committee will seek approval from the Governing Board to also consider a broad-ranging review of the professional structure.

The Professional Committee noted the low Member registration numbers for the Genealogy and Local History Section which have been falling every year since 2015 and have been below the minimum number of 40 since 2016. The Section reached a very low number of Standing Committee members in 2015 when the Professional Committee applied Rule 18.4 and gave the Section time to recruit. It was believed that this recruitment would help boost the number of Member registrations but this has not been the case. As the Section has an active Standing Committee, the Professional Committee will allow until 30 September 2018 for the Standing Committee to gain the minimum Member registration numbers according to Rule 18.3.

2.1.3 IFLA Survey on Preservation and Conservation Standards

There was a delay in setting up the working group so the report to the Professional Committee scheduled for March will now be made in August. The group has started its work analysing the results of the survey.

2.1.4 Project proposals follow up

The Professional Committee received progress reports and updates from most of the funded projects. Division Chairs will check with three Sections that are expected to have progress before August 2018 but have not yet reported. Decisions on funding requests from another three Sections are still pending further information; the Chairs of Divisions I and III will seek further details as relevant so that final decisions can be made. A new funding request has been received from the Latin America and the Caribbean Section which will be considered when further details are provided.

The Professional Committee decided not to fund the proposal from the Education and Training Section. If the Section's Standing Committee members are involved in promoting the competition and selecting a winner, then they are granted permission to use the IFLA name. Further details explaining the Professional Committee's decision will be sent to the Section.

2.2 Objective 2: Strengthen communications between all stakeholders

2.2.1 Action Plan mapping analysis

The mapping will be shared with Officers via Basecamp and with the Governing Board. Division Chairs will discuss the mapping with their Units and will seek to work with individual Units to improve their activities beyond 'General networking' and 'Strengthening participation in IFLA's activities' to produce something more concrete by which IFLA can demonstrate its value to its Members and the library community. Information Coordinators should be reminded of the importance of communicating, and of updating the IFLA web pages to demonstrate activity and impact.

2.2.2 IFLA publishing activities report

The Professional Committee noted the resignation of a member of the IFLA Journal Editorial Committee (EC) and decided that it would like to broaden representation on the EC if possible with an aim to encouraging submissions from under-represented regions and countries. It therefore asked the EC to write a new call for nominations which emphasizes this wish and use the regional Sections, Regional Offices and Language Centres to help disseminate the call.

The Professional Committee approved the following titles for the IFLA Publication Series:

- Collaborative library design: strategies to ensure success;
- Collaborative strategies for successful green libraries: buildings, management, programs and services.

Approval from the Professional Committee for the proposal for the IFLA Publications Series: "So that all may be served: an international guide to library services for people experiencing homelessness" edited by Nancy Bolt and Julie Ann Winkelstein, will be sought by email after the meeting.

The Professional Committee noted the updated proposal form, procedure and stylesheet for the IFLA Publications Series. Proposals to include coloured plates in IFLA Publications Series titles can be made to the Professional Committee by a Unit as a funding request.

2.2.3 Professional Unit Communication Award planning

The Professional Committee decided to end the Professional Unit Communication Award in 2018 after running it for seven years. The Award was designed to encourage the switching from printed newsletters to online means including social media for communicating Section news. The Professional Committee is pleased that many Units have worked on their communication over these years and although there are improvements still to be made, they would like to widen their focus onto impact and dynamic units in more general terms. It was agreed that Division I Chair would draft the Call for Nomination for the new award for approval by the Professional Committee. The same timeline will be followed as for the Communication Award so the deadline for nominations will be 01 June 2018. The membership of the jury for determining the Award was agreed.

2.2.4 Web redesign project update

Details about the web design project had been discussed with Officers during the Global Vision meeting. IFLA would like to raise the visibility of the Units and the work they do that supports IFLA's strategies. Units will continue to have dedicated pages within the IFLA site. A large part of the development of the site will be the migration of material. To this end HQ staff will work with Officers and Information Coordinators on a project to review existing pages and to identify material that may no longer be relevant and should not be migrated to the new site. IFLA HQ will provide more information on the web redesign process and guidelines and support information for the review process. It is hoped to have this information out to Units by mid-May.

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

2.3.1 Roles and procedures

The Professional Committee agreed to alert the Governing Board that issues have been raised regarding the use of co-chairs, various types of associated 'friends' of the Section, Officer designations, Corresponding Member limits and rules concerning election of Officers. The Professional Committee has analyzed these issues and will seek advice from the Governing Board on how to proceed with addressing the issues in accordance with the Rules of Procedure.

2.3.2 IFLA Awards nominations

In December 2017, the Professional Committee agreed to take a more proactive approach to encourage nominations for the IFLA Honours and Awards in order to recognize those who have contributed greatly to IFLA through their work in Professional Units. This year there have been a slightly higher number of nominations for both IFLA Medals and Scrolls of Appreciation. The Professional Committee will continue to raise awareness among the Units of using the Honours and Awards to recognize outstanding work.

2.3.3 Standing Committee nomination call

Approval will be sought after the meeting for the proposed revisions to the call, letter, and nomination form for Standing Committee members. The Professional Committee will recommend to the Governing Board a review of the nomination and election procedure, in particular with respect to

the timetable, investigating options for postal votes, and introducing procedures for sharing of nomination texts with voting Members.

2.3.4 Global Vision next steps

Following the Global Vision Workshop with Unit representatives, a toolkit with translations will be made available in April so that Professional Units can hold a meeting and submit feedback on ideas for actions before July.

3. Business matters

3.1 Professional Programme Development Plan: final version

The Professional Committee will give any final comments to the document by 06 April so that it can be finalized. The final version will be circulated for approval after the meeting and when agreed, will be submitted to the Governing Board for information and endorsement.

3.2 PC Funds 2017, year-end report

The Professional Committee noted the final status of the Professional Committee Funds at the end of 2017, showing that 60% of the Funds were reimbursed during the year. The unspent funds were almost entirely a result of underspend and postponement of projects. The Professional Committee attempted to address the projected underspend during the year by redirecting allocations to newly proposed projects. The final ratio between allocations to projects and to administration/general support tools was 84%:16%. A comparison 2015 – 2017 shows a similar pattern of allocations and reimbursements.

3.3 PC Funds 2018, 1st Quarter report

The Professional Committee noted the allocations already made from the Professional Committee Funds 2018 and notes that an amount remains unallocated which is available for any new funding requests that may be received during the year. The Professional Committee noted the reimbursements and payments made to date.

4. Procedural matters

4.1 Procedural matters

Requests have now been received from two Sections to include scholarly communication in their terms of reference, one of which has also requested a name change. Several other Units have also indicated an interest in scholarly communication and a wish to collaborate cross-Unit. The Professional Committee discussed how making a single name change and changes to the terms of reference of two Units might, in this case, have an effect on a relatively large proportion of the structure and agreed that it was necessary to have a more involved discussion to address the question. There are other issues, often related to overlapping topics in the professional structure, that are difficult to solve piecemeal and so the Professional Committee agreed to raise with the Governing Board the possibility of reviewing the overall structure. Other activities across IFLA, such as the Standing Committee nomination call, would need to be carefully synchronized with any change of name/mission or structure change. The Professional

Committee therefore decided that the name change and terms of reference changes were not approved at this stage.

The Professional Committee noted that the Libraries for Children and Young Adults Section has appointed a replacement Chair following the previous Chair's resignation. The Professional Committee endorsed the decision by the review team to authorize an urgent request for funding to support the induction of the new Chair at the mid-term meeting.

The Division II Chair updated the Professional Committee on developments in relation to the News Media Section's failure so far to elect a Secretary or identify an Information Coordinator from its Standing Committee. The Division Chair will send a statement from the Professional Committee to the Chair emphasizing that an appointment must be made to both positions from the Standing Committee before the end of April.

The Professional Committee noted the temporary absence since January of the elected Chair of the Latin America and the Caribbean Section and the Standing Committee's steps to cover the work in her absence.

The Professional Committee's selection panel have made a selection of posters for presentation at the WLIC 2018 and invitations to the presenters have now been sent. The Professional Committee agreed that the jury for selecting the winner in August 2018 will be comprised of a member to be nominated from the Art Libraries Section Standing Committee and two Professional Committee members.

The Professional Committee approved the name change of the FRBR Review Group to the Bibliographic Conceptual Models Review Group (BCM RG). The Professional Committee asked the Review Group to work with IFLA HQ on the text for the new web pages so that the scope and terms of reference are clearly explained for different audiences.

The Professional Committee noted the messages communicated to Officers since December 2017 and the use of the Basecamp space for Officers for discussion and sharing of documentation.

5. Any other business

The Professional Committee and Conference Advisory Committee participated in a workshop during the morning of 22 March to brainstorm ideas for developing the professional content of the World Library and Information Congress. Notes will be written up and shared with the participants. A working group will develop the notes into a discussion paper and outline a plan for taking the discussion forward with professional units.

A conference call may be planned for the Professional Committee before the next meeting to discuss outstanding items. A decision is still needed on the formation of the Library Publishing SIG.

6. Dates of next meetings

The next Professional Committee meetings are planned as follows:

Kuala Lumpur, Malaysia

Thursday 23 August 2018: 08.30 – 11.00.

Thursday 30 August 2018: 08:30 – 10:00.

The Hague, Netherlands

Wednesday 12 December 2018 (to be confirmed).