



Approved Minutes
Professional Committee Meeting
Friday, 23 October 2020, 14:00-16:00 CEST
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), Ellen Tise (Chair, Freedom of Access to Information and Freedom of Expression), Martyn Wade (Chair, Copyright and Other Legal Matters (CLM)), Minna von Zansen (GB member).

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

Welcome and Apologies

The Chair welcomed the Committee.

1.0 General Business

1.1 Approval of Agenda

Resolution: Item 2.3.1 was unstarred for discussion. The Agenda was approved.

1.2 Minutes of previous meeting 11 September 2020

Resolution: The minutes were approved. Attendees were added.

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.

There were 18 items: 2 items were papers; 10 items were scheduled for a later date or on hold; 4 had been completed, and 4 are in progress.

Resolution:

An updated action list will be shared with the Professional Committee and reported on at the December 2020 meeting.

2.0 Professional Programme Development Plan

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

2.1.1 ENSULIB SIG to Section

In early 2020 the Environment, Sustainability and Libraries (ENSULIB) SIG, est. 2013, began the process of conversion to an IFLA Section.

The required documentation for this process was submitted by the ENSULIB SIG Convener. At the time of writing, the application had been supported by 4 out of 11 Section Officers from Division 2, and approved by the Sponsoring Section Chair, Division 2 Chair and PC Chair. Sixty-four IFLA Members have committed to joining the ENSULIB Section upon its conversion.

The Division III Chair noted that ENSULIB has been a strong and active Unit and that its work will benefit from the participation and support of a full Standing Committee. ENSULIB's focus will clearly be a topic of great interest and a benefit for many IFLA members and to the field at large.

ENSULIB will therefore be officially recognised from January 2021 as a new Section in Division II. The next steps are for the Convener to determine who will serve as the acting Chair and Secretary until August 2021 when the first Standing Committee will be put in place and Officers elected.

The following actions were suggested:

1. The Division II Chair will inform ENSULIB of their successful application.
2. The Professional Support Officer will follow up with support with administrative details.
 - a. Determine an interim Chair and Secretary for January 2021-August 2021
3. The PC Governance Review working group will take into account the Rule of Procedure R20.23, which indicates that a SIG should show evidence of a minimum of 6 years of ongoing programme before converting, as it contradicts the current Governance review discussion which suggests a SIG is maintained for 4 years or less.
4. Membership will contact IFLA Members who have confirmed subscription with the ENSULIB Section.

Resolution:

The Professional Committee endorsed the conversion of ENSULIB from a SIG to a Section.

2.1.2* Action Plans/Annual Reports preliminary update

All Unit Action Plans and Annual Reports received by the Professional Support Officer have been sent to their respective Division Chairs for review. A mapping of Unit projects, indicating focus area, outputs, indicated collaborations, IFLA Strategy Key Initiatives and timeline has begun.

Remaining Units are requested to submit plans and reports by 2 November 2020 so the mapping can be completed, analysed and a report prepared for the December 2020 Professional Committee meeting.

Preliminary receipt data as of 19-October 2020: 2020-21 Action Plans – 27/64; 2019-20 Annual Reports – 29/64

The Professional Support Officer will prepare a report and mapping of the Action Plans and Annual Reports for the December 2020 Professional Committee Meeting.

Resolution:

The Committee noted the report

2.1.3* CPDWL Coaching Update

At the December 2019 Professional Committee meeting, the Committee, upon approval of the CPDWL's Coaching Sessions for WLIC 2020, asked that an update be provided by the Unit upon completion of the event. The report provided information on the preparation activities of the Unit and feedback data from coaches and coachees.

Resolution:

The Committee noted the report.

2.2 Objective 2: Lead the IFLA Professional Units Governance Review

2.2.1 Governance Review Discussion

Proposed draft Statutes will be presented at the Governing Board's October 2020 meeting for approval. Following this decision there will be a focus on preparing the Rules of Procedure for the December 2020 Governing Board discussion. Both documents are being updated in accordance with Dutch law. Copyright and Other Legal Matters Chair Martyn Wade was acknowledged for his work on the Statutes and Rules of Procedure.

The development of the Regional Council will move forward first by surveying and then discussing with members in the regions to determine the challenges and needs for each region. From this discussion, a proposal will be developed and provided to the Governing Board at the December 2020 meeting. Rules and procedures for the for the Regional Council will be aligned to those of the Professional Committee where applicable.

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

2.3.1 Update on scheduling and translation software

Due to the impact of COVID-19 and the cancellation of WLIC 2020, there is currently a total of €31,936 unallocated for 2020. Suggestions were made for use of these remaining funds:

1. Subscription to a scheduling software, such as Doodle – concerns regarding data privacy with Doodle were raised and two options, Calandly and Qualtrix, used by Universities, were suggested as alternatives.
2. Support for 2020 virtual poster presentations
3. Wordly for use by Units for virtual events with a significant need for simultaneous interpretation.

The cost and data protection policies of Doodle, Calendly and Qualtrix, were investigated, specifically for use by multiple licenses and availability of not-for-profit pricing. Three other scheduling applications were also reviewed: Calbot, Rally and Arrangr.

It was noted that a temporary calendaring or booking alternative would be useful for Units who need this feature for a project such as scheduling coaching sessions, interviews, or other scheduling needs. Before moving forward, it would be helpful ascertain which calendaring software features are the most desirable for Units.

The AI real-time translation and closed captioning service, Wordly was used during the August 2020 Regional Roundtables and for a Policy and Advocacy Webinar in October 2020. The cost for Wordly is approximately \$160 per hour.

A pilot for the remainder of 2020, in the amount of €5,000 was suggested for those units who will be producing Virtual Events requiring subtitling and/or translation. Piloting Units will be asked to provide brief feedback on set-up and user experience.

Resolutions:

1. Information on calendaring options was noted. Guidance on which calendaring softwares are available and determining which would be best for specific Unit purposes will be developed for the December 2020 meeting.
2. A pilot of €1000 for the use of Wordly for Unit virtual events will be made available for events hosted in November and December 2020. The Professional Support Officer will inform the Units who have scheduled events during this timeframe.

2.3.2 Publishing Update

Seven Units are actively working on formal standards or guidelines, with other Units developing support resources, such as toolkits, for guideline implementation. The Chair noted the significant work being done on standards and guidelines across the Professional Structure, and congratulated the Units who are progressing this work.

The *Rare Books and Special Collection Competency Guidelines* have been approved by the Review Team, and were endorsed by the Standing Committee. These guidelines are meant to provide advice and support for rare books work being done not only by specialists or the discreet or diverse teams who handle rare books work in an organization, but those whose position requires this work, and for which they may not have had experience or training. The guidelines identify the skillset and formation needed, for persons responsible for material at this stage of the life cycle.

The Professional Committee noted the importance of maintaining and updating the Guidelines and Standards on a regular basis. It was also indicated that the Committee on Standards and the Professional Committee develop a strong working relationship to ensure regular review and update of the IFLA Standards and Guidelines.

A list of the existing IFLA Standards and Guidelines will be provided to the Professional Committee at the December 2020 meeting and made available to the Professional Units.

A report on Plan S was provided from the Senior Editor at SAGE and liaison for the IFLA Journal, Miriam Hodge. As part of their ongoing work to finding pathways to sustainable OA, SAGE will begin a process of consultation and negotiation with institutional stakeholders (libraries, national and regional consortia) as existing Premier agreements are renewed.

Resolutions:

1. The Professional Committee endorsed Rare Books and Special Collections Competency Guidelines.
2. The Committee noted the report on Plan S.

2.3.3 Division Reports (Division Chairs)

Division Chairs acknowledged the ongoing work within the Units. Division Chairs updated the committee on discussions occurring during their Division-level meetings, projects, activities, and feedback.

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

2.4.1 WLIC 2021

WLIC 2021 will be IFLA's first virtual conference. This is a challenging and exciting undertaking, which must remain financially sustainable for IFLA through the attraction of a new range of attendees, sponsors, exhibitors, and presenters.

The process to organise the 2021 WLIC will be completed through a series of phases: Exploring phase (through November 2020); Development phase (December 2020 – February 2021); Implementation phase (March – August 2021).

As part of the exploring phase, surveys were sent out to Section volunteers the week of 19 October, 2020. Attendees, sponsors and exhibitors will also receive Surveys in the coming weeks. Units will receive updated information from the working group at milestones along the way.

3.0 Business matters

None noted

4.0 Procedural matters

4.1 Professional Unit Digital Records Management and Preservation Policies

While IFLA has a policy for the preservation of paper documents and artefacts, specific guidance for digital items, such as a Unit records is not clear.

In addition to the IFLA website and library/repository, Professional Units use 3rd party applications to store and share materials with each other and the field - Basecamp, Zoom, YouTube. Some Units also use Google Drive, Dropbox, and/or their own constructed and maintained websites or blogs to share information. IFLA has in 2020 developed a programme of webinars developed by Units, and continuing to develop online programming of webinars, presentations and educational materials will be an important part of the organisation's strategic actions in the next few years.

Guidance will be provided to Officers before the change-over in August 2021 as to what information is necessary to handover to the next Standing Committee. The Professional Support Officer is asked to develop points covering the Unit's webpages, Basecamp site and key documentation that records their activities of the past two years, identifying what is archival and what can be destroyed.

The Professional Support Officer will post an announcement in Basecamp, reminding Units to post Action Plans, Annual Reports and business and related meeting minutes to their Unit webpages.

Resolutions:

1. The Committee notes the importance of the 2021-2023 Professional Committee's establishment of a working group to develop Professional Unit Digital Records Management and Preservation Policies.
2. In the interim, the Professional Support Officer will develop guidance for the outgoing Standing Committees identifying what information is essential to pass on to the next Committee's Officers.

5.0 Any other business

5.1 Updates

New IFLA Website:

- The workflow has been restructured, and website content development is on track.

- The Cataloguing section and other advisors have provided guidance for website resources.
- User and technical testing will be done internally through the end of the year, and will be extended to some sections during the beginning of 2021.
- The launch should take place during the third quarter of 2021.

Two-thirds of the Units have provided their updates for their new website pages. The IFLA Communications team is seeking pictures and/or updated webpage content from those Units who have not yet provided them.

The Professional Support Officer will provide Division Chairs with the list of Units needing to submit updated information and/or photos.

Proposed dates

Friday, 4 December 2020 – 14:00-16:00 CET	Professional Committee Meeting - Teleconference
7 – 11 December 2020	Governing Board Week - Teleconference