



Minutes

IFLA Library Services to Multicultural Populations Standing Committee	
Date:	Thursday 6 March 2014
Time:	0900-1730
Venue/Location:	Riva Hotel Meeting Room Aydede Cd Taksim Istanbul, Turkey
Type of meeting:	Mid Year Meeting coordinated by Esin Sultan Oguz. Special thanks to: <ul style="list-style-type: none"> • Turkish Librarians' Association • Istanbul Research Institute • Pera Museum
Chair:	Tess Tobin
Note taker:	Te Paea Paringatai
Present:	Tess Tobin (Section Chair), Adjoa Boateng (Information Coordinator), Alireza Afshari, Fred Gitner, Svetlana Gorokhova, Christiana Ikeogu, Esin Sultan Oguz, Siri Tidemann-Andersen; Nobue Yamada, Yasuko Hirata, Susy Tastesen, Ann Katrin Ursberg, Te Paea Paringatai, Mijin Kim
Apologies:	Jack Leong (Secretary), Roberto Morelato, Stephen Stratton, Lea Starr (Editor of Newsletter), Ruth Fassbind-Eigneheer, Leena Aaltonen, Susana Landaburu, Vickery Bowles, Simona-Marilena Bursasiu, Oksana Chuvilskaya, Katrin Lueck
Appendices:	<ol style="list-style-type: none"> 1. Agenda 6/3/14 2. Project Funding Requests and the Allocation of Admin Funds (Copy of email) 3. 2014 Guidelines for PC Admin Funds Allocation and Reimbursements

1. Welcome

Tess welcomed the group to the mid year meeting.

2. Document check

Completed.

3. Round table – Introduction and sharing of projects/work

Each person took the time to introduce themselves and also included a brief update on a project, passion or piece of work they have undertaken in the last year. This session was received warmly by members, which provided a broad range of information relevant to each country and institution represented around the table.

3.1. Fred:

Grand opening of exhibit titled “Poetic Voices of the Muslim World” in New York with a keynote speaker Ayad Akhtar (2013 Pulitzer Prize recipient). Poetic Voices of the Muslim World, a two-year initiative including programs and performances presented against the backdrop of a traveling exhibition will be presented in six libraries across the United States beginning March 2013. Presentations by scholars, poets and musicians celebrate poetry of rare power and beauty — including ancient oral traditions still practiced today, literary forms that have flourished for more than a millennium and contemporary poetic arts. Poetic Voices

of the Muslim World explores an art form central to Muslim cultures throughout the world.

3.2. Hirata-san:

Will be conducting a survey on the current situation of multicultural services in Japan. We are in the process of populating the questionnaire which requires a lot of work. The Japan Library Association hosts an annual meeting and the 2014 meeting marks the 100th Anniversary.

3.3. Yamada-san:

Currently working towards publishing a Multicultural Services Guide and will be doing some site inspections and examining competency. We hope to publish in 2015.

3.4. Ali:

Manages 10 libraries in Stockholm. Though Ali does not have a multicultural services aspect to his job, he is multicultural and passionate about this topic. Ali puts in hours after work and in his own time and is the contact person for cultural activities for the Swedish Library Association. Currently working in a team of five to provide a workshop/seminar where they cover five different manifestos. Ali will talk to the multicultural manifesto. All manifestos in Sweden are translated by professional translators. There are eight or nine manifestos. The latest one is on disabilities.

3.5. Susy:

Corresponding member of the section who five years. No project update at this time.

3.6. Mijin

Unfortunately the library has moved away from a real focus on a multicultural library however, there is still strong commitment to services to aboriginal populations in Canada and services to English and French speakers in respective English and French language speaking areas of Canada. Significant initiative at the moment is the Government "Commemoration Agenda" which recognizes that Canada will be 150 years old in 2017. There is a lot of effort digitizing historic records for this event.

3.7. Christiana

Has set up a charitable organisation called "Lit Africa" – transforming lives through literacy and information. Lit Africa was set up in 2012 following the Christiana's experience of managing libraries and information services in two London local authorities. Lit Africa operates in partnership with individuals, organisations and libraries in the UK to provide books and other learning resources to African communities in order to create reading and learning culture for all. Through networking and professional activities, Lit Africa connects with individuals and organisations that wish to make a difference in the communities where reading and learning materials are non-existent. The main target is primary and secondary schools in order to give African children a good start in life. www.litafrica.org.uk. As part of this, Christiana recently worked on a project for a library in Uganda which received resources for their school library.

3.8. Svetlana:

Currently going through reorganisation and restructuring. There is a growing trend in the libraries where the foot traffic is declining and current staffing levels are no longer feasible. The libraries are looking for innovative ways to address issues and changing demands; such as new services, new ways of delivering and so on. Change in role for Svetlana who is now the Head of the International Cultural Centre which provides legitimacy for work that has been provided by the library for many years such as professional development where we invite regional librarians that represent the diverse cultures of people living in Russia, who

come to Moscow for learning and development at our library. We also extend invitation to international professionals to come to Moscow. Some of the activities we support are individual and group professional development as well as fellowships. Applications can be submitted to Svetlana. Another initiative we are currently working on is “Ethnic Tensions in Modern Russia” as result of public forums held in the libraries. This work feeds into the future of regional and local libraries and their collections. We are in the second stage of this project.

3.9. Te Paea:

President of Te Rōpū Whakahau, Indigenous National Association for Māori in Libraries and Information. Ongoing initiative of indigenous subject headings known as the Māori Subject Headings. This is tri-partite arrangement between Te Rōpū Whakahau, LIANZA and the National Library of New Zealand. Working through governance issues that require a more strategic focus for the headings and how best to meet the broader needs of speakers of Te Reo Māori. There is an agreement in principle to work towards a national vision that first supports the development and implementation of bilingual organisations, bicultural organisations, leading to multicultural organisations. Received enquiries about hosting a mid year meeting in New Zealand at some stage and this is definitely possible.

3.10. Siri:

In the last six months, we have completed three major projects. We had a big celebration called “National Mother Language Day” which was amazing! Norway has a population of 5 million. We had over 200 libraries/schools take part and our library supplied many of these resources. Our library is the Multilingual Library of Norway with resources in 57 languages. Our library is a special library that supports the whole country and our services are available for free. One of our challenges as a library is the promotion of multilingual resources, communicating with other librarians and making it easy for them to search and order items when they can not walk into our library. We have addressed this with a new website which we are excited about and use this to maximum efficiency. We also do special exhibitions that have a dual purpose, to support the library but also promote the stock we hold in our library. The latest one is “I Speak Football”.

3.11. Adjoa:

Slightly different approach to multicultural services. The university has over 120 nationalities so every day you meet different people, such as migrant or second generation. We have 60% who are black, minority, ethnic. The indigenous people, who are British are actually a minority in our university. This is a modern university, established in 1994 so it fairly young compared to Oxford or Cambridge. One of the key initiatives we are working on is removing barriers to access. We work on this through a variety of channels. One of things we have is a department that has a refugee council. The British Refugee Council is an organisation that retains the history of refugees, policy, law and all things that pertain to the refugees. We keep this information in an archive and digitise it to enable better access for a range of people, groups who want a better understanding of diversity and cultures. This has recently been picked up by the UN History Project so we have a link in there which has resulted in us receiving worldwide enquiries and the online hits via twitter and so on. We also work on big digital projects. One of the things we are doing is a student digital project where each student can receive a personalised portal that recognises their preferred language, interests, timetables, lecture times for them, tools, core services, library resources, settings etc. We cover off digital libraries with a focus to ensure that it is as open as possible so people have what they need to succeed at the university. Inside this we consider, cultural diversity, multilingual resources and how best to provide this to meet the aspirations of the student as well as the university.

3.12. Ann-Katrin:

Shared detailed information about the translations of manifestos and other important documents and the long journey this has taken.

3.13. Tess:

Works in an urban library as part of the university. Has an administrative position as the Human Resources Librarian. The university has 133 languages amongst students and traditionally serves first generation Americans. Tess provides information literacy classes to English to Speakers of Other Languages (ESOL).

3.14. Esin:

Works as a Lecturer for the Library School in Ankara and also a board member of the Turkish Librarian's Association. The panel session on Friday is an important part of the multicultural efforts and will benefit librarians in Turkey. Acknowledgement of all section members who will be presenting.

4. Chair's report

4.1. Active this year for our planning for Lyon. Unfortunately the proposed satellite meeting which as to be held in Switzerland has been cancelled as we were unable to plan the meeting in advance.

4.2. Adjoa asked if there was still a possibility to have a satellite meeting as her organization is in a position to and is keen to support this event in London. Tess thanked Adjoa for raising this opportunity, however, the IFLA HQ March deadline for satellite proposals has past and this is no longer an option for Lyon. Noted for future planning.

4.3. Toolkit will be launched in Lyon.

4.4. An official letter of acknowledgement has been sent from the Section to Lourina K. de Voogd for her memory book. Lourina is a past member of the section who worked hard on the manifesto and was a very active member of the standing committee.

4.5. A thank you letter has been sent to our contact in Singapore for hosting our meeting at the Singapore School of Management.

4.6. New IFLA Sig – LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer Questioning User), sponsored by the Acquisition and Collection Development Section. Stephen Stratton has been active in the development of this SIG.

4.7. Skype teleconference will be made available for Section Chairs to communicate with the Division Three Chair. This will hopefully address the communication issues experienced by members.

4.8. Tess would like to communicate more with MCULPT section members and utilize Skype to do this. The round the table discussion, highlights the outstanding efforts members are doing and this is vital work that contributes to multicultural services.

5. Secretary's report (provided by Tess)

5.1. Good congress in Singapore. The only disappointment was that they didn't put the business meeting of the SIG's in the programme and therefore attendance at the business meeting for the SIG Indigenous Matters was low. Te Paea has been active and talking with Josche to ensure that the SIG meeting is included for Lyon.

5.2. The first SC meeting in Singapore was held at the Singapore Management School and the second SC meeting was held on site at the Convention Centre with a good attendance because it was on site and included in the programme. There are many people with an interest in multicultural services. Perhaps it is worthwhile considering having SC meetings on site as this provides an excellent opportunity for people to attend and join the section. The duration for on-site meetings is restricted to one or two hours and it was suggested that the first meeting be held off site, and the second on site. Further discussion and consideration of the preliminary Lyon programme, shows the first SC meeting is to be held at 1500 hours; a suggestion was made that we hold an off-site meeting in the morning to conduct business, break for lunch and resume at 1500 in the venue noted in the programme. We need to make sure the venue is easy to find as some other people have had trouble in the past to find the location.

5.3. Corrections to the minutes:

- 5.3.1. Add Anne Kristin names to the minutes
- 5.3.2. Spelling corrections: Adjoa, Lyon, Hirata, Christiana
- 5.3.3. Adjoa to advise of correct name for lady from Guatemala
- 5.3.4. Add Roberto to no.7 as member of Lyon programme committee
- 5.3.5. Remove Fred from no.12 statement where it says send everything to Lea and Fred. Fred will continue to provide editing support.

Motion:

The minutes from the Section Meeting I Saturday, August 17 in Singapore at the Li Ka Shing Library and Section Meeting II Tuesday August 20 in Singapore at the Convention Center were approved with corrections.

Action Items	Person Responsible	Date Due
Make changes to minutes	Te Paea	April 2014
Provide name and correct spelling of lady from Guatemala	Adjoa	April 2014
Send minutes of 6/3/14 and amended Singapore minutes to Secretary	Te Paea	April 2014

6. Financial report (Susy)

- 6.1. Susy has been working hard to persuade Danish businesses that the Section is a reputable group that will pay its bills. This has been difficult considering the section does not have a Danish tax number.
- 6.2. We have some resources left over such as bags for gifts to speakers etc.
- 6.3. Last year we applied for 300 Euro from IFLA and received nearly 400 Euro.
- 6.4. This year, we have received clarification from the IFLA PC Committee that there have been changes to the amount of funding available in 2014 based on the average claim in 2013 of 52 Euro. The maximum amount allowed for Administration in 2014 is 150 Euro. We will need to provide invoices for 150 Euro. There are more funds and we need to apply for this as needed.
- 6.5. We usually allow 100 Euro for the SIG and this will need an invoice. In the past, it has been used to offset SIG Convenor expenses. Going forward, Te Paea will apply for funds for the purpose of SIG business only and not for individual expenses.
- 6.6. Further information about administrative funds is available in the Officer's Corner.

- 6.7. Would it be helpful to write a letter to IFLA HQ about our view and incentives to attract new members to join IFLA? Suggest that Tess escalate this to the Division Chair as part of the Division meeting.
- 6.8. Possibility of fundraising. Is this something we could do? Do we have members who have the time to do this? Further discussion on sponsorship, rules. We need to include ask IFLA what are the alternatives for sections to get more funding.

Action Items	Person Responsible	Date Due
Draft statement of concern regarding administrative funding	Tess, Susy and Adjoa to provide review support	TBD
Contact Susy to include IFLA rules as appendix to the minutes	Te Paea	April 2014

7. Information Coordinator's report (Adjoa)

- 7.1. Quite a few changes to the IFLA website. There appears to be issues with the server and how information is viewed on the website e.g. html. There has been a few down times in the last few months and I am hopeful this will get resolved soon and it will be fine.
- 7.2. Social media strategy – IFLA wanted us to use the blog more. Have reviewed the sections to see who is using the blog and the most active section using social media is the young professionals group. Groups that have ongoing meetings, the blog is a good way to share current information. For our group, the blog isn't necessarily the most suitable media for what we do. We would be putting things up to create news, rather than reporting news. So the question is about how we can get the most out of a blog. I've given this some thought and have created a test blog. The idea is to populate a monthly or bi-weekly story which is very similar to what we did at the beginning of this meeting how each person spoke of their projects. A story like that would go up on the blog, and connect to twitter, FB, RSS feeds... mass feeds that populate or links into the blog so it is self generating. One of the risks is personal settings and there needs to be some controls/screening process in place to ensure that suggested links/views etc is appropriate for the blog.
- 7.3. To achieve this it would be very useful to have access to the FB and twitter accounts for the section.
- 7.4. Have been working hard to ensure consistency. In terms of publishing items/updates to the website – aiming for a 2-3 day turn-around. It will often be completed on a Monday evening. Please note that all changes to the website go through to IFLA for review prior to publishing which can cause delays. It is helpful if sending a PDF that you also include a copy of the main document should there ever be a need for editing.
- 7.5. Due to the CMS, there is no template to use. I need the raw data/information for publishing content.
- 7.6. Content for the website are prioritized chronologically, unless urgent or received from the Chair.

Action Items	Person Responsible	Date Due
FB and Twitter access	TBA	TBD
Items for the website if in PDF, please also send a copy of the main document.	All members	Ongoing

8. Multicultural Library Manifesto Toolkit (Tess)

- 8.1. In 2011 the section applied for funding for this project. The application was successful and in 2012, the section received 4000 Euro.
- 8.2. The draft manifesto was completed and this was further refined at the Zurich mid year meeting.
- 8.3. At the Singapore meeting, there was more discussion around the manifesto and what would be the next steps. One idea was to do webinars.
- 8.4. A further 5000 Euro was applied for to support workshops at various libraries to pilot the toolkit. IFLA approved 3500 Euro.
- 8.5. The online toolkit for the Manifesto has been created by Freeform, which is a Canadian company. The online toolkit uses CMS Drupal 7.
- 8.6. The invoice received from Freeform has been submitted to IFLA for payment, in time for the 2013 deadline, however this has not yet been approved.
- 8.7. Unfortunately, at a later stage of the toolkit creation, we became aware that IFLA does not support Drupal.
- 8.8. IFLA requests the section to provide the rationale to the PC explaining why IFLA funds were not used as described or as understood by the PC. There seems to be misunderstanding.
- 8.9. IFLA wanted the same product as per other toolkits. Manifesto is a drupal 7 product.
- 8.10. The development site is available online at ifla-manifesto.dev.freeform.ca

Username: free
Password: form

- 8.11. Tess provided a brief overview of each section and content. Review of terms and discussion of possibility to translate site into other languages. All subject to approval by IFLA.

Action Items	Person Responsible	Date Due
Provide rationale to the PC	Tess	TBD

9. Indigenous Matters Special Interest Group (Te Paea)

- 9.1. The SIG has over 460 members, which is an increase from the last meeting. There is a growing number of indigenous peoples joining the SIG, but there is still minimal information sharing via FB and I would like more of an opportunity to meet face to face and if it is a cultural/indigenous matter, than this avenue may provide some practical solutions to overcome barriers. I receive individual emails from members around the world and this is encouraging.
- 9.2. Future of the SIG – at the last meeting in Singapore, it was noted that decision about the SIG becoming a section would be for the SIG to make. Having been in the role of Convenor for the last 8 months and considering the current structure, process and trends, I will be including discussion for decision around formalizing into a section at the SIG business meeting in Lyon. The reasons for this are:
 - 9.2.1. Ensure broader representation around the table

- 9.2.2. Provide greater opportunities for more indigenous participation in decision making
 - 9.2.3. Create global partnership/connection opportunities for “like-minded” groups or indigenous associations
 - 9.2.4. Ensure there is a collective rather than an individual base which is what the current structure is.
- 9.3. Now seems to be a good time, given we are early on in the second 4 year term of the SIG. There is no renewal of the SIG after this term.
- 9.4. Mijin provided advice about becoming a section. It would need at least a two year plan, to fit in with the election cycle and elect members of the standing committee which is a minimum of 10. There is good lead in time for this to happen.
- 9.5. Desire to retain and recognise the special relationship with the Library Services to Multicultural Populations if the SIG becomes a section. This could be a mutually beneficial arrangement and I am not sure if this is usual in IFLA, however it would be sit well with an indigenous worldview. Something for the section to consider.
- 9.6. Currently there is an International Indigenous Librarians’ Forum which meets biennially, this forum is based on indigenous values and serves to strengthen indigenous language, culture and knowledge. IFLA provides a mainstream/political opportunity for indigenous peoples to engage, influence and participate in decision making that potentially flows through to national policy, which has a direct impact on local indigenous initiatives. The dichotomy of world view is often how indigenous people work inside their home country and having representation in both areas is becoming increasingly common.

Action Items	Person Responsible	Date Due
Encourage people to support the SIG	All members	

10. Program in Lyon (Section – Svetlana) (SIG – Te Paea)

- 10.1. Tess advised that the Congress programme is still to be finalized. We have received the preliminary programme which indicates the date and time of SC I meeting only. As soon as the programme is completed, it will be available on the website.
- 10.2. Svetlana, Siri, Fred and Roberto have been working collaboratively on the programme “*Libraries as Modern Towers of Babel, fostering development from an individual to a social being: the role of multiculturalism for mutual understanding*” which proved very popular as a theme and it was translated into other languages. We have received 41 applications representing 21 countries which is a great result and shows the high interest in our theme. All authors have been acknowledged. We will deliberate later on today and select five presentations for our 2 hour session. We will have simultaneous translation for this session.
- 10.3. Desire to start programme with short introduction or something special that aligns with our section and our diversity. Ideas welcome and everyone will be quite busy, time is limited so this needs to be visually powerful, succinct and fun! Sub-committee to be formed.
- 10.4. There have been enquiries from people about Visa support or letters of invitation. Further information about this is available on the Congress website. Confirmed that IFLA does issue official letters of invitation.
- 10.5. Another matter raised included funding/grants which usually close before March in the calendar year. This is out of sync with closing dates for Call for Papers. Sections are still in

the process of reviewing and selecting proposals in March. Grant/funding applications usually require a letter of acceptance and this could be a barrier to people submitting a paper and/or applying for grant/funding.

10.6. Te Paea covered off the status of the SIG programme “*Vive le “I” for indigenous in IFLA, strengthening cultural responsiveness and accountability in libraries and information*” – received 11 proposals which is fairly good. All authors have been acknowledged. Fred mentioned that several papers received for the MCULPT section were from indigenous people but these were received after the SIG deadline closed. The SIG has a panel of five reviewing proposals for selection and we hope to have 4 or 5 presentations.

Action Items	Person Responsible	Date Due
Select successful presentations	Lyon Programme Organising Committee	
Notify unsuccessful and send letters	Lyon Programme Organising Committee	
Papers to be submitted to the IFLA repository	Lyon Programme Organising Committee	
Raise conflict of closing dates for funding and call for papers via Division Skype meeting	Tess	Division Skype meeting

11. IFLA Cape Town, August 2015 – Ideas and volunteers

11.1. Agreement to complement the Satellite themes and incorporate or deconstruct the key themes to provide a well rounded programme.

11.2. Identified a holistic view of digital, literacy, economic impact/benefits for multicultural services may be something to further explore and refine. Further discussion required.

11.3. IFLA Congress Section Programme Working Group – Adjoa, Esin, Ali and Christiana. Open EOI to other members not present at the meeting to join the working group.

Action Items	Person Responsible	Date Due
IFLA Congress Section Programme Working Group	Adjoa, Esin, Ali and Christiana	2014-2015
Call for EOI from other members of the section, not present at the meeting who wish to join the IFLA Congress Section Programme working group.	All members	August 2014

12. Satellite Meeting, August 2015 – Ideas and volunteers

12.1. Partner with another section to mitigate venue/location and organising challenges.

12.2. IFLA rules - 3 hours airport to airport or 6 hours driving.

12.3. Fred suggested Brigitte as a possible contact, who is based in Johannesburg:

Brigitte Doellgast

Head of Library & Information Services sub-Saharan Africa

Tel: +27 11 4423232

Fax: +27 11 4423738

Email: libr@johannesburg.goethe.org

12.4. Possible Theme – to include multicultural aspect. Adult literacy; IT (E-inclusion) Digital literacy; School libraries; Indigenous knowledge in Africa; Economic development.

12.5. Partner with Africa Section.

12.6. Satellite Meeting Working Group – Christiana, Esin and Tess. Open EOI to other members not present at the meeting to join the working group.

Action Items	Person Responsible	Date Due
Satellite Meeting Working Group	Christiana, Esin and Tess	2014-2015
Call for EOI from other members of the section, not present at the meeting who wish to join the Satellite Meeting working group.	All members	August 2014

13. IFLA strategic plan and section action plans

13.1. Deferred to next meeting.

Action Items	Person Responsible	Date Due
Tess and Jack to discuss and prepare draft plans for report back at next meeting.	Tess and Jack	August 2014

14. Communication – new ideas

14.1. Blog – see item 7. Information Coordinator’s report.

14.2. Social media – see item 7. Information Coordinator’s report.

14.3. Communication or rather discovering what and how best to communicate is an ongoing issue inside the sector given the international time zones, workloads and availability of members. This also extends wider to work that is undertaken by the section. For example, the Information Literacy Call for Papers use electronic submissions only. This could be a feasible option for us. Ideas with practical solutions are encouraged from the committee.

14.4. Dedicated email box for contact. The section email is: IFLA.mculpt@gmail.com. This should be used more in addition to the other facilities available on google docs. It was noted having several email addresses for authors to submit papers was confusing.

14.5. To maximise the email box and ensure all mail is read in a timely fashion, it may be worthwhile for incoming mail to be redirected to the Chair, Secretary and/or Information Coordinator. From there, emails can be shared to the wider section committee via the dedicated committee email distribution list.

14.6. Attached to the dedicated email box, there is a facility for additional closed email distribution lists, where people on the list and send and receive emails. People not on the list can not send to this type of list. For example, having a section email distribution list that includes all current members and names on this list can be added to or deleted as needed. E.g. SCmculpt@XXX.XXX or having a Satellite Working Group email SWG.mculpt@XXX.XXX or Congress Programme Working Group PWG.mculpt@XXX.XXX etc.

14.7. Needs some work on agreed procedures and subject headings to streamline process and provide quality version control.

14.8. Communications Review Group to review google docs, gmail, permissions and subject headings, procedures, potential clean slate approach (review current status, what works, what doesn’t) – Adjoa, Esin and Jack.

Action Items	Person Responsible	Date Due
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Communications Review Group - review what we have - identify what we need	Adjoa, Esin and Jack	As soon as practicable, but before August 2014
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15. Publication updates

15.1. Guidelines, summary documents, translations

- 15.1.1. Italian translations of three key documents have been received by Roberto and this is queued for peer review.
- 15.1.2. Translations in Arabic and Chinese to come.
- 15.1.3. Possibility for translations in Māori.
- 15.1.4. Possibility for translations in Sami.

15.2. Distribution of Recruitment Leaflet

Deferred to next meeting.

15.3. Next Newsletter

- 15.3.1. Changes to layout regarding chair column
- 15.3.2. Next newsletter due to 30 April 2014 for JUNE (Summer Edition)
- 15.3.3. 30 October 2014 for DECEMBER (Winter Edition)
- 15.3.4. Copies of articles to Adjoa prior to print distribution so items of interest can be added to the blog.
- 15.3.5. Esin to draft procedures manual. This will be a living document, regularly reviewed and updated by members as required.

Action Items	Person Responsible	Date Due
Newsletter: Mid-year meeting update	Christiana	30 April 2014
Newsletter: SIG update	Te Paea	30 April 2014
Newsletter: Toolkit	Tess	30 April 2014
Newsletter: Chair Column	Tess	30 April 2014
Newsletter: News/Conferences	All members	30 April 2014
Newsletter: March Meeting (may also include Cycle event scheduled for May)	Ali	30 April 2014
Newsletter: Mother language day	Siri	30 April 2014
Newsletter: Old Japan Annual Library Meeting	Hirata-san	30 April 2014
Newsletter: Summary of Turkish Panel	Esin	30 April 2014
Draft procedures manual	Esin	TBD

16. New initiatives

16.1. Library award

- 16.1.1. Based on recruiting new people/students to the library profession. Research on EU countries and their methods of recruitment

16.2. Funding projects for 2015

- 16.2.1. Decision on projects ideally made in August ready for October 2014 IFLA deadline.

16.3. Section publication

- 16.3.1. Deferred to next meeting.

17. Marketing material (bags, t-shirts etc, new ideas, samples)

- 17.1. Promotion of section via T-shirts (key word – library) for congress. Agreed this is a good idea.

17.2. Past experience shows a higher demand for larger sizes. Suggested size breakdown in table below.

17.3. Suggested quantity of t-shirts is 150, unless there is a better deal available.

17.4. Women's and Men's styles.

Qty	S	M	L	XL	XXL
150	20	25	35	35	35

Action Items	Person Responsible	Date Due
Find out cost of printing for t-shirt. Single and multicolour printing. Base colour of t-shirt to selected based on cost.	Ali, Ann Katrin and colleagues	Asap
Sample of previous t-shirt	Fred	August 2014
18. Update of work schedule March to August 2014		
18.1. Deferred to next meeting.		

Next meeting to be held at IFLA Congress, Lyon, France, August 2014. Date, time and location to be advised.

Appendix 1:

LIBRARY SERVICES TO MULTICULTURAL POPULATIONS ISTANBUL 2014

Business Meeting: Thursday, March 6, 2014
Meeting Room of the Riva Hotel 9:00am – 17:30

AGENDA

1. Welcome: Tess Tobin
2. Document check. Please bring all relevant documents with you! (All members)
3. Introductions
4. Chair's report
5. Secretary's report –
 - a. Approval of the Minutes from Annual Meeting in Singapore – Tess
 - b. Work schedule
6. Financial report - Susy
7. Information Coordinator's report – Adjoa
8. Multicultural Library Manifesto Toolkit
9. Special Interest Group on Indigenous Matters - Te Paea
10. Program in Lyon Section program - Svetlana – SIG program – Te Paea
11. IFLA Cape Town. August 2015 – Ideas and volunteers
12. Satellite meeting IFLA August 2015 - Ideas and Volunteers
13. IFLA strategic plan and sections action plans
14. Communication – new ideas
 - a) Blog – Adjoa
 - b) Social media
 - c) Other?
15. Publications updates
 - a) Guidelines, summary documents, translations
 - b) Distribution of Recruitment Leaflet
 - c) Next newsletter
16. New Initiatives
 - a) library award
 - b) funding projects for 2015
 - c) Section publication
 - d) Recruitment to the library profession
17. Marketing material (bags, t-shirts etc). New ideas (bring a sample)
18. Update of the Work schedule March 2014-August 2-14

Appendix 2:

PROJECT FUNDING REQUESTS AND THE ALLOCATION OF ADMIN FUNDS (COPY OF EMAIL)

>>> Joanne Yeomans <Joanne.Yeomans@ifla.org> 2/11/2014 2:53 AM >>>

Dear Officers,

The Governing Board confirmed the amount of the PC's funds at the meeting in December. As a result, the PC discussed the Project funding requests and the allocation of Admin Funds.

The PC decided to allocate 150 Euros to each Section for Admin Funds for 2014. This was based on the average claim by Sections in 2013 which was only 52 Euros. Considering only those sections that made a claim in 2013, the average rose to 132 Euros. The PC therefore decided that 150 Euros would likely be sufficient in the majority of cases and any Section SC which feels it needs more than this in 2014 can make a request to the PC (detailing the amount requested and the purpose) as in previous years.

The PC also made some updates to the guidelines for claiming Admin Funds:

www.ifla.org/node/8376

Please read these to verify what can and can't be claimed. I am not authorized to make reimbursements for anything the PC hasn't already approved, so if you send me receipts for something that is not eligible according to the guidelines, I will not be able to refund it without authorization by the PC. It is therefore strongly recommended that you gain authorization from the PC BEFORE committing or spending money on anything not eligible or beyond the limit of your allocated funds.

The PC also discussed the applications for project funding for 2014 and approved funding for 12 projects in 2014. The coordinators and Officers for all projects except one, which is still in discussion, are informed of the details.

This reduction in overall Admin Funds allocation also shifts the balance between administration and project funding, freeing up more money to support innovative projects in the Sections and SIGs. This is something the PC discussed with Officers in 2012 and the new PC was keen to carry through. It also means that there was money left to hold in reserve, to allow for further discussion of some project details, and to enable the PC to make allocations during the year to new project proposals, or other requests that it receives.

The list of approved projects will be made available in the Officers Corner where you will also find all other documentation relating to finances, projects and other useful information for your Section's work. <http://www.ifla.org/officers-corner>

If you have any questions, please discuss it in the first instance with your Division Chair.

Appendix 3:

2014 GUIDELINES FOR PC ADMIN FUNDS ALLOCATION AND REIMBURSEMENTS

The following guidelines are for reimbursement claims in 2014. Since the first version of these guidelines, issued by the PC for 2013, some small changes have been made. The Professional Committee will review the guidelines in December 2014 for the following year.

1. All Sections will be allocated a minimum amount of Admin Funds as decided in the December PC meeting (this amount will be communicated separately to the Officers).
2. Sections will be invited to request extra funds at the beginning of the year and a small amount of the PC funds will be held back for this purpose.
3. At any time, Sections can put a request to the PC for additional funds. The PC will assess the status of the overall funds before making a decision. The PC will make a decision about any such requests as soon as possible, either in the following PC meeting, or by virtual means between meetings.
4. Sections that do not require their allocated Admin Funds are requested to inform the PC as soon as this is known, and no later than 1 September, so that the funds may be reallocated. This does not rule out the Section requesting additional funds at a later time during the year.
5. SIGs will not be allocated Admin Funds but should communicate their needs to the Section Officers, who may request the allocation of additional Admin Funds to cover these needs.
6. Claims for reimbursements from Admin Funds may only be processed on production of a receipt and/or invoice, and on authorization of the Chair or Secretary of the Section. Receipts must be provided for items such as travel tickets, refreshments, and gifts, where a receipt is normally provided at the point of sale.
7. Cash refunds, within the conditions of the guidelines, may be made during the WLIC on production of the documentation mentioned in point 6 above.
8. Reimbursements from Admin Funds in 2013 may only be made for the following costs:
 - a. Printing of Section leaflets or production of other publicity items that are for recruitment purposes.
 - b. Printing of documents necessary for section meetings.
 - c. Small tokens of appreciation for speakers at the WLIC (maximum 100 Euros total).
 - d. Small amounts for refreshment (coffee) breaks during mid-term meetings (receipts necessary).
9. Certain costs previously claimed on Admin Funds should instead be requested in advance (during the Project Call period) as Project Funds from the PC. Project funding is not guaranteed and is allocated on the basis of justification and value of the project outcomes, within the limits of the PC's allocated funds. Reimbursements from Admin Funds will not be made for the following:
 - a. Travel, meals or accommodation costs for individual speakers, SC members, or project team members, to attend the WLIC.
 - b. Other travel and accommodation for meetings, or site visits for SC members (a request should be made for Project Funds if not otherwise funded).
 - c. Representation of the Section at a non-IFLA conference (fees, travel, accommodation, etc) (a request should be made for Project Funds if not funded by the conference in question, and should address the question of why it is important for IFLA to have representation at the event).
 - d. Printing and postage of newsletters.
 - e. Specialist consultant fees, such as editing of proceedings, design of logos or documents (if necessary, a request should be made for Project Funds). Documents for printing should be supplied to the printer in print-ready format; if design is needed, a request must be first made to the PC explaining why the document needs professional layout.
 - f. Translations of Section materials – except for professional statements requiring urgent or specialized translation expertise into one of the IFLA official languages (according to the Policy on Requests for PC Project Funds for Translations, document reference PC 12-08-2.1.4).
 - g. Meals for speakers or SC members at the WLIC.
 - h. Gifts for SC members (including SIG Conveners) and GB members.

"2014 Guidelines for Admin funds allocation and reimbursements" approved by the IFLA Professional Committee December 2013.