

Reference and Information Service section (RISS)  
Section Committee meeting 1.

17th August 2013, Suntec Conference Center, Singapore

### **Participants**

Judy Ng, (Chair and treasurer) Singapore,  
Marydee Ojala, USA  
Sara Gube-Josefsson, Sweden  
Elena D. Zhabko, Russia  
Elena Lindeman, Russia  
Julie Biando Edwards, USA  
Trude Færevaaag, Norway  
Christine Brown, Canada  
Jooza Al-Marri, Qatar  
Mijin Kim, Canada  
Philippa Andreasson, (Information officer and temporary secretary), Sweden

### **Apologies**

Jane Weller, UK  
Yongheng Zhong, China  
Lilianna Nalewajska, Poland  
Morongwa Modiba, South Africa  
Rania Shaarawy, Egypt  
Najwa Hendrickse South Africa

### **Observers**

Alma Basolonia (TCA College),  
Christian Zeising and Gunilla Eldebro, (National Library of Sweden),  
Aileen Wier (National Library of Australia),  
Kathryn (University of Uyo, Nigeria)  
Kittiya Khumtong and Watinee Khemakarothai (Ksaetsart University Library, Thailand),  
Laverne Page (Library of Congress, USA),

### **Opening the meeting**

Judy opened the meeting with short presentation from each attendee and asked Philippa to take the minutes.

#### **A. Information from Officer's Meeting**

The first item of the agenda was information from the Leadership Brief for all Section Officers that Judy attended. Judy listed IFLA's Key Initiatives for our Strategic Plan 2010 - 2015:

1. Digital Content Programme: Driving access to content, and digital resources, for library users
2. International Librarianship Leadership Development Programme: capacity building to raise the voice of the profession nationally, regionally and internationally
3. Outreach Programme for Advocacy and Advancement of the Profession: connecting, collaborating, representing strategically

4. Cultural Heritage Disaster Reconstruction Programme: Culture is a basic need, a community thrives through its cultural heritage, it dies without it
5. Multilingualism Programme: a multilingual IFLA website opens windows to the world

She reminded the committee of the importance of aligning the work of our section with these initiatives. Reference was made to RISS's priority activities listed in our strategic document. (Draft dated Aug 2012)

#### **B. Communication of the section**

An RISS-blog was set up in Autumn 2012. It was linked into the RISS website as an alternative to a newsletter.

Discussion occurred regarding how the blog can be sustained with input from all committee members. It was suggested that a small communication team be created to achieve this and work together with the Information Officer/coordinator, **Philippa**. **Sara, Julie and Christine** indicated their interest. During the ensuing discussion it was decided to create a Facebook (FB) account for RISS. **Christine** offered to fix this and **Julie** to monitor. When the RISS FB is created it can be linked onto the RISS website, **Philippa** to do.

It was suggested that ideally the RISS FB should be linked to the blog and vice versa. **Julie** offered to investigate this.

Other communications from RISS

The RISS Annual Report and the SC minutes from Helsinki were referred to. It was noted that the RISS session was well attended in Helsinki with over 500 attendees.

#### **C. Mid-term meeting 2014**

The earlier plan to hold a mid-term meeting in Egypt has been cancelled due to the political unrest in the country. The alternative location offered, Poland, was also no longer available due to Lilianna's maternity leave following the birth of her baby in July 2013. (See also section F, below)  
The question of a future mid-term meeting is to be added to the agenda for SC2.

#### **D. Roles and responsibilities of committee members**

Judy shared a document from the morning's officer's meeting.

The new and old section members may find it valuable to read this document. It can be found on the IFLA web under Officers Corner (<http://www.ifla.org/officers-corner/sc-members#responsibilities>)

#### **E. Section finances**

Judy as treasurer informed that the section budget of 400 euro was not fully subscribed in 2012. A total of 289 euros was spent. **Judy** to let everyone know how much was spent this year.

#### **F. Call for Project Ideas**

Judy informed the meeting about the IFLA Call for projects and the funding that can be made available to achieve the projects goals.

One example of a suitable project for RISS was the review of the guidelines. It was agreed to lift this point to the agenda point for SC 2 meeting.

Another focus area is encouraging new membership. Philippa described leafleting technique as used at

IFLA 2013 in Helsinki. Mijin described the outreach PR used by her earlier section (Library Services to Multicultural Populations Section). They changed their mid-year meeting to an outreach program at libraries in various countries. Often the outreach was hosted by the City and Council at the libraries location and it was very effective in getting people onto their standing committee. Judy suggested that we lift this issue again at SC 2 and form a project group.

### **G. Election of officers for RISS**

Re-election of  
Chair - Judy  
Secretary - Jane  
Information officer - Philippa  
New election  
Treasurer- Christine

Other roles were discussed as follows:

Strategic input coordinator - **Judy**  
Congress 2014 planning committee - **Jane, Christine, Marydee, Sara, Julie,**  
Satellite meeting committee – to be decided later  
Project coordinator – to be decided later  
Comms team - **Philippa, Christine, Julie, Sara**  
Section membership recruitment – to be decided later  
Translators – many volunteered translations at the last section committee meeting in Finland. Only Turkish guidelines sent in and published. **Rania** offered both French & Egyptian Arabic versions, so **Jane** will try to get in touch again to see if Rania is still ok with this.

### **H. Detail planning for RISS session on Tuesday 20th August**

Marydee – kindly presenting the presentation for the non-attending speaker Avik Roy  
Judy - Chair and has arranged gifts for the speakers  
Decided to allocate time for questions at the end of the session.  
Time keeper - Christina  
Meet the speakers 15 minutes ahead of session  
Photographers - **Sara, Christina & Marydee**  
Tweet - #ifla2013  
Evaluation form - Sara and Julie. Place out on chairs. Marydee to collate and compile results & feedback to congress planning committee.  
Following a discussion of the evaluation paper's questions it was decided to add a field to encourage recruitment of new members via email contact.

#### **I. Questions from observer**

i. What are RISS doing about section membership?

Judy replied that RISS must be more inclusive from all sorts of libraries and that the maximum number of section committee members is 20.

ii. Regarding the formal nomination process. - The reply was that the next nomination period is Autumn 2014. The committee requested information on the number of institutional members RISS has – Philippa volunteered to find this out (answer: 68 institutional members) **Philippa** to circulate link to this list, so all can see what these institutions are.

**J. Any other business**

Compliments were received on the joint satellite event. **Judy** to provide a report for the RISS blog & facebook page.

**Elena L.** offered to put information about the Crimea conference on RISS blog and Facebook page.

The translation of presentations in Russian may be useful to help colleagues in Russia get access to the content of RISS. Offered to write news for blogg/fb.

- Photo of attendees (**Sara, Christine and Marydee** please forward to **Philippa** for the webpage and **Christine** to add on our Facebook page)
- Section dinner will be held on Wednesday evening. **Judy** to find a venue and communicate it.

**ACTION POINTS:**

B. Philippa, Sara, Julie and Christine

D. All Committee members.

E. Judy

G. Judy, Jane, Christine, Marydee, Sara, Julie, Philippa, Rania

I ii Philippa

J Judy, Elena L, Philippa, Christine, Sara, Marydee