Standing Committee Meeting I
13 August 2016, 15:45, Columbus, OH

1. Welcome and introduction

The Chair of the Section, Ms Lillian Gassie, welcomed the Standing Committee members and observers of the meeting.

Roll call:
Standing Committee Members
Present: Lillian Gassie, Karin Finer, Sonia L'Heureux, Ellie Valentine, Innocent Rugambwa, Ida Barlangine Kelemen, Steve Wise, Chama Mpundu Mfula, Hiroyuki Okuyama, Paola Mandillo, Adolfo Furtado, Lu Haiyan, Alfonso Perez

Absent with apologies: Dianne Heriot, Gert-Jan Lodder, Adama Kone, Eduardo Goldstein, Cecilia Izquierdo

Corresponding Members
Present: Hannah Fischer
Absent with apologies: Clara Bessa da Costa

2. Confirmation of the agenda

The agenda for the SC I meeting was read and adopted.

3. Section and Standing Committee Membership

a. **Section membership**:
    The Section has a stable number of members and an enlarging network of people attending events. Currently there are around 90 institutional members and two individual members.

b. **Standing Committee membership:**
    Two Standing Committee Members resigned during the year: Harald Tvedt and Eunhee Hyun. Ms Lillian Gassie moved that the Section approves the nomination of Ms. Agata Karwowska-Sokołowska, organiser of the pre-conference 2017 in Warsaw, as a first replacement. The motion was approved unanimously.

Elections for renewal of the Standing Committee will take place in 2017. Each Standing Committee member serves for a term of four years and can be re-elected once to serve for a total of eight consecutive years. New Standing Committee members will be set to take up their places in August 2017.

Following Standing Committee members will finish their second term in 2017;
- ✓ Sonia L'Heureux
- ✓ Ellie Valentine
- ✓ Innocent Rugambwa

Following Standing Committee members will finish their first term in 2017 (up for renewal);
- ✓ Gert-Jan Lodder
- ✓ Alfonso Perez

Corresponding Members (up for renewal every two years);
- ✓ Hannah Fischer
- ✓ Clara Bessa da Costa

4. Funds and other IFLA related administrative issues

a. **Administrative funds**. Each IFLA Section has 150 Euros to be used for the administrative expenses related to the Section's work. It can be used for IFLA related administrative issues, but not for travel or translations. The funds were not spent last year. Printing the Section leaflet, which is currently being updated, was discussed as an option for spending current years funds.

b. **Project funds**. The Standing Committee was asked to think about potential projects that the Section could seek funding for. Project proposals will, from this year onwards, be submitted together with the Section's Action plan at the end of October 2016.
A suggestion from last year - organising DSpace training in Zambia - was funded by IPU.

c. **Debrief from the Professional Committee's Forum**
- ✓ IFLA President Donna Scheeder reviewed the main areas of the updated Trend Report
- ✓ The new IFLA Secretary General, Gerald Leitner, presented his vision of IFLA. It includes: development of a global vision ; gathering statistics on libraries/information centres to create a Library map of the world ; document the contributions of libraries to the world economy ; conducting a membership survey (by autumn 2017) and developing a time table for implementation of these measures.
- ✓ Helen Mandel, Manager for IFLA Member Services, spoke about ways to motivate members to be more active and to create an effective communication strategy.

- ✓ Maria CarmeTorras I Calvo, Chair of IFLA Professional Committee, provided a progress report on the work of the PC including: mapping of Section Action plans against IFLA key initiatives ; use of IT communication tools (Basecamp, SurveyMonkey) and web design. (The new website of IFLA is postponed until 2017). Satellite meeting papers and posters will in future be added to IFLA Library.

d. "**Dynamic Unit**". IFLA seeks to stimulate a discussion on how to create motivated "Dynamic Units", and distributed a form to all Sections for consideration. It was generally regarded as too rigid by the SC, and the aim and objectives were unclear. The Chair will attend a workshop during WLIC 2016 to seek clarification.

e. **IFLA President** Ms. Donna Scheeder was given the floor to address the Standing Committee. She thanked for the invitation and outlined the main parts of her Call for Action and the related Trend report. Meeting participants were invited to the President's session, presenting the updated Trend report, and the General Assembly, where Gerald Leitner will discuss the new global vision of IFLA and the directions for the future.

5. Dissemination of information, communication and networking strategy of the Section.

Ms Karin Finer outlined the communication activities during the year. The Section;
- ✓ posted a Communications plan on the Section's website, in conjunction with the 'Action Plan 2015-2017'
- ✓ published two well-received newsletters, with good contributions from Members
- ✓ started a pilot project to use LinkedIn for informal communication with Section members (to be discussed in SC II)

There was a discussion on how to best promote the use of IFLAPARL's mailing list, which is not very active. As not all SC and other members can participate in social media activities, it was seen as important to continue posting information also on the mailing list. It was decided that SC members would take turn (on a monthly basis) to start more active and engaging discussions on the mailing list.

For communication within the Standing Committee, Ms. Lillian Gassie will look into using the collaborative project management tool Basecamp.

6. Publications and translations

The 'Guidelines for Parliamentary Research Services' was translated into Portuguese by the European Parliament. It is available on the IPU's and the Section's websites.

The Section submitted 13 case studies on innovative use of ICT in parliamentary libraries/research services to the 'World E-parliament report 2016' (IPU), nine were selected for publication.

7. Review of the Pre-Conference and related activities

On the capacity building/training prior to the Pre-Conference:
Ms. Ellie Valentine outlined the steps that resulted in USAID providing support for 30 participants in the pre-conference and Capacity building program for two days through the House Democracy Partnership (HDP). The program included two one-hour sessions conducted by Section members – Chama Mpundu Mfula on Managing small libraries and Iain Watt on Strategic planning - but was otherwise not as interactive as hoped. Participants however found the two-day event to be very useful, and were able to learn from the facilitators and from each other. Many parliaments who do not usually attend IFLA could attend the pre-conference. The participants sponsored by the HDP included librarians and researchers from parliaments in Colombia, Georgia, Indonesia, Kenya, Kosovo, Liberia, Macedonia, Myanmar, Peru, Sri Lanka, Timor-Leste, Tunisia, and Ukraine.

On the Pre-Conference:
The pre-conference in Washington was attended by 145 participants from all over the world. The meeting participants found the two-day programme very interesting and informative, with its mix of keynote speeches, panel discussions and interactive elements. The sessions with news and updates from partner organisations like IPU and the regional networks were highly appreciated, as were the study visits organised by the Library of Congress after the pre-conference.

Ms Hannah Fischer reported on the successful use of social media during the pre-conference - the website, blog and Twitter all did well. The website recorded 1300 sessions by 560 users from 60 countries.

Timekeeping during the pre-conference, which was an issue in previous years, was improved and a session with group discussions was introduced on the second day to increase interactivity. Ms. Lillian Gassie collected feedback after the event, and a quick glance showed that many participants want to have even more time for interactive discussions and questions. This will be taken into consideration when planning for IFLAPARL's conferences in 2017.

9. Prospects for the 2016 main IFLA Congress

The coordinators of the main session and joint sessions (with the Government libraries, Law libraries and Knowledge management/Continuing Professional Development and Workplace Learning sections) described what would be coming up and encouraged members and observers to attend those sessions scheduled in the next few days.

The Section's main session will have a new format - with short presentations followed by interactive group discussions. This new format will be evaluated after the event.

Ms. Ellie Valentine informed about the visit to Ohio Statehouse on Wednesday August 17.

10. Partnerships

The Inter-Parliamentary Union (IPU), Westminster Foundation for Democracy/House of Commons, NORIA and the regional networks (APLN, APLA, APLAP, APLESA, ECPRD, RADAR, RIPALC) informed about their activities in two sessions at the pre-conference. These sessions were regarded as very useful, and should continue in coming pre-conferences.

Mr. Andy Richardson, IPU, asked for input from the Section regarding their work on oversight and accountability.

Ms. Penny Young, House of Commons, and Ms. Dina Melham, Westminster Foundation for Democracy, informed about the Parliamentary Research Handbook project. A draft will be sent to the Section for comments.

11. Proposals for IFLA 2017 in Poland

The 2017 IFLA World Library and Information Congress (WLIC) will be held in Wrocław, Poland and the IFLAPARL pre-conference will be hosted by the Polish Parliament in Warsaw.

(a) Main Conference (19-25 August 2017)
The theme of the WLIC 2017 is 'Libraries. Solidarity. Society'. Potential joint sessions with other Sections will be discussed at a later stage, as will the new format of the Section's main session 2016.

(b) Pre-Conference 2017 (16-18 August 2017)
Ms. Agata Karwowska-Sokołowska outlined the ideas for the pre-conference in Warsaw, preparations are already under way. The first day will focus on the Polish Sejm and Senate, and 2nd day on international issues. Tuesday 15 August is a public holiday in Poland, so it will be more difficult to organise a Capacity building program before the pre-conference - the organisers will investigate different options. There will be a limit of 150 persons to attend the pre-conference.

The pre-conference will inform about Poland's political-economic transformation from 1989, and specifically on the "breakthrough Archives 1989-1991" project.

Free visits to some museums in Warsaw will be arranged for pre-conference participants. It takes 3hours 40 minutes to travel from Warsaw to the main conference in Wrocław by train. Flights are more expensive, and take about the same time.

In keeping with the theme for the main conference 'Libraries. Solidarity. Society', the Standing Committee adopted the theme for the pre-conference 2017: 'Information as the foundation for social solidarity: the role of parliamentary libraries and research services'.

12. IFLA 2018 in Kuala Lumpur

The 2018 WLIC will be held in Kuala Lumpur, Malaysia.

Ms. Lillian Gassie has been in contact with a representative from the Malaysian National Library, who expressed interest in hosting the pre-conference.

13. Agenda for the Standing Committee Meeting II

The Chair asked if there were items to add to the agenda for SC II. The report on the Social media pilot project will be postponed to SCII.

14. Other business

Mr. Iain Watt noted that there is not much content for research services in the main conference. He invited participants to informal meetings during the week to discuss common issues. Possible topics include: code of ethics for research services and product design.

The SC Meeting I adjourned at 17:00.

Standing Committee Meeting II
16 August 2016, 09:45, Columbus, OH

1. Welcome and Introduction

The Chair of the Section, Ms. Lillian Gassie, welcomed Standing Committee members and observers to the second SC meeting.

Roll call:
Current Standing Committee Members
Present: Lillian Gassie, Karin Finer, Sonia L'Heureux, Ellie Valentine, Innocent Rugambwa, Ida Barlangine Kelemen, Steve Wise, Chama Mpundu Mfula, Paola Mandillo, Adolfo Furtado, Lu Haiyan, Alfonso Perez, Gert-Jan Lodder, Agata Karwowska-Sokołowska

Absent with apologies: Dianne Heriot, Adama Kone, Eduardo Goldstein, Cecilia Izquierdo, Hiroyuki Okuyama

Corresponding Members
Present: Hannah Fischer, Clara Bessa da Costa

2. Confirmation of the agenda

The agenda for the SC II meeting was read and adopted.

3. Report on Social media pilot project

Ms Clara Bessa de Costa presented a report on the Social media pilot project, which was circulated to SC members. Previous years saw discussions in the SC meetings on how to increase communication amongst members, and how to best complement the IFLAPARL mailing list. LinkedIn was chosen as an appropriate social media channel to share information, as it offers a controlled environment.

During IFLA 2015, a group of five SC members (Chama Mpundy Mfula, Clara Bessa da Costa, Ellie Valentine, Gert-Jan Lodder and Hannah Fischer) formed a Social media working group to consider best use of social media in the Section. The working group produced three documents; a) Policy on use of social media platforms; b) LinkedIn group proposal ; and c) a

folder explaining how to use LinkedIn and Twitter to communicate with Section members. In addition, a Social media monitoring group (Ellie Valentine, Adama Kone and Hannah Fischer) was formed during 2016 to manage memberships and content. The SC agreed to start a 3 months LinkedIn trial by the 1 April 2016, and SC members were invited to a closed LinkedIn group. This group currently consists of 13 SC members.

Opportunities and concerns about social media access and confidentiality were discussed. As in previous years, it was noted that communications via e-mail must continue as not all members can use social media for security and privacy reasons.

The SC voted unanimously to adopt the recommendations of the working group to expand the membership and invite all members of the Section to join the LinkedIn group.

5. Annual report 2015-2016

Ms. Lillian Gassie presented the Section's draft Annual report 2015-2016 for discussion. It reports on progress from September 2015 to date, and refers to activities in the Section's 'Action Plan 2015-2017', IFLA's strategic plan and Key initiatives - 1) Changing attitudes and perceptions and 4) advancing leadership and enhanced regional presence.

The Chair reported good progress on all five objectives of the Annual report;

1. Promote library and research services, as well as the work of IFLA and the Parliamentary Libraries Section, in parliaments around the world
2. Promote the work of IFLA and the Parliamentary Libraries Section in regional networks
3. Capacity building for parliamentary libraries and research services / training and knowledge sharing
4. Inform the parliamentary community and other interested stakeholders about activities in the Section.
5. Facilitate knowledge sharing and communication within the Parliamentary Libraries Section

Some points from the discussions;
- ✓ the Section leaflet needs to be translated, a call to SC members will follow
- ✓ the importance of continuing to foster close cooperation with potential partners for capacity building events and publications, i.e., USAID, HDP, NOIRIA, IPU, Westminster Foundation for Democracy
- ✓ 'Survey Monkey' is an inexpensive and effective tool for conducting surveys to identify future activities
- ✓ Project 3.1 'Conduct a survey for parliamentary libraries and research services: (i) identifying clients' needs and measuring their satisfaction; (ii) the use of management tools to improve services; and (iii) perceived gaps in technical skills has yet to start.
- ✓ In the context of Project 3.2 (ii) ('Create a training and knowledge sharing plan for 2016-17, considering; ... (ii) publication of guidelines ...'), Ms. Lillian Gassie conducted a survey amongst Section members on how current standards are used, if they need to be updated and whether there is any interest on using new standards. There was a great response to the survey, 43 individuals and institutions responded and made valid

comments on use and future needs. MOOCs might be a way to expand the reach of training for members outside those attending annual conferences (US CRS was the only member reporting that they use online software for training at present).

6. Action plan for 2016-2017

Ms. Lillian Gassie outlined the content of the Section's upcoming Action plan 2016-2017, and proposed to focus on objectives 1,3 and 5 (see above). The Action plan will be derived from the Annual report, and submitted to IFLA by the end of October. The SC adopted the recommendations of the Chair.

7. Other business

Mr. Iain Watt summarised the outcome of the informal discussions on common issues for research services. Suggestions for IFLAPARL's conferences next year include: code of ethics for research services; training and development of research staff ; infographics (skills needed, best process and software) and use of social media by research staff to build expert networks.

Ms. Ellie Valentine suggested that members come to the 2017 meetings with suggested songs for the section's songlist!

8. Closure

The SC II meeting was adjourned at 11.15.