



IFLA Committee on Standards  
WLIC 2017, Wrocław, Poland  
Minutes of meetings  
(Approved August 2018)

## Attendees

### 2015 – 2017 membership

**Chair of meeting 1:** Jan Richards. **Members:** Abraham Azubuike, Diane Beattie, Miriam Säfström, CDNL representative: Ulrike Junger.

### 2017 – 2019 membership

**Chair of meeting 2:** Diane Beattie. **Members:** Renate Behrens, Nijolė Bliudziuvienė, Lisa Hinchliffe, Françoise Leresche, Rehab Ouf, Jing (Bella) Zhang. **Governing Board liaison** (2017 - 2019) is not yet elected.

**Non-voting:** PUC: Gordana Mazić, Jay Weitz; FRBR: Pat Riva (representative during meeting 1), Chris Oliver; ISBD: Massimo Gentili-Tedeschi; LIDATEC: Lars Svensson (outgoing Chair), Anders Cato (incoming Chair).

**HQ staff support:** Joanne Yeomans.

### Others also in attendance:

Gaëlle Bequet, Anders Cato, Gordon Dunsire, Elena Escolano, Irena Kavčič, Mathilde Koskas, Patrice Landry, Bill Leonard, Dorothy McGarry, Clément Oury, Mélanie Roche, Ricardo Santos, Katarina Synnermark, Monika Szunejko, Jay Weitz, Mirna Willer, Ying (Kati) Zhang.

### Apologies:

**2015 – 2017 membership:** Christie Koontz, Paola Manoni, Dianne Oberg **Governing Board liaison** (2015 - 2017): Ágnes Hajdu Barát.

## Meeting 1: Saturday 19 August (12:30 – 14:30)

### 1. Welcome

### 2. Apologies

Jan Richards welcomed everyone and noted the apologies. The new Governing Board representative will be identified at the end of the WLIC week.

### 3. Approval of the agenda

The agenda was approved.

### 4. Approval of the minutes of the meeting held in Columbus 2016

Members of the outgoing Committee approved the minutes of the 2016 meetings, which will be posted online.

### 5. Business Arising from the minutes of the previous meeting.

The web redesign had restarted after the postponement during 2017. The Review Groups already have a more prominent position on the Activities and Groups web page. Ultimately, there will need to be a separation between public-facing pages and the pages for the working of the group.

MulDiCat namespaces are registered but the link in the Open Metadata Repository is not pointing to the correct place. There was communication with Metadata Management Associates about this and a resolution depends on the outcome of the decision about the future of IFLA namespaces, which was discussed separately under item 7.

Review Group Chairs, as well as the two Committee on Standards representatives, were included in the Global Vision discussions. The status of the Review Group Chairs in relation to IFLA "Officers" will need to be clarified whilst revising the procedure for the appointment and registration of members and chairs.

Review Group meetings are open to observers and are now visible in the WLIC programme.

The information on the web page about the status of standards that are under review has been improved. The manual revision is still pending and so the procedure might be addressed in more details there.

A form detailing the expectations for new Standing Committee members was tested during 2017 and will be implemented for the Committee on Standards nomination call in 2018-2019.

The Professional Committee asked for thanks to be passed on to the Committee on Standards for the prompt and thorough reviews of new and revised standards.

#### **6. WLIC Programme Wroclaw: Session 078 The use of IFLA Standards in the Linked Data Environment 13.45-15.45 Main Court.**

The Chair was very pleased with the response to the call for papers and thanked the two Committee Members, Abraham Azubuike and Christie Koontz, that had taken care of the organization of the session. There will be four presentations plus presentations from the FRBR Review Group, ISBD Review Group, and Permanent UNIMARC Committee. The incoming Committee Chair, Diane Beattie, has stepped in to chair the session after the original plans fell through.

Incoming member, Rehab Ouf, will write a precis to be shared with those who can't be present.

#### **7. Report from LIDATEC Chair**

Lars Svensson reported that the main priority for LIDATEC has been identifying a way forward for the technical infrastructure for management and publication of IFLA's namespaces. The current installation is outdated and needs replacement; MulDiCat is not displaying properly and html pages are not displayed with the IFLA-agreed CC-BY licence. Metadata Management Associates prefer not to do minor changes to the current system but update with a new system and this has a cost.

LIDATEC members were in agreement that the system should be updated and after a survey of the options demonstrated that an update of the current system is the best option. The Governing Board discussed the paper written by LIDATEC and they have asked Headquarters to consult Academic and National Libraries for support and possible financial support with an update report to the Governing Board due in December 2017.

LIDATEC's priorities for the next period are very much dependent on the outcome of this investigation.

Following a question, it was confirmed that parts of the Governing Board's paper might be made public.

LIDATEC members were also consulted and gave input to the review of the Guidelines for translations of the IFLA ISBD namespace in RDF.

## **8. Reports from Review Groups**

The groups reported on their achievements in the past year and their plans for the coming period.

## **9. FRBR**

Pat Riva reported in Chris Oliver's absence from this first meeting.

Following the completion of the Library Reference Model (LRM) the FRBR RG will focus now on the revision of FRBR<sub>00</sub> in light of LRM.

The RDA Steering Committee is in the process of implementing an alignment with the LRM.

A full report of the FRBR RG's activities is available at:

[https://www.ifla.org/files/assets/cataloguing/frbrrg/activities\\_2016-17.pdf](https://www.ifla.org/files/assets/cataloguing/frbrrg/activities_2016-17.pdf)

## **10. ISBD**

The revision of ISBD will take into account that it is an extension of the new LRM and this opens up new possibilities that the RG are excited to begin work on.

A full report of the ISBD RG's activities is available at:

[https://www.ifla.org/files/assets/cataloguing/isbdrg/isbdrg\\_report\\_2016-2017.pdf](https://www.ifla.org/files/assets/cataloguing/isbdrg/isbdrg_report_2016-2017.pdf)

## **11. UNIMARC**

Jay Weitz reported on behalf of the Permanent UNIMARC Committee (PUC).

A full report of the PUC informal meeting at WLIC 2016 and the meeting on 21 March 2017 are available online and in the Metadata newsletter volume 2 number 2, and volume 3 number 1 respectively.

The period of uncertainty over the leadership of PUC and hosting of the Core Activity has now been resolved and Gordana Mazić has become the new Chair with the understanding that some of the responsibilities will be shared with other members. The PUC will operate without a hosting organisation.

The PUC appealed to have more time during WLIC to present its news and this will be discussed under item 5 in the second meeting.

The Chair of the Committee on Standards thanked the new Chair for taking on the role and the National Library of Portugal for its support over many years. A report will be made to the Governing Board on these changes.

Minutes of the March 2017 meeting are online at:

[https://www.ifla.org/files/assets/uca/puc-meetings/27th\\_puc\\_meeting\\_2017\\_march\\_20-21.pdf](https://www.ifla.org/files/assets/uca/puc-meetings/27th_puc_meeting_2017_march_20-21.pdf)

## **12. Review of Action Plan 2015-2016**

The manual review had made a small amount of progress and will benefit from input from the Review Groups as some of the required updates concern defining when and for what types of document a review is needed.

The audit documentation will be passed onto the incoming Chair to carry forward. An in-depth analysis of use hasn't progressed very far and would be useful for promotion of IFLA standards. As the Governing Board also commented that this would be useful for decision-

making, the new Committee will be asked to take this up. It will also be useful to encourage more Sections to produce stories on how their standards are used.

Upload of IFLA standards to the IFLA Library. This was delayed due to lack of HQ Staff time and will also depend on volunteer support.

The Committee members had given support for the validation of Units' publications and a list of the completed reviews and those still in progress is on the Committee's web pages.

Liaison lines have been established with current linked organisations. Links with new organisations (which ones and for what purpose) needs discussion.

Work has taken place to raise the visibility of IFLA Standards. There is still marketing work to do.

Actions:

1. Add Review Group Chairs to the Committee on Standards mailing list; include in manual revision working group.
2. Christie and Jan to pass audit documentation to new Chair for further work.

### **13. Implementation Plan for Standards Review Group Feedback**

There was good progress in the first half of the year, then unfortunately, it stalled when HQ support was reduced.

The following were carried out:

- Recommendations related to the WLIC programme and meetings
- Some web page improvements
- Communication with PUC to clarify the next steps.
- Partial completion on most of the remaining recommendations.

The following should be priorities in the coming period:

- Election procedures for Review Groups (see next agenda item)
- Templates and procedures for terms of reference, activity plans and reports
- Guidance for the PC when allocating funding
- Web page development
- Revised review forms to address the specific nature of these standards; clarification on what types of document need review, what kind of review, and when.

Progress on these will be carried out virtually during the year. It was also suggested that it would be useful to have a regular meeting of all RG Chairs.

The Cataloguing Section have requested a discussion about their revised role in relation to the RGs.

Unit logos are being discussed with Sections and Special Interest Groups. As the main purpose of these is to assist with social media communication, it was not felt that the Committee on Standards or Review Groups would need these yet. However, if social media communication increases, then logos can be developed.

### **14. Selection of Members Review Groups**

The call for, and selection of, members needs to be aligned with common IFLA procedures. As the RGs needed to identify new members this year, and no revised procedures were yet

endorsed, it was proposed that a transitional arrangement would be carried out this year until the formal procedures could be defined and endorsed by the IFLA Governing Board.

Instead of being carried out by the Cataloguing Section, the Committee on Standards will select and endorse the new members for 2017 – 2021 following discussion with the outgoing Chair. This will happen in an *in camera* session at the end of this meeting. The ongoing and new members will then nominate a Chair and endorsement will be requested from the Committee on Standards.

Revised procedures will be drafted and circulated so as to be endorsed by the Governing Board and ready in time for the next member selection in 2019.

During the *in camera* session, the following members of the RGs were endorsed for new terms (2017 – 2021):

ISBD RG:

1. Renate Behrens (Germany)
2. Elena Escolano (Spain)
3. Iman Khairy Weheba (Qatar)

FRBR RG:

1. Tanja Merčun (Slovenia) – 2<sup>nd</sup> term
2. Chris Oliver (Canada) – 2<sup>nd</sup> term
3. Athena Salaba (USA) – 2<sup>nd</sup> term
4. Mélanie Roche (France)
5. Matthew Beacom (USA)
6. Marja-Liisa Seppälä (Finland)
7. Ana Vukadin (Croatia)
8. Anita Goldberga (Latvia)

Chris Oliver was endorsed as Chair for the term 2017 – 2019 on recommendation by the RG by email after the meeting.

### **15. Programming session for Review Groups**

The Committee asked the RGs and PUC for their view on the time and session types needed at the WLIC to better promote their work.

There is a need for both business meetings and public announcement meetings when news and progress on individual standards can be presented. As there is an ebb and flow to such work, there needs to be some flexibility: in some years there might be little to present and in other years, a lot. The Committee on Standards receives a 2-hour allocation of time and this can be used to show-case standards from all across IFLA (both technical and non-technical).

The following were agreed:

1. The Committee on Standards will collect proposals from the RGs, PUC, and also Sections and SIGs, for possible standards-related topics for the next WLIC and form a synthesized request for programme time at the WLIC for submission by the normal deadline (usually mid-November).

2. As the audience for technical standards is more or less the same, there needs to be some coordination of the presentations.
3. If needed, the Committee on Standards will put in a request for extra time.
4. A request will be made that business meetings listed in the programme should contain a few lines explaining the main points for discussion.

#### **16. Global Vision CoS response**

The Committee on Standards Chair set up a survey monkey questionnaire to collect the views of the Committee on Standards and RG members to the IFLA Global Vision. The resulting report was submitted and will be made available publicly by IFLA HQ once online voting has been completed.

#### **17. Development of Action Plan 2016-2017**

This item will be discussed in meeting 2.

#### **18. Any other business: None**

#### **19. Next Meeting**

Monday 21 August (16:15 – 18:45). The minutes for this meeting are also in this document.

#### **20. Close**

The Chair thanked the outgoing Members for their contribution during the previous two years and wished the incoming Chair and Committee Members a successful term.

### **Meeting 2: Monday 21 August (16:15 – 18:45)**

#### **1. Welcome**

The incoming Chair invited everyone to introduce themselves and indicate if they were a member of the Committee or an observer.

#### **2. Apologies**

No apologies were received.

#### **3. Approval of the agenda**

The agenda was approved.

#### **4. Development of Action Plan 2017-2019**

A two-year action plan will be created which will include year 1, year 2 and ongoing activities. It will be reviewed each year. The Committee will also have teleconferences during the year.

The following items were agreed for the action plan for the first year, with items for the second year to be discussed once the first year's plans are agreed:

1. Propose a process and procedures for identifying members for the Review Group and review the Terms of Reference of the groups.

Discussions so far have led to a proposal which will be written up for discussion and finalization with the Review Groups, Committee members and associated Sections. The call will need to clearly explain the terms of reference of the group, what is required for members, and therefore how nominations will be evaluated; it will need to be wider and more open than in the past. The call may then be different for each Review Group.

The difference between standards that have a Review Group and those that don't might need to be explored.

2. Revision of the IFLA Standards manual <https://www.ifla.org/node/8719>
  - a. Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document.
  - b. May also need to define what is a Review Group.
  - c. Revise the review forms accordingly.
3. Endorse Review Group action plans which should cover a minimum two-year period and also address the promotion of the standards to different audiences. Funding requests (per calendar year) should be detailed in the action plan and linked to the activities.

At a later date the Committee might also review the branding of IFLA Standards as a whole.

The following ongoing items will also be added to the action plan:

1. Review submitted standards.
2. Liaise with related bodies.
3. Report to Governing Board.
4. Prepare WLIC events.

A draft action plan will be written and shared with Committee members after the meeting for finalisation.

Other actions:

- HQ to enable RG Chairs to create Basecamp spaces (this can be done during September 2017)
- Statistics for usage – investigate collections of statistics on use of IFLA standards and namespaces, look at how these might be published either online or for internal (IFLA) use.

The following were identified as priorities for LIDATEC:

- Relationships with external bodies – LIDATEC is asked to write a proposal paper for the Committee on Standards (see also below item 6.2).
- Assist with the review of technical papers submitted for endorsement.
- Assist as necessary with the namespaces publication proposal and any follow-up work following the decision expected at the December 2017 Governing Board meeting.

## **5. WLIC 2018 Programme, Kuala Lumpur**

The Committee's programme proposal needs to be coordinated with the Review Groups. The Committee is entitled to request a slot of 2 hours but can also submit a request for more time.

All professional units have been asked to think about the format of the session and encourage more discussion and interaction with the audience.

For 2018, the PUC and FRBR RG will submit to the Committee by the end of September, preliminary proposals for topics they would like to present. The Committee Chair will bring together the ideas during October for submission by 4 November 2017.

FRBR + UNIMARC to submit to CoS preliminary proposals by end of September. Cos to then bring together during October for submission by 4 November.

## **6. Linked Data Technical Sub-committee (LIDATEC):**

### **6.1. Funding models for Namespaces Registry**

The paper submitted to the Governing Board for discussion at the August GB meeting, resulted in the GB asking Headquarters to survey a sample of IFLA Members to measure their support and potential financial support for the proposed solution. The results will be considered by the GB in December when it is hoped a final decision will be made.

If the decision is positive, there will be a substantial amount of work with which LIDATEC will be asked to assist.

### **6.2. Relationships with groups outside library field**

It was suggested that LIDATEC should investigate relationships with two bodies:

- the International Digital Publishing Forum (IDPF) [idpf.org/](http://idpf.org/) . This is now part of W3C looking at e-publishing. They do not have a liaison with library expertise. LIDATEC is asked to investigate a possible liaison relationship and also a possible person to make a proposal to the Committee on Standards.
- W3C via the Publishing Summit, San Fransisco on 9-10 November 2017. There are 3 groups are of potential interest: digital publishing group, publishing business group (small fee for joining), publishing working group (where standards appear). Working Groups are usually only open to W3C organisations, however, they appoint invited experts.

Lars Svensson (outgoing LIDATEC Chair) offered to help guide LIDATEC through the process of having someone appointed to the group.

### **6.3. Identification of Committee on Standards liaison**

It was agreed that Rehab Ouf would be the Committee on Standards member on the Linked Data Technical Sub-Committee (LIDATEC).

## **7. IFLA Global Vision**

The first year of the IFLA Global Vision project will come to a close at the end of 2017. The second year will start with a kick-off meeting in March or April, much like in 2017. The Chair expects to receive an invitation for the Committee. Details as they are known will be shared with the rest of the Committee.

When they become public, the Committee's report for the first year of the project will be shared with the incoming Committee members.

## **8. Any other business : None**

## **9. Next Meeting:**

The Chair proposes to send out suggestion for a teleconference in October or November. The meeting was closed.