**Health and Biosciences Libraries SC - IFLA , Kuala Lumpur, Malaysia, August 2018**

Minutes of 1st HBS Business Meeting: Friday 24th August 1:30 – 3:30 pm.

 **SC Members PRESENT**: Maria Musoke (Chair), Emma Farrow (Secretary), Judy Consales (Information Co-ordinator). Committee members: Amani Alyafei (corresponding member), Anne Brice (SIG Convenor), Michael Huang, Evelyn Idiodi, Christine Kanyengo, Octavia Madge, Bethany McGowan (corresponding member), Martin Morris and Heather Todd.

Observers: Dilara Begum (Bangladesh), Lisa Kruesi (Australia), Nor Hasyimah Mustapa (President Medical Librarians Group, Malaysia), Jaini Onggai (Malaysia), Naana Otaa-Gyamfi (USA) and Philip Segall (UK)

**APOLOGIES:** were received from: Prudence Dalrymple, Shane Godbolt and Sarah Kibirige (Corresponding members) and Anne Seymour, Chun-pong Yu. (SC members)

**1. Agenda** [draft agenda circulated on 20th August]
The Agenda was amended to have the Chair’s Report prior to Standing Committee membership matters. Martin Morris proposed that the agenda be approved and this was seconded by Evelyn Idiodi.

**2. Welcome** TheChair opened the meeting and welcomed those present .
She thanked the SC members for all the work that had made HBS grow in strength and visibility during the previous year.
 **3. Minutes of previous meetings**
-Minutes of the 2017 1st and 2nd Business meetings (circulated in advance)

* 1. Approved subject to the correction that Martin was present at both meetings.

**ACTION: Secretary** will update the minutes**; Judy** will add to HBS website

* 1. Matters arising in relation to the minutes, not elsewhere on the agenda.

 **SC meeting 1 August 2017**:
IFLA’s planned logos for sections and SIGs are on hold, due to revised approach and appointment of a new IFLA lead on this work **ACTION: HBS** WhatsApp group to be created**; Martin** offered to do this if no other volunteer.
**ACTION: Judy** to draft communication strategy within 6 months. Noted that the Membership Survey results included some feedback on preferred communication methods.
 **SC meeting 2 August 2017:**It was confirmed that the Chair and Martin will jointly lead on the IFLA special journal issue with Shane who had also volunteered in 2017
- Thanks to Martin for updating HBS scope note
**ACTION: Secretary / Judy** to update HBS Scope note on our HBS website in line with the updated version. See **appendix 1** for details.

- The committee welcomed the Chair’s proposed award for young and middle level health information professionals from LMICs (Low- and Middle-Income countries) to support attendance at IFLA and requested more information. It was noted that this proposal fits with some of our recommendations in relation to the HBS Global Vision report.
**ACTION: Chair** to clarify with further information.
 **4. Chair’s report**
The Chair presented her report, starting with thanks to committee members for their support with the workload during the previous 12 months.
a. ECSA LIS Research project was completed and a draft report was ready.
**ACTION: Chair** to circulate report.

b. **WLIC session** 2018 ‘ Health Information: Targeting, Connecting, and Transforming Lives” Wednesday August 29th, 8:30 – 10:30 am, Ballroom 2 Convention Center
The HBS evaluation form would be amended to include an HBS member’s name for participants who may wish to feed back after session. Chair requested members to publicise the session as it was to be held early in the morning of the last day.

c. **HBS Action Plan 2018/19**

The updated action plan was circulated on 20th August. The Chair introduced it and invited committee to review and be prepared to discuss at second business meeting.
**ACTION: Secretary** to circulate updated action plan via google docs; **committee** to contribute ideas and updates.

d.  **WLIC session for following year (2019)**

i) Discuss programme ideas:
Theme and subthemes for 2019: "Libraries: dialogue for change" introduced by Chair.
**ACTION: Secretary** to circulate both proposals prior to discussion at second business meeting.

1. Potential joint session to be discussed at second business meeting.

- joint meetings with IT or Government and Metropolitan Libraries sections were being explored.

**ACTION: Chair** to update committee at second meeting.

 **ACTION: Secretary** to update selection process so that one best abstract per sub theme

is selected plus one second best that could be presented as a lightning talk.

1. Asimina Vlachaki emailed a proposal for a satellite meeting on "open access and its impact on biomedical sciences" or " open access and its impact on biomedical libraries" in the Library of Health Sciences, University of Athens for IFLA WLIC Athens 2019.

**ACTION: Chair** to clarify with Asimina that: the local team will coordinate the meeting; it will take place one day prior to the WLIC and include an evening reception; the venue will be free and close to WLIC venue; sponsorship will be sought for refreshments.
**ACTION:** Decision about whether to plan a satellite meeting in two years’ time was deferred.

e) IFLA updates 2018

i) The Chair & Secretary were officially invited to attend the Officers meeting in Barcelona in March and participated in the Workshop on the Global vision. The Secretary wrote a report and distributed to members.

ii) Officers will attend the various meetings and training sessions as indicated on the WLIC programme and provide a short update at the second business meeting.
**ACTION: Secretary** will circulate a summary of updates presented at Officers Briefing, including the Membership Survey results.
iii) In relation to the 2019 elections, it was noted that:
- in 2019 the Chair and Information Coordinator will both be standing down having completed two terms.
- a full committee (20 members plus 2 additional allowed) that is diverse in terms of age, sector, geographical location etc is important.
- a vibrant committee and ongoing projects will help continue to raise the profile of HBS.
- each committee member needs to contribute to the work.

The Chair’s detailed report will form the basis of the HBS Annual Report 2017/18 to be submitted to IFLA.

On behalf of the SC Heather thanked the Chair for her detailed report and Judy seconded.

**5. Standing Committee membership matters**

a) Distribution of Standing Committee roles:
<http://www.ifla.org/officers-corner/sc-members>

The Secretary’s Report, circulated on 19th September, included additional details to support Chair’s Report, again emphasising expectations of committee members in accordance with the new IFLA strategy.

**ACTION: Secretary** to circulate list of roles so discussions about roles can continue after this congress. It was suggested that a Programme Chair and other officers within the IFLA structure should be considered. Eg. Identify the Conference organizing team and individual roles: <http://www.ifla.org/officers-corner/sc-members>

b) Identification of any inactive members who could be considered to have resigned.

* Chair reminded all of IFLA’s policy that non-attendance without good reason at 2 consecutive congress may lead to a request to stand down from committee.
	1. Attraction of new members.

**ACTION: Committee** to consider potential members and promote the vacancies once elections are launched.

**6. Other reports**

a. **ICML** progress report from Dr Gracian Chimwaza had been previously circulated.
ITOCA and local organising committee (LOC) are established and already making good progress.
Several members of HBS have been invited to join the International Congress Planning Committee (ICPC); the first meeting is soon to be scheduled.
**ACTION: Secretary** to thank Gracian on behalf of HBS SC;

**Secretary** to circulate ICML promotional materials to HBS committee once finalised.

b. **HBS IFLA book** progress report by Prudence Dalrymple & Brian Galvin.

**ACTION: Secretary** to circulate detailed report from Pru and Brian, so HBS committee can see gaps and consider other potential papers / authors for inclusion.

c.  **EAHIL** update by Octavia (verbal report).
d. **Communication** update by Judy (verbal report)

e) **E4GDH Satellite Meeting**
General evaluation and feedback from this year’s E4GDH satellite meeting
Anne Brice fed back on a successful meeting, with 36 participants including NGO staff and researchers as well as librarians. An after action review will capture any learning including hidden costs in organising a satellite meeting. Next steps include disseminating the presentations and outcomes more widely.
**ACTION: Anne Brice** to share results after satellite meeting after action review

**7. Items to raise or report to the Professional Committee**

Request for extra funds.
Shane’s proposal: Malaysian Medical Librarians Groups and training to be discussed at second business meeting.

**8. Any other business*.***a) The second business meeting of the Standing Committee to be held on Wednesday 29th August,1:30 – 3:30 pm in the Session Press Room, Convention Centre.

 b) After this meeting, SC members are invited to have coffee and cake together

 **APPENDIX ONE: Updating HBS scope note on webpages** **Current scope note on HBS webpage:** [www.ifla.org/about-the-health-and-biosciences-libraries-section](https://www.ifla.org/about-the-health-and-biosciences-libraries-section)
The Section of Health and Biosciences Libraries represents and acts as a forum for special libraries concerned with all aspects of information dissemination and services in relation to the health sciences and biological sciences.
The Section's general aims include the promotion of cooperation between biological and health sciences libraries; the facilitating of the development and the application of new technology relevant to those libraries; the consideration of means for better provision for health care information to health care consumers; the promotion of cooperative activity between national and international library associations of biological and medical sciences libraries and the promotion of cooperation with the World Health Organization (WHO) and other relevant international bodies.

**New scope: taken from our HBS one page**

With membership from libraries and organisations concerned with health and biosciences, and representation from all continents, we provide a global voice on health and related information.

We work to:
- Support implementation of UN Sustainable Development Goals relating to health, especially SDG 3
 (*Ensure healthy lives and promote well-being for all at all ages)*- Improve public access to health information
- Strengthen collaboration with the WHO and other relevant international, regional and national
 organisations and networks
- Promote leadership for the next generation of health librarians
- Conduct research to ensure that our work is evidence based

Our current projects include:

* Planning for two publications: a special issue of the IFLA journal and a book
* Improving training opportunities for younger professionals, especially in LMICs
* Sponsoring a Special Interest Group on global and disaster health evidence