Approved Minutes
Professional Committee Meeting
Tuesday, 8 June 2021, 9:00-11:00 CEST
Teleconference

Present: Jan Richards (Chair Division I), Helen Vincent (Chair Division II), Adjoa Boateng (Chair Division III), Catharina Isberg (Chair Division IV), Sanjay Kumar Bihani (Chair Division V), Ai Cheng Tay (GB member), Minna von Zansen (GB member), Ellen Tise, (Chair, Freedom of Access to Information and Freedom of Expression (FAIFE)), Martyn Wade (Chair, Copyright and Other Legal Matters (CLM)) Barbara Lison (President-elect).

Staff: Gerald Leitner, (Secretary General) Helen Mandl (Deputy Secretary General and Director, Member Services), Megan Price (Professional Support Officer).

Apologies: Vicki McDonald (Chair, Professional Committee)

Welcome and Apologies

1.0 General Business

1.1 Approval of agenda

Resolution: The Agenda was approved

1.2 Minutes of previous meeting 23 April 2021

Resolution: The minutes were approved.

1.3 Actions from previous meetings

An overview of the work that had been completed following the April 2021 meeting of the Professional Committee was provided, along with a status update of ongoing work. New items were added to the list.

Resolution: An updated action list will be shared with the Professional Committee and reported on at the August 2021 meeting.

2.0 Professional Programme Development Plan

2.1 Objective 1: Align work of the Professional Units with the IFLA strategy

2.1.1 *Professional Unit Updates

An update on Units + IFLA Strategy coverage, Professional Unit Virtual Events, and Standing Committee changes was provided.

The Committee noted the report.

2.2 Objective 2: Lead the IFLA Professional Units Governance Review

2.2.1 Elections & transition planning-update documents
2.2.1.1 Annex 1 – Succession planning, onboarding & officer elections
2.2.1.2 Annex 2 - Mid-cycle Plans vs. New
2.2.1.3 Annex 3 – Handbook clarifications

The Professional Committee reviewed the draft documents related to the transition process timeline and activities: Section Standing Committee Officer nominations and elections, guidance for succession planning and onboarding timeline and activities, the lifecycle and due dates for Action Plans and Annual Reports, and clarification on items related to the IFLA handbook.

Resolutions:

- The Annexes will be posted for comment by the PC. The revised transition-related documents will be shared with the Professional Units.
- Suggestions on the Handbook clarifications will be shared with the Governing Board.
- The incoming Professional Council Chair and incoming IFLA President will discuss the process for Professional Council review and its potential alignment with a Regional Council review.

2.3 Objective 3: Strengthen the communication and collaboration between all stakeholders

2.3.1 Publishing Update
2.3.1.1 *The Government Information Landscape and Libraries*

An update on the status of Unit-driven publications and standards materials was provided to the Committee. The Government Information and Official Publication Section's (GIOPS) Professional Report, *Government Landscape and Libraries*, was presented to the Professional Committee for endorsement.

Resolutions:

- The Committee endorsed the GIOPS IFLA Professional Report - *Government Landscape and Libraries*.
- It was suggested that the IFLA HQ Policy and Advocacy team work with GIOPS to provide guidance with marketing and extension opportunities to increase the traction of the publication
- IFLA HQ will research guidance for units to market and expand the reach of their outputs.

2.3.2 Support and Guidance for Professional Structure

To facilitate the transition into their new roles, a welcome guide for new Professional Unit Members has been developed, based on the welcome letter devised by Public Libraries Section and content from the Officers Corner. This guide aims to provide an overview of the new governance structure, roles and responsibilities for different positions, and to provide guidance for new and continuing members.

The Professional Committee will review and provide input on the guide, which will be distributed to all incoming members of the Professional Units.

A short series of roundtables will be hosted by the Professional Committee Chair and Division Chairs for new Professional Unit members in collaboration with IFLA HQ to answer questions about the new structure and the roles and responsibilities of Section Members. The proposed time frame for these Roundtables is 21 June to 2 July. Three Roundtables will be held during this timeframe to accommodate different time zones.

2.3.3 Division reports (Division Chairs) Oral report

The Division Chairs provided an overview of their Division's recent work and meetings. The general trend of questions coming from Units was also addressed – the website, elections, WLIC preparations.

2.4 Objective 4: Develop the congress as a professional experience and international forum

2.4.1 WLIC 2021 Update

The Congress landing page and platform is live: https://www.ifla-wlic2021.com/ Registrations are open and potential sponsors and exhibitors have been contacted and alerted to the Sponsorship Prospectus which is available on the WLIC 2021 site.

The Conference Curation Committee has been working intensively with the session submissions provided by the Professional Units. Many have been asked to revise or update their initial proposal to tighten the focus and to increase diversity in the speakers and presenters. At this stage only a few Professional Units have still to finalise their proposals for approval.

IFLA staff have also been working on the IFLA sessions such as the President's Session, subtheme-based kick-off sessions etc. Together with the Professional Unit sessions we have a listing of sessions, titles, formats and time requirements with which we can build out the programme outline. We expect to have a draft programme by mid-June.

Delegate Connect are preparing the critical path including timeframes and key dates. In the next weeks we anticipate receiving detailed instructions for the preparation of sessions and speakers and more information on the pre-recording process.

IFLA HQ are in contact with poster presenters to reconfirm their participation and registration. They will then receive instructions and information on how to load their posters, presenter details and abstracts to the platform.

3.0 Business matters

3.1 *PC Funds Update

An update on 2nd Quarter PC funds was provided.

The committee noted the report.

4.0 Procedural matters

4.1 Interim Storage Guidance for Succession Planning

At the October 2020 PC (PC 20-10-4.1) meeting interim storage guidance for Units was requested. A document covering the Unit's webpages, Basecamp site and key documentation that records Professional Unit activities of the past two years, identifying what is archival and what can be deleted, was provided. Outgoing and incoming web editors will be trained on the use of the IFLA repository to facilitate this storage.

5.0 Other business

5.1 Update on 2019-2021 Officer Recognition

At the April 2021 meeting, the Professional Committee discussed options for recognition of the Officers for 2019-2021 given that there would not be an Officer's Reception as per the physical conference.

Although the Professional Committee will not meet formally before August, HQ staff will provide final options in the next month.

The Committee noted the update

Proposed 2021 dates

- 23 August 2021, Teleconference — August PC Meeting I
- 23 August 2021, Teleconference — August GB Meeting I
- 25 August 2021, Hybrid — General Assembly
- TBD August 2021, Teleconference — August PC Meeting II