Approved Minutes
Professional Committee Meeting
Friday, 19 February 2021, 14:00-16:00 CET
Teleconference

Present: Vicki McDonald (Chair, Professional Committee), Sonia Poulin (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: None

Welcome and Apologies

1.0 General Business

1.1 Approval of Agenda

Resolution: The Agenda was approved. Item 2.4.1.2, Building the Program, was added to the agenda.

1.2 Minutes of previous meeting 4 December 2020

Resolution: The minutes were approved.

1.2.1 Minutes of extra-ordinary PC Meeting 5 February 2021

Resolution: The minutes were approved.

1.3 Actions from previous meetings

An overview of the work that had been completed following the December 2020 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 April 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 Governance Review discussion

The Secretary General provided an update on the progress of the Governance review. With all on track, the upcoming goals are nominations and elections, the handbook and implementation.

2.2.1.1 Division Structure

Options for potential Professional Division Structure were presented to the Committee. The elections process and website structure are dependent on a decision of the Division Structure. The Committee made a recommendation which will now move to the Governing Board Transition Committee for endorsement.

**Resolutions:**
1. The proposed structure will be presented to the Governing Board Transition Committee for approval:
   a. The structure is subject to ongoing review. At the culmination of a year’s worth of Section and SIG reviews, the Division Structure will be reviewed and, if needed, adjusted.
   b. There will be 8 Divisions, with 6-8 Units, entitled Division A, B, C, D, E, F, G, & H.
   c. The Units are arranged into Divisions by loose affinity. Where possible, SIGs will be placed in the same Division as their Sponsoring Section.
   d. New Sections will be placed into Divisions where space is available.
2. A plan to communicate this information will be developed by IFLA HQ, so Units understand the changes that have been made.

2.2.2 Elections

Because the Divisions are no longer structured thematically, the role of the Division Chair has changed to facilitator, coordinator, coach and manager of the Division’s work, rather than Division subject-matter expert. Due to this change and the increase in the number of Divisions from 5 to 8, a discussion on the process for Division Chair elections was held.

**Resolution:** A proposal will be sent to the Governing Board Transition Committee for endorsement:
1. There will be 8 Division Chairs.
2. Following the elections for Division Chairs, the top eight successful candidates will select the Division they wish to lead in the order of which candidate has received the most votes.

2.2.3 Transition planning

A discussion on transition planning, preparation and new Officer onboarding was discussed.

**Resolution:** A plan to communicate this information to the Units will be developed, so that the Units understand the changes that have been made.
1. Frequently Asked Questions document will be posted for Units on the IFLA website and in Basecamp.
2. IFLA HQ will organise a series of drop-in sessions to answer questions related to nominations, elections or the Rules of Procedure.
2.3 **Objective 3: Strengthen the communication and collaboration between all stakeholders**

2.3.1* Publishing update

An update on the status of Unit-driven publications and standards materials was provided to the Committee. The Committee noted the report.

2.3.2* Professional Unit Virtual Events

An overview of 2020 Professional Unit Virtual Events was provided, including future considerations. The Committee noted the report.

2.3.3 Division report on Units needing additional support (Division Chairs)

2.3.4 Division reports (Division Chairs)

The Division Chairs provided an overview of their Division’s Unit activities, including those who may be in need of additional support. Difficulties related to the pandemic were identified, along with those successes achieved by Units. Units are eager to prepare for WLIC and are interested to know details related to their roles in the Congress. The April 2021 Division updates will be submitted in writing.

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

2.4.1 WLIC 2021 Update

2.4.1.1 Annex 1 WLIC 2021 Sub-themes

2.4.1.2 Building the program

An update on the WLIC 2021 programme and platform was provided. IFLA HQ is progressing with negotiations and pricing discussions with three platform vendors. A recommendation will be submitted to the Governing Board in March 2021. A discussion on the proposed sub-themes for 2021 WLIC was held and topic areas agreed. These will form part of the upcoming Call for Proposals.

**Resolutions:**

1. A call for conference proposals including these subthemes will be sent out 8-March 2021 and with proposals to be submitted by 2 April 2021.
2. The following Professional Committee Members will serve on the Congress Proposal Working Group: Adjoa Boateng; Ai Cheng Tay; Sonia Poulin; Minna Von Zansen. This group will make a recommendation to the Governing Board, through the WLIC2021 Taskforce, on proposals to be considered into the program by 30-April 2021.
3. An update on the progress of the Conference planning, including timeline will be delivered along with the Call For Proposals on 8-March. The Conference will be held during the second half of August 2021.

3.0 **Business matters**

3.1 PC Funds Update

An update on PC funds was provided. Two proposals were discussed and approved by the Committee. A brief discussion of infographic versions of guidelines was held for the record.

4.0 **Procedural matters**

4.1 Guidance for March 2021 Action Plan updates
Guidance on Unit mid-term Action Plan updates was discussed. A quick online form will be distributed to the Units for updates consisting of outputs and level of completion. This form will be distributed on 26-February 2021.

**Resolution:** The Units will provide an update using this form, by the 15 March 2021 deadline.

### 5.0 Other business

#### 5.1 Recognition of 2019-2021 Officers

Recognition ideas for the 2019-2021 cohort of Officers was discussed.

**Resolution:** IFLA HQ will submit a proposal for Officer recognition at the April 2021 PC Meeting.

**Proposed 2021 dates (dependent on Governing Board dates)**

- Friday 23 April, 2021  April Professional Committee Meeting – Teleconference
- Friday 18 or 25 June, 2021  June Professional Committee Meeting – Teleconference
- Thursday, 29 April 2021  April Governing Board – Teleconference
- June 2021  June Governing Board - Teleconference