



APPROVED MINUTES

PROFESSIONAL COMMITTEE MEETING

Monday 11th December 2017, 09:30 – 17:30, Room I5.200 - Koopman
IFLA Headquarters, KB Building, The Hague, The Netherlands

Present: Raissa Teodori (Chair of the PC); Christine Mackenzie (President-elect, ex-officio member) (absent for items 2.3.1.3, 2.3.1.5 – 2.3.3; Vicki McDonald (Chair Division I); Ann Okerson (Chair Division II); Antonia Arahova (Chair Division IV); Sueli Mara Soares Pinto Ferreira (Chair Division V); Viviana Quiñones (member); Knud Schulz (member).

Staff: Helen Mandl, Manager, Member Services; Josche Ouwerkerk, Manager, Conference and Business Relations; Joanne Yeomans, Professional Support Officer – minutes.

Observer: Huanwen Cheng (Governing Board member).

Welcome and Apologies

The Professional Committee Chair welcomed the new Professional Committee to the first meeting of the term 2017 – 2019 and congratulated them on their election. Apologies were received from Maja Žumer (Chair Division III) whose flight had been substantially delayed.

1. General Business

1.1 Approval of Agenda

A few corrections to paper numbering were noted and two items were announced as oral discussions with no supporting paper. It was agreed that the meeting would be closed for the following items: 2.3.1.2 SIG and Section reviews; 2.3.1.3 Project funding requests; 2.3.3.3 IFLA Award nominations; 3.1 PC Funds 2017, 3rd Quarter report; 3.2 Draft PC Funds 2018; 4.2 SIG proposals.

1.2 Minutes of previous meeting 18 August 2017

Following approval by email by the outgoing Professional Committee members, the minutes were approved as a true and accurate record of the meeting of the Professional Committee held on Friday 18 August, in the Imperial Hall, Wrocław, Poland, and will be posted online.

1.3 Actions from previous meetings

The Professional Committee noted the actions and progress reported. The addition of WLIC presentation slide files to the IFLA Library was delayed but will be developed for WLIC 2018.

2. Professional Programme Development Plan: approval & implementation

2.1 Issues raised by the Professional Units

The Professional Committee looked at the summary of the questions raised by members of the Unit Standing Committees during WLIC 2017 and highlighted what they considered to be priorities. All the items raised are already addressed in some way in the plan of work anticipated for the Professional Committee, and in some cases already on the agenda for this meeting. The Professional Committee will need to consider not only these known issues but also any new issues raised by IFLA Units in the coming months and by IFLA Members through the Membership survey, the results of which will be known in early 2018. The

summary of questions and responses will be shared through the Officers Basecamp space along with the tips from outgoing Officers gathered prior to the 2017 WLIC.

2.2 Professional Programme Development Plan: final version

The Professional Programme Development Plan lays out the plan of work for the Professional Committee over the next two-year term. The Professional Committee will discuss all the items included in the document during this meeting and will finalize it at the March meeting in Barcelona. This will allow new Division Chairs / PC members to get more familiar with the different aspects and activities and make proposals for items to be included in the final version of the Plan.

2.3 Professional Programme Development Plan: implementation

2.3.1 Objective 1: improve the quality and impact of work

2.3.1.1 Unit Action Plans

The Professional Committee noted the list of Units that have produced an Action Plan and asked Division Chairs to remind Units why it is important to write and communicate an Action Plan. The Professional Support Officer will revise the Action Plan template according to suggestions and improve the guidance in the Officers Corner on the process of producing an Action Plan.

The discussion touched on the expectations of new Standing Committee members. A small working group of the Professional Committee will look at the Standing Committee call documentation and nomination forms to propose revisions before the next nomination call in the last quarter of 2018.

2.3.1.2 Special Interest Group (SIG) and Section reviews

The Professional Support Officer and a working group of the Professional Committee will draft a new SIG review form for finalization by the Professional Committee at the latest by March 2018. SIG reviews that were due in August 2017 will be carried out using the new form between June and August 2018. Work will also begin on developing a proposed process for Section reviews. These reviews will be carried out in the current IFLA framework although the Professional Committee acknowledged that the vision for IFLA as a whole, and its future direction, are also evolving through the Global Vision project and various other internal reviews and surveys.

The need for Units to identify, reach, and engage their international community of interest will be given more emphasis in the expectations described in the Professional Programme Development Plan.

2.3.1.3 Project funding

Seventeen new funding requests were received by the deadline and two late submissions were received in time to be reviewed by the Professional Committee's funding review teams before the meeting. In addition, one Section asked if the funding for two delayed projects could be re-allocated in 2018. The funding review team members made recommendations on each request which were discussed in the Professional Committee meeting. Three requests were subsequently withdrawn.

The table below gives details of the Professional Committee’s decision on each request and the amounts allocated for reimbursement during 2018. The total amount allocated is 17,580 Euros with a further 11,200 Euros pending further discussion and decision.

Feedback from the review teams and the Professional Committee on each project will be returned to the leaders of the respective Unit.

Code	Section	Brief summary of request	Amount requested (Euros)	Amount allocated (Euros)	Summary of Professional Committee decision
A1	Government Libraries	Room hire at WLIC venue for guidelines project meeting.	300	300	Approved if room is not found with the help of the National Committee.
A2	Health and Bioscience Libraries	Various costs connected with survey and interview follow-up; programmes for training health librarians.	1,700	1,700	Approved with conditions as communicated to Unit.
A3	Law Libraries	Open Access workshop logistics and participants.	5,000	5,000	Approved.
A4	Libraries Serving Persons with Print Disabilities	Room hire and speaker costs for workshop to support development of IFLA guidelines for library services for persons with print disabilities.	1,900		Questions to be followed up by Division Chair with final decision by the Professional Committee still pending.
A5	Public Libraries	Consultant to edit guidelines.	7,000		Unit asked to develop detailed plan which will form the basis of a contract with milestones to which funding will be linked.
A6	Acquisition and Collection Development	Software tool for collaboration related to Electronic Resource Guide.	Small amount (50 Euros placeholder)	Full amount	Approved with request to Unit to report on how the solution might be scaled up across all Units.
A7	Bibliography	Meeting of project participants in Barcelona, March 2018.	3,000	2,000	Approved partial funding.

Code	Section	Brief summary of request	Amount requested (Euros)	Amount allocated (Euros)	Summary of Professional Committee decision
A8	Library Services to People with Special Needs	Support for representatives to the Global Network meetings in November 2017 and Spring 2018.	No amount indicated		Unit asked for more details before decision can be made.
A9	Literacy and Reading	Logo, promotional materials and youtube for literacy campaign.	2,800	2,800	Approved with conditions as communicated to Unit.
A10	ISBD Review Group	Part-funding for two meetings of the review group in spring and autumn 2018	4,000	2,000	Approved funding for one meeting.
A11	FRBR Review Group	Meeting of the LRMOO Working Group (part-funding)	2,000	2,000	Approved.
A12	Education and Training	IFLA LIS Student Paper Award - travel for winner.	500 plus WLIC registration fee		Professional Committee wishes to review the details of the grant before making funding decision.
A13	Women, Information and Libraries SIG	Printing of promotional materials for SIG.	70	70	Approved (falls under Admin Funds definition).
A14	Africa	Promotional materials connected to the work of the Section.	860	860	Approved with conditions to be communicated to the Unit by the Division Chair.
AL18	Social Science Libraries	Student to analyze the IFLA Library corpus for trends in social science.	2,000	0	Not approved. Unit Officers invited to meet with Division Chair to discuss new collaboration.
AL19	UNIMARC	Travel for one PUC expert to present at User's Group Meeting for Western Asia Region.	800	800	Approved.

Code	Section	Brief summary of request	Amount requested (Euros)	Amount allocated (Euros)	Summary of Professional Committee decision
P3 (2016)	Libraries for Children and Young Adults	Best Practices Library Service Children. Proofreading, editing, tagging.	500		Division Chair to follow up for revised request with new Chair when appointed.
P8 (2016)	Libraries for Children and Young Adults	Guidelines Library Services for Children. Editing, workshop, design).	2,200		Division Chair to follow up for revised request with new Chair when appointed.
Totals			34,680	17,580	

All Units with funding allocations in 2018 will be asked to keep the Division Chair and Professional Support Officer informed on progress with the project, especially if delays might mean that the funding cannot be claimed during 2018. All Units can submit funding requests during the year to be considered by the Professional Committee.

2.3.1.4 WLIC 2018 programme proposals

The Professional Committee approved all programme proposals. Requests for extra session time were all approved this year. The Manager, Conference and Business Relations will investigate a possible duplicate submission. The Professional Committee agreed that the Library and Research Services for Parliaments Section may be offered use of the auditorium whilst it is not needed on Friday 24 August for a project workshop as it has proved impossible to find an alternative location for this meeting.

2.3.1.5 WLIC programme structure review

The Professional Committee agreed to run a half-day workshop in March 2018 focusing on the future structure of the WLIC programme. The Manager, Conference and Business Relations will produce a discussion paper but consultation with Units will take place after the initial Professional Committee discussion.

The Professional Committee approved a pilot to test the concept of 'lightning talks' at WLIC 2018. There will be an open call (no themes) but proposals might be grouped into themes for consideration and then presentation. The five Division Chairs will work with the Manager, Conference and Business Relations to select presenters and to identify moderators.

2.3.1.6 Issues relating to Unit or Division activities

News about the concerns raised by the LGBTQ Users SIG related to participation at WLIC 2018 has reached other Units who would like the Professional Committee to issue a clear statement. The Professional Committee will raise this with the Governing Board who would produce such a statement.

The Professional Committee will ask for an opportunity for each of the five Division Forum groups to sit together for an hour during the meeting in Barcelona in March 2018 so that they can better interact and get to know each other as a group.

2.3.1.7 IFLA Survey on Preservation and Conservation

The Professional Committee approved the creation of a working group to analyze the results of the survey of standards to report back in April 2018. With one addition the list of Units that will be invited to participate was approved.

2.3.1.8 Publication of Unit activities

The Professional Committee agreed to help the Editor and Editorial Board of the IFLA Journal develop a new coaching programme to support potential new authors. Division Chairs will help him to communicate the programme to the Units. The Professional Committee Chair and Governing Board Journal Liaison will follow up on this with the Editor.

2.3.2 Objective 2: Strengthen communications between all stakeholders

2.3.2.1 WLIC 2018 Professional Committee Programme to support Units

The Professional Committee gave some preliminary ideas to guide the planning of the programme, which will be discussed further in the next meeting.

2.3.2.2 Mapping of the Units' activities

A summary of planned publications, standards-related activities, and webinars has been extracted from the submitted Units' Action Plans, so that the editors, committees, and relevant HQ staff can prepare. Division Chairs will follow up on progress with these activities with the Units so that any changes to expected publication dates are communicated. Practical tips on producing webinars will soon be made available in the Officers Corner. A fuller mapping of the Units' activities is expected in early 2018. In the meantime, this summary will be shared with all Officers.

2.3.2.3 Unit Annual Reports

The Professional Committee noted that a significant number of Units' Annual Reports are still missing. The Division Chairs will communicate to Officers why it is important to communicate their achievements to the Professional Committee and to IFLA Members. The summary of individual contributions to the work of the Standing Committee is useful to recognize which Units and individuals are working effectively, and which might need some guidance on how to become more effective.

2.3.3 Objective 3: Support full engagement of Committee members & develop leadership

2.3.3.1 Roles and procedures within the Unit Standing Committees

A number of issues relating to the Rules of Procedure and the flexibility allowed to improve the operation of Units were discussed by the Professional Committee:

- Recognition of non-Standing Committee members in different roles, such as advisors, friends of the Section, etc.
- Use of a co-Chair;
- Information Coordinators not defined as Officers;
- Limit on five Corresponding members;
- Virtual nomination and election of Officers before the WLIC meeting.

There are varying opinions on whether these changes are necessary and, if so, which are a priority. The Professional Committee decided to write a statement for Units clarifying the Rules of Procedure and explaining the implications of changes for discussion with Officers. If there is wide consensus that changes are needed, and there are convincing reasons for doing so, then these can be brought back to the Professional Committee for further action.

2.3.3.2 Coaching programme

The Professional Committee approved a pilot coaching programme by the Continuing Professional Development and Workplace Learning Section. A room will be made available at the WLIC 2018 Congress venue. The Professional Committee would like the Section to present the programme to all Officers during WLIC 2018 with a view to expanding the programme in future years.

2.3.3.3 IFLA Awards nominations

The Professional Committee discussed the proposed procedure to identify potential nominees for the IFLA Scroll of Appreciation. The Professional Committee will start to follow the procedure to identify potential nominees for 2018.

3. Business matters

3.1 PC Funds 2017, 3rd Quarter report

The Professional Committee noted the status of the PC Funds 2017. Units have until 31 December 2017 to submit claims for any remaining allocation.

3.2 Draft PC Funds 2018

The Professional Committee noted that a preliminary request has been made to the Governing Board for Professional Committee Funds in 2018 and that this will be discussed in the Governing Board meeting. The Professional Committee agreed the outline budget for 2018 which shows a breakdown of the Professional Committee Funds for administrative support (Admin Funds), project support software tools, publishing support, multimedia production, promotional materials, meeting logistics, project meetings, project coordination and the Professional Committee's own programme at WLIC 2018. The Professional Committee noted that a number of commitments are already made for 2018, including ongoing fees for project support tools.

The Professional Committee approved the right for any Unit (Section or SIG) to claim up to 100 Euros (or equivalent) for Admin Funds during the year according to the Guidelines on Admin Funds.

3.2.1 Guidelines on remuneration and reimbursement

The Professional Committee agreed that guidelines on remunerations and reimbursements are still needed to help them make decisions and to clarify for Units what is possible. The draft will be circulated to the Professional Committee after the meeting for input and comment.

3.3 IFLA publishing activities report

Sage have announced that the IFLA Journal has now been accepted into the Emerging Sources Citation Index. The IFLA Library now contains some Satellite Meeting papers from 2015 – 2017 and electronic versions of WLIC Posters for the second year; download figures are impressive. The Professional Committee received in the meeting a revised report concerning the two De Gruyter book series. The cessation of the IFLA branded series called Global Studies in Libraries and Information was endorsed.

3.4 Business arising from Units' Action Plans

The Professional Committee noted the potential business arising from the Units' Action Plans. The Division Chairs will follow up as indicated to learn more about these activities.

4. Procedural matters

4.1 Procedural matters recommended for approval

The Professional Committee endorsed the 2018 Satellite Meetings for the following Units who had made their submission after the August 2017 PC meeting: Art Libraries Section; Document Delivery and Resource Sharing Section; Social Science Libraries Section with Digital Humanities SIG; Indigenous Matters Section; New Professionals SIG; LIS Education in Developing Countries SIG.

The Professional Committee noted the consultation that is in progress for the proposed change of name of the Serials and Other Continuing Resources Section to "Scholarly Communication and Continuing Resources Section".

The Professional Committee noted the use of the acronym from now on for the LGBTQ Users SIG.

The Professional Committee noted the resignation of the Chair of the Children and Young Adults Section and waits to hear from the Section on the appointment of a replacement.

The Professional Committee noted the absence of a Secretary for the News Media Section and awaits to hear the results of the investigation by the Division Chair and HQ Staff.

The Professional Committee noted the messages communicated to Officers since August 2017 and use of the Basecamp space for Officers for discussion and sharing of documentation.

4.2 SIG Proposals

The Professional Committee approved the formation of the Evidence for Global and Disaster Health SIG for the initial four-year term 2017 – 2021. It also approved the Satellite Meeting on the topic of "Evidence for Global and Disaster Health" which can therefore be announced under the SIG's name.

The Professional Committee postponed any decision on the formation of the Library Publishing SIG until they have seen a more detailed action plan. Although the Professional Committee recognized that there were important issues connected to the topic, they did not think the purpose of the IFLA group was yet clearly enough defined. Meeting space will be anticipated at WLIC 2018.

4.3 Endorsement of publications

The Professional Committee noted the progress of the Latin America and the Caribbean Section's Professional Report: the review completed by the Copyright and Legal Matters Committee has been returned and the editor reported she will start working on the recommendations in February 2018.

4.4 New professional award

The Professional Committee approved a new professional award to be known as the IFLA/Systematic Public Library of the Year Award and will seek endorsement by the Governing Board. The award will be administered by the Public Libraries Section on behalf of IFLA.

4.5 Standards Review Groups – review report implementation plan

During 2015-2016 the Committee on Standards reviewed the FRBR, ISBD and UNIMARC management groups. Recommendations from the review report were approved by the Governing Board in April 2016 and the Professional Committee was asked to provide oversight during the implementation. This work is ongoing and the Committee on Standards expects to report on progress during the year.

5. Any other business

The Professional Committee will be informed about the duties of the Poster selection jury and the jury will be formed in time to review the WLIC poster submissions, for which the deadline is 1 February 2018.

6. Dates of next meetings

The next Professional Committee meetings will take place as follows:

Barcelona, Spain

22 – 24 March 2018: precise details of Professional Committee meeting to be confirmed.

Kuala Lumpur, Malaysia

Thursday 23 August 2018: 08:30 – 11:00

Thursday 30 August 2018: 08:30 – 10:00