



IFLA Section Library and Research Services for Parliaments

IFLAPARL Standing Committee, Business Meeting 5
January 27, 2022, at 14h00 UTC

Attendance

Josefa Fuentes (Spain); Fabiola Rosales Salinas (Mexico); Julie Anderson (Canada); Sonia Bebbington (Canada); Holger Scheerer (Germany); Ida Kelemen (Hungary); Janice Silveira (Brazil); Zhang Shuguang (China); Ioulani (Lila) Theodosi (Greece); Mary Mazanec (United States); Bello Fatimadou (Cameroon); Ellie Valentine (United States); Mohammed Hardi Nyagsi (XXX); Karin Finer (Belgium); Chama Mpundy Mfula (Zimbabwe)

Regrets: Chifuyu Hiyama (Japan); Youlim Lee (Korea); Paola Mandillo (Italy); Agustin Lopez (Argentina); Jonathan Curtis (Australia)

Minutes

1. Attendance and approval of agenda (Secretary)

Secretary confirmed attendance and agenda.

2. Welcome (Chair)

- IFLA has posted a [draft schedule](#) for WLIC 2022.
- Note: Monday 25th July is for Standing Committee meetings.
- General conference starts Tuesday July 26th in the morning.
- The pre-conference is tentatively planned for the Thursday July 21st and Friday July 22nd. We will confirm that the weekend is not possible (as suggested by Ellie).
- Congratulations to Sonia and Ed for the new Guidelines! This will be the basis for future work addressed in our Action Plan (B.1).
 - Action: all Standing Committee members, please participate in reviewing the Guidelines.

3. Update on World Directory – Action Plan C.6 (Julie and Fabiola)

- Julie and Fabiola met with our colleagues in Chile. They are close to finalizing all the changes we requested to simplify the Directory. More updates coming soon.

4. Update on Database of Compared Law - Action Plan A.1 (Josefa)

- Josefa and Fabiola have been in contact with Chilean Parliament. They indicated they are interested in supporting this initiative. Josefa provided them with an

outline of proposed required and optional metadata. Spain, Mexico and Ontario will be providing them with a sample dataset.

- Josefa will also be in contact with the EU Parliament, which has also expressed interest.
- Josefa and Fabiola also met with a private enterprise, JANIUM, as a “Plan B” if Chile is not able to support the project. JANIUM will propose a prototype in February.

5. Pre-conference planning - Action Plan C.2 (Julie)

- A project has been set up in Basecamp for pre-conference planning committee.
- Thank you to: Karin, Janice, Holger, Paola, Sonia and Fabiola for volunteering to plan the pre-conference.
- We will be meeting in early February (tentatively Feb. 11th at 10am EST – 1500 UTC)
- Julie has reached out to our contact in Ireland, Jackie, and is awaiting information from the Oireachtas.
- Josefa reminded us scheduling our tasks will be important due to losing one month (the pre-conference is in July not August).
- Karin commented that in 2020 the Oireachtas did not have enough room to accommodate us and were planning to rent a space. Ellie believed that was due to renovations.
 - Action: Julie to verify space issues

6. Action Plan: assignments and next steps (Josefa)

- We assigned standing committee members to actions in the plan. The updated Action Plan can be found in the [Documents and Files section of our Basecamp](#).
 - Action: All Standing Committee members to review assignments and advise the Chair if you have another preference from the one you were assigned to.
 - Action: Julie to open a project in Basecamp for each action item, to help keep the work organized.
- Megan Price (our connection to IFLA Headquarters) announced IFLA has released a “Project sub-menu” on the IFLA website. Perhaps we can promote our projects on this new web section on IFLA.org. Something to explore.

7. Other business / roundtable

a. Certificates of Attendance (Julie)

- If you are approached by an attendee of the IPU/IFLAPARL conference for a certificate of attendance, please send the request to Julie, Josefa and Fabiola. We will send the requester the certificate.

b. Guidelines Update (Sonia)

- Deadline for reviews is Feb 11st. If you need more time, let Sonia know.

- Please identify a chapter you would like to review in the [Basecamp Project](#).
- Send review back to Sonia with your name in the title.
- We need more pairs of eyes, especially from non-Westminster parliaments.
- Lila volunteered to help with copy-editing, but cautioned that she may not be an expert on content.
- Mary commented in the chat: she is finding many typographical errors and asked if a copyeditor could be involved? (The question was not addressed, as most attendees did not see the chat).
- IPU was interested in co-editing, but there was no memorandum assigned. Josefa has reached out to Andy that we are in the review process. She will update us when she has news from him.
- Ellie is happy to help find another contact at IPU.

c. Basecamp tips (Ellie and Karin)

- When uploading a new document, ensure people are “subscribed”
 - (Julie subscribed you all to the Updated Action Plan).
- For existing projects, ensure you are subscribed, so you will receive notifications.

d. Newsletter (Josefa and Julie)

- Deadline for submissions is Friday Feb. 4th.
- We will be including information about the pre-conference and main conference.
- Josefa will be sharing information on a new initiative: the IFLA Academy (see Action item: B.4).
 - Action: Josefa and Julie to meet with IFLA HQ in February

e. Videos and Social Media (Lila)

- Please review the submitted a [proposal](#) of sharing short videos on social media.
- Lila suggested that we can upload these videos and more information on our Facebook page, to show that we are an active committee and keep a continuous presence.
- As per Ellie, we have an IFLAPARL YouTube channel that we could use.
 - Action: If we cannot find the details to access the existing channel, Fabiola to create a new one.
- Ellie suggested we do a survey on social media use and preferences – perhaps something we can include in the next newsletter.
 - Action: Julie and Fabiola to design a survey
- Ellie suggested we explore leveraging the new IFLA repository to share “internal documents” such as sample charters, job ads, in a non-public space.
 - Action: Julie to ask Megan about this initiative.
- Ellie commented that we would like to host the Guidelines on a wiki, which the currently IFLA website cannot support. But, as other unit ask for this, maybe IFLA may support wiki options in future upgrades on the website.

f. Interesting projects in Zambia (Chama)

- The Zambian Parliament's research department is working on a project with IPU. They will have something to report on in June / July and could present at pre-conference.
- Zambia has a new speaker in their parliament, [Nelly Butete Kashumba Mutti](#). She has taken on a project related to digital libraries and is conducting a tour of constituency libraries. Chama offered a write-up on this tour for the summer newsletter.

8. Next meeting and adjournment

The next meeting is To Be Announced.

The meeting adjourned at 14h58 UTC.