



Approved Minutes  
Professional Council Meeting  
Thursday, 2 December 2021, 13:00-14:30 CEST  
Teleconference

**Present:** Adjoa Boateng (Chair, Professional Council), Leslie Weir (Chair, Division A), Anoja Fernando (Chair, Division B), Dilara Begum (Chair, Division C), , Jan Richards (Chair, Division E), Man Yi Helen Chan (Chair, Division F), Te Paea Paringatai (Chair, Division G), Camille Callison (Chair, Division H)

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

**Welcome and Apologies**

**Apologies:** Patrick Danowski (Chair, Division D), Gerald Leitner, (Secretary General)

**1.0 General business**

**1.1 Approval of agenda**

Due to the length and date of receipt of the document, the Chair postponed the discussion of the ISBD 2021 Update endorsement to the February 2022 Professional Council meeting.

**Resolution:** The agenda was approved.

**1.2 Minutes of previous meeting 27 October 2021**

**Resolution:** The minutes of the meeting held on 27 October 2021 were approved.

**2.0 \*For information**

**2.1 Unit updates**

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

The Council noted the report.

**2.2 Professional Council funds update**

An update on PC funds and expenditures was provided.

The Council noted the report.

**3.0 Division matters**

**3.1 Celebrations, questions, comments, concerns**

The Professional Council Chair acknowledged the work and contributions of the Indigenous Matters Section to the October special issue of the IFLA Journal, led by 2019-2021 Indigenous Matters Section, Chair (now Division H Chair) and Secretary.

The Chair of Division Committee G noted a desire from the Division for possible expansion in PC meeting outcome communications. Chairs were invited to offer suggestions. The PC Chair expressed a need to ensure Division Chairs felt they had the freedom to communicate with their Divisions in ways that work best for them and their Division Committee members.

Officers are encouraged to post questions they may have about Professional Council updates in the Officers Basecamp.

The Division F Chair requested a list of Standing Committee members from the Division who are new, in order to facilitate communications.

#### **Resolutions:**

1. Suggestions related to improving communications between the Professional Council and the Officers are requested.
2. A list of Standing Committee Members will be provided to the Division Chairs, indicating which SC members are new to IFLA.

### **4.0 Strategic matters**

#### **4.1 Liaison with Advisory Committees**

To facilitate communication, the 2019-2021 Professional Council recommended Chairs or representatives of the Advisory Committees (Advisory Committee on Standards (ACOS); Copyright and other Legal Matters (CLM); Freedom of Access to Information and Freedom of Expression (FAIFE); Cultural Heritage (CCH)) attend an early Professional Council meeting to provide updates on planned work for the term and possible points of collaboration or intersection with PC and Unit work. Currently requests from Advisory Committees may be communicated directly to relevant Sections.

The importance of the Advisory Committee's communication with the Professional Structure was discussed. It was agreed that representatives from the Advisory Committees attend an early Professional Council Meeting to make an initial connection, and that brief reports on Advisory Committee work be requested regularly for the Professional Council.

Clarification on how Advisory Committees are formed and their Chairs appointed was requested.

#### **Resolutions:**

1. Clarification on the process for forming Advisory Committees and the appointment of Advisory Committee Chairs will be provided.
2. Chairs of the Advisory Committee on Standards and the Committee on Cultural Heritage will be invited to present at the February 2022 Professional Council Meeting
3. Chairs of the four Advisory Committees will be asked to provide a written executive summary to the Professional Council in January next year covering engagement with Units, current issues, highlights of Advisory Group work, and points of intersection between the Professional Structure and the work of the Advisory Group. Advisory Committee Chairs will also be asked to provide a similar, but brief update of their work to the Professional Council in advance of the April, August and December meetings.
4. The Professional Council Chair will communicate this request to the Chairs of the Advisory Committees.
5. Advisory Committee work will be added as an agenda point to the April, August and December meetings.

### **4.2 2021-23 Action Plans**

#### **4.2.1 Annex 1: 2021-23 Action Plan data**

#### **4.2.2 Annex 2: Project Expansion**

All Units submitted Action Plans for 2021-2023 by November 1. Compiled plan data requested by the Professional Council was provided.

The Professional Council is asked to clarify priorities for Unit work related to the strategy, highlight exceptional planned work and identify any issues related to planned and outputs and their implementation, as found in their review of Division plans.

Once strategic priorities and areas of needed support have been identified and confirmed by the Professional Council, workshops and other training can be designed and hosted. In future terms, training to support planning can be offered to Unit leadership in advance of the Action Planning period.

A point about facilitating collaboration between units was raised. It was noted that Division Chairs can facilitate Unit and Division collaborations by providing guidance and making suggestions and introductions. A “Speed Dating” style virtual event was suggested, where Units would have the opportunity to learn about each other’s work and form potential partnerships. Additionally, the need to identify and showcase successful partnerships was raised.

Still to be determined is guidance on which parts of the Action Plan should be uploaded to the website/repository, which has been requested by the Units.

#### **Resolutions:**

1. The Professional Council is asked to clarify priorities for Unit work related to the strategy, highlight exceptional planned work and identify any issues related to planned and outputs and their implementation, as found in their review of Division plans and in the Action Plan data document. These can be posted to Basecamp and discussed further at the February meeting.
2. The PSO will work the Professional Council and Division A Chairs to develop a “Speed Dating” style virtual event for Units to be held potentially in the first quarter of 2022 to facilitate collaboration.

### **4.3 2021-2022 Funding Requests**

Each year €50000 in funding is provided to the Professional Council to facilitate Unit work and projects. From this amount, approximately €20000 are set aside for project tools, such as: Alchemer, Basecamp, the IFLA Namespaces, and Zoom. There is also an additional €1000 set aside for Unit incidentals at the annual conference – Units may each request up to €100 for this purpose.

Professional Units can request project funds from the remaining amount, approximately €30000. Initial proposals are made in conjunction with initial action planning in December, however funds can be requested from remaining funds, if these will be spent by the end of the calendar year for which they are requested. Funds do not “rollover” to the next term and must be re-requested by the Unit if unused.

This first round of funding requests resulted in 8 separate requests totalling €7950. An additional 14 Units indicated they would later be requesting funds. A discussion on funding requests was held including potentially setting aside future funds for specific purposes.

#### **Full funds approved**

Unit	Amount	Project
ARL	€750	Virtual Event AI translation
CPDWL w/M&M	€200	Coaching Initiative scheduling software
HBS	€400	ICML presentation
LAW	€600	Event live translation
M&M	€500	Pressreader award
AVMS	€500	Promotions
Total	€2950	

Still to be determined is whether €5000 to €6000 from remaining funds be set aside for a Wordly AI translation, for which Units could apply.

#### **Resolutions:**

1. Further discussion will be held, external to the PC meeting, on unresolved funding determinations.
2. Units will be contacted regarding with outcome of their funding requests and guidance will be provided to those units who were not successful. The PSO will communicate this information to the Units by the end of December, early January.

#### **4.4 WLIC 2022 Update**

A discussion on the outcomes of the Governing Board decisions regarding WLIC was held, including format, attendance, and the ongoing impact of the COVID-19 pandemic.

**Resolution:** The subcommittee will continue its work based on outcomes of the December Governing Board meeting.

#### **4.5 Co-opting, Mentors, SIGs, Networks, Working Groups Subcommittee update**

Following the elections for the Section Standing Committees, the results were that some had a complete roster of 20 members while others have fewer members. The new Rules of Procedure removed the category of corresponding members who in the previous structure could be appointed to provide for experts from countries or geographical areas, which would not otherwise be represented, or to provide expertise in a specific subject field.

In the new Rules of Procedure, Sections may co-opt members and appoint mentors. It is important to note that intention of these rules was to encourage and ensure regional diversity.

A preliminary discussion has been held, and a definitive version of the co-opting and mentoring processes will be sent through to the Professional Council and then to the Governing Board for approval.

**Resolution:** A final version of the co-opting process will be sent through to the Professional Council and then to the Governing Board for approval. When approved, guidance documents will be posted to the Officers Basecamp.

#### **4.6 Speaker Grant Subcommittee Update**

The initial request of the 2019-21 Professional Council was to clarify the WLIC Speaker Grant process for applicants and reviewers. The purpose of the Speaker Grants was to encourage and support WLIC attendance for speakers from Division V which comprised the three regional Sections.

The Subcommittee for WLIC Speaker Grants met on 26 November 2021 via teleconference. A historical overview of the Speaker Grants programme was provided, the earlier feedback and suggestions from the 2019-2021 Professional Committee, and funding parameters were considered. Plans were developed to invite Unit engagement in the planning of the programme.

The Council noted the report.

#### **5.0 Operational matters**

##### **5.1 Actions from Previous Meetings**

An overview of the work that had been completed following the October 2021 meeting of the Professional Council was provided, along with a status update of ongoing work. New items were added to the list and dates were set as available.

**Resolution:** An updated action list will be shared with the Professional Council and reported on at the February 2022 meeting.

#### **5.2 Standards, Guidelines & Publications update**

##### **5.2.1 Annex 3 ISBD Update 2021**

An update on the work being done by Units on IFLA Standards, Guidelines and publications work was provided and noted by the Council.

The Council noted the call for expressions of interest for a member of the IFLA Journal Editorial Committee.

**Resolution:** Per Agenda item 1.1, the ISBD 2021 Update endorsement discussion will be postponed to the February 2022 meeting.

### **5.3 Closure of NOIR SIG**

The National Libraries Section has sponsored the National Organizations and International Relations SIG since 2009. In a recent National Libraries business meeting of 1 September 2021, the Standing Committee decided to close the SIG. The Professional Council agreed with this request for closure and the final decision will be determined by the Governing Board. The National Organizations and International Relations SIG is part of Division A. If closed it will be removed from this Division.

**Resolution:** The Professional Council agreed to the closure of the National Organizations and International Relations Special Interest Group. The matter will now move to the Governing Board for endorsement.

## **6.0 Other business**

### **6.1 Wrap-up and next steps**

1. The Professional Council will address items not determined at the meeting, offline:
  - a. Guidance on which parts of Unit Action Plans should be posted to the website.
  - b. Determine whether €5000 to €6000 from remaining PC funds be set aside for a Wordly AI translation for which Units could apply.
  - c. Review and suggest revisions for the existing PC funds guidelines for the following year. Review and suggested revisions are requested by 31 January, 2022.
  - d. Discussion will be held on unresolved funding determinations.
  - e. 2-3 Volunteers from the Professional Council are asked to serve as a poster selection team or jury evaluate poster abstracts submitted following a call for expressions of interest. This involves both evaluating the quality, relevance of the topic and ensuring that a shortlist represents as diverse selection of presenter as possible.
2. Suggestions related to PC > Officer communications are requested and can be posted to the PC Basecamp.
3. A list of Standing Committee Members will be provided to the Division Chairs, indicating which SC members are new to IFLA.
4. Clarification on the process for forming Advisory Committees and the appointment of Advisory Committee Chairs will be provided.
5. Chairs of the Advisory Committee on Standards and the Committee on Cultural Heritage will be invited to present at the February 2022 Professional Council Meeting
6. Chairs of the four Advisory Committees will be asked to provide a written executive summary to the Professional Council in January next year covering engagement with Units, current issues, highlights of Advisory Group work, and points of intersection between the Professional Structure and the work of the Advisory Group. Advisory Committee Chairs will also be asked to provide a similar, but brief update of their work to the Professional Council in advance of the April, August and December meetings.
7. The Professional Council Chair will communicate this request to the Chairs of the Advisory Committees.
8. Advisory Committee work will be added as an agenda point to the April, August and December meetings.
9. The Professional Council is asked to clarify priorities for Unit work related to the strategy, highlight exceptional planned work and identify any issues related to planned and outputs and their implementation,

as found in their review of Division plans and in the Action Plan data document. These can be posted to Basecamp and discussed further at the February meeting.

10. The PSO will work the Professional Council and Division A Chairs to develop a “Speed Dating” style virtual event for Units to be held potentially in the first quarter of 2022 to facilitate collaboration.
11. Units will be contacted regarding outcome of their funding requests and guidance will be provided to those units who were not successful. The PSO will communicate this information to the Units by the end of December, early January.
12. A final version of the co-opting and mentor processes will be sent through to the Professional Council and then to the Governing Board for approval. When approved, guidance documents will be posted to the Officers Basecamp.
13. The February and subsequent meeting start times will be rotated amongst time zones.
14. Professional Council Sub-committees 2021-2022 will meet to progress subcommittee work.

Activity	Subcommittee members
Finalise procedures for co-opting members and mentors and the questions regarding SIGs and Networks	Adjoa Boateng, Camille Callison, Patrick Danowski, Jan Richards, Leslie Weir
Clarify the speaker grant application process PC/PSO	Anoja Fernando, Te Paea Paringatai
WLIC Subcommittee	Adjoa Boateng, Camille Callison, Dilara Begum, Helen Chan, Patrick Danowski, Nthabiseng Kotsokoane, Jan Richards, Leslie Weir
Manage the development of Professional Unit Digital Records Management and Preservation Policies via an appointed working group PC	On hold

#### Confirmed 2021 dates

- Governing Board      2 November 2021      12:15 – 13:45 CET      Teleconference
- Professional Council      2 December 2021      13:00 – 14:30 CET      Teleconference
- Governing Board      13-17 December 2021      TBD      TBD

#### Proposed 2022 dates

- Professional Council      24 or 25 February 2022      TBD      Teleconference