



**IFLA Committee on Standards
Minutes of meetings
WLIC 2019, Athens, Greece**

These are the combined minutes of the two meetings that took place on August 25 and 28 2019. The original agenda covered Items 1 – 18. Items 1 – 11 were discussed in the first meeting and items 12 – 18 in the second meeting.

Participants

Chair: Diane Beattie;

Governing Board liaison: Maja Žumer;

Members: Renate Behrens; Nijolė Bliudziuvienė; Lisa Hinchliffe; Rehab Ouf;

CDNL representative: Ulrike Junger.

Incoming members present: Vincent Boulet; Fatemeh Pazooki; and Frederick Zarndt.

Ex officio, non-voting: BCM Review Group Chair: Chris Oliver; ISBD Review Group Chair: Massimo Gentili-Tedeschi; Permanent UNIMARC Committee Chair: Gordana Mazić.

Joseph Hafner incoming Chair of LIDATEC and Mélanie Roche incoming Chair of the BCM RG were also present.

Apologies:

Claire McGuire, Jing Zhang; Françoise Leresche; Anders Cato (LIDATEC Chair) August 25 meeting only.

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

Apologies were received from Jing Zhang, Françoise Leresche and Anders Cato.

3 Approval of the agenda

The agenda was approved.

4 Approval of the minutes of the meeting held in Wrocław, August 2017

The minutes of the last meeting were approved and will be posted online:

<https://www.ifla.org/standards-committee/meetings>

5 Business Arising from the minutes of the previous meeting

The Chair confirmed that the Professional Committee decided that the PRESSoo RG will report to the BCM RG until the IFLA restructuring is completed. She also confirmed that the Governing Board has allocated 6,000 Euros to support the work of the Review Groups and LIDATEC. If the RG and LIDATEC actions plans submitted in October 2019 exceed this amount the Committee will hold a meeting in November to discuss how this funding will be distributed and next steps.

6 Report from Linked Data Technical Sub-committee (LIDATEC)

This item was deferred until the next meeting because Anders was not present for the first meeting. The contract was signed with MMA and the work on populating the registry can begin this fall. LIDATEC will leave the logistic of how this work will be done to the RGs who developed the standards. The RGs should include this work in their next two-year actions plans to be submitted mid-October.

Maja noted that the Linked Data SIG no longer exists. She thought that there is still a need for practical advise on how to publish linked data and wondered if LIDATEC could play this role going forward. Joseph will take this forward at the next meeting of LIDATEC and get back to CoS at its next meeting.

7 Reports from Review Groups

7.1 BCM

LRM French translation is almost complete. There are also a number of other translations underway.

7.2 ISBD

Massimo Gentili-Tedeschi is stepping down as Chair. They will identify a new Chair at their next business meeting which will be held during WLIC 2019.

7.3 UNIMARC

PUC has received 15 proposals to revise UNIMARC recently.

8 Appointment of Chairs for Review Groups and LIDATEC

Chris Oliver has completed her term as Chair. Mélanie Roche has agreed to take over as the new Chair. Anders Cato has stepped down as Chair of LIDATEC. Joseph Hafner will take over as the new Chair. Anders will stay on as a member of LIDATEC. Rehab will continue as the CoS liaison with LIDATEC. Gordana will continue as the Chair PUC. These new Chairs were endorsed by the CoS. The new Chair for ISBD will be endorsed at their next meeting of the CoS in November. There has also been considerable change in the membership of all the RG due to the recent elections.

9 From the Action Plan 2017 - 2019: [Draft Communication Strategy](#)

Rehab Ouf presented the draft Communication Strategy. The CoS approved the existing draft Communication Strategy and thanked Rehab for her work. They also requested that Rehab include an action plan with the strategy. She will come back to the Committee at its November meeting with an action plan to support the strategy. The members pointed out that there is currently no Information Co-ordinator for the CoS which will be required to support the implementation of this strategy. Rehab Ouf agreed to take on this role.

10 From the Action Plan 2017 - 2018:

Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document: update from working group

Renate Behrens would like to have other IFLA sections involved in this work and will request their involvement during her presentation at the Standards session this year. We will also send out a

request for participation through IFLA headquarters. The plan is to complete this work during the next year 2019-2020.

11 From the Action Plan 2017 - 2018: [Liaison representatives Draft Guidelines](#)

Lisa presented the draft Liaison Representative Guidelines. The CoS approved the document and thanked Lisa for her work. This document will be shared with the Professional Committee because liaison representatives exist in many different areas of IFLA’s work, particularly in policy and advocacy and in standards areas. Ulrike Junger agreed to be the next liaison with the ISBN Governing Board.

12 Review of Action Plan 2017 – 2019 and new Action Plan 2019 – 2021

Our new two-year action plan has to be created using a new template that is aligned to the IFLA new strategic directions. All action plans are due October 15 and must use this new format. There should not be more than four areas of focus for the CoS, the RGs and LIDATEC.

The CoS agreed to the following four areas of focus.

Focus Area 1			
Review and revise the Standards Manual			
IFLA Strategic Direction			
2.0 Inspire and enhance professional practice			
Key Initiatives			
2.3	Develop standards, guidelines and other materials that foster best professional practice.		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Produce a definition of what is a guideline versus what is a standard.	Renate Behrens	<i>December 2019</i>
<input type="checkbox"/>	Revise the existing Standards Manual	Renate Behrens	<i>January to August 2020</i>
<input type="checkbox"/>			
How will you communicate your activities and results?			
<i>IFLA website and professional conferences</i>			
How will you measure the impact of your activities?			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			

Focus Area 2			
Create, maintain and promote the IFLA Name Spaces Registry.			
IFLA Strategic Direction			
2.0 Inspire and enhance professional practice			
Key Initiatives			
2.4	Provide tools and infrastructure that support the work of libraries.		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Pending signature of the contract migrate existing data to the registry.	Chair, LIDATEC Joseph Hafner	<i>September 2019</i>
<input type="checkbox"/>	Add new standards to the registry.	Chair, LIDATEC Joseph Hafner	<i>October 2019-May 2020</i>
<input type="checkbox"/>	<i>Develop advocacy stories for promoting and demonstrating the value of the registry</i>	Chair, LIDATEC Joseph Hafner	<i>May – December 2020</i>
How will you communicate your activities and results?			
<i>IFLA website and professional conferences</i>			
How will you measure the impact of your activities?			
Use of the new name space registry.			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
All Sections or units responsible for the creation of new technical standards.			

Focus Area 3			
Develop a new communication strategy and plan for the Committee on Standards			
IFLA Strategic Direction			
2.0 Inspire and enhance professional practice			
Key Initiatives			
2.2	Deliver high quality campaigns, information and other communications products on a regular basis to engage and energize libraries.		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Review and approval of draft Communication Strategy.	Rehab Ouf and Diane Beattie	<i>August 2019</i>
<input type="checkbox"/>	Develop an implementation plan for the communication strategy	Rehab Ouf	<i>September to December 2019</i>

<input type="checkbox"/>	Implement the new communication strategy	<i>Rehab Ouf</i>	<i>January 2020 to September 2020.</i>
How will you communicate your activities and results?			
<i>IFLA website and professional conferences</i>			
How will you measure the impact of your activities?			
Increase in downloads to recently approved standards.			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
All Sections or units responsible for the creation of new standards.			

Focus Area 4			
Ensure a strategic approach to the development of standards, guidelines and application profiles			
IFLA Strategic Direction			
2.0 Inspire and enhance professional practice			
Key Initiatives			
2.3	Develop standards, guidelines and other materials that foster best professional practice.		
Funding Needed			
	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Do a survey of existing standards and guidelines to identify gaps.	TBD	<i>August 2020- August 2021</i>
<input type="checkbox"/>	Share existing gaps with professional sections and units	TBD	<i>August 2020- August 2021</i>
<input type="checkbox"/>	Develop a plan to close the gaps.	<i>TBD</i>	<i>August 2020- August 2021</i>
How will you communicate your activities and results?			
<i>Via listserves and Basecamp</i>			
How will you measure the impact of your activities?			
<i>Number of new standards created to fill identified gaps</i>			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
All sections or units that create professional standards. Also ask libraries where the gaps are.			

13 WLIC 2020 Dublin, Ireland programme

The Chair asked for volunteers to develop a draft programme for Ireland next year. Rehab Ouf and Renate Behrens volunteered to do this work and come back with a proposal before the deadline November 15, 2019.

14 Review of IFLA Professional Structure

Maja reported that this will be the focus of the Governing Board over the next year. Divisions will be organizing meetings to get input from the sections on the new governance structure for IFLA.

15 Appointment of Chairs for Review Groups and LIDATEC

Please see item 8 above.

16 Any other business

There was no other business.

17 Next Meeting

The Committee on Standards plans to hold a conference call to check on progress in November 2019.

19 Close

The Chair thanked everyone for attending and for their work during the past year and closed the meeting.