



IFLA Committee on Standards
Minutes of meetings
WLIC 2018, Kuala Lumpur, Malaysia

These are the combined minutes of the two meetings that took place on **Friday 24 August 2018** 13:30 – 15:30 in room 305 and **Wednesday 29 August 2018** 13:30 – 16:00 in room 301 of the Kuala Lumpur Convention Centre.

The original agenda covered Items 1 – 19. Items 1 – 12 were discussed in the first meeting and Items 8.4 and 13 – 19 in the second meeting. Items 7, 8, 10 and 15 were addressed in both meetings.

Participants

Chair: Diane Beattie;

Governing Board liaison: Maja Žumer;

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

CDNL representative: Ulrike Junger;

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

HQ support: Joanne Yeomans.

Apologies:

Françoise Leresche; Anders Cato (LIDATEC Chair).

Observers:

There were 17 observers at the first meeting and 10 observers at the second. The draft minutes of the meetings will be shared with them via email.

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

Apologies were received from 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 LIDATEC Chair has been in touch with the previous Chair, Lars Svensson, and is in the process of investigating relationships with IDPF and W3C.

6 2018 WLIC Programme, Kuala Lumpur

The Committee on Standards' two-hour open programme is on 25 August 2018, Session 074 "Impact of recently approved IFLA standards". The session will be introduced by the Committee's Chair, Diane Beattie, and chaired by Chris Oliver, chief organiser of the session. Papers have been uploaded to the IFLA Library.

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

Joanne Yeomans reported at the first meeting on behalf of Anders Cato. The Secretary General has delayed sending out the letters to IFLA Members, which is the next phase of the Namespaces registry project. It is assumed this will be restarted after the WLIC. Due to this delay, LIDATEC planned only one meeting during the WLIC.

Rehab Ouf chaired the meeting of LIDATEC and reported at the second meeting of the Committee on Standards. Anders Cato, Chair of LIDATEC, and Joseph Hafner participated in the LIDATEC meeting (with obvious restrictions) via conference call.

LIDATEC raised the following requests with the Committee on Standards:

- 1) LIDATEC formally requests that the Committee on Standards express concerns about the delay and urges IFLA Headquarters to send out the letters to IFLA Members regarding the namespaces funding with urgency.
- 2) LIDATEC asks the Governing Board liaison to raise a formal point with the Governing Board that the set-up of the namespaces registry should NOT depend on funding by members and that a long-term solution needs to be found. LIDATEC offers to support Maja Žumer in producing materials if needed for explanation.
- 3) LIDATEC has identified the need for an advocacy 'story' for promoting technical standards and the related linked data aspect to IFLA Members and the Governing Board. Input to produce this should come from the three Review Groups as well as from LIDATEC members and should ideally be published to coincide with any messaging to IFLA Members and the Governing Board.

The Committee on Standards agreed to endorse these points and to add this third activity to the Committee's own action plan. A first analysis of the IFLA Member namespaces survey responses was completed by Haliza Jalani and Getaneh Alemu and will provide some background to what kinds of questions need to be addressed. Joanne Yeomans will ask if there can be any support from the IFLA HQ communications team. The Review Groups can help identify stories to demonstrate the value of IFLA's standards and their availability as linked data, such as examples with dance and music. Although it is unlikely this would be ready for the planned letter to IFLA Members, it could be disseminated later.

Maja Žumer advised the Committee on Standards that she planned to raise the issue of funding of the namespaces registry with the Professional Committee and with the Governing Board. She will ask if funding can be committed immediately due to the urgency of the situation. She will also recommend that someone from the Committee on Standards assists IFLA Headquarters with messaging and development plans. Observers are welcome to attend both meetings.

8 Reports from Review Groups (RGs)

8.1 Bibliographic Conceptual Models

The Chair, Chris Oliver, reported the Professional Committee approved to change the name of the group from the FRBR Review Group to the Bibliographic Conceptual Models (BCM) Review Group.

The BCM RG is discussing an overhaul to its web pages so as to be able to present older models, like FRAD, which are still useful, but superseded. This will prepare the units' pages for the new website.

The main item on the agenda for the group is the development of LRM₀₀. A lot of work has already been completed and some documents are ready for review. A full report and updated action plan is found at <https://www.ifla.org/node/794>

8.2 ISBD (including endorsement request for long-term plan)

The ISBD long-term plan was circulated to IFLA Members via IFLA's main news and social media channels, for example, see <https://www.ifla.org/node/61873>. Only two responses were received – one from a current IFLA volunteer to indicate an interest in future involvement and another from a school teacher who offered support and indicated an interest in using ISBD in his teaching.

Despite receiving no comments from IFLA Members on the plan or the direction of ISBD as a result of this communication, the announcement was thought to be worthwhile as it brought the work to the attention of IFLA members at the start of the process, rather than at the end of the process. It is hoped this will help to raise awareness of what IFLA is working on, as comments received during the namespaces consultation with Members in 2017 showed that some were not aware that IFLA was still developing ISBD.

The Committee on Standards had already discussed the plan with the Chair of the ISBD RG during a conference call in May 2018, and following this round of consultation, agreed to endorse the plan for the first two years. As proposed by the ISBD RG, the Committee would, however, like to review the work in 2020 so as to take a decision on the final two years. The Committee reminded the RG to report regularly to the Committee on Standards on progress. The Committee on Standards approved the long-term plan and will share it with the IFLA Professional Committee.

The Chair, Massimo Gentili-Tedeschi, further reported that the group has two meetings planned during the WLIC and a full-day meeting on the day after the Congress is closed. As the group no longer reports directly to the Cataloguing Section, they feel that it is important to state explicitly in the terms of reference for the group that liaison with the Cataloguing Section should take place.

Funding has been allocated by the Professional Committee to partial support a meeting of the RG that will take place before the end of the year. The long-term plan of the ISBD indicates the meetings that are planned for 2019 for which funding will be needed. A possible set-aside of funds by the Professional Committee to support standards work from 2019 onwards will be discussed by the Professional Committee at its next meeting and the result of this will then be shared with the Committee on Standards by email in September 2018.

A full report from the ISBD RG can be found at <https://www.ifla.org/node/861>

8.3 UNIMARC

The Chair of the Permanent UNIMARC Committee (PUC), Gordana Mazić, reported on the most recent PUC meeting in Rome. During the last year the PUC have done a lot of work on integrated updates to the 3rd edition and on the UNIMARC Bibliographic and UNIMARC Authorities. Updates to UNIMARC will be published on the web pages. According to their two-year action plan they will finish all this work by the end of 2019.

The PUC have defined criteria relating to the UNIMARC work for the 2018 call for nominations for new RG members. The call will be issued by IFLA HQ.

The new Corresponding Member from the National Library of Russia has translated the UNIMARC web pages into Russian.

8.4 Updates from RG or other Standing Committee meetings during WLIC

The ISBD RG reported that, following endorsement of its plan by the Committee on Standards in the meeting of 24 August, they had established an editorial group, drafted its terms of reference work plan and had started on the new review. Joanne Yeomans confirmed that the ISBD request for funding in 2019 has been included in the Professional Committee's agenda for its second meeting on 30 August.

The BCM RG confirmed that they had started a review of their web pages to improve the messaging.

9 From the Action Plan 2017 - 2018:

Terms of Reference of RGs: template

Rehab Ouf and Joanne Yeomans have made progress developing a template for the RGs to describe their terms of reference, long-term plans and funding needs. The aim is to produce similar descriptions for all RGs to assist with communicating the work and funding needs of the groups to IFLA governance, and to be able to populate the web pages with information to communicate to the wider public.

The draft version will be shared for wider input by members of the Committee on Standards after the WLIC then finalized for immediate use. The descriptions can then be shared with the Governing Board in December 2018.

Maja Žumer suggested adding a question about what liaison positions exist or what relationships the group has with other units. She also suggested that the template might be usefully adapted for any IFLA Unit developing an IFLA Standard.

Renate Behrens noted that this also fits with next agenda item and that the template for a practical procedure for producing a standard will need to be harmonized with the requirements as defined in the manual for producing a standard, making minor changes, or producing an update. There might also be a need for two aligned documents – one for communicating at a high-level to those outside the group, and another for internal technical purposes.

The document might also be useful for communicating to potential RG members what each RG is doing, and what it means to be involved, and might therefore be used in nomination calls.

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 reminded the Committee on Standards that a proposed definition, produced by a working group formed from the Cataloguing Section Standing Committee, was discussed in the Committee's conference call in May 2018. During that call, the working group was asked if they could look at IFLA's current standards and use some examples to show how the new definition would work in practice. The working group will raise this with the Cataloguing Section Standing Committee and develop a plan and timeline for this work. Miriam Björkhem, Chair of Cataloguing, was an observer in the meeting and confirmed that this would be discussed in the Cataloguing Standing Committee meeting, but the Section also wished to raise the question of ownership of the work beyond the Cataloguing Section.

The Committee on Standards asked the working group to produce a second analysis for November 2019 and a proposal of how the working group could be widened to involve other Units.

11 From the Action Plan 2017 - 2018:

Liaison representatives (periodically (at least every two years) review whether the liaison relationship is working)

Liaison representatives exist in many different areas of IFLA's work, particularly in policy and advocacy and in standards areas. The process by which the Governing Board identifies and selects candidates is being harmonized and as a result, changes to the process for identifying candidates might also need to be made. The Committee on Standards will probably need to give input to more clearly define how the reporting process should be carried out with respect to standards, and also what criteria are needed when selecting a candidate for these roles.

Lisa Hinchliffe has previous experience with writing the process for appointing liaison people and might therefore assist with this. The Cataloguing Section also has a big interest in this and would like to be involved. The Manager, Policy and Advocacy is looking at the Governing Board procedure and will therefore be in touch.

The Committee on Standards decided to set up a working group, led by Lisa Hichliffe, to start looking at this in detail. A first draft will be produced by November 2018. Joanne Yeomans will share documentation relating to these positions with the Committee via Basecamp. Two of the representatives will come to the end of their term in December and IFLA replacements need to be appointed.

Once the current liaison relationships are more clearly established, the next step will be to look at the list of other possible organisations with which IFLA might usefully liaise; a list of these were produced in the Committee's Global Vision report.

**12 From the Action Plan 2017 - 2018:
Investigate proposed new liaison relationships**

This will follow on from the review of the liaison relationships as described in item 11 above.

13 Review of Action Plan 2017 - 2018 and new Action Plan 2018 – 2019

The Committee on Standards produced a Global Vision report in July 2018. The discussion led to the identification of activities that the Committee could carry out to support the vision of IFLA Members. The Committee therefore took these ideas into consideration whilst discussing its future activities.

The Committee checked progress against the current Action Plan:

1. Ensure clarity in the procedures for the Review Groups for FRBR, ISBD and UNIMARC

1.1 Review and revise procedures for nomination and election	Completed.
1.2 Review and revise the terms of reference (ToR) for all the Review Groups	In progress (see agenda item 9 above). New deadline for completion: October 2018.

2. Revise the IFLA Standards Manual

2.1 Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document	In progress (see agenda item 10 above). Next report due in November for Committee on Standards conference call.
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Add to action plan: need for promotion to units about the existence of the standards manual and new definitions.

Clarification: Renate Behrens will send an email to the Committee on Standards explaining what she believes are the next steps for revising the definition. The work needs to address both the contents of the standards, including presentations (fonts, etc.) plus the review process and post-publication process (for example, follow-up questionnaire template to identify usage, revisions etc.). The working group needs to be expanded to people outside the Committee on Standards so

as to achieve consensus across IFLA's professional units. The Committee on Standards can discuss the priorities for this work during its conference call in November 2018.

2.2 Define more precisely what is a Review Group.	This step will follow the definition work in 2.1 above.
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As an aside, Maja Žumer brought to the Committee's attention that the group developing PRESS₀₀ remained reporting to the Cataloguing Section when the Review Groups were changed to report to the Committee on Standards. At this stage it is not clear if PRESS₀₀ will roll into LRM₀₀ or remain something separate. The BCM RG will ask if the Chair of PRESS₀₀ (Clément Oury) can be a part of the BCM RG and the Committee on Standards supported the move to bring the group over to also report to the Committee on Standards. Any formal establishment of a new RG will need to be recommended by the Professional Committee to the Governing Board for approval.

3. Endorse Review Group action plans
Completed.

4. Co-ordinate the maintenance, storage and access for all IFLA standards.

4.1 Sustained funding for the publication and management of IFLA name spaces
This item is reported under agenda item 7 above.

The ongoing items all remain on the action plan:

5. Review submitted standards

6. Liaise with related bodies

7. Prepare WLIC events

8. Prepare advice and recommendations for the Governing Board and regularly report on progress

The Committee on Standards identified the following new items for the Action Plan for 2018 – 2019:

- WLIC presentations to be made available.
In relation to action 7: Chris Oliver reported that there had been many requests from audience members to see the powerpoint presentations after the open session. Chris Oliver will therefore ask the presenters if they are happy to have their slides made available, and if they are prepared to give their contact details for follow-up and further questions.
- Communication of news about IFLA Standards to IFLA Members.
Joanne Yeomans regularly receives requests to join the Committee's (closed) mailing list and suggested that there is a potential for setting up a communication forum for the public and IFLA Members about IFLA's standards news. Communication about IFLA standards for Members (events, news of new publications, updates, case studies, etc) might be made via a mailing list or through other social media forums like Facebook. It would not necessarily need to be managed by a member of the Committee on Standards, but ideally someone interested in communications. The Committee on Standards decided to discuss this further before deciding what, if anything, could be

done at this stage. Rehab Ouf will draft some ideas and questions about what could be created to be discussed in November 2018 or 2019.

- Revision of standards web pages for launch of new IFLA Website

Responsibility currently with Headquarters staff and Diane Beattie. There will also need to be improved coordination with the RG web pages at a later stage.

- Revision of guidelines manual – items to add to current action 2.

The Committee on Standards would like to include in the manual instructions for Units to also produce a short version/summary of their standard for communication purposes, to consider the addition of audio-visual materials and other explanatory materials to help libraries use the standard. There might also be other ways in which the manual could be usefully improved and so Committee on Standards members will submit their ideas for revisions to a discussion in Basecamp so that these are recorded for future consideration.

14 From the Action Plan 2018 - 2019:

WLIC 2019 programme(s) (main CoS programme plus RG requests for programme)

The Committee first thanked Chris Oliver, Rehab Ouf, Anders Cato and Jing Zhang for organising the 2018 WLIC session and spent some time reviewing how it went. Official numbers will be provided by HQ but it was estimated as over 100.

Concerning the organisation of the session, the question time this year was at the end of the session rather than after each presentation. This did not lead to any questions being asked, even though feedback on the 2017 session through the attendee's survey indicated a desire for more discussion opportunity in the Standards session. It was suggested that because of the technical nature of some of the presentations, audience members might prefer to talk to the presenter (or representatives of the standard) in a small group after their presentation, rather than to address the whole room. This format has been successfully used by other Units. It would require strong time management, a room with round tables, and someone to coordinate the session.

Informal feedback has been positive about including the non-technical standards in this session.

For 2019, it was suggested that all standards endorsed in the previous year, and any that are in the process of being revised or developed in any way are presented very briefly with follow-up discussion perhaps on round tables to address questions about implementation, or contribution and involvement. A call for presenters should therefore be targeted to the Officers mailing list.

Mélanie Roche asked whether MulDiCat should be regarded as a standard in its own right and endorsed by the Committee on Standards. Miriam Björkhem, Chair of the Cataloguing Section, suggested that it was better to wait for the Committee on Standards' work to define IFLA standards to be completed before answering this question; the Committee on Standards agreed. Mélanie will develop a discussion paper about developing MulDiCat for the Cataloguing Section.

15 Review of IFLA Professional Structure

At the first meeting, Maja Žumer reported from the Professional Committee that there is a discussion at division level about the IFLA professional structure (Sections, Special Interest Groups and permanent committees). The structure affects how many IFLA activities are carried out:

- WLIC programme
- Communication between HQ and members
- Cooperation projects
- Member engagement

The current IFLA structure was established approximately ten years ago, and it is now due for evaluation and review. There is a general feeling in the divisions that changes are needed to foster better communication and collaboration across the divisions and sections, and that the structure should better align with IFLA's new vision and strategy.

Maja invited Committee on Standards members to get involved in the discussions taking place in the Section standing committee meetings during the 2018 WLIC, and she would welcome any ideas for feeding in to the discussion paper for December 2018. The discussion results will be one of the inputs for the governance review in 2019 – 2020.

Jing Zhang is on the Libraries for Children and Young Adults Standing Committee. She noted that many units spend a long time developing guidelines but then the work stops. She believes that IFLA should pay more attention to promoting guidelines and standards as a service for IFLA members and the library community. She noted that her Section had done a lot to ensure that translations are available and there are plans for seminars to promote these. There will also be an international conference in China April 12–15, 2019 to discuss the two standards relating to children's services.

Rehab Ouf reminded the Committee on Standards that she had been appointed as liaison to the IFLA working group on preservation and conservation standards. The group will meet during the 2018 WLIC and she will report back to the Committee's second meeting.

At the second meeting, there was a discussion about the role and composition of the Committee on Standards itself. Current strengths and weaknesses are that:

- The Committee bridges the professional structure across all divisions but it is difficult for the Chair to communicate and participate in all division activities, so although this is a big positive, the practical implications are impossible to manage.
- The term-lengths are too short. It would be better to have 4-year terms for ordinary members, and 2-year terms for the Chair, both renewable once, to bring them in line with other professional units.
- The Committee is maybe too small. Although this makes it more agile, seven members is perhaps too few to address the strategic priorities of IFLA. Are more committee members needed, or some other kind of member? Is increased administrative support possible?
- Are RGs also too small? They have 12 members but perhaps need more if they are to increase the range of their activities to improve promotion of their work.

- Division representatives were initially appointed for the Committee on Standards but then abandoned, however, this might be revisited with changes in the way it was implemented. Maybe representatives are not needed for all divisions but only those active in producing standards.
- It could be practical to appoint temporary liaisons to the Committee on Standards from Sections with standards work in progress.

Revision of the governance will take place in time for the elections in 2021. The first step will be the Governing Board discussion in December 2018 so Maja Žumer will feed these ideas in to that process.

16 Status of Procedures for Nomination of RG Members

The process and procedure for identifying new RG members were approved by the Governing Board in March 2018. The nomination call for new RG members, and for the Committee on Standards itself, will be made from IFLA Headquarters. The intention is to open the nomination calls in October 2018 and close them in January 2019. The calls will be posted online and to IFLA's main mailing lists. The selection of members will then take place as planned.

17 Any other business

17.1 Preservation and conservation standards: working group report

Rehab Ouf is the representative of the Committee on Standards on this working group. She wanted to inform the Committee on Standards informally what the group had discussed, though a formal report from the group will follow.

The background is that the Preservation and Conservation Strategic Programme Committee launched a survey to find out what standards existed in this field and then set up a working group to discuss what to do next with this list. An IFLA Policy and Research Officer is coordinating the work of this group. The Committee on Standards was asked to provide a liaison to this group and Rehab Ouf volunteered and was therefore selected during a conference call in 2017.

The group had its first physical meeting on 28 August 2018. The group is very disparate and knowledge about standards is relatively low.

The group urgently needs an IFLA definition of standards because this took up a lot of discussion time. They also need to better understand how to update a standard and the process by which standards are produced in IFLA. They voiced concerns that the procedures are not clear on the website and requested a review if these procedures so as to clarify them. They also suggested that we produce something in short form rather than a detailed manual.

They are reviewing every existing IFLA standard to see if they include any element relating to preservation or conservation. They urged the Committee on Standards to ensure that standards and guidelines are regularly updated.

Rehab has informed them about the Standards Manual and the proposal and approval forms that register which other units and external bodies a unit will be consulted whilst drafting a new standard or revision.

As a result of their discussions they will produce a report for the Professional Committee and will request a change of name and a request to include digital preservation in their remit.

17.2 Nomination calls for Committee on Standards and LIDATEC

Joanne Yeomans reminded the Committee on Standards that their terms and the terms of LIDATEC members will end in 2019. Anyone wishing to be renominated for a second term should complete the forms as instructed in the call. Full details will be announced in the call which is expected to be published in October 2018. This call will also be forwarded to the mailing lists of the two groups.

18 Next Meeting

The Committee on Standards plans to hold a conference call to check on progress in November 2018.

19 Close

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

Notes of the International ISBN Agency Board Meeting

Dark Room, London Book Fair, Olympia, Hammersmith Road, London, U.K.

Thursday 12 April 2018

Present:

Ronald Schild (Chair), Piero Attanasio, Beat Barblan, Henri Barthel (left after item 1), José Borghino, Jamshid Farahani, Miguel Jiménez, Alenka Kanič, Carol Riccalton, Neil Wilson, Jon Windus, Carol Cheesman, Stella Griffiths, Birgit Mahler (left after item 1), Nick Woods.

Apologies:

María Isabel Deaza Pérez, Sophie Saint-Marc.

Ronald Schild (Chairman) opened the meeting and welcomed Henri Barthel and Birgit Mahler from GS1 who will give a presentation to the Board about the GS1 Cloud. All the delegates introduced themselves to one another.

1. GS1 Cloud

GS1 coordinates the bar coding system worldwide and Henri began by summarising the history of the relationship between ISBN and GS1, cemented by a contract signed in 1980 to facilitate machine readable representation of ISBN.

The GS1 Cloud is scheduled for release in May 2018 with the aim to be a trusted global database of product information. Part of the motivation for it is the changing nature of shopping habits, with consumers now routinely placing orders using speech recognition devices. GS1 wants to improve available product data to enhance and better inform the consumer shopping experience. Seven core attributes will be collected for each product and, so far, they have accumulated these elements for 80 million GTIN records. The GS1 Cloud will be a single platform to share data, with suppliers uploading data, rather than third parties (e.g. seller information). Some retailers have begun to insist upon GTIN to stock a product and indeed Amazon intends to ban sellers whose GTINs are incorrect.

The GS1 Cloud will include three key features:

- 1) Check – this function will allow the end user to input the GTIN and verify whether it is valid and from a GS1 member company. This should help to discourage fraudulent use of GTINs, (a problem which is becoming more frequent);
- 2) View – the user can look at the product attributes;
- 3) Explore – allows the user to explore similar products as part of a product catalogue.

Beat Barblan asked about the workflow. Henri confirmed that the 'brand owner' (usually the manufacturer) should upload the product data. They must be GS1 member companies and all must agree to the terms of use. Manufacturers can charge for a value-added service, not for the raw data. GS1 will collect information on the data providers as well, although this mostly already exists anyway in the database of GS1-registered companies.

Birgit confirmed that the Global Product Classification (8-digit number) is used as the product classification system. Jon Windus asked how many categories cover book products. Birgit replied that there are only limited options, mostly relating to format as, historically, there has been no major use of book data in GDSN. Ronald asked how GS1 perceives the GS1 Cloud working alongside existing Books in Print databases since it was noted there is no central, global database for publication data; it is done nationally, albeit with some overlap. Ronald highlighted that in publishing the publisher and manufacturer of the books are often different entities and it is conceivable that the limited data (7 core elements) might provoke customer dissatisfaction.

The Board members present agreed that, as with GTINs, there are sometimes problems with ISBNs. Dummy ISBNs can accidentally get into the supply chain clashing with legitimate assignments and Neil Wilson stated that a similar problem has been noticed in libraries now that their databases are interconnected.

ISBN is a subset of GTIN, but there have been some cases where Amazon has refused to list books if the ISBN is not listed in the GS1 Cloud. Henri advised that GS1 is a neutral organisation and this was not a policy, but an error. GS1 has started to appoint account managers to manage relationships with the bigger users of their system and Henri has passed the details about the ISBN cases to the relevant Amazon account manager.

The discussion concluded with ISBN and GS1 agreeing to keep each other informed of any developments. Birgit **agreed** that slides of her presentation could be shared with the Board members afterwards.

2. Minutes of Previous Meeting

A correction was made to the attendance list as José Borghino had not been present. This adjustment aside, the minutes of the previous meeting were **approved** by the Board members present.

3. Composition of Board and Elections for 2018 The directors whose terms are due to complete in 2018 are Alenka Kanič and Ronald. Ronald confirmed he is willing to stand again, but Alenka stated that she will not stand as she cannot complete another full term (she expects to retire from the National Library of Slovenia in 2019). In May, in line with our Articles of Association, we will write to all agencies to invite them to make nominations. An election will be held if there are more than two candidates. Led by Ronald, the Board offered its thanks to Alenka for her long service on the Board.

4. Revision of ISBN standard Following the publication of the standard and the accompanying users' manual, translations of the manual by national agencies are now underway. The first translation we have received is the French, kindly provided by AFNIL, which the IIA will publish shortly. We know that other translations, including Spanish and Polish, are underway.

The IIA issued a press release to announce the new standard and a number of industry bodies picked this up and included the news in their own newsletters and news platforms. These included BookNet Canada, ALPSP, IPA and BIC. Stella had also made a presentation about the new standard at BIC's *Building a Better Business* seminar earlier that day at London Book Fair and there are plans underway for a possible BIC Breakfast event in October.

Some Board members thought the new Users' Manual was not prominent enough on the IIA site.

Action: IIA to make the link to the new users' manual more prominent

5. ISBN AGM

a) Update on the AGM 2018 arrangements.

Stella and Nick had met with Mark Camilleri from the National Book Council of Malta, who is optimistic and confident about the meeting's success. Our discussions were very positive, and we expect a good meeting in Malta.

b) First draft of the AGM 2018 agenda. A first draft of the AGM agenda had been circulated in advance and further suggestions from the Board members present were invited.

Paul Jessop – who will be in Malta anyway for the ISMN meeting – had proposed that he update the ISBN community about ISNI. A brief slot regarding updates about the ISLI was also suggested. The Board **agreed** to both of these. It was further **agreed** that there should be a presentation on Thema (to be given by Ronald), while Piero suggested ARDI and ARDITO as a topic. Assuming Diana Segovia of the Argentina ISBN Agency can attend the meeting in Malta, she has expressed willingness to speak about publishing trends in her country. Beat raised the issue of virtual reality publications and it was proposed to hold a workshop or breakout sessions on the topic “When is a book not a book?”

Action: Carol Riccalton agreed to ask Jonathan Clark about DOI topics to present at our AGM

Action: Piero to check whether a presentation on ARDI and ARDITO is possible

Action: Beat to investigate a possible presentation on the issue of digital objects and virtual reality and their eligibility for ISBN

Action: Stella and Nick to explore the possibility of ISNI, ISLI, and Argentina presentations, and to coordinate with several people regarding the potential workshop session

c) 2018 Academic Conference Mark Camilleri had confirmed that no papers had been submitted for the academic conference yet, but the deadline is not until 30 May. Some Board members mentioned that they are considering whether to submit papers. Angus Phillips of Oxford Brookes University and some of his academic colleagues will attend, as well as some Maltese publishers.

e) 2019, 2020, 2021 and 2022 AGMs It is almost certain that the 2020 meeting will be in Oslo, Norway. We don't yet have any detailed expressions of interest regarding 2021 and 2022.

6. Any Other Business Carol Cheesman raised the issue of the forthcoming 25 May 2018 deadline for companies to show that they are compliant, or taking steps to become compliant, with the GDPR (General Data Protection Regulations). Members of the Board recommended that the IIA talks to Karina Luke of BIC, to the Publishers' Association, and that legal counsel should be sought.

Action: IIA

7. Date of Future Meetings

The next meeting will be held on Sunday 23 September 2018 in the early evening at the Palace Hotel (the same venue as the AGM) in Sliema, Malta. The 2019 London Book Fair will revert to March so the Board Meeting is due to be held on Thursday 14 March 2019 at 2pm at Kensington Olympia, London.