



**Committee on Standards
ANNUAL REPORT
2018-2019**

Introduction

This Annual Report template corresponds with the Action Plan you prepared for the period 2018-2019. This report is an important way to inform the Professional Committee, your Section's Standing Committee, members of your Section and the profession around the world about achievements over the past year.

The Annual Reports of all IFLA Sections provide important input to the fulfilment of IFLA's Professional Programme, Strategic Plan and Key Initiatives, and also contribute to IFLA's Annual Report.

Please return this form to your Division Chair and the Professional Support Officer (professionalsupport@ifla.org) by **31 October 2019**.

A summary should be provided to the membership of your Professional Unit and published on your webpage.

More information on Annual Reports can be found in the Officers corner: <https://www.ifla.org/officers-corner/annual-reports>

PART 1: Projects/Activities

Objective 1	
Revise the IFLA Standards Manual	
Projects/Activities	Progress
Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document.	Initial draft in May 2018 prepared by a Working Group of the Cataloguing Section led by Renate Behrens. As many IFLA standards from different IFLA sections will be affected by this work, the Committee on Standards and the Standards Procedures Manual Review Group invited members from other sections to join the discussion by recently sending out an email to the Officers Mailing list and put a request on the Officers Basecamp page.
Risks M	
<i>If we don't receive any input from the professional sections now we will communicate the revisions and request input after the revisions are completed.</i>	
Output	Impact
Revised Standards Manual available.	<i>Clearer understanding by the professional sections on when and how to revise standards and guidelines.</i>
Communications	
<i>Via emails to list serves and by Basecamp.</i>	

Objective 2	
Co-ordinate the maintenance, storage and access for all IFLA standards.	
Projects/Activities	Progress
Creation and management of the Registry Name Space.	Contract awarded to Metadata Management Associates to develop the Name Space Registry in August 2019.
Risks	
<i>Given the tight deadline for this project, we will need to ensure that all the current RGs Action Plans for 2019-2020 include an item on populating the Registry with existing standards.</i>	
Output	Impact
An up-to-date Name Space Registry by Spring 2020.	Improved access to IFLA Standards.
Communications	
<i>Via emails to list serves and by Basecamp.</i>	

Objective 3	
Promote approved standards to both IFLA members and non-members.	
Projects/Activities	Progress
Develop a communication strategy and plan for IFLA standards	Draft communication strategy and plan approved at the Committee on Standards meeting in August 2019.
Risks	
<i>None.</i>	
Output	Impact
Improved communications on standards related work within IFLA and externally.	Increase understanding and use of IFLA standards by the library community and externally.
Communications	
<i>Via emails to list serves and by Basecamp.</i>	

Objective 4	
Standardize the appointment of liaison representatives to the Committee on Standards.	
Projects/Activities	Progress
Create Guidelines for the appointment of representatives.	Draft guidelines approved at the Committee on Standards meeting in August 2019.
Risks	
<i>None.</i>	
Output	Impact
Standardize appointment of liaison representatives to the Committee on Standards.	Strong strategic relationships with other key international standards agencies, board and committees.
Communications	
<i>Via emails to list serves and by Basecamp.</i>	

Standing Committee membership

Please provide further information about members of the Standing Committee and their contribution to the work of the Professional Unit.

Standing Committee members' names	Role on the Standing Committee (if any) and contribution made to the work of the Professional Unit over the year (Chair, Information Coordinator, Project Leader)	Comments on position (resigned, co-opted to fill a casual vacancy, etc.)
1. Diane Beattie	Chair	Elected member second term
2. Maja Zumer	Governing Board Liaison	
3. Renate Behrens	Chair Working Group on Standards Manual	Elected member first term
4. Nijole Bliudziuviene		Elected member first term
5. Lisa Hinchliffe	Guidelines for Appointing Liaisons to the Committee on Standards	Elected member first term
6. Françoise Leresche		Elected member first term
7. Rehab Ouf	Communication Strategy and plan	Elected member first term
8. Jing Zhang		Elected member first term
9. Ulrike Junger	CDNL Representative	Second term
10.		
Add as required		

Names of any other reporting persons	Role <i>For example, Corresponding Members</i>	Comments on position (resigned, co-opted to fill a casual vacancy, etc.)
1. Chris Oliver	Chair BCM Review Group	Ex-officio, non-voting member
2. Massimo Gentili-Tedeschi	Chair, ISBD Review Group	Ex-officio, non-voting member
3. Gordana Mazic	Chair, PUC	Ex-officio, non-voting member
4. Anders Cato	Chair, LIDATEC	Ex-officio, non-voting member
Add as required		

Professional Unit meetings or conference calls

Please show how the Standing Committee has conducted its business over the year.

Date <i>When the meeting was held</i>	Location or type of meeting <i>Physical or virtual meeting (telephone, skype etc)</i>	Main outcomes <i>Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit</i>
1. November 23, 2018	Virtual meeting	Communication Strategy and Plan and Guidelines for Appointment of Liaison Representatives to the Committee.
2. December 14, 2018	Virtual meeting	Communication Strategy and Plan and Guidelines for Appointment of Liaison Representatives to the Committee.
3. July 24, 2019	Virtual	Revision of Standards Manual and Standards Programme IFLA August 2019
4. August 24, 2019	Face to Face meeting at WLIC Athens	Standards Manual Revision, Communication Strategy and Plan and Guidelines for Appointment of Liaison Representatives to the Committee.
5. August 28, 2019	Face to Face meeting at WLIC Athens	New Action Plan for 2019 to 2021.

Please return this form to the Division Chair and Professional Support Officer (professionalsupport@ifla.org) no later than 31 October 2019.

Please also make a summary of this form available to the IFLA Members registered with the Professional Unit, removing any sensitive information such as risks, individuals' contributions, etc.

(Officers can obtain a list of their IFLA Members from membership@ifla.org).