



Draft Agenda  
Professional Council Meeting  
**Friday, 17 February 2023, 13:00 – 15:00 CET**  
Teleconference

**Present:** Te Paea Paringatai (Professional Council Chair), Leslie Weir (Chair, Division Committee A), Anoja Fernando (Chair, Division Committee B), Dilara Begum (Chair, Division Committee C), Patrick Danowski (Chair, Division Committee D), Jan Richards (Chair, Division Committee E), Man Yi Helen Chan (Chair, Division Committee F), Camille Callison (Chair, Division Committee H), Nthabiseng Kotsokoane (Chair, Regional Council).

**Apologies:** Karin Byström (Chair, Division Committee G)

**Staff:** Helen Mandl (Acting Secretary General), Megan Price (Professional Support Officer)

**Observers:** 9 observers were present

Welcome and Apologies

Chairing her first meeting as 2021-2023 Professional Council Chair, Te Paea Paringatai welcomed the Council.

## **1.0 Approval of agenda**

**Resolution:** The Council approved the agenda.

### **1.1 Approval of Minutes from November meeting**

**Resolution:** The minutes were approved

## **2.0 \*For information**

### **2.1 Unit updates**

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

The Council noted the report.

### **2.2 Funding update and funding requests**

A confirmation of funding requests and an update on allocated, spent and remaining funds for 2023 was provided. An overview of 2022 PC spending will be provided at the April 2023 PC meeting.

The Council noted the report.

### 2.3 **Actions from previous meetings**

An overview of the work that had been completed following the November 2022 meeting of the Professional Council was provided, along with a status update of ongoing work.

New items resulting from the February 2023 meeting will be added to the list with dates set as available. An updated action list will be shared with the Professional Council and reported on at the April 2023 meeting.

The Council noted the report.

### 2.4 **Nominations and elections update**

An update on the communications around the IFLA Nominations and Elections was provided.

The Council noted the update.

### 2.5 **2023 Transition, handover and onboarding**

A proposal for the transitioning, handover and onboarding of Professional Structure volunteers was provided.

**Actions:** Council members will provide input offline.

## 3.0 **Strategic matters for discussion (60 - 90 minutes)**

### 3.1 **WLIC Update**

An update on WLIC progress and communications was provided. Three options for the Sunday offerings to Officers were provided. This item had been discussed in detail with the PC WLIC Subcommittee who revised the original options from 4 to 3. Options included one with a focus on incoming Committees, one with a focus on outgoing committees, and one with joint sessions to include both committees as it makes sense for the particular Section. A discussion was held and a decision was made to organise the Professional Council offerings as follows:

#### **Sunday**

**8:30 – 9:30** Officers Forum – Outgoing and Incoming Officers - Q&A with new IFLA President and new IFLA SG, moderated by the outgoing PC Chair.

**9:45 – 10:45** Joint outgoing/incoming Division Committee Meetings

**11:00 – 13:00** Joint outgoing/incoming Standing Committee Meetings

**13:15 – 15:15** Joint outgoing/incoming Standing Committee Meetings

**15:30 – 17:30** Joint outgoing/incoming Standing Committee Meetings

#### **Monday**

**time TBC** Officers Reception

Officer elections will take place in June and July 2023. Training for transition and onboarding of Officers will take place virtually, before and after WLIC. Details on transition, handover and onboarding will be provided to Officers in the Officers Basecamp beginning mid-March 2023.

**Resolution:** The Council confirmed the above schedule for the WLIC 2023 Sunday events.

### 3.2 Dynamic Unit and Impact Award 2023

The Dynamic Unit and Impact Award (DUIA) highlights and recognises the work of the Professional Units. The award is presented to one Unit that shows exceptional adherence to the criteria and up to two Special Mentions for achievements related to a group or subgroup of the criteria.

At the July 2022 Professional Council Meeting, a suggestion was made the DUIA be adjusted to remove the term “special mention” and to instead provide a total of (4) four awards, one for each criterion and an overall DUIA winner. The names of these new awards was also considered.

#### **Resolutions:**

1. The Professional Council approved the change in the award structure. There will be 4 awards – one for each criterion and one overall award. Names of awards to be determined by the Jury.
2. The Professional Council approved the process and timeline.
3. The Professional Council selected a DUIA jury of 3 from its members: Te Paea Paringatai, Camille Callison, Dilara Begum

**Actions:** The PSO will secure a volunteer from the Section on Education and Training to serve on the jury.

### 3.3 WLIC Posters Subcommittee

WLIC Posters sessions are an integral part of the WLIC experience and offer a low-threshold entry into conference presentations. Typically, the Professional Council offers a Best Poster award at each WLIC, with the winner(s) awarded in the closing ceremony.

At the July 2022 Professional Council Meeting, a suggestion was made the Best Poster award include additional categories such as a "Viewers Choice" or "Visual Impact". The Professional Council was asked to review these suggestions and to determine the award structure for the 2023 Best Poster award.

A jury of two members from the Professional Council was requested to complete the judging tasks in conjunction with a member of the Art Libraries Section.

#### **Resolutions:**

1. Jan Richards and Helen Chan will serve on the 2023 poster jury.
2. The poster award will now consist of up to two additional awards: *Viewers Choice* and *Visual Impact*

#### **Actions:**

1. The PSO will confirm the focus of the additional awards.
2. The PSO will contact the Art Libraries Section to secure a jury volunteer.
3. The PSO will put the jury members in contact with the Conferences Officer
4. The PSO will accompany the jury during the poster selection process at WLIC.

### 3.4 Guidelines, Standards, Unit Publications

An update on the status of in progress guidelines, standards and unit publications was provided. A confirmation of the endorsement of the The C&YA Professional Report on Safer Internet Day, *Creating and Maintaining a Safer Online World for Children and Young Adults in Libraries* was confirmed.

#### Resolutions:

1. The C&YA Professional Report on Safer Internet Day, *Creating and Maintaining a Safer Online World for Children and Young Adults in Libraries* was endorsed.
2. The Professional Council approved the appointment of Josline Chigwada, Krystyna Matusiak and Anna Maria Tamaro to the IFLA Journal Editorial Committee for a term of 4 years (renewable once).

**Actions:** The PSO and IFLA Communications Team will work with the C&YA Section to publicise the report.

### 3.5 Subcommittee & Working Group updates

- **Review process for Sections**

The Subcommittee has recommended that this work be undertaken by the 2023-2025 Professional Council. Additional Professional Council members indicated agreement with this recommendation. The Subcommittee will create a handover document with their recommendations and ideas, to be forwarded on to the new Professional Council.

- **Action Planning**

The Action Plan Subcommittee has met four times regarding the following.

- Purpose of Reporting - Action Plans and Annual Reports and the information each provide.
- Platform and data needs from a full organisation perspective: Units, Division Chairs, PC/GB, HQ
- Proposed reporting schedule
- Possible platforms - Database
- Research into and discussion of possible platforms including training

#### Timeline

- Develop recommendation, clarify details
- Recommendation to PC - April 2023
- Next steps depending on recommendation

The Subcommittee has determined the most efficient platform to use for reporting is a database, as a database allows for the greatest flexibility with regards to data portability and reuse while also allowing plan data to be reported using customised views, according to stakeholder need: Units, Division Chairs, PC/GB, HQ. The Subcommittee is looking into three potential platforms

Airtable, Easy Redmine and Infinity. Pricing ranges between Euro 2000 to 4000 per year for multiple users, the cost of which is recommended to be covered according to the ratio of use by the organisation's committees, with the professional portion coming from PC funds.

The next steps for the subcommittee are to develop a comprehensive recommendation (including reporting information, platform training etc.) and to continue exploration into the three platforms. The recommendation will come to the Professional Council at their meeting in April with the goal to decide on a platform. The report will contain recommendations on access, a roll-out plan, including training as well as expected costs for Year 1 with estimates on appropriate IFLA staff time allocations necessary for a successful roll-out and adoption.

- **Speaker Grants**

Speaker grants will be reported on at the April 2023 PC Meeting.

- **Governance Structure - Networks and Working Groups, etc.**

The definition of networks and working groups and their operation is still to be addressed. A proposal for the implementation of Networks will come to the PC in April. Any other progress will also be passed on in a handover document to the next PC.

- **Code of Ethics**

A Code of Ethics and Conduct for members of the Governing Board has been drafted and has gone to the Governing Board for their approval at the February 2023 meeting.

- **Handbook**

The Handbook has been drafted and has gone to the Governing Board for their approval at the February 2023 meeting. This first version will be in PDF format, with subsequent drafts to include additional features such as hyperlinking. It was recommended that it remain a living document with a versioning and amendment protocol for each version be tracked at the back of the document.

- **Open Access**

The working groups are collecting ideas for a business model to deliver the IFLA Journal as an Open Access journal. Financial data has been requested and will be provided by IFLA HQ to inform this work. An Open Access webinar series is planned by the group bringing together the expertise of the IFLA volunteer base. The group will meet at WLIC in Rotterdam.

#### **4.0 Division matters - Discussion**

4.1 Division items not in 3.0

#### **5.0 Other matters**

##### **5.1 Regional Council Update**

The Regional Council Chair provided an update of the Council's work. The Regional Council met in the Hague in December. A focus of this meeting was a reflection on what worked well, what didn't work well in terms of remit, planning and process. A redefined focus on Regional Committees and Regional Subcommittees was also discussed and confirmed.

Processes and focus on future, close collaboration with the Professional Council was also discussed as a priority for the future Regional Council. One part of this could be for the two Councils to meet at future WLICs. Regions were excited about the Hubs concept as it benefits the Regions in term of local issues, local languages and local time zones. A successful hub concept will be a win for this WLIC.

As part of this discussion, the issue of continuity and terms of both the Regional Divisions, Regional Council, Professional Divisions and Professional Council was raised. Due to the very short term allowed for service, it is difficult for Councils and Committees to achieve their mandate. A solution of staggered Councils/Committees was also raised. An automatic mentorship of Divisions was also suggested. The Professional Council Chair would like to hold a joint meeting with the Regional Council prior to the end of this term, which was agreed upon by the Regional Council Chair.

## 5.2 Other matters not in 4.0

### **PC meeting recordings**

The question was raised as to since PC meetings are now open to all Officers and members as observers, whether or not the recording should also be made available to those who wished to attend but were not able. A brief discussion was held.

**Resolution:** The meeting recording will be made available to Officers and members via the PC Chair update in the Officer Basecamp. As is standard practice for PC meeting recordings, it will be deleted after two weeks by the PSO.

### **Elections**

Officers are encouraged to apply for the role of Division Committee Chair. If individuals (Paid IFLA Members or Affiliates) have not received their nomination links, they should contact IFLA HQ at their earliest convenience for assistance – [elections@ifla.org](mailto:elections@ifla.org). There have been issues reported that emails from UK Engage have not been received.

### **Confirmed GB and PC meeting dates**

- Governing Board Monday, 27 February, 12:00 CET – teleconference
- Professional Council Friday, 14 April, 06:00 CEST - teleconference
- Governing Board Monday, 17 April, time TBD – teleconference
- Governing Board Wednesday to Friday, 7- 9 June, The Hague
- Professional Council Friday, 2 June, 09:00 CEST - teleconference