



Approved Minutes Professional Council Meeting
Thursday, 16 November 2023, 21:00-23:00 CEST
Teleconference

Welcome

Present: Te Paea Paringatai (Professional Council Chair), Marian Morgan Bindon (Chair, Division Committee A, and Professional Council Vice-Chair), Lisa Janicke Hinchliffe (Chair, Division Committee B), Karin Byström (Chair, Division Committee C), Ann Okerson (Chair, Division Committee D), Russell Lynch (Chair, Division Committee E), Edmund Balnaves (Chair, Division Committee G), Athena Salaba (Chair, Division Committee H)

Staff: Sharon Memis (IFLA Secretary General), Helen Mandl (IFLA Deputy Secretary General), Megan Price (IFLA Professional Support Officer)

Apologies: Vicki McDonald (IFLA President), Alejandro Santa (Regional Council Chair)

Not in attendance: Vincent Boulet (Chair, Division Committee F)

Observers: There were 2 observers in attendance

1.0 Approval of agenda (amendments)

The following amendments were made to the agenda:

- 5.1 – Items from the Regional Council November Meeting
- 5.2 – Regional Council Review of Division Committees

Resolution: The amended Agenda was approved

1.1 Approval of Minutes from 19 October meeting

Resolution: The minutes were approved

2.0 *For information

2.1 Unit updates

The Council noted the report.

2.2 PC Funding update, requests

The Council noted the report

2.3 Actions from previous meetings

The Council noted the report

Action items from this meeting will be added to the document and shared in the Professional Council Basecamp

2.4 Unit standards and publications

The Council noted the report

3.0 Strategic matters for discussion (100 minutes)

3.1 Proposed Professional Council meeting dates/times for 2024 to 2025

Professional Council Meetings are held roughly every six weeks From February to November of each calendar year, with a view to align to the meeting frequency of the Governing Board. The meeting held prior to a Governing Board meeting will serve as the Professional Council update to that meeting. There are no meetings of the Professional Council held in December and January.

Meeting day and time

A preferred meeting day and time has been trialled during September to November 2023. The preferred day is Thursdays, and the time is 21:00 CET/CEST. This day and time supports optimum attendance for different time zones.

Mid-year in person meeting

The Professional Council has signalled interest in a mid-year or similar in-person meeting. It is understood that any attendance is funded by the member of the Professional Council and/or their employer or host organization, or a combination of one or more of the above.

Regional or other IFLA/Sector events for collaboration

The in-person meeting of the Professional Council may be an opportunity to connect, collaborate with a local Regional/IFLA or Sector event. Such opportunities ideally will be explored by the host and/or determine where best to hold the meeting.

Proposed meeting dates and times 2024 to 2025

1. Thursday, 1 February 2024, 21:00 CET, Online
2. Thursday, 14 March 2024, 21:00 CET, Online
3. Thursday, 2 May 2024, 21:00 CEST, Online
4. Thursday, 13 June 2024, 21:00 CEST, Online
5. Thursday, 25 July 2024, 21:00 CEST, Online

6. Week commencing 19 August 2024, 21:00 CEST, Online
7. Thursday 3 October 2024, TBC
8. Thursday 14 November 2024, 21:00 CET, Online
9. Thursday, 13 February 2025, 21:00 CET, Online
10. Thursday, 27 March 2025, 21:00 CET, Online
11. Thursday, 8 May 2025, 21:00 CEST, Online
12. Thursday, 19 June 2025, 21:00 CEST, Online
13. Thursday, 31 July 2025, 21:00 CEST, Online
14. August 2025, Week commencing WLIC, Hybrid, TBC (Term Ends)

Resolutions:

1. The proposed meeting dates and times were approved in principle. Any exceptions or need for change will be managed offline in basecamp.
2. The dates and times will be posted in the Officer Basecamp and on the IFLA Website
3. An in-person meeting to be held before or after the President's meeting in Brisbane was discussed and preliminarily confirmed.
4. An in-person mid-term meeting for 2025 was put on hold until plans for WLIC 2025 are further solidified.

3.2 Governing Board Working Group updates

- **Code of Ethics**

PC Representative – Te Paea Paringatai and Division G Chair, Edmund Balnaves

- **IFLA/WLIC Governing Board working group**

PC Representative Division D Chair, Ann Okerson

Both the code of Ethics & Conduct and WLIC Subcommittee are working on terms of reference.

The WLIC Subcommittee is developing its work packages for examination. Additional volunteers from across IFLA's committees are also being sought for involvement in discussions. Work is expected to begin at the beginning of January 2024.

3.3 Subcommittee Updates

- Data Management

Subcommittee members: Chair, Division Committee E – Russell Lynch; Chair, Division Committee F – Vincent Boulet; Chair, Division Committee G - Edmund Balnaves

Had its first meeting and developing ideas for next steps. Noted were some areas of overlap between the Data Management and Tools and Planning subcommittee items.

- Governance

Subcommittee members: Chair, Division Committee A – Marian Morgan-Bindon; Chair, Division Committee C – Karin Bystrom; Chair, Division Committee D – Ann Okerson;

Chair, Division Committee F - Vincent Boulet; Chair, Division Committee H – Athena Salaba

The subcommittee reviewed the priorities set forth in the PDP. The subcommittees work will focus initially on two things: 1) the review of the structures and the types of Units that IFLA has thus far and 2) the review of the individual Units, their activities, goals and needs.

Actions:

- Clear understanding of the committee structures, purpose and function to identify data and recommendations and the conversion processes, identifying gaps and the role of the Working Group vs working group.
 - Reviewing whether time limitations are appropriate for SIGs.
 - Start by reviewing the Special Interest Groups who are ready to move from that structure to another – Identifying where they see themselves in the overall structure.
 - For Unit reviews, determining what data needs to be gathered for this process. What are the goals of the review. Regional Division review process is useful as a starting point.
 - Organize how the sequence of the review cycle will work – starting point, number per year, priority Units, voluntary vs. selected in the first round, etc.
 - Process for the removal of a committee Officer when it is not an agreed upon resignation and how this is aligned with the Ethics and Conduct GB working group.
- Tools and Planning
- Subcommittee members:** Chair, Division Committee C – Karin Bystrom; Chair, Division Committee G - Edmund Balnaves; Chair, Division Committee H – Athena Salaba

Actions:

- Needs assessment - A tools needs assessment will be conducted as part of the Officer Survey
- Scheduling software - The subcommittee will explore options for a meeting scheduling tool like Doodle poll integrated with Basecamp to make it easier to schedule meetings.
- Collaborative documents, continuity and succession planning
 - Investigate the possibility of IFLA email addresses for all officer roles (including division chairs)
 - Discuss with PC & Data Management sub-committee
- Systematic evaluation of congress and conferences - Discuss possibilities with PC/HQ and the committee reviewing the WLIC
- Repository
 - Identification of issues with the IFLA repository:
 - difficult discovery and unit interface,
 - difficult to add document (metadata),
 - need to improve discovery,
 - different roles of the repository (minutes/reports/papers)

- DOI needed - There is an expectation that formal papers published in a repository like IFLA have a DOI recognised from the "publisher".
 - Examine the possibility of registering IFLA with DOI directly or through a participating agency and minting DOI's in the repository. Formulate a proposal for PC
 - Infinity
 - Joint evaluation with Megan/HQ soon after the first submission.
 - The new action planning tool is a major improvement.
 - Feedback discussed was that units interpret the form and the question
 - Meet with PSO to discuss feedback from Officers and from the PC.
- WLIC 2024

Subcommittee members: Chair, Division Committee A – Marian Morgan-Bindon; Chair, Division Committee B - Lisa Janicke Hinchliffe; Chair, Division Committee D – Ann Okerson; Chair, Division Committee E – Russell Lynch; Chair, Division Committee H – Athena Salaba (as needed)

Will be meeting on Monday 20 November 2024 to discuss ideas raised thus far. Primarily identified is that the loss of WLIC is being viewed as an opportunity for Units to attend meetings offered around the globe. Collaborations are emphasised.

3.4 Action Plans

Committee members noted their initial experience with Infinity – both technically and in the plans that had been submitted by Units.

Now that plans have been entered, it will be up to the Division Committee Chairs to meet to discuss how the technical process might be improved.

It was noted that there is a range of responses to the entry of plans ranging from a few sentences to quite complete and descriptive. It was noted that the role of the Division Committee Chairs is vital in developing the growth and capacity of the Units in their Division. DCCs can work to provide feedback and guidance needed to assist the Units in helping them better describe and assess the outcomes of their activities.

Resolutions:

1. A discussion will later be held to determine the Action Plan data and information that the Professional Council would like to be included in the February report.
2. The PSO will follow up with those Units who have not yet submitted to determine whether it is a technical issue that is preventing their submission and technical issues will be investigated and resolved.

Events for 2024

The PC and HQ will work to develop a coherent vision in terms of facilitating

collaboration, communication, branding and logistics. Guidelines around each of these are currently under development and will be shared with Professional Units following the Governing Board's December meeting.

Limitations of the IFLA website calendar were identified in terms of looking at all the items as a whole offering and searching in a more specific way around topics or tags. However all Units are requested to post their mid-term/other events to the IFLA Website so they can be picked up and further publicised via the IFLA newsletter.

It was noted that the President's Meeting and the 2024 volunteer-led events are not a replacement for WLIC. To this end, there will be no "Satellite meetings" but there can be events/meetings that follow a similar format and purpose. Terminology will be suggested in the guidance document.

The President's Meeting will happen in Brisbane Australia in September/October of 2024 and is currently under development with the IFLA President, President-elect and Secretary General.

Resolutions:

1. Subcommittees will determine Chairs and will update the Professional Support Officer.
2. Guidelines for these 2024 events will be provided to Professional Units following the Governing Board's December meeting.
3. The PSO will work with members of the Professional Council to determine the best forum for inter-committee discussions. i.e., a new Basecamp, open discussion in the existing Officer Basecamp.

4.0 Division Matters

4.1 Co-opting Update

A brief update on co-opting was provided. As of 16 November 2023, 135 expressions of interest had been registered.

4.2 Other matters

None noted

5.0 Other matters

5.1 – Items from the Regional Council November Meeting

5.2 – Regional Council Review of Division Committees

It was requested that documents related to both items below be reviewed in the Professional Council Basecamp, and are flagged as items the Professional Council may need to be aware of, and another opportunity for collaborating and strengthening the relationship with the Regional Council.

6.0 Closing – The meeting ended at 22:59 CET

Upcoming meetings

Professional Council

TBD

Governing Board

Monday, 4 - Wednesday, 6 December 2023, Den Haag, the Netherlands

Regional Council - Actual dates and times TBD

7-8 December 2023, hybrid

w/c 15 January 2024, online

w/c 4 March 2024, online

w/c 15 April 2024, online

w/c 3 June 2024, online

w/c 8 July 2024, online

WLIC 2024, hybrid