Present:

Mélanie Roche (Chair, France)
Merideth Fletcher (Secretary, Canada)
Ted Westervelt (Information Coordinator, United States)
Ángela Quiroz (Chile)
Jennifer Wright (Scotland)
Karina Esman (Russia)
Lucia Sardo (Italy)
Mathilde Koskas (France)
Ruzilah Ehsan (Malaysia)
Sophia Zapounidou (Greece)
Fabyola Lima Madeira (Brazil)
Miki Yamaguchi (Japan)

Regrets:

Christian Aliverti

1. **Introductions and welcome**

   The Chair welcomed the membership and noted that while the scheduling had been somewhat rushed, it was necessary to meet as we had not in some time, and there was administrative work that needed to be completed.

   She said that in the coming months there would be more informal opportunities to meet and get to know each other and to learn about what our respective institutions are working on. She mentioned that how these discussions would be arranged would be discussed later in the meeting.

   The Chair showed the membership where the documents for the meeting could be found in Basecamp.

2. **Approval of the agenda**

   The Chair reviewed the proposed agenda with the membership, and asked if there were other topics that needed to be discussed. One member asked for updates on the Multilingual Dictionary of Cataloguing Terms and Concepts (MulDiCat) and the International Cataloguing Principles (ICP), and the Chair said that information would be provided during the review of the action plan.

   The membership approved the agenda without any changes.

3. **Approval of minutes from last meeting, October 2 2023**

   The chair mentioned that she had provided comments on the draft minutes in Basecamp and M. Fletcher said that she had begun incorporating this feedback. M. Fletcher said that she would post the updated minutes by the end of the day and give members one week to review before they were finalized and posted in the IFLA Repository. M. Fletcher also asked whether, going forward, CAT could approve minutes using Basecamp, rather

than waiting for the following Business meeting for approval, as this is an approach that IFLA supports. The Chair agreed. [On April 30, the minutes of the October 2 meeting were noted as approved in Basecamp. They have since been posted in the IFLA Repository.]

4. **Review of Action Plan**

The Chair flagged for the members that she had created a folder in Basecamp to store past action plan documents. She said she would also post there the results of the meeting's discussion on the current action plan so members not able to attend could provide comments.

The Chair said that the new reporting tool, Infinity, was a dynamic platform where content can be added at any time as desired by CAT. She showed the membership the application and said that it was fairly straightforward and, as the action plans of other sections are viewable, will allow everyone to avoid duplication of effort or the opportunity to partner on some tasks if desired. She noted that there are four different categories of activities, "Going Well", "Need Support" (which would raise the attention of our Division Chair, Athena Salaba and the IFLA professional support officer responsible for providing assistance to the sections), "Complete" and "Ideas for Consideration" (but for which we are not sure when or how we want to proceed).

The Chair began making updates to the action plan "live" in Infinity, and asked the membership to speak up during the meeting for their feedback to ensure it was accurate and well-written. Following the day's meeting, the Chair said she would post PDFs of the updated action plan pages in Basecamp and ask the membership to provide comments.

ICP: As she made updates to the action plan, the Chair noted that the ICP work was going very well, and that the WG was very close to bringing a first draft to CAT and other interested parties, once they addressed the remaining editorial questions. The ICP work was marked as being 70% complete, due to the consultations that remain, and the possibility of further edits. Other updates were made in the action plan that members will be able to review following the meeting.

T. Westervelt asked when the ICP draft might be ready to share with a group that had recently expressed interest in translating the 2016 edition of the ICP into Catalan. The Chair said that she had flagged the ICP as being ready for consultation in August 2024 but that this was a conservative estimate. More likely it will be ready by mid-June 2024.

It was agreed that T. Westervelt would reply to the interested group that the new edition of ICP would be ready by the fall. T. Westervelt also asked whether there was someone that he could contact to provide information about templates or rules that should be followed for translations. The Chair said that she thought that there were not any, that there was just a form that needs to be filled in to ensure that there were not two translations completed for the same language. This form does not address the content of the standard itself. That it would be up to CAT to establish communication with the translators to see if they have questions about the content that CAT can answer. T. Westervelt said that he was happy to respond to the group and be a conduit from them back to CAT. The Chair said that she would send the form to him if he could not locate it.

MulDiCat: The Chair flagged this activity as 80% complete and made other updates to the action plan. She also mentioned that the editorial group expects just one more meeting would be needed to complete the work in English. This meeting will be scheduled soon.

Communication Strategy: Given that this is a permanent ongoing activity, assessing "completeness" is challenging. The chair marked this activity as 20% because CAT currently has a Twitter presence. She noted in the action plan that the percentage would be increased as other related activities that had been noted in the action plan were finished (for example, updating the website, exploring sharing Bibliography's Section YouTube

Channel, with the potential for a broader channel name.)

T. Westervelt noted that each of the metadata sections have a specific strength or focus for their communications that other sections could benefit from. In addition to Twitter and YouTube, the CAT website is the host of the IFLA Metadata Newsletter. T. Westervelt is in contact with IFLA to move the older material from the website to the Repository.

The Chair also mentioned that YouTube provides the possibility of creating playlists of recordings that CAT would want to share broadly. This could be another way of communicating outward.

The Chair asked if T. Westervelt would be exploring the YouTube channel. He said that he would be happy to work with the other section information coordinators if the Chair is supportive of him doing this. The Chair said that he should feel free to initiate contact with the other coordinators and then report back to CAT. T. Westervelt said that he would be depending on the members of CAT to take the lead in providing the content that should be distributed, especially for ICP and MulDiCat.

T. Westervelt and the Chair also agreed that they would meet to review the website content together to determine what updates were needed, and then consult the CAT membership to confirm their recommended approach.

5. Issues arising from minutes
5.1 Accessibility network

The Chair noted that there was an item in the section's action plan regarding the Accessibility Metadata Network. CAT participates in this activity but is not the owner, so not a lot of content had been included about it in the action plan. The Chair said she would review the action plans of SSA and BIB to see whether she could repurpose what they had included for the Network and align CAT's work with theirs.

The Chair also mentioned that, as of two days before, the Accessibility Network was officially endorsed by PC and was now officially an IFLA structure, comprised of several working groups where members can contribute.

5.2 Volunteering for the Genre/Form working group
This topic was not discussed during the meeting.

5.3 Website maintenance
This topic was discussed under item #4 (Communications Strategy)

6. New topics
6.1 Joint event with other metadata sections

The Chair noted that she would have preferred that the joint be listed as an "Ongoing Output" on the action plan, but because not enough was know at that point, it had been listed as an "Idea for Consideration" instead.

The Chair reminded the membership of what had previously been considered: At CAT's October 2, 2023 meeting there had been discussion about organizing a joint metadata event (with SSA and BIB) covering what is new in bibliographic standards. Athens and Paris had been proposed as possible hosts. It was initially hoped that the event could take place in the spring, but this was too ambitious. This event is now more likely to be held in the autumn, but no specific date or place had been settled on yet.

Meanwhile the Committee on Standards (CoS) had the same idea for an event. It might be possible that CAT and the other metadata sections could join them. CoS is suggesting Athens as a location, but the Chair is not sure if this has been settled yet. The Chair noted that a lot of people would be involved (the sections and the

review groups), so that deciding about location and schedule was challenging. The Chair suggested that a small committee with representatives from each section and review group could meet to decide how to proceed.

S. Zapounidou was concerned that Athens had been mentioned as a possible location for this event, because she had not yet been informed. If the National Library of Greece were to be proposed as host, she would need to know very soon about the planned dates, how many people would attend, and whether an online presence would be required, to ask the leadership of her library if they agree. Given the upcoming summer holiday period, she expected that she would need to know what the plan was by May 15 before she could ask.

M. Koskas said that it would be better to have a smaller group to discuss this, perhaps just of the sections rather than the review groups at this point. The membership felt that the review groups would understand that it was not possible to consult with them from the start, and that the priority would be instead to determine a time and place as soon as possible so planning could proceed. M. Koskas agreed to be the CAT representative for this group.

Returning to the discussion about the action plan, the Chair said that she would ask the membership to provide comments on the draft plan (in Basecamp) within two weeks of the meeting, after which point she would consider the plan complete and submit it for review.

6.2 Planning for informal meeting opportunities

The Chair wanted to follow up on the idea that had originated from a Division H meeting where the Chair, Athena Salaba suggested that sections, in addition to their formal business meetings, have more information opportunities to meet and talk about what the membership was doing in their own institutions. Topics were suggested that were more "matter of fact," such as how institutions catalogue and what a typical workday looks like, in order to get to know each other better. The chair said that the topics would not need to involve large projects or innovative research. The Chair had previously suggested this idea to CAT in Basecamp and had the impression that the membership agreed with this idea. The Chair suggested that we could have these kinds of gatherings three times a year, in addition to regularly business meetings (three-four a year).

It was suggested that we could invite observers to these sessions, to which the Chair said she thought it would be an excellent advocacy strategy to get the work of the section known, but that CAT members might feel less comfortable and unwilling to speak in English in front of a larger group. Another member suggested that we could proceed with these events for just CAT initially, and then at a later point consider opening them up to observers after the first year.

A member suggested that these events could be organized by a CAT member who does not already have a working group commitment. The Chair agreed and suggested that this person could play a coordinator role, to arrange the schedule and book two meetings for the remainder of the year (one in summer, one in November or December). The person who coordinates would not need to moderate these special meetings, rather this could be done by the CAT leadership team if facilitation were needed. Á. Quiroz volunteered to take on this coordinator role. The Chair confirmed for clarity's sake that she would continue to schedule the formal meetings of the section.

7. **Adjournment**

The Chair adjourned the meeting.