



## CPDWL Standing Committee Meeting Minutes – Online, 2020

**Date:** Thursday, 3 September 2020, 14.00 CET (UTC+2)

**Meeting held via Zoom**

### **Attendees:**

Daria Beliakova, Wanda Brown, Loida Garcia-Febo, Almuth Gastinger, Svetlana Gorokhova, Gill Hallam, Sandy Hirsh, Catharina Isberg, Heba Ismail, Juanita Jara de Sumar, Antonia Krupicka-Smith, Ulrike Lang, Carmen Lei, Edward Junho Lim, Lim Kok Eng, Maria Micle, Rajen Munoo, Mitsuhiro Oda, Ray Pun, Mary-Jo Romaniuk, Ewa Stenberg, Ivana Todorovic, Sara Ulloa, Claudiane Weber.

### **Observers:**

Josiline Chigwada, Ahava Cohen, Roana Marie Flores, Adriana Hayward, Angela Quiroz.

#### **1. Welcome**

- Introduction about how the meeting will be organised.
- Members and observers introduced themselves via the Chat function in Zoom.
- Apologies received from: Monica Mooney Ertel, Mary Ellen Davis

#### **2. Approval of the Agenda**

- The agenda was approved.

#### **3. Minutes of previous meetings:**

Minutes from previous meetings had already been approved by email:

- Minutes of the SC Meetings held in Athens, August 2019
- Minutes of the Midyear meeting, online, March 2020

#### **4. Standing Committee membership matters**

- Number of SC members, Corresponding Members and CPDWL consultants
  - List of SC members and responsibilities available on Basecamp
  - Gill shared the CPDWL SC roles and responsibilities matrix that is available on Basecamp. It shows SC members' involvement in different activities such as: blog; newsletter; webinars; podcasts; coaching; CPD toolkit; CPD guidelines; WLIC planning.
  - Roles and responsibilities will be updated to show the difference between coordinators and contributors.

- In order to for members to get to know each other better, as there were no face-to-face meetings in 2020 due to COVID-19, Rajen suggested the idea of buddies (old members can be a buddy to a new members); Ulrike suggested a Zoom meeting without any agenda as a social get-together; Sandy suggested CPDWL 'getting to know you' meetings. A small working group (Sandy, Svetlana, Loida & Ulrike) would plan these sessions.
- Survey of SC members
  - The survey sought to develop a clearer understanding of the SC members' expectations of the SC and to improve the pathways in which they could get more involved in the work of the section. Juanita was thanked for completing the analysis of the survey data.
  - Ulrike reviewed the survey responses submitted by 14 from the 20 SC members and 3 of the 5 corresponding members answered the survey.
- Identification of any inactive SC members who could be considered to have resigned
  - We do not have any inactive SC members to report to IFLA HQ. However, we hope to find a better balance for the different workloads of SC members, given the list of responsibilities and to encourage all members to play an active role in the work of the SC.
- Terms of SC membership
  - August 2021: Juanita, Ewa & Sandy will complete their 2nd term; Ivana and Svetlana will complete their 1<sup>st</sup> term. Depending on whether or not Ivana and Svetlana decide to nominate themselves for a second term, the SC will need between 3 and 5 new members in 2021 (to be nominated by their institutions).
- Renewal or retirement of corresponding members
  - *Maximum 5, each of whom has a 2-year term, which can be renewed once.*
  - Chinwe will complete her 2<sup>nd</sup> term, Wanda, Antonia and Maria will complete their 1<sup>st</sup> term.
  - Identification of interest to become a CPDWL consultant, this is a role for actively working former SC members or former corresponding members), it is open for any SC member who completes their term serving the SC.

## 5. Membership of the Section

- List of registered members of the section
  - 110 members (85 *institutions*; 25 personal affiliates)
- Survey of section members
  - Summary is available on Basecamp, 50 responses. Most engaged via newsletter, 50% percent are engaged via the Knowledge Café at the WLIC.

## 6. Announcements and report from Division IV and the Professional Committee

- No WLIC due to COVID-19: to be noted
  - WLIC was cancelled this year due to the pandemic.
- Summary of the IFLA Governance Review
  - Catharina talked about the Governance Review, how they have gained more insight from the round tables conducted on regional bases.
  - Catharina answered questions received from SC, Juanita raised the issue the proposal for a Regional Council to ask about how this might work in practice, especially in terms of the languages & the relationship with IFLA committees that work worldwide.

- Svetlana asked about how section would be divided between divisions. IFLA had not decided yet how the sections would be distributed among the divisions.
- Heba mentioned the separation between the Regional Council & Professional Council
- Catharina emphasised that the chairs of the Regional Council & the Professional Council should meet and work closely.
- Availability of funds from IFLA
  - We will not apply for any funding for the next year.

## 7. Reports

- Information Coordinator's report, including Newsletter report
  - Ray thanked everyone for being involved in the blog and newsletter.
  - Two newsletters published per year. The current newsletter team includes Juanita, Edward and Sara). Ray suggested there could be value in considering some new digital strategies to capture a wider readership.
  - There was a discussion on newsletter formats and tasks and whether the group should explore new formats. The discussion was followed up off-line.
  - Blogging: Each month, we have 1 or 2 CPDWL members contributing a post related to professional development in the field. We will be planning this again for 2020-2021. Our posts have reached 1000+ viewers. 2019-2020 calendar is on track, there is one member per month.
  - The SC is active on social media channels: Instagram, Facebook and Twitter. We had a Twitter chat in July with CPDWL members from Australia, Macau, Singapore and Peru. We also had an Instagram Live conversation with a CPDWL member (Ewa) for the first time. Social media channels promote the blog posts, webinar activities, and projects from CPDWL members. All SC members are encouraged to help to post, especially in other languages.
  - We started a new podcast conversation with library leaders on anchor.fm/ifla-cpdwl (initially soundcloud)– so far 6 episodes have been completed; one was conducted in Spanish and another in Japanese. We may be able to look for sponsorships for these webinars potentially.
  - For the IFLA Dynamic Unit and Impact Award 2020, we are waiting for the announcement about nominations.
  - We did not explore the competition/award for organisations using and/or adapting CPDWL guidelines. This needs to be discussed or the ideas should be sunset.
  - SC members are encouraged to use different languages for the blog posts.

## 8. Action Plan 2019-2020: Summary review of projects and activities

[https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl\\_actionplan\\_2019-2020\\_revised.pdf](https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl_actionplan_2019-2020_revised.pdf)

*Focus Area 1 Strengthen the skills and capabilities of the profession by developing a Toolkit which will encourage and support the transfer of learning LIS professionals acquire at CPD events to their colleagues in the workplace*

- 1.1 Develop a Toolkit to help librarians transfer learning back to the workplace  
Gill, Rajen, Svetlana, Ivana

- The material & the proposed structure (framework & strategy) of the Toolkit is available on Basecamp.
- Technical issues are a concern: IFLA is developing a new website but there are serious delays. We need to determine how to develop the Toolkit resource for the new IFLA website.
- We need contributions from SC members: people to help and identify relevant resources, in different media and in different languages. SC members will be contacted to get their feedback.

*Focus Area 2: Better prepare IFLA and the global library workforce to support 21<sup>st</sup> century users by promoting the importance of CPD within IFLA and libraries as a means of advancing both the libraries and the societies they serve and by offering a robust and varied selection of CPD opportunities*

#### 2.1 Webinars: offer at least three webinars a year

Mary Ellen, Ulrike, Almuth, Claudiane plus Ray & Edward

- The webinars are very effective and successful, but we still need more volunteers to run them.

#### 2.2 Develop and deliver 3 open sessions for the WLIC

- Knowledge Café: Daria & Monica
- Health management: Ray, Ulrike
- Library carpentry: Edward

- Planned for 2021.
- There is an option to run the Knowledge Café as an online event.

#### 2.3 Provide access to CPDWL publications (e.g. conference papers and presentations)

Gill & SC members involved in WLIC sessions.

- No action in 2020.

#### 2.4 CPDWL and M&M Coaching initiative

Ewa, Almuth, Ulrike, Carmen + Vera Keown, Barbara Schleihagen (M&M)

- Liaise with M&M and Professional Committee
- Undertake planning activities
- Promote and deliver the program in 2020

- Online coaching sessions held during “conference week” 17-21 August: approximately 45-50 individual coaching sessions performed by 18 coaches around the world. More than 30 coaches volunteered originally for Dublin.
- Vera Keown’s training course for coaches was planned to be virtual from start. Training course – Videos 242 views in total, slides 970 views in total. Live webinars – three, 14 participants in total.
- Slides presentations in different languages: Arabic 79 views, Chinese 327 views, English 256 views, German 134 views, Russian 83 views, simplified Chinese 37 views, Spanish 54 views.

- The actual coaching was moved into the online format, planning started in April. The booking tool Calendly was used.
- To do: Questionnaires to coaches and coachees for evaluation will be sent in September. Report from the Coaching Initiative to Head Quarters and Professional Committee September – October.
- Plans for 2021: we aim for a Podcast in December/January with experiences of coaching. Also to consider, in addition to the Coach Training Course, a live webinar focusing on introduction to coaching, to reach less experienced coaches.

#### 2.5 Re-engage with participants and documents from CPDWL Satellite Meeting 2019 Gill, Ray, Ulrike, Almuth

- Survey sent to 100+ participants to evaluate the 2019 meeting in Zagreb. The responses indicate that people are taking what they learned back to the workplace.
- There are further ideas to re-engage with participants through webinars or chat with them
- The guidelines for Satellite Meetings are being reviewed and updated.
- The Croatian Library Association is having a conference next October and we have been invited to speak.

#### *Focus Area 3: Establish clear standards for use by libraries and library workers to shape CPD programmes*

##### 3.1 Continue implementing the IFLA CPD Guidelines Gill, Juanita, Edward, Chinwe, Hiro, Ivana, Jana

- The working group tried to get more translations, with the support from Loida as Information Coordinator with MLAS to target the national associations to invite them to link to the guidelines on their websites and to get involved in the translation work. Sadly, we did not receive any responses.
- Design & develop a CPDWL Guidelines Toolkit to highlight how individuals and employers can utilise the guidelines. It is proposed that this 'toolkit' is blended with the Toolkit to support transferring learning back to the workplace.

#### *Focus Area 4: Increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace through the creation of a more open and engaging environment for the CPDWL section activities*

##### 4.1 Adopt more participatory practices during standing committee meetings Gill & Ulrike as Co-chairs

- At this meeting, breakout rooms were used for small group discussions.

##### 4.2 Implement mid-year virtual SC meeting Gill & Ulrike as Co-chairs

- The 2021 mid-year meeting will be held in February 2021.

##### 4.3 Improve the communication work of the CPDWL section Ray (Information Coordinator) plus Communications Working Group

- Review and update Communications plan (2021-2023)
- Prepare 2 newsletters
- Prepare a communications calendar for the blog and social media channels
- Commence strategy for the IFLA Dynamic Unit and Impact Award 2020
- Explore competition or certificate ideas to recognize IFLA members who implement CPDWL Guidelines

#### **9. CPDWL Action Plan 2020-2021**

- Participants met in 4 breakout rooms to brainstorm ideas for future activities for the CPDWL SC.
- **Ideas from the breakout sessions**
  - Should re-plan our WLIC session for next year to digital format, maybe we will not be able to meet in person.
  - Attracting more members, and make SC more visible, also wider membership to IFLA.
  - Who's who in CPDWL in a zoom meeting or a webinar.
  - More activities online. Going digital.
  - Virtual meetings as the mid-term meeting goes online.
  - More communication channels rather than Facebook, Twitter that not working in some countries like China.
  - Webinars to promote our projects and publications.
  - More reporting about our activities within the section and outside.
  - Partnership with other entities like the Arab Federation for Libraries and Information (AFLI) to conduct e-training program on "innovation".
  - Knowledge café should be in virtual format next Jan.
  - Short videos form everyone so we can know what is going on around the world.
  - Toolkit and how to integrate the guidelines to embed it to the toolkit.

#### **10. Plans for WLIC Sessions 2021**

- All WLIC 2020 sessions rolled over to WLIC 2021, although the Knowledge Café could be run as an online event in January 2021.

#### **11. Annual Report 2019-2020**

- Overview of the requirements for Annual Report: the template is available on Basecamp.
- The online format this year include questions about the SC activity, who was involved (or not involved), how the section collaborated with other sections within IFLA or other organisations.
- Draft to be completed by 20 Sept 2020 for submission via online form by 01 Oct 2020

#### **12. Items to raise with Division IV**

- Nil

#### **13. Any other business**

- Juanita asked SC members to write stories for the newsletter.

#### **14. Next meeting of the Standing Committee**

- February 2021: tbc.

#### **15. Closure of SC Meeting**

## Appendix: Background documents for the meeting

### Item 3

- Minutes of CPDWL meeting: Athens, August 2019  
[https://www.ifla.org/files/assets/cpdwl/minutes/cpdwl\\_sc\\_athens\\_2019\\_minutes\\_draft.pdf](https://www.ifla.org/files/assets/cpdwl/minutes/cpdwl_sc_athens_2019_minutes_draft.pdf)
- Minutes of Mid-year Virtual Meeting: Online, March 2020  
[https://www.ifla.org/files/assets/cpdwl/minutes/cpdwl\\_midyear\\_meeting\\_2020\\_minutes.pdf](https://www.ifla.org/files/assets/cpdwl/minutes/cpdwl_midyear_meeting_2020_minutes.pdf)

### Item 5

- Standing Committee members and responsibilities, May 2020  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2956113026>
- SC Members Survey 2020  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2956647545>
- Ongoing activities reported by SC members in the latest CPDWL Newsletters  
January 2020 <https://www.ifla.org/files/assets/cpdwl/newsletters/jan-2020.pdf>  
June 2020 <https://www.ifla.org/files/assets/cpdwl/newsletters/june-2020.pdf>

### Item 6

- Section Members
  - List of Section members Aug 2020  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2956658610>
  - Section Members Survey 2019 report  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2956646663>

### Item 7

- Information Coordinator's report, including Newsletter report  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2956362442>

### Item 8

- CPDWL Action Plan 2019-2020  
[https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl\\_actionplan\\_2019-2020\\_revised.pdf](https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl_actionplan_2019-2020_revised.pdf)
- CPDWL Toolkit: Transferring learning back to the workplace  
Planning document: <https://3.basecamp.com/3833672/buckets/8064677/uploads/2916332708>
- Webinars: <https://www.ifla.org/publications/node/92255?og=82>
  - Webinar evaluation documents
  - Mindfulness, 7, July 2020:  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2900930815>
  - Coaching, 28 May 2019: <https://www.surveymonkey.com/r/BM9MBXM>
- CPDWL and M&M Coaching initiative  
Website: <https://www.ifla.org/cpdwl/projects>  
IFLA Coach Training resources: webinars, recordings & handouts <https://www.ifla.org/node/93224>  
Basecamp: <https://3.basecamp.com/3833672/buckets/11163712/vaults/1631867558>
- CPDWL Satellite Meeting 2019
  - 2019 post-event survey:  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2956152617>
  - 2020 re-engaging survey  
<https://3.basecamp.com/3833672/buckets/8064677/uploads/2956152568>
- CPD Guidelines: <https://www.ifla.org/publications/node/11885?og=82>

- Marketing and Communications Plan: 2019-2021  
[https://www.ifla.org/files/assets/cpdwl/cpdwl\\_marketing\\_and\\_communications\\_plan\\_-\\_feb2019.pdf](https://www.ifla.org/files/assets/cpdwl/cpdwl_marketing_and_communications_plan_-_feb2019.pdf)
- Annual report 2019-2020  
Online form by 01 Oct 2020 <https://3.basecamp.com/3833672/buckets/8064677/uploads/2956156779>

**Item 9**

- CPDWL Action Plan 2019-2020  
[https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl\\_actionplan\\_2019-2020\\_revised.pdf](https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl_actionplan_2019-2020_revised.pdf)

**Item 11**

- Annual report 2018-2019  
[https://www.ifla.org/files/assets/cpdwl/annual-reports/cpdwl\\_annualreport\\_2018-2019\\_final.pdf](https://www.ifla.org/files/assets/cpdwl/annual-reports/cpdwl_annualreport_2018-2019_final.pdf)

**IFLA documents**

- IFLA Strategy 2019-2024: <https://3.basecamp.com/3833672/buckets/8064677/uploads/1906627014>
- IFLA Governance Review: <https://www.ifla.org/node/93139>