



Attendance:

Members: Victoria Owen (Chair), Pat Riva (Secretary), Rehab Ouf, Fatemeh Pazooki (outgoing member), Mélanie Roche, Ana Stevanovic, Deanna White, Peng Xiao.

Expert Advisors: Renate Behrens, Chris Oliver, Maja Žumer.

Liaisons: Joseph Hafner (LIDATEC), Gordana Mazić (PUC), Mikael Wetterstrom (ISBD), Megan Price (IFLA Professional Support Officer).

Apologies: Sharon Dyas-Correia, Beth Kilmarx, Elida Ofelia Kraemer, Ulrike Junger (CDNL), Jenny Wright (BCM).

1. Welcome

Victoria welcomed everyone and held a round of introductions for new members.

2. Approval of the agenda

The agenda was approved as circulated.

3. Minutes of the meeting of 20 August 2023

The minutes were approved as circulated.

4. Report of the chair

Victoria thanked everyone for their participation in committee activities. Victoria and Pat had a meeting with Megan on 20 September to address some questions relating to membership. These points are covered in the next item.

5. Membership for 2023-2025

a. CoS expert advisors and liaisons

Megan confirmed that a paper from Victoria to recommend CoS expert advisors be reappointed for 2023-2025 went forward to the GB meeting being held next week.

Pat reported that she requested that liaison role members (Ulrike from CDNL and Renate in the new RSC liaison role) show on our membership list on the website. Renate will switch roles to RSC liaison and will not be an expert advisor as she cannot hold two different roles in CoS.

Renate remarked that RSC is expecting an official answer from IFLA that the GB accepted the protocol establishing the liaison at its August meeting.

ACTION: Megan will ensure that the GB approval of the protocol with RSC is confirmed with an email.

b. Review Group chairs and CoS liaisons from RGs

Review Group chairs are the ex officio liaisons to CoS from each RG. Details about incoming chairs is given in the RG reports in item 12.

c. Coopting and recruiting additional members for RGs

Calls for coopted members of Sections will go out shortly, but the call for RGs can be different. Several RGs have already identified members they would like to coopt.

ACTION: Megan will coordinate with the RG chairs about the coopting process.

Victoria reaffirmed that it is important to ensure that members that are recruited to RGs have suitable expertise. It is difficult for RGs to do succession planning.

6. RG project funds, application process for 2023 and for 2024

Since the funding for RG projects for 2023 was not confirmed before the start of the year, the PC will be asked at its 19 October meeting whether funding can be used retroactively for meetings that took place earlier in 2023. Although not the normal process, it is hoped this exceptional request will be well received given the late date of confirmation of funding.

Normally funding requests go through the Division chair; modifying for RGs, the requests should go through the CoS chair. The total amount allocated is 6000 euros, meaning up to 1500 euros for each of the four RGs. To request funds, submit a brief narrative to explain what it would be used for, and send to Victoria. There is no specific form.

The GB will consider project funding and process for Advisory Committees for 2024 and further at its December meeting, at which time the process will be shared.

ACTION: RG chairs to submit funding requests to Victoria for 2023 (for either retroactive or upcoming fall meetings) quickly (preferably so that any retroactive requests are known before the PC meeting on 19 October).

7. WLIC 2023 in Rotterdam debrief

- a. Session 153, International Standards in the Digital Information Landscape, Wednesday, 23 August, 11:30 AM – 12:45 PM; Room: Dock 10

Beth, Chris, Peng constituted the organizing committee. Peng attended the conference only online. Chris reported that Beth chaired the session expertly and held everyone to their time limits.

Pat added the 2023 details to conferences page on our website. The presentation titles in the program were quite vague, corrections are welcome.

Rehab shared the information that the recording of our open session, as well as all other WLIC 2023 open sessions are available and can be watched on the digital platform: <https://app.swapcard.com/event/ifla-wlic-2023>. This is available to the onsite and virtual registrants of WLIC 2023.

- b. Conference in general

Everyone agreed that it was a good conference overall.

8. Finalizing the Standards Manual

- a. Process workflow diagram

Victoria summarized that at WLIC the Standards Manual was finalized, except for the workflow diagram. She asked for the status of the diagram.

Rehab asked for follow up on the discussion recorded in the 20 August minutes under item 8, regarding the 5-year review cycle. Rehab's understanding was that the review process should start after 3 years, so that the standard can be revised/reaffirmed/withdrawn within the 5-year timeframe.

Chris stated that the current revision focuses on the 5-year cycle and there was nothing raised relating to an early notification after 3 years. Early notification might be helpful to the units, but CoS must be able to handle the workload. After WLIC, Chris clarified terminology in section 8 of the Manual, distinguishing reviewing a standard from actually revising it. No substantive changes were made. It is pressing to complete and publish the document.

Peng is willing to create the workflow diagram, being reassured that the text of the Manual is final. Chris and Deanna volunteered to comment on it.

ACTION: Peng to create a workflow diagram to include in the Standards Manual as an appendix. Chris and Deanna to comment on it.

Deanna asked about the forms which will be linked in the appendices. Megan shared the link to the forms, which had been commented on by some members previously.

Victoria considers that the working group revising the Standards Manual is still constituted. Since Vincent has completed his term on CoS, the remaining members are to select a chair among themselves to finalize the diagram so that it can be included as the last appendix.

ACTION: Chris will organize a WG meeting in early November.

Megan asked about the process to evaluate the workflow diagram and determine whether it reveals inconsistency or unnecessary complexity in the processes. If so, the WG may modify the Manual.

ACTION: WG to share the draft diagram on Basecamp and let other CoS members comment before incorporating it into the final Standards Manual.

9. Action Plan 2023-2025, due October 31

Victoria concluded from our review of the 2021-2023 action plan that some actions are completed while others were indicated in the minutes as new or ongoing actions for 2023-2024. No additional actions that need to be included in the plan were identified.

ACTION: Victoria will complete the Action Plan based on the August discussion.

a. Accessibility Metadata network

Chris reviewed the process for creating a network for Accessibility Metadata. There need to be five sponsoring professional units: CoS and LPD are onboard, and the three metadata sections will be solicited to confirm participation.

Megan clarified that networks are a new form of IFLA group that are not "under" any other unit. There is a draft process for networks coming based on the Handbook. As soon as there is more process Megan will notify Chris. Chris is the recognized organizer and has an email list of the people interested. Nothing is yet specified about the convenor, although one should be chosen from amongst the people in the network.

Victoria confirmed with the members that CoS officially agrees to sponsor. All agreed.

10. Action on recommendations of the Integration of IFLA Bibliographic Metadata Standards Working Group

These will be integrated into the Action Plan as discussed on 20 August.

11. Communications

a. Committee on Standards Newsletter update

Ana reported that the Newsletter group will meet soon and is working towards a December issue.

b. Standards corner in IFLA Newsletter

Megan described the monthly IFLA Newsletter. Each has a theme. Megan contacts units whose work may relate to each theme to solicit articles. Contributions are 150-300 words. The article appears on the unit's webpage and is linked to from the Newsletter. CoS could contribute articles that relate to the theme, if it is relevant. The next theme is community-based initiatives, a timely topic. The deadline is 13 October.

The opportunity was received with interest. For the next issue, Victoria suggested the accessibility initiative as a grass-roots initiative, an article could cover the impetus for its creation. Deanna felt that getting the visibility might raise other sponsoring or involved groups.

Renate felt this could contribute to our goal of making standards work visible. She enquired whether the list of themes and calendar of dates are determined in advance, so we can think ahead.

ACTION: Megan will share the calendar with themes which runs until December 2023. Once a new calendar for 2024 is created, she can also share it.

c. Basecamp organization and Review Group section

Chris asked about creating a Basecamp space for the Accessibility Metadata network, as it needs something more stable than an email list.

ACTION: Megan will create a new space and invite members to Basecamp.

Megan would like to discuss with the RG chairs about how she can support them. In particular, how the Action Plan process can best reflect the ongoing nature of RG projects.

ACTION: Megan will poll the RG chairs to set up a meeting with her.

Pat reported that incoming CoS members and liaisons have all been added to Basecamp and the mailing list. Outgoing members will be removed after this meeting.

Note the new Review Group tile which contains all documents specific to RGs. The Docs & Files tile is for documents for CoS. Some cleanup of our Basecamp meetings documents is in progress.

12. Review Group reports

a. LIDATEC

Joseph reported that LIDATEC held its business meeting online in early September as not enough members attended WLIC. Joseph is an ongoing member to 2025 but has already served

two terms as chair. Neither the other ongoing member nor the new members are willing to take over as chair. A proposal is being sent to the GB to agree to an exception and allow Joseph to continue as chair for another term, with CoS support. Megan commented that this highlights issues around recruitment and continuity as well as the importance of expertise. LIDATEC has less than the maximum number of members and could welcome additional coopted members.

There was discussion about the linkages between LIDATEC and the other 3 RGs. In the past term the chairs of BCM and ISBD in particular, regularly participated in LIDATEC meetings. This cooperation is fruitful as the RGs are major stakeholders in the namespaces which directly support their standards. In the current governance structure, this is not a formal liaison membership and LIDATEC membership is structured as an RG. LIDATEC could use the expert advisor mechanism to appoint experts from the different standards in the namespaces.

Rehab explained that when she was previously on CoS, the structure was different and there was a CoS liaison to LIDATEC role which she filled. Since the new governance model took effect in 2021, this is changed. She then continued to work with LIDATEC in her role as ISBD chair.

LIDATEC is at a critical point in its work. The work with ISBDM is going well. Updates for UNIMARC are being integrated.

b. UNIMARC

Gordana reported that UNIMARC had a meeting on 9 September. Although Gordana still a member until 2025, she has served the maximum time as chair. Branka Badovinac will assume the chair as of the next meeting and Gordana will assist in the transition. Almost all new members are active from the start. PUC would like to coopt French colleague Héloïse Lecomte for this 2-year period, as her nomination wasn't on time for this past election cycle. Florence Tfibel is also working with PUC.

The Action Plan for 2023-2025 is ready to be submitted and published, including a timetable of activities. The subgroup for harmonization with ISBDM had a meeting, Mirna and Gordon for ISBDM and Mirjam Kessler for PUC, which discussed harmonization of vocabulary and turning coded data into vocabulary form. UNIMARC/Bibliographic is complete and submitted to the repository, a subpage on PUC website is set up to get comments on this latest version. Then it will be sent to CoS for approval as a major version. Next PUC will turn its attention to UNIMARC/Authorities. Opened discussion of the important topic of the future orientation of UNIMARC in Rotterdam. Organizing a meeting either in Slovenia or in France.

c. BCM

Jenny Wright is the incoming chair of BCM and sent regrets for this meeting. Mélanie reported as outgoing chair on the Rotterdam WLIC business meeting. BCM has not yet had its second business meeting, scheduled for 5 October. The Rotterdam meeting concluded the worldwide review phase of LRMoo. Pat, Maja and Trond received some comments that were all resolved; a few remaining points were discussed at WLIC. This allowed LRMoo to be finalised (and Pat has completed a clean version of the document which was sent to Jenny to forward for standards review). Pat noted that when this comes to CoS for review, three of us are in conflict of interest and cannot participate in the review.

Mélanie followed with an explanation of the proposals discussed for enhancing IFLA LRM by adding two pairs of relationships. Having proposals caused a lot of distress as most people were not expecting expansion of the model, even though these proposals do not change anything in

the existing model. The discussion focused on how to properly manage the consideration of changes or additions.

Renate stated that she found the WLIC discussion useful and important. LRM is a basis for other standards within and outside of IFLA and any change has implications. How can changes be made? In what way is CoS involved?

ACTION: Victoria proposed that this discussion be an item at the next CoS meeting.

d. ISBD

Mikael, incoming chair, reported that ISBD has not yet had its second business meeting. He is planning the agenda. In membership, ISBD has had two members withdraw, and still carries some corresponding members, a category that doesn't officially exist anymore. He is familiarizing himself with the Handbook, as ISBD needs to appoint new expert advisors. The most pressing item of business is to review the process proposed for the review of ISBDM, so that the plan can be approved and carried out this year.

ISBD RG may delegate someone other than the chair to work with LIDATEC, as the liaison roles for the chair are extensive and it may not be sustainable for him to do it.

The ISBDM review process will be a good topic for either the IFLA Newsletter or the Standards Newsletter. The communication plan will be part of the ISBD RG action plan.

13. Other business

No other business was identified.

14. Next meeting: will be late fall 2023 online. A doodle poll will be sent out.

15. Close

Membership 2023-2025	
Victoria Owen (chair)	2. Term
Pat Riva (secretary)	2. Term
Sharon Dyas-Correia	2. Term
Beth Kilmarx	2. Term
Elida Ofelia Kraemer	1. Term
Rehab Ouf	1. Term
Mélanie Roche	1. Term
Ana Stevanovic	2. Term
Deanna White	2. Term
Peng Xiao	2. Term
Ex-Officio Member 2023-2025	
Sharon Memis	IFLA Secretary General or Designate
Liaisons and Support Officer 2023-2025	
Megan Price	Professional Support Officer at IFLA HQ
Joseph Hafner	LIDATEC liaison
Branka Badovinac	UNIMARC liaison
Mikael Wetterstrom	ISBD liaison
Jenny Wright	BCM liaison
Ulrike Junger	CDNL Representative
Renate Behrens	Liaison from RSC
Expert Advisors 2023-2025	
Chris Oliver	2. Term
Maja Žumer	2. Term