



**APPROVED MINUTES
PROFESSIONAL COMMITTEE**

Monday 9 December 2019, 09:30 – 18:00, Room I5.210
IFLA Headquarters, KB Building, The Hague, The Netherlands

Present: Vicki McDonald (Chair, Professional Committee), Sonia Poulin (Chair Division I), Helen Vincent (Chair Division II), Adjoa Boateng (Chair Division III), Catharina Isberg (Chair Division IV), Barbara Lison (President-elect), Martyn Wade (Chair, Copyright and Other Legal Matters (CLM)), Ai Cheng Tay (GB member) and Minna von Zansen (GB member).

Staff: Helen Mandl (Deputy Secretary General and Director, Member Services), Marie-Emmanuelle Marande (Conference Officer), Megan Price (Professional Support Officer).

Welcome and Apologies

The Chair welcomed the Committee in the traditional language of her home region, remarking that it is the International Year of Indigenous Languages.

Apologies were received from Sanjay Kumar Bihani (Chair Division V) and Ellen Tise (Chair, Freedom of Access to Information and Freedom of Expression).

1. General Business

1.1 Approval of Agenda (VM)

Sequencing of the papers was arranged to integrate the funding documents into one discussion: 2.1.2, 2.1.6, 3.1, 3.1.2 and 3.2.

The Professional Support Officer (PSO) introduced herself and provided a brief professional background. Members of the Committee were invited to introduce themselves.

Resolution: The agenda was approved.

1.2 Minutes of previous meeting 23 August 2019

Resolution: The minutes of the previous meeting 23 August 2019 were approved.

1.3 Minutes of previous meeting 30 August 2019

It was noted that the Open Access document prepared from the August 2019 Action List (19-1-8-2.1.2) for the Professional Committee meeting will instead be reviewed at the December 2019 Governing Board meeting.

It was noted that Basecamp and Zoom are working well as communications tools for Standing Committees, as opposed to mailing lists. Standing committees who would like their mailing lists to be retired, or who would like assistance with Basecamp are advised to contact the Professional Support Officer.

Resolution: That Basecamp be used as the preferred means of communication for Standing Committee members.

Resolution: The minutes of the previous meeting 30 August 2019 were approved.

1.4 Actions from previous meetings

The Director, Member Services gave an overview of the work that has been completed following the August 2019 meetings of the Professional Committee and spoke to work that is ongoing. The focus has been communication items related to reporting, WLIC 2020 proposals, follow up and support of Units.

The unfinished actions were discussed, clarified and assigned to members for completion; new items were added to the list.

The Division I Chair, Division IV Chair, and PSO will work together to develop a lifecycle, timeline, and revision to the reporting documents. The Division III Chair will work with the PSO to clarify the speaker grant application process.

Resolution: An updated action list will be shared with the Professional Committee and reported on at the April 2020 meeting.

2. Professional Programme Development Plan

2.0 Professional Programme Development 2019-2021

The Chair referred to the proposed work and focus the Professional Committee would undertake during their term, previously discussed in the August 2019 meetings. It was noted that previous objectives are in need of revision.

Each proposed objective was reviewed, discussed, and affirmed. It was decided that these objectives be further clarified to include actionable items and persons responsible, to be adopted at the April 2020 Professional Committee meeting. These items serve as a strategic plan for the PC, identifying the work that the PC will undertake, during their two-year term.

Resolutions:

- 1) That the PC Chair will work with the Division II Chair to review the previous programme of work and identify what should be carried forward. The Professional Development Programme Plan will be revised and a draft provided a draft in early 2020 for comment, to be signed-off at the April 2020 Professional Committee meeting.
- 2) That HQ provide a list of the recent changes that have been made to the Professional Programme to the Division Chairs, to be shared with the Units.

2.1 Objective 1: improve the quality and impact of work

2.1.1/1 Unit Action Plans and Action Plan Mapping

The Professional Committee considered the data on the Action Plans that had been received. Only two Action Plans were missing.

The Chair noted that the Action Plans were providing appropriate guidance to Units, as they could clearly demonstrate how proposed projects were directly aligned with the IFLA Key Initiatives and Strategic Directions.

It was noted that as this was the first time the Units had used this format, some units had difficulty in defining Focus Areas and Outcomes. It was suggested that part of the Officers Capacity Building sessions at the Congress focus on the reporting process linked to the Action Plans. It was acknowledged that the Units have made great progress in their action planning and that the Action Plans and reporting process can serve as a learning tool for all involved.

It was also suggested that Unit Action Plans be approved by their Division Chair prior to being submitted, so the Chairs are aware of funding being requested, and actions planned for the year. This proposal will be considered in the revision of the reporting lifecycle.

Resolutions:

- 1) The PSO will share summary charts, mapping, and list of proposed publications from the overview on Basecamp prior to the end of the year, along with the context of the data source.
- 2) Division Chairs will use above documents as a point of discussion at their next Zoom meeting.
- 3) PSO will follow up to support the Conveners of the two SIGs that did not submit Action Plans

2.1.2 Project funding

Based on the proposed budget for Professional Committee Funds for 2019, as discussed under item 3.2, it is predicted there will be €30,000 available for project activities in 2020. The Professional Committee made decisions on 27 on-time funding requests, based, in part, on the recommendations of the Project Funding Review Teams (Projects coded P1-P27). If unsuccessful this round, Units can submit revised requests, which will be considered if there are funds remaining.

Following discussion, the total allocated to the approved activities was €14,129 to be expended during 2020. This leaves an amount unallocated, which can be used for revised or late requests, and is summarized later in item 3.2, Draft Professional Committee Funds 2020. It was noted that changes be made to improve of the funding guidelines to provide additional direction for requesting Units.

The table below lists details of the Professional Committee's decision and the amounts allocated. Feedback from the Review Teams and the Professional Committee will be returned to the Chairs/Conveners of the respective Unit.

Project Code	Unit	Amount Requested	Amount Allocated	Comments
	Totals	€57,000	€14,129	
P1	C&YA	€1,300	€1,300	Approve in principal (1300) Request more information
P2	C&YA	€800	€800	Approve with revisions
P3	C&YA	€2,000	0	Not approved
P4	ENSULIB	€1,000	0	Not approved
P5	ENSULIB	€5,600	€5600	Approved
P6	CPDWL	€76	€76	Approved
P7	GIOPS	€2,704	0	Not approved
P8	AVMS	€1350	0	Not approved - referred to the Governing Board
P9	LSN	€2033	€833	Partially approved
P10	Art Libraries	€500	0	Not approved
P11	Big Data SIG	€3,100	0	Not approved
P12	BCMRG	€2000	N/A	Approved from COS funding
P13	PARL	€3,500	0	Not approved
P14	ISBD RG	€5,000	0	Not approved, €2000 will be funded from COS funds

P15	LTR	€1,000	0	Not approved
P16	LTR	€1,600	0	Not approved
P17	LTR	€1,500	0	Not approved
P18	Africa	€7,845	0	Not approved
P19	UNIMARC	€1,500	0	Not approved
P20	Stats and Eval	€5,715	0	Not approved
P21	Law		N/A	Previously approved and expended
P22	WIL SIG	€70	0	Not approved
P23	School Libraries	0	0	Withdrawn
P24	LHG	€4,520	0	Not approved
P25	LHG	€902	0	Not approved
P26	CLM		N/A	Not approved
P27	CLM	€4520	€4520	Approved
3.1	KM	€1,700	0	Not approved
3.2	Public Libraries	€7,000	0	Carryover not approved
3.2	Health and BioS	€1,000	€1,000	Carryover approved

Resolution: That Minna Von Zansen, and the Professional Support Officer develop an updated proposal template that provides clear guidance to funding requestors.

2.1.3 WLIC 2020 programme proposals

The Professional Committee discussed aspects of the WLIC programme. The Professional Committee reaffirmed its commitment that each Section have two hours, specifying that these can be divided and shared, however preferably in one-hour blocks. Offsite sessions and timing were considered. Overall, offsites are beneficial where they add a particular value to the Congress due to the location or activity.

Proposals and preliminary scheduling of WLIC 2020 was reviewed, and several scheduling suggestions were made. The Conference Officer will contact each Unit, and cc its Division's Chair with the result of the decision.

An overview of previous HQ/Professional Committee Sessions was provided. Session hours will be drafted by mid-February, at which time feedback will be requested for Professional Committee sessions. This will be followed by a paper with prospective WLIC 2020 Officer Sessions to be presented at the April 2020 Professional Committee meeting.

2.1.4 Coaching programme proposal

The Continuing Professional Development and Workplace Learning (CPDWL) Section submitted an updated report on their coaching programme initiative from WLIC 2019. The programme was well-received by participants and the evaluation highlighted the value gained. The Section proposed an improved session for WLIC 2020. The strengths of the programme and requests for a WLIC 2020 session were discussed and considered.

Resolution:

- 1) An additional session will be made available to CPDWL in addition to their Section programme slot. While the Professional Committee strives to apply the 2-hour session allocation rule, this initiative has a broader reach beyond the Section. This initiative is approved for three years (through 2022), at which time the Professional Committee will review its continuation as a permanent part of WLIC programming.
- 2) HQ will liaise with the sponsoring Units to assist with preparations of marketing materials
- 3) The Professional Committee Chair will mention the call for coaches in the Professional Committee update.

2.1.5 Public Library of the Year proposal

The IFLA/Systematic Public Library of the Year Award was presented at WLIC 2018 and 2019. The Public Library Section is seeking the same 2-hour additional allowance for WLIC 2020. The successes of the

previous years' events were highlighted. The strengths of the ceremony and requests made by the sponsoring Unit were discussed.

Resolutions:

- 1) Due to its success and wide applicability across the field, this initiative is approved for three years (through 2022), at which time the Professional Committee will review whether or not it should continue as part of permanent WLIC programming.
- 2) Two complimentary day passes to the Congress will be given to each library finalist team.
- 3) Scheduling consideration will be taken to arrange for the awards to occur on one of the Congress's live-streaming days.
- 4) HQ will advise the Public Libraries Chair of the decision.

2.1.6 IFLA Journal proposal

In 2018, the IFLA Journal and Social Sciences Section requested funding to hold a workshop aimed at assisting librarians and practitioners titled *Doing research in real-world settings: Telling your story and evaluating programs through social science research*. The workshop was held as a Satellite meeting in 2019 on the Friday before the Congress. The proposal for 2020 is for a similar session in which the IFLA Journal Editorial Committee collaborates with the Library Theory and Research Section and Social Sciences Section. The proposed theme comes from the recent Peter Lor publication on international and comparative librarianship. As the request is not directly from a Professional Unit it has been submitted as a separate funding request. The IFLA Journal falls under the professional programme of IFLA.

The Director, Member Services provided background on the proposal made by the current Editor of the IFLA Journal, and the proposal was discussed. The request was tabled for this session, with follow up clarification to be done by HQ to be discussed at the April 2020 Professional Committee Meeting.

2.1.7 Satellite meeting proposals for 2020

Seventeen satellite meeting proposals were received and discussed by the Professional Committee. Most provided adequate information for approval, with the remaining needing additional information regarding dates, timing, or location confirmation. The Professional Committee noted the timeline for proposal submissions.

The Committee expressed concern around the gap of days between some satellite meetings and the start of the Congress. Units who asked to be scheduled earlier in the week will be asked to move their dates closer to the start of the Congress.

The Conference Officer will contact Units regarding approval status. The Committee reminds delegates that they may need two visas for travel: one for the EU and one for the UK.

2.1.8 WLIC Officers Sessions – feedback

The Professional Committee noted the feedback from the Officers Sessions held in August at the Athens Congress. Content of WLIC 2020 sessions will be discussed at the April 2020 Professional Committee meeting.

2.2 Objective 2: Strengthen communications between all stakeholders

2.2.1 Unit Annual Reports (Division Chairs)

Professional Units were asked to provide an Annual Report and to communicate news on progress to IFLA members registered for their Section. The Professional Committee noted the reports. At the time of paper submission, 46/63 Units had submitted their final Report.

Division Chairs were asked to speak with Officers about the importance of communicating their activities to members. It was clarified that Division-level reports are not required.

Resolution: PSO to ask Units to remove personal information and communicate the reports to their members.

2.2.2 Satellite Meeting attendance

In the leadup to WLIC 2019, the Governing Board sought to learn more about attendance at Satellite Meetings to ascertain whether or not there is a correlation between satellite and WLIC attendance rates. IFLA staff asked organising committees to provide data on satellite meeting attendance. As a former member of the Finance Committee, the President-Elect provided context for this data gathering. Committee Members indicated that it was important for Members to be made aware of this context so that a greater amount of information could be gathered.

The results of this data collection was discussed. It was noted that if the satellite meeting is not held in the host country, fewer participants also attend WLIC. Having a satellite meeting in the host country offers the opportunity for some librarians to attend an IFLA event, even though they may not be able to also attend the Congress. It was agreed that satellite meeting attendance data continue to be collected, to provide guidance on future WLIC programming, and suggestions were made to assist in tracking correlated attendance data. It was suggested that the satellites be branded as IFLA Satellites, a stronger presence to strengthen the IFLA branding.

Resolution: HQ will continue to collect satellite meeting data.

2.2.3 WLIC 2020 Professional Committee Programme to support Units

WLIC offers the Professional Committee the opportunity to gather all Officers together, hold face-to-face discussions, and to deliver training. Much of the Professional Committee's interaction with Officers and Units in the last couple of years has been focused on capacity building/development of the Officer network, and activities contributing to the IFLA Strategic Directions.

The PC has a number of sessions available to it during WLIC. These sessions can be used to communicate directly with the Section Officers and Information Coordinators, and SIG Conveners. These sessions combine information dissemination, discussion, instruction and feedback gathering.

Resolution: Discussion and finalization of offerings will be done at the April 2020 meeting.

2.3. Objective 3: Support full engagement of committee members and develop leadership

2.3.1 Best Poster shortlisting

Each year there is a call for applications for poster sessions to be held in conjunction with WLIC. The Call for Posters has been made, with a deadline of 31 January, 2020.

Resolution: Governing Board Member, Ai Cheng Tay and Division III Chair, Adjoa Boateng were nominated to assist in the review process.

2.3.2 IFLA Awards nominations

The Professional committee agreed to encourage Divisions and Units to think about nominating worthy members for one of IFLA's honours and awards in 2020. It was suggested to consider honourees from different spectrums and to employ a multi-channel approach to locate nominees, for example library associations. It was noted that references are appreciated by the Executive Committee when they are considering and ranking nominees, and that the nominations are a confidential process.

3. Business matters

3.1 PC Funds 2019, 3rd Quarter report

The Professional Committee noted the status of the 2019 Unit Project funding allocations, the anticipated claims for the remainder of the year, and the updated allocation total for the Professional Committee funds for 2019. Units have until 31 December 2019 to claim any remaining funds.

3.2 Draft PC Funds 2020

The draft budget for 2020 of a requested €50,000 for Professional Committee activities was discussed. A number of commitments have already been made, consuming €22,220 of the funds. These comprise admin funds, software support, and outstanding projects.

The Professional Committee noted the budget submitted to the Governing Board and agreed to continue with the practice of a Unit's ability to claim up to €100 for Admin Funds. They endorsed an outline budget for 2020, showing a breakdown of funds across a range of outputs.

It was clarified that there are no "carryover" funds, as when we hold funds over to the next year, the amount comes out of the available funds for that new year. Therefore, the request for carryover funds was approved for one of the three projects, with additional information requested from the others prior to moving forward with funding approval.

3.3 IFLA publishing activities report

The Professional Committee noted the full report on publishing which included an update by the IFLA Journal Editor on forthcoming issues, including special issues being prepared in conjunction with IFLA's Professional Units. The report also contains feedback from the preconference workshop held at WLIC 2019 in Athens.

In the report, the Series Editor noted the status of a number of books currently underway. Three new proposals have been received but have not yet been circulated to relevant professional Units for feedback. The Series Editor also noted the question of Open Access for future publications.

Resolution: It is resolved that the authors go ahead with titles, getting additional feedback from the Units so the publications can move forward.

3.3.1 IFLA Editorial Committee representatives

In 2018 a position became vacant on the IFLA Journal Editorial Committee. A name was put forward but the Professional Committee asked that the Chair seek further nominations to ensure the committee was regionally inclusive. The Editorial Committee were asked to find three additional people to represent the regions. In August 2019 a member of the committee resigned leaving the committee with a vacancy.

Resolution: The Professional Committee approves the appointment of Egbert J, Sanchez-Vanderkast to the Editorial Committee for a four-year term, representing the LAC region, and that Anthi Katsirikou, representing South-Eastern Europe fill the remaining vacancy, also for a four-year term.

3.4 Governance review and Unit Changes

The Governance Review was discussed, acknowledging that workshops over the following two days would provide opportunity for further discussion. The Professional Committee noted the report and the activities that had been undertaken as part of the ongoing work of the review.

Professional Committee members suggested that progress reports of the Governance Review process be frequently communicated to the Units.

3.5 SIG Matters

The Professional Committee has placed structural items on hold until after the governance review process has been completed – namely, review of SIGs and Sections, and the requests for the evolution of SIGs to Sections. The Professional Committee reviewed the majority of SIGs in 2018; five remain to be completed.

A previous request from the ENSULIB SIG to become a section was discussed. While recognising the valuable work this SIG does and the level of activity and energy in the group, the Professional Committee did not believe it was appropriate at this stage to move to have additional Sections, due to potential impacts of the governance review.

The Professional Committee noted the SIGs' concerns and will come back to their input after there is more direction. Identification of reporting responsibilities of SIG will be discussed as part of the reporting lifecycle revision.

Resolution: SIG Matters will be placed on the April 2020 Agenda for further discussion.

3.6 CLM Publication Request

A proposal for a book on copyright called Libraries in the middle: patron needs and legal limitations (Copyright) under the editorship of Tomas Lipinski was approved by the Professional Committee in 2017. This book has been taken in hand by CLM with changes to the title and editorship being revised. CLM is requesting to publish this book as an open access (OA) monograph within the IFLA series published by De Gruyter

Resolution: This proposal will be discussed as part of the funding requests. Note: Professional Committee Project Funding for this publication was later approved.

4. Procedural matters

4.1 Procedural matters recommended for approval

None proposed.

4.2 Roles and Responsibilities of Division Chairs

The Professional Committee noted the information and the roles and responsibilities of the Division Chairs was discussed. To clarify roles and interrelated responsibilities of the Units, Divisions, SIGs, and HQ, an updated and annotated organization chart was suggested.

Resolution: HQ will provide an updated and annotated organization chart for the Divisions and Units.

4.3 Issues relating to Unit or Division activities (Division Chairs)

The Professional Committee acknowledged the good work that the Units are doing and appreciate their contributions to IFLA and the global field. Among the other items discussed during the course of the meeting, Division Chairs reported on their communications with their Units.

Division 1 – Sonia has had 3 zoom calls with her Units with a total of 19 people. Topics of discussion included: Feedback on the Action Plan template; Units seeking linking and collaboration opportunities; A request that the Governance Survey be adjusted to be able to provide more in-depth feedback; Diversity of the standing committee.

Division 2 – Helen has had 1 Zoom call, and a lot of communication via email. Topics of discussion included: Visa information for the Congress; What makes a good funding proposal; Communication of GB Committee appointments at the Congress; Action Plan feedback.

Division 3 – Adjoa has had 1 zoom meeting, most of the section was represented. Topics of discussion include: Feedback re: Governance review in that non-officers are interested in providing feedback; Strategies to get participation from other regions; Accessibility report; Identification of the benefits for individual members, including voting; Action plan funding requests.

Division 4 – Catharina has communicated with her Division often, primarily through email. Topics of discussion included: Action Plan feedback; Annual reports; Satellite Meetings, and their importance in the big picture; Division Chair newsletter.

5. Any other business

None proposed

6. Dates of next meetings

Proposed 2020 dates

The Hague, Netherlands

27 April – 1 May: Governing Board meeting,

Dublin, Ireland

13 August: 12:00 – 14:00 CAC meeting; 14:00 – 16:00; Finance Committee; 16:00 – 18:00 EC meeting

14 August: 08:30 – 11:00 PC; 11:30 – 17:00 Governing Board

21 August: 08:30 – 10:00 PC; 11:00 – 17:00 Governing Board

The Hague, Netherlands

December: Governing Board meeting