



Approved Minutes
Professional Committee Meeting
Friday, 23 April 2021, 9:30-11:30 CEST
Teleconference

Present: Vicki McDonald (Chair, Professional Committee), Jan Richards (Chair Division I), Helen Vincent (Chair Division II), Adjoa Boateng (Chair Division III), Catharina Isberg (Chair Division IV), Sanjay Kumar Bihani (Chair Division V), Ai Cheng Tay (GB member), Ellen Tise, (Chair, Freedom of Access to Information and Freedom of Expression (FAIFE)), Martyn Wade (Chair, Copyright and Other Legal Matters (CLM)) Barbara Lison (President-elect).

Staff: Gerald Leitner, (Secretary General) Helen Mandl (Deputy Secretary General and Director, Member Services), Megan Price (Professional Support Officer).

Apologies: Minna von Zansen (GB member)

Welcome and Apologies

1.0 General Business

1.1 Approval of Agenda

Resolution: The Agenda was approved.

1.2 Minutes of previous meeting 19 February 2021

Resolution: The minutes were approved.

1.3 Actions from previous meetings

An overview of the work that had been completed following the February 2021 meeting of the Professional Committee was provided, along with a status update of ongoing work. New items were added to the list.

Resolution: An updated action list will be shared with the Professional Committee and reported on at the June 2021 meeting.

2.0 Professional Programme Development Plan

2.1 *Objective 1: Align work of the Professional Units with the IFLA strategy*

2.1.1 *Professional Unit Updates

An update on Units + IFLA Strategy coverage, Professional Unit Virtual Events, and Standing Committee changes was provided. The Committee noted the report.

2.2 *Objective 2: Lead the IFLA Professional Units Governance Review*

2.2.1 Transition planning

There will be 25 elections held for Professional Section Members, compared to a usual 12-14 Sections – 650 nominations for 408 positions. Section elections this round have almost doubled.

A draft transition plan aligned to the elections process and WLIC was presented. The FAIFE Chair noted that the communication and engagement around elections has been excellent and congratulated the team for their efforts.

Minor adjustments to the transition plan timelines, taking into account July holiday patterns, finalized Officer elections and WLIC launch will be made, and an update presented at the June PC meeting.

Section inter-term committee, pre-WLIC meetings will be encouraged, with new Officers elected prior to 26 July so new committees can be listed for the WLIC launch.

Resolutions:

1. Revise the transition plan, taking into account July holiday patterns – present at June PC meeting.
2. Existing guidelines for the elections of Officers will be posted in a shared Google document for review and adjustment by the PC, to ensure transparency and fairness for a virtual environment. This process will ultimately be included in the Handbook.
3. A series of regional open fora led by the PC Chair and Division Chairs will be added into the transition plan and scheduled for the week of 12-July.
4. An Officers Briefing will be scheduled for week of 23-August.

2.3 *Objective 3: Strengthen the communication and collaboration between all stakeholders*

2.3.1 *Publishing update

An update on the status of Unit-driven publications and standards materials was provided to the Committee. The Committee noted the report.

2.3.2 Professional Council and Advisory Groups future relationship

The IFLA Governance review, finalised in February of 2021, changes the purview of the Advisory Groups, now to include the Committee on Standards, from the Professional Committee to the Governing Board. In the past, the Professional Committee was supported by the Chairs of both the FAIFE and CLM Committees, and regular reports were provided on the Committee on Standards and Review Group work.

At the February 2021 Professional Committee Meeting, the question was raised as to what the relationship between the Advisory Committees and the Professional Council would now be, considering a good deal of the Advisory Committee on Standards work is facilitating Standards and Guidelines, developed by the Professional Units and endorsed by the Professional Council.

The format and process for Advisory Group updates to the Governing Board was discussed and several ideas were developed. These ideas will be compiled and shared with the new Professional Council and Governing Board.

Suggestions:

- That the Advisory Group Chairs and Members are assigned to and attend Division Committee Meetings to provide a communications link.
- That the Transition Committee considers, and the handbook indicates how the Committee on Standards can become more clearly integrated into the work of the Governing Board.
- That the Transition Committee considers, and the handbook indicates how the Advisory groups update and advance the Governing Board.
- That clarity on information needed from Advisory Groups in the form of a useful 2-year cycle of communication, and a sharing of documentation be provided by the Governing Board.

Resolution:

This information will be included in a summary of items being considered by the outgoing Professional Committee will be developed for the incoming Professional Council, and discussed at the August 2021 PC Meeting.

2.3.3 Division reports (Division Chairs)

The Division Chairs provided an overview of their Division's work. Division Chairs highlighted specific activities including virtual events, and specific Unit actors. The general trend of questions coming from Units was also addressed – the website, elections, WLIC. The Professional Committee Chair noted that there was a lot of happening and that the Sections on the whole had been very active.

2.4 *Objective 4: Develop the congress as a professional experience and international forum*

2.4.1 WLIC 2021 Update

A Call for WLIC Session Proposals was sent to all Professional Units on 8 March. The deadline for proposals was 9 April. A Congress Proposal Working Group (curation committee) was appointed at the last meeting and has met several times to discuss criteria and pilot curation of the first proposals submitted, and ultimately moderate all submitted proposals. 53 proposals have been received with 21 approved and the rest under revision. All work on proposal selection will be completed by 21-May.

The dates for the conference were announced on 26 March and a news piece focussing on the 3-day programme over three time zones was published on 14 April. With the appointment of

the PCO, IFLA HQ will be able to provide additional information and devise a timetable for unit involvement through to August.

Resolutions:

1. The Conference Officer will provide an outline of the WLIC platform features and offerings to the Division Chairs.
2. Guidance on WLIC Session preparations will be provided to Units at the end of May 2021.

2.4.2 *WLIC Speaker Grants Update

An update on the status of WLIC speaker grants was provided to the Committee. This item will be revisited under the new Professional Council. The Committee noted the report.

2.4.3 DUIA 2021 Process and Timeline

The process and timeline for the 2021 Dynamic Unit and Impact Award (DUIA) was presented. The award application has been revised to facilitate the process both for applicants and reviewers. The application will be submitted via a digital form in Alchemer, and reviewed using a shared Google document. The criteria has been condensed and the application word count expanded.

Resolution: The Professional Committee approved the process and the timeline, which will be posted to Basecamp and the IFLA website.

2.4.4 Sponsorship Guidelines

A preliminary discussion on Unit Sponsorship was held. Existing 2012 sponsorship guidance is general and in need of revision. It was suggested that the existing guidelines be revised to include a due diligence component, guidance for both in-kind and financial sponsorship and that guidance be provided not only regarding the Professional Units and the Conference, but for all aspects of the Organization and its activities.

It was decided that a summary of suggestions from the Professional Committee on sponsorship guidelines be sent to the Finance Committee, and that a process and framework for sponsorship should be undertaken by the Finance Committee and later presented to the incoming Governing Board.

Resolutions:

1. A summary of suggestions from the Professional Committee on sponsorship guidelines will be sent to the Finance Committee
2. A process and framework for sponsorship will be undertaken by the Finance Committee in collaboration with IFLA HQ and presented to the Governing Board.

2.4.4.1 Annex 1: Existing Sponsorship Guidelines

3.0 Business matters

3.1 *PC Funds Update

An update on PC funds was provided, including an overview of 2020 expenditures. The committee noted the report.

4.0 Procedural matters

4.1 Guidance for Mid-cycle Plans vs New

The Professional Units currently report on a 2-year cycle composed of a yearly Action Plan and Annual Report, with an August to August timeline. These documents are reviewed, analysed and approved by Division Chairs and the Professional Support at HQ, later provided in summary to all Units and as a paper to the Professional Committee.

At the February 2021 PC meeting, clarity on reporting requirements related to mid-cycle planning and full-cycle planning was requested. A suggestion for an ongoing cycle of reporting requirements was presented, the goal of which is to decrease the administrative load on Units, while simultaneously providing data needed for reporting, and to determine Unit progress and needed support.

To increase uniformity, use of a standardized, updatable digital form was advised. To increase regional and ex-IFLA collaboration, and the visibility of Unit work products, the ability to upload outputs to a public-facing format was also recommended (see Global Vision Idea Store).

Resolutions:

1. The reporting timeline and lifecycle was approved.
2. Reporting information will be posted in the Officers Corner and Basecamp and the dates entered into the Officer's Basecamp calendar.
3. The PSO will work on providing digital and updatable forms with a provided Word/PDF version.

5.0 Other business

5.1 Recognition of 2019-2021 Officers

Ordinarily, the outgoing Section Standing Committee Officers are celebrated with an event held in their honour at WLIC. The Professional Committee was asked to offer suggestions to celebrate this group given the exceptional circumstances of the situation. The suggestions provided will become part of the conference planning, with input and advice from the PCO on what is possible.

Resolutions:

1. There will be a formal recognition for the outgoing Officers at WLIC.
2. The suggestions provided will become part of the conference planning, with input and advice from the PCO on what is possible.

Proposed 2021 dates

- TBD - June Professional Committee Meeting – Teleconference
(Tentatively Tuesday, 8-June – 9:30-11:30)
- TBD - June Governing Board - Teleconference