



Attendance:

Members: Victoria Owen (Chair), Pat Riva (Secretary), Vincent Boulet, Sharon Dyas-Correia, Ana Stevanovic, Deanna White, Peng Xiao.

Expert Advisors: Chris Oliver, Maja Žumer.

Liaisons: Joseph Hafner (LIDATEC), Rehab Ouf (ISBD), Megan Price (IFLA Professional Support Officer).

Apologies: Renate Behrens, Beth Kilmarx, Maria Micle, Fatemeh Pazooki, Ulrike Junger (CDNL), Gordana Mazić (PUC), Mélanie Roche (BCM), Helen Mandl (IFLA Deputy Secretary General).

1. Welcome
2. Approval of the agenda

The agenda was approved as circulated.

3. Minutes of the meeting of 30 March 2023

The minutes were approved as circulated.

4. Report of the chair – Victoria

Victoria communicated with the chair of the Professional Council about the impact of the advisory committee reporting structure change on project budgets. Prior to the governance changes, the PC had oversight of the budget for CoS projects, including RG projects, but this structure is awkward considering that CoS reports to the GB now. The PC is recommending to the GB in June that the CoS budget should come through the GB and not the PC as this would provide consistency with Advisory Committees all going straight to the GB. Budget for RG meetings, however, is still under consideration. To be formalized.

Chris asked on behalf of the Standards Manual WG: The WG is doing a final review before WLIC, should it be assumed that funding requests for RG projects are different from the funding process for other professional unit projects, including standards or guidelines? Other units would continue to be funded by the PC. Victoria considers this is likely to be resolved by August and can be incorporated in the Standards Manual in its very final revision.

Victoria thanked all members, liaisons, and expert advisors for their continued work for CoS.

5. Elections Process

Megan reported that election results including Advisory Committees and Review Group members were just posted on the IFLA website. <https://www.ifla.org/election-results-2023-acs/> and <https://www.ifla.org/election-results-2023-rgs/>.

6. WLIC 2023 in Rotterdam

- a. Business meeting: Sunday 20 August, 3:45 PM – 5:45 PM, room: Port 2, remote participation possible (by our own means)

- b. Session 153, International Standards in the Digital Information Landscape, Wednesday, 23 August, 11:30 AM – 12:45 PM, room: Dock 10 (no live streaming)

Chris reported on behalf of the planning team (Victoria, Beth, Peng, Chris) that the session length is shorter than originally thought, at only 75 minutes, but least doesn't overlap with the IT- SAA-CATS joint open program. Victoria will be at a conflicting session sponsored by the Library Services for Persons with Print Disabilities Section, Beth will open and close.

- Keynote: Revised Standards Manual (Vincent Boulet)
- Expectations of CoS members Conducting Reviews (Beth Kilmarx)
- Experiences with the standards development process (10 min each)
 - LRMoo's joint process with CIDOC CRM SIG and using a WWR (Pat Riva on behalf of the LRMoo WG)
 - Reference and Information Services Section: report on their development process which involved multiple resubmissions to CoS and revisions
 - Library Services to People with Special Needs: report on their guidelines development program
- Lightning updates (4 min each)
 - LIDATEC (Joseph)
 - ISBD (Rehab)
 - UNIMARC (Florence Tfibel, BnF and member of French Unimarc Committee)

Program deadline is June 18 for entering the details.

- c. Committee social event?

Proposed a group dinner on the Sunday evening, August 20. Victoria or Deanna will organize. Sharon, Chris, Joseph, Rehab, Pat, Victoria all confirmed attendance. Ana and Maja cannot come. Deanna to confirm mid-July. Members not present at this meeting will be asked to RSVP.

7. Integration of IFLA Bibliographic Metadata Standards Working Group (Vincent)

The WG is continuing its work and has a meeting planned in early July to finalize 3 recommendations:

- 1- propose to IFLA a policy statement on IFLA metadata standards with key principles and to highlight main principles.
- 2- the concept of expertise, how to highlight the work of experts, particularly dealing with long-term development that takes longer than the usual length of terms for IFLA units.
- 3- propose a common tool for IFLA standards groups to work collaboratively.

Megan: Where is this proposal directed?

Vincent: It will be submitted to CoS for discussion and endorsement in August. Part of the discussion by CoS will be how to proceed further with where to address the recommendations.

8. Standards Manual review WG report (Vincent)

Vincent: The Standards Manual WG is reviewing the comments entered into the draft by CoS this winter. The WG is meeting June 23 and hope this last meeting will finalize the document to propose it to CoS for endorsement. Looking forward to getting it finished!

9. Wiki platform for publication of ISBDM on namespaces (Rehab)

Rehab recapped that the ISBD RG had been seeking a solution for publishing ISBDM as an online tool on a publishing platform for IFLA standards. They had worked on a member's personal website while in development. ISBD RG has worked with LIDATEC to prepare a prototype tool via GitHub/namespaces. The link above is to a work in progress and is not to be distributed because the content is not complete, nor is the layout final. Still a temporary solution.

Joseph: LIDATEC is excited by this proof of concept of what can be done via the technical team and the existing GitHub/namespaces infrastructure. It can be designed to have login-protected sections for the sections that are pre-publication. Gordon Dunsire made it very easy to work on it and set it up. Other groups could consider something similar. An advantage is that updating the namespaces is easier, it is all connected. Jon Phipps and Diane Hillmann (Metadata Management Associates) are willing to do this sort of interface within the same contract IFLA already has with MMA.

Deanna asked what next steps for ISBD after ISBDM? Expressions, works? Rehab said this would come later.

10. Protocol between CoS and RSC (Chris) (draft circulated on basecamp)

Chris explained the goal of this single protocol between RSC and CoS is putting the existing separate protocols with each RG into one document framed at the higher level.

Pat had some editorial points about terminology for the BCM RG and LRM.

Maja: Noted a lack of symmetry: RSC has liaison to CoS and through CoS to the RGs, but nothing reciprocal from the RGs to RSC other than accidents of overlapping membership. It would be good to foresee the 2-way communication.

Rehab: The ISBD-ISSN-RDA Harmonization protocol and other technical documentation should probably be updated, as it is 6-7 years old. This will be on the ISBD RG agenda.

Chris: To clarify whether this document is supposed to be mentioned in the supporting documentation of the protocol.

Megan: Would it be possible to create an organization chart showing CoS and the RGs and the official liaisons, to ensure that all the liaisons have some sort of official agreement governing them. The visual would be a help for HQ.

ACTION: Deanna volunteered to make a first draft organization chart with the liaison structure.

Deanna asked about the workload of the RSC liaison. Is there an expectation of attending all meetings of CoS and the three RGs? And take part at all levels? It is a lot if that is the expectation.

Chris clarified that historically RSC protocols govern official communication between the two parties, they are not a commitment for the liaison to work as a member of the RGs. Because Renate is both Chair of RSC and already a member of ISBD RG and was a CoS member (now expert advisor) she has had active roles in IFLA. This was also the case when Gordon Dunsire was Chair of RSC. However, when Kathy Glennan was chair of RSC she didn't attend WLIC and delegated the attendance.

ACTION: Victoria will reply to Renate and Anne Welsh (RSC secretary) to say that Chris will return the draft protocol with our comments and CoS will look at the next version in August.

11. CoS reviews

a. *Guidelines for Maintaining and Documenting IFLA Vocabularies*

Pat and Deanna completed their reviews which are ready to be consolidated and sent to Megan for the rest of the process. Megan asked whether it is an anomaly that RG standards go to PC for approval when everything else about RGs goes to GB. However, all other standards go to the PC. Deanna feels that PC is more involved in the daily professional work. Consensus was that we should keep the standards process the same for RG standards. Megan indicated that the GB does endorse manifestos and statements.

b. *IFLA Guidelines for Library Services to Prisoners, 4th edition* (published)

This process is now complete and the guidelines are published.

c. *International Guidelines for Library Services to Displaced Persons*

Received by CoS in December 2022, and returned to the section in January 2023 for major revisions, with detailed and helpful review comments from the review team composed of Rehab (coordinator), Peng, Beth and Deanna. Megan expects that it could come back in August for the next review.

d. Proposal for: *Guidelines for Library Services for Persons with Print Disabilities*

Proposal reviewed by CoS in December 2022 and Guidelines approved for development.

12. Communications update

a. Web editors and repository report

Pat reported that CoS documents, including past minutes, action plans and annual reports, are up to date in the IFLA repository, thanks to Deanna. This allowed the CoS website menu to be updated to show the *Conferences* page, removing the old *Meetings* page. Our menu is now as streamlined as possible. Other ongoing updates to the website, particularly for the *Standards Work in Progress* page, were done as needed. The news item announcing the LRMoo worldwide review was published under both CoS and BCM.

b. Communications WG and Newsletter report

A page on the website to make unit Newsletters more visible is to be developed.

13. Review Groups reports

a. LIDATEC

Joseph: LIDATEC is looking forward to onboarding new members and working with ISBD and other groups in finding how LIDATEC can help advance their work.

b. UNIMARC: No report in Gordana's absence.

c. BCM: No report in Mélanie's absence.

d. ISBD

Rehab: The RG is thinking forward about training for ISBDM since there has been substantial progress recently. New members have been elected and onboarding them will be a priority.

14. Procedures and processes

a. [IFLA Handbook](#)

- a.i. Appointing IFLA liaisons with external standards bodies
- a.ii. Appointing expert advisors for RGs
- a.iii. Text on Review Groups
- a.iv. Co-opting members to RGs
- a.v. PC project funding for RGs

ACTION: Megan to make available our sections in Word. Should we see any needed edits, these need to be reported by August 1 so edits can be approved by the first GB meeting at WLIC.

ACTION: Victoria requested that we read through all sections pertinent to us and make any comments.

15. Other business

No other business was raised.

16. Next meeting: 20 August 2023 in Rotterdam

17. Close

Membership 2021-2023	
Victoria Owen (chair)	1. Term
Pat Riva (secretary)	1. Term
Vincent Boulet	2. Term
Sharon Dyas-Correia	1. Term
Beth Kilmarx	1. Term
Maria Micle	1. Term
Fatemeh Pazooki	2. Term
Ana Stevanovic	1. Term
Deanna White	1. Term
Peng Xiao	1. Term
Ex-Officio Member 2021-2023	
TBA	IFLA Secretary General or Designate
Liaisons and Support Officer 2021-2023	
Megan Price	Professional Support Officer at IFLA HQ
Joseph Hafner	LIDATEC liaison
Gordana Mazić	UNIMARC liaison
Rehab Ouf	ISBD liaison
Mélanie Roche	BCM liaison
Ulrike Junger	CDNL Representative
Expert Advisors 2021-2023	
Renate Behrens	1. Term
Chris Oliver	1. Term
Maja Žumer	1. Term