



Meeting Minutes CPDWL Standing Committee Meeting – Online, August 2021

Date: Tuesday, 31 August 2021, 15.00-17.00 CEST (UTC+1)

Via Zoom: <https://us06web.zoom.us/j/98915115415>

Participants

SC members: Claudiane Weber (first hour), Raymond Pun, Kok Eng Lim, Edward Junhao Lim, Ulrike Lang, Daria Beliakova, Heba Ismail (first hour), Mitsuhiko Oda, Carmen Ka Man Lei, Rajendra Munoo, Ivana Todorovic, Nyakundi James Nyambane (first hour), Chinwe Anunobi, Tina Haglund, Jarkko Rikkilä, Mantra Roy, Al-muth Gastinger

Advisory group members: Sandy Hirsh, Juanita Jara de Sumar, Loida Garcia-Febo

Division chair : Dilara Begum

1. Welcome

Standing committee (SC) members and advisory group members introduced themselves.

Apologies were received from:

SC members: Gillian Hallam

Advisory group members: Svetlana A. Gorokhova, Catharina Isberg, Matilde Fontanin

No information or apology from SC members Constance Lehro Kouï and Alan Brine. One observer was registered, but the person did not show up.

2. Approval of the Agenda

The agenda was approved.

3. Administrative matters to be noted

- Minutes of the SC Meeting held online via Zoom on February 4 and 5, 2021, were approved and no matters were arising in relation to the minutes.
- Annual Report 2020-2021 to submit to IFLA HQ on Oct,1, 2021:
Gill put a draft on Basecamp.
<https://3.basecamp.com/3833672/buckets/8064677/uploads/4067100355>
Please, read and comment until 10th of September.
- Action Plan 2021-2023 to submit to IFLA HQ on Nov 1, 2021:

A draft will be put on Basecamp soon and everybody is asked to comment. See also the minutes for item 7 below. The former action plan can be found here:

https://www.ifla.org/files/assets/cpdwl/cpdwl_actionplan_2020-2021_0.pdf

- Information Coordinator's report:
See on Basecamp <https://3.basecamp.com/3833672/buckets/8064677/uploads/4068199142>
- New IFLA website:
Everybody should check it out and report any errors to one of the SC officers (Ulrike, Alan, Edward, Almuth)

4. Standing Committee membership matters

- Number of SC members, Advisory group members:

CPDWL has 20 SC members, 4 incoming and 4 outgoing members.

Since we cannot have consultants and corresponding members anymore, we have started a so-called advisory group. 13 former consultants and corresponding members are members of this group.

- List of SC members and their responsibilities:

A document will be prepared very soon after the meeting. All SC members have to take part in projects/tasks and need to tick off for at least two or three responsibilities. CPDWL has many projects, and we really need everybody being very active!

Leaders of the various working groups: please remind your group members of your work and send links to relevant documents on Basecamp.

You can also have a look at ongoing activities reported by SC members in the latest CPDWL Newsletters in January 2021:

[\[https://www.ifla.org/files/assets/cpdwl/newsletters/cpdwl_newsletter_jan_2021_1.pdf\]](https://www.ifla.org/files/assets/cpdwl/newsletters/cpdwl_newsletter_jan_2021_1.pdf)

- Identification of any inactive SC members who could be considered to have resigned:

There are new rules and statutes and nothing about inactive members in them anymore. We will discuss this subject again, later on.

5. Membership of the Section

- List of registered members of the section:

As of August, CPDWL has 72 institutional members and 31 personal members, altogether 103.

We got 13 new institutional members in 2021, as well as 15 personal affiliates.

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

- Division IV meetings:

The Division Chair Catarina Isberg (until August 2021) tried to focus on special topics for the last meetings, for example presenting section's special projects and experiences and the joint project of series of webinars for LIS students.

- IFLA Governance Review:

Ulrike (co-chair) let us know about the IFLA Governance Review and some of the new rules and statutes. See <https://www.ifla.org/governance/> for details. We have to see how they will work out in practice.

- Future Division C:

Division chair Dilara Begum talked briefly about her thoughts regarding the work in division C. Good collaborations are very important. She will come back with specific ideas and directions at the next meeting.

7. Action Plan 2021-2023: Summary review of projects and activities

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 CPDWL Ideas House

Gill, Rajen, Svetlana, Ivana, Kok Eng

- Future of the work, new members of the working group:
This is work in progress. There will be a webinar in October and an intention to collaborate with the New Professionals (NPSIG) and ALA (like we do for the other webinars). Daria will join the working group.

Focus Area 2: Better prepare IFLA and the global library workforce to support 21st 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

Ulrike, Almuth, Ray & Edward

- Webinar programme 2021-2022:
We had two webinars so far in 2021, but they are not on our webinar website yet. And one or two webinars from 2020 are missing there, too. So the website needs to be updated! Ray? Edward?
12/01/2021: Open access and libraries: Lessons from COVID-19 and our path towards the future
26/04/2021: Libraries changing the world: educating and promoting understanding for climate change
<https://www.ifla.org/publications/node/92255?og=82>
There is another webinar planned in 2021 (see CPDWL Idea House).
- New members of the working group:
Ulrike wants to step down because of her role as SC chair. Jarkko and Carmen are interested to join the group. Loida will continue to contribute, but not as chair of the group. We need a new chair for this working group.

In addition, we had the Knowledge café online. Daria and Monica were in charge and did a great job.

2.2 Recap on open sessions for the WLIC 2021 (Virtual)

- Panel discussion on guidelines: Several SC members participated and reported since Gill was away.
This session was a huge success. More than 100 people attended. Gill was a great moderator. One conclusion was that the guidelines will need to be updated.

- Library carpentry: Edward
This was a good session, too. Presenters were sharing case studies about how they applied knowledge to their workplace. It has not been discussed yet how to proceed with a Library carpentry session in the future.

All SC members can watch the recording of the WLIC session, even if they had not paid for the congress.

2.3 Programmes for WLIC 2022

As we did not have the chance to meet f2f at the WLIC 2021, so far no other sections stepped up to us for collaborating in programmes/sessions in 2022.

We would like to continue with the Knowledge Café. Daria will ask Monica about a session for the next congress in 2022. At the moment, it is difficult to plan because we still don't know how the WLIC 2022 will be organised (hybrid, just physical or just virtual).

In addition, we intend to organise another coaching session and a session on the CPD guidelines.

SC members: please send other ideas for sessions to the SC officers.

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

Gill & SC members involved in WLIC sessions:

We skipped this item.

2.5 CPDWL and M&M Coaching initiative

Almuth, Ulrike, Carmen

- Recap on coaching sessions around WLIC 2021:
More than 100 coaching sessions booked and most carried out. A detailed report will be sent out soon.
- New working group members:
There are 2 new members from the M&M section. Tina (new CPDWL SC member) would like to join the working group.
- Undertake planning activities: see the forthcoming report.

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

- Translations of the Guidelines Summary and of the poster:
We would like to have more translations.
- Target specific national associations:
Working group will work on that.
- Design and develop a CPDWL Guidelines Toolkit. See documents below.
- Panel discussion at WLIC 2021: see item 2.2 of this agenda.

CPDWL Toolkit: Transferring learning back to the workplace

Briefing paper Feb 2021:

<https://3.basecamp.com/3833672/buckets/8064677/uploads/3427611593>

Planning document:

<https://3.basecamp.com/3833672/buckets/8064677/uploads/2916332708>

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

4.3 Improve the communication work of the CPDWL section

Edward (Information Coordinator) plus Communications Working Group

They will review and update the communications plan.

Anyway, all SC members should think about how to improve the section's and committee's communication. See also our Marketing and Communications Plan: 2019-2021:

https://www.ifla.org/files/assets/cpdwl/cpdwl_marketing_and_communications_plan_-_feb2019.pdf

4.4 Newsletter Team Update from Juanita/Sara

New Editor needed!!!

There are two issues per year, one in June and one in December/January. There are guidelines for the editor. Among others, the editor needs to do some proofreading. Juanita has done a fantastic job as newsletter editor for many years! Sara has been the graphic designer.

See also the report in the minutes for the business meeting in February 2021:

<https://3.basecamp.com/3833672/buckets/8064677/uploads/3427629075>

Unfortunately, there was nobody during the meeting who was willing to become the new editor. But this is urgent, so please, think about that and get back to Juanita or the officers if you would like to work with the newsletter!

4.5 Blog roster

All SC members have to contribute to the CPDWL Blog. Look out for the schedule (there will be a new one for 2022 soon) and put your name on the list.

https://3.basecamp.com/3833672/buckets/8064677/google_documents/3016577359

During "your" month you should write at least one blog post. Being 20 SC members, we can have two people responsible for most months per year.

9. Any other business, including items to raise with Division C

No other business was raised.

10. Next meeting of the Standing Committee: mid-year meeting

IFLA wants us to have at least three business meetings per year.

We suggest to have our next meeting in January 2022 at the latest and another one in May 2022 in order to make the last preparations before the WLIC 2022.

Ulrike will send out a “survey” in order to find the most suitable time for the meetings.

11. Closure of SC Meeting