



Attendance:

Members: Victoria Owen (Chair), Pat Riva (Secretary), Vincent Boulet (outgoing member), Sharon Dyas-Correia, Beth Kilmarx, Maria Micle (outgoing member), and by Zoom: Ana Stevanovic, Deanna White, Peng Xiao, Elida Ofelia Kraemer (incoming member).

Expert Advisors: Renate Behrens, Chris Oliver, and by Zoom: Maja Žumer.

Liaisons: Joseph Hafner (LIDATEC), Gordana Mazić (PUC), Mélanie Roche (BCM), Helen Mandl (IFLA Deputy Secretary General), Megan Price (IFLA Professional Support Officer).

Apologies: Fatemeh Pazooki (outgoing member), Ulrike Junger (CDNL), Rehab Ouf (ISBD).

Observers: Anna Bohn (Zentral- und Landesbibliothek), Emmanuel Jaslier (BnF), Honor Moody (Harvard Library), Julijana Nadj-Guttandin (DNB), Iris O'Brien (British Library), Ricardo Santos (National Library of Spain), Anna Slawek (University of Toronto), Jenny Wright (BDS), Sofia Zapounidou (National Library of Greece).

1. Welcome and introductions

Members, liaisons, and observers introduced themselves.

2. Approval of the agenda

The agenda was approved as circulated.

3. Minutes of the meeting of 15 June 2023

The minutes were approved as circulated.

4. Report of the chair

Victoria welcomed all members, liaisons and observers and thanked the outgoing members for their service.

- a. Helen Mandl provided an update on the GB decision taken on 19 August regarding project funding. The GB approved expending the budgeted 5000 euros on standards projects for calendar year 2023. (The IFLA financial year is the same as the calendar year.) RGs must present project proposals to be allocated a share of these funds. The GB will consider the funding model for 2024 as it prepares the budget.

5. Membership for 2023-2025

- a. CoS elected members and chair for 2023-2025: the membership for the next 2-year term is found in the appendix. Victoria is reappointed as chair.

Members unanimously confirmed the reappointments of Pat Riva as secretary, Pat Riva and Deanna White as web editors/Information Officers, and Ana Stevanovic as Newsletter editor.

- b. CoS expert advisors: The expert advisors have confirmed their willingness to serve a second term and this will be submitted to the GB.

- c. CoS liaisons from RGs: The RGs will be confirming their incoming chairs during WLIC.
- d. RG new members are given at: <https://www.ifla.org/election-results-2023-rgs/>. The page does not, however, clearly identify ongoing or renewed members, making it hard to get a clear picture of the membership in the lead up to the conference. Having the membership rosters for all professional units show the terms of each member (ending year and whether it is a first or second term) would be very helpful, particularly in election years.

ACTION: Victoria and Pat will discuss with Megan the feasibility of showing each member's term and whether it is a first or second term on the unit/RG roster. For example, under Pat Riva: 2023-2025 (2nd term).

6. Protocol between CoS and RSC

Chris reported that the Protocol was finalized and submitted to the GB for approval of the new liaison relationship. Helen reported that the GB approved on 19 August. Pat attended the RSC Public Meeting on August 2 where the protocol was explained and endorsed by the RSC members. The Protocol will be published on the RSC site (<http://rda-rsc.org/RSCprotocols>) and linked to from the CoS webpages. Renate Behrens, chair of RSC, will be the liaison between RSC and CoS.

ACTION: Show this liaison role on the CoS membership list.

7. WLIC 2023 in Rotterdam

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

Beth reported for the Planning team, consisting of Beth, Chris and Peng. The program is very full with reports on the revised Standards Manual, Standards reviewing guidelines, three 10-minute reports on experiences with the standards process, and three 4-minute RG reports. The session timeslot is shorter than originally thought and everyone will need to keep to time.

- b. Committee social event: The group dinner is Sunday evening, location shared on Basecamp.

8. Standards Manual review WG report

Vincent thanked the working group for bringing this revision to a conclusion and particularly Chris and Megan for completing the editorial work. The WG met 10 times this year. It is important for IFLA to have transparency in the elaboration of standards in its role as a standards body. The revision had three main goals:

- Align processes with IFLA's new governance structure
- Make the procedures for standards development consistent
- Simplify the steps in the approval process and make them more logical

The WG integrated the final feedback and received input from LIDATEC on one outstanding question. Peng has created, with his students, a diagram showing the approval process workflow which will be added to the document.

Chris invited discussion on a point that Maja raised as a comment. Is a 5-year interval the appropriate one for review of all standards? Should it be shorter for some and longer for others (such as conceptual models)? Considerable discussion ensued. Among the points raised:

- It is desirable to have units periodically consider the currency of their standards documents. Some guidelines have not been revised for long periods and this may reduce the confidence in the quality of IFLA standards.
- Other standards bodies such as ISO have very explicit 5-year calendars for reviewing standards and explicitly note when a standard is reaffirmed. A review need not imply a modification.
- CoS needs to be proactive in creating a review calendar and in advising units that one of their standards requires review. The status of standards needs to be public and explicit.
- We need to be pragmatic in setting up a process that we and the units can manage.

The consensus was that 5 years is an appropriate interval for CoS to reach out to units asking them to review their standards, and that the results of this review can be to: confirm the standard as is, confirm with minor editorial updates, start a revision process, or recommend withdrawing a standard as an IFLA standard. In addition, units may launch a revision process sooner, if they feel the need.

Victoria proposed that with this we consider the Standards Manual approved. All were in favour.

ACTION: Chris to modify wording to clarify the distinction between reviewing a standard and actually revising it.

ACTION: Peng and WG complete and integrate the workflow process diagram.

ACTION: Final formatting and posting to the IFLA repository, then rework the CoS webpage that points to the Manual and forms.

ACTION: Prepare an article on the new edition of the Manual for the Standards Newsletter.

ACTION: Set up a review cycle for existing standards, integrate this action into the 2023-25 action plan.

9. Report of the Transitional Group on the Integration of IFLA Metadata Standards

Vincent introduced the report which had been circulated. He summarized the recommendations:

1. IFLA should publish a policy statement on the strategic development of its metadata standards.
2. IFLA should strengthen the role of expertise in the development of metadata standards.
3. IFLA should improve the governance of integrated metadata standards development.

Sharon asked whether the Serials Section had been asked to participate. It was clarified that only metadata standards producing units had been solicited.

Victoria thanked the group for their excellent discussion paper and stated that these are important recommendations to act on. For follow-up, Victoria considers that recommendation 2, on the role of expertise and term lengths, comes first and enables the other actions. Then recommendation 3.1, the creation of a steering group. This group also needs to include a liaison from CoS and a coordinator/chair. This steering group should be mandated to draft the policy statement in recommendation 1.

Regarding the recommendation on expertise, Maria commented that CoS is a demanding committee to be on and with great responsibility. It is difficult to have broad enough expertise. She compared to peer-review processes in journals, where reviewers with appropriate expertise may be recruited more widely. In our case, if CoS needs input from domain experts, it should draw from experienced people who have worked on previous standards.

Renate remarked on the dual role of CoS. First to control IFLA standards and have oversight of the standards approval process. The second role came with the governance review and becoming an advisory committee, to give advice and guidance on matters relating to standards. The review of the Standards Manual comes from the latter, after having seen many groups struggling with the process.

Pat commented that we should remain pragmatic about what can get done by taking advantage of the availability of experts to advance the work and not become too rigid in our procedures. She agreed that the steering group should have a clear attachment to CoS.

Victoria proposed to receive and accept the report and that CoS act on the recommendations. This was unanimously approved.

ACTION: Integrate acting on these recommendations into the CoS 2023-2025 Action Plan.

10. CoS reviews

a. *Guidelines for Maintaining and Documenting IFLA Vocabularies*

At the June meeting it was decided that there should be a CoS review of this document as for other guidelines documents. Pat and Deanna carried out the review and recommended the document be accepted. However, this is more of a policy/procedure document for LIDATEC's management of the namespaces, rather than the usual guidelines documents that are produced by professional units. The other steps in the review and approval process through the PC do not apply. Megan, Pat and Joseph met and now propose that CoS give the final approval for the publication. It was unanimously agreed that this document be approved for publication.

ACTION: Joseph will format the document using the standards template and title page. Then the document will be published in the IFLA Repository and linked via the iflstandards.info site and the LIDATEC webpages.

b. *IFLA Guidelines for Accessible Libraries and Services for Everyone*

The review team consisted of Peng, Chris, Beth, Victoria, and Deanna. This was a second review. The document was returned to the section with more comments, requesting a major revision.

11. Communications update

a. Web editors and repository report

Few updates have been made since June. Pat and Deanna gave a recap of the updating that has been accomplished since 2021 in refreshing the website and in completing our archive in the IFLA repository. In the next actions, we expect to thoroughly revise the pages relating to the Standards Manual to integrate the revised manual, and revise information on project funds for RGs. The listing of current IFLA standards could be used to show a systematic review calendar and for indicating the status of revision of IFLA Standards. The idea of coordinating web presence with the RGs had been postponed but could be revisited in this upcoming term.

b. Communications WG and Newsletter report.

Ana is coordinating an editorial committee meeting to start working on the fall issue of the newsletter. Photographs from the congress will be much appreciated.

12. Review Groups reports

a. LIDATEC

Joseph reported that his normal term as chair has ended and that LIDATEC would be expected to recommend a new chair. Not enough LIDATEC members are at WLIC thus the business meeting will be held online in September. The work on ISBDM is a good proof of concept for a sustainable model for the publication of standards.

b. UNIMARC

Gordana reported on the core work of the group, the ongoing revision of UNIMARC. This year 17 proposals were considered at the annual meeting. The accepted proposals are integrated into the online UNIMARC formats. This is completed and will be sending a request to publish the updated documentation into the website. UNIMARC Authorities is with LIDATEC for integration into the namespace. The goal is supporting entity related cataloguing in UNIMARC, and to that end the group is starting with a review of all the papers and creating a mapping to work and expression. At this business meeting at WLIC the conversation will start on: What are the new principles of UNIMARC for this sort of cataloguing? This will be an ongoing topic.

Gordana would also normally be finishing her term as chair. There might be a candidate from the French UNIMARC committee, but only starting next year.

c. BCM

Melanie reported that she is finishing her term and handing the chair to Jenny Wright. The RG has been focused on getting LRMoo ready to publish. Pat has been responsible for this project as chair of the LRMoo WG, jointly with the CIDOC CRM SIG. LRMoo had a worldwide review early in 2023 and received some interesting comments. Next steps, consideration at the BCM meeting during this congress, if needed, further work at the October meeting of the CIDOC CRM SIG, then submitting for standards approval. Also on the agenda, two expansion proposals for IFLA LRM, which can pave the way for other projects. Just because LRMoo is in its final stages doesn't mean there is no work for the RG. For instance, moving PRESSoo forward to align with LRMoo will be needed.

d. ISBD

Renate reported on Rehab's behalf. This year the RG's main task is ISBDM which she chairs. There have been some new ISBD translations this past year. With LIDATEC's assistance they were able to create a new publication format for the standard. It is no longer exceptional in our field to have standards as an online tool. ISBDM is advancing well, hope to finalize the draft by end of August. Then will be able to start the review phase, starting in the RG itself, then with experts such as other standardizing bodies and standards stakeholders, then a worldwide review, projected in spring 2024, with a final draft by August 2024. Last fall the RG set up two subgroups, one more theoretical and one for examples. They have good worldwide representation, in languages and scripts. Once the alignment for manifestation is complete, other entities will follow.

ACTION: Victoria asked all the RGs to consider their funding needs during their upcoming meetings.

13. Review Action Plan 2021-2023 and discuss 2023-2025 Action Plan

Pat led a quick review of the 2021-2023 Action Plan.

Completed actions: Revising the Standards Manual; migrating standards documents to the new website and repository; Convergence of library standards. This last accomplished through the Transitional Group report.

Ongoing tasks: Communicating the importance of standards; reviewing new and updated standards; UNIMARC revision; ISBDM.

To carry forward to 2023-2025: Creating a calendar of review of existing standards; Metadata standards for accessible versions of works.

Chris opened the discussion of initiatives undertaken for accessibility metadata. In MARC 21 fields have been approved, but vendor implementation is still low. As of 2025 there is a European directive requiring vendors to include metadata on accessibility features. UNIMARC also has fields. This metadata should be reused by libraries. The Libraries Serving Persons with Print Disabilities (LPD) Section is a natural collaborator. Victoria and Chris presented at their satellite. Anna Bohn expressed interest from the AV Section, saying that while the fields may be considered optional by the formats, compliance with the Treaty renders them mandatory. Honour Moody contributed that the Program for Cooperative Cataloging is taking up the review of RDA elements at the request of Library and Archives Canada on behalf of the Association for Research Libraries/Canadian Association for Research Libraries joint task force. There is a need for international standards for metadata interoperability and to develop best practices and guidelines. The issue involves multiple stakeholders within IFLA and beyond. Chris agreed to organize a pop-up meeting to bring together interested parties present at the conference.

For the 2023-2025 Action Plan, at least these three priority areas were identified:

1. Facilitating the development of metadata for accessible versions of works in support of the Marrakesh Treaty implementation.
2. Acting on the recommendations from the report of the Transitional Group on the Integration of IFLA Metadata Standards.
3. Implementing a standards review cycle and calendar.

ACTION: Prepare to discuss the 2023-2025 Action Plan at the next meeting.

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

Megan reported that the updates received from Rehab concerning the text on the ISBD RG were sent to the GB. Other responders had no changes to suggest. Helen Mandl reported that the ISBD RG changes were approved on 19 August and will shortly be incorporated into the online Handbook.

The text on PC project funding for RGs will need to be updated once the 2024 and onwards process is confirmed.

15. Other business

No other business was identified.

16. Next meeting: A doodle will be sent for an early fall 2023 online meeting, the first meeting of the incoming committee.

17. Close and group photo

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

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
Gordana Mazić	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