



Members in attendance: Victoria Owen (Chair), Beth Kilmarx, Fatemeh Pazooki, Pat Riva, Ana Stevanovic, Deanna White, Peng Xiao.

Liaisons: Renate Behrens, Joseph Hafner, Gordana Mazić, Chris Oliver, Rehab Ouf, Mélanie Roche, Helen Mandl (IFLA Deputy Secretary General), Megan Price (IFLA Professional Support Officer).

Apologies: Vincent Boulet, Sharon Dyas-Correia, Ulrike Junger, Maria Micle.

1. Welcome and introductions

The Chair welcomed attendees to the meeting; introductions were made.

2. Approval of the agenda

The Chair introduced the agenda. The Committee approved the Agenda.

3. Minutes of the September 10, 2021 meeting

The minutes were approved.

4. Matters arising from the minutes

None noted.

5. Report of the Chair

The Chair reported on her communications with IFLA HQ, an invitation to address the Iranian Congress of Information Science Experts, and the results of the Review Groups, Committees and Subcommittee elections.

6. ACS Membership and Liaisons

The Chair reported on the results of the elections and the status of the liaisons. Chairs and CoS liaisons will be determined at the first BCM, ISBD, LIDATEC and UNIMARC meetings.

7. Elections for PUC, LIDATEC, BCM, ISBD

The results have been delivered for the BCM and LIDATEC elections, there is a run-off between candidates on the ISBD and UNIMARC Committees. The results will be determined and candidates contacted by the end of the year.

8. Expert Advisors: Renate Behrens and Chris Oliver

The expert advisors were thanked for their participation.

9. Opportunity for CoS Communications Lead – moved to agenda item 15

10. Call for expressions of interest for CoS Secretary role

The CoS Secretary is one of two recognised roles on the Committee. A call was made for expressions of interest for the role of Secretary via email to the Chair by 3 December.

11. ACS Action Plan template for planning our work for 2021-2023

Preliminary action items from the September meeting were discussed and will be added to the 2021-23 CoS Action Plan, to be later submitted to the Governing Board at their December meeting.

- Elaboration of the role of standards within the new strategy and ensure strategic approach to the development of standards
- Endorse the Review Group Action Plans
- Review of existing standards and guidelines
- Coordinate and maintain the storage of guidelines and standards
- Complete revision of the Standards Procedures Manual
- Website and repository migration – reorganisation and rethink
- Relationship with international standards bodies
- Bringing politically strategic, standards-related issues forward to the Governing Board e.g. metadata standards for the print disabled for accessibility.
- Issue monitoring for the Governing Board – e.g. PUC preparing documents for the new edition of the online UNIMARC manual; ISBD revision and alignment with LRM; MULDICAT – unification of bibliographic standards. Explain these issues in non-cataloguing language - what is the impact of this on the field overall. Explain the importance and impact of these issues in a way that a lay librarian can understand.

A discussion was held, and suggestions were raised regarding the Standards Manual revision:

- It will be important to discuss standards materials revisions and how the documents are presented on the website.
- A calendar of what will be coming in terms of standards – documentation, details and deadlines would be useful for planning CoS work.
- We should ensure that Standing Committees know where to find information on development and creation of IFLA Standards. A very short guideline to explain the process for reviewers and those who have submitted something for review would be useful. **Note:** [Standards & Publications information](#) can be found in the Officers Basecamp
- The Standards Manual should be more concise and clearer for its users - Consider a wiki for the Standards Manual
- It was suggested that Standards information should not only be in the Standards Manual but some items be listed on the CoS webpages
- Documents need to be archived correctly, as they may have been cited

The PSO will provide an overview of the standards materials identified for 2021-23 Action plans, those standards materials which have been stalled or in progress over the last two years, and those currently being progressed to the CoS.

12. CoS approval of ISBD Update to 2021 to Consolidated ed 2011

Discussion on standards approval was held. New members requested clarification as to approving something which they don't feel they have expertise in or if they haven't had oversight of the process so far. It was confirmed that the process and container are what is being approved as the content had already been through rounds of review.

The CoS approved the ISBD to move to the Professional Council for endorsement.

13. CoS Review of Reference and Information Services Section guidelines

14. CoS Review of Common Practices from the Bibliographies Section

Review groups were formed to review these two items – the reviews will be completed by 14 January 2022. The template for reviewers will be posted to Basecamp.

A discussion was held, and suggestions were raised in considering the process for approving standards/guidelines:

- Different and defined procedures be developed for proposals, updates and new standards.
- Clear definitions for what each of the different standards items are to be included in the manual.
- Providing Units with a general guideline of how long it should be taking them to revise once feedback is received from the review team.
- To clarify the roles of the CoS and the Professional Council in approving technical and professional standards.
- The forms should be dated so subsequent reviewers are aware of the document timeline.
- The Unit should be required to address all points raised by the reviewers and if they decide not to address something that they indicate why they decided not to.
- Discrepancies in reviewer ratings 2 vs 5, for example should be addressed in the summary prior to delivery to the Unit.
- The recommended font has been described as difficult to read by several reviewers and should be considered as part of the new Manual guidance.
- Information design also needs to be considered in the presentation of the standards, line spacing, justification, etc. as part of the new Manual.

Review teams were formed to review the two pending items:

Reference and Information Services Section Guidelines

- Beth Kilmarx - Lead
- Peng Xiao
- Fatemeh Pazooki
- Deanna White
- Victoria Owen
- Rehab Ouf

Note: the previous review of the RISS Guidelines was completed by the COS on 4 August 2021.

Bibliographies Common Practices

- Mélanie Roche - Lead
- Ana Stevanovic
- Vincent Boulet (tentative)
- Joseph Hafner

15. Communication Strategy – Summary and Communication Plan

- A summary document and plan were sent out and reviewed by CoS members after the September 2021 meeting.
- It has been confirmed that the CoS will have its own newsletter.
- There is an opportunity for a CoS Communications Lead, which will be decided by the subcommittee.
- The Communications subcommittee will continue to work as the communications team
 - Rehab Ouf
 - Pat Riva, website editor

- Deanna White, website editor
- Ana Stevanovic, newsletter editor
- Victoria Owen

16. WLIC 2022 – Dublin

A discussion of possible WLIC session content was raised. It was suggested that the specifics of the session be held until the official call for proposals is launched.

17. Meeting frequency – Winter 2022 meeting

It was decided that the CoS would plan meet every other month: September, November, January, March, May, July. The Chair will send out a Doodle poll to the committee to arrange the next meeting in January.

18. Other Business

None noted.

Membership 2021-2023	
Victoria Owen (chair)	
Vincent Boulet	2. Term
Sharon Dyas-Correia	1. Term
Maria Micle	1. Term
Beth Kilmarx	1. Term
Fatemeh Pazooki	2. Term
Pat Riva	1. Term
Ana Stevanovic	1. Term
Deanna White	1. Term
Peng Xiao	1. Term
Liaisons and Support Officer 2021-2023	
Megan Price	Professional Support Officer at IFLA HQ
TBD	PUC liaison
TBD	LIDATEC liaison
TBD	BCM liaison
TBD	ISBD liaison
Ulrike Junger	CDNL Representative
Expert Advisors 2021-2023	
Renate Behrens	
Chris Oliver	