



Approved Minutes
Professional Council Meeting
Wednesday, 1 September 2021, 21:00-22:30 CEST
Teleconference

Present: Adjoa Boateng (Chair, Professional Council), Leslie Weir (Chair, Division A), Anoja Fernando (Chair, Division B), Dilara Begum (Chair, Division C), Patrick Danowski (Chair, Division D), Jan Richards (Chair, Division E), Man Yi Helen Chan (Chair, Division F), Te Paea Paringatai (Chair, Division G), Camille Callison (Chair, Division H).

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

Welcome and Apologies

Introductions of members

The 2021-23 members of the Professional Council were welcomed by the Chair, and then introduced themselves. IFLA President Barbara Lison provided a welcome and opening remarks, wishing the Council a productive term together.

1.0 General business

1.1 Approval of agenda

Resolution: The Agenda was approved

1.2 Minutes of previous meeting 20 August 2021

The minutes approved by the previous Professional Committee were noted as background information.

2.0 Strategic matters

2.1 Alignment of the Professional Structure work to the 2019-24 IFLA Strategy

The Professional Council discussed the IFLA Strategy and the role of the Professional Council in achieving the strategic goals – primarily through the guidance and support of the Units in their Division through discussions, coaching, mentoring and other guidance. The goal being for Units to propose activities that are strongly aligned with the Strategy, that are achievable, and are important for moving their sector of the profession forward.

It was noted that the Division Chairs will play a large role in orienting the newer SC members to the importance of the Strategy and their contributions and role in achieving the strategy through their planning and activities. The experience, knowledge and abilities of the Division Chairs will help to guide Officers in this work.

2.1.1 Alignment of the Professional Council to the new governance structure

Communication at all levels of the organization, with the same clear message will support the achievement of this alignment – from Governing Board to Professional Council and Regional Council, from Councils to Division Committees, from Division Committees to Units.

Resolution: A slide deck which provides an overview of the Strategy will be provided to the Division Chairs to share with their Division Committees at their first meeting.

2.1.2 Role, Priorities and goals of the 2021-23 Professional Council

2.1.3 2019-2021 PC handover document to the 2021-23 PC

Preliminary discussion of the priorities and goals was held. Suggested carry-over items and actions from the 2019-21 PC will be discussed in more detail at the October 2021 meeting along with the new goals and items which will be determined by the 2021-23 Professional Council. The Governing Board may also refer strategic items to the Professional Council.

Resolutions:

1. Refining and determination of the overarching objectives of the 2021-23 Professional Council will be discussed offline and approved at the October 2021 meeting.
2. Where applicable, papers related to carry-over items will be provided at upcoming Professional Council meetings.

3.0 Operational matters

3.1 Outline of typical items for review and approval by PC

The work of the Professional Council, takes place both during the meetings and virtually, between meetings. Items raised by the Council and how the business of these items is ordinarily conducted were outlined.

Resolution: The Council noted the report

3.2 Review of actions from previous meetings

A status overview of the ongoing and completed actions since the August 2021 meeting of the Professional Committee was provided. Action items from the September 2021 Professional Council meeting will be added to the list.

Resolution: The Council noted the action items – these items will be discussed in more detail at the October 2021 meeting.

4.0 Other business

4.1 Election of Vice Chair of Professional Council

An announcement for expressions of interest for the position of 2021-23 Professional Council Vice Chair was made.

Resolution: Those Division Chairs interested in serving as Professional Council Vice Chair should submit a motivation statement of no more than 300 words to the Professional Support Officer via email by 10 September, 2021, noon CEST. If required, an election by electronic vote, will be held immediately afterwards to be finalized by 17 September 2021, noon CEST.

4.2 Support for Division Committee Chair (DCC) transition

Items related to the transition of the Division Committee Chairs were discussed: Role of the PDCC, election of the Secretary of the DCC, communications options and best practices, and meeting dates. It was suggested that Professional Division Committee Chairs hold their first meeting by 1 October 2021.

Resolutions:

1. Division Committee Chairs will hold their first meeting by October 2021, where they will make an announcement for expressions of interest for the Division Committee Secretary role.
2. To facilitate the process of the Division Committee Secretary, the PSO will send a nomination link to Division Chairs, which will in turn be shared with the members of the Division Committee. Self-nominations will be made in Alchemer and elections will be held, as needed. This process will take no longer than 2 weeks – Self-nominations received by October 8 and election opening October 11 and closing October 18.
3. A doodle poll for the year’s meetings will be set up to determine dates and times for the upcoming PC Meetings. Preferences are for Thursday or Friday considering the range of time zones.
4. The Action Plan form will be piloted in the next week and links sent out to Units by 16 September. A copy of the printout of the form will be posted to the PC Basecamp.
5. When reviewing Action Plans, Division Chairs should support their Units in ensuring the activities set forth are SMART (Specific, Measurable, Achievable, Relevant and Timebound).

4.3 Wrap-up and next steps

Action Items:

The Council noted the critical next steps to accomplish over the coming months:

1. A slide deck which provides an overview of the Strategy will be provided to the Division Chairs to share with their Division Committees at their first meeting.
2. Refining and determination of the overarching objectives of the 2021-23 Professional Council will be discussed offline and approved at the October 2021 PC Meeting.
3. Where applicable, papers related to carry-over items will be provided at upcoming Professional Council meetings.
4. Those Division Chairs interested in serving as Professional Council Vice Chair should submit a motivation statement of no more than 300 words to the Professional Support Officer via email by 10 September, 2021, noon CEST. If required, an election by electronic vote, will be held immediately afterwards to be finalized by 17 September 2021, noon CEST.
5. Division Committee Chairs will hold their first meeting by October 2021 – they will make an announcement for expressions of interest for the Professional Division Committee Secretary role.
6. To facilitate the process of the Division Committee Secretary, the PSO will send a nomination link to Division Chairs, which will in turn be shared with the members of the Division Committee. Self-nominations will be made in Alchemer and elections will be held, as needed. This process will take no longer than 2 weeks – Self-nominations received by October 8 and election opening October 11 and closing October 18.
7. A doodle poll for the year’s meetings will be set up to determine dates and times for the upcoming PC Meetings.
8. The Action Plan form will be piloted in the next week and links sent out to Units by 16 September. A copy of the printout of the form will be posted to the PC Basecamp.

Proposed 2021 dates

- To be determined