



**Attendance:**

Members: Victoria Owen (Chair), Pat Riva (Secretary), Vincent Boulet, Sharon Dyas-Correia, Beth Kilmarx, Maria Micle, Fatemeh Pazooki, Ana Stevanovic, Peng Xiao.

Expert Advisors: Renate Behrens, Chris Oliver, Maja Žumer.

Liaisons: Rehab Ouf (ISBD), Mélanie Roche (BCM), Megan Price (IFLA Professional Support Officer).

**Apologies:** Deanna White, Joseph Hafner (LIDATEC), Ulrike Junger (CDNL), Gordana Mazić (PUC), Helen Mandl (IFLA Deputy Secretary General).

1. Welcome

2. Membership

a. New expert advisor

At its meeting of September 27, the GB approved the appointment of a new expert advisor, Maja Žumer, appointed until end of August 2023.

b. Reminder re: Elections in 2023

Megan reviewed the elections timeline for Advisory Committees and RGs which will be similar to other professional units. All members will receive an individual email indicating the length of their current term and whether eligible to stand for nomination for a further term or not. Information for the nominations and elections process for Section Standing Committees is already available on a new Basecamp project called *2023 IFLA Elections*. All should have received an invite by email.

3. Approval of the agenda

The agenda was approved as circulated. Point 11 was brought up to after point 7a).

4. Minutes of the meeting of 1 September 2022

The minutes were approved as circulated.

5. Matters arising from the minutes

a. TOR CoS-CATS Working Group on coordination of metadata standards strategy

Vincent reported that the group is established and will be called the “Integration of IFLA Bibliographic Metadata Standards WG”. Members have been appointed from the Bibliography, Cataloguing, and Subject Analysis and Access Sections, as well as from the BCM and ISBD RGs, with Victoria Owen representing CoS. Member from Unimarc and LIDATEC would be welcome. The first meeting is December 1. The work has a tight timeline to prepare a report to submit to CoS for WLIC 2023. TOR will be shared with CoS on basecamp.

Sharon suggested that the Serials and Other Continuing Resources Section might be interested. She could come to the first meeting as an observer, if none of the current SC can make it.

**ACTION:** Vincent to post the TOR to the CoS Basecamp.

**ACTION:** Vincent and Sharon to contact the Serials Section Chair to see whether interested in participating in the WG.

## 6. Report of the chair

Victoria reported that she is providing an update to a meeting of the PC this Friday, November 25. Feedback on WLIC 2022 in Dublin highlighted scheduling conflicts, such as all the Advisory Committee meetings at the same time, so that members were unable to attend all the business meetings they would have liked to observe. Many made similar comments. The Chair of the WLIC 2023 planning committee is Leslie Weir. Other highlighted overlaps include sessions with the same themes, such as rare books and conservation. Sections with interrelated audiences, beyond the three metadata sections, include Serials and Other Continuing Resources, Acquisitions and Collection Development.

## 7. Procedures and processes

### a. 2023 Elections – Review Groups

RG nomination call: the text for the call needs to be approved by the GB on November 28. CoS members, and RG chairs in particular, are invited to edit the text of the previous call this week on a Google doc. The intention is for the timeline of RG nominations to be the same as the other professional units, rather than later as in 2021. This received strong support as it allows knowing results by May 1 of an election year. Both the nominations process and election/selection process are to be determined. Appointments could be by secret ballot or some other fair and transparent method. Rehab reminded that in 2021 the call was tied to a short-term action plan, and that rather it should refer to the mandate of the Review Group as a whole.

**ACTION:** Victoria proposes a short text on what the RGs are and that it should be in the structures.

Megan asked whether it makes sense for RGs to follow all the same administrative processes as section standing committees: action plans, annual reports. Melanie considers that these processes do not have to be the same. RG activities can be long-term, the 2-year cycle timelines in section action plans aren't always appropriate.

### b. GB Handbook Committee

The IFLA Handbook originally intended to be completed in 2021 was delayed. Megan reported that the GB renewed the Handbook Committee with the goal of having a first draft in December 2022, which would become a living document. The priority is processes for nominations and elections. The new procedures CoS recommends will be forwarded to the GB Handbook Committee for approval and inclusion. The goal of the Handbook is to codify processes needed for the work of IFLA, but not details about forms and deadlines. For example, the role of action plans, but not the timelines or form. Victoria asked whether the appointment process for liaisons to/from IFLA with other standards bodies would belong in the Handbook. Megan considers that if a process is judged not to belong in the Handbook, the procedure can be approved by a paper submitted directly to the GB.

### c. Appointing expert advisors for RGs

Pat integrated comments into draft 4: allow up to 4 advisors per RG, make the term for advisors 2-years instead of 4-years. Megan reminds that this is based on Profession Unit mentors who have a single term of 4-years. There was consensus to make the term for RG expert advisors the same. With this change the document is complete.

**ACTION:** Pat to finalize the document and submit to Megan for the GB Handbook Committee's consideration.

d. Co-opting members to RGs

As discussed in the previous meeting, Pat created a new procedure for co-option to RGs, based on the process for co-opting members to section standing committees. It is unclear whether it is appropriate for RGs to co-opt for regional diversity, and in this way increase membership above the normal number of RG members, or only co-opt to fill a casual vacancy. Megan noted that the SC process was found to be heavy and will be revised before being used again. As the next election cycle is about to be launched and the co-option process would only be needed afterwards, it is advisable to wait to return to this draft.

e. CoS role in the appointment of liaisons to external standards groups

Megan forwarded clarifications received on October 10.

- The role of the COS with regards to liaisons to external standards bodies is one of suggestion or recommendation.
- When a term has ended – an individual normally serves for 2 terms – someone from IFLA HQ will contact the COS Chair to let them know of the vacancy.
- The COS Chair will confer with the Committee on Standards and make a recommendation for the position.
- IFLA HQ will verify and confirm the recommendations and send them to the GB for their consideration.
- COS will be informed once the appointment has been made by the GB.
- This process will be added to the IFLA Handbook for future reference.

f. Liaisons to CoS from external groups: request from RSC

Renate presented a proposal from RSC to have a single liaison to CoS instead of liaisons to each RG and to CATS (RSC has BCM, ISBD, and PUC liaisons). The RSC chair would be the liaison ex officio. There was general agreement to the RSC proposal.

Victoria asked how we formalize this decision? CoS currently has a CDNL liaison.

Megan recommends that a paper be sent to the GB for their approval. Considering that Renate is the incoming RSC chair as of January 2023 and is a CoS expert advisor until August 2023, the February GB meeting is timely.

**ACTION:** Renate and Victoria will submit a paper on receiving an RSC liaison to CoS for the February 2023 GB meeting.

Discussion on whether other liaisons to RGs need to be formalized at the same time. ISSN has liaisons to BCM and ISBD. Other cataloguing codes bodies have liaisons to ISBD. Unsure whether Unimarc receives liaisons.

8. Position paper for GB for infrastructure for wiki-mode publication of standards/guidelines
  - a. Discussion of interrelationship with namespaces, where applicable
  - b. Appointing ad hoc task group?

This item was postponed to the next meeting due to lack of time.

9. CoS reviews

a. *Guidelines for Library Services to People in Prisons*

The second review request for this document was received on October 17. The review was coordinated by Peng. Ana, Sharon, Maria, and Fatemeh participated.

**Recommended approval after minor edits.** Once these are completed, the Guidelines are to be submitted to the PC for endorsement.

## 10. Communications update

### a. Web editors report

Pat reported that since September the *Standards in process* and *Current IFLA standards* webpages were updated for the approval of the *Guidelines for Parliamentary Libraries*, 3<sup>rd</sup> edition and the *Conferences* webpage with information on our session in Dublin. We have three papers in the repository from our session: keynote, and the LRMoo and LIDATEC reports.

### b. Mailing lists: utility of cos-wg list in addition to cos list?

Pat reported that she has been added as mailing list co-owner. We have the regular COS mailing list of all our members to use for messages to all of us. We also have a list called cos-wg that has not been in use for some time and the subscribers are mainly no longer involved in CoS. She asked if there is a purpose for a second, different list? Consensus that there is no need for this list, the working groups are using Basecamp to communicate.

**ACTION:** Pat will confirm that the cos-wg list can be deleted.

### c. Communications WG and Newsletter report

Ana reported that the Newsletter editorial group met twice. They have an outline for the first issue, which could be ready for end of January 2023. Will be reaching out for contributions from members and a letter from the CoS chair.

**ACTION:** Editorial group to contact contributors

## 11. Standards Manual review WG

Vincent reported that the WG held two meetings recently, going through the document systematically. Have revised 7 of 8 sections, and expect to reach the end of the document at the next meeting.

Major points have been to clarify the procedure for all IFLA unit to propose new or revise existing standards. All must be approved by CoS and endorsed by the PC on behalf of IFLA.

Questions: Should the review form be revised to align with the requirements in the revised Manual?

What platforms or tools should be used for doing the reviews: Basecamp or something else?

Languages and translations: To specify that it is important to have an English version for submission to CoS. Who holds the copyright of translations? This question is to be directed to HQ. Who can launch a translation? The Manual will be expanded to explain the use of namespaces and role of MulDiCat.

Chris added that there are questions about the anonymity of reviewers. Are those who respond to world-wide reviews public? Pat considers that respondents are not advised that their comments will be published, they are for the consideration of the group developing the standard. Should the CoS reviewers be blind to the originating section? Melanie considers that the CoS reviewers together represent the view of CoS and not personal opinion. Victoria agrees that blind review is the standard in scholarly papers and should also apply to CoS reviews.

The next WG meeting will be in January, Vincent will send a doodle for scheduling.

In the meantime, CoS members can comment on the document in Google docs.

**ACTION:** All members to add their comments or questions to the Standards Manual draft

## 12. Review Groups reports

RG annual reports were due November 1.

### a. LIDATEC

Victoria reported for Joseph that LIDATEC has continued working on the *Guidelines for Maintaining and Documenting IFLA Vocabularies* since the WLIC consultation. CoS will be asked to do an email approval. The document will be posted on Basecamp with a request to review and comment by December 20.

**ACTION:** Joseph will post the document on Basecamp and request CoS comments

**ACTION:** CoS members to read and comment or approve the Guidelines by December 20

b. PUC: no report

c. BCM

Melanie reported that the BCM RG held its post-WLIC business meeting on September 23. She has been unable to offer meeting dates for an additional meeting. The PRESSoo WG held a meeting November 4 to make plans to revise PRESSoo to align with LRMoo. Initial analysis of the impact is beginning, with a view to completing the assessment by WLIC 2023.

d. ISBD

Rehab reported that the ISBD RG is concentrating solely on the ISBDM project. The ISBDM WG has 12 members, serving on two subgroups. An orientation meeting with the experts is scheduled for December 7. Mark the date of January 26, 2023, for a 3-hour webinar which will report on progress. Registration is free. The program will be posted shortly when registration opens.

### 13. Other business

Victoria reported she was invited to a meeting in early October regarding transparency in IFLA governance. Several proposals and next steps for IFLA were discussed. IFLA has reached a settlement with the former Secretary-General. Expect further follow up for residual issues still needing attention.

### 14. Next meeting

February/March 2023. A doodle will be sent to confirm a meeting.

### 15. Close

<b>Membership 2021-2023</b>	
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
<b>Ex-Officio Member 2021-2023</b>	
TBA	IFLA Secretary General or Designate
<b>Liaisons and Support Officer 2021-2023</b>	
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
<b>Expert Advisors 2021-2023</b>	
Renate Behrens	1. Term
Chris Oliver	1. Term
Maja Žumer	1. Term