



**Attendance:**

Members: Victoria Owen (Chair), Pat Riva (Secretary), Sharon Dyas-Correia, Beth Kilmarx, Rehab Ouf, Ana Stevanovic, Deanna White. Mélanie Roche, Peng Xiao.

Expert Advisors: Chris Oliver, Maja Žumer.

Liaisons: Branka Badovinac (PUC), Joseph Hafner (LIDATEC), Mikael Wetterstrom (ISBD), Jenny Wright (BCM), Megan Price (IFLA Professional Support Officer).

**Apologies:** Renate Behrens (RSC), Ulrike Junger (CDNL).

1. Welcome

2. Approval of the agenda

The revised agenda was approved as circulated.

3. Minutes of the meeting of 13 December 2023

The minutes were approved as circulated.

4. Report of the chair – Victoria

Victoria thanked those who worked on completing the final version of the Standards Manual and getting it published on the website.

5. Membership for 2023-2025

a. CoS replacement member for vacancy

Victoria made a recommendation to the GB of a replacement member chosen from among the remaining 2023 nominees. This will be considered by the GB at their 4 April meeting. At that point the membership list on the website will be updated.

**ACTION:** Megan to coordinate in HQ to update the membership list on the website.

b. Coopting additional members for RGs

RGs that were interested in coopting members following the calls made requests to Lidia Putziger. This is in progress. Victoria said it is important to get each committee fully staffed.

**ACTION:** Complete the nomination of coopted members and update the membership lists on the website.

6. RG project funds, confirmation of process for 2024

Megan sought feedback on the document Advisory Committee Funds 2024. Note that in section A the deadline for proposals requesting funding are May 31, June 30, and November 30 in 2024.

The document remained open for comments until 1 April, at which point it was submitted to the GB.

## 7. LIDATEC mandate review

Joseph presented the draft of an updated mandate, which had been made available on Basecamp. Several members left comments.

Mikael expanded on his written comments saying the role should include the publishing of standards online, not just the linked data aspects, including the integration of standards. The RGs don't know how best to publish. Joseph agreed, saying LIDATEC cannot advance on doing more with linked data without having the full standards published. The role of the technical group is not to say what should be in the standards but to help publish them. Deanna considered that the line between what HQ does for publishing and what LIDATEC does needs to be clearly spelled out. The technical group would not teach general tools, say a wiki. Joseph recapped that for ISBDM LIDATEC has used the namespace site with GitHub to publish, using the expertise of the technical support team that we pay for already. It has the role of ensuring the technical people on each RG know how to manage releases and make updates. The role includes ensuring IFLA standards publication is centralized rather than proliferating multiple sites. It is separate from the IFLA website and needs a database structure behind the scenes.

Maja asked about the new name. Is Technical Standards Review Group too broad, maybe Bibliographic Standards? Victoria suggested Bibliographic or Metadata Technical Standards. Seemed to have general approval. Leave it open for feedback for a couple of weeks.

Megan advised that the process for this change is to be ratified by the GB. This requires a paper with the background and the proposed new name and mandate by 4 April for next GB meeting.

Victoria raised the point of the transition. Joseph proposed retaining the existing members for the balance of this term. Deanna asked about the size of the group. Joseph stated that the proposal is for a small group as it is difficult to recruit more than 3-4 members with suitable expertise.

Further comments welcome online until 1 April.

**ACTION:** Joseph to work with Megan to prepare a paper for the GB before April 4.

## 8. Mid-year/mid-term working meeting in 2024?

Members had a discussion on Basecamp having seen a compilation of other units' preliminary plans taken from Infinity.

Victoria indicated that in addition to joining forces with any one of these existing initiatives the options also include creating our own nucleus. The meeting could consist of a couple of hours of regular business, time for the RGs to hold business meetings. Then a day for the meeting on integrated development of metadata standards. Some of our agenda items for an in-person meeting:

- Policy statement on integrated development of metadata standards and governance.
- Work on accessibility metadata.

Mikael pointed out that for the ISBD RG the meeting needs to be an engaging topic, such as the integration of standards. This also fits with the new role for LIDATEC. Autumn fits well with ISBDM.

Branka added an option for a joint meeting. The PUC is organizing a public meeting in autumn on the future of UNIMARC in Maribor, Slovenia, in-person or with hybrid options. The annual business meeting in the spring is for committee members only.

Victoria said that an optimum size for the meeting is big enough to do the work, but not so large that the organizational aspects are overwhelming. Are there any other potential hosts? Jenny reported that BCM RG member Sofia Zapounidou might be able to host in Athens. Maja noted that DCMI is in Toronto on October 20-23 and could be preceded by a meeting in Montreal or Toronto.

Sharon contributed that the Acquisitions and Collection Development section is meeting at the Charleston conference in early November, to raise the IFLA brand in another venue. With no single WLIC to focus on there are now so many different events at different times that it is hard to fund attendance at all of them.

Joseph is part of the planning group for the Mexico City meetings in early August. Many groups are involved, more could be added easily.

Rehab had consulted the Bibliography Section Standing Committee and found only 4 members willing to travel for a meeting although they need to check on funding. The preferred time of year was August, as if for WLIC, or June, which is tight for planning. We might also consider a meeting in 2025, possibly March 2025. This would give plenty of time to plan and offer a backup if earlier dates don't work.

Deanna asked whether we are expecting an in-person WLIC in 2025. Megan responded that this is not known yet.

Victoria summarized that we need to settle on an option to allow planning and gauge our level of commitment to attending a meeting.

**ACTION:** Pat will create a sheet with the options where each member of CoS and the RGs can indicate availability and constraints.

## 9. Communications

### a. Committee on *Standards Newsletter* update

Ana reported that Volume 1, issue 2 is published and promoted, including through a News item on website and in the February issue of the *IFLA Newsletter*.

Hope to have Volume 2, issue 1 sometime in May. The editorial group is starting to meet to plan it. It gets easier as we do more issues.

### b. Standards corner in the *IFLA Newsletter*

Megan reported that CoS is continuing its presence in the *IFLA Newsletter*. February saw the promotion of the new Standards Manual, as well as the *Newsletter*. Theme for March: Diversity, Equity, and Inclusion. Deadline is March 14. Chris proposed to take an equity and inclusion perspective on accessibility metadata. Joseph will contribute about namespaces in May. Megan will post list of themes. The goal is to contribute something each issue.

**ACTION:** Chris will write for the March issue.

**ACTION:** Megan will call for contributions for the April issue once the theme is known.

**ACTION:** Joseph will write for the May issue.

### c. Web editors update

Pat reported on updates made to the website to keep up with current work.

- A news item was created on 29 January for the *Standards Newsletter* volume 1, issue 2. The *IFLA Newsletter* article of 15 February on the *Standards Manual* also appears as a news item under CoS.
- Created a new page to provide links to our newsletter issues, similar to the page used for *Metadata Newsletter*. It is linked from the main menu.
- The page that shows the *Standards Manual* was updated. The page and menu link were renamed from “Creating New Standards” to “Creating and Revising Standards”. It links to the Standards Manual in the repository, and provides the Word versions of the forms that are intended for the units developing standards: Standards Development form, Standards Approval Request form, Minor Revisions form. It also makes the Standards Template available in Word. These documents are stored in the WordPress media library.
- Ongoing updates to the Standards Work in Progress page: the page was updated to reflect our recent reviews, will update it again after this meeting. Added ISBDM to the development in progress section as requested last meeting. Still working on a comprehensive list of standards development in progress.
- Other updates to be done:
  - Revising the funding information page that is linked from the *Standards Manual* page.
  - the 2023 minutes of meetings and the action plan for 2023-25 to repository.

The IFLA website issues recently and it was not always easy to update when we wanted to.

**ACTION:** Continue to compile the comprehensive standards in development list for the website.

## 10. CoS Reviews

### a. LRMoo from BCM RG

BCM RG and LRMoo WG received the review on 12 February. Remaining work is formatting and minor editorial, nothing that requires approval from CIDOC CRM SIG. On track to prepare for publication as soon as it is endorsed by the PC.

### b. UNIMARC Bibliographic and UNIMARC Authorities from UNIMARC RG

UNIMARC RG received the review also on 12 February. The RG will follow up on the comments.

### c. *IFLA Guidelines for Library Services to Displaced persons*, resubmission

The review team for this second review consisted of Beth, Rehab, Deanna, and Peng. The first review had pointed out many issues for the group to resolve. Beth reported that this time the reviewers were split: two felt it could be accepted with revisions, while two felt the guidelines still needed to be heavily revised and resubmitted. Beth discussed with Victoria and Megan, and the conclusion was that the document does need some revision before it can be recommended for endorsement. Beth will compile some suggestions for the group as to what direction they can take.

Rehab is concerned that it cannot be revised further by the existing working group. If a different viewpoint is needed, it would need a new group. She compared this version with the previously submitted version and noted the improvements. It is now structured like guidelines; the previous version was a report of a survey, or a white paper. It could still be

more concise. However, she sees no use in delaying them as we need a document in this area, a new area. She is not convinced that sending it back will help. This has already been a long process and we will cause a delay of over a year. She asked about PC considering hiring someone to edit.

Deanna said that having done two reviews of these proposed guidelines that it is hard to say no twice to a hardworking group.

Megan feels that what can help the group now is to be very directive about what needs to be changed to make the document acceptable. The originating group needs more help. PC discussed having a copy editor edit and check citations in the same format. This is not what CoS needs to focus on, focus on the structure and content.

Beth feels the document has great thoughts in it, but it does need more work and structuring to make it easier for others to use.

**ACTION:** Beth will send the guidance on the document back to Megan in a couple of weeks.

d. CPDWL revision proposal

The Continuing Professional Development and Workplace Learning section has submitted a proposal to produce an updated second edition of their existing guidelines: IFLA Guidelines for Continuing Professional Development: Principles and Best Practices.

**ACTION:** Chris agreed to assemble comments from the ad hoc review team with members Pat and Sharon, for the deadline of 12 March.

**ACTION:** Megan noted that a proposal from ENSULIB to create guidelines has just been received and a call for volunteers to comment will be posted on Basecamp.

11. Action on recommendations of the Integration of IFLA Bibliographic Metadata Standards Working Group

a. Role of CoS in coordinating content updates of conceptual models

How does CoS approach this topic? How do we coordinate the detailed work of the RGs?

The cascade should flow from BCM to ISBD to UNIMARC (and then LIDATEC). Is it possible to ever add anything to the conceptual models if the standards from all groups must be stable before anything is added? And is there one decision for all proposed changes, or is there a difference between additions and expansions which might be optional, as opposed to a change due to determining that some aspect of the existing conceptual model is invalid. If that is the case, then development of content or encoding standards based on the invalid model SHOULD be stopped. If an optional addition is under consideration, would that necessarily impact the work of other groups? Would they not be able to consider any impact in a later phase of their work? All standards are expected to be dynamic and regularly updated.

Mikael considers that the steering group to be established according to the recommendations from the Integration WG would be the place to discuss these specifics.

## 12. Accessibility Metadata Network update

Chris presented the form for creating the Network and wants comments by the last week of March so that it can be submitted to the April GB. Goals include raising the awareness of the importance of accessibility metadata and producing crosswalks. There will be a call for volunteers for WGs.

Mikael considers that ISBD as the content standard will need a liaison to this network, particularly for vocabularies. Rehab expressed great support for this work and working groups working in parallel.

Deanna informed that the BnF hosted a meeting with the authority that controls digital documents. In ONIX there are already hundreds of fields conveying metadata for accessibility. They are meeting with the legal deposit group. European directives in this area are important.

## 13. Review Groups reports

### a. BCM

Jenny reported that a meeting is scheduled for 8 March. The review team comments on LRMoo were received and will be reviewed. The BCM website was improved and brought up to date. She is working on the action plan.

### b. ISBD

Mikael reported that the ISBD RG had meeting to start the expert review period for ISBDM on 8 February which is to finish in mid-April. The RG is planning a webinar before the WWR. The Rumanian National Library completed a translation of the 2021 update of the consolidated ISBD which has been added to repository. The Russian translation is in progress. The Spanish translation is already published.

Mikael asked about the process of coopting of members as he has not yet seen a list of volunteers. The RG has two vacancies because Rehab and Elena have withdrawn.

### c. LIDATEC

Joseph had no further report. The mandate review was already covered in item 7.

### d. UNIMARC

Branka reported that the 2024 annual meeting of PUC will be on 3 June, with the user meeting in autumn. The group is working on the comments from the review of their standards and implementing corrections, and preparing the user meeting.

## 14. Other business

Victoria noted that the new standards manual on the website is in PDF format and asked we also post a Word version of the document, which works much better with screen readers.

**ACTION:** The web editors will add in the WordPress media library as the repository only takes PDF files.

## 15. Next meeting

A poll will be sent for an online meeting between late May and early July.

## 16. Close

<b>Membership 2023-2025</b>	
Victoria Owen (chair)	2. Term
Pat Riva (secretary)	2. Term
Sharon Dyas-Correia	2. Term
Beth Kilmarx	2. Term
Rehab Ouf	1. Term
Mélanie Roche	1. Term
Ana Stevanovic	2. Term
Deanna White	2. Term
Peng Xiao	2. Term
<b>Ex-Officio Member 2023-2025</b>	
Sharon Memis	IFLA Secretary General or Designate
<b>Liaisons and Support Officer 2023-2025</b>	
Megan Price	Professional Support Officer at IFLA HQ
Joseph Hafner	LIDATEC liaison
Branka Badovinac	UNIMARC liaison
Mikael Wetterstrom	ISBD liaison
Jenny Wright	BCM liaison
Ulrike Junger	CDNL Representative
Renate Behrens	Liaison from RSC
<b>Expert Advisors 2023-2025</b>	
Chris Oliver	2. Term
Maja Žumer	2. Term