



Attendance:

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

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

Apologies: Mélanie Roche, Renate Behrens (RSC), Ulrike Junger (CDNL), Maja Žumer (expert advisor).

1. Welcome
2. Approval of the agenda
The agenda was approved as circulated.
3. Minutes of the meeting of 5 June 2024
The minutes were approved as circulated.
4. Report of the chair

Victoria attended the IFLA Information Futures Summit held 30 September to 3 October 2024 in Brisbane. She found it a most engaging conference with a carefully curated program. There were no business meetings. AI and Indigenous knowledge were a big focus. It was quite short. The format generated ideas about how conference programs might be developed differently, comparing the WLIC format with the Summit. All this is being considered by the WG on how future conferences might be organized.

Victoria thanked all the members for their engagement in standards reviews, producing our newsletters, the ongoing RG work, and preparing the mid-year metadata meetings and symposium.

5. Membership
 - a. RG co-opted members and expert advisors

The confirmation of co-opted members and expert advisors was sent to RG chairs by email in early October. The term is for the current partial election cycle plus one full cycle, that is until August 2027.

The following Expert advisors were approved by the GB at their September meeting:

- Gordon Dunsire - BCM Review Group
- Ben Gu - ISBD Review Group
- Irena Kavčič - ISBD Review Group
- Massimo Gentili-Tedeschi - ISBD Review Group
- Jay Weitz - UNIMARC
- Mirna Willer - UNIMARC
- Rosa Maria Galvão - UNIMARC
- Daniel Paradis - METATEC

The new members and advisors must return the data permission form to be included on the website. Even if not yet on the website membership lists, consider these members and advisors to be duly appointed and have full membership rights.

b. Clarification about Honorary Members

The proposed Honorary Members from ISBD were removed from GB paper. The IFLA Handbook does not include an official category of Honorary Members. Past members can be honoured and invited to meetings, but cannot be listed on the membership roster on the website.

c. IFLA elections 2025

2025 is an election year. Everyone will receive information from the Elections Coordinator. Note that Advisory Committee members are limited to two 2-year terms, and this regardless of role. CoS presently has 7 second term members, meaning there will be considerable turnover in the next term. Need to encourage active members who are well placed to step onto CoS and will help maintain the momentum. Megan can answer our questions regarding the elections process. The official nominations phase will start in January. The new pre-nominations phase is open until 29 November; participation in this phase is optional. Members stepping down from CoS could become expert advisors if the new chair and committee recommends them.

Victoria pointed out that the kind of expertise required for CoS takes some cultivation. Pat agrees and feels that it is important for incoming CoS members to have existing IFLA experience, preferably with standards at the unit or RG level. CoS is often not a good first experience on an IFLA body, we have seen this with a couple of members in the last few years.

ACTION: Members to encourage suitable candidates to be nominated for CoS or RGs.

d. Copy editor position for standards and guidelines

Megan sketched the creation of an appointed position as editor. This role would be for editing documents for grammar, style, and formatting (not content). Often standards that would otherwise be ready for publication have needed editing, but HQ doesn't have the capacity to do it and there are not enough funds to pay for professional copyediting for so many documents. Megan asked whether we are interested in proposing it to the GB? It would start after the elections, and could align with terms. She clarified that this is not a role for a CoS voting member, unlike secretary or web editor, rather an additional person who is not a voting member, but would attend meetings. It is a supporting role, similar to expert advisors.

ACTION: Megan will formalize the proposal as a GB paper with input from Victoria and Pat.

There will be a review of the governance structure, and we can send Megan any issues we have seen with the current processes.

ACTION: Send reflections on the governance structure and processes individually to Megan.

6. Working Group to revise the Professional Statement on Universal Bibliographic Control

CoS supported this first year of this project and Pat was the CoS representative. The project to revise the statement has been approved and the working group has started up. The project is intended to last until summer 2025. Pat attended the first meeting, and asked for her continuing membership to be confirmed. Unanimously confirmed.

ACTION: Pat to convey the information about the appointment to the UBC WG.

7. Mid-year Meetings and Symposium, 17-20 March 2025, Athens

Beth reported that considerable progress has been made. The registration page is just about ready to go live on the conference website. The NLG is offering great support, the team is very helpful and great to work with. NLG will provide lunches and breaks on all three days and a group dinner. Sponsors are being solicited to help reduce their costs and for any additional social events. Beth, Victoria, and Ana will meet with NLG again on Thursday.

a. Business Meeting planning

Pat is coordinating the business meetings with Amanda Ros (SAA). She showed the proposed schedule. No conflicts were immediately identified; this will be confirmed by email including all 10 groups that are meeting. On the meeting days NLG will offer mini-tours in the complex to provide a productive activity for those between meetings. These will include NLG departments such as preservation and legal deposit, and the Greek National Opera which is in the same building complex.

b. Metadata Reports

Pat explained that on the second meeting day after lunch we will have a Metadata Reports session, unopposed. Each of the 10 groups meeting would get 5-10 minutes to report. Keep this in mind when planning agendas for your in-person meetings. We can consider if there is a more in-depth report we want to lead with.

c. Symposium

The Symposium is organized under the theme *Metadata Standards Matter: Building a Sustainable Future for Information* with three subthemes: Technology, Accessibility, Competencies. The day will start with a keynote by Athena Salaba, chair of Division H which includes the 3 metadata sections. The call was sent out mid-October and a reminder was just sent. The deadline is November 29. Once the proposals are assessed there might be a round table or invited panel at the end of the day.

d. Attendance

Most members present were definitely or possibly attending.

Letters of invitation: This is a question on the registration form. An ISBD RG member has explained they need a letter for their institution. Others need it for VISAs. The ISBD RG member will be asked for similar letters they have received to use as a model.

e. Onsite volunteers

NLG will have some of their staff there for logistics. Some planning committee members will go in on Sunday. Should we need help with practical matters during the event we will get back to everyone.

8. CoS Reviews

a. Status updates on reviewed and in progress standards

This is intended as a standing agenda item to report on where in the process the standards CoS has reviewed are.

a.i. *IFLA Guidelines for Library Services to Children aged 0-18*, new edition

Review of the revision proposal was completed October 2. Approved for development. The Section was informed and can start work.

a.ii. *IFLA Guidelines for Library Services to Displaced Persons*

This was returned to the Section for additional minor updates. A copy editor has worked on the text. Final edits were recently sent to the author for approval. The author will meet with Megan right after this meeting and if all issues are settled, these Guidelines will go to the PC at their December meeting.

a.iii. *Guidelines for Making Libraries Accessible for People with Disabilities*

This was approved with minor changes in July and has been submitted for endorsement to PC at their next meeting. Then will move to the publication process.

b. New submissions for review

b.i. *International Standard Bibliographic Description for Manifestation (ISBDM)*

ISBDM was submitted for standards approval in October.

Mikael reported that the RG has decided not to freeze the site during the review. There may be changes in the extent elements due to harmonization with proposals the RSC may approve this week. The RG would like the review to be more strategic than detailed. The RG is aware of some pending issues. The site at present is a normal website structure. The RG is continuing a parallel project with METATEC to convert it into a database structure. This would not be a content change. Issues about implementation and promotion were not really discussed by the RG but are briefly answered in the form. Some questions in the form had to be answered differently because the form is expecting a standards publication in PDF. This is a different sort of publication method.

The RG also submitted a report reflecting on phase 2 of the project: a full LRM implementation. It discusses the relative advantages of a single or a multiple entity content standard. This report will need to be approved prior to beginning the work.

Chris asked whether the review is for the content only, or is the usability of the product, such as searching, etc., included? And should reviewers view it as a possible phase one of a larger project or as a final publication? Joseph explained that METATEC is waiting for approval of the content to move forward from the pilot phase to the real product. However, we can expect the product to look quite similar but with a search box, etc.

In the future ISBD will continue to change. It should not be necessary to approve the whole thing all over again if there is a smaller or more contained change to the content. The technology will make it possible to review the site in parts and have a history of the changes. Megan considers that we will need an annex to the *Standards Procedures Manual* for standards published as online resources, and also about the accessibility measures which were taken into account in the new template for PDF standards. These issues could be discussed at the in-person meeting in Athens.

Since this is an RG project, the ad hoc Review Team needs to be appointed “blind” or “at arm’s length”. All those who worked on ISBDM and members of ISBD RG during the

development should not volunteer as this would be a conflict of interest. Volunteers were asked to send an email to Victoria.

9. Standards Minor Revisions

a. Approvals workflow after submission of Form C: Standard Minor Revisions Form

Section 8.1 of the *Standards Procedures Manual* states that CoS should either agree that proposed minor revisions are indeed minor (and so sign off for Megan to publish them) or else decide that they seem more significant and should follow the process for revisions with an ad hoc Review Team, etc. This is not a determination that Megan should make on her own. Chris confirmed that the Manual update group discussed the possibility that a unit might think that modifications are minor, but if they involve adding or removing a lot of material it could have a significant impact on users of the standards that would require more oversight. Hence, the importance of CoS having an opportunity to look at the minor revisions form and sign off on it. The intention was something much more lightweight than the major revisions procedure. The IFLA LRM minor revisions is the first submission since the form was created with the revised Manual. CoS needs to agree on a procedure to consider the minor revision forms. It was agreed that posting the information on Basecamp and asking members to speak up within a week if they feel a more in-depth review is required was a suitable process.

b. Minor revisions submitted for the *IFLA Library Reference Model* (July 2024)

Pat explained that this submission was long delayed from initial work in the RG in 2021. BCM RG confirmed at its July 2024 meeting that it considers the revisions minor. When the corrections were integrated it did not change pagination in the IFLA LRM document. The RG included a detailed errata/modifications sheet. The form and documents have been posted on Basecamp.

ACTION: Deadline of 18 November to consider the IFLA LRM minor revisions and respond on Basecamp if a full review is required.

Discussion continued relating to the need to document CoS internal procedures, considering the big turnover in membership for next term.

ACTION: Create a working document for CoS internal procedures, such as for setting up ad hoc Review Teams, how to appoint reviewers for RG standards, and handling minor revision forms. Include the document previously created on the expectations of ad hoc Review Teams. Create a space in Basecamp for this process document.

Further discussion on the minor revisions process. Mikael remarked that for a standard that is an ongoing integrating resource like ISBDM, the RG should not need to send in a minor revisions form each time it is updated. What sort of update should trigger oversight? What if a resource is updated multiple times per year? These are open questions that may require new procedures, and an annex to the *Standards Procedures Manual*.

Megan pointed out that UNIMARC's annual update process is another such case. Can the Review Groups each provide input into what frequency of oversight is needed for their standards? Victoria proposed that at the beginning of each 2-year term each RG should be alerted to their standards and the review frequency.

10. Standards Development Workflow

Megan reported on the annual workflow and review process. She prepared a 3-page document to be sent to professional unit chairs at the beginning of each two-year term, along with the list of standards under their unit's responsibility that are due for review. Comments welcome.

A form/decision tree has been created to help units review each standard. Questions lead them to determine whether the standard is obsolete, needs major or minor revisions, or can be confirmed as is. They would have space to write a brief text to explain their decision. These forms would come back to CoS for information and would be part of the CoS workload planning.

a. Comprehensive Standards Inventory

Megan has written to all units with standards that would be due for review with a request for status and requesting a response by 18 November. This effort is to update the inventory of all standards to understand which are still active, and which should be withdrawn or marked obsolete. This will allow us to update both the inventory in Infinity and the web page listing all current IFLA standards.

11. Communications

a. Standards Newsletter update

Ana and Joseph are planning a December issue. Contents so far:

- Interview with Chris
- Letter from the Chair
- Report on the upcoming Athens meeting and information about NLG

b. Standards corner in IFLA Newsletter

Megan reported that the October issue included the Symposium call for papers.

The November IFLA Newsletter is focused on cultural heritage. Beyond preservation itself, how do we use our material to respond to challenges and work towards a more inclusive, just, and peaceful world? Deadline: 21 November.

Theme for December is Impact measurement.

These are both good topics for articles from a standards point of view.

c. Web editors update

Pat reported that she created an Event page for the March mid-year meeting and symposium, and a News page linked to it for the call for papers. Shortly the NLG will put an event website into production and the Event page will be linked to it and to the registration and program.

The only other updates were routine updating to the Standards in Progress page following from the June approvals.

12. Accessibility Metadata Network update

Chris reported that the Network now has over 80 members. The acronym is AM Network. Not much has been added to the website yet, the Network is working through Basecamp. The Admin Group consists of representatives from the 6 sponsoring units and the chairs of the 4 WGs and

meets monthly. They are holding an all-Network meeting, either February 19 or 25. The Admin Group is looking at gaps between the WG initiatives. WG3 is on hold and will start after the others make progress.

WG1—is creating an IFLA policy statement of 1-2 pages, which can have annexes. In collecting ideas, they ended up with 13-14 pages. However, many of the points are already in other documents such as ICP, so editing to avoid repetition.

WG2—is doing an extensive collection of information. They have had presentations on ONIX, and on the W3C guide for digital publications. Chris Carr presented on crosswalks between Schema.org / ONIX / MARC 21. Working on mapping to BIBFRAME. The group is adding UNIMARC expertise. Satu Niininen will be speaking about accessibility in national bibliographies.

WG4—on vocabularies will be starting up next.

The Admin Group will prepare a proposal for the mid-year meeting Symposium.

13. Review Groups reports

a. BCM

Jenny reported that work has been delayed due to the struggles getting members appointed, but now the co-opted members and expert advisor are appointed. Next, to set up an online meeting and prepare the in-person meeting in March. The approval of the IFLA LRM errata was already covered earlier in the agenda.

b. ISBD

Mikael remarked that the ISBDM submission already discussed constituted much of the RG's report. Another consideration is that if ISBDM is approved, there would be two standards under the responsibility of the RG. Should they both be maintained or should the 2021 ISBD become superseded? If so, how long a transition period should be allowed? Deanna suggested that the RG should make a recommendation to CoS. These questions can be discussed at the March meetings.

c. METATEC

Joseph reported that a new member, Scott Goldstein, and Daniel Paradis, expert advisor, were approved. Some members met in person with IAML in June and resolved issues relating to the vocabulary for musical instruments. Meetings are scheduled in December to teach the technical side of running the namespaces to members. METATEC had a good meeting with Renate, to make Gordon's work on ISBDM sustainable. Implementing UNIMARC updates is on the horizon.

d. UNIMARC

Branka reported there are ongoing membership issues. With co-opting were able to fill one vacancy, but three more people are changing positions and asking to step down. She asked whether the RG should be waiting for the election process, or can they do more co-opting? Megan replied that there is no more co-opting for this term. The RG can invite the potential incoming members as guests for now and have them stand for election. Rehab asked for clarification. Can't members continue to serve out their term on a unit even if they change jobs? They serve in their own right and not as institutional representatives. Megan

confirmed that is correct. They can serve as long as they continue to be interested and find the IFLA commitment compatible their new position.

The survey to gather information for the future of UNIMARC project closed at end of June.

The UNIMARC symposium being hosted by IZUM in Maribor, Slovenia, is on 12 November. Participants from more than 20 countries are registered.

Updates to UNIMARC: this year there were a lot of proposals, they had to have several additional meetings after the spring meeting and only finished reviewing all proposals in late September. The annual update will be ready in January-February 2025 as there is lot of editing needed to finalize the accepted proposals.

14. Report from RSC liaison

Renate sent regrets; she is at the RSC meeting in Washington DC for the week.

15. WLIC 2025 in Astana, Kazakhstan

Conference dates 18-22 August 2025. Business meetings will be the preceding day, 17 August.

Theme: Uniting Knowledge, Building the Future.

All satellites are to be held in Astana. Calls for sessions and satellites will be opening soon. CoS's program submission to be on the agenda in Athens.

16. Other business

No other business was identified.

17. Next meeting

In-person meeting on 17 March in Athens.

18. Close

Membership 2023-2025	
Victoria Owen (chair)	2. Term
Pat Riva (secretary)	2. Term
Sharon Dyas-Correia	2. Term
Beth Kilmarx	2. Term
Chris Oliver	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	METATEC liaison
Branka Badovinac	UNIMARC liaison
Mikael Wetterstrom	ISBD liaison
Jenny Wright	BCM liaison
Ulrike Junger	CDNL Representative
Renate Behrens	Liaison from RSC
Expert Advisors 2023-2025	
Maja Žumer	2. Term