



Attendance:

Members: Victoria Owen (Chair), Pat Riva (Secretary), Sharon Dyas-Correia, Beth Kilmarx, Ana Stevanovic, Peng Xiao.

Expert Advisors: Chris Oliver.

Liaisons: Joseph Hafner (LIDATEC), Ulrike Junger (CDNL), Gordana Mazić (PUC), Rehab Ouf (ISBD), Megan Price (IFLA Professional Support Officer).

Apologies: Vincent Boulet, Maria Micle, Fatemeh Pazoooki, Deanna White, Renate Behrens, Mélanie Roche (BCM), Helen Mandl (IFLA Deputy Secretary General).

1. Welcome – Victoria
2. Approval of the agenda
The agenda was approved as circulated.
3. Minutes of the meeting of 25 July 2022
The minutes of the annual business meeting I were approved with a correction.
4. Matters arising from the minutes
 - a. Proposed CoS-CATS Working Group on coordination of metadata standards strategy
Vincent and Victoria have communicated regarding the terms of reference for the group and will prepare it by the end of September. Vincent is completing the consultation with the participating units, which has been positive so far. The timeline is aggressive as the WG is expected to prepare recommendations by WLIC 2023.

ACTION: Terms of Reference for the WG by end of September.

5. Report of the chair – Victoria
 - a. Reporting at GB and PC
Victoria has yet to report. Victoria was not able to attend the GB meeting on Sunday 24 July. Victoria did not attend either PC meeting during WLIC as there was no time in the agenda for a CoS report. Victoria has been invited for the September PC meeting; however, this online meeting is scheduled for 3am EST, 9am CEST. The reporting could be delegated to a member in another time zone. Alternately, Megan will check the time of subsequent meetings to find one in a doable timeslot for Victoria.
The report will cover the proposed CoS-CATS WG and the need for structures to support IFLA's leadership role in metadata standards.

ACTION: Megan to determine which PC meeting Victoria could attend.

6. Membership and procedures
 - a. Additional expert advisor for CoS
Victoria has submitted a request to the GB for the appointment of an additional expert advisor for CoS which will be considered at its upcoming meeting at the end of September.

b. Process for appointing expert advisors for RGs

The content of the draft shared on basecamp was approved, Pat will complete the details as agreed. Megan to advise on next steps. Co-opting members to RGs, for geographic diversity and to fill vacancies, is seen to require a separate process and document, to be based on the co-opting process for section standing committees.

ACTION: Pat will create a draft process on coopting RG members to fill casual vacancies and for geographic diversity.

7. Evaluation of WLIC 2022

a. CoS session

Victoria thanks all who contributed to the open session and made sure it ran smoothly. Unfortunately, a few members had conflicts with other sessions at the same time as CoS. The general feeling was positive. The formula for the session worked well, with a keynote, reports, and updates on specific topics. We could use similar structure in the future.

b. WLIC as a whole

All who attended found the in-person experience valuable, since it had been impossible for so long. The shorter conference felt a bit rushed, very compact, and made for even more conflicts than usual. Excellent conference centre, great staff! Library tours sold out too fast! All our standards business meetings were well run. Good turnout of observers. Since we also meet regularly between conferences, we can focus and be productive at the in-person meetings. For scheduling, it was hard having all the advisory committee business meetings at same time.

8. CoS reviews

a. *Guidelines for Accessible Libraries and Services for Everyone*

Beth Kilmarx reported that the review was submitted. 3 of 4 volunteers submitted comments and reviews. It is a very long document and a lot of work to review. Issues raised: Lack of outside consultations, repetitive/redundant structure, problems with wording and terminology, issues around respecting confidentiality of medical records. Lack of a plan for promotion of the standard.

Recommended revision and resubmission.

b. *Guidelines for Parliamentary Libraries*

Approved by the PC on July 29. This is the 3rd edition, previously titled *Guidelines for Legislative Libraries*. **Complete.**

c. CoS procedures for conducting reviews

Victoria made a draft document on expectations for CoS reviewers and considerations to keep in mind, based on the discussion in Dublin and the areas of evaluation from the standards feedback form. Some aspects of the process and the respective responsibilities of the reviewers vs HQ staff in the final formatting and edition, should be clarified in the Standards Manual.

9. IFLA-ISO relationship

a. Recommend a new liaison representative to ISO TC 46

Megan has not yet received an official confirmation about the process. Possibly CoS should recommend a process. Can this be done by the next GB meeting?

As for the role of liaison to ISO TC 46, Rehab Ouf expressed interest, depending on the workload involved in the role.

b. Identify experts to contribute to ISO working groups

Because of its relationship, IFLA can recommend experts to ISO working groups, CoS should play a role in identifying appropriate experts.

10. Review Groups reports from WLIC meetings

a. LIDATEC

i. Guidelines for Maintaining and Documenting IFLA Vocabularies

LIDATEC will finalize these *Guidelines* at its next meeting based on the consultation during WLIC and hopes to bring the document back to CoS for approval shortly.

b. PUC

The group is currently preparing the documents for the 2022 Unimarc update for publication by the end of September or October.

c. BCM

In Mélanie's absence, Pat reported that BCM held an online business meeting on 29 August, with a second meeting planned on 23 September. The work on LRMoo is progressing well and the consultation during WLIC was very productive. The issues raised will be brought to the CIDOC CRM SIG meeting in Rome on September 13-16.

d. ISBD

During WLIC, ISBD had a closed meeting in hybrid format during which the Manifestation TF presented to the whole RG its proposed ISBDM draft. This was a technical meeting. Experts joining. May solicit experts.

ISBD also had a business meeting on last day of WLIC, with many observers present, including CoS members and from other RGs. The meeting concerned regular business and reporting; however, postponed reporting by liaisons to BMII (to be scheduled later September). Progress on the action plan was reviewed and feel that 60% of the plan was accomplished.

11. Other business

Victoria reported on the response to the letter sent July 18 to the IFLA President and GB expressing concerns about IFLA transparency in decision-making processes, and lack of communication, which CoS supported. The GB will convene a meeting with some of the signatories to work on further transparency in IFLA governance. Victoria will keep us informed. Megan referred to the message from the GB sent on IFLA-L earlier on September 1 following the General Assembly of August 25th.

12. Next meeting

A doodle will be sent out for dates in later in the year.

13. Close

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