



**APPROVED MINUTES
PROFESSIONAL COMMITTEE MEETING**

Wednesday 12th December 2018, 09:30 – 17:30, in the Koopman Room,
IFLA Headquarters, The Hague, Netherlands.

- Present:** Raissa Teodori (Chair, Professional Committee), Christine Mackenzie (President-elect), Vicki McDonald (Chair Division I, Vice-Chair of the Professional Committee); Ann Okerson (Chair Division II); Maja Žumer (Chair Division III); Antonia Arahova (Chair Division IV); Sueli Mara Soares Pinto Ferreira (Chair Division V); Knud Schulz (member); Martyn Wade (Chair, Freedom of Access to Information and Freedom of Expression (FAIFE) Advisory Committee).
- Staff:** Gerald Leitner (Secretary General) (item 3.1); Helen Mandl (Deputy Secretary General and Director, Member Services); Vesna Vuksan (Strategic Projects Manager), Stephen Wyber (Manager, Policy and Advocacy)

Welcome and apologies

Apologies were received from Viviana Quiñones, Professional Committee member who is still not well enough to attend and the Chair was asked to send on the best wishes of the Committee.

1. General Business

1.1 Approval of Agenda

It was decided to un-star all items and the agenda was approved.

Additional discussion was anticipated under:

- 3.3 IFLA Journal – additional information
- 2.1.3 Request from Preservation and Conservation Committee

1.2 Minutes of previous meetings 23 and 30 August 2018

The minutes of the meetings on 23 and 30 August 2018 were approved and will be made available online.

1.3 Action list from previous meeting

The Professional Committee reviewed the action list noting updates on items that were delayed. These included:

- The style guide and logo material has been sent to all units providing a unified way of presenting IFLA groups. The guide will be sent to all Professional Committee members.
- The approved minutes of previous meetings will be added to the website.
- The Congress Redesign Workshop that had been held in April 2018 in Barcelona. A Working Group had been identified to follow up on this. It was agreed that the issue

should be prioritized and discussed further in the meeting in April leading to concrete outcomes in August 2019.

- The format of the action planning template was deferred until the strategic plan is decided. While the information included is necessary, the format of the template with long columns is clumsy to use. The Chair and IFLA staff will have a first attempt at a revised template and circulate a proposal to the Professional Committee.
- The Professional Committee project funding policy which requires review and improvement to assist units in submitting suitable projects.

2. Professional Programme Development Plan: implementation

2.0 Professional Programme Development Plan: final version

The Chair of the Professional Committee asked to return to this document at the end of the meeting noting that the discussion on the various items on the agenda would help to better define priorities and objectives.

2.1 Objective 1: improve the quality and impact of work

2.1.1 Unit Action Plans

The Professional Committee considered the Unit Action Plans that had been received. It was noted that some had come in late and numbers may be slightly higher. The Division Chairs were asked to send plans that they had received but which were not noted, through to professionalsupport@ifla.org. The Chair asked whether some units who have not responded are those that are inactive in other ways and possibly struggling as a whole. Division Chairs were asked to follow up with these units.

It was noted that some Units seem not to have a clear sense of the aim and scope of drafting action plans, and may feel that these are only useful for submitting a request for project funding. It is crucial to ensure they understand the reason for Action Plans and the Professional Committee should act to meet this objective.

If dynamic units are the aim, then there should be a purpose for the action plan, with benefits and a way of visualizing work across Divisions. It should be a business plan that aligns each unit with IFLA's direction and strategy and is simple and useful for the units and for the Professional Committee.

The Chair and Helen Mandl will work on a new template and share options before the April meeting. It was suggested that units concentrate on the first three columns of the current action plan template. The mapping exercise will aim to extract the highlights from existing plans and ask units to share these highlights via their websites.

2.1.2 Project Funding

Based on the proposed budget for Professional Committee Funds for 2019 (as discussed later under item 3.2), it is predicted there will be EUR 29,300 available for project activities in 2019. The Professional Committee made decisions, based in part on the recommendations of the Project Funding Review Teams, on the 18 funding requests received by the deadline (projects given codes E1 – E17 and P1). Sections can submit requests during the year which will be considered if there are Funds remaining.

Following discussion, the total allocated to the approved activities was EUR 11,520 during 2019. This leaves an amount still unallocated which might be used for revised or late requests and is summarized later in item 3.2 Draft Professional Committee Funds 2019. Some Units will be asked to revise their project, based on the Professional Committee's comments, and may still be allocated funding in 2019.

It was noted that the criteria for project funding should be clearer and that the form to be completed should make it easier for applicants to set out their request. A member of the Professional Committee noted that while much promotion could be done online, there was still a role for printed material as handouts and this should be supported where needed.

The table below gives details of the Professional Committee's decision and the amounts allocated. Feedback from the Review Teams and the Professional Committee on each project will be returned to the leaders of the respective Unit.

Code	Section	Amount requested 2019	Amount allocated	Summary of Professional Committee decision
	TOTALS	€ 37,631	€ 11,020	
E1	Subject Analysis and Access	€ 2,500	€ 2,000	Partial funding (up to € 2,000) approved conditional on more information being provided on the project meeting and meeting logistics. The Professional Committee would like to know how many will attend the meeting and who needs to be funded. The Division Chair and Professional Committee Chair will decide once further information is provided.
E2	Continuing Professional Development and Workplace Learning	€ 0	€ 0	Funding not approved. The Section will be asked to come back once they have a firmer proposal and outcome.
E3	ISBD Review Group	€ 4,000	€ 0	Funding not approved. The Committee on Standards has €6,000 marked in the Professional Committee budget to support meetings such as this one. € 2,000 from these funds should go to an ISBD Review Group meeting. The proposal is to meet in early 2019, in August and two months after Congress. Unclear as to why another meeting is required so soon after Congress. Suggest that this be done virtually.
E4	Management and Marketing Section	€ 700	€ 700	Funding approved Section asked to advise on whether platform could be shared with other groups and whether funding is for pilot or will there be ongoing costs.

Code	Section	Amount requested 2019	Amount allocated	Summary of Professional Committee decision
E5	LGBTQ Users Special Interest Group	€ 355	€ 355	Funding approved on condition of providing more information. Would like to know how many pins and who would receive them. What is the purpose of this? Could it be done with the € 100 administrative funds?
E6	BCM Review Group	€ 2,000	€ 0	Funding approved. This should be approved via the Committee on Standards budget.
E7	Library services to Multicultural Populations	€ 2,300	€ 0	Funding not approved. The Section should come back with more information on the award which should be endorsed first as an IFLA award by the Professional Committee/Governing Board. IFLA Section Awards should be sustainable and need a sponsor who will commit over a number of years. Section is asked to find a sponsor and resubmit request with full package.
E8	Women, Information and Libraries Special Interest Group	€ 70	€ 70	Funding approved. This amount should be covered by the Admin funds available to all Units.
E9	School Libraries Section	€ 500	€ 0	Funding not approved. Updating a manifesto means that it must go to the Governing Board for approval and then to UNESCO. The document would then become an official IFLA document and would be translated by the IFLA Language Centres.
E10	Libraries Serving People with Disabilities	€ 350	€ 350	Funding approved.
E11	Law Libraries Section	€ 5,000	€ 5,000	Funding approved. Professional committee would like the Section to report back on the outcomes of the workshops and the impact on the library field in the country.
E12	Art Libraries Section	€ 500	€ 500	Funding approved conditional to receiving more information on the justification for a printed publication and the quantity they wish to print.
E13	Latin America and the Caribbean Regional Section	€ 2,000	€ 0	The Professional Committee supported the idea of having the associations in the region working better but wanted a clearer idea of who would manage it and what the outcomes are likely to be. They requested a reworded application and the possible involvement of the LAC Regional Office as this is work that they could undertake on behalf of the Section and IFLA.

Code	Section	Amount requested 2019	Amount allocated	Summary of Professional Committee decision
E14	Asia and Oceania Regional Section	€ 5,000	€ 0	The Professional Committee does not fund satellite meetings.
E15	Asia and Oceania Regional Section	€ 5,000	€ 0	The Professional Committee does not fund mid-term meetings. Some funding is available via IFLA HQ Regional Office support.
E16	Big Data Special Interest Group	€ 2,000	€ 0	Funding not approved. Request to come back with clearer proposal outlining the need and audience. What happens with the training material? Why is it needed in print?
E17	Social Science Libraries Section	€ 3311	€0	Funding not approved. Clarify if this is the same request for the IFLA Journal workshop which will take place before WLIC. See Item 2.1.2.1
E18	Evidence for Global and Disaster Health SIG	€ 2,000	€ 2,000	Funding approved conditional on more detailed information on how the funds will be used and the amount designated for translations.

2.1.2.1 IFLA Journal Proposal

The IFLA Journal Editorial Committee had been asked to explore ways to work more closely with the Professional Units and to use expertise from the Editorial Committee to improve the library field. They have outlined a project to hold an interactive workshop to introduce participants to methods for conducting research in real world settings and translating empirical findings to both practice and publishable results. The workshop will be held on the 22-23 August before WLIC in Athens.

The Professional Committee approved the support of the proposal with € 3,000 as part of the project funding applications for 2019.

2.1.3 WLIC 2019 Programme Proposals

The Professional Committee reinforced its commitment to each Section having two hours and confirmed these can be divided and shared, however this should be in one-hour blocks. The Preservation and Conservation Section had requested that cultural heritage have a track if possible, ensuring the least amount of overlap. This will be accommodated where possible in the draft programme.

The Manager, Policy and Advocacy has submitted a number of suggestions for hot topic sessions. These will be included if vacant sessions are identified in the final programme. The Committee was in favour of further lightning talks if these could be accommodated although it was necessary to watch the timing of these, particularly where speakers did not show up. It was also mentioned that it would be preferable to move the plenary sessions to a more appropriate time for these very good speakers.

2.1.4 Coaching Programme Proposal

The Continuing Professional Development and Workplace Learning Section submitted a report on their coaching programme initiative at WLIC 2018. The programme was well received and the evaluation highlighted the value gained by participants. The Section proposed an improved session for WLIC 2019. This was approved and an additional session will be made available to CPDWL in addition to their Section programme slot.

2.1.5 CART and Remote Captioning

The Library Services to People with Special Needs Section provided remote CART (Communication Access Realtime Translation) for their session in Kuala Lumpur as a model of an accessible session. They provided a report on the session: 299 people attended their session where there was live captioning of each speaker. This greatly assists those hard of hearing and those whose first language is not English. The Professional Committee approved the provision of € 1,000 towards providing CART for the LSN Session in Athens. Support for another suitable session may be available, budget permitting.

2.1.6 Public Library of the Year Award Review

The IFLA/Systematic Public Library of the Year Award was presented during the Public Library Section session in Kuala Lumpur. The session comprised presentations by the finalist libraries showcasing design and services in new libraries. The value of the award session is to learn of new concepts in space flexibility, sustainability, and digital experiences. The Professional Committee approved the allocation of an additional two-hour slot for this session. The Committee also approved the provision of two complimentary day passes per finalist for the award (based on five finalists).

2.1.7 Satellite meeting proposals for 2019

Twenty-three satellite meeting proposals were received and discussed by the Professional Committee. In looking at the proposals the Committee noted that many did not provide sufficient details for their programme, making it difficult for the reviewers to comment. This could be as a result of sections believing that everything would be approved and that the process was not substantial. The Committee expressed concern at the gaps of days between satellite meetings and the start of the Congress. With many delegates expressing that IFLA is already too long, many sections were asked to bring their dates closer to the start of the Congress.

The variety of locations outside Greece was also discussed. While there precedents to having satellite meetings in nearby countries within a certain flying distance, there was also discussion on whether the satellite meetings diluted the number of attendees at WLIC or provided for an opportunity for librarians who might not attend WLIC to attend a meeting with IFLA experts present.

The satellite meeting proposals from Division V and from the Libraries Serving Persons with Print Disabilities Section together with the Library Services to People with Special Needs Section, both to be held in Alexandria, were passed to the Governing Board for discussion due to the longer travel time expected, due to the lack of direct flights.

All Sections will be contacted regarding approval or for further information or date changes.

In general it was noted that the Guidelines for Satellite Meetings need some revision with clearer criteria for approval, including, for example, the need to avoid gaps between dates of Satellite Meetings and the date of the Congress.

2.1.7.1 Satellite meeting proposed sites for WLIC 2020

The Professional Committee discussed the list of proposed sites for WLIC 2020. Sixteen sites are within New Zealand and four are outside New Zealand in Australia and Fiji. It was noted that the National Committee had approached major libraries on the east coast of Australia. More information will be sought from the National Committee and the list discussed again in April.

2.1.8 WLIC Programme Structure Review

The Professional Committee discussed the notes from the workshop held in Barcelona in March 2018 regarding improving the programme structure of WLIC. Christine Mackenzie undertook to write a paper utilising the notes and considering the discussion already, the issues and possible ways forward. Martyn Wade offered assistance if needed.

2.1.9 WLIC Officers Sessions – requests for support

The notes and ideas from the Officers Capacity Building Sessions at WLIC 2018 were shared with the Professional Committee. A number of suggestions made during the sessions related to WLIC such as evaluating open sessions and providing ideas for conference programmes, and Christine Mackenzie was asked to consider these in her paper of 2.1.8.

2.1.10 Issues relating to Unit or Division Activities

Division Chairs provided feedback on activities and calls. In general Zoom and Basecamp have been very well received and there was positive feedback on the IFLA Roadmap presented in Kuala Lumpur. It was noted that a WhatsApp group for Division V was working very well. The Chair of Division V also noted that finding members to nominate people from Latin America for Standing Committees was difficult due to their low numbers.

2.1.11 Professional Unit Structure Review

Following discussions within Divisions, a small working group of the Professional Committee have written a thought piece for future discussion about the professional structure. It covers issues such as streaming people in, setting them up to succeed, fostering communication and interaction, linking with the Governing Board and optimizing the commitment of Officers. The working group of Ann Okerson, Maja Zumer and Vicki McDonald were thanked for their excellent efforts. The Professional Committee asked that the Chair present this to the Governing Board as an item and send as an email to all. The Committee felt strongly that the discussion and thinking about this issue needed to start now.

2.1.12 SIG and Section Reviews

In 2018, the Professional Committee undertook a round of SIG reviews but three were still outstanding as their term had not yet finished. The Professional Committee will undertake a review of these SIGs by August 2019: National Information and Library Policy; Religious Libraries and Dialogue; Linked Data; Big Data and ATINA.

It was also anticipated that a review of Sections would take place in 2019. As discussion around the governance and structure of IFLA will begin in late 2019, it was decided not to proceed with a review of Sections at this point.

2.1.13 Publication of Unit Activities

There was nothing to report under this Item.

2.1.14 Professional Resolution on Open Data

A professional resolution was submitted during WLIC 2018 requesting that all IFLA produced data be shared with the public if there are no reasons prohibiting it. The Professional Committee requested staff produce a paper providing an overview of current IFLA policy relating to data, what data is currently produced and the implications of making such data open.

The paper noted that in considering the types of data IFLA currently produced, the following principles could apply:

- Where data is not personally identifiable, IFLA will make datasets available to download in a basic form. Value-added services, such as comparison tools, will be a priori available only to Members, or in exchange for a fee. This could apply to the Library Map of the World.
- Where personally identifiable data may be involved, and permission has not been obtained, IFLA will give a priority to privacy. IFLA therefore will give access to datasets where there is no or only a very limited possibility of identifying individuals. In such cases, it may be more appropriate to release research files which leave no possibility of personal identification. This would apply to the Global Vision.
- We will publish data under a CC-BY 4.0 licence, in line with IFLA's existing publishing policy, requesting users to cite IFLA as the source of the data, and provide links, where appropriate. This also corresponds with good scientific practice.

The Professional Committee noted the report and asked that IFLA staff develop a draft open data policy or strategy that can be an operational tool. It also asked that we respond to the authors of the resolution reaffirming IFLA's commitment to open access and noting that IFLA staff are working on a strategy.

2.1.15 Survey on Preservation and Conservation Standards

IFLA conducted a survey on preservation and conservation guidelines, best practices and standards for all formats of content. A recommendation is that all guidelines concerning heritage should be updated and knowledge on digitization should be added. In order to do this, the Professional Committee agreed to the establishment of a new working group to scope the updating of one or more standards to reflect digital practices.

2 Objective 2: Strengthen communications between all stakeholders

2.2.1 Unit Annual Reports

All Professional Units were asked to provide an annual report and communicate news on their progress to IFLA members registered for their Section. 29 of 58 Units provided reports covering the previous year. Division Chairs were asked to speak with Officers about the importance of communicating their activities. The Professional Committee noted the reports from the Professional Units.

2.2.2 Satellite Meeting Reports

17 Satellite Meetings were held before or after WLIC 2018 in Kuala Lumpur. Locations included Singapore, India and sites around Malaysia. Reports were requested from all Sections holding satellite meetings to ascertain attendance levels, content and how they were funded. 16 reports were received and some particularly highlighted the value of these events for local audiences. The reports were noted by the Professional Committee.

2.2.3 Communication Tools Review

The Professional Committee noted the report on the communication tools, Basecamp, Zoom and Survey Gizmo, which the committee has been supporting over the last three years. Zoom, in particular, has proved very popular with an average of 35 teleconferences a month.

2.2.4 Plan for communication of IFLA Strategy to Units

The Secretary General attended the meeting and spoke with the Professional Committee about the decision to involve the Professional Units in a survey about the broad direction of the new strategy and in a meeting to discuss the final strategy in The Hague in June 2019. Four members of the Professional Committee – Raissa Teodori, Vicki McDonald, Christine Mackenzie and Knud Schulz will be on the Governing Board working group on the strategic plan.

The timeframe will be that the Strategic Plan is finalized in April. Sections will then have time between mid-April and June to brainstorm about their contribution to the plan. Their delegate to the June meeting could be asked to present their ideas at the meeting for discussion, critiquing and potential partners. Division Chairs will have a facilitation role at the June meeting. It will also be important for Sections to have time to work on their plans in Athens. IFLA HQ is asked to extend Division Meetings in Athens to 2 hours and to include an extra session for the IFLA Strategic Plan. Professional Committee members noted that it will also be important to have consistent messaging and to advise Sections of when issues like governance and conference redesign might be addressed.

2.3 Objective 3: Support full engagement of committee members and develop leadership

2.3.1 Roles and procedures within the Unit Standing Committees

Further discussion on issues relating to roles and rules pertaining to Officers and Standing Committee members was postponed until after the finalization of the IFLA strategic plan.

2.3.2 Induction of new Standing Committee members

In August 2018, the Professional Committee expressed the wish to improve the information provided to incoming Standing Committee members and Officers, so they are more informed about their role and the work of IFLA. The President Elect undertook to rework information produced by the Public Libraries Section to be adapted for all units. The Professional Committee thanked the President Elect for her work and endorsed the induction information to be sent to newly elected Standing Committee members.

2.3.3 Best Poster Shortlisting

Each year there is a call for applications for poster sessions to be held in conjunction with WLIC. Antonia Arahova and Raissa Teodori were nominated to assist in the review process.

2.3.4 IFLA Awards Nominations

The Professional Committee agreed to encourage Divisions and Units to think about nominating worthy people of members for one of IFLA's honours and awards in 2019.

3. Business matters

3.1 PC Funds 2018, 3rd Quarter Report

The Professional Committee noted the status of all the Unit projects allocated funding during 2018, the anticipated claims for the remainder of 2018, and the updated allocation total for the Professional Committee Funds 2018.

3.2 Draft Professional Committee Funds 2019

The draft budget for 2019 of a requested € 50,000 for Professional Committee activities was discussed. A number of commitments have already been made consuming around € 20,000 of the funds. These comprise outstanding projects, admin funds and software support.

The Professional Committee noted the budget submitted to the Governing Board and agreed to continue with the right for any Unit to claim up to € 100 for Admin Funds according to the Guidelines on Admin Funds. They also endorsed an outline budget for 2019 showing a breakdown of funds across a range of areas.

As previously mentioned, a revision of the Project funding policy needs to be undertaken to ensure criteria are better identified and can be clearly understood.

3.3 IFLA Publishing Activities Report

The Professional Committee noted the full report on publishing with particular highlights being the launch of three new titles in the IFLA Publications Series (published by De Gruyter) and work on three special issues that will appear in the IFLA Journal. It was noted that the addition of regional representatives to the IFLA Journal Editorial Committee, as agreed in August, was an outstanding issue which needed to be completed.

4. Procedural matters

4.1 Procedural matters recommended for approval

The Professional Committee confirmed the decisions made since August 2018 including two funding requests from Evidence for Global and Disaster Health SIG and Library Services for Special Needs Section.

4.2 SIG Proposals

A full proposal for a Library Publishing Special Interest Group was received. The planning for this group has occurred over the last two years with an initial meeting in Wroclaw and a further meeting in Kuala Lumpur. The group has developed an action to support libraries interested in library publishing and already has an email list with over 60 subscribers. Despite some concerns about the increasing number of units, the Professional Committee agreed that those supporting the group had done all requested of them and that there was momentum and interest from the field. The Professional Committee approved the formation of the Library Publishing SIG for an initial term of four years.

The Professional Committee agreed to provide a slot for an exploratory meeting for a new SIG on food, agriculture and nutrition information.

The Genealogy and Local History Section requested a change of name to the Local History and Genealogy Section. The Section argued that local history was a broader topic that encompassed genealogy and that there was more support from libraries within involvement in local history collections. The change of name was approved.

The Environment, Sustainability and Libraries SIG submitted a proposal to begin the process of becoming a Section. The Professional Committee acknowledged the activities of this motivated group who were Runner-Up in the IFLA Dynamic Unit and Impact Award and congratulated them on their ongoing work. There was some concern about the narrow focus of the topic which suited the SIG and may not be sufficient for a Section. The Professional Committee noted the review of the structure of IFLA which will occur following the new strategic plan and that this may impact the Professional Units. It was decided not to approve starting the process to develop from a SIG to a Section at this point in time.

4.3 Standards Review Groups

A paper regarding the movement of PRESS₀₀ and UNIMARC will be provided to the Professional Committee via email.

5. Any other business

There was no further business.

6. Dates of next meetings

The Hague, Netherlands

8 – 12 April 2019: Governing Board workshop and meeting.

11-13 June 2019: Professional Unit workshop

23 August 2019: Professional Committee and Governing Board meeting