

To: IFLA Officers
From: Sjoerd Koopman, IFLA/HQ
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This report seeks to provide feedback to IFLA Officers about a number of meetings that were held during our World Library and Information Congress in Gothenburg, last month. Below you will find a summary of the five *Division Leadership Forum* meetings that were held on 11 August 2010 and a summary of the two *Officers Training* sessions on 13 and 14 August 2010.

Please review these summaries and let your Division chair have your comments. They would like to have your reactions by Friday 8 October at the latest. IFLA's Professional Committee will discuss the matter subsequently.

Division Leadership Forum Reports: Executive Summary

*this executive summary seeks to gather the input from
the leadership forums and summarize it down further
to the main points and categories of points*

New Conference schedule / Gothenburg Conference

Scheduling, especially at beginning of WLIC, is a challenging interplay of satellite meetings, leadership forums, governing board, and first day of WLIC. Hard to stretch out further without imposing greater accommodation costs on attendees, so we try to squeeze events together.

Leadership forum:

How many leadership forum meetings are needed?
Can SC and leadership forum meetings be combined?

Standing Committee meetings

SC second meetings were strongly supported, but need to be in the program, not overlap other things, and be properly publicized. Also the time/length of the meetings.

Meeting venue and IFLA operations

1. More attention to room configuration and setup with the conference organizers would be very helpful: many reports of meeting rooms that needed to be reconfigured or didn't suit the group that was there.
2. Sentiment for a working room for officers, who have a lot of work to do during WLIC but no place other than their hotel room (maybe a mile away) to do it.
3. Can Congrex offer more in the way of guidance for travel? More info about how to get to/from Gothenburg would have helped (which airport, which airlines, advantages of train from Copenhagen)
4. Need attention to the Euro issue. Next year with many Latin American attendees, access to Euro can be difficult, requiring dual exchange – into US\$, then into Euro. Have to balance IFLA's business requirements with what makes it easy for people to attend.
5. There are issues with paying bills of sections: IFLA perceived as slow to do so. Can that be expedited or could sections have more autonomy?

Tracks in the conference programme: feedback from 2010, input for 2011

Preliminary views seem positive. Need to be able to tag sessions with more than one track (could make it possible to add one or two more tracks to help mark things appropriately – interest in "Cultural Heritage" track, e.g.) Dissent would probably be mitigated by that multi-tagging. And all sessions need a track tag. Good to engage the sections in the tag-assignment and in the program description.

How about separate "Administration and Ceremonies" track for PC, GB, Standing Committees, Working groups, plenary, etc.

Satellite meetings

There are scheduling issues especially here, with tension between getting venues and non-overlapping time for the satellite meetings while making it possible for many to attend at reasonable cost. Officer time (people trying to do satellite and Leadership Forum) is a particular issue.

Much incipient discussion of video conferencing, particularly to address these issues. No clear direction (cost, quality, access), but along with other concerns about travel costs to meetings and ways to be inclusive, satellite meetings may be the place to experiment first with mixing f2f with virtual presence. (There will be some visa issues with PR that virtual access could help with.)

Promote the awareness of possibility of scheduling satellite and other IFLA events off-cycle – other times of year in other venues.

Success/failure issues: many satellite meetings are very successful, but there is less clarity on control. How would IFLA pull the plug on a satellite? Who's liable if the satellite loses money?

New rules for Satellite meetings are not perceived by all as helpful; Some section members are considering hosting non-IFLA affiliated sessions that would not carry the IFLA label – IFLA doesn't provide support and most participants attend because of interest in topic rather than interest in IFLA.

Strategic Planning per Division:

Despite late release of Strategic Plan, there's a general sense of positive response from sections. IFLA's full summary Report has preliminary responses from divisions.

Elections:

A fuller document on the responsibilities of committee members prior to the October nominations call would be welcome.

Continuity issues: Should officer terms in SCs and Divisions be staggered to get more continuity? Need a reminder that committee members eligible for renewal need to be nominated for the second term. Remind that election is of the individual – vacancy during term must be replaced properly, not assumed to be handed off to someone at prior officer's home institution or the like.

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IFLA Officers Training sessions held in Gothenburg, August 2010

During the IFLA Congress in Gothenburg (August 2010) two sessions were held, especially for IFLA Officers: “training sessions” on 13 and 14 August. The agenda for both meetings was:

1. Section Officers: their roles and responsibilities; role of Information Coordinators
2. IFLA PC Finances, PC projects
3. IFLA membership recruitment; how IFLA/HQ can support your activities
4. IFLA publications programme
5. Haiti and IFLA
6. Sections' new action plans: 3 measurable activities 2010-2011
7. Elections SC members, Division Chairs, PC Chair October 2010 →
8. Officers Corner ~ time schedule

The numbers of participants at these meetings were 25 and 35 respectively. The total of 60 relates to the approximately 100 invitations distributed as unsatisfactory in numbers. However the quality of the meetings was very satisfactory. Much feedback and many questions and tips were received. The list below is a summary of the major items discussed.

1. Some Officers receive all relevant information more than once, while others experience deficiencies in the information distribution. It was suggested to archive all mailings and communications to Standing Committees in the *Officers Corner* on the IFLA website <http://www.ifla.org/en/officers-corner>
This is an excellent idea which will be followed up immediately!
2. The question arose who are invited to attend the Officers Reception. Answer: the Officers, i.e. Chairs and Secretaries of Sections and since last year Information Co-ordinators are invited.
3. IFLA/HQ will develop and distribute a set of guidelines for communication by the sections instead or in addition of Newsletters.
4. There was a question if IFLA/HQ can provide figures on visitors statistics of each Section's part of the IFLA website, preferably drilled down to the various web pages and documents. The answer was that we should be able to make such regular happen, since *Google Analytics* has been used to collect data since the launch of www.ifla.org in April 2009. However, a regular reporting structure would require extra programming and organizing; it could be an idea to request PC project money in order to outsource such an activity.
5. There was a request to provide guidelines for holding (IFLA) business meetings.
6. There was a request to provide guidelines for produce leaflets, brochures etc. Grids for this in the IFLA house style could be made available in the *Officers Corner*.
7. Complaints were made about the "2nd SC meetings" not listed in the programme on the website. This would be a requirement for future conferences.
8. Some questions were about the timing of submitting financial reports. In the meantime the *Dates and deadlines for Officers 2010-2011* overview has been updated; it is available in the Officers Corner at <http://www.ifla.org/en/officers-corner>
9. Following a discussion about what "administrative money" can be used for (for anything related to the activities of a Section), there was a request to review and hopefully revise the amounts of admin. Money allocated per section.

In the meantime the amounts have been adjusted at a somewhat higher level; they are being distributed by IFLA/HQ as a part of the financial documentation (September 2010).

10. There was a request to make the overview of levels of administrative money in the Officers Corner.
11. A question was how Special Interest Groups (SIGs) can be supported financially. The answer is that SIGs are supervised/monitored by Sections; SIGs need to ask these sections for money.
12. A question was if Corporate Partners can be Section members. The answer is no, not at this moment.
13. In reply to various requests for members' contact details, which are currently not available on the IFLA website, there is a general reply: in case contact details are needed, do ask our membership department. In most of the cases these data can be provided for IFLA work (organising events, networking, mailings).
14. In relation to the upcoming calls for nomination (October 2010-February 2011) there was the request for the Section Officers to receive preliminary numbers of nominations for their SC's a month before the deadline. This would help the process of recruitment of new SC-members.
15. A general idea was aired: to share replies received from IFLA/HQ with other Sections.