APPROVED MINUTES
PROFESSIONAL COMMITTEE MEETING
Wednesday 10th April 2019, 09:30 – 17:30, in the Koopman Room,
IFLA Headquarters, The Hague, Netherlands.

Present: Raissa Teodori (Chair, Professional Committee), Vicki McDonald (Chair Division I), Maja Žumer (Chair Division III), Antonia Arahova (Chair Division IV), Martyn Wade (Chair, Freedom of Access to Information and Freedom of Expression (FAIFE), Knud Schulz (member)

Staff: Gerald Leitner (Secretary General) (item 2.2.3); Helen Mandl (Deputy Secretary General and Director, Member Services); Claire McGuire (Professional Support Officer)

Welcome and apologies

Apologies were received from Christine Mackenzie (President-elect), Ann Okerson (Chair Division II), Viviana Quiñones (member), and Sueli Mara Soares Pinto Ferreira (Chair Division V).

1.   General Business
1.1   Approval of Agenda

The agenda was approved. It was requested to add a discussion point over the Library Map of the World to Other Business. A point on Regional Asia & Oceania Section project funding was also added to Other Business.

1.2   Minutes of previous meeting 12 December 2018

Minutes were approved.

It was agreed that it would be a good idea to clearly call out the actions or resolutions agreed upon under each discussion point on minutes going forward, similar to how Governing Board minutes are written. This will be applied to the minutes going forward.

1.3   Action list from previous meeting

The Professional Committee noted the workload in IFLA HQ and how it has caused delays in the delivery of some previously agreed-upon actions. These actions that are not yet completed will be prioritized and acted on as quickly as possible.

An update was given on the Open Data Policy action agreed upon in December 2018. An IFLA Policy on Open Data will be finalised before the Professional Committee meeting in August.

The Professional Committee asked that a draft of the IFLA Open Data Policy will be drawn up in the next month by IFLA HQ and distributed among Professional Committee members for comment. The deadline for a finalized policy is August 2019.

1.3   Follow up from previous meeting

It was noted the major discussions in the December Professional Committee meeting were Satellite Meetings, project funding and WLIC 2019 programme.

Concerning Satellite Meeting proposals, all units that were asked to change their meeting dates and/or locations have been contacted. The committee notes that the Section Indigenous Matters has cancelled their satellite meeting after being asked to change dates. There have been no other cancellations of satellite meetings at the time of this meeting.

There were question over when the WLIC 2019 programme will be finalized. At the time of this meeting, the final draft of the programmehas been finalized in order to be published online. . Even though people are still requesting changes, IFLA HQ expects they will have a finalized copy to share in the week of 15 April. Effort was put into creating Cataloguing and Preservation/Conservation streams when possible to reduce overlap.

All units except Education and Training and LAC have been followed up with by HQ regarding their requests for project funding. These will be followed up with as soon as possible. Some sections have been asked to provide further information and they have not followed up yet or have decided not to proceed with their project.

2.   Professional Programme Development Plan
2.0   Division Reports (All Division Chair)

Division I
The Division I chair reports that Zoom conferences have been held in February with Section Chairs to discuss planning for WLIC 2019. Many Division I Sections decided not to hold a Call for Papers and instead will select speakers directly to ensure they have a quality programme. There has been much discussion around Satellite Meetings, and increased collaboration between Units organizing these meetings.

The Division I Chair notes good feedback on communication tools available now, but comments on restrictions on these tools affect those in certain countries. For example, members in Iran notice all attachments are stripped from all Basecamp posts. IFLA is happy to accept other suggestions for communication tools with similar favourable offers to what is currently being used, but it is noted that this may be a growing issue due to government censorship in some parts of the world.

Division II
As the Division II chair sent her apologies for this meeting, no report was given.

Division III

The Division III Chair reports on Zoom calls with Section Chairs in March. The feedback on having the opportunity to speak together is positive, although the Division still feels an overall lack of homogeny and common interest within their division.

There were concerns from Sections over delays in approving WLIC Open Sessions, which results in late Calls for Papers. The consequence of this will be a delay in completed papers becoming available. IFLA HQ notes that Sections will be able to upload their completed papers directly to the conference website and the app as soon as they are completed, even though they may not be included in the limited run of printed programmes. In terms of translations, it is not a high priority to have a fully translated version of the programme, but it is crucial that interpreters at the conference have a copy of each paper before their session.

The final point brought up by the Division III Chair was the ongoing Namespace project. There was a carryover of PC funds to establish Namespace software and support platform. In December 2018 there was a meeting with a provider who would offer that service, with the idea a contract would be signed in early 2019 and work would commence. This has not happened, but it is on the priority list. There's no problem with this plan, it is simply delayed. The project deadline for work to resume is in May 2019.

Division IV

The Division IV chair reports on four Zoom calls with officers since December. Her goal was to encourage the units in her Division to update their website presence. All seven sections in Division IV have uploaded their Action Plans to IFLA website. Sections are having co-sessions and satellite meetings with other sections inside and outside Division IV and are eager to know more about the new strategic direction.

The chair brought up a comment about the election period being too long, as well as whether there is a possibility to automate the voting system.

Division V

The Division V chair was quite active in encouraging officers in her division to contact Standing Committee members who were not active. It is the hope that the "Welcome to IFLA toolkit", as well as the WLIC 2019 Professional Programme better explains their responsibility.

2.1   Objective 1: improve the quality and impact of work
2.1.1   Proposed revisions for unit action plan template

The Professional Committee agrees that with the new IFLA Strategic Plan it is critical that Sections align their work more clearly with that of IFLA's. The current Action Plan Template proposed by IFLA HQ will be amended to reflect feedback from the units and recommendations from the Professional Committee.

Key Outcomes:

The following changes to the template were agreed upon:

- The Action Plans will have a timeframe of 2 years, with units submitting a review after the first year.
- The Actions Plans will replace the word "objective" with "area of focus" and limit units to a maximum of 4. Each "area of focus" will then have a task-list describing specific activities the Unit will carry out over the first and second year.
- At least one of these "areas of focus" must directly and strongly address one of IFLA's Key Initiatives, with units required to demonstrate in their Action Plan the rationale behind how the focus area addresses the Key Initiative.
- There will be a column added in the template to allow units to indicate which Key Initiative their focus area is associated with.
- Units will be required in the Action Plan to identify other Professional Units with whom they plan to collaborate or for whom their work may be interesting.
- HQ will provide an updated version of the template for approval by the Professional Committee. The final version will be distributed to the units by the end of May, for discussion in the June Officers' Workshops. Units will use a finalised version for their Action Plans at WLIC in August.

The following changes to the introduction explanatory text were agreed upon:
- Use bullet-points to clear indicate expectations of the action plan
- First bullet-point should be a strong statement requiring the action plan to align the units' activities with the IFLA strategic plan in order to emphasise that the purpose of their work is to demonstrate how units help address IFLA's strategic framework.

The Professional Committee also suggested creating an opportunity for standing committees to look at action plans of other units to identify areas where they can collaborate. Making use of online communications platforms could be good both to facilitate this collaboration in the Action Plan writing process as well as encouraging the positive outcomes of working together with other units.

2.1.2 Proposed revisions on PC project funding policy

The Professional Committee had a lengthy discussion on the use of Professional Committee funds for the fees of consultants, experts, or otherwise paid professional labour. It was noted that members of the Unit's Standing Committees should be experts in their areas of work, and therefore projects proposed by the Units should already be within the scope of their expertise. It is problematic to pay for some labour and expertise, while there can be others that are volunteering similar work.

There was also discussion as to who was eligible to receive Professional Committee reimbursement for their work. For example, a past decision was made to exclude Section Chairs or Officers as being eligible for reimbursement as it could be seen as a conflict of interest.

Key Outcomes:

Clarify the Professional Committee Funding Policy to make it clear that Projects should be within the existing scope of the Unit's expertise, and that outside consultants would only be considered in exceptional circumstances, examined on a case-by-case basis by the Professional Committee

Develop a new Project Funding Proposal template, requiring the units to give a more detailed breakdown of proposed amount of work, which will be circulated to the Professional Committee for approval.

2.1.3 Dynamic Unit and Impact Award
The Professional Committee has agreed to again offer the Dynamic Unit Award

Key Outcomes:
A representative from the unit that wins the Dynamic Unit Award will join the jury of the next year's award, and their unit will not be eligible for entry that year. This will go into effect beginning with the winners of the 2019 award.

A criteria point has been added to the Call for Entry stating that the unit's Action Plan must be uploaded to their Section page on the IFLA website. The requirement over the timeframe for eligible projects will be changed from one year to two to reflect the change in the Action Plan scope.

After considering feedback regarding whether or not to share the full list of nominees, it was decided that the judges would have the option to choose a short-list of up to 5 entries. If judges choose to designate a short-list, these will be shared via the website and other digital communications platforms.

The jury for the Dynamic Unit Award 2019 will be: Raissa Teodori (Chair, Professional Committee), Knud Schulz (Professional Committee Member), and Martyn Wade (Chair, Freedom of Access to Information and Freedom of Expression (FAIFE).

2.1.4 Professional Resolution on Open Data Follow up

It was noted that there was a resolution on Open Data at the Annual General Meeting of the Kuala Lumpur Congress. Helen Mandl and Stephen Wyber have begun examining the various types of IFLA data and guidelines related to making parts of this data available for open access. During the December Governing Board meeting, it was decided IFLA would be cautious about what data is made available and how to would be made available.

Key Outcome:
This resolution is still pending, but a policy will be drafted as soon as possible and circulated to the Professional Committee for comment

2.1.5 SIG reviews - update

The Professional Committee will carry out a review of the following five SIGs, with a decision on their continuation to be made in August 2019:
- National Information and Library Policy
- Linked Data
- Big Data

The following two SIG's will be reviewed following one-year extensions granted by the Professional Committee in August 2018. They were asked in 2018 to demonstrate improvements to their communication about their activities.

- Religious Libraries and Dialogue (Relindial)
- ATINA

Key Outcomes:

HQ will add information to the Officers Corner to clarify the content and format of the reporting process that informs a SIG review. This process involves convenors reporting to their Section chairs, who then give a report and recommendation to be considered by the relevant Division chairs during the review process.

2.1.6   Proposed Amendments to Satellite Meeting Guidelines

The Professional Committee noted that the continued need and purpose of Satellite Meetings is an issue that needs further discussion in the coming years, however in the interim some points needed to be addressed to improve the planning of these meetings.

The host institutions for Satellite Meetings have been required to sign an agreement indemnifying IFLA from any liability or responsibility for these meetings. The agreement has not always been implemented and it was agreed that all parties, professional unit and host institution, needed to be aware of this agreement before negotiations took place. Feedback from Units indicates that in some cases, certain types of host institutions are unable to sign this agreement.

Key Outcomes:

It was decided that the geographic area in which Satellite Meetings can be held will be set by the Professional Committee on a yearly basis, depending on the location of the WLIC Congress in that year. This change with begin with the planning for WLIC 2020. It was also clarified in the policy that Satellite Meetings are not guaranteed for approval, and are examined on a case-by-case basis by the Professional Committee.

The agreement between host institutions and organising Units will be revised and included in any call for host institutions for future WILCs.

2.1.7   Mapping of Unit Action Plans

The Professional Committee agreed it was a good idea to share a top-level summary of Action Plan objectives and activities between the professional units. It was noted that the strategy of mapping the Unit Action Plans may change depending on the new Action Plan Template and IFLA Strategic Direction..

Key Outcomes:

A mapping of Unit Action Plans will be shared on Basecamp as soon as 2019-20 Action Plans are received in October

2   Objective 2: Strengthen communications between all stakeholders
2.2.1   Web redesign project update

The Professional Committee were given an update of activity on the IFLA web redesign project, which is now moving into the developmental stage. They noted work being done with the help of two experts from the Libraries Serving Persons with Print Disabilities Section towards improving website accessibility.

Each Section will re asked to start collecting images, write a new section introduction in plain English about their function. An email will be sent in the next few weeks. The Professional Committee points out that this should be an ongoing effort, and that units could add improving their web presence to their Action Plan as a focus area over the next two years.

Key Outcomes:
All professional units will be asked to identify an image and to start writing a compelling introduction paragraph, describing their function within IFLA is and what they are contributing to the Key Initiatives.

2.2.2 IFLA Publishing Activities report

The Professional Committee heard an update on The IFLA Journal Committee and position of IFLA Journal Editor, whose term is coming to an end in August 2019..

Key Outcomes:
A Call for Expressions of Interest for the role of IFLA Journal Editor will be publicized, as the current editor will finish his appointment in August 2019.

It was decided the IFLA Editor appointment will continue to be for a duration of 5 years.

The Committee also recommended that IFLA consider undertaking an assessment in the next 5 years of the IFLA Journal regarding its purpose and continued relevancy.

There will be a Call for Expressions of Interest for representatives to the IFLA Journal Committee. In order to grow representation from under-represented regions, the Committee will be enlarged by three regional and one world-at-large member in 2019

2.2.3 New IFLA Strategy

The Secretary General joined the meeting to update the Professional Committee on the process of creating the new IFLA strategic plan. IFLA will continue working with Luma to facilitate participation between IFLA and the Professional Units with the new strategy.

Key Outcomes:
The Division Chairs were asked to arrange calls with officers and the representatives from their Division's Sections who will attend the June Workshop in The Hague. These calls will be to review materials over the new strategy and to brief representatives on what to expect and prepare the workshops in June.

2.2.3.1 Content and design of Officers' workshop in June

Following an update on the new IFLA Strategy , the Secretary General discussed the Officers Workshop with the Professional Committee. One important outcome from the Workshop will be to coach the Professional Units on how their activities should support the IFLA Key Initiatives, and helping ensure their Action Plans reflect this.

The Professional Committee agreed it was important to have adequate communication between the Division Chairs and representatives from the Sections attending the meeting ahead of time. During these pre-Workshop calls, the Division Chairs agreed to discuss the new Action Plan Template, Strategic Framework and what the officers will be expected to prepare before the Workshop. Each Section should identity their key areas of focus together with their standing committees before the workshop, and be able to justify how at least one of these areas directly supports IFLA's Key Initiatives.

2.3   Objective 3: Support full engagement of committee members and develop leadership
2.3.1   Professional Committee Programme at WLIC

Given the new IFLA Strategic Plan, the Professional Committee, agreed that the WLIC Professional Programme content will be finalized after the June Officers Workshop in order to follow up and expand on the outcomes from this workshop.

It was decided IFLA HQ will provide a pre-Congress information package and other useful tools to reduce time spent on explaining logistics to attendees during the Congress.

As 2019 is an election year, provisions for onboarding new officers were discussed. Communications to incoming Division Chairs will begin before the Congress to allow them to prepare to participate in the future-looking portions of the Division Leadership Forum.

The Professional Committee has three 2-hour time slots on the final day of the Congress. one of these slots, a programme will be developed for all members of Standing Committees and other interested participants. The aim will be to invite all Standing Committee members together to network, share stories and be inspired as they begin their IFLA journey. The other two 2-hour sessions will be used for Lightning Talks of 5-minutes each. A call for applications for these Lightning Talks will be circulated over the coming month, and a sub-committee has been appointed to judge entries.

Finally, a jury was appointed to judge the Poster Contest at WLIC 2019.

Key Outcomes:
 • Standing Committees will be informed that nominations for elections ideally should take place before the Congress, so voting can take place during Standing Committee Meetings.

- The Professional Committee recommends that that IFLA HQ explore the possibility of arranging shuttle buses for Saturday, 24 August Officers Briefing and Standing Committee Meetings, which will be held at a secondary location.
- IFLA HQ will create communications to prepare officers, standing committee members and Division Chairs on expectations and other pre-Congress information to help the WLIC Professional Programme run more smoothly and effectively.
- The final day of the Congress will feature one 2-hour time slot for a programme inviting all members of Standing Committees together to network, share stories and be inspired as they begin their IFLA journey. Two 2-hour time slots will feature 5-minute Lightning Talks.

3. Business matters
3.1 PC Funds 2018, year-end report

The Professional Committee discussed carried-over project funding for several projects, including the Namespaces project and Section project proposals that require further information before a decision on approval can be made. These will be followed up on as soon as possible. The Committee noted some concern around the ongoing funding for the Namespaces project and recommended that the future sustainability of funding for the project be a discussion point within IFLA.

It was also decided that, as in past years, a small portion of funds would be redirected to assist Sections in supporting speakers to attend WLIC 2019. It was noted that to be considered for funding, the speaker must be of international caliber and raise the overall quality of the programme. There was discussion of other uses for this funding that may be used in the future, such as supporting a Key Note speaker or adding a gamification programme to increase attendee engagement in the Congress.

Key Outcomes:
- The Namespaces Project and Unit Project Proposals that are pending further action will be followed up with as soon as possible.
- A limited portion of funds will be redirected to assist units with supporting speakers to attend WLIC 2019 if they will bring added value to the congress programme.

3.2 PC Funds 2019, 1st Quarter report

The Professional Committee heard a report on the first quarter of 2019.

4. Procedural matters
4.1 Election results

The Professional Committee discussed the election of Division Chairs. It was noted that in many of the Divisions, the result was quite close. In Division-I there was a tie between two candidates for the position of Chair. The current Chair of Division-I declined to vote because of a potential conflict of interest.

After discussion the Professional Committee decided to hold a second election between the two candidates with the highest number of votes. The officers of Division I will be asked to vote again on the two candidates. The election timeframe will be two weeks. If there is a second tie between the candidates, a winner will be chosen by a drawing from a hat.

Following elections for Section Standing Committees, the Professional Committee reviewed the outcomes from the nomination process. They made recommendations for action in the case of Sections that have under the minimum number of 10 Standing Committee members nominated, or under the minimum number of 40 IFLA members within the section. The sections in question will have until the end of 2019 to co-opt more Standing Committee members or raise their IFLA membership.

Finally, the committee congratulated Vicki McDonald on her appointment as Professional Committee Chair.

The election of the following division chairs was acknowledged by the Professional Committee.

- o Division-II: Helen Vincent – ELECTED (Chair Rare Books & Special Collections) - National Library of Scotland, UK
- o Division-III: Adjoa Boateng – ELECTED (Chair Library Services to Multicultural Populations) – Birdlife International, Cambridge, United Kingdom
- o Division-IV: Catharina Isberg – ELECTED (Secretary CPDWL) – Helsingborg City Libraries, Sweden
- o Division-V: Sanjay Bihani – APPOINTED (Chair Asia & Oceania) - Ministry of External Affairs, India

Key Outcomes:
- There will be a second vote held with a 2-week timeframe following a tie for Division I Chair
- The Professional Committee endorsed recommendations for members of the Committee on Standards, the ISBD Review Group, the BCM Review Group and the Permanent UNIMARC Committee.
- Sections that have under the minimum number of 10 Standing Committee members nominated, or under the minimum number of 40 IFLA members are given until the end of 2019 to co-opt members.

5. Any other business

The Library Map of the World was brought up for discussion following concerns over the challenges some submitting libraries find to meet the requirements set for SDG Stories. It was reaffirmed that it is critical that these stories include a clear impact. The goal for the

SDG Stories project is to not only raise awareness of projects, but to show how they are directly impacting their communities, through statistics, testimonials or other form of quantifiable outcome. IFLA continues to work with libraries who submit stories to help them gather more information and improve submissions for publication.

6.   Dates of next meetings
The Hague, Netherlands
11-13 June 2019: Professional Unit workshop

Athens, Greece
22 August: 12:00 – 14:00 CAC meeting; 14:00 – 16:00 Finance Committee; 16:00 – 19:00 EC meeting
23 August: 08:30 – 11:00 PC; 11:30 – 17:00 Governing Board
30 August: 08:30 – 10:00 PC; 11:00 – 17:00 Governing Board

The Hague, Netherlands
9 – 11 December 2019: Professional Committee and Governing Board Meeting