



Approved Minutes  
Professional Committee Meeting  
Friday, 11 September 2020, 15:00-17:00 CEST  
Teleconference

Welcome and Apologies

**Present:** Vicki McDonald (Chair, Professional Committee), Sonia Poulin (Chair Division I), Helen Vincent (Chair Division II), Adjoa Boateng (Chair Division III), Catharina Isberg (Chair Division IV), Sanjay Kumar Bihani (Chair Division V), Ai Cheng Tay (GB member), Barbara Lison (President-elect), Minna von Zansen (GB member).

**Staff:** Gerald Leitner, (Secretary General) Helen Mandl (Deputy Secretary General and Director, Member Services), Megan Price (Professional Support Officer).

Apologies were received by Ellen Tise and Martyn Wade

## **1.0 General Business**

### **1.1 Approval of Agenda**

**Resolution:** Items 2.3.1, 2.3.3, 2.4.1, 3.1 were unstarred for discussion. The Agenda was approved.

### **1.2 Minutes of previous meeting 23 June 2020**

**Resolution:** The minutes were approved.

### **1.3 Actions from previous meetings**

An overview of the work that had been completed following the June 2020 meeting of the Professional Committee was provided, along with a status update of ongoing work. New items were added to the list.

There were 18 items: 2 items were papers; 10 items were scheduled for a later date or on hold; 4 had been completed, and 4 are in progress.

#### **Resolutions:**

1. An updated action list will be shared with the Professional Committee and reported on at the October 2020 meeting.
2. Commencing with the September 2020 meeting, the Professional Committee Summary for Officers will be posted on the Professional Committee page of the IFLA website. Following their approval at the following meeting, the minutes will replace the summary.

## **2.0 Professional Programme Development Plan**

## 2.1 *Objective 1: Align work of the Professional Units with the IFLA strategy*

### 2.1.1 2020 SIG Reviews

Two Special Interest Groups (SIGs) were scheduled for review this year, after a year extension from the August 2019 Professional Committee Meeting (19-12-1.2 (2.1.1)): Access to Information Network - Africa (ATINA) and Religions: Libraries and Dialogue (RELINDIAL).

The sponsoring Section and Division Chair for each reviewed SIG were in agreement for recommendations:

<b>Religions: Libraries and Dialogue (RELINDIAL)</b>	
<b>Recommendation by Sponsoring Section:</b> Social Science	Continue the SIG to 2023 for periodic review
<b>Recommendation by Division Chair:</b> Division 1	Continue the SIG to 2023 for periodic review

<b>Access to Information Network - Africa (ATINA)</b>	
<b>Recommendation by Sponsoring Section:</b> Africa	Allow a defined time period before closure to complete commitments or projects: 2023
<b>Recommendation by Division Chair:</b> Division 5	Allow a defined time period before closure to complete commitments or projects: 2023

As new structures become available as a result of the governance review, it is suggested that both SIGs look to the alternative structures available in the Professional Structure for their continued work.

#### **Resolutions:**

1. Religions: Libraries and Dialogue (RELINDIAL) is continued until 2023.
2. Access to Information Network - Africa (ATINA) is continued until 2023 and will then be closed.

### 2.1.2 2020 Dynamic Unit and Impact Award (DUIA) Jury Selection

During the April 2020 meeting, the Professional Committee determined the 2020 DUIA call for nominees would be extended to September 2020, and the awardee confirmed at the December 2020 Professional Committee meeting. The 2020 recipient(s) will be awarded alongside the 2021 recipient(s) in Rotterdam.

The make-up of the Jury for the DUIA is as follows: 3 representatives from the Professional Committee and one Unit representative from the previous year's winner (Library Buildings and Equipment - LBES).

The suggested Professional Committee members of the 2020 DUIA Jury are Vicki McDonald, Chair, Ai Cheng Tay and Minna Von Zansen.

#### **Resolutions:**

1. The suggested jury members Vicki McDonald, Chair, Ai Cheng Tay and Minna Von Zansen were approved.
2. The Professional Support Officer will contact LBES to determine their representative, and will then email instructions to the jury.

## 2.2 *Objective 2: Lead the IFLA Professional Units Governance Review*

### 2.2.1 Governance Review Discussion

The Governance Review Steering Committee will continue to work with the Parliamentarian and Secretary General on the first drafts of the Statutes, Rules of Procedure (ROP), along with suggestions to the Governing Board for moving forward. The Professional Committee, as a working group on the governance review, will work in conjunction with the Steering Committee to discuss and provide feedback on the work as it relates to the Professional Units. There are still a questions and topics which require decisions in order to formulate the Statutes and ROP.

To facilitate this process, a three-tiered structure of documents for the Professional Structure has been suggested: 1) Statues - Strategic, 2) ROP - Operational, 3) Handbook – Practical, to be completed and approved by April 2021. The documentation would provide new committees with information for the next committee cycle.

## 2.3 *Objective 3: Strengthen the communication and collaboration between all stakeholders*

### 2.3.1 2020 Q2 Unit Professional Committee Funds

Due to the impact of COVID-19 and the cancellation of WLIC 2020, Units were asked to provide an update on the use of 2019-2020 approved Professional Committee funds. Some Units elected to return funds they would not be able to use during 2020. There has been very little reimbursement activity.

- €12,666 allocated in the first round of funding (December 2019)
- €800 allocated during mid-term allocation (June 2020)
- €10,292 returned to PC funds
- €4598 allocated to project management tools
- **€31,936 total unallocated for 2020**
  
- **18,064 total allocated**
  - -€30 CPDWL newsletter reimbursed
  - -1800.20 Project Management Zoom reimbursed
- **16,233.80 Remaining to be reimbursed**

Suggestions were made for use of these remaining funds:

1. Subscription to a scheduling software, such as Doodle – concerns regarding data privacy with Doodle were raised and two options, Calandly and Qualtrix, used by Universities, were suggested as alternatives.
2. Support for 2020 virtual poster presentations
3. Wordly for use by Units for virtual events with a significant need for simultaneous interpretation. The cost for Wordly is \$160 per hour. A pilot for the remainder of 2020 was suggested to determine how much Wordly is used in a given session, as well as user experience.

### Resolutions:

1. HQ will continue to investigate costs associated with a virtual poster presentation, along with the use of Wordly, and will report findings to the Professional Committee via email between meetings.
2. HQ will investigate the cost and data protection policies of Doodle, Calendly and Qualtrix, specifically for use by multiple licenses and availability of not-for-profit pricing.

### **2.3.2\* Committee on Standards Update**

An update on the Committee on Standards work was provided by the Committee on Standards and ISBD Chairs. A report from the BCM Review Group and UNIMARC will be provided at the October Meeting.

**Resolution:** The Committee noted the report.

### **2.3.3 Publishing Update**

Reports from the IFLA Journal Editor, the IFLA Journal publisher – SAGE and the IFLA Publication Series Editor were provided.

A highlight for the IFLA Journal is its move into the top quartile of journals in the Library and Information Science division of the Scopus SCImago Journal Rankings. Citation patterns for 2020 indicate that the journal will maintain its gains in the coming year and the pattern of two special issues per year is aiding in the increased citation rates.

SAGE Publishing is a sponsor and exhibitor at WLIC each year. As they usually make an issue of the journal openly available via their platform during WLIC, this year the recent issue on information literacy was promoted and freely accessible from 13-21 August.

The special issues developed in partnership between the journal and the IFLA Professional Units allow for the possibility for a Unit to explore a topic of interest with an international scope. A recent extension to a call for a special issue on indigenous matters has had a good response.

The IFLA Publication Series has launched the first title for 2020 - Growing Community Health Literacy through Libraries: Sharing Global Perspectives. Another title is expected later in the year. COVID-19 has meant some delays to other titles. Series Editor, Janine Schmidt, provided an update on titles in the works.

#### **Resolution:**

1. The Committee noted the reports and sends their congratulations for success and increased profile to the IFLA Journal Editor, Steve Witt and the IFLA Publications series editor, Janine Schmidt. A formal email of thanks and congratulations from the Professional Committee will be sent to the editors and Editorial Board.
2. The committee acknowledges the Editorial Board's statement that the larger editorial committee is having a positive impact on its work.
3. A position paper will be requested from the series editor on IFLA publications.
4. A summary of the Plan S updates from SAGE will be provided in the next Publications report paper to the Professional Committee in October.

### **2.3.4 Division Reports (Division Chairs)**

Division Chairs reported news and information from their Units, all indicating the continued and exemplary work conducted in each. Standing Committees have been very active and there is a lot more project activity than usual being produced outside of Congress. Professional Units have started working and communicating in new ways and have been experimenting and trying new forms of working together without in-person meetings. The Committee acknowledges the work being done on specific projects.

Units have expressed appreciation for the Round Table meetings, for the opportunity to discuss and to receive information provided during these sessions. Letters from Units regarding the governance review have been forwarded to the Governing Board and will be considered as part of the ongoing review.

The Professional Committee Chair remarked that despite what we are faced with in our different countries, it is positive to see the work that is being done by the Units. People are continuing to produce exceptional work, and their commitment to IFLA and to the work they do remains unwavering, demonstrating a strong commitment to the field.

**Resolution:** Communication of the reporting timelines and responsibilities for 2020 and 2021 will be provided by the Professional Support Officer via Basecamp by the end of September.

## **2.4 Objective 4: Develop the congress as a professional experience and international forum**

### **2.4.1 WLIC 2020 Posters**

With the cancellation of WLIC 2020, at the Professional Committee meeting on 24 April 2020, it was decided not to hold the poster sessions over until 2021 but to explore options for a virtual poster exhibit in 2020. Initial investigations have occurred into options for a virtual poster exhibit prepared in house or one using a commercial company. There are 187 possible presenters.

All options have cost implications. Costs resulting from the cancellation of WLIC 2020 are being finalised with a resulting large deficit for the BV and IFLA. There are no additional funds available to cover the costs of a commercial company or the uploading of posters to the IFLA Library.

The Professional Committee may wish to consider utilising some of the unspent PC funds to support the holding of a virtual poster exhibit.

**Resolution:**

1. IFLA HQ will continue exploring digital opportunities for hosting a virtual poster session.
2. The Committee noted the report and will proceed per the Resolution from 20-09-02.3.1.

### **2.4.2\* WLIC Speaker Grants**

An update on the progress of a revised process for WLIC Speaker Grants was provided.

Extensive research and discovery of the Speaker Grant history and background has been made, to include grant origin and changes to eligibility, funding sources, awardees, and the body responsible for management of the grant. Based on this information the general structure for a revised Speaker Grants process was outlined: timeline, criteria, eligibility, communications, review, selection, and financial procedures. The Chair of Division III and the Professional Support Officer have completed this preliminary work

Next steps require a discussion of the grant's foundational principles and a reimagining of how the grant process can best be placed into the overall WLIC timeline, including a discussion of how changes to the conference structure may impact the Grant offerings. Following this discussion, a clear and detailed process can be developed.

**Resolution:** The committee noted the update.

### **2.4.3 WLIC 2021 & 2023**

Conference Advisory Committee (CAC), National Committee, Professional Conference Organisers - KIT, Professional Committee will work together to develop a concept for virtual and hybrid conference programs and budgets.

The goal is to change the model of the conference to a virtual conference, one that excites the global community to attend and participate.

There is an opportunity to be creative in the conference's organization, and to not produce a normal WLIC in an online mode. This is a challenging and exciting undertaking, which must remain financially sustainable for IFLA through the attraction of a new range of attendees, sponsors, exhibitors, and presenters. Members of the Professional Committee are asked to send links to innovative virtual conference examples.

The WLIC 2021 experience will influence a future hybrid conference in 2023. The process will be completed through a series of phases: Exploring phase (through November); Development phase (December – February); Implementation phase (March – August). The Professional Committee was asked to be part of a working group to explore and provide an overview of the challenges, questions, opportunities, and expectations. Professional Committee Chair, Vicki McDonald; Governing Board Representative, Ai Cheng Tay; Division IV Chair, Catharina Isberg will be involved.

### **3.0 Business matters**

#### **3.1 Professional Committee Funds Guidelines and Application**

At the December 2019 Professional Committee Meeting it was determined that the funding request procedure required adjustment for the 2021 Funding Cycle.

It was resolved that Governing Board representative Minna Von Zansen, and the Professional Support Officer develop an updated proposal template that provides clear guidance to funding requestors (19-12-2.1.2). It was also suggested that Unit Action Plans (including funding requests) be approved by their Division Chair prior to being submitted (19-12-2.1.1).

The proposed document provides detailed guidance on the use of Professional Committee funds for the following:

- Approved Unit Action Plan projects
- Administrative funds
- HQ tools or activities that benefit the Professional Structure

And replaces the following documents:

- Guide to the Professional Committee Project Fund 2020
- Terms and conditions for PC Project reimbursements
- Guidelines for Admin Funds allocations and reimbursements

#### **Resolutions:**

1. The funding request form will be piloted as both a paper and digital option. Feedback on the process will be requested from the Units who submit requests.
2. Adjustments to the document per the Professional Committee's discussion will be made prior to the piloting of the process.
3. The deadline for the first round of 2021 funding requests will be 23 October 2020. As funds are often available throughout the year, Units can make additional requests for remaining funds.

### **4.0 Procedural matters**

### **5.0 Any other business**

**Proposed 2020 dates**

23 October, 2020 - 15:00 CEST, Professional Committee Meeting - Teleconference

27 October, 2020 - time TBD, Governing Board Meeting - Teleconference

Dates TBD December: Professional Committee and Governing Board Meeting