

IFLA Bibliography Section Standing Committee Business Meetings via Zoom 2020- Draft Agenda

First meeting.

Friday August 14, 5-7 am (Pacific Daylight Time)

8-10 am (Eastern Daylight Time)

14-16 pm (Central European Summer Time)

21-23 pm (Japan Standard Time)

1. **Welcome and introductions.** (Chair: Mathilde Koskas)
Apologies.
2. **Approval of the Agenda.**
3. **Standing Committee membership matters**
 - a. Introduction to the Standing Committee for members who weren't at last year's WLIC.
Jochen Rupp (Germany), Aliya Saidembayeva (Kazakstan), Bukurije Haliti (Kosovo, United Nations Interim Administration Mission)?
 - a. Identification of any inactive members who could be considered to have resigned
 - b. Co-option of replacement members for any members that have already resigned.
 - c. Renewal or retirement of corresponding members, confirmation of new corresponding members: <https://www.ifla.org/officers-corner/corresponding-members>
 - d. Attraction of new members
4. **Action Plan follow up** (see https://www.ifla.org/files/assets/bibliography/bibliography_section_action_plan_2019-2020.pdf for current action plan)

Update from ongoing working groups and other regular businesses:
 - a. Common Practices for National Bibliographic Agencies (Rebecca Lubas).
 - b. National Bibliographic Register (Pat Riva)
 - c. Revision and update of annual report of the Section (Mathilde Koskas) – see Annex for draft Annual Report
 - d. Communication with members (mailing list, web pages, etc.)
Information Coordinator's report (Pat Riva)

- e.* Newsletter editor's report (Jay Weitz)
- f.* Publications authored by the Section

5. Metadata reports session planning

We agreed with the Cataloguing and Subject analysis and access sections to turn the traditional Metadata reports session into a virtual session, to be held later in the year. Ideas have been floated about having a slightly different session, with papers or a specific topic in addition to the reports themselves.

6. Report from the IFLA Governance survey and Professional round tables (Mathilde, all)

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21-23 pm (Japan Standard Time)

(Chair: Mathilde)

7. Member news round table (all members): bibliographic news from your countries and institutions.

8. Announcements and report from the Professional Committee (Leadership Brief, Officers Training, as relevant)

a. Items for information.

b. Responses to specific questions raised by the Section, or submissions.

9. WLIC session for following year

a. Discuss programme ideas

b. Identify the Conference organizing team and identify roles:

<http://www.ifla.org/officers-corner/sc-members>

10. WLIC Satellite Meetings

a. Decision about whether to plan a satellite meeting

11. Continued discussion on Action Plan for 2020-2021

12. Items to raise or report to the Professional Committee

Items should be submitted via the Division Chair.

a. Request for extra funds.

b. Other items.

13. Any other business

14. Next meeting of the Standing Committee, procedures and planning (decision on whether to hold a physical or virtual mid-term meeting).

15. If there is time: Q&A session

An opportunity for questions from anyone about the tools IFLA makes available for sections.

Upcoming deadlines to note:

15 October Submission deadline for Professional Committee Project funding application and submission of Action Plan

31 October Submission of Annual Report