

## 1. INTRODUCTION

The IFLA-Africa Section is a component of the Division of Regional activities of the International Federation of Library Associations and Institutions (IFLA). This Division, Division V, consist of three Sections:

- a. Africa Section
- b. Asia Oceania Section
- c. Latin America and the Caribbean Section

Each of the sections takes responsibility for developing libraries and librarianship in each Region. The Africa Section focuses on developing libraries and librarianship in Africa. It partners in this endeavour with likeminded institutions to improve the quality of libraries, to ensure equitable access to information, enhance the quality of curriculum in library schools and build viable library associations.

The section is governed by and elected Standing Committee (SC) which holds meetings during IFLA's World Library and Information Congress (annually in August) and another one on the Africa continent during February.

The Meeting held in the Africa continent is referred to as "Midterm Meeting". This "Midterm Meeting" is to deliberate on the Business of the section such as:

- ☺ Abstracts for the Section Open Forum during the WLIC
- ☺ Abstracts for the Section's Satelite meeting
- ☺ Poster of the Section and Theme of Regional Division
- ☺ Follow up on issues raised at the previous midterm meeting (matters arising) Minutes of meeting held during the past WLIC ALP project proposals and reports on funded reports
- ☺ Planning for the next SC meeting
- ☺ Update from IFLA HQ

- ☺ Monitoring the Implementation of the strategic plan and other matters
- ☺ Report/s from the Regional Office

## 2. MIDTERM MEETING

In February of each year the Standing Committee solicits invitations for hosting the February meeting of the next year(s). This midterm meeting is usually held for two days. Any SC Member or **any IFLA member in the Region can host the midterm meeting.**

The prospective host should in all communications include the Chair, Secretary of the Africa Section and the Regional Manager.

**The following may serve as guidelines for hosts:**

### 2.1 First phase

- ☺ Identify a venue in your area, availability and cost
- ☺ Identify the accommodation and cost
- ☺ The ideal would be to identify any other LIS activities (workshops, conference etc.) around your area during the time intended for the midterm meeting.
- ☺ Check all travelling modes, schedules and cost
- ☺ Identify any possible sponsor
- ☺ Prepare a project proposal to host and send it to the Chair on or before 31<sup>st</sup> March. The project proposal should include the information bullets preceding this one and the budget.

### 2.2 Second phase

- ☺ Prepare an invitation letter for visa purposes and should be addressed to the person invited, possibly with a copy to the consulate or the embassy in the invited person's country, see *AfLIA example*)
- ☺ Prepare a brief on travelling requirements to the area
- ☺ Send out invitation letter to the participants
- ☺ All invitations must be sent out six months before the meeting
- ☺ To give some visibility to the Midterm Meeting in the country and to IFLA as a whole the host should submit to the SC Chair

the names of the local people wished to be invited for the meeting.

### 3. FINANCIAL ISSUES

- ☺ Each SC Member is responsible to fund own travel, visa and accommodation. Sponsorship permitting part of their payment may be waived.
- ☺ IFLA/HQ provides support by providing meeting funds (€5000)
- ☺ It is a tradition that partial funding is afforded by the host (tours, dinner).
- ☺ The overall budget should specify the following elements:
  - \* Cost of venue for the meeting
  - \* Accommodation and meals
  - \* Shuttle (for airport and local travel)
  - \* Any administrative costs
- ☺ All supporting document (receipts) should be submitted at the end of the meeting for financial report to HQ
- ☺ The Regional Manager for Africa is responsible for handling all funds (payments) received from HQ towards the Midterm Meeting
- ☺ The Regional Manager for Africa is responsible for compiling the Financial Expenditure Report to HQ at the end of the meeting

### 4. ROLES

#### 4.1 Chair/Treasures is responsible for:

- \* The overall coordination of all meetings
- \* Together with the Secretary sign the invite letter
- \* Work very close with the host on logistics

- \* Work very close with the Regional Manager on financials of the meeting.

#### **4.2 Secretary is responsible for:**

- \* coordination of all meetings
- \* Minutes
- \* Agenda
- \* Preparation of invite [*not the visa invite*]
- \* Table of abstracts and abstracts received for
  - ~ Section Open Forum
  - ~ Section Satellite Meeting

#### **4.3 Regional Manager is responsible for:**

- \* Overall support to the Chair, Secretary and host
- \* Payments from IFLA funding
  - ~ Venue for the meeting [if not free venue is available by host]
  - ~ Subsidies: Secretary & Chair
  - ~ Administrative activity costs
  - ~ Shuttle services
  - ~ meeting catering
  - ~ Dinner on arrival for SC Members and all others if not sponsored by the host

#### **4.4 Host is responsible for**

- \* Assist in travel logistics
- \* Confirm booking of accommodation and meeting venue
- \* Assist with administration related to the midterm meeting
- \* Create a pack of all documents related to the meeting per member

### **5. MISCELLANEOUS AND CONCLUSION**

It is the responsibility of each SC Member to study all meeting documents before the meeting for effective participation in the meeting.

Members not attending the meeting are encouraged to send their input before the meeting

SC Members wishing to stay beyond the midterm meeting may do so at their own expense including local arrangements.

Confirmation of attendance should be sent to the Chair and Secretary copy Regional Manager and the Host immediately on receipt of invite [for planning purposes].

SC Members unable to attend should send their apologies to the Chair, Secretary with copy to the Regional Manager and the Host.

SC Members who confirmed their attendance should start planning their travel well in advance (flight booking and visa).

The section strives to spread the hosting throughout the continent.

## 6. ADDENDUM (HQ)

### IFLA REGIONAL SECTIONS' MEETING ATTENDANCE FUNDS

Usually the limited funds have been used in every inventive and most efficient ways, by seeking combinations of travel aims and organising parallel events like workshops, seminars for local or international support were available. This is good practice that certainly should be continued and encouraged!

- ☺ Meeting attendance funds are managed by the Regional Manager (RM) on IFLA's behalf.
- ☺ The allocations meeting attendance funds are done by the RM in consultation with the Chair of the relevant Section
- ☺ Meeting attendance allocations may be used to meet the Chair and Secretary's airfares (normally the most economic international return flight from country to country where the meeting is held), ground and air travel within the latter country and hotel accommodation as appropriate.
- ☺ The host submits accounts of the meeting to the RM as per prior agreement with the role players
- ☺ The host may not incur financial liability towards the midterm meeting without prior agreement with the role player

😊 HQ Midterm Funds can only be used for the midterm meeting only and any surplus will be returned to HQ or retained/ carried over the next year for the same purpose by HQ' S PERMISSION [HQ Auditing stipulation]

***It should be borne in mind that the Regional Manager Midterm Meeting attendance is not financed from this fund provided by HQ but by Unisa.***

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