



**International Federation of Library Associations and Institutions
Continuing Professional Development and Workplace Learning
Standing Committee Meetings – Helsinki, 2012**

Saturday 8/11 @ 12:30-15:00 Room 208

Tuesday 8/14 @ 9:45-11:15 Room 208

Agenda

Saturday, August 11, 2012

1. Welcome and Introductions:

Ulrike Lang welcomed all members and observers and asked that all present introduce themselves. (attendance sheet attached as PDF document)

2. Agenda – ordering of agenda and addition of any additional items

The group was asked for additions and reordering of the agenda. Ulrike reported that Anna Maria Tamaro would be coming later in the morning.

3. Apologies

Apologies were received from: Monica Mooney Ertel (Saturday only), Linda Ashcroft, Bau-mei Cheng, Mary Chute, Linden Fairbanks, Annamarie Goosen, Roisin Gwyer, Sandy Hirsh, Michel Netzer and Pijushkanti Panigrahi.

4. Confirmation of minutes from Section meetings in San Juan were accepted and approved

5. Report from Coordinating Board / Division Meeting – Ulrike Lang and Catharina Isberg attended the Leadership Brief on Saturday morning. Sylvia Piggott attended the 2nd half of the meeting. A great deal of information was received

The following key initiatives were discussed:

- Digital content
- International Librarianship Leadership development
- Outreach for advocacy and advancement of the professional
- Cultural heritage disaster reconstruction program
- Multilingualism

Attendees were asked to remind Committee members that the following meetings should not be missed:

- Opening session Sunday 10:30 – 12:00
- Highlights and news session on Monday 9:30
- General Assembly Wednesday 16:15
- President's program Tuesday at 9:30. This coincides with our second session meeting
- President Elects Program Thursday 8:30 – 10:30
- Presidential Theme: Strong Libraries = Strong Societies
 - It was requested that one or two members from each section attend
- IFLA Standards Committee, Thursday 10:45
 - Standing Committees were asked to let the Standards Committee know what we will be focusing on in the next years

New policies:

There will be guidelines to help the sections produce professional statements and other documents.

Multilingualism: Since April 2012, a welcome line (just two sentences) in all seven working languages has been included at the top of the main web page. The goal is to have much of the website also in French and Spanish by the end of the year. Most of the important pages have already been translated in both languages. The other languages will follow in 2013 and 2014. To this effect, three proposals are being considered:

- First proposal: Start the translations of the most visited sites. This is what the Governing Board (GB) has already started
- Second Proposal: Use Google Translate. The GB has tried this but it will only be used for some documents
- Third proposal: Make the bloggers more visible because they already blog in various languages. The GB answered that bloggers need to be watched very carefully and controlled.

Professional Committee update:

- Email accounts for divisions and sections. This was rejected as they cannot create email addresses for all section officers. It was proposed that attachments be allowed on the IFLA mailing list. It would make work much easier. Ulrike stated that she always has to create private IFLA mailing lists. The GB will discuss again.
- Lynne Rudasill wants to know which social media we, as sections, would like to use or are using in our libraries. We are asked to send our recommendations before the September deadline. A proposal was made to carry the discussion on the web.

Professional Committee Budget:

The 2012 allocation for the PC is €50,000

Administrative funds in previous allocations used a formula based on membership size.

Project funds were requested in the amount of €116,225, making a total of €147,775.

This is a reduction of two thirds of the budget.

For the future, it was decided to give all sections an equal amount of administrative funds of €400 per year regardless of the size of the section. This means €26,750 for project funds and a supplementary administrative fund of €5,430.

Administrative funds are formally used for newsletter production and distribution, postage, printing, general support and have not been assigned according to activity level or number of SC members. Unspent budget funds cannot be carried over from one year to another.

Now the remainder funds will be allocated by application and there will be consultation and review of how this admin money has been spent in 2012. New guidelines are being finalized and should be applied for 2013. They should be ready no later than December 2012.

The PC will spend money for the languages translation projects. But some sections want it to go to Congress-related expenses, for example to grant a day-pass for external speakers.

Ulrike and Sylvia attended the meeting.

Proposed administrative guidelines and process for 2013

- Basic €350 assigned per section
- Remainder of funds by application, to be spent on:
 - information and distribution
 - activities that eventually have an outcome, such as meetings and other planning for projects
 - general support of the section

- Project funds have to be requested by 31 October 2012
- Standing Committees can find sponsorship outside of IFLA
- Travel and accommodation can be offered in special cases only to speakers from developing countries. Modest speaker gifts may be reimbursed as cash refunds during WLIC. Meals should not be offered out of admin funds
- Planning of satellites could be supported with a small amount and for specifically for identified purposes
- Midterm meetings will not be funded out of admin funds with the exception of a coffee break
- Project funds should go towards IFLA's strategies, to strengthen cooperation within divisions, to strengthen professional and personal relations in sections and other forums within IFLA. There is a need to clarify the guidelines.
- Applicants may be individual sections or, if more than one, the application should be done via the Division chair.

6. Co-Chair's Report – Ulrike Lang / Sylvia Piggott

The report was published in our last newsletter. The main effort this year was put into organizing the Satellite Conference.

Strategic plan - Sylvia

The Strategic plan has been revised in consideration of IFLA's overall strategic plan. We chose the following three areas to focus on in support of this plan:

- International librarianship leadership development
- Outreach for advocacy and advancement of the professional
- Multilingualism

We should look at what is going on with evaluation of libraries in other countries. An example is Southeast Asia where they had an evaluation which resulted in the plan to conduct staff development for the next two years. If they don't, they will be closed. Indonesia and Malaysia were mentioned. Susan offered to look into this area.

7. Report from Satellite Conference in Tampere Anne Lehto / Susan Schnuer

There were one hundred and twenty six participants, eighty six of which came from Europe, mainly Finland (thirty nine), UK (twenty) and Norway (eleven). We had sixteen participants from the United States, nine from South Africa, ten from various countries in Asia. Nine countries were represented by one person.

Many people worked hard to make this event a success. It was two years of constant work for Leena Toivonen, Roisin Gwyer and Anne Lehto. During the Conference there were twenty seven presentations, six workshops and six poster sessions. The proceedings included twenty three papers.

The Conveners, Editorial team and the local committee received support from many other people outside of the CPDWL Standing Committee. These people contributed quite a bit to the Satellite Conferences. These include librarians from Tampere University who conducted library and city tours and helped in many ways. There was also recognition for our Standing Committee members who volunteered to be moderators in the presentations and workshops.

The mentoring program, (seven volunteers coordinated by Arne Gundersen and Zuza Wiorogorska) was appreciated by those who benefitted from it. Some said it was a "key life changer."

Evaluation forms were distributed to all the participants and sixty five responses were received. Highlights of the evaluation: The Keynote speakers were very well rated; promptness in the availability of the Proceedings and their quality received praises; and participants appreciated the friendly atmosphere and the opportunities for networking.

The program was considered a bit too full. Two topics that were recommended for future sessions: publishing and mentoring as part of our Group's branding.

Sylvia mentioned that the Global Library Association Development Programme (GLAD) program includes mentoring as part of their mission. CPDWL should emphasize this to others since mentoring is part of our mission as well.

Other feedback included the fact that we didn't provide a Twitter #hashtag for the meeting which would have allowed us to capture all the comments that went on, including the personal accounts of the participants.

Regarding the stipends that were offered to first time participants, it is necessary that we follow up and invite them to become members of the Section. Also several participants requested a certificate of assistance.

Next Satellite. It would be good to have one in 2015 to celebrate the 25th anniversary of our first Conference. This will take place in Africa. There could be a session on what was presented then. Sylvia added that we could have a couple of sessions on the future, to see where we are going. We should be prepared for the changes to come.

8. World Library and Information Congress – Program in Helsinki

Our program this year's Congress is *Libraries and librarians as forces for transformative change: continuing education the fuel* and will take place on Wednesday, **August 15 from 9:30 to 11:30**. Sylvia Piggott is presiding. The program will present a variety of topics with participants coming from five different countries: China, India, Denmark, Germany and the USA. There was a lot of interest and many proposals were received for this session.

9. Singapore Conference Programs 2013

The theme of the Conference is *Future Libraries: Infinite Possibilities*.

Ideas for programs? - Curricula of library schools? See E&T below. How do librarians prepare for obtaining grants.

- One thought was to have a multicultural cafe or alternative careers. This would include future librarians as well. Catharina mentioned communication skills. We could ask participants to bring issues and create workshops around them. Irma noted that we should consider the fact that technology is everywhere and librarians should have a place there. Anne proposed succession planning, and mentoring at the workplace. It was suggested that we hold a session with a variety of discussion tables. Margaret proposed managing your career in a time of change as you cannot rely on your employer. Susan mentioned social media, and exchanges. Ulrike proposed intercultural competencies for the international floor.
- Another poster session?
- Co-sponsorship with other IFLA committees?

Knowledge Management section has already asked us to co-sponsor a session with Lee Shiang Long as a keynote speaker. He is currently the Head of Joint Communications and Information Systems (HJCIS). He is responsible for system architecting, masterplanning and operationalising Integrated Knowledge-based Command and Control (IKC2) for the network-enabled 3rd Generation Singapore Armed Forces. His other areas of responsibilities include Corporate IT development, with the current focus on knowledge portal, eLearning, enterprise system for Innovation Learning and Knowledge (eSILK) data centre implementation and operationalising Web 2.0 and knowledge management

technologies for the Singapore Ministry of Defence and SAF. In addition, his office oversees the network protection and IT security implementation. Prior to his current appointment as HJCIS, BG Lee has held numerous key appointments including Chief Signal Officer and Deputy Assistant Chief of General Staff (Plans). This will be discussed during the second meeting.

Education and Training session on curricula of library schools is another alternative for co-sponsorship.

We should reflect on all these topics and come back with proposals at the 2nd meeting on Tuesday.

10. CPDWL Strategic Plan (moved below as Anaa Maria Tammaro, Division Chair hadn't arrived yet)

11. CPDWL Projects

Project Proposal On exchanges– Lamyaa Belmekki, Matilde Fontanin, Li-Hung Huang.

- Only Matilde was present and reported that for various reasons the other members had not been active with this project. It was suggested that Margaret and Loida replace them and re-start the project to work on library exchanges and internationalizing your career. This may be something that is already being worked on. There is an IFLA project with the MLAS and the GLAD programme; CILIP and ALA also have something. Maybe we could consider a type of clearinghouse, or use a wiki. Margaret mentioned professional visits. The Erasmus programme for students could be looked at, as well as specific cases at the U Western Ontario and Jamaica.

CPDWL Conference Planning Handbook – Jana Varlejs

- It is difficult to find it within IFLA website. It is necessary that we move forward to have it linked to the Officer's corner. Ana Maria Tamaro will send the name of the contact person for this.

BSLA project – Fiona Bradley could not be present to report on this project.

Joint webinar IFLA and ALA series presented by CPDWL and NPSIG – Loida Garcia Febo

- Loida reported there will be a third webinar in October. The proposal is to have webinars every three months. Areas of interest are identified by the New Professionals group. The model will be the same and will showcase groups and social media. Some of the topics in the Satellite could be used in a new webinar, and some presenters could participate. It is very good for developing contacts. Last time one hundred and fifty librarians registered, and about seventy attended. The technology was a problem and ALA is looking at a new webinar platform. Some participants used Skype. Chat transcripts were also compiled.

10. CPDWL Strategic Plan With Anna Maria Tammaro as visitor

Anna Maria was asked about the IFLA Market session. She offered to follow up with Education & Training about possible co-sponsorship. The session will be at 11:30 on Tuesday.

There will be a session of the new IFLA Standards Committee and we are urged to attend. The Committee will be responsible for collecting all Standards, including existing guidelines. These will be available in the IFLA Repository.

12. Treasurer's report and financial information – Sylvia Piggott / Jana Varlejs
We have \$ 4,563.95 as of last April. This is CPDWL money. There is a need to complete the account transfer. Jana will take responsibility for this. There is the issue to converting to euros to have the money in The Hague. We then need to know how to get access to it.

Minutes submitted by Juanita Jara De Sumar

Tuesday, August 14, 2012 9:45am – 11:00am

1. Welcome and introductions

Ulrike Lang and Sylvia Piggott called the meeting to order at 9:45am

9. Singapore Conference Programs 2013

A plan for the program is to hold a workshop that includes round table discussions on a number of topics. Each table will have a topic related to continuing professional development and workplace learning. This workshop would be solely sponsored by CPDWL followed by a program co-sponsored with Standing Committee on Education and Training (SET) where relevant papers would be delivered. The preliminary title of the workshop is "Taking charge of your career: a workshop." The tables would have two moderators – one CPDWL member and one expert. Someone would also be the recorder for each roundtable and the entire group would reassemble towards the end of the meeting to report out on their discussions.

Potential table topics:

- Alternate careers
- How to jumpstart your career
- How to get published
- How to do gap analysis between career now and where you want to go
- Intercultural competencies
- Managing new trends such as multimedia in libraries
- How to move on in your career
- etc.

A planning committee was organized. A meeting of the committee was held immediately after the Standing Committee meeting.

- Sylvia Piggott

- Ulrike Lang
- Susan Schnuer
- Arne Gundersen
- Juanita Jara De Sumar
- Catharina Isberg
- Monica Ertel

11. **CPDWL Projects** (continued from Saturday's discussion)

- CPDWL Conference Program Handbook – Jana Varlejs
Jana continues to work on the Quality Guidelines. Juanita Jara De Sumar and Susan Schnuer indicated they would be willing to continue the work on the CPDWL Conference Program Handbook.
- BSLA project – Fiona Bradley
The group discussed if it made sense to have a poster session with handouts from the CPDWL roundtable discussions. The decision was made to not hold a poster session since a great deal of the materials would have to be ready for the poster session and wouldn't be possible ahead of time due to the structure of the session.

13. **Information Coordinator's Report and future communication opportunities:**

Catherina Isberg

Catharina discussed future communication possibilities for CPDWL. She reported that the IFLA web page is changing after the conference. It will include the same content but will have a different structure. The group discussed the possibility of publishing a blog instead of the newsletter so information could be more current and published more readily. Different types of social media were discussed as possibilities. Twitter was noted as a possible substitute for the CPDWL listserv. It was noted that this could be easier for people to follow rather than the listserv. This could also potentially attract younger members to become involved in the CPDWL Standing Committee. However, it was noted that it was important to have a newsletter as an archival record for the Standing Committee.

The decision was made to conduct a pilot using a blog and Twitter with links to the newsletter. The type of content that could be included on the blog could be book reviews, quick discussions, webinars, projects, newsletter ideas, seminars, comments and recommendations of articles, etc. It was also decided that people could contribute content in their native language in order to encourage participation. This would put into practice how IFLA approaches the different languages of their members. It was agreed that it was important to just jump in now and figure out details later. Catharina will lead this project.

Another suggestion was to create a group on LinkedIn. Facebook was discussed but it was decided that LinkedIn was more appropriate for professional groups. Catharina volunteered to set this up and Loida Garcia agreed to help. Anne Lehto will follow up with the attendees of the satellite meeting in Tampere to invite them to join the LinkedIn group.

15. Newsletter Editor's report – Juanita Jara De Sumar

Juanita reported that two issues of the CPDWL newsletter were published this past year. She encouraged members to continue to contribute content and expressed her appreciation for those who have contributed this year.

16. Additional agenda items

A short presentation from Saur about their point of view on publishing was scheduled

Unfortunately, no one was there to report back on the presentation

Report on Division IV meeting

Ulrike reported on the Division IV meeting. The GB asked us to check our website for the most important papers to translate in all official IFLA languages.

Ulrike also reported that the GB wants us to closely follow IFLA's key initiatives. This would mean identifying one key initiative for each standing committee. It was argued that it is difficult to do this since these change a lot and there needs to be room to readjust as necessary.

17. Closure of meeting

Meeting was adjourned at 11am

Minutes submitted by Monica Mooney Ertel