



SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS

2014 Standing Committee Meetings (SCI-II)

SC I - Lyon, 16 August 2014 (15:15-17:45)

Minutes of the meeting

1. WELCOME AND INTRODUCTIONS – INCLUDING ROLL CALL OF STANDING COMMITTEE MEMBERS

Present: Raissa Teodori, Lillian Gassie, Cecilia Stadius, Alim Garga, Dianne Heriot, Junko Hirose, Sonia L'Heureux, Gert-Jan Lodder, Innocent Rugambwa, Jarle Skjørestad, Ellie Valenlillitine, Christine Wellem.

Apologies: Lu Haiyan, Susan Mansfield, Alfonso Perez

With 12 members present, a quorum was established. The Chair of the Section called the meeting to order, and welcomed the Standing Committee members and observers to the meeting.

Remarks from Mr. Kirkwood

Mr. Francis Kirkwood, Canada, asked to be given the opportunity to address the Standing Committee (SC) at the beginning of the meeting due to a time conflict. At last year's SC meeting, Mr. Kirkwood suggested holding a Parliamentary Libraries Section regional meeting for Eastern Europe at the Crimean Parliament in Simferopol, as part of the Crimea Conference in June 2015. The Section had at that time expressed special interest in this proposal. However, international boycotts following on the Russian annexation of Crimea in March have made participation by Western parliamentary libraries in such a programme at the Crimean Parliament politically impossible for the foreseeable future. Mr. Kirkwood advised the SC that the Crimea Conference international organizing committee, of which he is a member, would not be moving forward with this particular initiative.

2. CONFIRMATION OF THE AGENDA

The proposed agenda for the meeting was approved.

3. STANDING COMMITTEE MEMBERSHIP

News from Standing Committee

The Chair informed the Committee that Mr. John Pullinger has resigned from the SC upon being appointed National Statistician of the United Kingdom. The Committee wished him well, and shared the fact that he will be missed: his contribution to the Section over the years was much appreciated.

Mr. Alim Garga mentioned that Mr. Martin Chungong, from Cameroon, has been elected as Secretary General of the Inter-Parliamentary Union (IPU). The Chair mentioned that she had congratulated Mr. Chungong upon his election on behalf of the Section and that she had the opportunity to meet him at the World e-Parliament Conference 2014 in Seoul: on both occasions Mr. Chungong confirmed his willingness to strengthen the cooperation between the IPU and the IFLA Parliamentary Section.

Renewal of membership and officers in 2015

The Section Chair, Ms. Raissa Teodori, named the SC members who will be ending their term of office in 2015 as well as those eligible to be re-elected. There will be 14 vacancies, including 5 members who are eligible to be re-elected. As agreed two years ago, elections of IFLA parliamentary section officers will be conducted by email in advance of the IFLA WLIC, so as to allow time for new officers to transition to their new roles, instead of having to take over immediately following the elections during the IFLA conference. Elections will be held in advance of the 2015 IFLA SC meeting in Cape Town. Ms. Teodori volunteered to be in charge of the election of the Section's Chair and Secretary since she is not eligible to serve nor to vote, having reached the maximum number of terms as a member of the SC.

4. FUNDS AND OTHER IFLA RELATED ADMINISTRATIVE ISSUES

The administrative funds available to the Section will be 150 euro next year. The Section has yet to spend this year's administrative funds. The Chair asked SC members to think about how the Section may want to use its administrative funds in the coming year.

IFLA provided support on the rental of a room to conduct the management workshop after the pre-conference in Paris after it was determined that no official venue was available for the workshop because of the public holiday in Paris on August 15. This support was much appreciated by the Section.

5. DISSEMINATION OF INFORMATION, COMMUNICATION AND NETWORKING STRATEGY OF THE SECTION

The Section revived its newsletter; two issues were published and distributed to members via email and the Section's website. Mrs. Lillian Gassie, Secretary of the Section, invited SC members and observers to contribute to the newsletter. Without member contributions, it will not be possible to continue to have a newsletter. Contributions, preferably with photographs, can be updates about a parliamentary library, new services, conferences attended, and any news that would interest colleagues from other parliamentary libraries and research services.

At last year's SC meeting, there was a request to capture papers and presentations from previous pre-conferences and have them archived in a repository. The Secretary informed the SC that papers from Puerto Rico, Helsinki and Singapore have been posted on the Section's website on the IFLA site, under Annual Conferences. The Chair noted that IFLA informed all Officers that the IFLA repository is not yet able to accept papers from satellite meetings.

At the closing of the management workshop, an issue was raised on using social media to continue the discussions that were started at the pre-conference and the management

workshop. The Chair asked SC members for comments on the use of social media. There was discussion about the pros and cons, the possibility of having a restricted group to enable open but targeted discussion. There was agreement that social media may be useful and that discussions should be mediated. It is important for the SC to decide why we would use social media, how, who will moderate any online discussions. This topic will be further discussed in the SC II meeting.

There was a comment that the IFLAPARL2 mailing list was not very active and has limited features, such as no filters to organize by topics. The Chair encouraged members to subscribe to the list and use it to post questions or information. The SC members and observers would like to see the mailing list continue although it is not as active.

6. PUBLICATIONS AND TRANSLATIONS

Guidelines on Parliamentary Research services: update on the project

The Guidelines for Parliamentary Research Services project is coming along, the working group is chaired by Ms. Sonia L'Heureux. The group had a good meeting at end of pre-conference, Ms. L'Heureux gave a summary of the meeting to the SC. The working group is taking into consideration comments received from participants at the pre-conference. Ms. L'Heureux presented estimated timelines for the completion of the project. The Section Chair and Ms. L'Heureux mentioned the possibility of collaborating with the InterParliamentary Union (IPU) on this project. The benefits of having the Guidelines published by the IPU include being able to work on translations and to print it for use by parliaments. The Chair called for a vote to pursue the collaboration with IPU to publish the Guidelines for Parliamentary Research Services. The SC voted unanimously to endorse the collaboration.

Handbook on ICT in Parliamentary Libraries: translation in French and Spanish

The Handbook on ICT in Parliamentary Libraries, a joint publication between the Section, IPU and the United Nations, through the Global Centre for ICT in Parliament, published in English, was translated in French by the Swiss Parliament, Spanish by the Congress of Spain, and in Myanmar.

7. Call for projects

The Section can ask for IFLA funding for projects, although it can carry out projects also without IFLA funding. The Chair recalled agreements in past SC meetings about the importance of writing guidelines for organizing satellite meetings of the Section, because it is important to pass along lessons learned and knowledge gained from those who had organized previous pre-conferences. The SC voted unanimously to approve this project. The Chair informed that Ms. Christine Welles has started to draft a text in this regard, and that SC or Section members with experience will be invited to participate and to contribute to the project. As an example of non-funded proposals, Ms. Teodori also mentioned a project to document the history of the Section that she is interested in doing after her term as Chair and SC member ends.

There was a discussion on what type of projects are eligible for funding, and whether IFLA would fund workshops.

8. REVIEW OF THE PRECONFERENCE 2014 AND RELATED ACTIVITIES

Capacity building activity on 12 August (in partnership with Noria /APF)

The “training day” before the Pre-conference is becoming a regular event. This event has been a way to reach out to countries who normally do not attend the Section’s or IFLA events, and to enable these participants to take advantage of the experience to connect with colleagues and to learn from each other. This year’s training event was a partnership with the NORIA programme of the Assemblée Parlementaire de la Francophonie in terms of funding and expertise, working with francophone countries. The Section was able to get participants from many countries who had never attended an IFLA or IFLA PARL meeting such as Burundi, Cambodia, Gabon, Madagascar, Mali, Tchad, and Togo.

NORIA brought two consultants to the training. In general terms it is good practice for the SC to work with the organizers to find experts to manage the workshop. For this year’s event, it was useful that a number of Section members were present to moderate the sessions. NORIA was appreciative of the expertise and knowledge of Section members and was very willing to engage. One participant from the training, attending the SC meeting as observer, gave the SC a summary of what he learned at the training event. He appreciated being able to share and learn from other participants, and noted that participants tend to be isolated within their individual countries, and being able to exchange knowledge and information was very beneficial. He also noted that there should be more sessions with interpretation. A challenge was that some potential participants were not able to obtain visas to attend, a situation that was out of the control of the SC and the sponsor.

Annual Pre-Conference held on 12-14 August at the French National Assembly

The SC provided and received comments on the Pre-conference. SC members offered a diversity of opinions which included comments from different perspectives.

- The hospitality of the French National Assembly was very much appreciated.
- It would be good to ensure there is a balance of presentations related to library services and to research services, and that presentations are kept to an appropriate length of time.
- SC members and all pre-conference participants enjoyed the excellent hospitality of the French National Assembly. It is important to note that organizers of future pre-conferences should be aware that it is not mandatory for the hosting parliaments to organize receptions, lunches and tours. This may encourage other countries and parliaments to consider hosting future meetings. The only item that is required, besides meeting rooms, is interpretation.
- There was a suggestion to have presentations and handouts on the website before the meeting, or as an alternative, consider asking the host to allow printing on demand. However other comments noted that it may not be practical, as presenters often make changes to their presentations up to the time of the presentation.
- There was a suggestion to have more small-group discussions in the middle of the day, during the pre-conference. For example, the audience can be offered one question for discussion, to encourage participation from those who seldom speak out.

- There was a comment for more news about the regional parliaments
- All agreed that PARL Talk was useful, would like to see it continue in the future.

For this year's pre-conference, there was a larger number of participants than expected. As a result, the Chair had to ask participants to confirm their registration in order to free up space for those on the waitlist in case someone would cancel his/her participation. A good practice for the future is to agree in advance with the hosting parliament on whether there would be a limit on the number of participants (because of space or support issues), and if so, a decision would have to be made as to how many representatives per chamber, who should be allowed to participate (based on affiliation), what events accompanying persons can attend, and so on.

There was a comment that the Section encourages pre-conference attendees to become members of IFLA, and to market the IFLA WLIC during the pre-conference. However, some attendees may not be able to attend, due to the expense, although the Section has been trying to get the SC II meeting and the Section's main session to be scheduled early in IFLA main conference. For 2015, it was suggested that the Section work with the Planning Committee of the 2015 Pre-Conference in Cape Town, to encourage participation in WLIC, and to inform interested members that they can register for one day attendance as well. It will also help that the 2015 conference and pre-conference will be in the same town.

Ms. Donna Scheeder, President-elect of IFLA and former Section Chair, noted that programming in IFLA WLIC has improved significantly, there are a number of sessions that would be of benefit to IFLA PARL members, such as digitization, e-books, and so on. Perhaps the Section can program some of its sessions in between light sessions in WLIC. She urged SC members to consider the value of IFLA WLIC to Section members.

Workshop held on 15 August

All agreed that the workshop was interesting and useful. There was a suggestion to have the "management" workshop as a full day, 1st day host country, 2nd day presentations, 3rd day full day workshop. There was a suggestion that it would also be nice to have this day in between the day with presentations from the host country and the day with international presentations. The Chair noted that a full day will be set aside for the management workshop in 2015.

9. PROSPECTS FOR THE 2014 MAIN IFLA CONFERENCE

The Chair informed SC members of the programme of the WLIC 2014 that was planned for Lyon, including the Section's main session and the joint sessions.

10. COOPERATION WITH PARTNER ORGANIZATIONS, INCLUDING FROM REGIONAL NETWORKS

The following collaborative efforts in the past year were mentioned.

- The Section collaborated with IFLA and other IFLA Sections, including organizing joint sessions with Law, IT, KM sections at the 2014 WLIC.
- With IPU and ASGP – The Section was thankful because ASGP had published some information about the 2014 preconference on their website. It may be possible for the

Section to ask the ASGP if it would be possible to publish or disseminate some text on the benefit of attending the conference, a communique or summary of the pre-conference.

- Mr. Martin Chungong, who was elected Secretary General of IPU, confirmed cooperation of IPU with the Section. There was a discussion on PARLINE, what role the Section and its members can play with regard to PARLINE, whether to act as a facilitator to ensure that the right person is reached who can answer the surveys. The Chair urged the SC to agree to take on this role – this topic will be discussed further at the SC II meeting.
- With the Global Centre for ICT in Parliament: the collaboration with the Global Centre is in place through mutual participation to activities held by the two organizations. It was not possible for the Centre to provide funding for the training workshop for 2014 but collaborated with the Section with advice where needed.
- With the Assemble Parlementaire de la Francophonie: a very important partnership that led to the training event before this year's pre-conference.
- With regional networks: there was a discussion on the role these networks can play in IFLA, especially helping to disseminate information, including with translation of handbooks and guidelines into the local languages.
- The Association of Parliamentary Libraries of Asia and the Pacific (APLAP)–Dianne Heriot was elected president, created a new website <http://asiapacificparllibs.org/>, looking for a venue for a new meeting.
- The Association of Parliamentary Libraries of Eastern and Southern Africa (APLESA) had a meeting in April 2014 in Lusaka, Zambia. The Section was represented by Mr. Karel Sosna. Innocent Rugambwa, SC member of the Section and Treasurer of APLESA gave a summary of the meeting which went very well. Next year's meeting will be in Kenya.
- Red de Intercambio de Los Parlamentos de America Latina y El Caribe (RIPALC), reported on the network's exchange of best practices of Latin American and Caribbean, 15 countries are represented in the network. The Secretariat is held by the Chamber of deputies of Brazil and Mr. Aldolfo Furtado is the Executive Secretary of RIPALC. Topics of information exchange included the diverse use of IT in member countries. Members are learning from each other and strengthening cooperation. The members who are at the IFLA conference discussed how IFLA can support the network which is young but active.
- The Association of Parliamentary Libraries of Australasia (APLA) continues to be active.
- European Centre for Parliamentary Research and Documentation (ECPRD) had several meetings over the past year, including areas of interest meetings and seminars and correspondent meetings.
- Africa: French speaking African countries would like to form a new network, and hopes to seek endorsement from IFLA.

11. PROPOSALS FOR IFLA 2015 IN CAPE TOWN

The overall theme of IFLA 2015 in Cape Town, South Africa is *Dynamic Libraries: Access, Development and Transformation*. The Chair reminded that the SC had previously agreed on the following theme for the 2015 pre-conference: "*Development, Transformation and Co-Operation in Library and Research Services in Parliaments*".

12. IFLA 2016, PRECONFERENCE IN UNITED STATES

For IFLA 2016 which will be in Columbus, Ohio, USA: The Chair raised a question on whether the Section wishes to have the pre-conference in Washington, D.C. at the Library of Congress. The SC voted unanimously to support having the pre-conference in Washington, D.C. Lillian Gassie and other Library of Congress (LOC) members present at the meeting will take this information to decision makers at the LOC. Following that, the Section Chair will send a formal letter requesting the Library of Congress to host the meeting.

13. AGENDA FOR SECOND STANDING COMMITTEE MEETING: PROPOSALS FROM MEMBERS

The proposal for 2015 and 2016 pre-conference will be discussed at SC II meeting.

14. OTHER BUSINESS/CLOSURE

There was no other business.

The Standing Committee I meeting was adjourned at 17:42.



SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS

2014 Standing Committee Meetings (SCI-II)

SC II - Lyon, 19 August 2014 (16:45-17:30)

Minutes of the meeting

1. WELCOME AND INTRODUCTIONS – INCLUDING ROLL CALL OF STANDING COMMITTEE MEMBERS

The meeting was opened by the Chair of the Section, Ms. Raissa Teodori, who welcomed all the Standing Committee members and the observers attending the meeting.

Roll call of Standing Committee members

Present: Raissa Teodori, Lillian Gassie, Cecilia Stadius, Alim Garga, Dianne Heriot, Sonia L'Heureux, Gert-Jan Lodder, Innocent Rugambwa, Jarle SkjØrestad, Ellie Valentine, Christine Wellems.

Apologies: Lu Haiyan, Junko Hirose, Susan Mansfield, Alfonso Perez

With 11 members present, a quorum was established. The Chair of the Section called the meeting to order, and welcomed the Standing Committee members and observers to the meeting.

2. CONFIRMATION OF THE AGENDA

The proposed agenda for the meeting was approved

3. REVIEW OF THE 2014 IFLA WORLD LIBRARY AND INFORMATION CONGRESS

SC members were invited to provide feedback on the 2014 IFLA Congress. Comments from SC members included the following:

- The room for the Section's main session was too big, while for SC meeting, one of the rooms was too small given the fact that many observers usually attend the Section's SC meetings. It was thought that perhaps the assignment of the large room for the main session was due to the need for translators, which is very important for our sessions. In any case, the Chair will request better fitting rooms in the future.
- Lack of questions and discussion during the main session: there was a suggestion that some members from the Section read the papers in advance, and to ask questions so as to lead discussion.

- It was suggested that the format can be improved by having questions in between several presentations, i.e. after 3 papers, invite questions from the audience, then continue with more presentations, followed by questions. This may encourage more participation from the audience.
- Joint sessions: SC members noted that the joint sessions were well attended, especially the session with the Law Library Section which was very relevant, and that there were a lot of questions from the audience.
- The new mobile APP available for following the IFLA programme was very useful.
- Participants appreciated that audio-visual equipment was available in the rooms for SC meetings, which was not the case in past meetings.
- Unfortunately no translation is available for SC meetings: speakers/participants were requested to speak slowly to enable others to better understand what was being said
- The Chair and Secretary informed the SC about the meeting of Division 1, in particular the question on the type of project that IFLA are more likely to fund. Members of Division 1 described past projects for which they had received funding from IFLA

4. PLANS FOR IFLA WLIC 2015 IN CAPE TOWN

The IFLA 2015 theme is *Dynamic Libraries: Access, Development and Transformation*.

The Section's main session

The Chair proposed a theme that includes keywords such as evolving role, identity, innovation, and suggested, as an option, "*The evolving role of parliamentary libraries at the beginning of the 21st century*" for consideration by the SC. She added that the theme will be rephrased as needed after consultation with SC members in the coming weeks. A discussion followed:

- the theme for the session has to be pretty broad so to be attractive for the wider community of parliamentary libraries and research services, which differ a lot one from the other;
- the topic of transparency and accountability could be incorporated into the evolving role;
- the topic should include both library and research services;
- the evolving role aspect can include other services such as creating new tools and digital services, service to the public, the process of becoming a documentation service or information centre, or the progression to becoming a research service.

It was agreed that the details of what would be included in the theme will be listed as sub-topics during the call for papers.

Joint sessions with other sections

The Chair noted that the Section would continue to foster collaboration with other sections, in the form of joint sessions. Mr. Robert Newlen, from the Law Libraries Section Standing

Committee, provided a summary of the Law Libraries SC meeting and the wish of that Section to propose a joint session with Parliamentary Libraries. In general the SC agreed that continuing partnership with the Law Libraries Section has been very relevant and beneficial.

A member from the SC noted that it would be good for the Section to be actively engaged in the partnerships that the Section plans to partner with, so that the Section becomes more visible in the activities in place at the IFLA WLIC Congress. The Chair explained that the Section has experienced different ways of partnering for joint sessions: in some cases it has been an active partnership (i.e. participate in call for and review of papers) in other cases just a co-sponsorship (mainly endorsement in name). It was also suggested that in any partnership, at least one paper should be from a parliamentary library.

A representative from the Social Sciences Libraries Section, attending as observer, asked to be given an opportunity to speak. That Section is requesting the Parliamentary Libraries Section to collaborate with Social Sciences in a joint session on how social science and parliamentary libraries support decision makers. The topic includes how to identify client needs and the marketing of services. A member of the SC noted that the Parliamentary Section does not participate in events that focus on advocacy since parliamentary libraries do not advise parliamentarians on decisions. The SC agreed to consider a potential collaboration after the Social Sciences Section presents more details about the session.

A Section SC member commented that continuing the partnership with the Information Technology (IT) Section would be a good idea, and may lead to useful collaboration since many parliamentary libraries are struggling to work with IT, to digitize information and to make content available on mobile platforms. Some ideas discussed included how to get content on mobile phones and big data. The Chair will connect with the Chair of IT to propose collaboration for 2015.

The Chair reminded the SC that a joint knowledge café with Knowledge Management Section and Continuing Professional Development and Workplace Learning Section will take on 21 August 2014 at 13:45. The Chair thanked Ms. Christine Wellem's for being the reference person of the Section in the organizing team for the knowledge café. A joint session with these Sections for 2015 could be envisaged.

The Chair mentioned the possibility of having a joint session in 2015 with the Preservation and Conservation Section, together with Government Information and Official Publications Section, possibly in a knowledge café format to discuss several issues on preservation that would include lessons learned regarding obsolete methods, approaches that work or do not work, and access issues, focusing on government and legislative documents. The Chair noted that since some parliamentary libraries have responsibilities for archives, this joint session would be relevant. This possibility would be explored and the Chair will report to the SC members about opportunities for collaboration.

To summarize, for the main 2015 IFLA Congress, potential partners include the following Sections: Law Libraries, Social Science Libraries, Preservation and Conservation, Information

Technology, Knowledge Management, Continuing Professional Development and Workplace Learning, Government Information and Official Publications. An SC member noted that if the parliamentary libraries are not engaged in joint sessions, the Section will have only its one individual session during the WLIC 2015. Partnerships allow for parliamentary libraries to be more widely engaged at the main IFLA Congress.

2015 Pre-conference

Mr. Albert Ntunja, Manager of the Parliamentary Information Center of the Parliament of South Africa, gave a summary of the planning for the 2015 Pre-Conference in Cape Town. Both the pre-conference and main conference will be in Cape Town, where hotels and the conference venue are within walking distance. There will be no need to limit the number of participants for the 2015 pre-conference.

The tentative schedule for the pre-conference is shaping up as follows:

- Late February or March 2015 – Website opens, it is expected that site will be available in French, Spanish and Portuguese;
- 10 August afternoon, first half day of training;
- 11 August 2015, training day continues all day; registration for pre-conference will begin in the afternoon, with reception after that for all participants;
- 12 August 2015, host day (i.e. South Africa Parliament), may use only the morning and request input from the region to present papers in the afternoon;
- 13 August 2015, “international” day, where other parliamentary libraries with accepted papers will present;
- 14 August 2015, workshop day, it is undecided as yet whether this will be held at the Parliament or at a hotel;
- 15 August 2015, can be used for tours in the morning; SC meetings at the IFLA Congress venue will take place in the afternoon.

Based on input from the SC 1 meeting, organizers of the programme, both on behalf of the host Parliament and of the Section, will try to make sure that presentations will be limited in time. There was a suggestion to have PARL talk sessions on both days. The theme for the pre-conference was agreed by the SC and the host in March 2014, to meet IFLA's deadline for presenting the satellite meeting forms: *“Development, Transformation and Co-Operation in Library and Research Services in Parliaments”*. It was decided that there will not be a sub-theme between the different days of the pre-conference to avoid confusion. Having one theme for both days will facilitate a focused call for papers. It is hoped that the Section will get multiple submissions of papers from Africa.

The Chair will keep the SC informed as time progresses.

Mr. Alim Garga, who attended the Africa Section SC meeting at this IFLA Congress, noted that the Ministers of Culture from all African countries are being invited to the 2015 IFLA WLIC Congress. Mr. Garga asked Mr. Ntunja about plans to publicize the pre-conference in the region. There was agreement that the Section will try to have some information publicized on the ASGP website.

The “management workshop” is normally held after the pre-conference, and will be a whole day event in 2015 instead of half day as in this year. There was a suggestion to organize two parallel workshops – one on the research guidelines, and the other on library services. There was some discussion on whether it would be good to have the workshop on 13 August, in between two main days of pre-conference presentations

The training day this year was focused on francophone countries: a question was posed on how next year’s training will be handled. There was a suggestion to partner with other organizations such as NORIA and APLESA, and to make sure that the training is broad enough to cover wide interests in the region since many colleagues who do not normally come to training in other IFLA conferences would have the opportunity to attend next year. It was also noted that there are two parliamentary training centers in Africa, Ghana and Kenya, and that it would be good to make contact to see if these centers may want to participate or contribute to the training day.

For the main pre-conference sessions, there were suggestions to have small group discussions following short presentations, so as to encourage attendees to participate in discussions.

5. IFLA 2016, PRECONFERENCE IN THE UNITED STATES

For the 2016 pre-conference, The Chair and Secretary of the Section are working on getting the pre-conference to be held at the Library of Congress in United States (Washington, D.C.). The theme for the 2016 IFLA Congress has not been announced, as such, the SC will not be able to discuss the theme for the 2016 Pre-Conference, which should be aligned with the main IFLA theme.

6. MEMBERSHIP, FUNDS AND OTHER IFLA RELATED ADMINISTRATIVE ISSUES

The Section still has 150 euro left for 2014, since the funds for renting the hotel meeting space for the management workshop in Paris were provided by IFLA as extraordinary administrative funding. The Chair asked SC members to suggest how the ordinary administrative funds can be used. One suggestion was to use the funds to print leaflets about the Section; these leaflets can be distributed at parliamentary conferences and meetings to introduce people to the work of the Section.

7. CALL FOR PROJECTS

The deadline to apply for project funding is 31 October 2014, the Chair listed the type of activities, such as publications, standards, surveys and workshop that can be funded as projects. If a SC member has a proposal, there is a need to send out the proposal to the Standing

Committee immediately. The proposal must be agreed by the SC, and a proposal written. There was a question as to what the maximum amount of funding available. There is no fixed amount, the average is 2,000-2,500 euro, and projects can be in partnership with another section.

8. DISSEMINATION OF INFORMATION, COMMUNICATION AND NETWORKING STRATEGY OF THE SECTION

There is a wish to improve the Section's communication. A discussion followed on the ways the Section is current communicating with members, via the Section's website and the IFLAPARL2 discussion list. Some members brought up the use of social media, which can include Facebook, You-Tube and Twitter. The SC agreed to consider how this may be used. There was discussion on whether a social media channel should be moderated and that at minimum someone has to take care of managing the social media channel. Twitter is very active, especially during conferences; it was suggested that Twitter could be a start if the Section does know what social media to use. On the other hand, Facebook is a way to start a conversation and to refer others to the Section. Facebook is also widely used around the world. Discussion around the room included why use social media and how it benefits the Section. The Chair asked for volunteers to explore this issue and to make a proposal to the SC. Ms. Moira Fraser, Ms. Hannah Fischer, Ms. Clara Costa, Ms. Ellie Vallentine and Ms. Claudia Cuevas volunteered to form a working group to investigate the possibility of the Section's use of social media.

9. PARTNERSHIP WITH INTER-PARLIAMENTARY BODIES AND NETWORKS

With regard to the request of IPU for the Section's support to the PARLINE database, the SC agreed to support PARLINE encouraging Section members to act as facilitators for the updating of the database by parliaments.

In other news, Mr. Alim Garga announced there was success in developing a network between West and Central Africa parliamentary libraries and that the first meeting will be in Burkina Faso. This network would be complementary to APLESA (that puts together parliamentary libraries of Eastern and Southern Africa). When the SC meets again in Cape Town, he will have something to report on this meeting.

10. OTHER BUSINESS/CLOSURE

The Chair of the Section, Ms. Raissa Teodori, thanked the Secretary, Ms. Lillian Gassie, for the big work done during the past year, and thanked SC members for their work and contributions.

The Standing Committee II meeting was adjourned at 17:20.