Standing Committee of IFLA Section on Library and Research Services for Parliaments

Minutes of meeting of 9 August 2008, Quebec,

1.   The **Agenda** (revised version distributed in Quebec) was approved

2.   The **minutes** of the Standing Committee meeting of 24 August 2006 in Durban, South Africa, were approved.

3.   The **roll call** of Standing Committee Members:

Present: Irina Andreeva, Caryn J. Carr, Anita Dudina, Moira Fraser, Elisabeth Malmhester, Roxanne Missingham, Eleni Mitrakou, Daniel Mulhollan, Younghee Park, Gro Sandgrind (Chair), Raissa Teodori, Iain Watt (Secretary), Christine Wellems, Guido Williams Obreque.

Apologies were received from Margareta Brundin, Albert Ntunja and Janet Seaton.

Observers: Soledad Ferreiro, Ellie Valentine, Maria Goeckeritz, Pat Kolesar, Melissa Bennett, Sonia L'Heureux, Diane Brydon, Philippe Sauvageau, Ariel Lebowitz, Wojciech Kulisiewicz**,** Andrzej Dziubecki, Sue Bishop, Bill Young, Joseph Jackson, Margaret Murphy.

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4.   **Chair's & Information Coordinator's Reports**

Chair's Report

(a) Membership: The section has 102 members in total. There are eighty institutional members, twelve national associations, one international association and nine personal members. [Corrected info: There has not been a fall in membership 2007-2008 - the membership total was exactly the same for both years. However, it is less than the figure of 120 quoted in the Section leaflet).

Afghanistan and Cambodia have joined the Section.

(b) Financial: Total funds of 610 euros had been available for administrative costs from IFLA and none of it has been spent in the year. IFLA holds the funds centrally. Ideas are requested for good uses of these funds.

In addition this year the Section has 2650 Euros to fund a project: the revision of the Guidelines for Legislative Libraries. This will be paid to Keith Cuninghame towards his work and expenses as project manager. It has not yet been paid. Funding for the next year of the project will need to be applied for.

Information Coordinator

News is awaited on developments of the IFLA website - the assessment of the future for Parlanet was postponed to wait for that news. What is known is that IFLA have said 'in principle' that the Section will at some point be able to take over the World Directory of Parliamentary web resource (currently hosted by the Bundestag). Further details on the new site should emerge during the Conference week.

The Canadian Parliament noted that several people registered for the Pre-Conference who did not have institutional or personal membership of the Section. They were encouraged to join the Section but the 13-14 non-members who eventually attended were required to pay 350 Dollars as cost-recovery for the meals and social programme.

The meeting noted that the AGP/IPU meeting in October could offer an opportunity to attract new members. IPU could be asked for the delegate list to check for IFLA membership. IFLA membership fees and joining procedure not totally clear to those present - Moira Fraser will get details. [Post-meeting note: the general information is here http://www.ifla.org/III/members/index.htm and rates by country are here http://www.ifla.org/III/members/fees.pdf]

The question arose as to whether the Section membership list was public or restricted by data protection. It is possible by going to the IFLA Membership Directory http://www.ifla.org/database/directy.htm and entering the Section number (03) as a search term to generate a list of institutional members and contact names. That being so, IFLA cannot consider the membership list to be confidential data. [Post-meeting note: for information, IFLA HQ has informed us that the list generated online is less reliable than the membership data they work with, and which they supply us with periodically in the form of an Excel spreadsheet].

The Secretary noted that the approach to the Newsletter proposed in Durban had been followed: three per year, in (approximately) September, January and June; using email. Feedback was needed on whether this approach met members' needs. The Newsletter has subscribers beyond the official membership list supplied by IFLA So long as it is an email publication there is no additional cost or work from that.

5.   **Elections**

2009 will see the expiry of terms of some Standing Committee members. ('Expiry in 2009' means immediately after the Conference in August 2009). Standing Committee members have terms of 4 years. They can stand a second time for another four year term but not for a third consecutive term. The Committee elects its office holders from amongst its membership and those offices are held for two years. Chair and Secretary are the formally elected positions and can be held for a maximum of two two-year terms. The Section also has the role of Information Coordinator which in practice has been treated within the Section in the same way as the officers.

The new Standing Committee meets at the first SC of the Conference and elects its office holders then.

[The situation for 2009 of Standing Committee members is as follows:

Irina A. Andreeva	*Second term ends 2009*
Margareta Brundin	First term ends 2009
Caryn J. Carr	First term ends 2009
Anita Dudina	First term ends 2009
Moira Fraser	First term ends 2009
Alim Garga	First term ends 2011
Esther Kamau	First term ends 2009
Elisabeth Malmhester	First term ends 2011
Roxanne Missingham	First term ends 2011
Eleni Mitrakou	*Second Term ends 2009*

Daniel P. Mulhollan	First term ends 2011
Albert Ntunja	Second term ends 2011
Younghee Park	First term ends 2009
Gro Sandgrind	*Second term ends 2009*
Janet Seaton	First term ends 2009
Segundo Soto Coronel	First term ends 2009
Raissa Teodori	First term ends 2011
Iain Watt	First term ends 2011
Christine Wellems	First term ends 2011
Guido Williams Obreque	First term ends 2011

This detail is provided as a post-meeting note]

6. **News from the Coordinating Board**

The Coordinating Board currently consists of representatives of three Sections: National Libraries, Academic & Research Libraries, and Parliamentary Libraries & Research Services. This will change next year when all Sections concerned with particular library types will be together in the same Division.

3200 delegates were attending the Conference, which is some 800 fewer than expected. 20 would-be delegates had been blocked by visa problems, including an interpreter into Arabic.

Members of the Standing Committee reported multiple problems with hotel bookings either for them or for other Section Members. The Chair and Secretary were asked to communicate the issue to IFLA and to express dismay at the way the problems were handled by the contractor responsible.

7. **Program Schedule for the week**

Gro Sandgrind outlined the Section's activities and other events that might be of interest.

8. **IPU/ASGP/IFLA one-day conference in Geneva**

Delegates who attended the Pre-Conference had papers in the folder. [Summary information and links also in the Newsletter].

The Library of the Canadian Parliament had made available Joseph Jackson to assist with the organisation and he was working closely with Andy Richardson of the IPU.

It was intended to link and build from the work of the Pre-Conference in Ottawa. If practicable, the Geneva delegates would receive a summary of the Pre-Conference proceedings.

The issues to be considered were: registration, speakers, moderators, publications and finance.

Andy Richardson had reported that registrations so far were mostly from librarians. The deadline was September 15 (nb unofficially there may be some flexibility if you cannot register by that precise date]. He thought that 100-200 attendees was a reasonable expectation for the final number.

Direct recruitment for the IFLA Section was not considered by the meeting as a priority activity for the event.

For Session One it was hoped to find three parliamentarians to talk about their needs and working practices. This Session would be organised by Andy Richardson.

Session Two on the value of parliamentary libraries and research services will be organised by ASGP but if anyone has names of academics or officials at or around Secretary General level who could speak on the topic, then please inform Andy Richardson ar@mail.ipu.org or Joseph Jackson JacksJ@parl.gc.ca .

Session Three will be organised by the IFLA Section /Joseph Jackson. Either this Session or the closing Session might include a speaker from the senior levels of IFLA. Speakers will be needed who can synthesise the issues affecting parliamentary libraries.

Session Four will be drawn from the whole community at the conference and will be organised by Andy Richardson and Joe Jackson.

The Moderator may be a single person for the whole day rather than different ones for each Session. (Andy Richardson and John Pullinger are considering some candidates).

The speakers should be varied in terms of region and language.

The two page introductory note is sufficient in terms of advance publications. The report of the Ottawa Pre-Conference, with a 10 page summary, will be released in Geneva. Possibly a UNDP report on parliamentary information and research services may be available also. The Guidelines for Legislative Libraries will not be ready for the Conference but could be advertised & discussed. An outcome document should be produced in EN, FR and ES. Around 2-3000 hard-copy versions would be needed for direct distribution to members of the three organisations. Further distribution would be online.

Discussion: Some scepticism about the Conference was expressed - low representation of America and Europe at such events, and reference was made to a similar event in 2003 which produced no concrete results. It was noted that the USA was not a member of the IPU. Gro reminded the meeting that the Committee had been consulted before the event was organised and the collective decision had been to commit the Section to the event. There were potential benefits in working more closely with the IPU and in reaching decision-makers. But there did indeed need to be attention paid to follow-up, notably at the regional level. While the physical attendance at the conference might not be enormous there should be

some impact from the fact it was held, putting the topic on the agenda. The outcome documents should also have some impact.

Finance: the IPU has all the conference facilities including interpretation but only a budget of 2000 Swiss Francs for any other expenses. It is thought that the IPU will also fund the hard copy publication of the outcome document - to be confirmed.

Guidelines for legislative libraries

See Annex - report on progress by Keith Cuninghame. Ellie Valentine noted that the chapters that are being re-drafted are those that deal with new technologies. Also Chapter 4 will also now include reference to archive services which are under the responsibility of the library in several parliaments. Once the committee reviews all the chapters, members of the section will also be provided an opportunity to review the publication.

9.   **Future IFLA conferences**

The Pre-Conference in 2009 will be in Rome from Wednesday 19 to Friday 21 August. (A separate and optional training day on IT will run on Tuesday 18 aimed especially at delegates from less-developed countries). On 22 August the Section will travel to Milan for its first Standing Committee meeting. A small informal working group will consider some of the details and report back at SCII.

A paper on the 2010 Conference in Brisbane, Australia, was distributed by Roxanne Missingham.

Gro Sandgrind said that volunteers were needed to work on the Section's tasks in 2009. She proposed for discussion the idea of running a Pre-Conference only once every two years in order to reduce workload. The Section should be more than about conferences and less time spent on conferences might mean other activities would develop more. To be discussed.

The remainder of the Agenda was postponed to SCII and the meeting closed.

Annex

Guidelines for Legislative Libraries: progress report for Library and Research Services for Parliaments Standing Committee meeting on 9th August 2008 by Keith Cuninghame

Section members will be aware that the Section has been successful in getting funding over two years to revise the *Guidelines for Legislative Libraries* which were edited by Dermot Englefield, former section chair and former Librarian of the UK House of Commons. They were originally published in 1993. As a recently retired member of the staff of the UK House of Commons Library and an IFLA delegate (and member of the Standing committee) I agreed to edit the revised guidelines and have assembled an advisory group consisting of the following people:

Soledad Ferreiro Director, Congressional Library, Chile
Innocent Rugambwa Head of Library and Research, Parliament of Uganda
Donna Scheeder Director, Law Library Services, Library of Congress, USA
Jarle Skjørestad Head of Research, Parliament of Norway
Janet Seaton Formerly Head of the Scottish Parliament Information Centre
Mary Seefried Parliamentary Librarian, Queensland, Australia
Ellie Valentine Has worked on USAID projects in Pakistan, Armenia, Ukraine, etc
William Young Parliamentary Librarian, Canada

The scale of change in the provision of information and research services since the original edition of the guide, in particular the development of the Internet and Intranets meant that is
soon became clear that a more or less complete re-write was needed, rather than simply
a revision of the existing text. However, in the drafting so far I have tried to keep to the spirit of the original, which we know has been a valuable tool for many. So far a number of chapters have been drafted and have been reviewed by the advisory group. Others are either in draft and will be circulated to the group shortly or there is an outline of their proposed contents. Once there is a complete draft text which has been reviewed by the advisory group, all section members will be given an opportunity to comment. This draft should be available by the end of this year. The content of the Guidelines as it stands at present is as follows:

Chapter 1 gives some background on the previous edition of the guidelines and a general introduction to the revised edition.

Chapter 2 looks at the role of parliaments; their need for information and research services and the general principles and special characteristics of such services.

Chapter 3 examines the range of services which might be offered: for example, information services; research services; intranet services; traditional library services such as book acquisition and loans.

Chapter 4 looks at collection development policies, including the storage and archiving of parliamentary and government documentation and the digitization of collections.

Chapter 5 discusses ways of making services available, such as Intranets and face to face services and looks at provision of generally available material on one hand and the tailoring of material to individual parliamentarians on the other.

Chapter 6 focuses on information services in a parliamentary context, in the light of what has been covered in previous chapters.

Chapter 7 turns attention to research and analysis services in a parliamentary context, again in the light of what has been covered in previous chapters.

Chapter 8 looks at the role for Quality Standards in parliamentary libraries in ensuring that the information used is accurate and trustworthy.

Chapter 9 looks at relations with users generally, and more specifically at marketing, needs assessment and user information and education.

Chapter 10 examines staffing needs and asks what kinds of skills and aptitudes are needed: including educational needs, but going beyond these to include skills such as communication skills.

Chapter 11 looks at the content of parliamentary Intranets and websites and the potential contribution of parliamentary libraries in supplying content and editing the site. It also looks at the overall management arrangements for the site and how the library needs to influence them.

Chapter 12 focuses on relations with other parts of the parliamentary service. It briefly discusses forms of organization and governance within parliaments and how the library service may fit in to these.

Chapter 13 looks at relations between libraries regionally and internationally.

Chapter 14 examines the role of the library in educating the public about parliament and in contributing to news services.

Chapter 15 looks at how the library may be involved in archiving parliamentary material and making such material accessible.

Chapter 16 tries to sum up and draw conclusions and set forth recommendations from what has gone before.

Six chapters currently exist in draft of which three have been reviewed by the advisory group. All other chapters are in outline form in varying degrees of detail. Colleagues on the Advisory Group are preparing drafts or outlines of two chapters. I will be interested to hear any comments or queries made by colleagues at the Standing committee meeting. I would also be delighted to hear from you if you have any thoughts. I can be contacted on keithgarry@yahoo.co.uk .

Keith Cuninghame
22nd July 2008