IFLA Evidence for Global and Disaster Health Special Interest Group
Terms of Reference

E4GDH [Evidence for Global and Disaster Health] provides a significant opportunity for libraries, under the leadership of IFLA and its Global Vision agenda, to play a critical role in supporting global and disaster health, bringing together partners and stakeholders within and outside the profession.

The E4GDH SIG [Special Interest Group] was formally approved in January 2018 and will run for an initial 4 year term. IFLA SIGs are currently reviewed every four years.

Context

E4GDH encompasses the potential for librarians and their services to play an enhanced, pivotal role in the collation, organisation, assessment and deployment of information concerning global and disaster health, including disaster preparedness and risk reduction.

Innovative models to support global and disaster health are emerging and a recent evidence briefing showed that library and information centres provide a range of support before, during, and after disasters. From a practical point of view, this can include providing safe places, supporting disaster teams by providing them with the best evidence to inform decision-making, helping in the production of evidence, and acting as knowledge brokers to ensure relevant knowledge and information is being shared effectively. By providing quick and easy access to those looking for reliable information about what to do in an emergency, libraries can demonstrate their value as a primary and crucial source of trustworthy information.

Aim / Purpose

To provide co-ordination, advocacy and leadership for cross-sectoral knowledge and library services in support of the Evidence for Global and Disaster Health (E4GDH) agenda

Objectives

A range of objectives will be co-developed and produced with groups active in this area across IFLA, and with key partners, to include the following:

- Explore and co-ordinate opportunities for advocacy, including liaison with national and international partners, with an initial focus on Disaster Risk Reduction

- Map existing activity, and future opportunities, for librarians to engage in the production and mobilisation of the evidence base, including horizon scanning and methods for evidence production, particularly in relation to actionable 'what works' and contextual evidence in disaster situations

- Engage through Communities of Practice (e.g. Healthcare Information For All (HIFA)[1] and other groups/ networks) to raise awareness, foster local initiatives and opportunities for collaboration, and sharing of practice-based experience

- Facilitate opportunities for training and mentoring, and improve equity and sustainability of access to skills training in the field

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[1] HIFA brings together more than 16,000 stakeholders representing more than 2500 organisations across 176 countries worldwide http://www.hifa.org/

- Strengthen the capacity and capability of local library and information services in a health and disaster context, working through IFLA, and other national and international bodies and agencies 6

Membership

The Special Interest Group Convenor is appointed for an initial two years, renewable once.

A **core working group** will support the convenor in coordinating and leading on the work of the SIG. This will include both specific roles, e.g. secretary and information coordinator, and contributors for specific pieces of work.

Other individuals will be encouraged to join a **wider advisory group**.

In general, members will contribute to the work of the SIG by:
- Sharing their expertise.
- Assisting in the communication of E4GDH work e.g. via the website or social media.
- Contributing ideas for conference programmes and events; helping to realize them.
- Encouraging participation and membership in the SIG.
- Developing projects.
- Contributing to the development of guidelines, standards and other activities.

Members will be appointed for an initial two years, open to renewal, pending IFLA review.

Notes:
- "SC members are elected in a personal capacity and do not represent any Member which nominated them, nor their employer, nor any other affiliation"
https://www.ifla.org/officers-corner/sc-members
- "Special Interest Groups may not set up formal affiliations with bodies outside IFLA"
https://www.ifla.org/node/9686

See Appendix 1 'E4GDH SIG Roles and Responsibilities' for more detailed information, including specific roles.
See Appendix 2 'E4GDH Current post holders' for current members.

Meetings

The E4GDH SIG will meet at least once a year during the IFLA WLIC and will do most of their work virtually. The E4GDH basecamp space will be the repository for E4GDH documents and the project management tool. Discussions will take place on the basecamp platform.

The E4GDH SIG will submit an annual report to Health and Biosciences Libraries as the sponsoring section by August of each year and the Convenor and Secretary will attend their committee meetings during the IFLA WLIC.

Appendix 1: E4GDH SIG Roles and Responsibilities

E4GDH core working group
Members of the Working Group will contribute either through a specific role or provide expertise in a specialist area.

1. E4GDH Convenor

- Coordinate the SIG's activities during the year.
- Convene the meeting of the SIG during the annual conference.
- Request, via HBS as sponsoring section, Admin or Project Funds to support SIG's work.
- Attend HBS Standing Committee meetings during WLIC, and report on SIG activities.
- Attend all relevant meetings of Divisions and Officers (during Congress).
- Report to HBS as sponsoring section when the SIG is reviewed.
- Contribute to IFLA's strategic initiatives on request, based on expertise in the SIG's subject area.

Source: https://www.ifla.org/officers-corner/sig-conveners

2. Admin team
- Secretary
- Administrator
- Assist the SIG convenor in his / her responsibilities and stand in when necessary.
- Take minutes of SIG meetings and circulate / post on the E4GDH basecamp pages.
- Oversee and maintain the E4GDH basecamp pages.
- Check IFLA PC dates and deadlines and ensure the SIG responds in time.
- Oversee any E4GDH Admin and Project funds, in liaison with HBS as sponsor.
- Participate in discussions and meetings with the Division Chair and other sections across the Federation.
- Provide administrative support for E4GDH projects.
- Provide administrative support for E4GDH open sessions and satellite meetings.

3. Communications team
Responsible for communicating the activities and news from E4GDH to members and to the outside world; developing and implementing a communications strategy.

Web site lead
Maintain and update the information on the Section's web pages on a regular basis
- Maintain and update the information on the SIG's web pages, creating new pages and posting new documents when relevant.
- Include SIG events, projects, guidelines, case studies from members, and so on.
- Ensure that all web content is accurate and up-to-date.
- Ensure that regular reporting such as Action Plans, Annual Reports, information about the WLIC Call for papers etc. are made available on the SIG web pages.

Communications lead
- Create and coordinate announcements for news about the SIG and E4GDH topic.
- Manage the E4GDH communication channels except the webpages, e.g. mailing list, blog, twitter account or other social media presences in accordance with guidelines from IFLA.
- Encourage contribution of content.

4. CPD / skills lead
- Share experience / best practice in skills training and development.
- Liaise with IFLA CPDWL (Continued Professional Development + Workplace Learning) to share learning.
- Coordinate the identification of existing training materials and creation of new ones.

5. Evidence base lead
- Keep up to date with the global and disaster health evidence base.
- Undertake research which contributes to building the evidence base.
- Assist the Communications Team in identifying news and information to post online.

6. Programme leads (task & finish for specific events)
- Open session and / or satellite meetings
  - coordinate call for papers, selection process, receipt of presentations and papers, liaison with presenters, ensure IFLA procedures are followed.
- Webinars
  - coordinate programme and promotion, lead on administration and liaison with presenters.

E4GDH advisory group
Members of the Advisory Group will play a role in leadership, advocacy and partnership on E4GDH within their local networks and may also have special areas of expertise.

7. Expert Advisors
- Share experience and expertise in support of the SIG.
- Provide support with advocacy on behalf of the SIG.
- Act as critical friends.

8. Representatives / Partner leads
9. IFLA Regional contact leads
- Ensure E4GDH objectives are co-developed and produced with groups active in this area across IFLA, and with key partners.

Appendix 2: E4GDH Current post holders
Last updated: 23 October 2020

Core Working Group	Notes
E4GDH Convenor: Anne Brice	2019 - 2021
Secretary: Emma Farrow	Admin Team
Administrator: Mano Bremakumar	
Web site lead: Emma Farrow	Communications team
Communications lead: Denise Lyons	
CPD / skills lead: Blessing Mawire	
Evidence base lead: Caroline De Brún	
Open session / satellite meeting: TBC for next congress	Programme leads - task & finish for specific events
Maria Cotera [IFLA and SIGs]	
Feili Tu-Keefner	
Margaret S. Zimmerman	
Advisory Group	
Expert Advisors	**[special area of expertise, if applicable]**
Eukene Ansuategi [Spanish translation]	
Amanda Burls	
Jane Falconer [UK Public Health Rapid Support Team]	
Bob Gann [digital literacy and social inclusion]	
Hélène Gorring	
Chris Hagar	
Evelyn Idiodi	
Maria Musoke [HBS chair, sponsoring section]	
Merle Opena [DRR community]	
Anne Powell [International development work]	
Kamakura Sachiko	
Sanizan Sardzi	
Masae Sato [Japanese translation]	
Philip Segall [Newsletter support]	
Marimar Ubeda [Spanish translation]	
Ann Wales	
Representatives / Partner leads	**[Partner organisations, if applicable]**
Claire Blacklock [African Hospital Libraries]	
Siobhan Champ-Blackwell [NLM DIMRC]	
Marshall Dozier [EAHIL]	
Isla Kuhn [Evidence Aid]	
Neil Pakenham-Walsh [HIFA]	
IFLA regional representatives	
Premila Gamage: IFLA Asia & Oceania	

Appendix 3: Historical list of initial E4GDH post holders
Last updated: 23 December 2018

Core Working Group	Notes
E4GDH Convenor: Anne Brice	2017 - 2019
Secretary: Emma Farrow	Admin Team
Administrator: Mano Bremakumar	
Web site lead: Emma Farrow (interim)	Communications team
Communications lead: TBC	
CPD / skills lead: Blessing Mawire	
Evidence base lead: Caroline De Brún	
Open session / satellite meeting: TBC for next congress	Programme leads
Webinars: Feili Tu-Keefner for 2018-19 webinar series	- task & finish for specific events
Advisory Group	
Expert Advisors	**[special area of expertise, if applicable]**
Maria Cotera [IFLA and SIGs]	
Jane Falconer [UK Public Health Rapid Support Team]	
Bob Gann [digital literacy and social inclusion]	
Shane Godbolt [global health]	
Chris Hagar	
Evelyn Idiodi	
Maria Musoke [HBS chair, sponsoring section]	
Merle Opena [DRR community]	
Philip Segall [Newsletter support]	
Ann Wales	
Representatives / Partner leads	**[Partner organisations, if applicable]**
Siobhan Champ-Blackwell [NLM DIMRC]	
Marshall Dozier [EAHIL]	
Isla Kuhn [Evidence Aid]	
Neil Pakenham-Walsh [HIFA]	
IFLA regional representatives	
Premila Gamage: IFLA Asia & Oceania	