



## IFLA Regional Standing Committee for Asia and Oceania (RSCAO)

**Minutes of the Mid-Term Meeting, New Delhi, 20 February 2017**

### DRAFT MINUTES

Item	Agenda	Remarks
1	<p><b>Welcome, Introduction, and Apologies</b></p> <p>Chair Jayshree Mamtora, opened the meeting at 9.45 am and welcomed all members present, and the observer representing the IFLA IAP programme. A special welcome was extended to Ramesh Gaur and Madhu Bhargava, for attending a meeting for the first time.</p> <p>The Chair extended special thanks to Ramesh Gaur for hosting the meeting, and to Secretary, Sanjay Bihani, for his support. It was unfortunate that Sanjay was unable to attend the meeting due to personal circumstances. The Chair also thanked Premila for agreeing to take minutes.</p> <p><b>Present:</b> Jayshree Mamtora (Chair), Premila Gamage (Information Coordinator), Fawz Abdallah, Madhu Bhargava, Susmita Chakraborty, Ramesh Gaur, Takashi Nagatsuka, Dil Ruksana Basunia (Corresponding Member), Rashidah Begum (Advisor), Shawky Salem (Advisor), Ian Yap (Regional Office).</p> <p><b>Apologies:</b> Sanjay Bihani (Secretary), Hasna Askhita, Chihfeng Lin, S. B. Ghosh, Paul Nielsen, Winston Roberts, Wathmanel Seneviratne, Heather Todd, Dan Dorner (Advisor), Janice Ow (Regional Office).</p> <p><b>Absent</b> (no response received): Samer Abou Haidar, Eulsoon Ma, Irina Shubina, Yigang Sun.</p> <p><b>Observer:</b> Amarjeet Gill (IAP/IFLA).</p>	Chair
2	<p><b>Adoption of agenda</b></p> <p>The Chair asked members to adopt the agenda, and this was done.</p>	Chair
3	<p><b>Confirmation of the Minutes of the Meetings</b> held during IFLA Conference in Columbus</p> <p>The minutes, which had previously been circulated, were confirmed.</p>	Chair
4	<p><b>Matters arising from the Minutes</b>, if any...</p> <ul style="list-style-type: none"> <li>• Updated Strategic Plan was sent out to all committee members (Chair)</li> <li>• Dates of 2017 Mid-term meeting confirmed (Ramesh Gaur/RO/Chair)</li> <li>• Venue for 2018 Mid-term meeting confirmed (Jaesun Lee/RO/Chair)</li> <li>• 2017 Program Committee formed (Program Convenor)</li> <li>• Draft proposal on future role of Advisors has been prepared (Chair) and needs to be updated in the Handbook (Information Coordinator)</li> </ul> <p><b>Pending</b></p> <ul style="list-style-type: none"> <li>• History of RSCAO to be added to web page (Pending from Feb 2016)</li> <li>• Basecamp accounts created for committee project work (Pending from Feb 2016)</li> <li>• Draft of Notes for Speakers prepared – seek input from Program Committee before uploading to the RSCAO Handbook</li> <li>• Explore the development of an online submission portal for abstracts</li> </ul>	Chair          Rashidah / Information Coordinator/ Secretary Chair / Program Committee Information Coordinator

<p><b>5</b></p>	<p><b>Report from the Chair, RSCAO</b></p> <p>Chair, Jayshree Mamtora, spoke to her report, which was circulated to members in advance, and reported on overall RSCAO activities during the last 6 months. To summarise:</p> <ul style="list-style-type: none"> <li>• Considerable liaison with Ramesh Gaur and the Regional Office with regards to details of the mid-term meeting in New Delhi</li> <li>• Liaised with Victoria Okojie and the other Regional Section Chairs for the planning of the joint Division V program</li> <li>• Completed the RSCAO Action Plan and submitted to IFLA HQ</li> <li>• Completed 2015-2016 RSCAO Annual Report and sent to IFLA HQ</li> <li>• Invitation from the IFLA Secretary General for myself and another continuing member of the Committee to attend an IFLA Global Vision Meeting in Athens in April.</li> <li>• Set up the IFLA Friends of IFLA RSCAO email list, and sent an initial email to the group.</li> <li>• By request of Irina Shubina, wrote a welcome for International Congress of Librarian National Academic Library of the Republic of Kazakhstan, held in Astana, Kazakhstan.</li> <li>• Provided support to the Program Committee, Strategic Planning Committee and the Communications and Marketing Committee.</li> </ul>	<p>Chair</p>
<p><b>6</b></p>	<p><b>Report from the Information Coordinator</b></p> <p>Premila Gamage, Information Coordinator, reported:</p> <ul style="list-style-type: none"> <li>• Current subscribers: 342</li> <li>• Bounced email rate: 0.9%</li> <li>• 14 new subscribers from August 2016 to February 2017</li> <li>• 2 unsubscribed from February 2016 to August 2016</li> <li>• Updated RSCAO web pages, Facebook page, Twitter, Flickr</li> <li>• Little improvement in using the Section’s social media for promoting Section’s/Region’s activities. This will be further discussed as a separate agenda item.</li> </ul> <p><b>Report from the Convenor of CMC</b></p> <ul style="list-style-type: none"> <li>• CMC Members have already been given the rights to edit and publish in the Section’s social media tools.</li> <li>• Since the majority of members were inactive, a reminder was sent along with some guidelines.</li> <li>• Sub-regional Convenors were requested to liaise with Corresponding Members and get their assistance towards this.</li> <li>• It was observed that postings by active members were also mostly irrelevant to the work of the Section.</li> <li>• Further discussion under <b>Any Other Business</b>.</li> </ul>	<p>Information Coordinator</p>
<p><b>7</b></p>	<p><b>Reports from Sub-Regional Convenors</b></p> <p>Written updates of activities (reports) were available from West Asia (Fawz Abdallah), South Asia (Wathmanel Seneviratne), North East Asia (Takashi Nagatsuka), Oceania (Heather Todd). Those present –Takashi and Fawz spoke to their reports. There was no report available from Central Asia, and South East Asia (Teresita Moran).</p> <p>Dil Ruksana, Corresponding Member, submitted a written report, by request, about libraries and library activities in Bangladesh.</p> <p>The Chair thanked the group for their reports, and reminded them that there is a template that needs to be used for reports; and that the activities reported should reflect the six-month period prior (September 2016 – February 2017), rather than future activities.</p>	<p>Sub-Regional Convenors / Others</p>
<p><b>8</b></p>	<p><b>Reports from the Regional Office</b></p> <p>Regional Office (RO) Manager, Ian Yap spoke to his written report, which was circulated to</p>	<p>IFLA RO Manager</p>

	<p>members.</p> <p><b>8.1 IFLA Membership for Asia and Oceania</b></p> <p>As at 10 February 2017, there were 275 members and 51 member countries as opposed to 293 members and 50 member countries in July 2016 making it a decrease of 18 (6%) members and 1 (2%) member countries.</p> <p><b>8.2 IFLA's Strategic Directions and RO's Activities</b></p> <p><i>Strategic Direction 3: Cultural Heritage</i></p> <p>ASEAN Digital Library – 2<sup>nd</sup> Regional meeting was held in Singapore from 17–19 May 2016 and pilot website launched. A total of 77,3667 metadata records were contributed by the 10 ASEAN National Libraries. The official launch will be held in 2017 during the ASEAN 50<sup>th</sup> anniversary celebrations.</p> <p>Book Donation – RO donated about 100 children's books to a small school library in Nepal.</p> <p><i>Strategic Direction 4: Capacity Building</i></p> <p>International Advocacy Programme: A &amp; O Regional Workshop</p> <p>IFLA RO together with NLB, hosted the workshop in Singapore, 31 October – 1 November 2016. 24 delegates participated in the workshop. The IAP is a new IFLA capacity-building programme design to promote and support the role libraries can play in the planning and implementation of the UN 2030 Agenda and the SDGs.</p> <p><b>8.3 Administrative and Meeting Budget</b></p> <p>IFLA RSCAO shows an opening balance of SGD 420.33. IFLA transferred SGD 7807.75 for the 2017 mid-term meeting. Donation from SAGE which Chair secured for Singapore meeting still remains at SGD 1841.24. As per 31 January fund balance is SGD 10,069.32. Since few members are attending the meeting, there may be a balance of funds from the meeting budget remaining. Partial reimbursements for airfares where self-funded, may be available.</p> <p>The Chair reiterated that the plan is that SAGE funding will be used to conduct a workshop for library professionals in island-Oceania</p> <p><b>Discussion &amp; Actions</b></p> <p>Explore the status of membership in the other two regions to compare with Asia and Oceania.</p> <p><b>Action:</b> Ian Yap to contact Division V Chair, Victoria Okojie, for details of membership in the other regions.</p>	<p>IFLA RO Manager</p>
<p>9</p>	<p><b>Other Reports</b></p> <p><b>9.1 Update on IFLA/WLIC 2018, KL</b></p> <p>Rashidah Begum, member of the local organising committee briefed members about the status:</p> <ul style="list-style-type: none"> <li>• New dates for the conference are 24–30 August 2018 as agreed by IFLA HQ</li> <li>• Very good support received from the Malaysian Government and other organisations</li> <li>• Expect around 3000 participants and urged all members to promote the event in their respective countries</li> </ul> <p><b>9.2 Update on Satellite Meetings 2017 and 2018</b></p> <ul style="list-style-type: none"> <li>• Genealogy &amp; Local History Section is organising a joint Satellite Conference with RSCAO from 15-17 August. Chihfeng Lin and Takashi Nagatsuka are representing the A &amp; O Section. A similar joint session is also planned for 2018 in Penang.</li> <li>• Susmita is keen to host a satellite event in Kolkata to coincide with 2018 IFLA. IFLA's rules state that satellite conferences be held within 3 hours flight from the venue of the main Conference, and KL to Kolkata is close to 4 hours. However as exceptions are sometimes made by IFLA HQ, it was agreed that Susmita would prepare a proposal and send it to the Chair for forwarding to HQ.</li> </ul> <p><b>Action:</b> Susmita to prepare a formal proposal for hosting a satellite in Kolkata in 2018</p>	<p>Advisor</p> <p>Susmita Chakraborty</p>



	<p>IFLA RSCAO (FOIR) has been outlined.</p> <ul style="list-style-type: none"> <li>○ A note has been added that the host country will start making the arrangements for the mid-term meetings well in advance, including visa requirements.</li> </ul> <ul style="list-style-type: none"> <li>● The Chair invited members of the committee to make suggestions for additional content for the Handbook, if any.</li> </ul> <p><b>12.2 Promotion of RSCAO activities and events</b></p> <p>The Information Coordinator drew the group’s attention to the following, and invited suggestions:</p> <ul style="list-style-type: none"> <li>• what can be done to increase the participation of CMC members</li> <li>• how to improve the quality of postings as some current postings by the few who do contribute, are not ‘activities’ or ‘events’ but ‘information’ more suitable for listservs.</li> </ul> <p><b>Action 1:</b> Remind CMC Members about the guidelines, and for the need to regularly post content to FB, and as well send it to the Information Coordinator for the web page</p> <p><b>Action 2:</b> SC members and Corresponding Members to provide support by sending updates of activities and events in their countries .</p>	<p>Information Coordinator / Sub-regional Convenors All</p>
<p><b>13</b></p>	<p><b>Mid-term meetings</b></p> <p><b>13.1 2018 Mid-term Meeting venue and dates</b></p> <p>Jaesun Lee, former RSCAO member from South Korea, has submitted an application to host the 2018 meeting. We are liaising with Jaesun in finalising the details, including the dates.</p> <p><b>Action:</b> Finalise dates and details of 2018 Mid-term Meeting</p> <p><b>13.2 2019 Mid-term Meeting venue and dates</b></p> <p>Shawky Salem, Advisor, offered to host the 2019 Mid-term Meeting at Alexandria Library in Egypt. However, since Egypt is not considered to be a member of the IFLA A &amp; O region, it was agreed that we would verify this with IFLA HQ and discuss it further.</p> <p><b>Action:</b> Check with IFLA HQ as to the eligibility of Egypt to host the 2019 meeting and make a decision in consultation with other committee members.</p>	<p>Chair</p> <p>Chair / Secretary / Host</p> <p>Chair / Secretary / RO</p>
<p><b>14</b></p>	<p><b>IFLA Elections:</b></p> <p><b>14.1 Standing Committee Elections (2017-2021)</b></p> <p>The Chair mapped out the enormous gaps in country representation on RSCAO, and invited institutions to nominate a member. This has resulted in a large number of nominations and therefore an election will be held. Ballot papers have already been sent out.</p> <p><b>14.2 Chair, Secretary and Information Coordinator</b></p> <p>As per last time, the Regional Office will conduct the elections and invite nominations for officer positions in June.</p> <p><b>Action:</b> Regional Office to put out a call for nominations for officer positions in June.</p>	<p>Chair</p> <p>Regional Office</p>
<p><b>15</b></p>	<p><b>Corresponding Members and FOIR</b></p> <ul style="list-style-type: none"> <li>● A number of outgoing members have asked to continue as Corresponding Members. The decision will be dependent on the outcome of the elections and will be discussed at the SC meeting in Wroclaw.</li> <li>● As previously reported, the Chair has set up a Friends of IFLA RSCAO (FOIR) group to include all former office bearers, committee members and corresponding members. Members of this group will be periodically informed of RSCAO activities and developments of RSCAO to keep them updated, and they will continue to serve as an in-country contact. It is important that outgoing committee members provide us with ongoing contact details for this list.</li> </ul>	<p>Chair</p>

<b>16</b>	<b>Other Business</b>	
	<p><b>16.2 Increase IFLA Membership</b></p> <ul style="list-style-type: none"> <li>• Run a wide campaign during 2018 WLIC in KL</li> <li>• Use Singapore NL booth at conferences – CONSAL, IFLA</li> </ul>	RO
	<p><b>16.3 Annual Report</b></p> <ul style="list-style-type: none"> <li>• Annual Reports from previous members have not been uploaded onto the RSCAO web pages.</li> <li>• Circulate draft Annual Report to members for input before submission</li> </ul> <p><b>Action 1:</b> Upload missing Annual reports onto web page</p> <p><b>Action 2:</b> Circulate draft Annual Report to members for input</p>	Information Coordinator / Secretary
<b>17</b>	<p><b>Close of Meeting</b></p> <p>The Chair closed the meeting at 5.30 pm, and thanked all members of the committee present for their contribution.</p> <p>The Chair also thanked members of the Program Committee, the Strategic Planning Committee, the Communications and Marketing Committee, as well as the Sub-regional Convenors for all their work behind the scenes.</p>	Chair