



Continuing Professional Development and Workplace Learning Notes from meetings held on the 2nd August 2003 and the 8th August 2003, Berlin, Germany

(for the purposes of simplicity these minutes are a combination of the minutes from the meetings held on the 2nd August 2003 and the 8th August 2003)

1. See Appendix 1 for attendees on the 2nd August 2003 and the 8th August 2003

2. Confirmation of minutes and matters arising from last meeting held in Aberdeen, 17th August 2002

Accepted as a true record and no matters arising

3. Reports from Chair, Information Officer, Treasurer and Manager of CPDWL IFLANET discussion list

- **Chair (Ann Ritchie (AR)):** The establishment of the change in status for the group to become an IFLA section was outlined. The purpose of the group was developed and its future direction explained. The full report is appended.
- **Information Officer (John Harvey (JH)):** JH forwarded a report that was read out in his absence. Issues concerning reader feedback on the 'Newsletter' were raised along with lack of copy. There would be some value in increasing the number of issues per year.
- **Treasurer (Blanche Woolfs (BW)):** Mainly as a result of the Aberdeen conference making a surplus the Section has some funds in its bank account. Options on limiting the bank charges were discussed.
- **Manager of CPDWL IFLANET discussion list (Ian Smith (IS)):** the list has grown well to its current position where it has over 190 members. There are members from all continents but South America is not well represented. Discussion have been generated but it could be used more for idea sharing

4. Open session and workshop- preactivity update

The open session will take place on the 3rd August. The workshop will be delivered at Humboldt University on the 7th August. There will be three presentations and group work on evaluating the quality of various on-line CPD courses.

5. Future directions for the CPDWL section

AR explained that IFLA was undertaking a review of all its sections that had to be completed by 2007. The CPDWL section is part of the Education and Research Division. There was concern that there needed to be more collaboration between the sections and also that there was some replication and duplication. IFLA had indicated that each section should have over 100 members. Evidence was needed that Sections were active in other areas and in addition to conducting sessions at the World Congress, and taking responsibility for their future direction.

General concern was expressed that the IFLA processes did not make personal joining very easy. AR promised to go back to the Membership officer asking for the processes for personal membership to be made easier (and less threatening), and to suggest to the Coordinating Board

that membership of the Division (rather than single sections) for personal members could be considered.

Attendees at the meeting were asked to each individually indicate what they would like from the CPDWL Section. The areas identified fell into the following categories:

- Meeting people from similar backgrounds
- Getting new ideas/ information
- Receiving guidelines on management and finance of continuing professional development
- Forging links with other groups, professional associations and organisations (e.g. universities)
- Either having or being a mentor
- Undertaking research
- Working with professional associations
- Added value (something concrete, physical, to take home at the end of the conference)
- Establishing a clearinghouse/ database of information on CPD

AR identified that a critical issue was the sustainability of the Section. Attendees were thanked for their input and a commitment was expressed to take these ideas and establish proposals to be presented at the next general meeting.

It was reported that Phyllis Spires presented a paper at this conference on OCLC's survey of training needs, and noted that OCLC will be developing a CPD clearinghouse. There is a need to monitor what this will cover. OCLC is trying to develop CPD for people to carry out on their own time. Betty Turock (BT) suggested that OCLC might want to fund some research for us to conduct – what constitutes “enough” for a CPD unit. IS added that funding would be helpful to bring someone from a developing country to IFLA.

BW will check a possible relationship in the U.S. Anne Clyde thought a European connection would be equally helpful. She and Ian Johnson will check their European website. BW, AR and IJ are to see if OCLC will fund some item that can be produced for the Argentina conference. Oluremi Jegede thought that the greatest help might be with library school educators who do not educate their students to seek CPD after graduation.

Action: BW to investigate relationship with OCLC, liaising with AC and IJ.

Dudzile Mbaakanyi will react to our suggestions when she reaches home. Another suggested that mentoring would be a way to help. Diann Rusch-Feya (DR-F) mentioned her survey that, while focused on IT, had results that might help. Her database is now closed from the original study, but she continues to collect data. Betty Turock suggested that OCLC might be interested in funding for this. BW is to inquire about this.

AR reported the critical issues as determined by the Executive Group. To ensure sustainability, there must be a membership base of around 100, activities and actions in addition to the annual program, and cooperation and collaboration with other sections. However, the most urgent priority is recruitment to increase the number of members. The following activities and actions were identified:

- Marketing and promotion to recruit
- Communication and information flow within our membership (using the eList)
- There needs to be more diversity of people actively working in the group
- Processes and systems need to be in place to ensure effective working practices and decision-making in the group
- The group needs to be clear what members want from the group. What are the benefits in them attending sessions? Do they want a certificate? Do they want an IFLA policy statement?
- A visible, high profile and effective action plan needs to be developed

Defining boundaries between the different Groups is crucial. Discussion is especially important with the Education and Training Section re this. It was agreed that a CPD manifesto is needed over the next 2 – 3 years.

The 2004-2005 strategic plan is due in October. The process for revising will be by e-mail with the interim standing committee.

Action: Interim Standing Committee to review the Scope of the Section and revise Strategic Plan.

6. Progress on project relating to quality improvement framework for CPD

The project was outlined and a bibliography on CPD and quality circulated. It is intended that the project will be grounded in practice. The literature review will be used to inform the project. People were invited to become involved in the project. The CPDWL discussion list will be used to publicise the project.

Anne Francoise Bonnardel (AFB) is willing to translate our new guidelines into French. If the guidelines are to be translated, this will be a tangible benefit. The plans are to review guidelines from other associations and select the best for CPDWL.

Action: AR/IS to develop a proposal for project funding

7. Need to research the education and training needs of Southern Countries.

Following the wind-up of the Social Responsibility Round Table, this recommendation was directed to the Section (and others in the Division) as an area of concern to be actioned. There was a general discussion that surmised that this work could already have been done as a Ph. D. dissertation. The discussion list would be used to ask if people were aware of a possible completed study.

Action: AR to request cooperation among the Sections who have been given responsibility for this action at the next Coordinating Board meeting.

8. Planning for The World Library and Information Congress in Buenos Aires, Argentina – 22-27 August 2004

<http://www.ifla.org/IV/ifla70/index.htm>

The Presidential theme for the next 3 years is 'Libraries for Lifelong Literacy', and the theme for the World Congress is *Libraries: Tools for Education and Development*. Each section will be allocated a two-hour slot in Argentina. It is proposed to join with the Information Literacy Section and others in the Division.

AR reported the activities from President Raseroka's Lifelong Literacy Forum which generated the idea of a joint meeting for the Division in Buenos Aires, Argentina with the possibility of a longer meeting. Volunteers to help with planning include Inka Behn (IB), AFB, Betty Turock (BT), Jana Varlejs (JV), Marilyn Wilt and AR.

Other points to be noted:

In Argentina, speeches should be in Spanish as much as possible. The papers will need to be submitted in a timely fashion to allow for translation. The status of simultaneous translations is uncertain. Power points should be in two languages. Speakers should be encouraged to have their power points available as a handout when in a language other than the one being spoken.

Discussion concerned CPDWL's possible contribution and the relevance of CPD to lifelong literacy. The "train the trainer" aspect and how to train others for training information literacy seemed to be the niche. It was thought that this would be an appropriate time to introduce the guidelines – a focused session.

As a fallback if the Division's joint meeting was not accepted, the two hour session would be used to present the guidelines and also ask for papers on 'How to train lifelong literacy trainers'. Clare Walker (CW) brought up the need to help others understand what they should do personally before they begin to provide CPD – the personal/professional development of the CPD trainer. We could offer this ourselves or with the Division.

Action: AR to form a Working Group with Inka Behn (IB), AFB, Betty Turock (BT), Jana Varlejs (JV), Marilyn Wilt and liaise with other Sections in the Division to plan the session.

9. Planning for Oslo World Congress (August 14-18, 2005)

The Theme for Oslo is: *A Voyage of Discovery*

The Section membership thought it was appropriate to plan the Sixth World Conference on CPD, to be held prior to the Oslo World Congress (11-13 August 2005). JV had contacted Ragnar Audunsson, library school director. JV will e-mail him to confirm and ask for another contact in the school or the library who has a specialized interest in training. If necessary, BW will contact the Director of the Norwegian Library Association who has agreed to give further names if necessary.

The deadline for proposals is March 2004 with Theme, Dates, and Partners. Ideas generated included: "CPD and Preparing for the New Roles of Librarians: A Voyage of Discovery." (Asides included "Vikings to Cyberknots" and "On the Good Ship CPD") There is a need to address the responsibility of organizations, associations, and individuals and that the new roles were more than technology. E-learning is being discussed and the need to offer CPD for this. IB attended one session where the discussion included learning on your mobile phone.

AR will let members know and will coordinate the planning. CW volunteered to help. IJ suggested a September 2004 deadline for paper abstracts, manuscript to Saur by April 2005, and the need for an editor to be chosen.

Action: AR to form a Working Group to begin the planning and submit the proposal for a pre-conference.

10 Marketing

The CPDWL plan and its activities are being reviewed and a brochure will be created. Kerstin Ochudi-Hobing (KO-H) suggested the development of a logo/bag. Bruce Massis will be overseeing the marketing with help from KO-H. MW asked if we had a marketing plan that included concrete things to accomplish – logo, pin, speech to give to individual associations, the text for a report or a definition of workplace learning for members to place into their professional periodicals or newsletters. DR-F will write this by October 15.

Some funds are available to do some marketing. IJ mentioned the possibility of a prize for something in CPD. Perhaps OCLC could be approached to fund an award for the best CPD programs to be honored at a reception in Buenos Aires in one of several categories such as small association/organization, large association/organization, and individuals. These could be placed on a CD for those in attendance to take home with them.

Actions: DR-F to write up text for members to place into their professional periodicals or newsletters. BW and IJ to investigate sponsorship for awards for CPD programs

11. Section Membership

It is essential to let people know how to join the Section. An electronic copy of an invitation should be available as well as paper copies. Much discussion ensued about what parts of the world to expand our membership. DR-F suggested looking at CPDWL's World Conference speakers and IJ gave his copy of Betty Stone's mailing list to Ian S. Diann will contact the Goethe Institute for names. BW is to query the Director of the Japan Library Association. A list of who and where this is being distributed is important

Action: IS to follow up leads and use the E-list to invite membership.

12. Any other business

It was noted:

- Delegates were asked to wear their badge at all time
 - Delegates were asked to complete the evaluation forms
 - The School Libraries and Resource Centre Section is looking to develop contacts with the CPDWL Section
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Appendix 1

Continuing Professional Development and Workplace Learning Attendees at meetings held on the 2nd August 2003 and the 8th August 2003 Berlin, Germany

Present Saturday, 2nd August 2003

Ann Ritchie, Chair (Australia) ann.ritchie@mailpc.alia.org.au
Graham Walton, Secretary (UK)
Blanche Woolls, Treasurer (US) bwoolls@wahoo.sjsu.edu
Marilyn Wilt (US) mrwilt@rci.rutgers.edu
Nawal Abdalla (Egypt) em.nawalabdoula@hotmail.com
Petrina Amonoo (Ethiopia) pamomoo@uneca.org
F. Azadeh (Observer)
Shahla Babagadeh (Iran) sh.babazadch@yahoo.com
Jonas Bech (Observer) jtb@bf.dk
Anne Françoise Bonnardel (Observer) anne_francoise.bonnardel@buf.fr
Amitabha Chatterjee (India) chatterjeemitabha@yahoo.com
Anne Clyde (Iceland) anne@hi.is
Daphne Daly (Observer) daphnedaly@yahoo.com
S. B. Ghosh (India) sbghosh@hotmail.com
Ian M. Johnson (Great Britain) i.m.johnson@rgu.ac.uk
Dudzile Mbaakanyi (Botswana) mbaakany@mopipi.ub.bw
Maria Carla Proenca carlaproenca@clix.ft
Sayeda Maged Rabie (Egypt) s_maged2000@yahoo.com
K.S. Raghavan (India) raghavan@unom.ac.in
Lesego Ramore (Observer) iramore@bca.bw
Sayede Maged Rabi
Diann Rusch – Feya (Germany) d.ruschfeja@iu-bremen.de
Zanra Serkashani
Nawal A. Shahin (Saudi Arabia) nshahin@ecollege.edu.sa
Ian Smith i.smith@latrobe.edu.au
John K. Tsebe (South Africa) tsebej@unorth.ac.za
Betty J. Turock (US) bturock@scils.rutgers.edu
Jana Varlejs (US) varlejs@scils.rutgers.edu
Cathy Wojarodski (Observer) cathryn@udel.edu

Apologies: John Harvey

Present Friday, August 8, 2003

Ann Ritchie, Chair (Australia) ann.ritchie@mailpc.alia.org.au
Blanche Woolls, Treasurer (U.S.) bwoolls@wahoo.sjsu.edu
Marilyn Wilt (US) mrwilt@rei.rutgers.edu
Betty Turock (US) bturock@scils.rutgers.edu

Inka Behn (Germany) inka.behn@ub.unhi-foliburg.de
Kerstin Ochudlo-Hobing (Germany) hoebing@iml.fhg.de
Jana Varlejs (US) varlejs@scils.rutgers.edu
Anne Francoise Bonnardel (France) anne_francoise.bonnardel@buf.fr
Duduzile Mbaakanya (Botswana) mbaakany@mopipi.ub.bw
Ian Smith (Australia) i.smith@latrobe.edu.au
Anne Clyde (Iceland) anne@hi.is
Clare Walker (South Africa) walker.c@library.wits.ac.za
Oluremi Jegede (Remi) (Nigeria) olueyejegede@hotmail.com
Ian Johnson (Great Britain) i.m.johnson@rgu.ac.uk
Diann Rusch-Feja (Germany) d.ruschfeja@iu-bremen.de

Apologies: Graham Walton, Secretary (Great Britain), John Harvey

Appendix 2

CONTINUING PROFESSIONAL DEVELOPMENT AND WORKPLACE LEARNING: Chair's report August 2003

Executive:

Chair	Ann Ritchie
Secretary	Graham Walton
Treasurer	Blanche Woolls

Information Officer	John Harvey
List moderator	Ian Smith

Interim Standing Committee 2003-2005: Andrew Booth, Anne Clyde, Pat Dixon, Paul Genoni, Ian Johnson, Bruce, Massis, Lesley Moyo, Diann Rusch-Feja, Ujala Satgoor, Jana Verlejs, Clare Walker.

The Strategic Plan was revised following the meeting in Glasgow, August 2002. All the Section's activities fit within the plan's framework of goals and activities.

GOAL 1: Identify, encourage and promote international continuing professional development programmes for library and information personnel.

Activities:

- A very successful pre-conference was held in Aberdeen in August 2002. The proceedings were published as IFLA Publications 100 – *Continuing Professional Education for the Information Society: The Fifth World Conference on Continuing Professional Education for the Library and Information Science Professions*. /Ed. By Patricia Layzell-Ward. [IFLA]. – Munchen: Saur, 2002. A report highlighting the main themes and presentations was published in the IFLA Journal (Clyde, Laurel A. (2003) *Continuing professional education for the information society*. IFLA Journal, 29(1): 18-23.)
- The Open Session in Glasgow focused on the roles and responsibilities of professional associations in continuing professional development, and one of the papers (Gwenda Thomas, from the South African Library Association) was published in the IFLA journal.
- There will be two activities planned for Berlin – the Open Session (with 3 papers to be presented) and the Workshop. Both focus on online delivery of CPD, with an emphasis on future trends, evaluation and the development of quality improvement criteria.

GOAL 2: Improve the opportunities of librarians worldwide to contribute to lifelong learning both within and outside the profession, including facilitating collaboration and development of networks for the exchange of ideas, and the development of a quality improvement framework for continuing professional development.

Activities:

- There were 2 editions of the newsletter (October 2002 and April 2003), distributed by a notification to all in our membership database, and contributing to the aims of facilitating communication and information exchange.
- A CPD discussion list was established (co-moderated by Ian Smith and Graham Walton) to help develop our online networks – it now has over 190 members.
- A project was commenced to develop quality improvement guidelines for CPD activities. There are 5 stages to the project and so far a bibliography of the international literature has begun to help to scope the project and inform future development. It is intended that a project funding will be sought to enable progression to the stages of publication and dissemination

GOAL 3: Stimulate research in continuing professional development for library and information professionals.

Activities contributing to achievements of this goal have not been progressed, but it is intended that the program planning for the next preconference in Oslo (2005) will encourage reports of research.

GOAL 4: Establish the framework for the Section which is sustainable.

Activities:

- We have a marketing strategy which outlines a plan to encourage membership.
- The Interim Standing Committee has international representation and members have designated roles and responsibilities.
- A promotional brochure has been produced, outlining the benefits of membership and facilitating registration for individuals.
- A membership database has been established.

Future Developments

It is intended that a review of the Section's strategic plan for 2004-2005 will identify critical issues and direct our strategic activities. This process is likely to lead to a stronger definition of scope and purpose, a refined vision for the future, and some ideas for collaborating with other Sections in areas of mutual interest.

We intend to propose and work with other Sections in the Division to have a joint 'forum' event on a theme of common interest e.g. 'Lifelong literacy'.

Ann Ritchie,
Chair CPD&WL
August 2003.

**Continuing Professional Development and Workplace Learning Section
page:**

<http://www.ifla.org/VII/s43/scpdwl.htm>