



## Meeting Minutes CPDWL Standing Committee Meetings – Athens, 2019

IFLA - International Federation of Library Associations and Institutions  
CPDWL - Continuing Professional Development and Workplace Learning

**SC Meeting I: Saturday, 24 August 2019, 15:45-17:45 (Session 048)**

**Room 226, Athens College, Hellenic-American Education Foundation (HAEF), Psychico (offsite)**

**SC Meeting II: Thursday, 29 August 2019, 13:30-16:00 (Session 267)**

**Business Meeting Room 3**

### Participants:

SC members: Gillian Hallam, Sandy Hirsh, Catharina Isberg, Loida Garcia-Febo, Jane Dysart (part of the meeting), Juanita Jara de Sumar, Ewa Stenberg, Svetlana A. Gorokhova, Almuth Gastinger, Mary Ellen Davis, Claudiane Weber, Raymond Pun, Kok Eng Lim, Edward Junho Lim, Ulrike Lang, Daria Beliakova, Heba Ismail, Mitsuhiro Oda, Constance Lehro Kouï, Carmen Ka Man Lei, Rajendra Munoo

Meeting minutes: Catharina Isberg (SC I), Heba Ismail (SC II)

### 1. Welcome

Members and observers were introduced.

Apologies received from: Mary Laskowski, Ivana Todorovic

### 2. Approval of the Agenda.

The agenda was approved with modest revisions.

### 3. Minutes from Previous Meetings

Minutes from previous were approved by email:

- Minutes of the SC Meetings held in Kuala Lumpur, August 2018
- Minutes of the Midyear meeting, online, January 2019

### 4. Standing Committee membership matters

- Co-Chair Model: it was agreed that the co-chair model should continue
- Election of new Officers by incoming Standing Committee (ongoing and new Standing Committee members)
  - Co-Chairs: Gillian Hallam and Ulrike Lang were elected to the positions
  - Secretary: Heba Ismail was elected to the position
- Appointment of Information Coordinator
  - Information Coordinator: Ray Pun was appointed to the position

- Number of SC members, Corresponding Members and CPDWL consultants
  - For the time being CPDWL has:
    - 20 incoming and continuing SC members; 5 outgoing SC members
    - 4 Corresponding members
    - 7 CPDWL consultants (a role for former SC members to be able to continue working actively for the SC).
- Identification of any inactive SC members who could be considered to have resigned
  - One member was removed last year due to inactivity.
  - No inactivity is noted of the present SC members.
- Renewal or retirement of corresponding members
  - Members will express interest in serving in these positions at the 2nd section committee meeting.
  - Maximum 5, each of whom has a 2-year term which can be renewed once.
  - *“These places are intended for people who are normally unable to attend the IFLA World Library and Information Congress (and therefore the meetings of the Standing Committee) for geographical or financial reasons. Their role is to represent countries in geographical areas, which might not otherwise be represented, or to provide expertise in a specific subject field. They are also a great way to introduce people to the work of the Committee who might then later stand for election)*  
<https://www.ifla.org/officers-corner/corresponding-members>
- Identification of interest to become a CPDWL consultant. A role for actively working former SC members.  
 Loida Garcia Febo and Catharina Isberg are interested in continuing in the work of CPDWL as consultants.
- Appointment of new coaching initiative convenor to replace Catharina.  
 Ewa Stenberg was appointed to this position.

## 5. Announcements and report from the Professional Committee

Summary of the information from the Officers’ Briefing with the Professional Committee (Saturday, 24 August, 08:00-11:00)

The meeting focused on the global vision, the IFLA strategy process and the upcoming governance discussion. A new IFLA governance will be worked on during the end of 2019 and beginning of 2020. This will be presented in June 2020 to be decided by the General Assembly in August. It is important that the deadline is kept as the governance need to be decided on before the nomination period starts in late 2020.

Action planning, focus areas and impact was also discussed during the Professional Committee.

The WLIC in 2020 will be in Dublin, Ireland. Any satellite meetings are to be held in Ireland or UK. The New Zealand WLIC is moved to 2022.

The IFLA website should be launched by the end of the year.

## 6. Standing Committee communication: Reports

- Information Coordinator's report: Gill gave a brief report on the work. The FB site and the Blog have been more active. A new Twitter account and an Instagram account is now in use. By increasing the activity on these channels we increase the visibility of the section's work.
- Newsletter Editor's report: Juanita gave a report. She has been doing the Newsletter for 10 years, 2 newsletters per year, about 20 issues in total. The January issues focuses on the information of the last WLIC and the June issue focus on the upcoming WLIC. Juanita offered to continue doing the Newsletter for her final two years in the CPDWL SC, but also raises the need to renew the format and the newsletter as such.
- IFLA Strategy Meeting, The Hague, June 2019: Ewa represented CPDWL at the workshop in The Hague. The scope was to work on the new Strategy framework and unit action plans according to the IFLA Strategy. A full report is available in the CPDWL Newsletter, June 2019.

## 7. CPDWL Satellite Meeting, 20-21 August 2019, Zagreb, Croatia

- Conference report <https://ifla.hkdrustvo.hr/>
- Presentation and information of the satellite is available at: [https://docs.google.com/presentation/d/1CHE8CdagUuzQ1ticR57gpi\\_S2FrMwrw-1qyMn4jOVQg/edit#slide=id.p](https://docs.google.com/presentation/d/1CHE8CdagUuzQ1ticR57gpi_S2FrMwrw-1qyMn4jOVQg/edit#slide=id.p)
- Programme working party: Ray was in charge of this and worked close to the local organizers. An evaluation survey was made with great results. Fewer parallel sessions and better technical solutions were part of the suggested improvements, but we need to get more responses on the survey before making any decisions for the future.
- Bursaries working party: Gill reported on the use of surplus from the past satellite in Milnerton, South Africa. The funds supported 13 bursaries for the Zagreb satellite.

## 8. WLIC sessions and activities in Athens

- Monday, 26 August  
09:30-11:30 CPDWL+E4GDH (Session 105) - *Active and interactive learning: skills development strategies to meet the challenges of our world.*  
Location: Banqueting Hall
- Tuesday, 27 August  
13:45-14:45 CPDWL (Session 182) - *Navigating your own professional development: Effective use of the 2016 IFLA Guidelines for Continuing Professional Development*  
Location: Banqueting Hall
- Tuesday, 27 August  
14.45-15.45 Knowledge Management, CPDWL, Library & Research Services for Parliaments (Session 184) - *Knowledge Café 2019*  
Location: Banqueting Hall
- Thursday, 29 August 2019  
08:30-10:30 CPDWL & Management and Marketing (Session 251) - *Coaching programme*

Location: Banqueting Hall

#### **9. Action Plan 2018-2019: Summary review of projects and activities**

[https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl\\_action\\_plan\\_2018-2019\\_final.pdf](https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl_action_plan_2018-2019_final.pdf)

- This will be reviewed during the SC II meeting.

#### **10. Annual Report 2018-2019**

This will be reviewed during the SC II meeting.

#### **11. CPDWL Action Plan 2019-2020**

Moved to SC II as the IFLA Strategy will be launched at the WLIC on Monday.

#### **12. WLIC Sessions 2020**

Preliminary discussions on the program for WLIC 2020. The section has 2 hours to spend on sessions. The coaching session is not counted in these 2 hours.

A working group will work on this and have suggestions for the SC II meeting. Group members: Ray Pun , Ulrike Lang, Svetlana Gorokova, Rajendra Munoo, Edward Junho Lim

#### **13. Any other business**

A reminder for all SC members to participate in the “Engage and Connect” session.

A reminder for all officers to take part of the “Officers Capacity Building: Leading Together”.

#### **14. Closure of SC I Meeting**

The outgoing officers were thanked for their contribution to the section during their term in office.

## SC Meeting II – Thursday, 29 August 2018, 13:30-16:00 (Business Meeting Room 3)

### Participants:

SC members: Gillian Hallam, Sandy Hirsh, Loida Garcia-Febo, Jane Dysart (part of the meeting), Juanita Jara de Sumar, Ewa Stenberg, Svetlana A. Gorokhova, Almuth Gastinger, Mary Ellen Davis, Claudiane Weber, Raymond Pun, Kok Eng Lim, Ulrike Lang, Daria Beliakova, Heba Ismail, Mitsuhiro Oda, Constance Lehro Koui, Carmen Ka Man Lei, Rajendra Munoo

Meeting minutes: Heba Ismail (SC II)

### 1. Welcome

Members and observers were introduced

Apologies received: Edward Lim (attended via online meeting)

### 2. Announcements and report from the Professional Committee/Leadership Brief/Officers Training (as relevant)

- Items for information
- Responses to specific questions raised by the Section, or submissions

#### \*a. Online leadership program initiative

- Heba gave a 3 min. presentation showing INELI-MENA program and asked for support from the SC to do an online leadership program.  
SC members asked Heba to write a business case with financial numbers as part of the business case.  
Rajen will share some information with Heba regarding similar programs.

- Krystyna Matusiak (LTR) Possible project: Library Theory and Research and Education and Training
  - Topic of research training
  - Part of BLISE – LIS education
  - However, also for practitioners – so CPD
  - 2 regional workshops (Mexico and ???)
  - Satellite meeting 2020: Peter Lor (but maybe more emphasis on theoretical side)
  - Mentoring on participants' projects
  - Webinar – strong interest there

LTR iddn`t provide any detailed information about their needs and requirements , but they are thinking of doing training to change professional internship look for training program for 5 days. The SC need written information, then can discuss this online.

#### \*b. Webinars 2019-2020

- Mary Ellen Davis reported that there were ca. 100 participants per webinar; a new Evaluation form will be used for upcoming webinars.

- 2020 Mary Ellen Davis will coordinate the series of webinars, but an organiser was required for the first webinar. SC members were invited to contact Mary Ellen after the meeting if they wished to be involved. It was also important to ensure good communication with NPSIG.

**Ideas for the webinars for the next year:**

- Innovation from INELI.
- Active and interactive learning in a virtual environment
- IFLA Continuing Professional Development Guidelines: ALA could do more one in Spanish or one Russian.
- Healthy, satisfied librarians to serve the customers and the community better and /or creating inclusive environments in libraries?
- Poster sessions (encourage people to do the posters for IFLA), how to do a posters practical example. Ulrike could potentially coordinate a program with Almuth: How to make a poster session.

**3. WLIC sessions 2019**

- General evaluation and feedback from this year's sessions
  - Knowledge Café attended by 130 participants this year.
  - In 2020: Knowledge Management SC wants contributions of time from participating sections, e.g. 1 hour or ½ hour to extend the session.
  - Parliaments Section declined they don't want to consider any time. Maybe SCT could join in.
  - "Disaster Programme" with Rajen: the presentation was inspired; the content was very good, contains new techniques. An evaluation or a survey should be implemented to get the attendees feedback like the coaching session.
  - Guidelines Session: useful session. No session about guidelines session next year planned, this topic could be left for one year
  - Coaching session: the session went very well. Some suggestions were received about differentiating between coaching and mentoring, so that participants understand the context of the session.
  - Criteria for the presentations should be mentioned for the participants in the SC session during IFLA WLIC
  - Volunteers from the standing committee would be needed to help in plan the 2020 sessions.

**4. Plans for WLIC 2020**

- Proposals WLIC 2020 sessions - working group report from work after SC meeting 1.
  - Workplace Morale, Burn Out and Toxic Leadership in Library Environments: Mitigation Methods - one hour.
  - Discussions were underway with other sections: Library Services to Multicultural Population Section, Management and Marketing Section, New Professionals SIG and Health and Biosciences Section.

- KM Knowledge Café: Rotating the hour, this year from CPDWL. Daria to liaise with Monica Mooney Ertel (KM).
- Library carpentry: Edward will follow up, but with no allocation of hours.
- Coaching session: address the coaching independently, prepare a Wallpaper for the Host's corner what coaching is about (like in the description)
- Coaching working group comprises CPDWL: Ewa (convenor), Almuth, Ulrike and Carmen, plus Management & Marketing: Barbara Schleihagen, Dilara Begum, Renaldas Gudauskas and Vera Keown.

## 5. Action Plan 2018-2019: Summary review of projects and activities

[https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl\\_action\\_plan\\_2018-2019\\_final.pdf](https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl_action_plan_2018-2019_final.pdf)

1. Develop a robust and varied selection of continuing professional development opportunities to better prepare IFLA and the global library workforce to support 21st century users.
  - 1.1 Develop and deliver 3 open sessions for WLIC 2019 - Gill and Sandy
  - 1.2 CPDWL coaching - Catharina
  - 1.3 Plan Satellite – Gill
  - 1.4 Offer 3 webinars – Mary-Ellen (4 webinars were offered)
  - 1.5 Review and update CPDWL satellite planning manual - Ewa  
All the activities were accomplished successfully
2. Promote the importance of continuing professional development within IFLA and libraries as a means of advancing both libraries and the societies they serve.
  - 2.1 Publications - papers - Gill
  - 2.2 Publications - conference presentations - Gill
  - 2.3 Help librarians transfer learning back to workplace – Catharina
  - 2.4 Ensure SC has 20 members - Gill and Sandy
  - 2.5 The section have achieved its member's numbers.
3. Establish clear standards for use by libraries and library workers to shape continuing professional development programs.
  - 3.1 Continue implementing the IFLA CPD Guidelines – Gill and Jana.
4. Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section
  - 4.1 Adopt more participatory practices in standing committee meetings – Sandy and Gill
  - 4.2 Implement midyear virtual SC meeting – Gill and Sandy
5. Improve the communication work of the CPDWL section
  - 5.1 Develop the CPDWL communication plan – Comms working group (Gill and Sandy)
  - 5.2 Prepare 2 newsletters - Juanita

5.3 Introduce logo for CPDWL - Mary with Gill, Sandy, Catharina

5.4 Prepare for new IFLA website - Mary and Gill

**\*6. Annual Report 2018-2019**

- Overview of requirements for Annual Report
  - Draft to be completed by 30/09/19
  - IFLA deadline 30/10/19

**7. CPDWL Action Plan 2019-2020**

- Review and discuss draft Action Plan 2019-2020
  - New IFLA Action Plan template 2019-2020
  - IFLA Strategy (and any other relevant IFLA documents)
  - Discussion / working groups

**Working groups:**

- Guidelines: Gill, Juanita, Edward, Chinwe, Jana, Hiro
- Toolkit to transfer learning back to the workplace: Rajen, Svetlana, Ivana, Gill
- Coaching working group: Almuth, Ewa, Ulrike, Carmen & two from M&M
- Conference: Ray, Rajen, Svetlana, Edward
- Webinars: Mary Allen, Claudiane
- Knowledge café: Daria
- Library carpentry: Edward
  - Roles and responsibilities for the future work
  - IFLA deadline 15/10/19

**8. Workshop: how to ensure CPDWL continues to be a dynamic professional unit**

- Discussion deferred.

**9. Coaching initiative**

- Review of coaching programme at the WLIC (Session 251)
- Coaching working party: Ewa, Almuth, Ulrike, Carmen, two from M&M

**10. Standing Committee membership matters**

- No issues to note.

**11. Items to raise for or report to the Professional Committee**

- No items.

**12. Any other business : Nominate corresponding members**

**13. Next meeting of the Standing Committee**

- Dublin, Ireland: 15 August 2020



## **14. Closure of SC II Meeting**

## Appendix 1.



## Continuing Professional Development and Workplace Learning Section Communications

The CPDWL Section uses a variety of methods to communicate effectively with members and other interested individuals.

### Website:

The IFLA CPDWL website at <http://www.ifla.org/cpdwl> includes information about the section, news items, links to newsletters and events, and important publications.



### CPDWL Blog:

The CPDWL blog, found at <http://blogs.ifla.org/cpdwl/>, includes discussion threads and postings of events and webinars.

### Facebook Group:



**IFLA CPDWL, Continuing Professional Development and Workplace Learning**

<https://www.facebook.com/groups/467504346631486/>



<https://twitter.com/IFLACPDWL>



[https://instagram.com/ifla\\_cpdwl](https://instagram.com/ifla_cpdwl)