



## SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS

### 2015 Standing Committee Meeting Minutes

#### Standing Committee Meeting I 15 August 2015, 15:15, Cape Town

#### 1. Welcome and introduction

The Chair of the Section, Raissa Teodori, welcomed the Standing Committee members and observers of the meeting.

##### Roll call:

##### Current Standing Committee Members

Present: Raissa Teodori, Lillian Gassie, Cecilia Stadius, Alim Garga, Sonia L'Heureux, Ellie Valentine, Innocent Rugambwa, Gert-Jan Lodder, Christine Wellems

Absent with apologies: Hirose Junko, Susan Mansfield, Lu Haiyan, Alfonso Perez, Dianne Heriot; Jarle Skj restad

##### Incoming Standing Committee Members present

Present: New members: Cecilia Izquierdo, Ida Barlangine Kelemen, Karin Finer, Steve Wise, Chama Mpundu Mfula, Hiroyuki Okuyama, Adama Kone, Paola Mandillo; Returning SC members: Lillian Gassie, Gert-Jan Lodder, Ellie Valentine, Sonia L'Heureux

Absent with apologies: New members: Eunhee Hyun, Eduardo Goldstein, Havard Tvedte, Adolfo Furtado; Returning SC members: Haiyan Lu, Dianne Heriot

#### 2. Confirmation of the agenda

The agenda for the SC I meeting was read and adopted.

##### Section and Standing Committee Membership

- a. Section membership: membership numbers have not changed since last year – the Section has a stable number of members and an enlarging network of people attending events. Currently there are around 100 institutional members and three individual members.

b. Renewal of SC memberships

The Chair has previously named new and continuing members of the upcoming SC during the roll call. Members present were asked to confirm the results of the election (held via email) of standing committee officers. A motion to accept the election results was unanimously approved. The following were confirmed as officers of the SC:

Ms. Lillian Gassie, Chair  
Ms. Karen Finer, Secretary  
Mr. Adam Kone, Information Officer

#### 4. Funds and other IFLA related administrative issues

- a. Administrative funds. Each IFLA Section has 150 Euros to be used for the administrative expenses related to the Section's work. The SC discussed what the funds could be used for, such as printing of a leaflet. The incoming SC will be deciding how the Section could use its administration fund.
- b. Project funds. On the issue of project funding, the SC was asked to think about what projects the Section may want to take on and whether to apply for project funding. The deadline for application will come up soon. The Chair noted that the Section applied for funding to translate the Guidelines for Parliamentary Research Services in Arabic, but in April 2015 the application was not yet approved by IFLA so the Section had to find other solutions in order to publish the document in time for the 2015 Congress. However, the IPU, co-publisher of the Guidelines, managed to find funding for the Arabic translation, along with the translation in Spanish. The translation into French was done by the Parliament of Canada. The SC noted its appreciation and thanks to the IPU for its support; in addition, Ms. Sonia L'Heureux was acknowledged for her leadership in developing and authoring the Guidelines, and Ms. Raissa Teodori was acknowledged for her effort in coordinating the copyright and publishing agreement between IFLA and IPU.
- c. IFLA President-Elect Ms. Donna Scheeder was given the floor to address the SC. Ms. Scheeder talked about IFLA's new strategic plan and key initiatives, and asked the SC to discuss this at the SC meetings. She then described the IFLA strategic directions for 2016-2021 and how they may relate to the Section, for example,
  - Libraries in Societies – this first strategic direction has an impact for the Section's users; the Section's libraries not only serve parliamentarians but also the people the parliamentary libraries serve;
  - Capacity Building is also in the strategic plan: there is direct relevance for the Section who has been doing capacity building consistently over the years.

Several key initiatives specified in the strategic plan are for 2015-2016, but the plan itself goes through 2021.

## **5. Dissemination of information, communication and networking strategy of the Section.**

There was a discussion on how best to promote the use of the IFLAPARL2 mailing list that does not appear to be very active. Hannah Fischer gave a summary of the discussion of the small working group that was formed last year to look into the use of social media. The group has a lot of ideas but no clear agreement as to which social media channels to use and how to manage communication via social media. Some social media tools, e.g. Facebook, are more popular than others. The Section may have to use multiple tools for different purposes, e.g. use Twitter at conferences. There were also strong opinions on whether social media communication should be open or closed; while a few SC members stated that they will not be able to participate because they do not have social media accounts because of professional reasons. It was also noted that IFLA has guidelines on the use of social media by IFLA Sections (Lillian Gassie will send the link to the SC later).

There was agreement that the Section should make a decision on social media, but will need specific recommendations. The Chair asked for volunteers to form a group who will make recommendations to the SC at the SC II meeting on Tuesday, August 18, 2015. Mr. Clara Bessa da Costa, Ms. Hannah Fischer, Mr. Gert-Jan Jodder, Ms. Ellie Valentine and Ms. Chama Mpundu Mfula agreed to take on this task.

Ms. Lillian Gassie informed the SC that the IFLA website will also be upgraded with the expectation that it would be more flexible and easier for Sections to post their own content. This is good news since the Section's website on IFLA's home page is a primary communication tool and the Section needs to keep information updated.

A question arose on the possibility of Section members sharing policies and strategies of their respective libraries and/or research services. Ms. Ellie Valentine mentioned that Ms. Moira Fraser has a core collection of policies and strategies that she may agree to share. There was a discussion on whether it would be possible to share such documents openly, and that many libraries may not be comfortable with having their documents openly available in a public repository. There was also the issue of curation, who will keep the collection of documents updated, and to remove obsolete documents. Perhaps it would be better for sharing of information and documents to be done via a closed network, and on a case by case basis, such as when one library asks for assistance and others respond directly to the requester. Perhaps a collaboration tool can be used for this purpose, such as through social media. The SC agreed that this issue needs further investigation, and charged the group of members considering social media to add this issue to their recommendations at the SC II meeting.

## **6. Publications and translations**

The *Guidelines for Parliamentary Research Services* have been published and was officially launched during the Section's pre-conference at the Parliament of South Africa. The Chair expressed appreciation to Ms. Sonia L'Heureux and the team who worked with her to successfully create this publication. The guidelines were translated into French by Canada, and

into Spanish and Arabic by the IPU and are available on the IPU's and the Section's websites. The Guidelines were shared with the ECPRD which welcomed this initiative. The publication will also be presented in September at the ECPRD Seminar in Hungary organized within the area of interest "Libraries, Research, Archives".

Ms. Lillian Gassie requested that APLESA and APLAP present the Guidelines at their next regional meetings. It was mentioned that a number of hard copies were printed and can be requested through IPU for those members who wish to distribute the publication at regional meetings. The Guidelines will also be presented at the Secretaries General meeting later this year. Ms. Gassie made a note of thanks to the Chair for her perseverance in developing the memorandum of understanding between IPU and IFLA that enabled the publication to be published under both organisations. The end result is that the Guidelines may be distributed free of copyright fees and the content cannot be changed.

## **7. Call for section projects**

The Chair reminded the Standing Committee of the deadline for submitting proposals to apply for project funding. However, the Section can also work on projects without funding. Applications for funding are usually due in November.

## **8. Review of the Pre-Conference and related activities**

### On the capacity building/training prior to the Pre-Conference:

The general feeling was that participants found the 2-day event to be very useful, and were able to learn from the facilitators and from each other.

There was a comment that more sessions on Information and Communication Technologies (ICT) would be useful, and that APLESA countries would benefit from a full extended session on ICT for parliaments. There was a wish for improving time keeping in the future, and to reduce the number of presentations in order to provide more time for questions and discussions. Those sessions involving hands-on activities were much appreciated by the participants.

Multiple comments were heard that having translators was really important and enabled some participants to attend, who may not have done so because of perceived language difficulties.

### On the Pre-Conference:

The Section should continue to balance between parliamentary libraries, research services and regional issues. PARL Talks were good for information sharing, but more countries should be encouraged to talk.

IFLA President-Elect, Ms. Donna Scheeder, mentioned the strategic direction of IFLA for 2016-2021, and noted that the Section would want to consider aligning its next pre-conference topic to those issues.

Keeping pre-conference sessions on time was an issue, one that future organizers should pay attention to. There was also agreement for fewer presentations and more time for discussions. If the Section were to have fewer presentations, the Pre-Conference can increase participation by having poster sessions, which would enable delegates to share information from their libraries or research services.

The workshop on Friday morning was extremely interesting and participants were engaged.

## **9. Prospects for the 2015 main IFLA Congress**

The coordinators of the main sessions and joint sessions described what would be coming up and encouraged members and observers to attend those sessions scheduled in the next few days.

## **10. Partnerships**

During the year, the Section collaborated with other Sections and with IFLA as a whole, although this is sometimes challenging since parliamentary libraries are different from many other IFLA Sections

The Section's partnerships with the Inter-Parliamentary Union (IPU) and the Association of Secretaries General of Parliaments (ASGP) are going well. The Section is involved in the preparation of the World e-Parliament Report, and expects to participate to the e-Parliament Conference in Chile next year. It would be good to have a session on IFLA at the World e-Parliament conference and to have people attend the conference sessions and network with delegates to promote library and research perspectives. It was noted that invitations to the World e-Parliament Conferences are sent normally to the ICT department in many parliaments, and that libraries may miss knowing about it. The Chilean Library of Congress will work to ensure that the Section is informed.

The Section had a one-day programme at the ASGP Conference in 2008. The next ASGP Conference will be in Zambia, Ms. Chama Mpundu Mfula will keep the SC updated on the programme, to facilitate participation by IFLA and the Section.

News from regional networks:

**Africa:** Work continues on establishing a network for French speaking African countries, with support from many people, including the Assemblée Parlementaire de la Francophonie. Activities are expected to be launched in Cameroon next year.

**Arab network:** Two delegates from Egypt and one from Lebanon were at the 2015 Pre-Conference. The network exists and is ongoing and Egypt committed to reconnect the network with the IFLA Section.

Latin America and the Caribbean: Red de Intercambio de Los Parlamentos de America Latina y El Caribe (RIPALC) has been active since 2011. The network is working on a model similar to ECPRD. Many libraries and research services are involved.

Europe: European Centre for Parliamentary Research and Documentation (ECPRD) will be meeting in Hungary in September at the Seminar organized within the ECPRD area of interest "Libraries, Research, Archives".; the theme is on transparency in parliaments.

Asia and the Pacific: The Association of Parliamentary Librarians for Asia and the Pacific (APLAP) will hold its biennial conference in Australia later this year.

### **11. Proposals for IFLA 2016 in United States**

The 2016 IFLA World Library and Information Congress (WLIC) will be in Columbus, Ohio; the pre-conference will be hosted by the US Library of Congress in Washington, D.C.

The first day of the pre-conference will focus on the United States, and 2nd day on international issues. Ms. Colleen Shogan noted that the pre-conference organizers will try to provide transportation from Washington to Columbus, OH, and have stops along the way.

The hosting library may need to set a maximum number of participants due to funding; the US has to raise private funds for the pre-conference. Once the number is known, the Section will have to decide how to limit the number of participants.

The decision on the theme for the pre-conference was made last year: *Delivering Services for Parliamentary Libraries and Research in an interconnected world.*

The SC discussed some ideas for the main conference in Columbus, OH. Suggestions included inviting the librarian of the Ohio state legislature to the main conference and to the Pre-conference, planning an off-site meeting at the statehouse, or a tour of the building.

### **12. IFLA 2017**

The 2017 WLIC will be held in Europe. Looking further ahead, the 2018 conference is expected to be in South America.

### **13. Agenda for the Standing Committee Meeting II**

There are many items for discussion on the table for the SC Meeting II: the Chair asked if there are specific items that need to be added to the agenda.

#### **14. Other business**

Finally, the Section gave a note and token of thanks to Ms. Raissa Teodori for her leadership of the Section over the past two years and her active participation and dedication to the Section and Section activities since 2007.

The SC Meeting 1 adjourned at 18:30.



## SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS

### 2015 Standing Committee Meeting Minutes

#### Standing Committee Meeting II 18 August 2015, 16:45, Cape Town

### 1. Welcome and Introduction

The Chair welcomed members and observers to the second SC meeting. SC II meeting is a joint meeting with both current and incoming SC members in session, and is chaired jointly with the incoming Chair of the Section

#### Roll call:

##### Current Standing Committee Members

Present: Raissa Teodori, Lillian Gassie, Cecilia Stadius, Alim Garga, Sonia L'Heureux, Ellie Valentine, Innocent Rugambwa, Gert-Jan Lodder, Christine Wellems

Absent with apologies: Hirose Junko, Susan Mansfield, Lu Haiyan, Alfonso Perez, Dianne Heriot; Jarle Skjørestad

##### Incoming Standing Committee Members

Present: New members: Cecilia Izquierdo, Ida Barlangine Kelemen, Karin Finer, Steve Wise, Chama Mpundu Mfula, Hiroyuki Okuyama, Adama Kone, Paola Mandillo; Returning SC members: Lillian Gassie, Gert-Jan Lodder, Ellie Valentine, Sonia L'Heureux

Absent with apologies: New members: Eunhee Hyun, Eduardo Goldstein, Havard Tvedte, Adolfo Furtado; Returning SC members: Haiyan Lu, Dianne Heriot

### 2. Confirmation of the agenda

The agenda for the SC II meeting was read and adopted.

### 3. Review of IFLA 2015 Congress

Sessions are currently in progress, the Section has more sessions in the next few days. There were some good joint sessions, and the Section will continue to be more proactive with collaborating with other Sections in the future.

Ellie Valentine thanked those who participated in the KM café which was very interesting, with a lot of discussion and engagement from participants.



#### 4. Plan for 2016 Congress

##### (a) Main Congress (13-19 August 2016)

The Chair described the theme of the WLIC 2006, *Connections, Collaboration, Community*, what is expected of the SC members, and potential partners for joint sessions.

The Section on Continuing Professional Development and Workplace Learning has invited the Section to organize a joint programme on professional development, in the knowledge cafe format.

There was a discussion of a possible joint session with the Section on Information Technology again next year. This year's joint session with IT did not have much of a parliamentary focus, it was noted that the Section should put more effort into getting parliamentary library members to submit papers in any joint session. There was also a question whether there was duplication of effort with the training day which usually covers technology. On the other hand, not everyone comes to training day, and that repeated topics may be acceptable.

Ms. Ellie Valentine reminded newer members that there is also the poster session at WLIC, which will allow parliamentary libraries to put something out in visual format and talk to people, especially if there is reservation about making formal presentations.

The SC also expressed the opinion that it was better to have fewer joint sessions, if the sessions are more focused on the needs of parliamentary libraries and research services.

The Chair asked for suggestions on the theme of the Section's main session at WLIC 2016. One suggested topic was "Parliamentary Libraries as a Bridge between Elected Officials and Citizens". Ms. Lillian Gassie noted that SC members will have further opportunity to propose other ideas later.

##### (b) Pre-Conference 2016

The SC was reminded that the theme of the Pre-Conference: "Delivering Parliamentary Library and Research Services in an Interconnected World". This provisional theme submitted in March 2015, was proposed by LOC and accepted by IFLA.

This year the Section had a two-day capacity building event. In 2016, the US Library of Congress is committed to supporting the 2-day pre-conference and will provide the space for the 1-2 days of capacity building, but the Section will have to fundraise for the training/capacity building event. In the past the Section had the support of UNDP and the UN/IPU Global Center for ICT in Parliament. Venue was always provided by the parliament, and trainers were volunteers from the Section or colleagues associated with IFLA. Funding in Singapore (2013) and Paris (2014) was by different sponsors (such as Australian Parliament and Assemblée Parlementaire de la Francophonie). So if there is funding – the idea is to target again in Latin America/Caribbean which was last done in 2011. It is also expected that the Conference in 2018 will be Latin America again. Colleagues from Parliaments of Latin America and the Caribbean may be able to provide contacts and assistance in planning.

The Section will have to make some tough decisions about the number of participants because there will be a limit on the number of participants in 2016. This year, 147 delegates participated in the pre-conference in Cape Town. Next year, in the US delegates will be limited to 150.

Last year the Section encountered this issue of having too many delegates in Paris, and registration had to be cut off. It was recommended that the host and the Section post the information on the maximum number of delegates accepted when registration opens.

It is anticipated that the Section will have two full-day of pre-conference and half-day of workshop. The US Library of Congress proposed the bus trip to Columbus, Ohio for delegates to attend the 2016 WLIC.

There was a suggestion to hold additional workshops offsite in Columbus, which had been previously done. However, it was noted that not all the delegates at the pre-conference will come to the main conference.

There was also a suggestion for a tour or a workshop at the United Nations Library in New York. Delegates may be able to stop there on the way to the conference if they are flying to the US via New York. Mr. Iain Watts will check on this idea with the UN Library.

## **5. IFLA 2017 in Poland**

The WLIC 2017 will be in Wroclaw, Poland. The Polish Parliament will be hosting the 2017 pre-conference in Warsaw. The Section's pre-conference theme will be aligned to the main conference theme. As such the Section will wait until IFLA announces the theme for the WLIC, usually around December, before proposing a theme for the 2017 pre-conference. The theme needs to be included in the pre-conference proposal to be submitted to IFLA in March 2016.

## **6. Membership, funds and other IFLA related administrative issues**

The Section's administrative funds (150 euros) can be used for IFLA related administrative issues, but not for travel and translation. The Section has been able to rely on its members around the world and the IPU for assistance with translation of publications such as the Research Guidelines.

## **7. Call for projects**

The Section will have to decide whether to respond to the IFLA call for projects; funding support averages 2000 euros. IFLA did not fund the Research Guidelines, but the Section previously received funds for a survey of members and why they attend IFLA conferences, and for the Guidelines for Legislative Libraries.

A suggestion was to submit a proposal for metadata training in Africa, a topic that came up during the capacity building event. Ms. Chama Mfula will consider this in the context of upcoming meetings in Zambia, including the ASGP.

## **8. Dissemination of information, communication and networking strategy of the Section**

It was agreed that the Section should communicate more regularly beyond the annual conference and SC meetings. Online meetings might be an approach; perhaps some of the administrative funds can be used to pay for access to online meeting platforms. Ms. Lillian Gassie also mentioned IFLA's announcement of a collaboration platform called Basecamp that would be available to members soon. It was uncertain how this tool would help in communication among members, since it was described as a project management tool.

Ms. Ellie Valentine presented discussions of the Working Group (WG) on communication, in particular the use of social media. The WG felt that the most secure social media channel for Section members to communicate with each other is LinkedIn. The WG will have a hashtag for Twitter which will be public, and will be used mainly during meetings and conferences. The WG does not recommend the use of Facebook due to privacy concerns.

There was a discussion on the need for a members-only repository to share best practices documents that should not be made public. Other suggestions included using drop box folders. There was also an idea to purchase a domain (e.g. parlibs.org is available) with email addresses for the Section's use, so that SC executive officers do not need to use their personal email addresses for IFLA Section business. The SC voted unanimously to adopt the recommendations of the WG.

### **9. Section Action Plan, and connection with IFLA's Strategic Directions 2016-2021 and Key Initiatives 2015-2016**

Ms. Lillian Gassie described the IFLA strategic plan and how the key initiatives relate to the Section's activities for the next two years. The Section is not expected to act on all the initiatives, but to select a few to focus on that are relevant, e.g. changing attitudes and perceptions (no. 1), advancing leadership and enhanced regional presence (4).

IFLA is looking for comments and feedback before the end of October 2015. Ms. Gassie has comments and feedback which she will send around to the Standing Committee to review. In general, the following initiatives appeared to be relevant to the Section:

- Libraries in Society and Capacity Building are both very relevant.
  - For Libraries in Society – Changing attitudes and perceptions is the most relevant.
  - For Capacity Building - a number of sub initiatives may be relevant

Ms. Gassie asked SC members to volunteer to work with her on the action plan. She will send the template with suggested action plan items (drafted by Ms. Karin Finer, Ms. Gassie and Mr. Adama Kone) to the Standing Committee members for additional input. The results will be compiled into an action plan (2015-16) for the Section.

There will be a communication plan associated with the Section's action plan.

### **10. Partnerships with inter-parliamentary bodies and other networks**

The Chair asked SC members to check email addresses on the Section's website, and also to update their entries in the World Directory of Parliamentary Libraries, [https://www.bundestag.de/htdocs\\_e/documents/library/wdpl/](https://www.bundestag.de/htdocs_e/documents/library/wdpl/). Both are very useful tools, and to continue to be useful, the data must be kept up to date.

Updates on regional networks were covered previously in the SC Meeting 1.

IPU remains the Section's most relevant partner and the Section expect to continue working closely with the IPU. The Section has been partnering with the Assemblée Parlementaire Francophone in capacity building these past two years and hope to continue this relationship. The Section expects to be working more closely with the Association of Secretaries General of Parliaments.

## **11. Working modalities of the Standing Committee during the year**

There was a discussion on how the SC will be working together as a section. New SC members can learn more about the Section – for example, at officers’ corner <http://www.ifla.org/officers-corner>.

At the IFLA officers’ training at WLIC, it was noted that the work of the Section does not have to be done by only the SC. The Chair and Secretary would like to engage colleagues who wish to work on the Section’s projects so that they can become involved and, in the future, may stand for office as SC members and executive officers.

The Section can nominate some of its more active members to be “corresponding members”. Although they cannot vote, these members are recognized officially by IFLA. Corresponding members serve for two years and renew for another term, and the Section can have up to five corresponding members. Ms. Lillian Gassie moved that the Section approve the nomination of Ms. Hannah Fischer and Ms. Clara Bessa da Costa as the Section’s corresponding members for the term 2015-2017. The motion was approved unanimously.

## **12. Other business**

Certificates of attendance for the IFLA WLIC will be provided by IFLA. Requests for certificates of attendance to the pre-conference can be made to Chair or Secretary of the Section.

## **13. Closure and handover**

The Section’s outgoing Chair, Ms. Raissa Teodori, thanked the outgoing Standing Committee for their work in the past two years. Ms. Teodori has been elected as Chair of IFLA Division I, and will stand in this capacity in the IFLA Governing Board. She expects to be seeing Section members in future IFLA events.

The outgoing Chair then handed the meeting over to the incoming Standing Committee, chaired by Ms. Lillian Gassie. Ms. Gassie thanked Ms. Teodori for her 8 years of service in the Section Standing Committee, with 6 years as Officer.

The SC II meeting was adjourned at 18:15.