



**Standing Committee Meeting I
24 August 2018, Kuala Lumpur, Malaysia**

1. Welcome and introduction

The Chair of the Section, Steve Wise, welcomed the Standing Committee members and observers to the meeting.

Roll call:

Standing Committee Members

Present: Clara Bessa da Costa, Karin Finer, Lillian Gassie, Agata Karwowska-Sokolowska, Ida Barlangine Kelemen, Paola Mandillo, Mary Mazanek, Chama Mpundy Mfula, Janice Silveira, Iain Watt, Steve Wise

Absent with apologies: Dianne Heriot, Adama Kone, Emmanuel Maury, Hiroyuki Okuyama, Christine Wellems

Absent: Laia Casares-Roca, Eduardo Goldstein, Cecilia Izquierdo, Manik Bahadur Lama, Shu Guang Zhang

Corresponding Members

Present: Sonia Bebbington

Absent: Julie Anderson

2. Confirmation of the agenda

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

3. Section and Standing Committee Membership

a. Section membership:

The Section has 91 members, a slight decline over the last 20 years.

b. Standing Committee membership:

The Chair explained the procedure of electing new Standing Committee members, Officers (Chair, Secretary) and Information coordinator. Every even year, a call is made to nominate new SC members to serve from the following year. If there are more nominees than seats available (in total maximum 20 seats), an election takes place. Each member is elected for four years, renewable once - to serve a total of eight consecutive years. The

nomination procedure will open in November 2018, and new SC members will start their four-year term at the end of WLIC 2019.

In the year of an election, the SC elects a Chair, Secretary and Information Coordinator from among its members for a two-year term. Lillian Gassie volunteered to oversee the election of new officers in 2019.

IFLAPARL members will be informed about the nomination procedure through the listserv and the Section's web pages.

Following Standing Committee members will end their term after WLIC in 2019;

- ✓ Lillian Gassie (United States)
- ✓ Dianne Heriot (Australia)

Following Corresponding members will end their term after WLIC in 2019;

- ✓ Julie Anderson

Following Standing Committee members will end their first term after WLIC in 2019 (renewable once);

- ✓ Steve Wise (United Kingdom - Chair)
- ✓ Karin Finer (Belgium - Secretary)
- ✓ Adama Kone (Cote D'Ivoire - Information coordinator)
- ✓ Chama Mpundy Mfula (Zambia)
- ✓ Eduardo Goldstein (Chile)
- ✓ Hiroyuki Okuyama (Japan)
- ✓ Paola Mandillo (Italy)
- ✓ Cecilia Izquierdo (Argentina)
- ✓ Ida Barlangine Kelemen (Hungary)
- ✓ Iain Watt (Belgium)

Adolfo Furtado (Brazil) resigned from the Standing Committee during the year. The Chair moved that the Section approve the nomination of Ms. Janice Silveira, Corresponding Member, as replacement. The motion was approved unanimously. With Ms Silveira present as a regular SC member, the quorum for the SC meetings in 2018 was reached.

The possibility to remove inactive SC members from the Standing Committee was discussed and endorsed, to be followed-up in coming months.

4. Funds and other IFLA related administrative issues

a) **Administrative funds**

Each IFLA Section has 150 Euros to be used for administrative expenses related to the Section's work. The funds were not spent last year.

b) **Project funds**

The Standing Committee was asked to consider potential projects that the Section could seek funding for. Project proposals must be submitted together with the Section's Action plan at the end of October 2018.

c) **IFLA website redesign**

IFLA is working on redesigning its website, with the launch of the new website scheduled for August 2019.

d) **Update on new Section logos**

Progress was delayed as the previously proposed Section logos proved unsuitable for social media use.

5. IFLA Global Vision

Karin Finer, Secretary, reported back from the IFLA Global Vision planning meeting in Barcelona in March 2018. In this second year of the global vision discussions, the focus is on ideas for actions. The IFLA Global Vision report summary was launched on 19 March 2018 at the IFLA President's meeting in Barcelona. It reflects the views on how a connected library field can meet future challenges from over 31,000 participants across seven continents. The aim is now to build an 'ideas store of actions' to realise the opportunities of the Global Vision.

Karin Finer and Steve Wise participated in the meeting and initiated discussions on the second stage of the Global Vision process with the Standing Committee. A report of that discussion was returned to IFLA on schedule and was available on the Section's web pages.

6. Upcoming sessions at WLIC 2018

The coordinators of the Section's open and joint sessions (with the Government Libraries, Knowledge Management and Continuing Professional Development and Workplace Learning sections) informed the meeting about their upcoming activities and encouraged members and observers to attend.

Saturday 25th August

- 13:45- 15:45. Session 074: Impact of recently approved IFLA standards. **Lillian Gassie presents on the use of 'Guidelines for parliamentary research services'**. Ballroom 1

Monday 27th August

- 08:00-10:30. Session 132: IFLAPARL **Standing Committee Meeting II**. Room 303

Tuesday 28th August

- 09:30- 11:30. Session 187a: UN Sustainable Development Goals - Transforming Societies through Informed Policy. Conference Hall 2. **Joint session with Government Libraries Section**. Presentations from the Parliament of Uganda and the National Diet Library, Japan
- 11:45-12:45. Session 196: Knowledge Cafe 2018 – Continuous Learning for Successful Information Professionals in the Knowledge Economy. Ballroom 2. **Joint session with**

Knowledge Management & Continuing Professional Development and Workplace Learning Sections

- 13:45 – 15:45. Session 210: Transforming Library & Research Services for Parliamentary Impact. Conference Hall 1. **IFLAPARL open session** – presentations from Canada, Brazil, Japan, Philippines, UK and the European Parliament

The Section additionally organised informal roundtable meetings to allow more time to discuss common issues. These informal meetings will take place on the 27 August. The topics include research product design, evaluating impact of parliamentary library and research services, and use of social media.

7. Proposals for IFLA 2019 in Athens

The Standing Committee discussed the themes for the Section's pre-conference and open session at WLIC 2019. The theme for WLIC in Athens is "Libraries - dialogues for change". Donna Scheeder, former IFLA president and active member of IFLAPARL, suggested to link next year's themes and Action plan projects to the '10 challenges and opportunities' from the Global Vision.

WLIC will take place in Athens the 24-30 August. The Hellenic parliament has agreed in principle to host IFLAPARL's pre-conference.

Various related issues were discussed, e.g. in favour of organising a "research day" during the conference and how to best incorporate capacity building training, all tabled for later deliberations at the second SC meeting or on Basecamp.

8. Other business

No further points were raised.

The SC Meeting I adjourned at 17.30.



SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS

2018 Standing Committee Meeting Minutes

Standing Committee Meeting II 27 August 2018, 08.00, Kuala Lumpur

1. Welcome and introduction

The Chair of the Section, Steve Wise, welcomed the Standing Committee members and observers to the meeting.

Roll call:

Standing Committee Members

Present: Clara Bessa da Costa, Karin Finer, Lillian Gassie, Agata Karwowska-Sokolowska, Ida Barlangine Kelemen, Paola Mandillo, Mary Mazanek, Chama Mpundy Mfula, Janice Silveira, Iain Watt, Steve Wise

Absent with apologies: Dianne Heriot, Adama Kone, Emmanuel Maury, Hiroyuki Okuyama, Christine Wellem

Absent: Laia Casares-Roca, Eduardo Goldstein, Cecilia Izquierdo, Manik Bahadur Lama, Shu Guang Zhang

Corresponding Members

Present: Sonia Bebbington

Absent: Julie Anderson

2. Confirmation of the agenda

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

3. Review of the pre-conference 2018 and workshops

As the Parliament of Malaysia unfortunately was unable to host the pre-conference due to recent elections, the Section organised a one-day pre-conference - themed '*Transforming parliamentary libraries and research services to meet changing clients' needs*' - in Kuala Lumpur's Convention Centre on the 24th of August. It was well attended, with over 100 participants. The meeting included a workshop on parliamentary research and library service ethics, presentations on the Malaysian parliamentary service and understanding our clients' changing needs, as well as an address by Donna Scheeder - former IFLA president.

The interactive workshop - with the aim to continue work on developing a series of checklists to offer guidance on ethical issues to individual services - took forward the work from the 2016 and 2017 conferences on developing and sharing guidance on this topic. The group work

consisted of working through and completing the checklists to provide feedback on how they could be refined and developed further. The workshop generated a lively discussion, which was captured and will be used to create the final version of the checklists - due to be published at the 2019 pre-conference. The checklists could be annexed to future editions of the *'Guidelines for Parliamentary Research Services'*.

The timing of the pre-conference meant there was no need for pre-registration and it was easy for members to attend both pre-conference and WLIC, with no costs to the Section or to the participants.

The shorter conference and late changes to venue and agenda made it impractical to seek sponsorship for capacity building. Instead, the meeting was open to anyone who wished to participate without the need to pre-register.

4. Review of the Section's activities during the year (for 2017/18 Annual report)

- a) **Research ethics:** the project leader, Iain Watt, summarised the feedback from previous years' conferences, along with examples provided by some section members of their own policies or guidance, and created a series of draft checklists. These checklists were published on the website in advance of the pre-conference and formed the basis of the interactive workshop. A useful discussion on minimum standards had been started as a result.
- b) **Communication:** two well-received newsletters were published on IFLAPARL's website (February and July 2018). Thanks to our section member from the Mexican Chamber of Deputies, the newsletter is now translated into Spanish and published on the web pages alongside the English version.
- c) **Transition to Basecamp 3:** relevant Section projects were transferred to Basecamp 3, while less important content was archived.
- d) **World Directory of Parliamentary Libraries and Research Services.** Lillian Gassie conducted a survey and issued written instructions on how to register and start populating the directory. It is however proving difficult to get members to enter their details into the new website. It was decided to promote the directory at IFLAPARL's open session on the 27 August, followed by targeted communications to all members and in regional networks.
- e) **Update of Section webpages.** All the content on the Section's webpages was reviewed and updated, while broken links were fixed. We submitted the completed template for the new IFLA website project on schedule.
- f) **Publications.** Lillian Gassie had conducted a survey on the use of the *'Guidelines for Parliamentary Research Services'*, the results of which were presented at Session 074 on 25 August.

5. Partnerships

- a) **Other IFLA Sections:** collaborations with other IFLA sections are appreciated and encouraged by IFLA. IFLAPARL organised joint sessions with three other Sections at the WLIC this year - Government Libraries, Knowledge Management and CPDWL. Other potential partners include the Law Libraries and IT Sections. New requests and suggestions for future collaborations with other sections will be discussed on Basecamp.
- b) **Inter-parliamentary bodies and other partners:** the importance of continuing to foster close cooperation with potential partners for capacity building events and publications, e.g., IPU, Westminster Foundation for Democracy, ASGP, USAID, etc., was emphasized. The value of such partnerships had been highlighted by Donna Scheeder at our pre-conference. The IPU values cooperation on guidelines and future publications. INASP was identified as a potential new partner. It was agreed that it was important to continue to invite partners to future pre-conferences.

6. Section Action Plan 2018-2019

The Chair presented the Section's draft Action plan 2018-2019, to be submitted by the end of October, for discussion. Points that arose during the subsequent discussion included:

- The draft Action plan presented was felt to be ambitious and therefore prioritisation was important. Responsibility for each agreed activity will be assigned to a SC member.
- The proposal to organise a "Research day" in conjunction with WLIC in Athens was raised again.
- A two-day pre-conference could include – (a) one day shared between the host and the Section, and (b) one day of interactive workshops.
- The Section identified Opportunity #10 ("*We must give young professionals effective opportunities to learn, develop and lead*") as particularly important in its discussions on IFLA's Global Vision. A Standing Committee member suggested that organisations sending large delegations to the pre-conference could earmark a place for a young professional. A new project proposal includes working with potential sponsors to assess capacity building opportunities for developing services, including those specifically for young professionals.
- It was agreed to update the Section's publication '*Guidelines for Legislative Libraries*', since the current edition dates from 2009. Lillian Gassie volunteered to lead the project and will seek input from SC members and the IPU in coming months.
- The proposed online webinars project, which would be helpful in the Section's capacity building work to support parliaments who cannot attend the IFLA conferences, was carried forward from last year
- It would also be useful to have some form of follow-up to the presentation on '*Understanding our clients' changing needs*'.
- A Twitter account for the Section has been registered, but not yet broadcasting content. The recommendations from the Social media working group should be reviewed, and practical guidelines for Twitter and other social media channels need to be developed for the Section.

7. Working modalities of the Standing Committee

- a) Input to the Section's activities in Kuala Lumpur, work on the ethics project, the IFLA Global Vision, along with testing and bug-fixing of WDLRSP was obtained from a majority of SC members – most of it using Basecamp.
- b) Many SC members participate and facilitate round table discussions at IFLA conferences.
- c) The use of Zoom for SC video meetings will be explored further.

8. Increasing engagement of general members

Neither the IFLAPARL listserv, nor the Section's LinkedIn group are very active. SC members are encouraged to post more news and start discussions on these channels. Participants other than SC members can be invited to the LinkedIn group, as well as to Basecamp projects. Previous recommendations of the Social media working group included expanding the membership and inviting all members of the Section to join the LinkedIn group.

9. Reports from regional networks

APLESA - The Association of Parliamentary Libraries of Eastern and Southern Africa

- APLESA held its annual meeting in Botswana between 18 May and 1 June 2018, with a theme of *"Realigning Parliamentary Library Services towards achievement of Sustainable Development Goals."*
- Participants from the Parliaments of Angola, the East African Legislative Assembly, Uganda, Kenya, Zambia, South Africa, Botswana, Namibia, Swaziland, Mozambique, Pan African Parliament, Malawi, Seychelles, the Democratic Republic of Congo and Zimbabwe attended, including four Secretary-Generals.
- APLESA seeks to highlight the benefits of being a member and plans to organise a pre-conference and training day in conjunction to annual meetings.
- APLESA is considering raising its annual subscription fees to meet increasing demands.
- Next year's annual conference will take place in Uganda, the dates will be announced in December [*subsequently confirmed as 6th to 10th Moy 2019*].
- The Association contributes regularly to IFLAPARL's newsletters.
- IFLA & IFLAPARL representation at APLESA meetings is seen as important by members.

AfLIA - African Library and Information Association

- AfLIA plans to set up a section for Parliamentary libraries and research services, bringing all national parliaments on the continent together.
- The launch of this section will take place during AfLIA's summit in Nairobi, Kenya, in May 2019.
- One of the partners is the Pan-African parliament.
- IFLAPARL attendance at this summit is seen as important.

APLIC - The Association of Parliamentary Libraries in Canada / ABPAC - L'Association des bibliothèques parlementaires au Canada

- The national association includes the Canadian Library of Parliament, and the legislative libraries of 12 of the 13 Canadian provinces and territories.
- The Association held its most recent annual conference in Ottawa in September of 2017; the invited keynote speaker at that conference was Camille Callison, also speaking at IFLA this year (2018), regarding the Truth and Reconciliation Commission report and recommendations as applied to a Library context.
- The next conference will be held in Halifax from September 10th – 13th, 2018; the invited speaker this year will be Kaye Parker, who is a management and coaching consultant.
- The World Directory of Libraries and Research Services for Parliaments will be promoted among the APLIC Directors at this year's conference to encourage their participation; to note, the Library of Parliament and the Québec Assemblée Nationale have already created entries.
- The priorities for APLIC in the coming months include promotion of the GALLOP portal (an aggregate portal of government documents hosted by the Ontario Legislative Library), a review of its constitution, and feedback for the National Catalogue.

Parliamentary Libraries of Latin America and the Caribbean Network

- The inaugural meeting was held at the Mexican House of Representatives (Mexico City) on November 14th to 16th, 2017, as the result of the Valparaíso Declaration - signed by the parliamentary libraries of Argentina, Chile and Mexico in March 2017.
- The network aims at strengthening cooperation among Latin American and Caribbean parliamentary libraries.
- There are plans to create a union catalogue and a common digital repository.

ECPRD - The European Centre for Parliamentary Research and Documentation

- ECPRD organises seminars and manages requests (approximately 300 each year) on legislative activities and parliamentary practice across member states.
- The 40th anniversary was held at the annual Conference in Strasbourg in October 2017
- ECPRD holds two conferences per year, one of them hosted by EPRS in Brussels.
- The June conference in London included sessions on creation of infographics and library relocation case studies.
- The September conference in Brussels included discussions on hot policy topics, such as Brexit and migration
- Ida Keleman is the coordinator for the 'ECPRD Area of Interest Libraries, Research Services and Archives'

Visegrad group

- The Visegrad group consists of the parliaments of Hungary, Czech Republic, Poland and Slovakia.
- Issues relating to digital libraries and open access were discussed at a meeting in May 2018, hosted by the Hungarian parliament.

APLAP - The Association of Parliamentary Librarians of Asia and the Pacific

- APLAP will hold its annual conference at the National Diet Library in Tokyo between 31st October and 2nd November 2018, with a theme of “*Developing human resources for parliamentary libraries and research services*”
- Steve Wise, IFLAPARL Chair, has been invited as speaker.

10. IFLA 2020 in ...?

At this point, no information about the location of IFLA 2020 had been released.

11. Other business

A proposal to co-organise a conference on demonstrating the value of government & parliamentary libraries in London, raised by the Chair of the Government Libraries section, was discussed. The feasibility of this proposal will be further investigated.

12. Closure

The Chair thanked all participants and closed the meeting.

The SC II meeting was adjourned at 10.20.