SC I - Helsinki, 11 August 2012 (15:15-17:45)

Minutes of the meeting

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1. WELCOME, INTRODUCTIONS, ROLL CALL OF STANDING COMMITTEE MEMBERS

The meeting was opened by the Chair of the Section, Mr. John Pullinger, at 15:15 in the venue of the IFLA World Library and Information Congress; Mr. Pullinger welcomed all Standing Committee members as well as observers attending the meeting. Although only formal members would be voting when the SC is called to take formal decisions, all voices will be welcome to participate in discussions.

Roll call of standing committee members[*]

Present	Apologies
Andrzej Dziubecki	Anita Dudina
Soledad Ferreiro - Serrano	Lu Haiyan
Moira Fraser	Junko Hirose
Alim Garga	Eunhee Hyun
Lilian Gassie	Stelina Maria Pinha
Esther Kamau	Christine Wellems
Sonia L'Heureux	
Susan Mansfield	
John Pullinger	
Innocent Rugambwa	
Jarle Skørestad	
Cecilia Stadius	
Raissa Teodori	
Ellie Valentine	

With 14 SC members attending the meeting, the quorum was reached.

2. CONFIRMATION OF THE AGENDA

The agenda proposed was approved. The Chair asked the audience if there was any proposal for integration of the agenda with items that were not included in it. Ms. Sari Pajula, observer in the SC meeting, highlighted the importance of drafting some guidelines for organization of pre-conference / satellite meetings of the Sections. The proposal was welcomed and it shall be discussed later during the meeting.

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[*] Roxanne Missingham resigned from the Standing Committee after resigning from her job in the Parliament. She now works in the Australian National University.

Other proposed items for discussion have been the creation of a Facebook page of the Section and other communication tools and application to IFLA for funds for the Section. These were included as well as additional item for discussion.

3. OFFICERS REPORTS

a. Chair/Treasurer

Mr. Pullinger reported on his first year as Section Chair. He acknowledged the important work done by his predecessor, Ms. Moira Fraser, especially with regard to connection with other IFLA Sections. The relationships established in Puerto Rico allowed the organization of a very rich program for the 2012 Congress with several joint sessions with a number of Sections.

Mr. Pullinger acknowledged the support received from the Secretary and the Information Coordinator of the Section, as well as the great help that the Section officers received from Mr. Chris Rhodes (UK House of Commons Library) with regard to the management and implementation of the Section website during the past year.

Mr. Pullinger mentioned three events that he found particularly relevant for the Section during the past months of his chairmanship:

1) In January 2012 a meeting took place in Beirut, Lebanon, at the Arab Institute for Parliamentary Training and Legislative Studies; during this meeting the Arab Parliamentary Libraries Network (APLN) was established; the Section was happy to play a part in this meeting, that both Mr. Pullinger and Ms Fraser attended, and to support the establishment of this new network.

2) In February 2012 the International Meeting "Achieving Greater Transparency in Legislatures through the Use of Open Document Standards" took place in Washington DC, organized through the Global Centre for ICT in Parliament by the United Nations, the Inter-Parliamentary Union and the U.S. House of Representatives at the US House of Representatives. The meeting looked at open data, open standards, xml, how technology is changing in fundamental ways how parliaments operate. The meeting was interesting and allowed participants to gather an overview on innovations and state-of-the-art in these issues within the parliamentary context.

3) The Global Centre for ICT in Parliament invited Mr. Pullinger to attend and present at a Regional Workshop for Caribbean Parliaments on the Impact of New Technologies held at the end of May 2012, in Bridgetown, Barbados; participants to the meeting were mainly members of parliaments or even Speakers. Mr. Pullinger was invited to present on how social media are changing the way in which parliaments are working and engaging with citizens. Very interesting examples emerged of how technology allows very small parliaments to achieve important results despite having fewer resources than bigger parliaments.

Mr. Pullinger mentioned that the administrative funds for the Section were spent for activities related to the 2012 conference. An application had been made to IFLA for project funding but was unsuccessful. Plans for using funds for 2013 were to be discussed later in the meeting according to the agenda items.

b. Secretary/Information Coordinator

The Secretary added her personal thanks to the Information Coordinator, Mr. Innocent Rugambwa, and for the extraordinary support received from Mr. Chris Rhodes, for the collective work done during the past year.

The Secretary reported that there had not been an increase of formal membership to the Section, but that the network itself has been increasingly lively worldwide. The number of contacts of the Section has kept growing and several people have been witnessing through emails their interest to the Section's activities and information. The Section is really becoming international and global.

Work has been done on the website, to keep it updated. There is a strong need for the people that are participating to the Section's network to send information to help keep the website up to date, including the directory of contacts, news on events, publications and so on. This work cannot be really useful unless all the members of the network contribute their pieces of information.

The Secretary added that during the year the need to have an official Section email account became clear, so that there is a single address for email exchange between the Section officers and the rest of the network, rather than a number of personal addresses. This would also allow easier continuity and handover from one group of officers to the following one. Unfortunately for technical reasons IFLA cannot provide Sections with this kind of tool, so the Section could consider creating an account with a commercial email provider. Alternatively a proposal of buying a domain for the Section to create an email account and for other uses was raised by the audience and received broad support,. It would not incur much cost and would be more permanent. The Secretary will explore this possibility and keep the SC updated.

c. News about Section members

Mr. Pullinger gave tribute to three colleagues who have finished their jobs as head of the parliamentary library in their countries and who used their knowledge and responsibilities to provide extraordinary contribution to the Section's work: Moira Fraser (New Zealand), Roxanne Missingham (Australia), William Young (Canada). Mr. Pullinger also mentioned Mr. Alim Garga head of the parliamentary library of Cameroon who was recognized for his leadership for libraries in his country and in the African context.

d. News from regional networks

Based on the Section's previous experience in Puerto Rico in 2011, adequate time was allocated during the pre-conference for specific discussion and reports from regional networks or working groups of parliamentary libraries, now active in all regions of the world. It must be recognized that a key strength for the Section is its ability to cooperate with these groups whose activities can be complementary to IFLA's global network.

A SC member mentioned that the Library of Congress of Argentina invited a group of six countries of the Southern cone of Latin America to an interesting meeting which led to the enthusiastic fostering of cooperation in Latin America. This was also the occasion for participants to get to know the Library of the Parliament of Argentina, huge in size and providing very interesting services.

4. STANDING COMMITTEE MEMBERSHIP

a. New Members of the Standing Committee

The Section relies very much on members of the Standing Committee to carry out the activities related to the conferences (such as chairing sessions and presenting papers) as well as for the work in the months between the annual meetings (such as preparation of agendas and programs, following up with projects). The Section is now allowed to have 22 Standing Committee members. Elections for new members will take place in 2013, some current members will end their second term and are therefore not eligible for another term. There will be a number of vacancies: colleagues are welcome to propose themselves or other people, after checking if they are willing to step forward, who can contribute to the Section's work. The nomination and election process will be initiated by IFLA around February 2013.

b. Acknowledgement of the contribution of retiring members of the Standing Committee

Anita Dudina, Moira Fraser, Esther Kamau will end their second term in 2013 and they were given great thanks for all the work and the energy given to the Section over the years of their terms.

5. REVIEW OF TRAINING DAY HELD ON 8 AUGUST

On 8 August 2012 a training day was organized thanks to the support and work of the Global Centre for ICT in Parliament, in cooperation with the Section and with the Library of the Finnish Parliament who hosted the event just ahead of the Preconference of the Section. The training was directed at heads of parliamentary libraries of the Arab region but observers from other countries of the world participated as well. The feedback on the training was very good and the fact that the presentations were available on the website was welcome. These trainings are an important opportunity to provide targeted support to and to share knowledge with smaller or less advanced parliamentary libraries.

The hope is to be able to organize a training day in 2013 as well and, more generally, to be able to continue the good collaboration with the Global Centre for ICT in Parliament.

6. REVIEW OF PRE-CONFERENCE HELD ON 8-10 AUGUST

The extraordinary hospitality of the Finnish Parliament and the great organization of the pre-conference was acknowledged by all members.

The program of the "Finnish day" and of the "Section day" was judged as very good. A recommendation for the future is to leave more time for questions. An example from a conference in Ghana was recalled where at the end of sessions, during breaks, speakers would sit at tables where people could go and sit and easily ask questions and continue the discussions on the presentations just delivered. This seemed a very good example that could be taken into account for the Section's future meetings.

The discussion in small groups was a format appreciated by the audience and it would be important to gather the feedback that emerged although there was not time to do so at the pre-conference.

The format and length of the meeting was discussed. It had been previously been a 3-day pre-conference and then turned to 2. The question was raised if it would be useful to get back to the

3-day format to make it possible to have a large number of presentations but still keep time for questions and discussions. However the problem of total length of the pre-conference and main IFLA conference program together is a shared concern. The 2-day format will be kept for Singapore.

It was decided to follow up with the evaluation of the pre-conference program and format to make sure the right format for the future is agreed.

The importance of creating a repository for pre-conference papers was raised as well as the hope to find opportunities to publish papers in the future. The language issue and the need for multilingual support were raised.

7. HANDBOOK ON ICT IN PARLIAMENTARY LIBRARIES

During the pre-conference the *Handbook on Information and Communication Technologies for Parliamentary Libraries* was launched. The Handbook is a joint publication of the United Nations, the Inter-Parliamentary Union and IFLA, and has been prepared by the Global Centre for ICT in Parliament and the IFLA Section on Library and Research Services for Parliaments. It has the objective of outlining the innovations and emerging trends brought about by ICT in parliamentary Libraries. Copies have been distributed during the pre-conference and others will be distributed during the joint session with the Information Technology Section of IFLA during the week. Edmund Balnaves, Information Coordinator of the IFLA IT Section was the main author of the Handbook.

The Handbook is also available in pdf and ePub version and can be downloaded on the Global Centre website at http://www.ictparliament.org/handbook-libraries. There is a need for translating it and there is the hope that some parliaments will be available to support this task, as with the second edition of Guidelines for Legislative Libraries published in 2009.

8. TRANSLATION OF GUIDELINES FOR LEGISLATIVE LIBRARIES

The Guidelines have been translated in Arabic, Chinese, French, Russian. The Spanish translation is under way. The translated versions are available on the Section's website at http://www.ifla.org/publications/12.

9. PROSPECTS FOR THE MAIN IFLA CONFERENCE

a. Feedback from IFLA Leadership briefing

Two main issues have been raised during the IFLA leadership briefing: 1) Language. IFLA is taking very seriously the commitment to be multilingual, including through the use of specific software. This should also be helpful for individual Sections when trying to avoid language barriers. 2) Emphasis was given to the theme of the President Elect: "Strong Libraries, strong societies".

b. Conference sessions

The Section will have a rich programme during the Congress with an individual session from the Section and a number of joint sessions with other section on themes of common interest. Section members will play an active role as presenters and Chairs.

The Sessions on the agenda for the week are:

- Individual session. Theme: *Parliamentary Libraries: Strengthening Democracy*
- Joint session with Law Libraries Section. Theme: *Libraries for law and for lawmakers*

- Joint session with Information Technology Section. Theme**:** *Usability And Accessibility - The Mobile Challenge*
- Joint session with Law Libraries Section, Government Libraries Section and Government and Official Publications Section. Theme**:** *Promoting global access to law: developing an open access index for official authenticated legal information. Part 2: Europe*
- Joint session with Government Libraries Section, Government Information and Official Publications Section and Law Libraries Section. Theme**:** *The surprising world of Government Libraries: trends in survival and prospect of new services*
- Joint session with Knowledge Management Section. Theme**:** *Knowledge cafe: driving access & services,* with an inter-active format, in small groups, to discuss more easily topics that emerged as important during the pre-conference of the Section

Other sessions in the IFLA Congress may be relevant to Section members. The newcomers Session is recommended to those who are attending IFLA for the first time.

c.   Meeting with IFLA officers on librarians and democracy
IFLA has a determination to have an advocacy role on themes such as open access, equal rights, and democracy. A meeting with IFLA is planned for the Section during the week. Parliamentary libraries are identified by IFLA as a possible partner for working on these themes. Parliamentary libraries have particular positions in society and can play a crucial role in helping people to be better citizens. These themes are reflected in the new Presidency programme and are well illustrated on the IFLA website which is getting rich and highly informative. There is a President elect's planning session which can be interesting to attend for further information on these themes.

10. PROPOSALS FOR IFLA 2013 IN SINGAPORE
Arrangements are well in place with colleagues from Singapore for building a good plan for the pre-conference in 2013. The future hosts have attended the preconference this year also to gather inputs and a working meeting took place with the Section officers and the Finnish colleagues to share experiences and lessons learned and to start building a schedule. The satellite meeting will be kindly co-hosted by the Parliamentary library of Singapore and by the Li Ka Shing Library (Singapore Management University). The SMU Library will provide the venue for the meeting which will take place, ahead of the IFLA Congress, on 15 and 16 August 2013. The venue has been booked for August 14 as well in case the Section manages to plan a training day as well.

11. FORTHCOMING MEETINGS:
The Section will be involved in two meetings in the very near future:
1) The **World e-Parliament Conference 2012** will take place in Rome in September, at the Chamber of Deputies. Invitations have been sent to Speakers and Presidents of Parliaments to identify delegations to send to the meeting. The Section has been attending and contributing to all previous editions of the World e-Parliament Conference. The Section this year was invited to manage the session on Libraries that will be held within the programme. Some people in the audience were thinking of attending and the panel of speakers will be discussed in the following days.

2) The Section is involved in the planning of a day on Social Media that will take place in conjunction with the **IPU/ASGP meeting in Quebec, in October 2012**. The planning of the programme of the day is under construction. Some people in the audience were thinking of attending.

12. COOPERATION WITH PARTNER ORGANISATIONS

a. IFLA and other IFLA Sections

IFLA encourages contacts between sections gathering librarians with different professional profiles. An important goal for the Section is to strengthen the relations already established with other sections in IFLA such as Information Technology, Knowledge Management, Law Libraries, Government Libraries. Proposals from the SC came for strengthening new relations with other sections that are related to the Section's work in different ways. This would be discussed more in detail in Standing Committee II, but some sections were mentioned, related to the academic libraries world; Management and marketing; Information Literacy; School libraries; Preservation and Conservation; Public libraries; Regional Sections.

b. IPU and ASGP

These are the international organizations representing the Parliamentary libraries clients, and therefore the Section's relationship with them is crucial to discuss the role that parliamentary libraries and research services can play in parliaments. An observer in the meeting recalled that IPU organizes one week courses that can be of interest to Section members, and that it can be important to encourage librarians to attend.

IPU has been asking the Section to be a partner in the development of the revised version of the IPU database PARLINE, meant to become a more useful and informative tool. The Section's support could start with providing a users' perspective, followed by helping to select the right information to be posted on the website, keeping information up to date, keeping IPU informed on changes in the Parliaments. An open and lively discussion on this proposal took place during the meeting, and different views were expressed about the use of PARLINE and the role that the Section can play in this project. It was decided that the Chair would follow up with IPU and would come back to the Standing Committee with further information.

c. Global Centre for ICT in Parliament

The Global Centre, a joint initiative between the IPU and the United Nations, has been a major partner of the Section since 2007, which led to the organization of workshops and trainings and to the enlargement of the Section network. More recently the partnership resulted in the publication of the Handbook on ICT in Parliamentary Libraries.

d. Regional networks

The value of regional networks has been recognized in other parts of the meeting and was acknowledged again together with the commitment of the Section to keep supporting them.

13. OTHER BUSINESS

- Application for project funding for next year shall be discussed in detail during Standing Committee II. The deadline for application for 2013 is December 2012. The need to create a repository of Section papers was mentioned in this regard as a possible project.

- The suggestion made from Ms Pajula at the beginning of the meeting on drafting some guidelines for organization of pre-conference / satellite meetings of the Sections was discussed. The proposal was welcomed. A working group made by Sari Pajula, Cecilia Stadius and Ellie Valentine shall prepare an initial draft building on their experience. Ms. Fraser proposed she would check if somebody from the Australian organizers of the "Fundamental to democracy" could join the group.

- The German Bundestag has undertaken the project of renewing the World Directory of Parliamentary Libraries through simplifying the entries and the remote updating process. The project was recalled by the Head of the Parliamentary Library of the Bundestag who mentioned that parliamentary libraries were not very much responsive to the requests that have been sent for updates. The Section is supportive of the importance of having this global database updated and future contacts will allow us to understand how to join forces to reach this result.

14. AGENDA FOR SECOND STANDING COMMITTEE MEETING

A number of items raised during this meeting were be put on the agenda for the next meeting, and they were:

- Section Communication (email, internet domain, Facebook, blog, mailing lists etc);
- Planning for Singapore and the theme for the Session (such as Strong libraries, strong Parliaments, strong societies);
- Coordination and cooperation with other IFLA Sections;
- Priorities for funding projects, including repository of papers, survey or evaluation of section needs, ways to work in the future including in between conferences.

SC II - Helsinki, 14 August 2012 (9:45-11:15)

Minuts of the meeting

1. OPENING OF THE MEETING AND ROLL CALL OF STANDING COMMITTEE MEMBERS

The meeting was opened by Mr. John Pullinger, Chair of the Section.

Roll call of Standing Committee Members

Present	Apologies
Andrzej Dziubecki	Anita Dudina
Soledad Ferreiro - Serrano	Moira Fraser
Alim Garga	Lilian Gassie
Esther Kamau	Lu Haiyan
Sonia L'Heureux	Junko Hirose
Susan Mansfield	Eunhee Hyun
John Pullinger	Stelina Maria Pinha
Innocent Rugambwa	Christine Wellems
Jarle Skørestad	
Cecilia Stadius	
Raissa Teodori	
Ellie Valentine	

With 12 SC members attending the meeting, the quorum was reached.

2. AGENDA

The meeting was presented as a little more informal than the first meeting and a predefined written agenda was not proposed. It was rather a list of items, which were:

- Review of the 2012 Congress;
- Contacts with other Sections;
- Libraries and Democracy; integrating with the main theme of IFLA;
- World e-Parliament Conference 2012 and IPU/ASGP meeting in Quebec;
- Conference in Singapore, with emphasis to research and on the training activity;
- Application for Project funding;
- Communication.

People attending were welcomed to propose other items for discussion. The items proposed by the audience were:

- Collaboration between libraries in Africa;
- Skills acquisition for librarians in the area of social media for professional use, with special regard to developing countries;
- Self assessment of the Sections' work;
- Beyond Access initiative;
- The Singapore International Summit of the Book to promote literacy on 16 August 2013;
- The Section reporting more strongly to IFLA to raise awareness on the activities of the Section;
- The need for support from the Section to APKN and Networking in Africa;
- Cooperation between librarians and researchers when they are serving in two independent bodies and their interdependence;
- Mapping parliamentary libraries in the world, to allow parliamentary librarians (and people attending IFLA) to have more information regarding each other's institution;
- Relationship between IT and libraries.

3. REVIEW OF THE 2012 CONGRESS

At the time of SCII the Congress was still in course but a number of sessions involving the Section had already taken place and were judged as successful.

It was noted that the joint session with the IT Section was maybe too IT focused and too little parliamentary focused. However, this balance was determined by the responses received to the call for papers.

The Joint session with Knowledge Management Section was instead very much oriented on the parliamentary side. It was acknowledged that the session was very well received by all those who attended. Maybe smaller groupings could be even better, allowing more topics to be added.

It was good to have more than one session on the same day and at the beginning of the week so that even people who were able to attend only the first days of the conference (since the whole period can be long and expensive) had the possibility to benefit from a variety of presentations.

4. CONTACTS WITH OTHER SECTIONS

- The connection with <u>Law Libraries</u> Section was discussed first. An observer of the meeting, SC member of the Law Libraries Section, reported how they were discussing opportunities for cooperation with other Sections, and had thought about Preservation, Acquisitions, Access, Information Technology, and wanted to share this ongoing reflection with the Parliamentary Section, with regard to legal documentation. *John Pullinger*, *Robert Newlen*, *Soledad Ferreiro* and *Innocent Rugambwa* agreed on working on contacts between the two Sections and on planning a joint session for the future .

- <u>Knowledge Management</u> was confirmed as a Section with which partnership and joint activities for the future were more than welcomed. Reporting the results of these group discussions would add value to these sessions for the future, although it would be important to keep the informal aspect of these discussions which facilitates open debate and spontaneous thoughts. *Susan Mansfield* agreed to work on contacts between the two Sections and on planning a joint session for the future in a knowledge café format.

- Information Technology Section. This partnership has to be kept lively since it was judged useful, provided that the joint sessions for the future are more balanced in presentations, topics and approaches. *Raissa Teodori*, *Soledad Ferreiro* and *Donna Scheeder* agreed to work on contacts between the two Sections and on planning a joint session for the future.

- Opportunities for cooperation with the Preservation and Conservation Section were said to be explored. Preservation, and digital preservation are issues of particular interest for parliamentary libraries. The importance of this kind of connection was raised by section members in the last years. *Raissa Teodori*, agreed to work on contacts between the two Sections and on planning a joint session for the future, asking for the support of *Lynn Brodie.* A joint session with both the Preservation and the Law Libraries Section would be a possibility to be explored as well.

- A proposal for establishing contact with the Information Literacy Section was made. *Susan Mansfield* agreed to work on this.

- Networking with the Special Interest Group of New professionals or with the Continuing Professional Development (CPD) Section could be interesting for the Section and would allow us to work on social media, on encouraging young people to come, developing contacts with new librarians, and inviting them to attend meetings. *Chris Rhodes* will link with them. Involving Marketing and Management in the cooperation with young professionals could be worth exploring as well.

- Local history and Genealogy Section was mentioned for exploring for more contacts. *Christian Sifaqui* would check for this possibility.

People who agreed to take care of contacts and organization of joint sessions would also help out in preparing forms and the management of papers for each of them according to IFLA's Schedule.

Besides the organization of joint sessions, every section member was encouraged to present papers in sessions of their interest even if the sessions do not involve the Parliamentary Section.

5. RELATIONS WITH IFLA

The importance of making the Section visible to IFLA was underlined and an agreed objective. This may also contribute to success in application for project funding. In this regard Mr. Pullinger and Ms. L'Heureux will be meeting IFLA's President during the week with regard to the Quebec meeting in October 2012.

A meeting of the Section with IFLA's advocacy staff had taken place a few days before. The advocacy programme is an opportunity for the Section to gain visibility. The Beyond Access initiative and opportunities for cooperation of the parliamentary libraries on this issue were mentioned. *Donna Scheeder* will be attending a Beyond Access meeting on 3 October in Washington and will report to the Section.

6. WORLD E-PARLIAMENT CONFERENCE 2012 AND IPU / ASGP MEETING IN QUEBEC.

A program and a panel for the library session that will take place during the Conference will be proposed to the Global Centre. The theme will be closely related to the idea "Parliamentary Libraries: making content more powerful", with special regard to opportunities offered by ICT. Geographical balance in papers was to be guaranteed in the panel, chaired by Ms. Sonia l'Heureux.

Work is ongoing also for the meeting in Quebec and for the day on Social Media involving the Section. The meeting will be an opportunity for marketing the library with the Secretaries General

community as well as to promote the successful and innovative use of social media in parliaments. A working group is contributing to the panel for this one day.

7. SINGAPORE 2013

Colleagues from Singapore expressed their views about the 2013 meeting. Half a day will be used by the hosts to present their library and their services while one day and a half will be dedicated to the Section programme. Topics that have emerged were:

- Relationship between libraries and research;
- Marketing; development of skills;
- Sharing knowledge between developed and developing countries;
- Relations with IT departments.

Marketing of parliamentary libraries could be covered by sharing marketing materials. Also a poster session was considered but it should be properly marketed by the Section to make sure there is a good response to calls for posters.

Interactive sessions were widely mentioned as the most valuable and useful.

Being in south east Asia will allow the participation of a number of colleagues from the region who are not able to longer distances to attend the meetings, with special regard to young professionals. The IFLA "Adopt a student" program was mentioned as a way to involve young people.

8. PROJECT FUNDING

Two proposals had emerged as more relevant from the discussions:

- Session evaluation (including recommendations for the future);
- Bringing together information related to the Section: gather papers, digitize them, mapping Section members with facts and figures, creating a mechanism for keeping the information up to date (a previous check or coordination with the World Directory of Parliamentary Libraries has to be taken into account).

9. COMMUNICATION

The idea of buying a domain was further discussed and generally welcomed. Administrative funds could be used for this.

Options for video and web streaming and for establishing a blog allowed by the IFLA website were to be explored, as well other ways to exploit the website in the context of a coherent communication plan for the section.

Past experiences with a Parliamentary Libraries Facebook page has not been successful and it was decided not to pursue this. Instead the idea of having a sort of Youtube channel for online training and knowledge sharing was welcomed.

Mr. Pullinger closed the meeting by thanking members and observers for the feedback received.