Workshop Proposal - Ethics

Objective

To examine, validate and/or amend the proposed ethics checklists as a working tool for individual services. (The process of developing the checklists will continue beyond the Pre-Conference, if the workshop conclusions are generally positive).

Preparation by participants

The attendees at the Pre-Conference are invited to print out the seven checklists before travelling and complete them from the point of view of their own service. They can add additional points and comments. The forms can be finalised after the Workshop but ideally should be filled in provisionally before the event.

These completed forms should be anonymous (no identification of the service or the respondent) and, when finalised, should be returned (in an envelope for anonymity) to Iain Watt before the end of the IFLA Conference.

The checklists can be found on the Ethics project page, along with an introduction that explains the background, content and purpose of the checklists.

If attendees already have policy documents related to ethics for their service, they should send them to iain.watt@europarl.europa.eu

Standing Committee members will have a responsibility in the Workshop and need to prepare for that - see below.

Workshop - introductory part

Presentation to launch the Workshop. This will summarise

a) Why the Section is looking at the issue and the work done already, resulting in the checklists.
b) The checklist concept.
c) Organisation of the workshop

Group work

Attendees will be divided into groups of ~10 persons. Each group will be allocated one checklist to discuss. (If we have more than ~70 participants, some checklists will be allocated twice). If possible, each group will include a Standing Committee member responsible for facilitating the discussion and reporting back - the convenor. Otherwise, the group should nominate one of its members to do this.

The group should consider the checklist:

a) Does it cover all the main issues in this area? What is missing?
b) Are there any points considered irrelevant?
c) Which are the **most critical** points in this area

Each group should also consider

    d) Do they find the checklist approach useful?
    e) Are there any alternative ideas for working on ethics?

Report back

Each group convenor will have 1 minute to report <u>the most important points</u> from the discussion. They should not try to summarise the whole discussion but pick out the 2-3 most important points. Questions may be asked from the floor.

(Convenors should as far as possible make more extensive notes of the discussion in their group and provide them in writing to Iain Watt before the end of the IFLA Conference).

Conclusions

Workshop organiser and Chair/Secretary of the Section to respond.