



Standing Committee of IFLA Section on Library and Research Services for Parliaments

Minutes of meeting of 18 August 2007, Durban, South Africa

1. The meeting opened at 14.40
2. The **Agenda** was approved, with the addition of an item of other business - the World Directory of Parliamentary Libraries
3. The **minutes** of the Standing Committee meetings of August 2006 in Seoul, Korea, were approved.
4. The **results of the election** for new Standing Committee Members were noted. (See Newsletter Vol. 26 No. 18-19, June 2007 for details).
5. The **roll call** of Standing Committee Members:

Present: Irina Andreeva, Moira Fraser, Alim Garga, Roxanne Missingham, Eleni Mitrakou, Daniel Mulhollan, Albert Ntunja, Gro Sandgrind, Donna Scheeder (Chair), Raissa Teodori, Iain Watt, Christine Wellems.

Resignation: Hugh Finsten has tendered his resignation from the Committee and the vacancy will be filled by the highest-ranked unsuccessful candidate from the recent election, following the relevant IFLA rule (12.25).

Apologies were received from Margareta Brundin, Marialyse Délano Serrano, Janet Seaton, Cristiane de Almeida Maia, Guido Williams Obreque and Segundo Soto Coronel.

Observers: Ellie Valentine, Susan Swift, Cecilia Stadius, Lynn Brodie, William Young, Samuel Fonkam, Gloria Sarku, Maria Goeckeritz, Francis Kirkwood, Innocent Rugambwa, Simon Engitu, Gaston Bernier, Andréa Sampaio Perna, Phillipe Sauvageau.

Members leaving the Standing Committee as of August 2007: Wafaa Ali Abdel Elah, Cristiane de Almeida Maia, Marialyse Délano Serrano, Karl Min Ku, Josephine Moesi, Donna Scheeder, N.K. Singh, June Verrier. IFLA certificates of long service will be awarded to Wafaa Ali Abdel Elah, Marialyse Délano Serrano, Donna Scheeder and June Verrier.

6. **Officers Report**

Membership: The section has 102 members in total. There are eighty institutional members, twelve national associations, one international association and nine personal members.

Financial: Total funds of 610 euros had been available from IFLA and none of it was spent in the year. IFLA holds the funds centrally.

Information: Two newsletters had been produced. In addition some short information messages had been sent out via IFLAParl. The IFLAParl system

unfortunately could only be used for text, not attachments. There are 107 subscribers to IFLAParl2.

Parlanet has not been used significantly during the year. The site and its operating procedures will be reviewed by a working group. It was noted as an alternative that IFLA may at some future date offer better internet facilities for the Section. However, there is no clear date or plan for that development. The working group to consider Parlanet will be Gro Sandgrind, Moira Fraser and Iain Watt.

7. Election of Officers and Information Coordinator for 2007-2009

Gro Sandgrind was nominated as Chair, Iain Watt as Secretary and Moira Fraser as Information Coordinator - all elected without contest.

8. IFLA restructuring

New members of the Committee were particularly urged to attend the Hearing on Sunday 19 August. A discussion followed on the number of professional representatives on the Board if the proposal was implemented.

9. News from the Coordinating Board

Meetings were now open to observers except for items which were of a sensitive nature.

Officers of the Coordinating Board would decide on which papers to recommend for publication in the IFLA Journal. However, the editorial approach had changed and there would be fewer conference papers published in future.

IFLA is interested in publishing a second edition of the Guidelines for Legislative Libraries, first published in 1993. An IFLA grant may be available to support the project. Keith Cunninghame is ready to work on this and had already prepared a project plan. The plan will be circulated for information/comment. The Committee supported this initiative and decided to begin collecting raw material. Moira Fraser will compile a dossier of existing work in the field of standards and guidelines. Members of the Section are invited to send their examples to Moira. The Section will apply for a grant.

10. Section program and activities for the Durban conference

The management workshops will be held on Wednesday 22 August at the Royal Hotel, starting at 9 a.m.

11. ITC Survey and section involvement

The Global Centre is holding a meeting in October and would like the Section to participate. Elizabeth Lindquist Michailaki will be asked to attend as she has represented the Section at previous meetings on this topic. Donna Scheeder

will also try to attend the meeting. There will be a discussion over lunch on Wednesday, for those interested, to reflect on the Section's approach to the project.

12. **Future IFLA conferences**

Quebec, Canada 2008

The pre-conference is planned for Ottawa, 5 - 7 August.

The issue was raised that a pre-conference plus main conference amounting to almost two weeks in total was too long. The pre-conference plus conference would be from 5 August to 14 August plus travel days. This has been raised as an issue at previous Standing Committees. The Canadian delegation explained the planning of the timetable. Attendance on the 5 August was optional for those with flexible travel arrangements.

The theme will be 'Legislative Libraries: Partners in Democracy'. A website is already live (www.preifla2008.ca). A hotel has been arranged (information on the website) but delegates should make their own bookings direct with the hotel.

Initial thoughts by the Canadian delegation on

(a) conference content:

- focus on responding to needs of legislators
- workshops and panel discussions more than speeches
- attention to interests of smaller libraries
- some generic topics which will appeal to larger libraries
- a 'service fair' to present the services of the Canadian parliamentary library, where delegates can meet operational staff dealing with the topics that interest them

(b) conference timetable

Tuesday 5 evening. Optional - registration for those already arrived and dinner. (Inter-continental flights arrive mainly in the afternoon. Delegates with flexible travel arrangements could wait until the morning of Wednesday 6 to arrive at the conference).

Wednesday 6 Registration, opening and service fair 0900 -1100. What Members want 1100-1200. Service delivery issues for smaller libraries 1300-1500. Staff development issues 1500-1700

Thursday 7 Innovative services day with a theme of skills and training, people development

Friday 8 As it may not be possible or convenient to travel by air between Ottawa and Quebec, the group will travel by coach between the cities, with a short stop in Montreal en route.

Saturday 9 Main IFLA conference starts - Standing Committee meeting.

It will be the 400th anniversary of the founding of the city of Quebec. The parliament of Quebec welcomes delegates. The parliament building is directly opposite the conference centre and we are welcome to use it for section activities. The parliament will also host a dinner (probably on Sunday 10 August) and a lunch on the Management Workshop day. IFLA will be asked not to schedule other section events for that day. A hotel (the Delta) has been identified.

Milan, Italy 2009

The pre-conference is planned for Rome. Initial discussions are under way.

13. **Topics of interest for future conferences**

Some topics mentioned:

- A workshop to examine approaches to research, taking a topic common to all or most parliaments - for example, energy
- Different models of parliamentary library mission, what is the identity and what constitutes a parliamentary library (including collection policies)
- Statistics - identifying standard measures for parliamentary libraries
- Branding - how do we want to be seen?
- Understanding our clients, the common traits and universal behaviour of lawmakers - a systematic approach
- Workforce planning, competences
- The impact of globalisation on parliamentary libraries
- Digitisation
- Developing leadership at all levels

14. **World Directory of Parliamentary Libraries**

(Moved up in the Agenda from 'Any other business').

Christine Wellems reported on behalf of the Bundestag. (This resource is based with the Bundestag for historical reasons). There is concern that it is not being updated e.g. some entries have not been revised since 1992. The Bundestag was ready to try to improve the situation, but wanted to know if (a) it was still required and (b) if the Section thought it should remain with the Bundestag.

The general view was that the Directory was useful but the entries could be shorter. The Bundestag should not have the burden of maintaining it. Christine Wellems and Moira Fraser will assess the practicality of transferring it to the Section website, or to another host. Christine Wellems will inform the Bundestag of these decisions.

15. **Reports on regional activities**

(Written reports are attached, where available. These minutes record only major issues and future events)

ECPRD - no oral report. A conference may be held 29-30 May in Vienna.

APLA - Several services have had, or are facing, major change e.g. one with a reduction of 30% in budget. Website is being redeveloped and the need to use a Wiki has been identified. Planning an event to bring together operational research staff rather than managers.

APLIC/ABPAC - Discussing development of the website and a booklet as well as conferences for 2008. Issues of concern - collection and preservation of government documents; lower profile with clients and institution; potential development of new research services based with procedural units rather than library.

APLAP - Problem with location of 2008 conference in Fiji as there is no longer a functioning parliamentary library there.

APLESA - Problems with communications and constitutional issues in the Association. (Written report annexed).

16. The remaining regional reports were postponed to the next Standing Committee. The meeting **closed** at 17.40.

Annex: APLESA Annual Report 2006/7 as received following the meeting, from Simon Engitu

Standing Committee of IFLA Section on Library and Research Services for Parliaments

Minutes of meeting of 24 August 2007, Durban, South Africa

1. The meeting opened at 08.35
2. The **Agenda** as it appeared in the June Newsletter was approved, with the addition of the regional reports postponed from August 18.
3. Following some minor amendments to the draft, the **minutes** of the Standing Committee meeting of August 18 2007 were approved. The final version will be posted on the website.
4. The **roll call** of Standing Committee Members:

Present: Irina Andreeva, Moira Fraser, Alim Garga, Roxanne Missingham, Eleni Mitrakou, Daniel Mulhollan, Albert Ntunja, Gro Sandgrind (Chair), Raissa Teodori, Iain Watt, Christine Wellems.

Apologies were received from Margareta Brundin, Janet Seaton, Guido Williams Obreque and Segundo Soto Coronel.

Observers: Cecilia Stadius, Karel Sosna, John Jewell, Sari Helena Pajula and Suvi Paivikki Karhula.

5. **Regional Reports**

(Written reports are attached, where available. These minutes record only major issues and future events)

AAPLD, PARDOC, Latin American Parliamentary Library Association and NCSL - no reports. Iain Watt to try to trace contacts for these organisations.

Nordic Countries - a Wiki is to be started to share information.

Agreed that in future regional reports should be circulated in advance and the meetings would hear only highlights and questions.

6. **Officers Report**

The consultation on IFLA restructuring was likely to lead to two main changes to the proposal. The minimum number required to form a Section was likely to be lowered. The number of Divisions was likely to be five rather than four, with the largest proposed Division being sub-divided. The final proposal would go to a postal ballot.

7. **News from the Coordinating Board**

New Chair is Ingrid Parent of the National Library of Canada and the Secretary is Sue McKnight of Nottingham Trent University.

8. **Evaluation of the Conference**

Approximately 115 people had attended the session in the IFLA conference - its appeal had gone beyond the Section. Agreed that at future IFLA sessions there should be more advertising for the Section, with e.g. a statement from the podium.

Future use of the slot - three presentations was felt to be about right, with four people invited in case of a drop-out.

Management Workshops - feeling that the sessions should be longer.

More 'Research' content all round.

Stimulating attendance - South Africa has the mailing list for the Pre-Conference which could be useful as some people only attended it. (Albert Ntunja to send mailing list to Iain Watt). NCSL - Dan Mulhollan and John Jewell will contact them. A general suggestion was made to use regional associations to distribute information about Section activities.

It was suggested to collect business cards rather than make handwritten attendance lists.

9. **2008 Pre-Conference and Conference**

A draft programme had been discussed with William Young. The revised provisional timetable was as follows:

Wednesday 6 August - arrival

Thursday and Friday 7-8 August - main business

Saturday 9 August - travel to Quebec

Sunday 10 August - Standing Committee and Dinner in Quebec Parliament

Wednesday 13 August - Management Workshops and Standing Committee

Depending on other IFLA arrangements, the programme could be completed in one week.

The Quebec Parliament building is opposite the Conference centre and the parliament has generously offered facilities during the Conference period. One suggestion was that a specific 'research' event could be run at the parliament, as the main IFLA programme is generally less relevant to the research function.

The Section has the right to one session at IFLA - the idea of making it a workshop or alternative format rather than 'talking heads' was discussed.

A second Conference session is available by cooperating with another Section. It was felt that we had most in common with the national and research libraries. Possible themes - question of authenticity of digital documents notably laws (also of interest to law libraries Section?); and multilingualism, or challenges of communications in general. Agreed to explore these and other themes with National and Research library Sections to see if any common ground.

Leadership at all levels was agreed to be a theme of general interest to parliamentary libraries. William Young could be asked if a slot could be found in the pre-conference. Possibly the larger libraries could fund English and French management trainers to provide the sessions. The IPU could also be approached for sponsorship.

The Committee also recalled the other items on the list of possible themes identified at the previous meeting:

- A workshop to examine approaches to research, taking a topic common to all or most parliaments - for example, energy
- Different models of parliamentary library mission, what is the identity and what constitutes a parliamentary library (including collection policies)
- Statistics - identifying standard measures for parliamentary libraries
- Branding - how do we want to be seen?
- Understanding our clients, the common traits and universal behaviour of lawmakers - a systematic approach
- Workforce planning, competences
- The impact of globalisation on parliamentary libraries
- Digitisation

10. **Newsletter**

It was proposed to switch most communications to the two websites and email list. The Newsletter would mainly be a short reminder of the highlights with links to documents on the websites. For parliaments without good internet access a CD-ROM might be used instead of paper to circulate longer documents. Three newsletters a year would be produced: one following the conference to highlight papers and actions to be taken; one in January to advertise the conference; and one in June or July to circulate the practical information for the conference. The proposals for the Newsletter were agreed.

11. **Global Centre for ICT in Parliament**

It was felt that the Section should involve itself in developments as much as possible, to ensure that library and research issues and expertise were taken into account. For the meeting in October it was suggested that the Section could be represented by John Pullinger and Iain Watt in addition to Donna Scheeder and Elizabeth Lindquist Michailaki. Raissa Teodori will also be

attending. Alim Garga will seek comments from African colleagues before the meeting.

12. **Guidelines for parliamentary libraries**

Gro Sandgrind will contact Keith Cunninghame and will apply to IFLA for funding. All Section members are requested to send their own service guidelines or documents on standards to Moira Fraser.

Donna Scheeder's critique of the government libraries draft guidelines should be taken into account.

13. **Parlanet**

Moira Fraser will review its operation. In the meantime, Section members are requested to forward photographs of their library to Moira for inclusion in an online album.

14. **Strategic Plan for the Section**

This has to be updated. (The current plan is in the June Newsletter). The new plan must be in line with IFLA's strategic plan. [This is the most recent I can find <http://www.ifla.org/V/cdoc/IFLA-StrategicPlan.htm> IW]

15. **Papers for IFLA Journal**

The Section will recommend the papers of Innocent Rugambwa and Soledad Ferreiro.

16. The meeting **closed** at 10.20.

Next meeting: Sunday 10 August 2008, Ottawa Canada.