



**LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS SECTION
ANNUAL REPORT
2018-2019**

Introduction

The Library and Research Services for Parliaments Section ('IFLAPARL') has prepared this Annual Report as required by IFLA. It covers the period September 2018-August 2019 to correspond to the term dates of the Standing Committee. Its purpose is to inform the Professional Committee, the Section's Standing Committee, members of the Section and the profession around the world of work done over the year. The Annual Report refers to the activities identified in the Unit's [Action Plan](#) and reports on the progress of these activities, the activities that have been completed and their impact.

Report on progress and activities

Objectives <i>Identified in the Unit's Action Plan</i>	Project or activity <i>Identified in the Unit's Action Plan</i>	Progress <i>Please give brief details, including status (not started, in progress, near completion, completed)</i>	Risks <i>Please identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them</i>
1. To promote transparency & strengthening of democratic participation through information about legislation and parliaments to citizens	1.1 Create case studies of how IFLAPARL has helped developing parliamentary services	Partially completed. The Section's work in partnership with SUNY/CID in Tunisia during 2019 has been written up. However, have yet to complete other case studies of past IFLAPARL activities.	We lose the 'corporate memory' within the Section of the work that has been carried out.
	1.2 Extend the self-population of the digital World Directory of Library and Research Services for Parliaments (c/f from 2017/18)	Ongoing.	It is proving difficult to get members to complete their entries and without a critical mass of contributions the Directory is of little practical use.
2. To promote the establishment of libraries and research services as a fundamental component in the development of democratic legislatures throughout the world	2.1 Work with potential sponsors to assess capacity building opportunities for developing services, including those specifically for young professionals	Ongoing. The Section successfully completed a project with SUNY/CID in Tunisia in 2019. The IFLAPARL Chair gave a presentation to staff & managers at the Westminster Foundation for Democracy on how IFLA and the Section can support their work.	Churn within IFLAPARL and partners makes it harder to sustain ongoing relationships.
3. To exchange experience & knowledge and promote networking amongst section members	3.1 Plan IFLAPARL Pre-Conference in Athens 2019	Completed. The Section had a successful 2-day pre-conference in the Hellenic Parliament with 120 registered participants from over 50 countries/ institutions.	Demand for places outstrips the facilities available. Since we rely on the host parliament to provide facilities for us (free of charge), it can be difficult to extend the pre-conference to include additional

			sessions specifically for capacity building, etc.
	3.2 Plan IFLAPARL session (& joint sessions) at WLIC in Athens 2019	Completed.	
	3.3 Improve communication within IFLAPARL community	Ongoing. Work continued to tidy up our web pages and include links to more guidance that would be useful to members. Have used the listserv to publicise new material on the website and events.	The introduction of the new IFLA website presents great opportunities to improve our web presence but will require additional work to properly integrate our archived content (e.g. past pre-conference papers & presentations).
	3.4 Explore the use of web-based training platforms & tools.	Not completed.	Time & knowledge of suitable tools has proved a problem. But we hope to make use of the webinar facility of Zoom in the coming year.
	3.5 Trial Commons Library Open Day as a template that could be used by other IFLAPARL members.	Not completed.	Brexit situation meant House did not go into recess so Open Day plans had to be rearranged at short notice. As a result, it did not prove possible to film sessions.
4. To develop and promote standards and best practice in providing information and knowledge to parliaments	4.1 Update the Section's publication <i>Guidelines for Legislative Libraries</i>	Ongoing (work on schedule). Working group set with members assigned their own chapters. 1 st draft revision of all chapters produced by Aug 2019. Workshops held at pre-conference in Athens to get feedback from members.	
	4.2 Complete work on ethics checklists for parliamentary libraries & research services	Completed. Final version of ethics checklists published on Section's web pages and launched at a session at Section's pre-conference.	

Results

Further information on activities that were completed during the year.

Completed project or activity <i>Please list those projects/activities identified as completed in the table above</i>	Output <i>Please state what the output of the project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it</i>	Communications <i>Please state how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession</i>	Impact of the completed project or activity <i>Through the Measures of Success identified in your Action Plan, describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large</i>
1. Capacity building opportunities	IFLAPARL took part in three workshops/seminars in Tunis 2019 in support of SUNY/CID's programme, "Supporting Parliamentary Strengthening in Tunisia". The first seminar took place at the University of Carthage (UC) and focused on information provision for parliaments and how access to objective, quality information and research can improve law-making and oversight functions of a legislature. It was introduced by the President of the Tunisian Parliament and was featured on the evening news on the TV station, Tunis 1. The following two workshops were held specifically for parliamentary staff and focussed on aspects of the guidance in the Section's publications: Guidelines for Parliamentary Research Services and Parliamentary Research Handbook .	Links to write-up through the Section's pages on the IFLA website: https://www.ifla.org/files/assets/services-for-parliaments/publications/iflaparl_support_for_tunisia_program_2019.pdf	<p>Explained the role and importance of Parliamentary Libraries & Research Services in legislative process to lecturers & students of Law Faculty of University of Carthage, Tunisia.</p> <p>Worked with parliamentary staff to explain principles & best practice of research, enquiry handling, impartiality/confidentiality, writing of briefings, etc., based on guidance in <i>Guidelines for Parliamentary Research Services</i> and <i>Parliamentary Research Handbook</i>. All participants provided with copy of slides and <i>Guidelines for Parliamentary Research Services</i> in Arabic. Part of preparation for launch of new Tunisian Parliamentary Academy research service.</p> <p>Part of work to establish & maintain good working relationship with potential partners.</p>

Engagement with Westminster Foundation for Democracy (WFD).
Conference call between WFD, IFLA HQ and Steve Wise on 16th May, followed up by presentation/Q&A session at WFD London offices on 29th July.

Used updated general purpose slide deck on IFLA/IFLAPARL designed for this purpose:
https://www.ifla.org/files/assets/services-for-parliaments/publications/iflaparl_general_presentation.pdf

Explained to WFD staff role of IFLA and IFLAPARL, and importance of the work of Parliamentary Libraries & Research Services in scrutiny of the executive. Explained how IFLA/IFLAPARL could support WFD capacity building programmes.

Part of work to establish & maintain good working relationship with potential partners.

It may lead to more collaboration with WFD on capacity building projects, greater use of IFLAPARL guidance and training materials as well, as their translation into more languages, and possible support for developing parliamentary library services to join IFLA.

2. Satellite meeting/pre-conference, 22-23 August 2019

Two-day conference for members of the Section at the Hellenic Parliament. The theme was *'Parliamentary Libraries & Research Services: Supporting Dialogue for Change'*.

Participants learned about the work of the Hellenic Parliament and there were lightning talks from Brazil, Cameroon, Egypt, European Parliament, Hungary, Iran, South Korea, Spain and Thailand, as well as regional updates. The new Parliamentary Research & Library Service Ethics Checklists were launched.

Participants also had the opportunity to share their experience through group work in a series of interactive

Report and links to presentations through the Section's pages on the IFLA website:
<https://www.ifla.org/node/92393>

The conference had more than 120 registered participants from over 50 countries/institutions.

Feedback from participants in the workshops will be incorporated into the revised edition of the *Guidelines for Parliamentary Libraries*.

The [Ethics Checklists](#) have been finalised and are available for use by Section members.

	workshops on Change Management, the Influence of the Digital Society on Parliaments, the Guidelines for Parliamentary Libraries and Science and Innovation in Parliamentary Libraries and Research Services.		
3. Sessions at WLIC 2019	The IFLAPARL Section held an open session entitled ' Informing dialogue, enabling change '. It was an interactive and well-attended session with five short presentations and group discussions on how parliamentary research services innovate in their services through the use of digital tools and outreach activities to improve dialogue between Parliaments and citizens, along with how collaboration between librarians and researchers can improve services to Members. The Section cooperated with other IFLA sections (KM, CPDWL) to arrange a popular knowledge café.	Report and links to presentations through the Section's pages on the IFLA website: https://www.ifla.org/node/92548	Participants had the opportunity to discuss and learn from each other how they used digital tools to engage citizens with their parliaments and legislation, as well as increasing collaboration between parliamentary staff. The Knowledge Café provided an opportunity to share experiences and ideas on continuous learning, what skills will be required in the future and how the profession, and we as professionals, should adapt to meet the changing needs of society
4. Two newsletters published	Two newsletters were published on the section's website (February and July 2019), with a combined total of 20 pages of content.	Email sent out on the IFLAPARL listserv and news item on web pages to inform members when the newsletter was published. https://www.ifla.org/publications/library-and-research-services-for-parliaments-section-newsletter	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, increasing the accessibility of the content to a wider range of section members.
5. Parliamentary Library Open Day template	The House of Commons Library held an Open Day in February 2019 for librarians and information professionals to learn more about the work of librarians, archivists and researchers in	No communications have been published outside the UK about the event.	The good news is that this has prompted discussion with other parliaments who arrange similar events, with the aim to create a joint case study from several parliaments.

	<p>the UK Parliament. Unfortunately, urgent Brexit debates meant the event had to be rearranged at short notice, which limited its use as a potential template for other parliaments to use.</p>		
<p>6. Guidelines for Parliamentary Libraries publication</p>	<p>The Section has published two editions of these Guidelines – the most recent now being 10 years old. The Guidelines are designed to give parliamentary services advice and examples of best practice to help them develop their services. The current 2-year project will fully update the Guidelines to reflect current practice.</p> <p>A representative working group of IFLAPARL members from around the world completed the first draft update ahead of the pre-conference in August, where two workshops were held to gather information from participants about their processes and services, in response to a questionnaire produced by the editor. These responses will be incorporated into the second draft of the updated Guidelines</p>	<p>Information about the workshops is included in the Section’s pre-conference web page.</p>	<p>Work will continue on the update through 2019/20, with the aim of publishing the new Guidelines at the 2020 pre-conference in Dublin. The Section will work with the Inter-Parliamentary Union (IPU) to review the draft to ensure its usefulness to the broadest range of parliaments.</p>
<p>7. Facilitate discussion on best practice and standards for ethics in parliamentary research services</p>	<p>The project leader on the SC (and incoming Section Chair) used the feedback from last year’s pre-conference workshops, along with input from SC members, to refine the draft checklists. The aim of the consultation was to establish which aspects of the draft checklists were seen as valid and most important by the community of parliamentary research & library services.</p>	<p>The checklists, with explanatory notes, are available on the section’s web pages, while the project has been managed by the SC through Basecamp. https://www.ifla.org/node/61910</p>	<p>The checklists will be a living document and will be updated to reflect ongoing feedback from Section members. We will also reference them from our existing Guidelines.</p> <p>We will assess the impact of the checklists on the ongoing basis of how they are used and the feedback received.</p>

The checklists are intended as a working tool for individual services, which may help them to identify issues and risks, and take some action where they find it appropriate and possible. A final revised version was published on the Section's web pages in May and they were formally launched at a session in the pre-conference in Athens.

Standing Committee membership

Further information about members of the Standing Committee and their contribution to the work of the Professional Unit.

Standing Committee Members	Role on the Standing Committee <i>For example, Chair, Information Coordinator, Project Leader</i>
1. Steve Wise, UK	Chair – helped organise Section's pre-conference at Hellenic Parliament, presented and participated in APLAP meeting at National Diet Library, presented at SUNY/CID capacity building workshops in Tunisia, gave presentation to WFD on work of IFLA & IFLAPARL, contributed to Section Newsletter, contributor to revised <i>Guidelines for Parliamentary Libraries</i>
2. Karin Finer, European Parliament	Secretary – editor of Section Newsletter, helped organise Section's pre-conference at Hellenic Parliament, organised & chaired Section's session at WLIC, co-chaired joint knowledge café WLIC session with KM & CPDWL sections, participated in IFLA Strategy workshop in The Hague
3. Adama Kone, Cote D'ivoire	Information Coordinator
4. Sonia Bebbington, Canada	Standing Committee Member (co-opted to replace one of the two SC members who were removed) – led workshop on Impact of Digital Society on Parliaments at Section pre-conference, table leader/rapporteur for joint knowledge café WLIC session, contributed to Section Newsletter, contributor to revised <i>Guidelines for Parliamentary Libraries</i> , elected Section Secretary 2019-21
5. Clara Bessa da Costa, Brazil	Standing Committee Member
6. Laia Casares-Roca, Spain (Catalunia)	Standing Committee Member (removed from SC during year – had not attended WLIC/SC meetings/satellite meeting for two consecutive years and made no contribution to work of the Section during their time on the SC)
7. Lilian Gassie, USA	Standing Committee Member – led project on population of the WDLRSP (in conjunction with BNP, Chile), project leader & editor of revised <i>Guidelines for Parliamentary Libraries</i> and led workshops on this topic at pre-conference, organised election of section officers for 2019-21
8. Eduardo Goldstein, Chile	Standing Committee Member

9. Dianne Heriot, Australia	Standing Committee Member – contributor to revised <i>Guidelines for Parliamentary Libraries</i>
10. Cecilia Izquierdo	Standing Committee Member – contributed to Section Newsletter
11. Agata Karwowska-Sokolowska, Poland	Standing Committee Member
12. Ida Kelemen, Hungary	Standing Committee Member – table leader/rapporteur for joint knowledge café WLIC session, contributor to revised <i>Guidelines for Parliamentary Libraries</i> , presented at pre-conference on work of ECPRD.
13. Manik Bahadur Lama, Nepal	Standing Committee Member (removed from SC during year – had not attended WLIC/SC meetings/satellite meeting for two consecutive years and made no contribution to work of the Section during their time on the SC)
14. Paola Mandillo, Italy	Standing Committee Member
15. Emmanuel Maury, France	Standing Committee Member
16. Mary Mazanec, USA	Standing Committee Member
17. Chama Mpundy Mfula, Zambia	Standing Committee Member – contributor to revised <i>Guidelines for Parliamentary Libraries</i> , APLESA President
18. Hiroyuki Okuyama, Japan	Standing Committee Member – hosted APLAP meeting at National Diet Library
19. Janice Silveira, Brazil	Standing Committee Member – presented at Section’s WLIC session, table leader/rapporteur for joint knowledge café WLIC session, contributed to Section Newsletter, contributor to revised <i>Guidelines for Parliamentary Libraries</i>
20. Iain Watt, UK (formerly European Parliament)	Standing Committee Member – led project on Parliamentary Research & Library Service Ethics and presented final version of the checklists at the pre-conference, led workshop on Change Management at pre-conference, contributed to Section Newsletter, presented at SUNY/CID capacity building workshops in Tunisia, elected Section Chair 2019-21
21. Christine Wellems, Germany (Hamburg)	Standing Committee Member – contributed to Section Newsletter
22. Shu Guang Zhang, China	Standing Committee Member

Names of any other reporting persons	Role <i>For example, Corresponding Members</i>	Comments on position <i>For example, resigned, co-opted to fill a casual vacancy, etc.</i>
1. Julie Anderson, Canada (Ontario)	Corresponding Member	Presented at Section’s WLIC session
2. Sonia Bebbington, Canada	Corresponding Member	Co-opted onto SC to replace a member who was removed
3. Verónica Kulczewski, Chile	Corresponding Member	

Professional Unit meetings or conference calls

How the Standing Committee has conducted its business over the year.

Date <i>When the meeting was held</i>	Location or type of meeting <i>Physical or virtual meeting (telephone, skype etc)</i>	Main outcomes <i>Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit</i>
1. WLIC 2019 (SC 1 and II), August 2019	Physical meetings	Decide on activities for the next two years to be included in the action plan (will be posted on Section's web pages).
2. Emails/Basecamp conversations throughout the year	Virtual, active participation from members who provided input on issues related to the satellite meeting in Athens, work on the <i>Ethics</i> project, and the IFLA Global Vision/Strategy.	Obtained input from the SC members on format and approach to the 2019 satellite meetings, developed IFLAPARL responses to IFLA Global Vision & draft Strategy, and obtained feedback on draft ethics checklists.