**SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS******

**2019 Standing Committee Meeting Minutes**

**Standing Committee Meeting I**

 **24 August 2019, Athens, Greece**

**1. Welcome and introduction**

The Chair of the Section, Steve Wise, welcomed the Standing Committee (SC) members and observers to the meeting. Observers from East Timor, Brazil, Ghana, Uganda, Botswana, Greece, Poland, United States, Chile, Iran, India, Italy, ECOS and the United Nations attended the meeting.

**Roll call:**

**Standing Committee Members**

Present: Steve Wise, Karin Finer, Adama Kone, Ida Barlangine Kelemen, Sonia Bebbington, Lillian Gassie, Agata Karwowska-Sokolowska, Paola Mandillo, Mary Mazanek, Chama Mpundy Mfula, Hiroyuki Okuyama, Janice Silveira, Iain Watt

Absent with apologies: Clara Bessa da Costa, Dianne Heriot, Cecilia Izquierdo, Christine Wellems

Absent: Eduardo Goldstein, Emmanuel Maury, Shu Guang Zhang

The quorum for the meeting was achieved.

**Corresponding Members**

Present: Julie Anderson, Verónica Kulczewski

**Roundtable introduction of observing members**

**2. Confirmation of the agenda and approval of the 2018 minutes**

The agenda for the SC I meeting was read and adopted. The 2018 minutes are posted on the IFLAPARL website, comments can be submitted to the Chair.

1. **Standing Committee Membership**

The Chair explained the procedure of electing new SC members, Officers (Chair, Secretary) and Information coordinator. Every even year, a call is made to nominate new SC members the following year. If there are more nominees than seats available (in total maximum 20 seats) election takes place.

The nomination procedure for IFLAPARL SC members opened in November 2018. There were 18 nominations, which rendered an election unnecessary. Following a request to the Chair about the possibility to co-opt an additional member to the Standing Committee, IFLA HQ clarified that a section cannot co-opt members to fill vacant SC spaces that were not filled by the recent round of elections. The co-option procedure is only intended to address casual vacancies that arise between elections. The maximum size of the IFLAPARL SC will thus remain as 18 until the next round of elections in 2020/21.

In the year of an election, the SC elects a Chair, Secretary and Information Coordinator from among its members for a two-year term. On behalf of the Chair, this procedure was conducted by outgoing member Lillian Gassie. There was one nomination for each position, which rendered an election unnecessary. The Officers 2019-2021 are;

* Chair: Iain Watt (United Kingdom)
* Secretary: Sonia Bebbington (Canada)
* Information Coordinator: Ellie Valentine (United States)

Following SC members will end their term after WLIC 2019;

* Lillian Gassie (United States)
* Dianne Heriot (Australia)
* Steve Wise (United Kingdom)
* Adama Kone (Cote D'Ivoire)
* Eduardo Goldstein (Chile)
* Hiroyuki Okuyama (Japan)
* Cecilia Izquierdo (Argentina)

Following SC Members will remain in the Standing Committee;

* Karin Finer (European Parliament)
* Chama Mpundy Mfula (Zambia)
* Paola Mandillo (Italy)
* Ida Kelemen (Hungary)
* Iain Watt (United Kingdom)
* Agata Karwowska-Sokolowska (Poland)
* Clara Bessa da Costa (Brazil)
* Emmanuel Maury (France)
* Christine Wellems (Germany)
* Mary Mazanec (United States)
* **Shu Guang Zhang (China)**
* **Janice Silveira (Brazil)**
* Sonia Bebbington (Canada)

It was noted as an action item to confirm Emmanuel Maury’s continuance (SB)

The following will join the SC as first term members (2019-2023);

* **Ellie Valentine (United States)**
* **Jonathan Curtis (Australia)**
* **Fadimatou Epse Bello Mohamadou (Cameroon)**
* **José María Hernández Vallejo (Mexico)**
* **Chifuyu Hiyama (Japan)**

Each IFLA Standing Committee can appoint up to five Corresponding Members (CM). These positions are intended for active members who might not be able to attend the IFLA World Library and Information Congress. Corresponding Members are named officially on the website and approved by the SC for a two-year term, renewable once.

IFLAPARL currently have two Corresponding Members;

* Julie Anderson (Canada)
* Verónica Kulczewski (Chile)

Julie Anderson’s term is coming to an end after WLIC 2019.

**[Post-meeting note: after validating the beginning of Julie Anderson’s first term, it was noted that her second term ends after WLIC 2020. Subsequently, Julie will serve as a Corresponding Member for one more year].**

The Chair received three proposals for new Corresponding Members;

* Jill Taylor (New Zealand)
* Mireille EZA (Assemblée parlementaire de la Francophonie)
* Mohammed Nyagsi (Ghana)

The Standing Committee agreed unanimously to approve these nominations. New Corresponding Members will start their first term at the end of WLIC 2019.

The Chair welcomed and congratulated all new SC and Corresponding members and thanked the outgoing members and officers for serving the Standing Committee, IFLA and the parliamentary library and research community. The running of the Section will be handed over to the incoming SC at the end of the second business meeting on Monday 27 August.

**4. IFLA Global Vision & Strategy**

Karin Finer (Secretary IFLAPARL) and Vicki McDonald (Chair IFLA Div I) outlined the progress on the Global Vision project (initiated in 2017), the new IFLA Strategic Framework 2019-2024 and the plans for the future;



The Strategic Framework 2019-2024, will be launched at the end of WLIC 2019. IFLAPARL contributed to the development of the strategy by participating in a membership survey.

A workshop in The Hague in June 2019, attended by Karin Finer, focused on how IFLA Sections can turn strategy into action by developing/aligning their Action plans 2019-20 with the directions set out in the new strategy.

**5. New Section Action Plan**

Iain Watt, incoming Chair, presented the draft Action plan 2019-2020. It builds on the first draft by the current Chair, Steve Wise, with the structure and some content/wording being re-worked to align even closer to the new IFLA strategy.

**Focus area 1: Strengthen the global voice of parliamentary libraries & research services;**

More emphasis was put on IFLAPARL’s contribution to;

* SDG 16 - including input to increase quality of decision making, equity of services to all parties and contribution to public knowledge by sharing work with general public, etc.
* evidence-influenced policy - also relevant to SDG 16 goals
* creating and maintaining partnerships with IFLA and external partners such as IPU, UNDP, WFD - as an example was mentioned a proposal to organise a joint conference with the Government Libraries Section in London in December 2019 on libraries’ contribution to the UN SDG’s.
* intellectual leadership - the Section’s work on ethics ties in with broader themes such as freedom of speech.

**Focus area 2: Inspire and enhance professional practice in parliamentary libraries & research services;**

Building guidance for the field by;

* creating guidelines and presentations, including measuring the impact
* promoting use of guidelines and presentations as teaching tools for organisations who work on parliamentary development

**Focus area 3: Connect and empower parliamentary libraries & research services;**

* organising the annual pre-conferences
* strengthening communication and re-vamping IFLAPARL webpages
* reintroducing the capacity building sessions in conjunction with the pre-conference. This requires sponsorship, as well as input by SC members as organisers and trainers

**Focus area 4: Optimise the Section’s operations;**

* increasing IFLAPARL’s membership to achieve a greater diversity
* actions include linking closer with regional networks, increasing the use social media and creating more opportunities for knowledge sharing

Delivering the Action plan will require input by all SC members. Responsibilities for individual actions, as well as work with regional networks and other partners, will be shared amongst the SC members.

The incoming Chair opened a discussion on the draft Action plan. There was support for a greater focus on the SDGs, including the possibility to contribute to conferences and other events. Creating and maintaining partnerships is seen as important, collaboration with IPU, Assemblée parlementaire de la Francophonie, the Africa evidence network, United Nations, the IFLA Government Information and Official Publications (GIOPS) section, national networks and parliamentary training centres were mentioned.

Iain Watt pointed out that the draft Action plan is a work in progress and that the list of potential partners is not exhaustive. The Action plan needs to be submitted to IFLA by the 15 October 2019. Further discussions with the SC will continue on Basecamp after WLIC.

**6. Upcoming sessions at WLIC 2019**

Sessions of particular interest to IFLAPARL members;

* IFLAPARL open session ‘Informing dialogue, enabling change’- Monday 26 August, 09:30 - 11:30 in the main convention centre, room MC3
* 2nd IFLAPARL Standing Committee meeting - Monday 26 August, 13:30 - 16:00 in Business meeting room 2
* Knowledge Café, in conjunction with the Knowledge Management & Continuing Professional Development and Workplace Learning Sections - Tuesday 27 August, 14:45 - 15:45 in the Banqueting Hall
* Government Libraries open session ‘Gatekeeping to Advocacy’ - Wednesday 28August, 13:45 - 15:45 in MC3.

Former IFLA President, Donna Scheeder, is giving the keynote address ‘Informing Legislative Debate: The Role of Government Libraries’.

SC members are encouraged to attend a session entitled “Engage and connect” (29 August, 10.45-11.35 in Skalkotas), which aims to gather all members of IFLA’s professional units to network and exchange best practice.

The Chair asked if the Section should consider continuing to organise informal round table discussions during quieter times at the main conference (as was done at WLIC 2018 in Kuala Lumpur). It was seen as a useful, additional way to meet and discuss matters of common interest, but it also demand extra pre-planning. It will be further discussed and considered for next year’s conference.

**7. Any other business**

IFLAPARL members have repeatedly been encouraged to populate the new [World Directory of Library and Research Services for Parliaments](https://www.bcn.cl/wdlrsp/home) (WDLRSP). 55 parliamentary libraries and research services have asked for an account, but only 18 entries have been published to date. Further promotion is envisaged in the draft Action plan for 2019-20. Standing Committee members are urged to enter information for their own parliaments, as well as encouraging other members in their regions.

Hashtag #iflaparl can be used during the conference. Increasing use of social media is an action point in the draft Action plan for 2019-20.

There was a problem with visa denials for the pre-conference this year. Hosting parliaments are urged to contact their Ministry of Foreign Affairs as early as possible to ensure a good two-way communication on visa issues. Is there an updated checklist for hosting parliaments? If so, it should be published on Basecamp.

WLIC 2020 will take place in Dublin, Republic of Ireland. The Irish parliament has agreed in principle to host the pre-conference, awaiting formal approval next month. IFLA rules allow pre-conferences to take place in neighboring United Kingdom as well. The Irish parliament’s building is not large enough to host the conference, other off-site solutions is being explored. There might be a need to limit the number of participants (usually +- 120 depending on host facilities), as was the case and Washington (2016), Warsaw (2017) and Athens (2019). This was previously done by limiting the number of delegates per parliament/chamber/service or by an initial registration limit.

The Chair thanked Eleni and her team at the Hellenic parliament for their excellent work in hosting the pre-conference 2019. The Speaker’s welcome address, the presentations and the family photo will be posted on the Hellenic Parliament’s website shortly.

**8. Agenda for the Standing Committee meeting II**

The Chair asked if there were items to add to the agenda for SC II, which was not the case.

The SC Meeting I adjourned at 17:30.

**SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS**

**2019 Standing Committee Meeting Minutes**

**Standing Committee Meeting II**

 **27 August 2019, Athens**

**1. Welcome and introduction**

The Chair of the Section, Steve Wise, welcomed the Standing Committee members and observers to the meeting. Observers from East Timor, Ghana, Brazil, Greece, Poland, United States, Chile, Finland, Italy, Thailand, Portugal, Germany, Czech Republic, Russia, the Netherlands, Mexico, Argentina, Namibia and Kenya attended the meeting.

**Roll call:**

**Standing Committee Members**

Present: Steve Wise, Karin Finer, Adama Kone, Ida Kelemen, Sonia Bebbington, Lillian Gassie, Agata Karwowska-Sokolowska, Paola Mandillo, Mary Mazanek, Chama Mpundy Mfula, Hiroyuki Okuyama, Janice Silveira

Absent with apologies: Clara Bessa da Costa, Dianne Heriot, Cecilia Izquierdo, Christine Wellems, Iain Watt

Absent: Eduardo Goldstein, Emmanuel Maury, Shu Guang Zhang

The quorum for the meeting was achieved.

**Corresponding Members**

Present: Julie Anderson, Julie Anderson, Verónica Kulczewski

**Roundtable introduction of observing members**

**2. Confirmation of the agenda**

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

**3. Funds and other IFLA related administrative issues**

1. **administrative funds**

Each IFLA Section can use 150 Euros for administrative expenses related to the Section’s work. The funds were not spent last year. Funds could be used for printing the Section brochure next year.

1. **project funds**

The Standing Committee was asked to consider potential projects for which the Section could seek funding for. Project proposals must be submitted together with the Section’s Action plan the 15 October 2019. Translations of guidelines was mentioned as a potential project. It was noted that IFLA rarely accepts funding for translations. Other ideas included seeking funding for organising capacity building training in conjunction with next year’s pre-conference and developing toolkits / online tutorials to promote guidelines and other projects.

1. **IFLA website redesign**

IFLA will present a website prototype (WordPress) this autumn, to be launched in spring 2020. The content on the Section’s webpages was reviewed in 2018, but additional work is required to integrate the archived content (e.g. past conference papers and presentations).

1. **update on new logos**

This project, initiated in 2017, has been postponed. The previously proposed Section logos proved unsuitable for social media use. A one-page introduction to the Section was created at the same time.

**4. Review of the pre-conference 2019 (incl. workshops) and plans for 2020 Dublin**

**Pre-conference Dublin 2020;**

* should there be a capacity building training day? Research day? Public engagement strands? Workshops?
* length - is two days enough? Some thought it should not be extended as it results in a long absence. The pre-conference should take place as close to the opening of WLIC as possible.
* in general, there is not enough content for research services. Should the library side and the research side be split and have parallel programmes?
* a mix of presentations and workshops is a good concept. A survey could be conducted at the planning stage to assess what topics members are interested in. Speakers could be invited accordingly. This approach could be combined with a Call for papers / presentations.
* a presentation / workshop on Infographics was suggested. The Irish parliament is strong in this area. Other suggested topics included impact assessment and how to monitor usage and uptake of information products.
* the pre-conference theme should be aligned with the WLIC theme - “Inspire, Engage, Enable, Connect”. All discussions will continue on Basecamp.

**Pre-conference Athens 2019;**

Regarding the Lightning talk session - some SC members thought the talks were too short and would have liked to see more substantive presentations, while others liked the 5-minute talks as they forced focus. There were many points on the agenda and less time for presentations this year, so the lightning talk format was introduced to give IFLAPARL members an opportunity to shortly present their latest developments. The workshops were balanced between topics and well attended.

**IFLAPARL WLIC session 2019;**

The open session was successful, with animated and productive presentations and discussions. It was well attended, with over 100 participants. The format, with a mix of short presentations and group discussions, works for the Section and it was decided to continue with the same approach next year. A summary of the discussions could be published in the newsletter or on the webpage. The Section will look into the possibility of recording sessions using Zoom in the future.

IFLAPARL has co-organised the popular Knowledge Cafe together with the Knowledge management and Continuing Professional Development and Workplace Learning (CPDW) sections for several years. The CPDW section has now asked partnering sections to give up some of their allotted time for this session. Each section has two hours programming time at the WLIC, and the SC felt that IFLAPARL should keep the allotted hours for its own session. There might be a possibility to ask IFLA for an additional third hour for a joint session, but his has not always been granted in the past. Potential joint sessions with other IFLA Sections will be discussed amongst the SC on Basecamp

**5. Review of the Sections’s activities during the year (for 2018/19 Annual report)**

1. **Research ethics.**

The Ethics checklists, intended as a working tool for individual services to help them identify ethical issues and risks, were launched during the 2019 pre-conference. The checklists will be a living document, to be updated to reflect ongoing feedback from Section members.

1. **Guidelines for Parliamentary libraries.**

A working group of SC members completed the first draft ahead of the pre-conference, where two workshops were held to gather information following a survey. Work will continue 2019/20, with the aim to present the guidelines in Dublin 2020. IPU has been contacted, and they are keen to collaborate on this project. The guidelines will be self-published, possibly in collaboration with IPU.

1. **Capacity building.**

IFLAPARL took part in three workshops/seminars in Tunis 2019, organised by SUNY/CID for the law faculty and parliamentarians. The first seminar took place at the University of Carthage (UC) and focused on information provision for parliaments and access to objective, quality information. Based on IFLAPARL guidelines, principles and best practice of research, enquiry handling, impartiality/confidentiality, writing of briefings, etc was explained to staff. A case study on these workshops/seminars is partially completed. In general, it is useful to create case studies to show how IFLAPARL can support parliamentary libraries and research services.

The Chair gave a presentation to Westminster Foundation of Democracy on how IFLA and the Section can assist their work.

1. **World Directory of Parliamentary Libraries and Research Services.**

The number of entries in the WDPLRS directory is still low (18 to date) despite efforts to promote self-population. Without a critical mass of contributions the Directory is of little practical use. Further promotion is envisaged in the draft Action plan 2019-20. The URL currently reference the parliament of Chile, it was suggested to change it to a proxy URL.

1. **Communications**.

Two well-received newsletters were published on IFLAPARL’s website (February and July 2019). The listserv have been used to inform about new material on the website and events.

1. **Not completed.**

a) exploring the use of web-based training platforms and tools, b) trial Commons Library Open day as a template that could be used by other IFLAPARL members (cancelled due to Brexit)

**6. Working practices of the Standing Committee during the year**

1. Basecamp is a useful tool for internal SC communications. It has a good repository, and all information on a project can be found in one place. New Corresponding Members should be added to all projects in Basecamp.
2. the use of Zoom (for SC video meetings, webinars, recording workshops etc) and social media will be explored further

**7. Other business**

The “IFLA Library” only stores papers - what happens to the presentations from IFLAPARL’s pre- and main conferences? Reports from the annual conferences are always posted on the Section’s webpages, all presentation can be found there (in pdf format).

**8. Closure**

By closing the SC II meeting, the Chair handed over the running of the Section to the incoming Officers and SC members. Steve again thanked the outgoing members for their contributions to the Standing Committee, and welcomed all new members.

Finally, the Section gave a note and token of thanks to Steve Wise, Karin Finer and Adama Kone for their excellent leadership of the Section for the past two years.

The SC II meeting was adjourned at 16.15