



**Standards Committee**  
**Skype call: 1 March 2013 at 8:30 GMT (9:30 CET / 16:30 CST).**

**Minutes**

**Present:**

Patrice Landry (Chair), Anders Cato, Anita Goldberga, Alan Hopkinson, Marian Koren (joined towards the end of item 4), Chih-Feng Lin, Françoise Pellé, Joanne Yeomans (IFLA HQ – minutes).

**Apologies:** Tay Ai Cheng.

**1. Welcome and introduction**

Patrice welcomed everyone and estimated that the call should take around one hour.

**2. Agenda**

Patrice added a new item: 2.1 Minutes of the meetings in Helsinki. No-one else had anything to change or add to the agenda.

**2.1 Minutes of the meetings in Helsinki**

There were no corrections or changes so Patrice suggested that Joanne take a last look at the format and then put the minutes online on the Committee's pages.

**ACTION: Joanne to finalize minutes of Helsinki meetings and put on the Committee's web pages.**

**3. Matters arising since the last meeting**

The report for all matters arising since the last meeting was circulated to the Committee in advance of the call. Patrice suggested that for more information on item 3.2 (discussion of a new Key Initiative (KI) for standards), the Committee members should read the Prof Speak blog post made on 3 February where Ann Okerson presents the case for this initiative: <http://blogs.ifla.org/profspeak/2013/02/03/standards-and-pcs-skype-call-february-1st-2013/>. He explained that a KI would ensure more stability for ongoing standards work so it would be interesting to see what resulted from the Governing Board's discussion on this in April.

**3.1 Report to GB (December 2012)**

A report was submitted to the Governing Board which summarized the Committee's recent and planned work:

- Helsinki open programme.
- Identification of priority to agree on an IFLA standards definition as well as a more structured approach to the development and maintenance process of standards,
- Advice to the PC on funding of standards work.

**3.2 Funding of standards initiatives**

In the December Professional Committee (PC) meeting, funding of PC projects, including the standards projects (ISBD, FRBR, and Namespaces, plus two newly proposed standards-related

projects) was discussed. As work on these areas has previously been treated as a PC project, which normally has a life-span of two years, the funding has not been secure for the longer term, nor has the strategic long-term planning been addressed. This has also had implications for the promotion of the work, and its visibility and standing within the IFLA organization.

In order to address these issues, the PC discussed the possibility of proposing to the GB in April 2013, a new Key Initiative which would cover IFLA standards. Being treated as such would mean GB members were more involved, funding might increase (though be less secure), and ideally the PC would see the Committee on Standards working with the technical groups to develop and agree the priorities for the standards work and its funding. Together these might give the standards work the boost it would need to raise its visibility and get a firmer footing within IFLA.

The PC is formulating its ideas about how such a Key Initiative might look and discussing this during its next Skype call (date to be confirmed) in late February or early March. Patrice has been informed about the discussion and the draft document will be shared with the Committee.

### **3.3 Impact of IFLA open access policy on the IFLA publications**

The PC was fully informed of discussions with De Gruyter over a request to make titles in the 'Red Back Series' on FRBR/FRAD/FRSAD more accessible to promote adoption of the standard.

The PC reaffirmed the decision that OA should be the aim for these titles and asked HQ to continue negotiations to try to achieve a compromise. We are therefore looking at ways to fulfill our contractual obligations but in a way that supports the OA policy. In terms of the future publications, there are plans to revitalize other existing series, eg the professional reports, as a venue for shorter works on issues and advocacy in the profession.

The PC has recognized that even if solutions cannot be found under the existing contract, it must plan now for what it wants to do when this contract comes to an end in 2015.

### **3.4 ICBC journal**

Since the journal was put on hold in 2008, no publisher has come forward, nor has it been possible to secure funding to support a paid editor, therefore the PC discussed options for the future of the ICBC by looking at the content and whether it was possible to disseminate this in other ways. The PC Chair will be writing (in the coming weeks) to the editorial board and other interested parties with a proposal to find out if they are interested to carry this forward.

### **3.5 ISO TC 46 Representative**

Paola Manoni submitted a 2012 report to the PC (attached) as IFLA's representative to the ISO TC 46. She confirms that she is reporting also to the Cataloguing Section.

Due to a misunderstanding, the GB has never endorsed her in this position so the Division 3 Chair is obtaining from her some further details so that this step can be taken in April 2013.

### **3.6 Other matters arising**

## **IFLA Repository**

IFLA HQ is on the verge of signing the contract for the build and hosting of the IFLA repository. Joanne is in discussion with the host about how legacy data can be uploaded. The list of standards is one such set of data and in due course she will be looking at what metadata is needed for the records for these items.

### **4. Definition of IFLA standards: proposal**

Patrice had circulated a draft definition on 29 January but apologised for overlooking suggestions received from Anita in October which gave a slightly stronger definition and which he proposed to add and then recirculate after the call.

Anita suggested changing the order of the index of types so that conceptual models came first and that the examples were expanded to include authority data and not just FRBR.

Patrice clarified that he would re-draft the definition for Monday and then circulate it again to the Committee for comments to aim to have consensus by Friday 8 March. After that the definition should be circulated to the IFLA community for comments.

**ACTION: Patrice to circulate new definition of standards for the Committee to comment on and agree to before Friday 8 March.**

**ACTION: Once the Committee has agreed to the text of the definition, Patrice to circulate it to the IFLA community and the members of the Committee to help collect further comments.**

### **5. Setting up an IFLA WG on developing IFLA standards procedures**

Patrice reminded the Committee that in Helsinki it had been decided that they would work on two things: the definition and the procedures for IFLA standards. He suggested that the Committee sets up a working group (WG) of about 5 or 6 people to draft a proposal for the procedures, comprising people with working experience of developing IFLA standards along with a couple of members of the Committee and an IFLA HQ representative. The Committee agreed to this proposal.

It was agreed that Alan and Patrice would represent the Committee on this WG and as the Cataloguing Section has so much experience in this area, Anders agreed to consult with them to identify someone willing to contribute to the WG. Patrice proposed that when he sends the definition to the Officers of all the IFLA Sections, he also invites anyone with experience and interest to come forward. The Chair of the WG will be identified once the membership is finalized.

The Committee suggested that a mandate for the group was needed clearly explaining who was participating, what they were aiming to do, how they would work, and a timetable for reporting and completing the work. The WG will also be asked to provide feedback on whether the definition is correct, or too broad. Patrice will refer back to the information sent by Françoise in October and try to include as many of these indicators as possible in the mandate. Patrice will try to circulate the draft mandate on Monday and once the Committee approves it, it will be sent out to inform people and to help identify the remaining WG members.

The WG ideally would start by looking at procedures that already exist so Patrice will also ask if Officers can submit these for the WG to use. Joanne will also share the procedural guidelines for professional documents which the Governing Board and Professional Committee use.

**ACTION: Anders to identify Cataloguing representative for the WG.**

**ACTION: Patrice to draft WG's mandate for the Committee to approve, then to circulate it to Officers to ask if others with experience are interested in joining the WG, and to ask if any Sections already have procedures that can be shared with the WG.**

#### **6. WLIC 2013 Singapore – Committee's open program**

The open programme session currently has a working title and no proposed content so Patrice asked the Committee for suggestions and ideas. The title was agreed: "Future standards: infinite possibilities?" which ties in to the title of the WLIC itself. The Committee's name will be clearly attached to the session so that people are aware of the Committee's activities.

It was suggested that speakers who represent different kinds of IFLA standards could be invited to discuss how standards were needed or used in different settings. The Committee agreed that the title and idea should be announced to the Officers along with the WG mandate. The WG might also report during the session on its progress at that time.

Patrice also mentioned an idea for the 2014 conference which would be to look at the impact of IFLA standards on the professional community.

**ACTION: Patrice to submit title of session to the IFLA Conference Manager.**

**ACTION: Patrice to include a message about the title and possible theme to Officers in his email about the definition and WG mandate.**

**ACTION: Committee to think about possible speakers and development of the theme.**

#### **7. Committee's membership for 2013-2015**

Patrice reminded the Committee members that they were appointed for a two-year term which ends in summer 2013, and is renewable once, to 2015. In 2015 the Governing Board will review the Committee's composition and terms of reference and so changes can be proposed then, or even before, if the Committee believes it is necessary.

As two years is quite a short time for the work of the Committee, he proposed that, if the members were interested in continuing, he would propose to the Professional Committee that they all be reappointed. All the Division representatives were appointed on an individual basis on recommendation by the Professional Committee so it is irrelevant whether any of them are coming to the end of their term on another committee. He therefore asked the five Division representatives to inform Joanne by 22 March whether or not they wished to continue. If not, the Professional Committee will ask the Division Chair for a new nomination and this can be decided by email before the congress in August. Alan's position on the Committee was on the basis of his position as chair of PUC so unless there was any reason to change this, he would remain. The CDNL representative was selected by CDNL so Patrice will write to John recommending that this also remains unchanged for the coming two years.

The Committee discussed whether two years was really long enough for representatives to contribute to the ongoing and long-term work. At least two other strategic programmes have four year terms, though the Governing Board itself has only two year terms. The Committee should reflect on this before 2015 when the review will offer the opportunity to recommend a change. The question of continuity will also need to be considered at that point.

**ACTION: Division representatives to inform Joanne by 22 March whether or not they wish to continue on the Committee.**

**ACTION: Patrice to contact CDNL about reappointment of the representative.**

**ACTION: Patrice to recommend to the Professional Committee at its meeting in April, the continuance of the current Committee members for the term 2013 – 2015.**

## **8. Any other business**

### **Committee meetings and events in Singapore**

Patrice asked the Committee for their views on the best time to schedule their meetings during the WLIC in Singapore in August. He would like to meet twice – once early on and a second time after the open programme session, as last year in Helsinki. It is difficult to avoid clashes with other SC meetings, sessions, and events. The best time for the first meeting seems to be during the IFLA market on Sunday at 12:15 – 13:30, though Joanne will have to check her availability and also check if rooms are available at this time. If it is possible, Patrice will send another email to the Committee to double check that everyone is free at this time.

The second meeting might only need to be short, to address any quick questions that have come up during the open programme, other SC meetings, or elsewhere.

The meetings of the Committee will be open according to the IFLA rules of procedure, and this will also help to promote the work of the Committee.

Patrice noted that the relationship between the Division representatives and their Divisions had not been explicitly defined in the Committee's terms of reference. He suggested that, as discussed before, the representatives could report to their Division Officers during the Division Leadership Forums on Sunday morning where discussion could also take place concerning the Committee's work. Patrice will himself be present during the Leadership Brief on Saturday morning and if relevant ask Ann Okerson to raise there, actions or information that Officers need for their SC meetings. The Committee agreed that Patrice should ask Ann Okerson for her thoughts on how the representatives might better communicate with their Divisions. They also asked Joanne to clarify if it is correct that the Leadership Brief will overlap with the first SC meetings on Saturday morning.

Chihfeng asked if there would be any documents or websites for the Division representatives to use during these meetings with their Division Officers. Patrice confirmed that the representatives are the Committee's spokespersons in these meetings, and if there are documents that can be shared, these will be made available.

**ACTION: Joanne to check availability of room for 12:15 – 13:30 on Sunday 18 August and if confirmed, Patrice to email the Committee to confirm this date for the first meeting.**

**ACTION: Patrice to confirm a second meeting during the WLIC just after the open programme and communicate the date and time to the Committee.**

**ACTION: Patrice to ask Ann Okerson for her thoughts on how the Division representatives might communicate and work with their Divisions during the WLIC.**

**ACTION: Joanne to check timing of Leadership Brief and overlap with SC meetings.**

#### **Update of standards list**

Joanne confirmed she had not received any further updates to the list of standards that is online.

Patrice will check the list with Joanne ready to upload details of these documents to the new repository in the next couple of months.

#### **Change of email address for Anders**

Patrice congratulated Anders on his new position and asked the Committee to note his change of email address.

#### **End of call**

Patrice thanked everyone for their participation and asked the Committee to expect some emails on Monday.