

**SECTION HANDBOOK**

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**INTRODUCTION**

This Handbook supplements the information provided on IFLA RSCAO web page. The primary aim is to serve as an internal working document for members of the RSCAO Committee. The Committee is made up of representatives from the five sub-regions of Asia and Oceania: West Asia, South Asia, Southeast Asia, East Asia and Oceania. The Committee meets three times a year: at the February midterm meeting, and immediately prior to, and during the Main Conference in August each year.

**IFLA Statutes and Rules of Procedure**

The Main Office Bearers (Chair, Secretary) of the Section should familiarise themselves with the IFLA Statutes and Rules of Procedure as soon as they are appointed. This will give them information on how IFLA is structured and managed. There are a lot of communication, collaboration and co-operation that take place within IFLA and an understanding of how IFLA functions will enable them to be more effective in their roles. This will also ensure that the Section carries out its responsibilities according to the IFLA's administrative rules and procedures

All matters related to RSCAO are determined by the Governing Board as spelt out in 16.1, 16.2, 19.1 and 19.2 of the Statutes, and Rule 18 of the Rules of Procedure.

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**ROLE OF OFFICE BEARERS**

**Elected Committee Members**

The roles of Chair, Secretary, Information Coordinator/Web Editor, and SC Members are spelt out on the website.

The role of RSCAO Sub-Regional Convenors is described below.

As the Regional Standing Committee for Asia and Oceania (RSCAO) spans a vast region comprising 62 countries, six sub-regions have been set up to facilitate the flow of information: West Asia, Central Asia, South Asia, North East Asia, South East Asia, Oceania.

A current RSCAO committee member from the relevant region will be assigned the role of SubRegional Convenor on a voluntary and informal basis.

The key role of the Sub-Regional Convenors is to convey information on activities involving the subregion.

Overall their role is to:

- support the work of the RSCAO in conforming to Rule 18.46 of the IFLA Rules of Procedure (R18.46 Each Section shall keep those Members and Affiliates registered for the Section informed about the planning and progress of its activities)
- supplement the work of the Regional Office and IFLA HQ, from time to time, by relaying information from IFLA HQ or the Regional Office to library associations and other stakeholders in the sub-region, and if required, back to IFLA HQ;
- use sub-regional networks, to keep in touch with professional and other developments in the sub-region, and inform IFLA about them as necessary.

As part of this role, they will be asked to:

- Provide a brief biannual report (for the RSCAO mid-term meeting and at WLIC) on significant local and regional activities of their: library association/s; of different types of libraries; library studies programs, e.g. conferences, workshops or seminars)
- Promote IFLA and IFLA RSCAO, and its activities within their regions (with support from members of their sub-regional committee)
- Encourage professional colleagues in their sub-regions to join IFLA activities
- Work closely with the Regional Office if a country in their sub-region has been selected to host the mid-term meeting.
- Arrange for members of their sub-regional committee to provide photos and short write ups of activities for the RSCAO Facebook page.

### **RSCAO Communications and Marketing Sub-Committee**

The aim of the committee is to help Section better market the work of RSCAO, as well as activities within the Sub-regional Convenor's respective regions.

Information Coordinator (IC), convenes the sub-committee and works closely with IC along with Subregional Convenors to carry out their responsibilities. Chair and Secretary will help the Committee where necessary.

See guidelines which provide direction for the Section's Web and Social Media (SM) communications.

Office bearers should make it a point to attend the session (usually it is the first session on Sunday) during the IFLA conference. This session is a good opportunity to meet the other Section officers and make the Section known and visible to them so that they will include us in any programmes that may be of value to us. Networking is crucial among members from our region and also with the rest of the IFLA Library community. Otherwise we become isolated and away from the mainstream.

## **Other Positions on the Committee**

### ***Corresponding Members***

The Corresponding Members' role is to represent countries in geographical areas, which might not otherwise be represented, or to provide expertise in a specific subject field. Their role is spelt out at <http://www.ifla.org/officerscorner/corresponding-members>.

Corresponding Members, by the very nature of their role, will generally not attend mid-term meetings. However, they may request to attend a meeting at their own personal expense. IFLA HQ has informed that the budget for Mid-term meeting is only catered for RSCAO Standing Committee members, and cannot include payment for all Corresponding Members and Advisors.

### ***Advisors***

RSCAO Committee Member that has served as either, the Division Chair or Secretary, and/or the Section Chair and Secretary, has a significant role to play in providing advice to the committee due to their contribution and experience. When their term ends, they will take up the unofficial role of RSCAO Advisor. However, they may request to attend a meeting at their own personal expense. IFLA HQ has informed that the budget for Mid-term meeting is only catered for RSCAO Standing Committee members, and cannot include payment for all Corresponding Members and Advisors.

### ***Friends of IFLA RSCAO*** (FOIR)

A Friends of IFLA RSCAO (FOIR) group has been set up to include all former office bearers, committee members and corresponding members. It is important that they keep the RSCAO Secretary updated of their contact details once their term finishes. An occasional email will be sent to members of this group to keep them updated with RSCAO activities and in this way, retain an in-country contact. They would be welcome to attend RSCAO meeting but no financial support will be available to them to attend.

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## **ELECTION PROCESS**

Procedure for election of new Officers and Information Coordinator is described on the [website](#).

### **Call for Nominations and Schedule for Elections**

The Chair and Secretary will ask committee members for nominations when elections are due. At the same time s/he should indicate whether the current office holders wish to stand for a second term, provided they are eligible (i.e. have been properly re-elected to the committee or have 2 further years to serve, and have only held the office in question for 2 years).

Chair and Secretary will appoint the Manager of Regional Office of Asia & Oceania as an Election Officer to conduct the election of new officers and tally the electronic votes.

Chair, Secretary and Regional Manager will set up a schedule for election of new officers.

Sample schedule:

- Deadline of nomination date and for seconding: 20 June 20yy
- Deadline for nominated persons to introduce themselves via e-mail: by 10 July 20yy
- Deadline for the electronic vote to be sent to Regional Office for eligible voting members who cannot attend the first SC meeting at IFLA Congress: 30 July 20yy
- Election of new Officers – at the end of the first SC meeting at IFLA Congress

Chair and Secretary will formally inform all SC members about elections and call for nominations. (See sample letter).

Thereafter Regional Manager will inform all SC members on the next steps of election process i.e. nomination and voting procedures (See sample letter).

### **Eligibility to Nominate Officers for New Term**

Except for outgoing SC members (i.e. those whose term ends at the close of the Congress in the given year) all other SC members are eligible to nominate for and be nominated for the elections for Officers.

(Note: Outgoing SC members are still officially in position until the Closing Ceremony of the Congress. Incoming SC members may be invited to attend the meetings during Congress, but apart from the election of the new Officers, they should not take an active part in the meetings unless invited to do so by the Chair.)

### **Eligibility to Vote**

Except for outgoing SC members all SC members are eligible to vote in the election of Section Officers.

SC members who cannot attend the first SC meeting at IFLA Congress are allowed to vote either by email or by proxy (Rule R18.32.1). Relevant rules of procedures are included on the website.

### **Conducting Elections**

Once the nominations are closed, Regional Office will inform all members the results of the nominations. (See sample nominations outcome letter).

If only ONE nomination for a post is made – the nominated person will automatically be elected for the position.

After the closure of nominations, each nominee must submit a statement which should include:

- a brief biographical information or a short CV
- a detailed note of contributions to Regional Section or IFLA
- a statement of the nominees' views on the role and future activities of the Regional Section in the light of the strategy positions adopted by IFLA

The nominees must send their statements to the Regional Office by the deadline: 10 July 20yy).

The Regional Office will collate nominee statements into one document and circulate among all SC members before the beginning of the vote. This is to help SC members know the nominee better to make a decision.

Elections Officer at Regional Office will conduct electronic voting for SC members who are unable to attend the first SC meeting at IFLA Congress where the actual voting takes place.

Elections Officer at Regional Office will send out a sample ballot paper and guidelines to all members. Eligible voting members must send their electronic votes only to the Election Officer via e-mail (xxxx@xxx.xx) by the deadline (30 July 20xx) using the sample ballot paper. (See sample letter and ballot paper).

Election Officer will announce the vote tally at the actual election (i.e. at the first SC meeting at IFLA Congress).

The voter's names will be kept confidential.

Actual elections will be conducted at the first SC Meeting at IFLA Congress by following the steps given below:

1. Read out the names of eligible voters including proxy voters. Then confirm the total number present for voting – as it tallies with the number of votes later.
2. Issue 1 voting slip of paper to each eligible voting member. These should be marked (as in cannot be duplicated but not to put down the voter's name) and given only to eligible voting members.
3. Mention the names of the nominated chairs and who their seconders are – to be recorded in the minutes.
4. Ask if there are strong objections to the nominees. If not, then carry out the elections for the chair. Eligible members are required to write down the chair they are voting for on the issued paper and fold it into half.
5. They should then come forward and drop it in some opaque bag. This will include his/her own vote if s/he is voting.
6. Once all votes are in, the Chair draws one vote at a time from the opaque bag and read it out the name loud. Secretary records the votes as they come on a whiteboard for all to see. Afterward, Regional Office staff member releases the votes that received by the Regional Office via email. All votes are tallied and then new Chair is announced.
7. The same process is followed for electing the Secretary.
8. If there are any disputes, – the Chair can consult eligible voting members present the course of action to take. This could be through voting or consensus.

The results of elections will be circulated to committee members by email as soon as they are known.

## Handover/Induction Process

### New Officers

A handover process will take place when a new Section Chair or Secretary, take up office. The election process takes place during the annual conference. The current Chair will oversee the election process during the first RSCAO meeting at the conference, and the new Chair will take on their new role at the second meeting. The current Chair will meet the new Chair and provide advice on any relevant matters including any meetings that the new Chair needs to attend during the Conference. The current Chair will send an email to all committee members to announce the results of the election, and to officially congratulate the new Chair.

The Chair/Secretary will welcome the new committee members and sent relevant information to them via email.

### New Committee Members

All newly elected Officers and Information Coordinator must complete the registration form which will be distributed during the Congress after elections. Details can be accessed from the below link:  
<http://www.ifla.org/officers-corner/roles-responsibilities#registration>

All new and existing SC members must complete and submit the proper Data Protection Form to [membership@ifla.org](mailto:membership@ifla.org) to be included in the Section's Standing Committee web page.

SC members who fail to submit the proper Data Protection Form\_or who do not wish to have their contact details displayed—will *NOT* have their details included on Section's Standing Committee webpage.

Only SC members with official roles, as identified in IFLA's Rules of Procedure, will be included above the general (SC) members list. These are: Chair; Secretary; Information Coordinator Corresponding members will be listed under separate headings.

Non-official roles (co-chair, treasurer, newsletter editor, web-editor, etc.) will not be included with member details.

Photos of members will not be included.

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## RSCAO MEETINGS

### Criteria and form for applicants for mid-term location



App Form for  
Potential Host Coun



Completed  
Application Form\_R

See Sample and Application Form Template

## Background

Each year the IFLA Regional Standing Committee for Asia and Oceania (RSCAO) holds a Mid-term Meeting which is hosted in a city of a RSCAO member country. The meeting is usually two days in duration, and can be followed by a half-day seminar open to local librarians, on a topic mutually agreed with the country's library association.

## Applications for the RSCAO Mid-term Meeting and Seminar yyyy

The RSCAO Mid-term Meeting and Seminar yyyy is set to take place in xx February, with the period of xx-xx February yyyy being tentatively scheduled. Applications are now sought from RSCAO member libraries and/or library associations to host this meeting. The hosts must take into consideration the length of time it takes for some meeting delegates to obtain country visas and allow time for this as part of the planning process. Some countries in the region require multiple documents to be submitted with the application which can take considerable time to obtain, such as letters of approval from ministries in the host country.

## Completing the Application Form

Please complete all sections below. Attachments (e.g., support letters from library associations and other organisations) can be included where applicable.

## Submitting Your Application

All applications should be submitted electronically by 31 July 20xx to the following: *RSCAO Executive: Convenor, Secretary.*

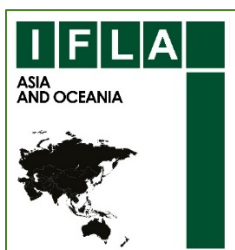
## IFLA Regional Office for Asia and Oceania

IFLA Regional Office for Asia and Oceania will provide assistance, if necessary in completing this form. Applicants will be informed of the outcome after evaluation of the applications at the RSCAO meeting at the IFLA Congress in August 20xx.

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## IFLA ASIA AND OCEANIA SECTION LOGO

IFLA RSCAO was the first region to finalize this logo. The logo is to be used and promote the Section's identity and branding at its midterm meetings and seminars which the Section support.



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## **IFLA ASIA AND OCEANIA SECTION BRANDING FOR EVENTS & MEETINGS**

To further improve its profile and branding, the Asia and Oceania Section logo standard design format and colour scheme on banners, signages, registration form masthead, presentation slides, etc. will be used for the annual AO Section's Standing Committee Mid-term Meetings and Seminars which the IFLA Asia & Oceania Section supports. See templates below.

### **Registration Form**



Template\_AOSC\_Registration Form.docx

### **Programme Outline**



Templates\_AOSC\_Programme Outline.doc

### **Signage**



Template\_AOSC\_Signages.docx

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## **IFLA ASIA AND OCEANIA SECTION'S BRANDING FOR IFLA ASIA AND OCEANIA REGIONAL QUARTERLY NEWS**

The IFLA Asia and Oceania Regional Quarterly News will adopt similar masthead design format and colour scheme for its quarterly newsletter. Please see image below. See templates below.

### **IFLA AO News Electronic Direct Mailer (EDM)**



IFLA RO newsletter\_Template

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## **MEETING AGENDA AND MINUTES**

The draft meeting agenda will be sent to members prior to the meeting for comments and additions.

The draft minutes of meetings will be circulated to committee members within a month of the meeting and comments provided by members to be given within a week. This will enable all members to participate in the process as many members will not be able to attend main conference meeting. It will also save on time at meetings and allow members to focus on other important matters such as working on section's strategic plan, projects etc. that require discussion.



The final minutes will then be sent to the Section's Information Coordinator/Web Editor in April and October of each year.

See Sample Meeting Agenda Template

See Sample Minutes Template

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## **FINANCE**

### **Finances Guidelines**

#### **Meeting Venue**

The Standing Committee will decide in advance the potential host countries for the following 3 years' meeting venues.

Members who wish to host the Mid-Term Meeting must submit their completed forms to RSCAO Secretariat by 1 January yyyy.

The results will be announced at the Mid-Term Meeting in February yyyy.

#### **Budget**

IFLA HQ's financial year is by calendar year i.e. Jan – Dec yyyy

IFLA HQ allocates funds of EUR5,500 annually, to the three Regional Sections to hold their Standing Committees Mid-Term Meetings. This budget is tabled at the Professional Committee Meeting for discussion to seek its approval.

IFLA will not be transferring the meeting fund of €5,500 to the RO as was done previously. They will make payment to the host country upon RO sending the certified invoices after the activity.

IFLA Rules and Procedures, provides that unspent funds received from an external agency to supplement meeting expenses must be returned to that agency unless otherwise authorized.

#### **Claims for reimbursement**

All reimbursement claims must be accompanied by relevant receipts and completed invoices.

#### **Partial reimbursement of airfares for RSCAO Mid-Term Meeting**

IFLA has from 2018 onwards, disallow the previous practice of using outstanding fund balance from the RSCAO Mid-Term Meeting to partially reimburse the airfares incurred by RSCAO Members who attended the meeting without financial support from their institutions.

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## **CONFERENCE PROGRAMME**

The Programme Committee will be appointed at the August meeting. The first task of the Committee will be to come up with a sub theme for the RSCAO Open Session, to be held in the August of the following year. The subtheme will be developed from the main theme of the Conference and with particular relevance to the RSCAO region. A Call for Papers with accompanying text, giving examples of topics that could be addressed, will be prepared, along with the various timelines outlined. The mandatory abstract template will be attached at the end of the document.

The Chair and Secretary will be included in all correspondence and invited to contribute.

Once the Programme Committee has completed this task, it will forward the final document to the Chair who will forward them to the Governing Board for final approval by 31 October of the year. Once approved The Secretary will then send out the document to the mailing lists as soon as possible thereafter. If very few abstracts are received, a reminder for call of papers may need to be sent out in early to mid- January. The deadline for abstracts will generally be 31 January of the year. See Sample Document

All abstract template must be completed by all authors; otherwise they will not be considered. All abstracts will be submitted to the RSCAO Chair with a copy to the RSCAO Secretary.

After the deadline, the Secretary will collate the abstracts into a document and forward it to members of the Programme Committee, to read before the February meeting. The Programme Committee will convene adjacent to the main meeting, to review each abstract and make the final selection using the Assessment table. If there are insufficient good selection of abstracts received, or they are of poor quality, the Programme Committee may opt to select additional speakers by invitation.

Where possible, the Committee will make up a programme with a balance of speakers from the various parts of the region provided the quality is not compromised. The number of speakers may vary. In recent years (2014-2015), 5 speakers have been selected with one being a Keynote Speaker who will address the general theme. He or she may be given 20 minutes to speak, while the other four speakers 15 minutes. The remaining of the two-hour allocation period will be used for a welcome by the Chair introduction of speakers, and Question & answers Time at the end of the presentations.

## **Abstract Submission Template**

**Assessing Abstracts** (Programme Committee)

**Acceptance letter** (Sample)

**Rejection Letter** (Sample)

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## **PROGRAMMES**

## **Action for Development through Libraries Programme (ALP)**

The IFLA Action for Development through Libraries Programme (IFLA ALP) works in collaboration with libraries, library associations, partner organisations and library professionals in developing and emerging countries to deliver relevant, sustainable activities for equitable access to information and better library communities.

More information can be found here: <http://www.ifla.org/alp>

Programmes include:

### ***Building Strong Library Associations (BSLA)***

Building Strong Library Associations is a comprehensive programme offering a strategic and coordinated approach to capacity building and sustainability of library associations. The programme benefits associations, libraries, and their communities.

More information is available from at <http://www.ifla.org/about-bsla>

Invitation to submit BSLA project proposals: <http://www.ifla.org/node/8544>

### ***IFLA International Leaders Programme***

The International Leaders Programme is a two-year Programme designed to increase the cohort of leaders who can effectively represent the wider library sector in the international arena, and to develop leaders within IFLA.

The Programme provides opportunities that IFLA is in the unique position to offer through its global role and reputation and our extensive and diverse framework of activities and expertise.

More information is available here: <http://www.ifla.org/leaders>

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## **CALENDAR OF KEY DATES**

### **January**

- Applications to host next mid-term meeting

### **31 January**

- Deadline for abstracts for open program
- Deadline for RSCAO Annual Report
- Deadline for RSCAO Strategic Plan

### **February**

- Mid-term meeting

- Venue of next mid-term meeting announced
- Abstracts reviewed by Programme Committee and up to 5 maximum selected.

### **March**

- Convenor/Secretary contacts authors of selected papers
- Successful and unsuccessful authors notified
- Program available
- First draft of mid-term meeting minutes available

### **April-May**

- Authors without financial support available invited to apply for speaker assistance

### **June**

- Full Papers due (1 June)
- Call for agenda items for August meeting

### **July**

- Programme Committee works with authors on papers and PowerPoints if required

### **August**

- Main Conference x 2 meetings
- Programme Committee appointed

### **September**

- First draft of meeting minutes available

### **September-October**

- Programme Committee develops a sub-theme and finalises the Call for Papers by 31 October
- RSCAO Convenor forward Call for Papers to the IFLA Government Board for approval

### **Early December**

- Call for Papers released through the IFLA mailing lists
- Call for Agenda items for February mid-term meeting
- Deadline for BSLA Proposals (1 December)