**IFLA Continuing Professional Development and Workplace Learning Section**
**Standing Committee Meeting**
**Durban, South Africa**

**Minutes of Meetings**
(Draft – subject to confirmation)

# Saturday 18 August 2007

1. **Welcome and Introductions**
The Chair Jana Varlejs, welcomed those present (refer list appended)

2. **Agenda – ordering of the agenda and addition of any additional items**
There were no additional agenda items.

3. **Apologies**
Apologies were received from: Roisin Gwyer, Richard Sayers, Monica Ertel, Diann Pelz-Rusch, Ann Ritchie, Ujala Satgoor

4. **Election of Section Office Bearers – 2007/9**

   a. **Chair**
   Jana Varlejs advised the Committee that two nominations had been received for Chair – Ian Smith and Jana Varlejs. Jana declined, but Ian advised that he agreed to the nomination. The Committee endorsed the nomination.
   b. **Secretary**
   Jana Varlejs advised the Committee that two nominations had been received for Chair – Monica Ertal and Susan Schnuer.
   Susan Schnuer left the meeting while the nominations were discussed (Monica Ertal was not at the meeting). After discussion a vote was taken and Susan Schnuer was endorsed as Secretary for the period 2007/9.
   c. **Treasurer**
   Jana Varlejs advised the Committee that one nomination had been received for Treasurer – herself. After discussion of IFLA procedural requirements regarding the Treasurer role Jan Varlejs was endorsed as Treasurer for the period 2007/9.
   d. **Information Officer**
   Jana Varlejs advised the Committee that one nomination had been received for Information Officer – Sylvia Piggott. Sylvia was endorsed as Information Officer for the period 2007/9.
   e. **Newsletter Editor**
   Ian Smith advised the Committee that Ann Ritchie had advised that she was willing to continue in this role for a limited period, with a view to handing over the role to a Member of the Standing Committee. Sylvia Piggott proposed that, subject to her agreement, Monica Ertal take on the role of Newsletter Editor – initially working jointly with Ann before assuming the full role. Agreed.

   **Action: Sylvia Piggott and Ian Smith to discuss with Monica Ertal.**

5. **Confirmation of minutes from Section meetings in Seoul, August 19th & 25th 2006 ( to be circulated)**

As the minutes were only tabled at this meeting it was agreed to defer approval until the Friday 24 August meeting.

6. **Report from Coordinating Board meeting – August 17th** - Jana Varlejs/Ian Smith
Jana Varlejs reported on this meeting focussing in particular on the proposals for review of IFLAs professional structure http://www.ifla.org/IV/ifla73/papers/070-PC-hearing.pdf and encouraged Section members to attend the hearing on that topic (Sunday, following opening ceremony).

7. **Chair's Report – Jana Varlejs**
Jana reported on recent activity by the Section noting that the Section's membership continues to grow – currently standing at almost 70 institutional members.   A major focus had been the successfully completed satellite conference in Johannesburg.  Jana noted the sponsorship for the conference provided by OCLC WebJunction and Emerald Publishing and thanked those two sponsors for their support of the Section's work.
Jana also noted:
  ▪ Success and value of the "virtual meeting" process between conferences
  ▪ Importance of Section Newsletter
  ▪ Section Strategic Plan – review & revision necessary

8. **Secretary/Treasurers report – Ian Smith**
Ian reported that the final reconciliation of administrative and project monies had been completed and that a cheque for $US 845.50 would be given to IFLA HQ staff at the conference.  That would pay back all monies owing to IFLA HQ.  Any remaining surplus finds from the Johannesburg satellite conference will be retained in the Section's bank account (operated by Jana Varlejs).
In response to a question from Wanda Dole, Ian confirmed that IFLA HQ had been advised of that arrangement.

9. **Information Coordinators report – Sylvia Piggott**
Sylvia noted that the Section web page on IFLANet http://www.ifla.org/VII/s43/index.htm requires attention to update some material and fill gaps.

All members of the Standing Committee are asked to review the web site and to make suggestions to Sylvia for additions/removals/changes.

**Action: All Standing Committee members**

10. **E List Coordinators report – Sylvia Piggott/Graham Walton**
Sylvia reported that the Section eList has 484 subscribers.  However, activity on the eList remains low – mainly announcements with virtually no discussion occurring.
Sylvia noted that there was strong interest amongst the Satellite Conference attendees in keeping up communication and getting involved in Section activities.  Clare Walker agreed to send the list of attendees email addresses to Sylvia and Ann Ritchie for publicity purposes.

**Action: Clare Walker**

11. **Newsletter Editors report – Ann Ritchie**
There was no report from Ann Ritchie as she was not at the meeting.  Jana Varlejs noted that the Newsletter is issued twice a year – online at the Section website and with an alert distributed via the Section's e-list http://www.ifla.org/VII/s43/index.htm

Jana encouraged contributions to the Newsletter – these to go to Ann Ritchie.

It was agreed that the next Newsletter should include an update report from the Satellite Conference

**Action: All Standing Committee members to submit Newsletter content to Ann Richie.**
**Ian Smith, Clare walker and Ann Ritchie to liaise on an update report**
**from the Satellite Conference**

Ian Smith raised the issue of how the Newsletter was distributed and in particular if Institutional members should be given the option of receiving a printed copy. It was **agreed** to that Ian would contact Institutional members to ask if they would like to take up this option.

**Action: Ian Smith**

12. **Marketing Officers Report – Roisin Gwyer**

Ian Smith reported on behalf of Roisin that the Section publicity brochure had been updated and that the PDF file has been distributed to the Standing Committee and is available from Roisin. Roisin.Gwyer@port.ac.uk

Ulrika Lang suggested that the brochure could be translated into languages other than English.

**Action: Standing Committee members are invited to make and to distribute such translations.**

13. **Report from Satellite Conference – Johannesburg (August 15th 16th)**

a. **General report**

Jana Varlejs, Ian Smith and Clare Walker reported on the conference. Sixty five people had attended the conference from these countries: Canada, U.K, South Africa, Australia, Singapore, Hong Kong, U.S.A., France, Sweden, Denmark, Botswana, New Zealand. The quality of the published papers and the presentations had been consistently good and the format of the conference which had emphasised interactivity seemed to have worked well for the majority of participants.

Ian noted that the PowerPoints for the conference are to be placed on IFLANet and that the request for the Proceedings to be made available on the web was to be explored with IFLA HQ. Two presentations had not been included in the Proceedings – these may be suitable for inclusion in the CPDWL themed issue of the *Library Management* journal.

b. **Financial report**

Ian Smith reported that while he and Clare Walker still had to complete a final reconciliation of monies received and payments outstanding he was confident that the conference would, as planned carry over a small financial surplus which would provide base funding for the planned 2009 satellite program. More details would be available later in the year and would be communicated to Standing Committee members.

c. **Evaluation – learnings for next program**

An evaluation form had been distributed at the conclusion of the conference. Initial perusal of the evaluation comments showed a number of suggestions which will be useful in planning for the 2009 satellite program. Susan Schnuer will tabulate the response and circulate to members of the Standing Committee (and to Pat Oyler and Sue Dodd) and placed on the Section's website.

**Action:** Susan Schnuer to tabulate and circulate the responses and place on the Section's website

d. **Acknowledgement of sponsors**

Jana Varlejs noted the sponsorship for the conference provided by OCLC WebJunction and Emerald Publishing and thanked those two sponsors for their support of the Section's work.

It was agreed that Ian Smith would write to formally thank both of the sponsors.

**Action: Ian Smith to write to both of the Sponsors**

14. **World Library & Information Congress - Program Sessions at Durban**

    a. **Joint session with MLAS Section: Library Association Leadership Development – Sylvia Piggott**
Sylvia reported on the full day joint program with Management of Library Associations (MLAS) Section, to be held on Wednesday 22 August as part of the GLAD (Global Library Association Leadership Development).
Sylvia encouraged Standing Committee members to attend the session and to assist with the round-table discussions.

    b. **Joint Session with Information Literacy & Education and Training Section: E-Learning – Ian Smith**
Ian reported on the program session, Tuesday 21 August 8.30 – 10.30 to be run jointly with the Information Literacy & Education and Training Sections and as an initiative of the E-Learning discussion group http://www.ifla.org/VII/dg/eldg/index.htm
The four presentations aim to reflect different perspectives and issues with the application of E-Learning.  Presentations are to be brief (15/20 minutes) in order to maximise interaction and discussion in the session.

    c. **Recommendation for IFLA Journal of paper/s from joint sessions**
Jana Varlejs reminded Section members that the Standing Committee is invited to suggest to the Coordinating Board **one paper** from the conference to be considered for publication in IFLA journal.  That paper is to be selected from among those presented in sessions which the Section has organised (including the joint sessions.) Divisions are now asked to submit a maximum of three papers from among those nominated by their sections

    **Action:  Standing Committee members to make suggestions for nomination at the Friday (August 24<sup>th</sup>) meeting of the Standing Committee**

15. **Planning for Future conferences programs –:**

    **Quebec 2008**
        i. **World Library & Information Congress Program Sessions**

            a. **GLAD (Global Library Association Leadership Development). Joint program session with MLAS Section: Library Association Leadership Development**
Sylvia Piggott proposed that leadership development in Library Associations be embedded in the Section's program planning and that a program segment with this focus be a part of all future World Library & Information Congress programs.  This was seconded by Susan Schnuer.

Discussion of this proposal covered these points:
- such a program fits well with opportunities for practical application of leadership skills – for many people their first experience of leadership is in professional associations
- important that CPDWL Section contributes to keeping IFLA strong and viable , therefore important to foster development in Library Associations across the world
- program important but should not become dominant/only theme for the Section
- important to focus on how to bring employers on board to support people wanting to take up leadership roles in the profession—directors need training in how to ensure professional development for their staff
- important to consider how best to further leadership development – in particular ensuring program content and focus is relevant to people in a

range of countries and circumstances and that optimum venues and program formats are utilised.

- Proposed theme: "Using technology to develop leadership in Library Associations" – possibly working with the IFLA Information Technology Section as well as the MLAS
- Importance of encouraging and supporting young librarians to become involved in library association leadership

After discussion, the proposal was **agreed to.**

> **Action: Sylvia Piggott working with relevant others to develop specific program proposal for Quebec.**

> **Action: Ian Smith, in conjunction with Sylvia Piggott, to explore with the IT Section possible interest in a collaborative program**

> **Action: Ian Smith to coordinate submission of program proposal to IFLA HQ by November 1 2007**

   **b. Guidelines/guidance/handbook on giving an international conference presentation and Guidelines/guidance/handbook on organising/planning conferences**
   **c.** It was suggested that CPDWL Section develop handbooks/guidelines on giving international conference presentations, how to create effective PowerPoint presentations, creating a well targeted papers and conferene proposals. It was noted that there is good information, on IFLANet and elsewhere, that can be drawn on to create these handbooks/guides. May be considered as another possible CPDWL publication and or placed on Section website.
   Proposed that Clare Walker, Gitte Larsen Sylvia Piggott and Jana Varlejs work on this project.
   **Agreed** to discuss furhter at the Friday August 24th meeting
   **d. Other program ideas.**
   The following were proposed for consideration
   - Linking with Classification & Indexing Section to identify best means of training and development in that area of work
   - Exploring e-learning and applications of other new technologies to work place learning

   **ii. Proposal from Ann Ritchie to run a Satellite program**
   Jana Varlejs noted that Ann Ritchie (not at the meeting) had proposed that the Section begin planning for the next Satellite Conference program.

   Discussion focussed on dates (2008 or 2009), possible venues, possible collaboration with other Sections and groups, and the importance of an effective working committee to organise the event.
   It was **agreed** to informally discuss options and possibilities over the week and to discuss the matter again at the meeting on Friday August 24th.

   b. **Milan IFLA World Library & Information Congress  2009**


16. **Special CPDWL themes issue of *Library Management* journal** – Sylvia Piggott
   Sylvia Piggott and Ian Smith reported on the (delayed) progress with the project.
   Linda Ashcroft sought clarification as to the process for soliciting and reviewing contributions and offered to assist with the project.
   It was **agreed** to discuss this further at the meeting on Friday August 24th.

17. **Project Reports**
    a.   CPDWL Quality Guidelines – Jana Varlejs
    Jana noted that the Guidelines had now been translated into Chinese, Spanish, and Korean, and will be made available on the Section's website.

    Further translations are required.  Michel Netzer agreed to translate the Guidelines into French.  Ulrike Lang agreed to translate the Guidelines into German.  Standing Committee members were asked to explore possibility of translations into, in particular: Russian, Arabic, Nordic languages.

    It was agreed that the Guidelines should be made available on the on the Section's website http://www.ifla.org/VII/s43/index.htm with a note inviting people to translate the Guidelines into other languages (and if doing so to advise the Section of this and to provide a translated copy for the website).

    **Action:**
    **Sylvia Piggott to liaise with Sophie Felfoldi to mount the Guidelines on the Section's website**
    **Michel Netzer translate the Guidelines into French;**
    **Ulrike Lang to translate the Guidelines into German;**
    **all Standing Committee members to explore possibility of other translations (in particular: Russian, Arabic, Nordic languages**).

18. **Strategic Plans**
    a.   **IFLA Strategic Plan – Jana Varlejs**
    (Secretary's note:  This matter was not discussed at this meeting because that was done at the Seoul meeting in 2006 – CPDWL plan was found to be congruent with IFLA strategic plan.)

    b.   **Section Strategic Plan – Jana Varlejs**
    Jana proposed, and it was **agreed,** that this matter be dealt with at the meeting on Friday August 24th

19. **Any other business**
    Jana Varlejs invited those present to share any relevant information.

    ▪   Chih-Feng P. Lin reported that the Second Asia-Pacific Library & Information Education & Practice Conference (A-LIEP 2007) is to be held on 23-24 November 2007 in Taipei, Taiwan.

20. **Closure of meeting.**
     Meeting closed at 11.15 am

**Meeting Participants**

| Name | Country | Email |
|---|---|---|
| Jana Varlejs | USA | varlejs@scils.rutgers.edu |
| Ian Smith | Australia | i.smith@latrobe.edu.au |
| Susan Schnuer | USA | schnuer@uiuc.edu |
| Gitte Larsen | Denmark | gl@db.dk |
| Sylvia Piggott | Canada | spiggott@sympatico.ca |
| Wanda Dole | USA | wvdole@ualr.edu |
| Li-Hung Huang | Taiwan | lihung@iii.org.tw |
| Clare Walker | South Africa | Clare.walker@wits.ac.za |
| Mary Chute | USA | mchute@imls.gov |
| Michel Netzer | France | Michel.netzer@bnf.fr |
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## Friday, August 24 2007

1. **Welcome and introductions**
   Ian Smith opened the meeting at 8:30 am, welcomed those present. Ian Smith introduced himself as the new chair of CPDWL and Susan Schnuer as the new secretary. He shared with the group that he thought the roles of the Chair and Secretary were to lead and manage the affairs of the Standing Committee and more broadly the Section. Over the next two years, he intends to work to build on the current energy of the section and to reach out to create further links within IFLA and beyond. His goal as Chair is to maximize the opportunities for all CPDWL Standing Committee members to be actively involved in the work and business of the Section. He wants to continue to develop a theme started at the Johannesburg pre-conference, namely the involvement of new professionals within IFLA. He would like to see the committee working to mentor the new professionals.

   We received apologies from Monica Ertal, Roisin Gwyer, Diann Pelz-Rusch, Marilyn Mason, George Needham, and Graham Walton.

2. **Minutes:** Ian Smith moved that the minutes of the Section meeting held in Seoul, Korea August 2005 be accepted. There was no dissent.

3. **Durban Programs**
3.1 **GLAD (Global Library Association Leadership Development) Program (joint program with Management of Library Associations Section) Wednesday 22/8/07**
   Ian Smith asked for reports on the session. Jana Varlejs commented that Sylvia Piggott and Carla Funk did a great job. She thought the afternoon session was very good, overall a good session. There was some discussion about the best format for this type of session. In Durban the session was a full-day with the morning used for speeches and the afternoon for round table discussions. Sylvia Piggott mentioned that the format was in part dictated by the room assignments. Several CPDWL members commented that perhaps, we should focus on having more interactivity within the program and reduce to program to a half day. The group also discussed the possibility of using poster sessions to share information about library association management, but the general feeling was that poster sessions were perhaps not the best delivery tool for this type of content

   Sylvia Piggott also mentioned that in the future they might want to consider twinning library associations as part of the program. Ian Smith added that some people commented that it was difficult to see how CPDWL had been involved in this program, and that, in the future, the focus should be on developing skills and abilities.

**Action:** Sylvia Piggott agreed to work on the GLAD program for Quebec (one half-day program).

### 3.2 E-learning – in search of collaboration and quality (with Education and Training Section and E-learning Discussion Group) Tuesday 21/8/07

Ian Smith asked for feedback about the session. Clare Walker commented on Ian Smith's great moderating abilities with a very over-crowded room. Gitte Larsen felt that it was a very good session and enjoyed the best practices section of the Webjunction presentation.

Anna Maria Tammaro felt that the strong collaboration amongst the IFLA committees contributed to the success of the program and that we should continue this type of programming in the futures. Susan Schnuer mentioned that there was much interest in this topic and many participants had questions. In the future we might want to consider a workshop format. Jana Varlejs commented that we might want to make sure that there are handouts in future sessions.

Ian Smith thought the session went well. He had worked with presenters so that they would make it more interactive and he posed three questions at the beginning. He asked speakers to keep themes short and to the point and the selection committee had chosen papers from different viewpoints. The session worked well since at the end the speakers were flooded with questions. Next time we might experiment with a panel and then roundtable discussions.

Michel Netzer noted that CPDWL was not mentioned as a sponsor of the session in the program and that in the future we need to be vigilant about getting branding for CPDWL.

### 3.3 Recommendation for IFLA Journal of papers from both sessions

After some discussion there was unanimous agreement to recommend two papers: *1.) Cooperation Across Continents: Case of Library and Information Association of South Africa and Finnish Library Cooperation* and 2.) *Applying Moodle to continuing professional development: "Old" content in a new container?*.

**Action:** Ian Smith will recommend these two papers to the Division Coordinating Board

### 4. Newsletter Editor

Ann Ritchie commented that this is not an onerous task; there are two editions per year. She thinks that the newsletter is the voice of the section and could probably be improved. Sylvia Piggott nominated Monica Ertal as newsletter editor.

**Action:** Ann Ritchie will contact Monica Ertal. She will plan to do the next newsletter together with Monica and then hand it over to her.

## 5. CPDWL sessions in 2008 in Quebec

Ian Smith noted that CPDWL will not be running a satellite pre-conference in 2008 as the Section has missed the deadline for proposing satellite programs for Quebec. Ian had communicated this to our Canadian colleagues.

Ian Smith reviewed the proposals for the Quebec City conference from the minutes of the CPDWL meeting held on August 18th.

- We thought we would continue to work with the management of library associations section (MLAS) on the GLAD program
- We might offer a session on guidelines for planning a conference and how to present
- We also considered how to use technology to develop the management of library associations
- Finally we mentioned working with newcomers to IFLA

Jana Varlejs recommended that we tie the topics of technology, advocacy and new professionals together and consider Stephen Abrams (from Sirsi/Dynix) as a speaker.

Gary Potter mentioned that he had heard an excellent paper on digital fluency and we might want to consider that as a possible topic. Ann mentioned the idea of Web 3.0 and recommended that we think about Bob Mason and his paper on a third culture. Ann thought we could think of a library as "mind space" and what that space means to new professionals.

Wanda Dole reminded the group that we need to have our program proposals for Quebec in by November 1.

**Action:** Ian Smith & Susan Schnuer to coordinate submission of program proposals by November 1, 2007

**GLAD Program**
Sylvia Piggott proposed the GLAD program segment be embedded in each major IFLA conference program but that it be a separate program element from other Section program elements.. It was agreed to continue working this way with the GLAD program working in conjunction with the MLAS Section.

**Action: 1.)** Sylvia Piggott will chair the Quebec program working group for the GLAD program. Ann Ritchie, a nominee from the New Professionals Discussion Group, Eileen Breen, and Michel Netzer will be part of the committee. **2.)** Ian Smith & Susan Schnuer to coordinate submission of this as part of our program proposals for Quebec (as above)

**Poster session -**
It was agreed that the Section would submit a proposal for a poster session with the working title: "So you want to organize a conference?" This would form a good complementary activity

to the proposed handbook/guidelines on giving a presentation at an international conference (see item 9 below).

> **Action:** Ian Smith, Ulrike Lang, and Linda Ashcroft to work on this (working in conjunction with the working group working on the handbook/guidelines on giving a presentation at an international conference

6. **Milan satellite conference**

Ian proposed that any final decisions about the 2009 Milan satellite conference be held over to the next Standing Committee virtual meeting since over half of the Standing Committee members were not at the Durban meeting. Jana Varlejs thought that we should make the decision about the satellite conference as soon as possible.

There were several suggestions for the possible location of the satellite conference:
- Germany, Munich (with assistance from Ulrike Lang and the Bavarian State Library)
- Germany, elsewhere (possibly with assistance from Goethe institute)
- Paris (with assistance from Michel Netzer and Marielle de Miribel)
- Italy, Parma (with assistance from Anna Maria Tammaro) or elsewhere in northern Italy
- Brasov, Romania

Anna Maria Tammaro offered to be a local contact for the satellite meeting in 2009 if we decide to hold it in Italy.

In discussion it was agreed that a priority in deciding on a location for the satellite should be easily accessibility to Milan by rail or air. After discussion it was agreed to further explore possible Italian, German and French locations and not to explore further the Romanian option.

Many suggestions were offered for the content, including:
- New professionals: succession planning, generational issues, global village, case study of new professionals, toolkits and guidelines for professional, mentoring, job exchanges, skill analysis/gap analysis
- Information literacy and e-learning – what role for e-learning in getting training and development out to all who work in libraries
- Development of organizations as places which are attractive to new professionals as places to work.

Sylvia Piggott suggested that we tie our program to the IFLA President Elect's theme (2009 – 2011 President) Ellen Tise's presidential theme: "*Libraries and librarians as change agents, connectors and points of convergence: from grass-roots to global* and her motto: *"Change, Connect, Converge"*. Ian Smith also noted that it was important that through our program we support IFLA's three pillars: Society, Profession, Members.

Some titles were suggested for the satellite conference:
- Making space for new professionals
- Right people at the right place at the right time

For the pre-conference we need:
- A Chair/convenor
- An organising committee with:
    - 1 person to take on the role of program convenor/organizer (i.e. the role performed by Ian Smith for the Oslo and Johannesburg conferences)
    - A lead editor and a co editor of the Proceedings – the Editor would also coordinate the peer review of submitted papers
    - 2/3 people at or close to the conference location to handle on-the-ground logistics

Volunteers for the committee:
- Gitte Larsen
- Sylvia Piggott
- Clare Walker
- Mary Chute
- Eileen Breen *[Emerald Publishing)*
- Jana Varlejs
- Liz Lewis
- Li-hung Huang
- Ian Smith

Garry Potter asked to back up a bit and go on the record regarding the committee submitting topic which is important for new professionals.

## 7. Library Management Journal – Special CPDWL Themed Issue

It was agreed that this would proceed as a priority project.
Organizational group:
- Sylvia Piggott
- Linda Ashcroft (as much as possible)
- Ian Smith
- Jana Varlejs [to be 'lightly' involved]

Timetable will be driven by Steve O'Connor's timeline. Sylvia Piggott will check with Steve and then the working group will get back to the Standing committee members as well as our visitors at this meeting and the others from the Johannesburg pre-conference regarding ideas.

Linda Ashcroft would like us to get some broad guidance from Steve O'Connor regarding the nature of the content.

ClareWalker asked if the group will pre-select for submission or whether that will be done by Steve.

Ian Smith summarized that we need to get some agreement from Steve O'Connor regarding the themes and then talk with him about the process of collecting and reviewing contributions. Linda, Eileen and Sylvia all commented saying that they felt it was clear that Sylvia was to be

the guest editor, so that the Section would be responsible for the selection and editing working in conjunction with Steve O'Connor.

Clare Walker wanted to clarify that we would be doing the 'first sort' and Ian Smith confirmed this.

Eileen suggested a call for abstracts. Ian expanded that we would put out a call for expressions of interest/abstracts. Then CPDWL subgroup would select and respond asking for submissions, and subsequently review for final selection.

It was suggested that this Library Management issue could have some form of IFLA branding. Ian Smith reported on discussion with Sjoerd Koopman on this topic and indicated that he would explore this further with both IFLA and Emerald.

Ann Ritchie suggested that two of the Johannesburg presentations, which had not been published in the Proceedings, could possibly be incorporated into the Library Management issue – or in our newsletter.

> **Action:** Organisational group – actions as above

### 8. Strategic Planning
Ian Smith noted that action is required and should be handled via Standing Committee virtual meeting.

> **Action:** Ian Smith to check with IFLA Headquarters as to when the Strategic Plan needs to be amended and submitted and in the meantime we will proceed with reviewing the Strategic Plan .
> **Action:** All Standing Committee members to review the current Strategic Plan http://www.ifla.org/VII/s43/annual/sp43.htm for discussion in our next virtual meeting.

### 9. Presentation Guidelines/Handbook
It was agreed that CPDWL will develop a handbook, it will include guidelines in giving an international presentation, how to create an effective PowerPoint, and even some of the earlier stages about creating a well targeted paper. There is good information, on IFLANet and elsewhere, that CPDWL can draw upon to create this handbook.  It will be considered as another possible CPDWL publication.

We can use as a target date the Quebec conference and promote it as a poster session.

We would also want prominent placement on the IFLA website.

Gitte Larson agreed to chair this work-group.  Clare Walker, Sylvia Piggott and Jana Varlejs will also be part of the working group

> **Action:** Gitte Larson will work with other working group members to develop the guidelines in time for the Quebec conference.

**10. Johannesburg satellite conference – follow up**

**Refunds for non attendance**
Clare Walker raised the issue of how to handle refunds for people who could not attend due to a last minute emergency or illness. It was noted that there was a clear statement about cancellations on the registration form.

In discussion it was suggested that it may be possible to offer a full or partial credit toward the next satellite conference (2009). It was agreed that Ian Smith and Clare Walker would decide how to handle the issue of refunds.

**Action:** Ian Smith and Clare Walker will decide on a reimbursement policy.

**Organization of the satellite conference**.
Accolades were given for all the hard work and effort that went into the publication of the papers. It was requested that the project timeline be shared with the others. It was also suggested that it be included in the Presentation Guidelines/handbook.

**Action:** Johannesburg planning committee will prepare a timeline document for satellite meeting and share it with the Milan planning committee. This timeline will also be included in the Presentation handbook.

**Length of satellite conference**
There was discussion of the length of the pre-conference. Oslo was 2 and a half days, Johannesburg was 2 days. In discussion some felt that that longer was better especially if we want to include any local cultural opportunities, it was pointed out that cost of attending extra days can be a major factor for participants. The merit of additional cultural events was discussed – some felt these to be important, others that the program was the priority and cultural events less important.

**Action:** Decision on length of the satellite meeting will be made by the next organizing committee.

**Posting photos from the satellite conference**
Clare Walker asked where to post photos. Flickr was suggested. Garry Potter agreed to send Clare Walker the details and also to let others know how to post. Clare Walker asked that we make sure that any photos that are used or referenced elsewhere are acknowledged/attributed.
**Action:** Garry Potter – as above.

**Proceedings on the Web**
Ian Smith reported the he and Susan had discussed with Sjoerd Koopman the idea of posting of the satellite conference papers on the web. The response was positive as this increases exposure of the papers and increases sales of the Proceedings. Such web posting may be set up so that readers would not be able to print a paper in its entirety – just the first page.
**Action:** Ian Smith to follow up with Sjoerd Koopman at IFLA HQ

**Action:** Susan Schnuer will collate the evaluations and share with the standing committee, Liz, Pat, Garry, and Ann.

## 11. Next virtual meeting
Ian Smith noted that a virtual meeting would be held in October – this to resolve outstanding business and to allow all Standing Committee members the opportunity to take part in discussion/decisions.

**Action:** Susan/Ian to plan for Virtual Meeting in early October.

## 12. Thanks and appreciations

Ann Ritchie thanked Jana Varlejs for her leadership of the Section over the past term.  This was confirmed by acclamation.

Jana Varlejs thanked Ian Smith, Ann Ritchie, and Clare Walker for all their work in making the Johannesburg conference a success.

The meeting concluded at 10.40 am.

## 13. Meeting Participants

| Name | Country | Email |
| --- | --- | --- |
| Ian Smith | Australia | i.smith@latrobe.edu.au |
| Susan Schnuer | USA | schnuer@uiuc.edu |
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