



Draft CPDWL Standing Committee Meetings – Online, 2021

MEETING 1 Americas/Australia/Asia

Date: Thursday, 4 February 2020, 00.00-02.00 CET (UTC+1)

MEETING 2 Africa/Europe

Date: Friday, 5 February 2020, 15.00-17.00 CET (UTC+1)

Both meetings held Via Zoom

Attendees:

Gillian Hallam, Ray Pun, Rajen Munoo, Constance Lehro Kouï, Mitsuhiro Oda, Edward Junhao Lim, Juanita Jara de Sumar, Sandra Hirsh, Ulrike Lang, Heba M. Ismail, Daria Beliakova, Almuth Gastinger, Svetlana Gorokhova, Ivana Todorovic, Carmen Ka Man Lei, Ewa Stenberg, Antonia Krupicka-Smith, Sara Ulloa, Chinwe Anunobi, Loida Garcia-Febo, Catharina Isberg.

Observers:

Joseph Yap (Kazakhstan), Lei Jin (Canada), Roana Marie Flores (The Philippines), Reysa Alenzuela (The Philippines), Maja Simunovic (Croatia), Roxana Dinu (Romania), Megan Price (IFLA HQ).

1. Welcome

Meeting 1 hosted by Gill Hallam (Co-Chair) & Ray Pun (Information Coordinator)

Meeting 2 hosted by Ulrike Lang (Co-Chair) & Heba Ismail (Secretary)

- Apologies received: Mary Ellen Davis, Lim Kok Eng, Monica Mooney Ertel
- Introduction of members and meeting participants [**via Chat**]

2. Approval of the Agenda

- The agenda was approved.

3. Administrative matters to be noted

- Minutes of the SC Meeting held online via Zoom on [3 September 2020](#) had been approved by email and available on IFLA website
- Officers submitted the [Annual Report 2019-2020](#) and the [Action Plan 2020-2021](#) to IFLA HQ on 1 Oct 2020.
- Information Coordinator's Update
Please continue to fill in the blog post calendar as needed.



4. Breakout Sessions: Discussion on the future directions for CPDWL

- Participants met in two breakout rooms in each meeting to envision the future of the section and to figure out how these ideas become a reality and what needs to be done.

Question 1: Thinking strategically, how do you each envision the future of the section?

Meeting 1 ideas:

Discussion focused on the issue that, when so many CPD activities had moved into the virtual environment, how relevant were the CPDWL Guidelines? It was felt that they were less applicable to the digital age, as their creation was based on the assumption that they were about face-to-face CPD activities. It was stressed that COVID-19 had sharpened the focus on the need for CPD at all levels, with some library staff who were previously less interested in workplace learning now realising that the changing work environment would require them to adopt new work practices.

It was felt that the CPD Guidelines should be refreshed to ensure they were fit for purpose, especially when there were many new ways of learning. It was suggested that SC members draw on their own knowledge and experiences to develop new Guidelines to improve the online learning activities delivered by LIS professionals.

LinkedIn was proposed as a possible platform to use to extend the reach of CPDWL and to connect LIS professionals with their peers.

Meeting 2 ideas:

It was believed that there were already many positive aspects of the CPDWL SC, including the global spread of members representing many different nationalities and the translation of CPDWL resources into many different languages. It was important that the SC continued its current practices, but it was essential that all SC members were actively involved in and contributing to the projects.

Emphasis was placed on the value of organising more online activities, such as webinars and Knowledge Cafés, and focusing on further mobile and digital tools.

Question 2: How might these strategic ideas become a reality? What needs to be done?

Meeting 1 ideas:

There was a clear need for stronger connections between the working groups and the SC as a whole. It was acknowledged that 2021 was a transitional year, with some people leaving the SC and other new people joining in August. The SC needed to focus on how to get to know the new SC members and how to build a productive team.



IFLA Section Continuing Professional Development and Workplace Learning

It was noted that the strategy of identifying webinar topics should be revisited. CPDWL & NPSIG conduct a bi-annual survey inviting people to consider the topics they would like to see discussed in a webinar. While the target audience was currently predominantly new LIS professionals, it was felt that there was scope to pitch the topics more widely to include mid-career library staff. Given the current pandemic, there was some urgency to distribute a new survey to identify potentially more relevant webinar topics. Loida reported that she would be happy to work with the NPSIG survey tool over the coming weeks to develop a new survey, with the opportunity for it to be translated into other languages.

It was stressed that as so many library staff were working from home, the traditional staff evaluation processes needed to change to reflect the immediate needs of individual members of staff. So many conferences and seminars had moved online, but the inconsistencies in the quality of online CPD activities were highlighted. The CPDWL SC could consider its own role in this space. CPDWL SC members should consider what CPD and workplace learning really looks like in the digital age/the COVID age, to determine how high quality, engaging learning content should be created, and think about the ways in which support and assistance could be provided to LIS professionals to help them learn how to engage with PD and truly develop through their own PD activities.

Suggestions were made about developing a suite of learning activities relating to a PD topic, described as 'Add On ++', for example a webinar, followed by a knowledge café to enable the participants to engage more deeply with the new content they have been introduced to in the webinar. Emphasis was placed on mixed modes of learning activities and on helping people to learn to learn. Very importantly, the SC should consider the section's capacity, possible ways to scale up specific ideas, and strategies that would involve all members of the SC, rather than just small working groups.

Meeting 2 ideas:

There was interest in re-envisaging the CPD Guidelines. The original work had been very ably led by Jana Varlejs, but the SC should look to a fresh team if the Guidelines were to be updated. There were opportunities to think about how the Guidelines could be adapted to meet the profession's needs in the 'new normal', as well as how to build on the section's strengths to focus on global perspectives of professional learning, identifying the challenges associated with ways of learning in different regions and cultures. It was suggested that there should be a core group of people who should work on the project to review the content and application of the Guidelines. One approach may be to get representation from the different stakeholder groups represented in the Guidelines (i.e. learners, employers, library associations, LIS educators and LIS training providers), drawing on individual SC members as well as inviting other people to give input from the different perspectives.



It was also suggested that there could be value in surveying managers who represented a range of library institutions, along with some individual LIS professionals, to seek their views about what they expected from the CPDWL section.

One possible project related to the Coaching initiative, with the potential to develop some guidance statements outlining the differences between 'coaching' and 'mentoring'.

Further ideas considered collecting identify any additional free communications apps to monitor the opportunities offered by free educational webinars.

5. Standing Committee membership matters

- Number of SC members, Corresponding Members and CPDWL consultants
 - List of SC members and responsibilities available on Basecamp
 - It was noted that a survey of SC members had been conducted in January 2021 with the goal of identifying who might be interested in becoming officers of the SC from August 2021. The objective was to support the succession planning processes within the SC. However, as not all SC members, corresponding members and consultants submitted their responses to the survey, only a partial picture was achieved.
 - An overview was provided about the anticipated changes to SC membership in August 2021, with some SC members (Ewa, Sandy & Juanita) completing their second term, while Ivana and Svetlana would be completing their first term and so would be eligible to nominate for a second term.
 - It was noted that as interest in joining the SC was currently strong, it was likely that there would be more nominations than places available on the SC. This meant that elections would probably be required this year.
 - Planning for nominations/elections for new SC members in 2021
 - it was noted that it was highly likely that there would be new processes for the nomination and election of SC members as a result of the IFLA Governance Review. The schedule of dates and deadlines for SC nominations and elections would be shared with the SC members.
 - Identification of any inactive SC members who could be considered to have resigned. It was noted that the rules of procedure indicated that any SC member who failed to attend two consecutive SC business meetings without due reason could be considered to be an inactive member. IFLA HQ had confirmed that this ruling applied to virtual business meetings as well as face-to-face business meetings.
 - Co-option of replacement members for any members who have already resigned: as one SC member, Mary Ellen Davis, had advised that she very sadly had to resign due to ill health, the officers would discuss the opportunity to co-opt a member for the duration of Mary Ellen's term.



IFLA Section Continuing Professional Development and Workplace Learning

- Renewal or retirement of corresponding members (maximum 5, each of whom has a 2-year term which can be renewed once).
 - Wanda, Antonia & Maria would be completing their second terms in August 2021
 - Chinwe would complete her first term as corresponding member
 - Sara's first term was scheduled to conclude in 2022
 - Corresponding members would be invited to nominate to become a full SC member.
- Review of CPDWL consultants (a role for actively working former SC members or former corresponding members).
 - CPDWL also has the role of 'consultant' as an avenue for SC members who have completed their terms to remain actively connected with the section. It was agreed that the officers would contact all the current consultants to enquire whether they wished to continue in the role. SC members completing their second term would be invited to become consultants.

6. Membership of the Section

- List of registered members of the section
 - 97 members (71 institutions, 26 personal affiliates)
 - Membership dropped (-13) – possibly due to the pandemic and budgetary issues?
 - Meagan Price (IFLA HQ) was asked whether this decrease in membership reflected a global trend of declining membership in other sections. Megan advised that she would seek further information.
 - It was agreed that those who had dropped their membership of the section would be contacted to thank them for their support.

7. Announcements and report from Division IV and the Professional Committee

- Division IV meetings

Catharina thanked CPDWL members on the effort exerted by the section, stressing that it was a very active section. She gave a short summary of the two business meetings she had chaired: they focused on communicating in new ways, the exchange of ideas, the different experiences of the work undertaken by the units. This allowed a better understanding of successful SC processes and how they had been adapted during the pandemic in order to continue to keep SC members active and engaged.
- IFLA Governance Review

Catharina also talked about the Governance Review, how it had reached its final stage and that this was the focus of the Extraordinary General Assembly scheduled for 12 February 2021 (11 February in some regions of the world). If the revised statute was accepted, it would affect the rules of procedure, the nomination for the GB, the Regional Council and the sections.
- The WLIC would be held as an online event in August 2021. Information about the WLIC was published on the IFLA website.



8. Action Plan 2020-2021: Summary review of projects and activities

https://www.ifla.org/files/assets/cpdwl/strategic-plan/cpdwl_actionplan_2019-2020_revised.pdf

- Action Plan 2021-2021 finalised and submitted to IFLA HQ on 01 Oct 2020

Progress meter:

green text – good progress

amber text – moderate progress

red text -little or no progress

Focus Area 1 Strengthen the skills and capabilities of the profession by developing a Toolkit which will encourage and support the transfer of learning LIS professionals acquire or CPD events to their colleagues in the workplace

1.1 Develop a Toolkit to help librarians transfer learning back to the workplace

Gill, Rajen, Svetlana, Ivana, Kok Eng

- Identify relevant resources, in different media and in different languages
- Design the Toolkit
- Add the Toolkit to the CPDWL webpage to support the transfer of learning
- Plan for webinar to launch the Toolkit
- Plan for session on the Toolkit at the WLIC in 2021

The Working Group had prepared a Briefing Paper for the meeting. The idea of a 'toolkit' to help librarians transfer learning back to the workplace was first introduced at the CPDWL SC meeting held at the WLIC 2016 (Action Plan 2016-2017). A working group was formed at the SC meeting held at the WLIC 2019 (Action Plan 2017-2018). The project was subsequently put on hold to await the new IFLA website (Action Plan 2018-2019). At the SC meeting in 2019, as the majority of the members of the working group had left the SC at the end of their terms, a new working group was formed (Action Plan 2019-2020). The Professional Committee subsequently provided feedback to ask the SC to include 'one very specific Focus Area with a concrete output' in the Action Plan. The Toolkit was then identified as a potential 'concrete' output'.

It was reported that the lack of progress during 2020 resulted from (a) COVID-19; (b) ongoing delays with the new IFLA website, (c) new channels of communication, specifically social media, (d) new ways of learning. The Working Group believed that it was opportune to re- envisage the concept of the Toolkit, proposing a more dynamic approach to knowledge sharing and learning that would align with CPDWL's other activities and communications channels, with the opportunity for a more collective and collaborative approach to content development, along the lines of the CPDWL blog.

It was acknowledged that the plan for the new resource, given the working title CPDWL IDEA HOUSE, remained conceptual at this stage, with the key ideas including:



IFLA Section Continuing Professional Development and Workplace Learning

- Optimising the use of CPDWL's social media channels to promote bite-size and peer-to-peer learning where members share some 'hacks' or 'tinkerings'
- Utilising the concept of 'sharing knowledge and learning' for a 12-month program for the Idea House, with all members of the SC, plus invited guests, contributing key ideas and experiences about the strategies and initiatives introduced in their own organisations and in their regions
- Identifying an appropriate framework or thematic approach for the Idea House program, e.g. the CPD Guidelines, which could offer a bi-monthly focus on the five 'actors' (learners, employers, library associations, LIS educators, LIS training providers), or other thematic approaches, with the goal of enabling SC members to plan their contributions in line with their own strengths and particular areas of interest
- Determining the scope of the content to be included in the Idea House, e.g. best practices, key resources, questions and answers
- Promoting our geographic diversity with SC members, e.g. by sharing summaries of articles or book reviews relevant to their work
- Enhancing wider engagement by having a question board or forum where questions and answers can be exchanged
- Including 'special issues' in the newsletters focussing on best practices and key resources
- Identifying strategies to evaluate the impact of the diverse elements of the Idea House.

The Working Group sought support-in-principle from the SC to move forward with the concept of the Idea House. Specific work would include identifying the appropriate dynamic and interactive technology environment/platform: the Working Group invited SC members with strong ICT expertise to contribute to this work. It was proposed that there should be an initial pilot project, with a single topic selected to be scoped, shaped and created as a working example of the overall concept. Importantly, the current Working Group would be seeking to immediately expand its membership to ensure that all SC members could contribute their ideas and thoughts about the Idea House.

Focus Area 2: Better prepare IFLA and the global library workforce to support 21st century users by promoting the importance of CPD within IFLA and libraries as a means of advancing both the libraries and the societies they serve and by offering a robust and varied selection of CPD opportunities

2.1 Webinars: offer at least three webinars a year

Mary Ellen, Ulrike, Almuth, Loida plus Ray & Edward



A short report was provided about the webinar program in 2020-2021, with warm thanks offered to Loida for hosting two recent webinars. It was stressed that while the webinars were a highlight of CPDWL's achievements, there was an ongoing need for further volunteers to help plan and organise the events.

It was agreed that a new survey would be conducted to garner fresh ideas for webinar topics, with Loida leading this work.

2.2 Develop and deliver 3 open sessions for the WLIC 2021 (Virtual)

- Knowledge Café: Daria & Monica will host two sessions online for the first time, scheduled for 9 February 2021. 100 people had registered for the first session, 62 for the second session. Attendees could choose two different table topics during each session.
Guidelines for table hosts and rapporteurs were developed and shared by Daria and Monica, and a summary report will be prepared to collate the key ideas shared in the discussions.
- Library carpentry: Edward reported that the Science and Technology section was scheduled to meet on 5 February. More information about the plans for the event would be available after that meeting, so Edward would provide an update in the coming week.
- Health management: this topic had been cancelled.
- As the format and structure of the WLIC 2021 was not yet known, no further planning would be undertaken by the SC.

2.3 Provide access to CPDWL publications (e.g. conference papers and presentations)

Gill & SC members involved in WLIC sessions

With no WLIC held in 2020, no further work had been required.

2.4 CPDWL and M&M Coaching initiative

Ewa, Almuth, Ulrike, Carmen + Vera Keown, Barbara Schleihagen (M&M)

- Liaise with M&M and Professional Committee
- Undertake planning activities
- Promote and deliver the program in 2021

Ewa provided a brief overview of the history of the Coaching initiative. She emphasised that it had been a collaboration with the Management and Marketing section (M&M) since 2019. In 2020, Vera Keown developed the Coaching Training Program, with the slides now translated into all official IFLA languages. A podcast featuring Ulrike and Vera would be released on Monday, 8 February 2021.



IFLA Section Continuing Professional Development and Workplace Learning

One coach reported that she had encountered problems with the planning processes, with coachees failing to attend their session. She felt that many coachees really sought mentoring, rather than coaching, as they anticipated

direct advice for their area of concern, rather than learning to think independently about how to resolve the problem. One of the observers provided very positive feedback on her experience as a coachee, with praise for her coach.

2.5 Re-engage with participants and documents from CPDWL Satellite Meeting 2019

Gill, Ray, Ulrike, Almuth and Ewa

- **Re-engage with participants through webinars or sharing pertinent resources**
 - Presentation to Croatian Library Association, October 2020 (Ulrike & Ray)
 - The meeting acknowledged the distress experienced by colleagues in Croatia as a result of the earthquake in November 2020.
- **Review the CPDWL Guidelines for Satellite Meetings 2017**
 - Revised 2020 (for in-person satellite meetings)

Focus Area 3: Establish clear standards for use by libraries and library workers to shape CPD programmes

3.1 Continue implementing the IFLA CPD Guidelines

Gill, Juanita, Edward, Chinwe, Hiro, Ivana, Jana

The main focus over the past 5 months has been to seek further translations of the poster. Ray was thanked for his coordination efforts that has resulted in many new translations. The total number of posters is now 30.

Translation of the full document is more challenging due to its length, which means that it is not feasible to seek funding for the translation work. SC members were encouraged to think about whether they know anyone who might be able to assist with translations. Sadly, translation into French has been particularly difficult.

It was emphasised that, if the Guidelines were going to be revised and updated, further translation work should be put on hold.

Focus Area 4: Increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace through the creation of a more open and engaging environment for the CPDWL section activities



IFLA Section Continuing Professional Development and Workplace Learning

4.1 Adopt more participatory practices during standing committee meetings

Gill & Ulrike as Co-chairs

Ideas continue to be implemented, e.g. the small group discussions in the breakout rooms during these meetings.

4.2 Implement mid-year virtual SC meeting

Gill & Ulrike as Co-chairs

Achieved.

4.3 Improve the communication work of the CPDWL section

Ray (Information Coordinator) plus Communications Working Group

- Review and update Communications plan

Ray was praised for his energy, his creative ideas and his ability to encourage the SC members to participate in the different social media channels. The collaborative approach to writing posts for the CPDWL has resulted in ca 200,000 monthly views.

4.4 Newsletter Team Update from Juanita/Sara

Juanita and Sara were thanked for their work on the most recent issue of the newsletter. Edward advised that he now has access to the InDesign software program which will allow him to assist Sara with the design and layout of the next issue.

Juanita advised that the June 2021 issue will be the very last issue that she will work on, as she completes her second term as SC member in August. It was emphasised that the newsletter team requires new people – working with the team over the coming months would be a wonderful learning opportunity for anyone interested in joining the team. Please send your expression of interest directly to Juanita promptly, as work will commence soon on the next issue.

Feedback was sought on the themed approach to the last two issues: SC members were invited to share their ideas and experiences about specific topics, resulting in rich content where multiple perspectives were shared. To continue CPDWL's push to multi-lingual communication, articles in all languages are welcome – and encouraged! A further new column had been proposed by Ulrike: *Now for something completely different*. This idea needed to be explored further to determine how to best incorporate it into the newsletter.

To note: the deadline for submissions for the next issue is 10 May 2021. Juanita stressed the importance of writing articles well ahead of the deadline to allow the newsletter team plenty of time to work on the layout etc.



IFLA Section Continuing Professional Development and Workplace Learning

9. Any other business, including items to raise with Division IV

Ulrike asked whether SC members wished to continue with the idea of the Meet Ups. There was strong support for the idea, with different topics to discuss and a different mix of SC members meeting up in the various sessions. Svetlana and Almuth were both willing to help organise a new round of Meet Ups.

10. Next meeting of the Standing Committee

The next meeting will be held in August 2021, in association with the WLIC.
Date to be confirmed.

11. Closure of SC Meeting