



**IFLA Regional Standing Committee for Asia and Oceania (RSCAO)  
Minutes of the SC Meetings, Columbus, 14 + 16 August 2016**

**DRAFT MINUTES**

Item	Agenda	Remarks
1	<p><b>Welcome, Introduction, and Apologies</b></p> <p>Chair Jayshree Mamtora opened the meeting at 1.45pm and welcomed all members present. A special welcome was extended to the observers present, which included ALA International Fellowship recipients from Asia and Oceania.</p> <p><b>SC I meeting:</b>  <b>Present:</b> Jayshree Mamtora (Chair), Sanjay K Bihani (Secretary), Premila Gamage (Information Coordinator), Fawz Abdallah, Susmita Chakraborty, Takashi Nagatsuka, Paul Nielsen, Yigang Sun, Shawky Salem (Advisor), Ian Yap (Regional Office) and Janice Ow (Regional Office).</p> <p><b>Apologies:</b> Hasna Askhita, Madhu Bhargava, Ramesh Gaur, S. B. Ghosh, Chihfeng Lin, Eulsoon Ma, Winston Roberts, Irina Shubina, W. Seneviratne, Heather Todd, Dil Ruksana Basunia (Corresponding Member), Rashidah Begum (Advisor), Dan Dorner (Advisor).</p> <p><b>Absent</b> (no response received): Samer Abou Haidar.</p> <p><b>Observers:</b> Razina Akhter (Bangladesh), Dilara Begum (Bangladesh), Tay Ai Cheng (Singapore), Kusala Fernando (Sri Lanka), Elvira B Lapuz (Philippines), Patricia Oyler (US), Garry Smrr (Australia), Bich Chau Nguyen Thi (Vietnam), Sonam Yudon (Bhutan), Selina Sharmind (USA), Joan Weeks (USA), Jim Church (USA), Savithri Weerakoon (Sri Lanka).</p> <p><b>SC II meeting:</b>  <b>Present:</b> Jayshree Mamtora (Chair), Sanjay K Bihani (Secretary), Premila Gamage (Information Coordinator), Heather Todd, Fawz Abdallah, Takashi Nagatsuka, Paul Nielsen, Susmita Chakraborty, Shawky Salem (Advisor), Ian Yap (Regional Office) and Janice Ow (Regional Office) Helen Mandl (IFLA HQ).</p> <p><b>Observers:</b> Randa Al Chediak (Lebanon), Vemes I Guyes (Philippines), Deva E Reddy (USA), Ajay Pratap Singh (India), Sonam Yudon (Bhutan).</p>	Chair
2	<p><b>Adoption of agenda</b></p> <p>The Chair asked members to adopt the agenda, and this was done.</p>	Chair

<p>3</p>	<p><b>Confirmation of the Minutes of the Meetings</b> held during mid-term meeting, Singapore</p> <p>The minutes, which had previously been circulated, were confirmed.</p>	<p>Chair</p>
<p>4</p>	<p><b>Matters arising from the Minutes</b>, if any...</p> <ul style="list-style-type: none"> <li>• New template for sub-regional reports has been created (Chair)</li> <li>• Acceptance emails sent (Secretary)</li> <li>• Program finalised (Program Committee)</li> <li>• Call for Proposals for Satellite revised and redistributed (Program Committee)</li> <li>• Reminder sent to Sub-Regional Convenors for updates to Action Plan (Chair)</li> <li>• 2017 Mid-term meeting likely to be held in early February 2017 pending further details from Ramesh Gaur; no further information from Philippines for 2018 meeting as yet (Chair)</li> <li>• Draft proposal on future role of Advisors has been prepared, and is on Meeting Agenda for discussion (Chair)</li> <li>• Social media logins have been distributed to CMC members (Information Coordinator)</li> <li>• Contact details of library associations for Advocacy Survey have been sent (SC Members).</li> </ul> <p><b>Pending</b></p> <ul style="list-style-type: none"> <li>• History of RSCAO has not been added to web page as awaiting final content from Rashidah (Information Coordinator)</li> <li>• Basecamp accounts yet to be set up (Secretary)</li> </ul>	<p>Chair</p>
<p>5</p>	<p><b>Report from the Chair, RSCAO</b></p> <p>Chair Jayshree Mamtora spoke to her report, which was circulated to members in advance, and reported on overall RSCAO activities during the last 6 months. To summarise:</p> <ul style="list-style-type: none"> <li>• Completed 2015 RSCAO Annual Report and sent to IFLA HQ</li> <li>• Participated in the Review of the WLIC – interview with consultant and completion of paperwork</li> <li>• Worked closely with, and provided support to the various RSCAO Sub-Committees: Program Committee, Strategic Planning Committee and the Communications and Marketing Committee</li> <li>• Finalised speaker grants with Sanjay</li> <li>• Finalised the guidelines for the Communication and Marketing Committee with Premila</li> <li>• Prepared a proposal to formalise categories of RSCAO committee and associated members with Helen Mandl of IFLA HQ</li> <li>• Wrote to all 21 Asia and Oceania recipients of ALA International Fellowships with invitation to attend all RSCAO events at the Congress, and to follow us on Facebook and Twitter, and join e-list.</li> <li>• Developed template for preparing sub-regional reports</li> <li>• Did a write-up/s on RSCAO for the ALIA APSIG newsletter</li> <li>• Wrote an Introduction to the Conference Proceedings of the University</li> </ul>	<p>Chair</p>

	Librarians Association of Sri Lanka	
<p><b>6</b></p>	<p><b>Report from the Information Coordinator</b></p> <p>Premila Gamage, Information Coordinator, reported:</p> <ul style="list-style-type: none"> <li>• Current Subscribers: 339</li> <li>• Bounced email rate: 0.1%</li> <li>• 12 new subscribers from February 2016 to August 2016</li> <li>• 1 unsubscribed from February 2016 to August 2016</li> <li>• Updated RSCAO web pages, Facebook page, Twitter, Flickr</li> <li>• Encouraged people to join RSCAO Listserv during the IFLA training workshop in March 2016.</li> </ul>	<p>Information Coordinator</p>
<p><b>7</b></p>	<p><b>Reports from Sub-Regional Convenors</b></p> <p>Written updates of activities (reports) were available from West Asia (Fawz Abdallah), South Asia (Wathmanel Seneviratne), North East Asia (Takashi Nagatsuka), Oceania (Heather Todd) and South East Asia (Teresita Moran). Those present –Takashi and Fawz spoke to their reports. There was no report available from Central Asia.</p> <p>Observers from Bangladesh and Bhutan reported on the status of libraries in their countries.</p>	<p>Sub-Regional Convenors / Others</p>
<p><b>8</b></p>	<p><b>Reports from the Regional Office</b></p> <p>Regional Office (RO) Manager, Ian Yap spoke to his written report, which was circulated to members.</p> <p><b>8.1 IFLA Membership for Asia and Oceania</b></p> <p>As at 31 July 2016, there were 293 members and 50 member countries as opposed to 299 members and 58 member countries in July 2015 making it a decrease of 6 (2%) members and 8 (13%) member countries. RO worked with RSCAO committee members in reminding current members to renew as their membership had expired.</p> <p><b>8.2 Administrative and Meeting Budget</b></p> <p>IFLA RSCAO shows a balance of SGD 3,004.25 (equivalent to EUR 1,950.68 at an exchange rate of 0.6493). The IFLA Finance Officer had advised the RO to hold the refund partial airfare of \$266.11, the balance fund from the IFLA RSCAO 2015 Mid-term Meeting of SGD 125.49 and the miscellaneous revenue of \$28.70 which would be part of the next RSCAO SC Meeting Budget tranche in 2017. These amounts will be reflected in the budget form for 2017.</p> <p><b>8.3 Partial Airfare Reimbursement to RSCAO Members who attended the IFLA RSCAO Mid-term Meeting held in Singapore, 16-18 February 2016</b></p> <p>The Chair highlighted her suggestion for the use of the fund balance of SGD742.71 from the IFLA RSCAO 2016 Mid-term funding, for the partial reimbursement of airfares for those Standing Committee Members who paid for themselves to attend the Singapore meeting.</p>	<p>IFLA RO Manager</p>

	<p><b>8.4</b> Ian also briefed the group about the BSLA closeout workshop and funding. The funding by the Gates Foundation had ended for BSLA. As such, countries that want to hold the workshops, would be required to find their own funding until further notice. As IFLA's major focus is on the UN 2030 SDG (development goals), a toolkit has been produced by IFLA HQ to guide libraries to advocate for improvements in library services. There is also a special convening to train library associations in Asia to use the toolkit to be held in Singapore. Nomination of trainers from Asia and Oceania are being made and countries are being selected by IFLA HQ.</p>	
<p><b>9</b></p>	<p><b>Other Reports</b>  <b>Report from IFLA HQ</b>                  Stuart Hamilton, Helen Mandl and Fiona Bradley from IFLA HQ joined the meeting and briefed members about a number of IFLA and related activities:</p> <ul style="list-style-type: none"> <li>• WIPO /Copyright framework</li> <li>• More support from countries from Asia and Oceania region for Regional meetings and Geneva meetings of WIPO</li> <li>• New framework in UN / UN 2030 agenda</li> <li>• ALP/ International Advocacy Programme – Funding for Projects</li> <li>• 4 regional workshops in Regional Office in Singapore</li> <li>• Selection of potential trainers and countries for participating in workshop</li> <li>• Risk Register/ Preservation survey</li> <li>• Membership of IFLA in Asia and Oceania region (Currently 276 member out of which 218 Association and Institutional members)</li> <li>• Election for regional representation in IFLA</li> <li>• Election cycle for membership of standing committees and other positions</li> <li>• Mapping of Libraries</li> </ul>	<p>IFLA HQ Helen Mandl</p>
<p><b>10</b></p>	<p><b>RSCAO Open Session at WLIC/IFLA2016 at Columbus:</b>                  In the absence of the Program Committee Convenor, Winston Roberts, the RSCAO Chair spoke to this agenda item:</p> <ul style="list-style-type: none"> <li>• We were fortunate to get a prime spot for the RSCAO Open Session on Monday morning at 9.30am, and hoping for a better turnout than has been the case in recent years.</li> <li>• Unfortunately one speaker, Opeta Alefaio, has only just informed us that he will not be able to attend due to lack of funds. Speaker grants were available but he chose not to apply.</li> <li>• Chair has invited members of the Program Committee to be more actively involved in the running of the Open Session. Sanjay and Paul have agreed to help introduce speakers and time sessions.</li> <li>• Everyone present at the Meeting was encouraged to attend the Open Session.</li> </ul>	<p>Program Committee Convenor / Chair</p>
<p><b>11</b></p>	<p><b>Strategic Plan and Action Plan 2016-2018</b>                  Strategic Planning Committee Convenor Paul Nielsen, spoke to the updated Action Plan, a copy of which was forwarded to all members. Linkages and alignment to IFLA strategic directions with actions and activities were outlined. Paul reiterated the need for all members to take responsibility for advising actions undertaken that</p>	<p>Strategic Planning Committee Convenor /</p>

	<p>support the plan, and that sub-regional convenors would be well placed to coordinate this work.</p> <p>The Chair thanked the Strategic Planning Committee for their work on the Action Plan.</p> <p><b>Action:</b> Reminders to be sent to Sub-Regional Convenors to provide details of items that can be updated in the Action Plan.</p>	IFLA HQ
12	<p><b>IFLA RSCAO Handbook</b></p> <p>Chair Jayshree Mamtora, who initiated the Section Handbook, took members through recent updates which included:</p> <ul style="list-style-type: none"> <li>• New templates for the RSCAO Agenda and Minutes added.</li> <li>• Guidelines for the Communication and Marketing Committee including the type of content to upload to Facebook now available from the Handbook. The intention was to rotate content – stories about library-related activities - with photos, by sub-region.</li> <li>• Chair suggested that we add some Notes for Speakers in relation to full papers and PowerPoint presentations to ensure that speakers keep to their time limit and remain on track.</li> <li>• Chair reiterated her wish to have all RSCAO documents and guidelines accessible from the one place – the Handbook – to make it easier for future committees unlike now, where each new committee is having to start from scratch as there is nothing documented from the past.</li> <li>• Chair invited members of the committee to make suggestions for additional content for the Handbook.</li> </ul> <p><b>Action:</b> Update the IFLA RSCAO Handbook with Notes for Speakers</p>	<p>Chair / Information Coordinator /</p> <p>Chair / Program Convenor</p>
13	<p><b>Mid-term meetings</b></p> <p><b>13.1 2017 Mid-term meeting venue and dates</b></p> <p>New Delhi, India, has been confirmed as the venue for the 2017 Mid-Term meeting. Ramesh Gaur, committee member, has submitted an application to host it at Jawaharlal Nehru University. RO is working with Ramesh in finalising the details. The exact dates will be announced soon but most likely to be the week of 7 February.</p> <p><b>13.2 2018 Mid-term Meeting venue and dates</b></p> <p>Teresita Moran had agreed to look into hosting the 2018 meeting in the Philippines but so far, no further progress had been made. In the meantime, South Korea is looking into hosting the 2018 meeting. The Chair liaising with Jaesun Lee and Eulsoon Ma.</p> <p><b>Action 1:</b> Finalise dates of 2017 Mid-term Meeting</p> <p><b>Action 2:</b> Finalise venue for 2018 Mid-term Meeting</p>	<p>Chair</p> <p>Chair / Secretary / RO</p>
14	<p><b>Feedback and review of 2016 RSCAO Columbus Program:</b></p> <p>The Chair reported that overall the Open session went very well. Loida Febo Garcia was a very good Keynote Speaker and the other presentations went well. Paul Nielsen presented Opeta Alefaio's paper in his absence. Despite the Monday morning slot,</p>	Chair

	<p>there were still only about 50 attendees. Thanks to Loida, who is a member of the American Library Association’s Governing Board, a write-up of the event with photos was immediately available from American Libraries, the magazine of the American Library Association, which was good publicity for RSCAO. Recommend that for 2017, we continue without SI as the smaller room size was much more appropriate, but seek a slightly later morning slot to attract more attendees.</p> <p><b>Action:</b> Liaise with IFLA HQ to retain room size without SI for the RSCAO Open Session at IFLA WLIC 2017, but seek a slightly later time slot.</p>	<p>Chair / Program Convener</p>
<p><b>15</b></p>	<p><b>Planning and discussion of RSCAO Program for IFLA 2017 in Wroclaw:</b></p> <p><b>Theme: Libraries, Solidarity, Society</b></p> <p>Winston Roberts has offered to once again convene the Program Committee for IFLA WLIC 2017. Winston will send out invitations to join the Committee and their task will be to immediately work to the deadline for the Call for Papers at the end of October. It was suggested that an online portal be developed for submission of abstracts. It would also be useful for the Committee to use Basecamp software to share documents.</p> <p><b>Action 1:</b> Winston Roberts to form the 2017 Program Committee</p> <p><b>Action 2:</b> Premila to look into developing an online submission portal</p>	<p>Program Committee / Chair</p> <p>Program Convener / Information Coordinator</p>
<p><b>16</b></p>	<p><b>Other Business</b></p>	
	<p><b>16.1 Regional News</b></p> <ul style="list-style-type: none"> <li>• Chair announced that Christine McKenzie of Australia will be standing for President-Elect.</li> <li>• Chair also revealed that IFLA WLIC 2018 will be held in Kuala Lumpur, Malaysia.</li> <li>• Susmita Chakraborty of India offered to organise a RSCAO satellite event in Kolkata, India, to coincide with the IFLA 2018 in Malaysia.</li> </ul>	<p>Chair</p>
	<p><b>16.2 Draft proposal for Categories of RSCAO Committee and Associated Members</b></p> <p>The Chair spoke to the above draft proposal which she prepared with input from IFLA HQ:</p> <ul style="list-style-type: none"> <li>- A new Friends of IFLA RSCAO group (FOIR) be set up to include all former committee and associated members. The Group would be sent periodic updates to help them keep up with RSCAO developments and continue to serve as an in-country contact.</li> <li>- As the role of Adviser is not a formal one, it is recommended Chairs and Secretaries, on completion of their term, take up this role for a period of two years. Due to their experience, it would be valuable to continue to benefit from their wisdom and experience, but IFLA is keen that new, young leaders be encouraged to step up.</li> </ul>	

	<p>- Due to the very nature of their role, Corresponding Members will not generally attend mid-term meetings.</p> <p>Helen Mandl commented that the FOIR group would be very useful as IFLA is building a Contacts Register to include information about people who are experts on various subjects.</p> <p>Chair is keen that further corresponding members from countries that are not currently represented in the SC, be identified. Sub-regional convenors may be able to make suggestions.</p> <p><b>Action:</b> Appoint further corresponding members from regions that are not represented</p>	<p>Chair / Sub-regional Convenors</p>
	<p><b>16.5 IFLA Funding for Speakers</b></p> <p>The Chair reported that although Stichting Funding for speakers is no longer available, IFLA has made available equivalent funds but with a change to eligibility. If SC members are presenting a paper, they are now not eligible to apply for a speaker grant as IFLA wanted to encourage speakers from the regions beyond Committee members. The Chair did not agree with this change and took it up further with Josche Ouwerkerke at IFLA, stating that the funds needed to be distributed more equitably based on quality of abstract submitted, as too often the quality of abstracts submitted was poor. The Chair of Division V was also asked to bring the issue up for discussion at the Governing Board Meeting. Josche agreed that a formal procedure needed to be put in place and promised to take on board Chair's feedback when drafting the new policy.</p>	
<p><b>17</b></p>	<p><b>Close of Meeting</b></p> <p>The Chair closed the meeting at 9.30 am, and thanked all members of the committee present for their contribution. She also thanked Helen Mandl for her valuable contribution to the meeting. Group photos were taken.</p>	<p>Chair</p>