



**IFLA Regional Standing Committee for Asia and Oceania (RSCAO)
Minutes of the Mid-Term Meeting, Singapore, 16-17 February, 2016**

MINUTES

| Item | Agenda | Remarks |
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| 1 | <p>Welcome, Introduction, and Apologies</p> <p>Chair Jayshree Mamtora opened the meeting at 8.30 am and welcomed all members to the meeting. A special welcome was extended to new members, and to Helen Mandl from IFLA Member Services.</p> <p>Present: Jayshree Mamtora (Chair), Sanjay Bihani (Secretary), Premila Gamage (Information Coordinator), Helen Mandl (IFLA HQ), Chihfeng Lin, Teresita Moran, Takashi Nagatsuka, Paul Nielsen, Wathmanel Seneviratne, Heather Todd, Dil Ruksana Basunia (incoming Corresponding Member), M. Al Mamun (outgoing Corresponding Member), Rashidah Begum Bt. Fazal Mohamed (Advisor), Shawky Salem (Advisor), Ian Yap (Regional Office) and Janice Ow (Regional Office).</p> <p>Apologies: Fawz Abdallah, Hasna Askhita, Madhu Bhargava, Susmita Chakraborty, Ramesh Gaur, S. B. Ghosh, Winston Roberts, Irina Shubina, Aree Cheunwattana (Advisor), Dan Dorner (Advisor), Hilda Nassar (Advisor).</p> <p>Absent (no response received): Samer Abou Haidar, Eulsoon Ma, Yigang Sun.</p> | Chair |
| 2 | <p>Adoption of agenda</p> <p>The Chair asked members to adopt the agenda, and this was done.</p> | Chair |
| 3 | <p>Confirmation of the Minutes of the Meetings held during IFLA 2015, Cape Town</p> <p>The minutes, which had previously been circulated, were confirmed.</p> | Chair |
| 4 | <p>Matters arising from the Minutes, if any...</p> <p>All matters arising will be covered in the new agenda</p> | Chair |
| 5 | <p>Report from the Chair, RSCAO</p> <p>Chair Jayshree Mamtora spoke to her report, which was circulated to members, and reported on overall RSCAO activities during the last 5 months. To summarise:</p> <ul style="list-style-type: none"> • Immediate priorities for the new Chair were to: <ul style="list-style-type: none"> ○ confirm a new venue for the mid-term meeting (Done - Singapore); ○ complete and submit the RSCAO Action Plan using the new template by 31 October 2015 (Done); | Chair |

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| | <ul style="list-style-type: none"> ○ and complete and submit the call for papers for the 2016 RSCAO Program by 11 November 2015 (themes for both the Satellite event and Open Session, and call for papers for the Open Session (Done)) ● The role of sub-regional convenors was formalised and the details made available from the Section Handbook ● As the costs were high, sponsorship was secured to supplement the budget for the mid-term meeting ● Ramesh Gaur of India has agreed to submit an application to host the 2017 meeting; and Teresita Moran of Philippines to consider it for 2018 ● Kept up regular communication with committee members by sending prompt responses to individuals, as well as a number of all-member email updates (9). | |
| 6 | <p>Report from the Information Coordinator</p> <p>Premila Gamage, Information Coordinator, reported:</p> <ul style="list-style-type: none"> ● 6 people joined the e-list during this period ● There are close to 400 subscribers for the RSCAO list ● Updated RSCAO Facebook page | Information Coordinator |
| 7 | <p>Reports from Sub-Regional Convenors</p> <p>A written update of activities was available from West Asia (Fawz Abdallah), South Asia (Wathmanel Seneviratne), North East Asia (Takashi Nagatsuka), and Oceania (Heather Todd). Those present – Wathmanel, Takashi and Heather spoke to their reports. Teresita Moran (South East Asia) presented a verbal report. There was no report available from Central Asia - it needs to be further clarified as to whether Irina Shubina can continue in her role.</p> <p>Due to the varied length and content of the reports, Heather asked if a template could be prepared for the reports.</p> <p>Action: Chair to prepare a template for reports with input from sub-regional convenors</p> | Sub-Regional Convenors Chair Sub-Regional Convenors |
| 8 | <p>Reports from the Regional Office</p> <p>Regional Office (RO) Manager, Ian Yap spoke to his written report, which was circulated to members.</p> <p>8.1 IFLA Membership for Asia and Oceania</p> <p>As at January 2016, there were 262 members and 40 member countries as opposed to 299 members and 58 member countries in July 2015 making it a decrease of 37 (12%) members and 18 (31%) member countries. RO worked with RSCAO committee members in reminding current members that their membership fees were overdue.</p> <p>8.1.1 Administrative and Meeting Budget</p> <p>The IFLA RSCAO Financial Statement showed a balance of SGD 420.30 (equivalent to EUR 270.13 at an exchange rate of EUR 0.6427). The RO received a fresh amount of EUR 5,500 (equivalent to SGD 8,346.80 at an exchange rate of SGD 1.5176). RSCAO Chair managed to obtain a sponsorship amount of USD 1,300 (equivalent to</p> | IFLA RO Manager |

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| | <p>SGD 1,841.24 at an exchange rate of SGD 1.41714) from SAGE Publications. The sponsorship amount is in the process of being transferred to the account. The total amount of SGD 10,188.04 financed the IFLA RSCAO 2016 Mid-term Meeting and Seminar. As at 31 January 2016, the outstanding balance in the Statement of Accounts is SGD 8,767.10 (equivalent to EUR 5,590.55 at an exchange rate of SGD 0.6377).</p> | |
| 9 | <p>Other Reports Report from IFLA HQ Helen Mandl from IFLA HQ briefed members about a number of IFLA activities including membership and other issues:</p> <ul style="list-style-type: none"> • Data protection forms need to be completed by committee members before their names can appear on the website as a requirement of Dutch law. • IFLA has a new online payment system • Professional units will need to complete an annual report for 2015. • Tools such as Survey Gizmo and Basecamp are now available for section activity • Staff changes at IFLA HQ include a new Secretary General from August: Gerald Leitner of the Austrian Library Association. • Call for applicants for the IFLA International Leaders Programme 2016-2018 - deadline for nominations is 2 March 2016. • Overview of current BSLA projects: Indonesia and Myanmar projects are wrapping up, and Sri Lanka and Pacific projects are in preparation. • Update on UN 2030 Agenda and call for national level advocacy - the toolkit for national level advocacy was highlighted • Additional report from Rashidah Begum on the <i>Leadership and Advocacy Program for Library Association Leaders</i>, held in Jakarta in October, (Annex 1). As tabled. | <p>IFLA HQ Helen Mandl</p> <p>Rashidah Begum</p> |
| 10 | <p>Update on RSCAO Open Session at WLIC/IFLA2016 at Columbus</p> <p>As a member of the Program Committee, Paul Nielsen spoke to this agenda item in Program Chair Winston Roberts' absence. The Call for Papers was sent out in December, and 23 abstracts had been received since. The Program Sub-Committee was able to meet face-to-face during the Mid-term meeting and selected 4 abstracts. A Keynote speaker was yet to be identified. In the past there have been issues with presenters not submitting a full paper.</p> <p>Action 1: Sanjay to send acceptance emails to the four selected Action 2: Finalise program</p> | <p>Program Chair</p> <p>Secretary Program Committee</p> |
| 11 | <p>Update on RSCAO Satellite Meeting 2016 at Columbus</p> <p>The Call for Proposals for the Satellite Meeting to be held 11–12 August was released in January with the deadline of 12 February. As only one proposal was received by then, the Call will be revised and redistributed.</p> <p>Action: Call for Proposals to be revised and redistributed</p> | <p>Program Chair</p> <p>Program Committee</p> |
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| <p>12</p> | <p>Strategic Plan and Action Plan 2016-2017 (Annex 2)</p> <p>Strategic Planning Committee Chair Paul Nielsen spoke to the Action Plan, a copy of which was made available 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 support the plan, and that sub-regional convenors would be well placed to coordinate this work.</p> <p>Action: Reminders to be sent to sub-regional convenors to provide details of any items that can be updated in the Action Plan</p> | <p>Strategic Planning Committee Chair</p> |
| <p>13</p> | <p>IFLA RSCAO Handbook</p> <p>The Chair, who initiated the Section Handbook, took members through the content and purpose of the Handbook and invited suggestions for new content. Shawky Salem suggested a history of the section to be included; however it was agreed that this would be more appropriate to include on the web page rather than the Handbook.</p> <p>Action: Add history of section to the RSCAO web page as provided by Rashidah</p> | <p>Chair</p> <p>Information Coordinator</p> |
| <p>14</p> | <p>2017 and 2018 Mid-term meetings</p> <p>A list of mid-term meeting and venues for the last 15 years was provided to members for their information, as well as to help identify hosts.</p> <p>14.1 2017 Mid-term meeting venue and dates</p> <p>Following up on her earlier offer of hosting the 2016 mid-term meeting, Susmita Chakravarty was invited to submit an application to host the 2017 meeting, but was not able to accept. Ramesh Gaur, who had also previously expressed interest, has now agreed to submit an application to host the meeting. The dates of the 2017 meeting will be finalised in coming months.</p> <p>14.2 2018 Mid-term Meeting venue and dates</p> <p>Teresita Moran has been approached to host the 2018 meeting, and has agreed to consider it.</p> <p>Action: Finalise dates of 2017 Mid-term Meeting, and venue for 2018 Meeting</p> | <p>Chair</p> <p>Chair Secretary</p> |
| <p>15</p> | <p>Corresponding Members and Advisors</p> <p>15.1 IFLA policy on corresponding members (Annex #4) http://www.ifla.org/officers-corner/corresponding-members</p> <p>Members were alerted to this policy, and in particular, it was noted that corresponding members are appointed to act as experts for their region and <i>are not normally able to attend meetings</i> – up to five corresponding members may be appointed at any one time for no more than a maximum of two terms of two years each.</p> <p>15.2 Current corresponding members and advisors and their terms</p> <p>Currently RSCAO has just one corresponding member. It was agreed further members from regions that are not represented, may be invited so long as they are able to play an active role and do not expect to attend meetings. RSCAO also has five Advisers, some of whom are inactive. The Adviser role is not an official one, but it was agreed there was room for the “expertise of elders”, that is, former officers who have a valuable advisory role to play. Dan Dorner has recently been nominated to this</p> | <p>Chair All</p> |

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| | <p>role. It was agreed some guidelines would be drawn up as to their role, with input from Helen.</p> <p>Action: Chair to draft a written document on the future role of Advisers</p> | Chair |
| 16 | Other Business | |
| | <p>16.1 Communications and Marketing Working Group</p> <p>The Chair announced a new RSCAO Communications and Marketing Sub-Committee to be chaired by the Information Coordinator. Members to include the six sub-regional convenors. The aim of the committee is to more actively promote the activities of the RSCAO committee, as well as library and information activities in the countries of its region. All RSCAO members would contribute by providing news items with photos of activities to their respective convenors. Promotion will be carried out through more active use of the RSCAO social media accounts: Facebook, Twitter and Flickr.</p> <p>Action: Premila to share the logins for each of the social media accounts.</p> | <p>Chair</p> <p>Information Coordinator</p> |
| | <p>16.2 Survey on Advocacy</p> <p>Ian Yap took members through the survey entitled, <i>Are Library Associations equipped to lead advocacy efforts to raise the awareness of the profession, and do they facilitate capability development and library development efforts to be ensure future-readiness?</i> It was suggested the survey could be done through IFLA HQ's Survey Gizmo software.</p> <p>Action: Members to provide the contact and email addresses of library associations in their region to achieve a wider reach by end of March 2016.</p> | <p>IFLA RO Manager</p> <p>All members</p> |
| | <p>16.3 Basecamp Project Management Software</p> <p>Helen did a demonstration of Basecamp software, which would prove useful for collaborative projects such as the section program or the strategic plan. It comes with a number of Help videos.</p> <p>Action: Sanjay to immediately set up a Basecamp account for members and invite them to join</p> | <p>Helen Mandl</p> <p>Secretary</p> |
| | <p>16.4 A one-minute silence was observed to remember Russell Bowden and his contribution to RSCAO.</p> | All |
| 17 | <p>Close of Meeting</p> <p>The Chair closed the meeting, and thanked all members of the committee present for their contribution, and new members in particular for being proactive from the outset; and Helen Mandl for her valuable contribution over the two days. Finally, Ian Yap and Janice Ow of the Asia and Oceania Regional Office were presented with gifts to acknowledge the help and support provided by them to the Committee.</p> | Chair |