LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS SECTION
ANNUAL REPORT
2017-2018

Introduction

Professional Units must prepare an Annual Report each year. It has been agreed by the Governing Board that this can cover the period September 2017 – August 2018 to correspond to the terms of the Standing Committee. The purpose is to inform the Professional Committee, the Section's Standing Committee, members of the Section and the profession around the world about achievements over the year. The Annual Report refers to the activities identified in the Unit's Action Plan and reports on the progress of these activities, the activities that have been completed and their impact.

The Annual Reports of all IFLA Sections provide important input to the fulfilment of IFLA's Professional Programme, Strategic Plan and Key Initiatives, and also contribute to IFLA's Annual Report.

A summary should be provided to the membership of the Professional Unit.

Further guidance on Annual Reports can be found in the Officers corner: http://www.ifla.org/officers-corner/annual-reports

Report on progress and activities

Objectives *Identified in the Unit's Action Plan*	Project or activity *Identified in the Unit's Action Plan*	Progress *Please give brief details, including status (not started, in progress, near completion, completed)*	Risks *Please identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them*
1. Capacity building & staff development for parliamentary libraries and research services	**1.1** IFLAPARL satellite meeting & staff development workshops in Kuala Lumpur	**Completed.** The one-day satellite meeting was held on 24 August in Kuala Lumpur. The meeting included a workshop on Ethics in Parliamentary Libraries & Research Services as well as presentations on the Malaysian Parliamentary Service and understanding our clients' changing needs.	The meeting was shorter than in recent years because of difficulties in securing a venue (the Malaysian Parliament had to withdraw their offer to host because of the recent general election). We are very grateful to IFLA in making a lecture theatre in the Convention Centre available to us.
	1.2 Identify sponsors for satellite meeting & staff development workshops in Kuala Lumpur	**Not completed.**	The shorter conference and late changes to venue & agenda made it impractical to seek sponsorship. Instead, the meeting was open to anyone who wished to participate without the need to pre-register.
	1.3 Plan & organize 2018 WLIC sessions	**Completed.** The Section organized its own session at the WLIC, following the interactive format that was established in 2016. The Section also had 2 joint sessions with the Knowledge Management and	

		Government Libraries sections.	
	1.4 Explore the use of web-based training platforms & tools	**Carried forward to 2018/19.**	The work in organising the pre-conference and other activities meant there was insufficient capacity in the SC to take this forward this year. As a result, we will carry it forward as an action for 2018/19.
2. Facilitate knowledge sharing and communication within the Section and in regional networks	**2.1** Increase communication to members	**In progress.** Two issues of the Section's newsletter were published, featuring 19 pages of content from 9 countries and 3 sections/regional groups.	
	2.2 Update the Section's web pages	**Completed.** All the content on the Section's webpages were reviewed, updated and broken links were fixed. Reports and presentations from the 2018 WLIC and satellite meeting were published. The template on our content for the new IFLA website project was returned on schedule.	
	2.3 Begin the self-population of the World Directory of Library and Research Services for Parliaments	**In progress.**	It is proving difficult to get members to enter their details into the new website. This was discussed at the SC meetings and will be pursued through regional groups as well as by the SC.

2.4 Facilitate discussion on best practice and standards for ethics in parliamentary research services	**In progress.** Interactive workshop held during satellite meeting – see 1.1 above.	
2.5 Establish a Twitter account for the Section	**In progress.** Twitter account registered but not yet broadcasting content.	Need to agree within the SC how the account will be maintained and guidance for use – this will be carried forward to 2018/19.
2.6 Participate in the biennial World e-Parliament Report 2018	**In progress.** Section members responded to the survey sent out by the editors. Report will be published in December – IFLAPARL acknowledged in the report as a contributor.	

Results

Please provide further information about the activities that were completed during the year. Ensure that details or a full report can be found online, the main outcomes have been shared with a wider audience and the impact of the work can be demonstrated.

Completed project or activity *Please list those projects/activities identified as completed in the table above*	Output *Please state what the output of the project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it*	Communications *Please state how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession*	Impact of the completed project or activity *Through the Measures of Success identified in your Action Plan, describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large*
1. Satellite meeting/pre-conference, 24 August 2018	One-day conference for members of the Section in the Kuala Lumpur Convention Centre. The theme was '*Transforming parliamentary libraries and research services to meet changing clients' needs'*. Participants learned about the work of the Malaysian Parliamentary Library and Research Service and there was a presentation on *Understanding our clients' changing needs*. They also had the opportunity to share their experience through group work in an interactive workshop on *Ethics checklists for Parliamentary research & library services*. This took forward the work	Report and links to presentations through the Section's pages on the IFLA website: https://www.ifla.org/publications/node/82029?og=44	The conference was attended by over 100 participants The discussion in the *Ethics* workshop was based around a series of draft checklists, covering different aspects of research and library services. Each group considered and completed one of the checklists to provide feedback on how they could be refined and developed further. interactive workshops. Individual section members also submitted their own feedback as well. The project is being led by a member of the SC who will consolidate the feedback into a revised set of checklists that will be published at

	from the 2017 pre-conference on developing and sharing guidance on this topic.		the 2019 pre-conference.
2. Sessions at WLIC 2018	The IFLAPARL Section held an open session entitled '*Transforming Library & Research Services for Parliamentary Impact*'. It was an interactive and well-attended session with six short presentations and group discussions on how parliamentary research services and libraries transform their services to adapt to changing customer expectations and how they innovate to find new and more efficient ways of meeting changing customer needs. The Section cooperated with other IFLA sections to arrange a popular knowledge café on the changing role and development of information professionals, and a session with Government libraries on evidence-based policy making and the UN Sustainable Development Goals. Lillian Gassie gave a very interesting presentation on the use of the Guidelines for Parliamentary Research Services in a session on impact of recently approved IFLA standards.	Report and links to presentations through the Section's pages on the IFLA website: https://www.ifla.org/publications/node/82035?og=44 A news item was published on the website, along with an email on the IFLAPARL listserv to members, to draw attention to the WLIC and pre-conference presentations and report.	Participants learned how legislatures were innovating and using new technological tools and social media to transform their services, as well as initiatives related to the UN SDGs. The Knowledge Café provided an opportunity to share experiences and ideas on continuous learning, what skills will be required in the future and how the profession, and we as professionals, should adapt to meet the changing needs of society.

3. Two newsletters published	Two newsletters were published on the section's website (February and July 2018), with a combined total of 19 pages of content.	Email sent out on the IFLAPARL listserv to inform members when the newsletter was published. https://www.ifla.org/publications/library-and-research-services-for-parliaments-section-newsletter?og=44	Thanks to our section member from the Mexican Chamber of Deputies, the newsletter is now translated into Spanish and published on the web pages alongside the English version, increasing the accessibility of the content to a wider range of section members.
4. The Section's web pages were updated	All pages were reviewed, content updated, and broken links were fixed. Reports and presentations from the 2018 WLIC and satellite meeting were published.		The Section completed its website review and returned the completed form to the IFLA webmaster on schedule.
5. Facilitate discussion on best practice and standards for ethics in parliamentary research services	Our project leader on the SC took the feedback from last year's pre-conference, along with examples provided by some section members of their own policies or guidance, and created a series of draft checklists that are intended as **a** working tool for individual services, which may help them to identify issues and risks, and take some action where they find it appropriate and possible. These checklists were published on the website in advance of the pre-conference as well as circulated to all attendees and formed the basis of the interactive workshop.	The draft checklists, with explanatory notes, are available on the section's web pages, while the project is managed by the SC through Basecamp. https://www.ifla.org/node/61910	The aim of the work is to establish which aspects of the draft checklists are seen as valid and important by the community of parliamentary research & library services. Feedback from the workshop, along with completed checklists that have been returned and online consultation are being used to revise the current drafts. Final versions of the checklists will be published at the 2019 pre-conference.

Standing Committee membership

Please provide further information about members of the Standing Committee and their contribution to the work of the Professional Unit.

Standing Committee Members	Role on the Standing Committee *For example, Chair, Information Coordinator, Project Leader*
1. Steve Wise, United Kingdom	Chair – presented at pre-conference and section session at WLIC, participated in IFLA Global Vision kick-off workshop in Barcelona
2. Karin Finer, European Parliament	Secretary – editor of Section Newsletter, chaired section session at WLIC, participated in IFLA Global Vision kick-off workshop in Barcelona
3. Adama Kone, Cote D'ivoire	Information Coordinator
4. Clara Bessa da Costa, Brazil	Standing Committee Member
5. Laia Casares-Roca, Spain (Catalunia)	Standing Committee Member
6. Adolfo Furtado, Brazil	Standing Committee Member (resigned from SC during year)
7. Lilian Gassie, USA	Standing Committee Member – led projects to assess the use of impact of IFLAPARL Guidelines and population of the WDLRSP (in conjunction with BNP, Chile), presented at WLIC session on on impact of recently approved IFLA standards
8. Eduardo Goldstein, Chile	Standing Committee Member
9. Dianne Heriot, Australia	Standing Committee Member
10. Cecilia Izquierdo	Standing Committee Member
11. Agata Karwowska-Sokolowska, Poland	Standing Committee Member
12. Ida Kelemen, Hungary	Standing Committee Member
13. Manik Bahadur Lama, Nepal	Standing Committee Member
14. Paola Mandillo, Italy	Standing Committee Member
15. Emmanuel Maury, France	Standing Committee Member
16. Mary Mazanec, USA	Standing Committee Member
17. Chama Mpundy Mfula, Zambia	Standing Committee Member
18. Hiroyuki Okuyama, Japan	Standing Committee Member – prepared presentation with NDL colleague for section session at WLIC
19. Janice Silveira, Brazil	Standing Committee Member (co-opted to replace Adolfo Furtado) - presented at section session at WLIC
20. Iain Watt, European Parliament	Standing Committee Member - led project on Parliamentary Research & Library Service Ethics and led workshop on this topic at pre-conference
21. Christine Wellems, Germany (Hamburg)	Standing Committee Member

22. Shu Guang Zhang, China	Standing Committee Member

Names of any other reporting persons	Role *For example, Corresponding Members*	Comments on position *For example, resigned, co-opted to fill a casual vacancy, etc.*
1. **Julie Anderson, Canada (Ontario)**	Corresponding Member	
2. **Sonia Bebbington, Canada**	Corresponding Member	Presented at section session at WLIC
3. **Janice Silveira, Brazil**	Corresponding Member	Co-opted to replace Adolfo Furtado on SC

Professional Unit meetings or conference calls

Please show how the Standing Committee has conducted its business over the year.

Date *When the meeting was held*	Location or type of meeting *Physical or virtual meeting (telephone, skype etc)*	Main outcomes *Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit*
1. WLIC 2018 (SC 1 and II), August 2018	Physical meetings	Decide on activities for the year and agreed action plan (posted on Section's website)
2. Emails/Basecamp conversations throughout the year	Virtual, active participation from members who provided input on issues related to the satellite meeting in Kuala Lumpur, work on the *Ethics* project, and the IFLA Global Vision	Obtained input from the SC members on format and approach to the 2018 satellite meetings and IFLAPARL responses to IFLA Global Vision, testing & bug-fixing of WDLRSP, and examples of existing ethics-related guidance to inform draft checklists.