

**Section on Library and  
Research  
Services for Parliaments  
Section des services de**

International Federation  
of Library Associations and  
Institutions  
Fédération internationale des  
Associations de bibliothécaires et des  
bibliothèques  
Internationaler Verband  
der bibliothekarischen Vereine und  
Institutionen  
Federacion Internacional de  
Asociaciones



## **Library and Research Services for Parliaments Section CIRCULAR NEWSLETTER Vol. 20 - No. 3 - 4**

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## **1. Introductory Remarks**

We have made the commitment to edit our Newsletter in June and January of each year, and are doing our best to keep up with it. Generally, the January Newsletter deals with the previous Conference and the June Newsletter prepares us for the upcoming meetings; in the southern hemisphere June is a heavy working season, while our northern colleagues are usually preparing for their summer parliamentary recess and holidays.

The January - June 2002 semester has been a period marked by activities related to planning the London Pre-Conference and the Glasgow Ifla Conference, with the active collaboration of our members, as you will see in the programme below. Throughout this newsletter we have strived to give you information on recent news of the Section, as well as provide you with a full package of information useful for the upcoming Conference.

Some of the issues to be taken up during the forthcoming SC meetings are: the European Union project funding; the maintenance of the Parliamentary Libraries Directory, at present prepared, edited and updated by the Deutsche Bundestag Library, and future conferences.

At the Ifla web ([www.ifla.org](http://www.ifla.org)) there is a considerable body of papers and documents that address concerns and interests related to our libraries and our profession. Ifla is updating the information permanently, thus there is always something new that may be of use to our ongoing work and us. We have also been sent a very useful tool: Ifla Directory, 2002-2003 in printed version, prepared by Ifla Headquarters. The Directory includes Statutes, Administrative Bodies; Steering Bodies; Core Activities, Members and other very useful information.

We are all looking forward to a particularly interesting round of meetings, workshops and conferences during August, as well as the pleasure of meeting with friends and colleagues. It is with the greatest pleasure that we can say: see you soon!

Marialyse Delano S.  
Editor  
June 2002

## **2. The 18th Annual Pre -Conference. London, 14 -15 August 2002.**

The 18<sup>th</sup>. Annual Pre-Conference on Libraries and Research Services for Parliaments is being generously hosted by the Library of the House of Commons. Priscilla Baines, Librarian, and Keith Cunningham Director of Resources, Library, House of Commons, have been working very hard at organising what will be a very interesting meeting. Please do register as soon as possible, to allow for a smooth planning and organisation.

The programme for the Pre- Conference is:

### **Eighteenth Pre - Conference of Parliamentary Librarians Westminster, 14<sup>th</sup> and 15<sup>th</sup> August 2002 – Draft programme as at 07.06.02**

#### **Wednesday 14<sup>th</sup> August**

- |                      |   |
|----------------------|---|
| <b>16:30 – 17:30</b> | Delegates arrive at Portcullis House, Victoria Embankment (new Parliamentary building across the road from Big Ben) |
| <b>17:00 – 18:30</b> | Tour of part of line of route of Palace of Westminster and Members' Library   |
| <b>18:00 – 19.30</b> | Reception, Terrace Marquee, House of Commons  |

## Thursday 15<sup>th</sup> August

The conference will take place in the Attlee Suite, Portcullis House

### Morning session: The House of Commons Library Today and Tomorrow

Chaired by Keith Cuninghame, Director of Resources, House of Commons Library

<b>9.00 am</b>	Arrive and coffee in Attlee Suite,	
<b>9.30</b>	Opening of conference Keynote speaker (to be confirmed) plus questions “Meeting the information and research requirements of a Member of Parliament”  Coffee	
	Challenges facing the Library today	Priscilla Baines, Librarian, House of Commons
	The research service: how it has changed, is changing and will change	Rob Clements, Director of Research Services. House of Commons Library
	Bringing together the Library’s work on Parliament and the constitution: the evolution philosophy of the Parliament and Constitution Centre	Chris Sear, Parliament and Constitution Centre
	Changing needs of Members for reference Information and changing ways of meeting those needs	Helen Holden, Reference and Reader Services Section
	PIMS (Parliamentary Information Management Services): a project under development	Betty McInnes , director of Information systems, House of Commons Library
	Panel with all the above speakers	
<b>12.50</b>	Lunch	

**Afternoon session: Intranets and parliamentary libraries: some European experiences** chaired by Priscilla Baines

<b>14.00 pm</b>	Services on the House of Commons Library Intranet, a brief overview	Edward Wood
	The Intranet in the Norwegian parliament	Gro Sandgrind

	The Intranet in the Swedish parliament	Margareta Brundin
	Tea	
	The Intranet in the Latvian parliament	Anita Dudina
	The Intranet in the Slovenian parliament	Tatiana Krasovec and Natasa Glavnik
	Panel discussion: the future for Intranet services	All above speakers: chaired by Betty McInnes
	Wind up of conference	Priscilla Baines
<b>17.15</b>	Conference ends	
<b>19.00</b>	Reception, Tate Britain art gallery, with viewing of the JMW Turner galleries	

### **3. IFLA Conference, Section III, Glasgow 16–25 August.**

**IMPORTANT:** for the Complete Ifla Conference Programme, including Plenary Meetings, Ifla Receptions and interesting presentations, see ([www.ifla.org](http://www.ifla.org)).

#### **Friday, August 16, 2002**

##### **14.00-18.00**

CB I General Research Libraries (Div I).

The Libraries and Research Services for Parliaments, Section III of Ifla, belongs to Division I, General Research Libraries, which also includes National Libraries, University Libraries and other general Research Libraries. The Division reports to the Professional Committee. Mr. Cristóbal Pasadas, from the Universidad de Granada is Chair of the Division for the period August 2001 to August 2003. Marialyse Délano, is secretary of the Division. This meeting is attended by Ms. Brundin and Ms. Délano and reported at the SCII meeting.

**Registration opens** (afternoon)

#### **Saturday August 17, 2002**

##### **10.30–11.30**

Meeting for newcomers to the Section. (Please register!)

##### **11.30–14:00**

SC Library and Research Services for Parliaments (All participants welcome!)

Preliminary Agenda:

1. Opening of the meeting
2. Approval of the Agenda
3. Approval of the Minutes of the Standing Committee meetings in Boston August 2001
4. Officers report (Membership report, financial report)

5. Roll call of Standing Committee members
6. Future elections in 2003, and nomination of information co-ordinator
7. News from the Co-ordinating Board
8. Proposal of the project, sponsored by the European Parliament, of creating a website for the section combined  
With the World Directory, and including research on democracy building initiatives.
9. Reports on regional activities
10. Action plan - comments
11. Future Conferences
12. Other issues and useful information for present conference

**17.30–18.30**

Caucus Meetings

**19.30–22.30**

Section Dinner at the centre for Scottish music, song and dance at Saint Andrew's in the Square, No. 1 Saint Andrew's Square, Calton, Glasgow (will cost every participant £18.00)  
Please, register!

**Sunday August 18, 2002**

**Research Seminar (Bill Robinson)**

**9:00- 9:15** Introduction, Bill Robinson

**9:15-10:30** Budget Analysis for Parliaments (Paper: Wieslaw Staskiewicz; Comments: Anna Zatkalikova; Marianne Bjernback; Ahmed Ali M. Al-Mukhaini)

**10:30-10:45** Break

**10:45-12:00** Cheap & Effective Needs Assessments (Roundtable: June Verrier; Bob Gardner; John P. Power)

**12:00-13:30** Lunch

**13:30-14:45** Libraries and Research Service: Colleagues, Clients, and Collaborators (Paper: Margareta Brundin; Comments: Marianne Bjernback; Wafaa Ali Abdel Elah; Dulce Maria Liahut Baldomar; Cristiane de Almeida Maia)

**14:45-15:00** Break

**15:00-16:15** Dealing with Clients in a Political Environment (Roundtable: Janet Seaton; Kosi Kedem; Priscilla Baines; Renata Blagniene)

**16:15-17:30** Working with Committees (Paper: Hugh Finsten; Comments: Moira Fraser; Andres Siplane; Eugen Gasnas)

**Monday August 19, 2002**

**12.00 – 14.30 Library and Research Services for Parliaments**

**Future trends: E-government and Net Democracy; what is it and what is the role of the library?**

**12.00–12.05**

Introduction

Moderator: Cristiane de Almeida Maia, Centro de Documentação e Informação,  
Câmara dos Deputados, Brazil

**12.05–12.40**

Åke Grönlund, Assistant Professor, Ph.D., University of Umeå, Sweden  
E-democracy and e-government – state of the art

**12.40–13.20**

Archy Kirkwood, Member of Parliament, House of Commons, UK  
E-democracy and e-government; A member's vision and doubts

**13.20–14.00**

Richard Paré, Librarian, The Parliamentary Library of Canada, Ottawa, Canada  
E-democracy and e-government; how will it affect libraries? The Case of Canada.

**14.00–14.30**

Panel Discussion

**Tuesday August 20**

**9.00 – 16.00 Management Workshop**

Please register!

**Venue:** Baird Hall,

University of Strathclyde Graduate School of Business

Sauchiehall Street, Glasgow G1

**9.00 –9.30 Introduction** (Margareta Brundin, Marialyse Delano)

**9.30 – 10.30**

Workshop 1: *Staff of the Future; a Democracy Perspective* (Eva Falk)

Workshop 2: *Marketing of Parliamentary Information and Library Services* (Sara Parker)

Workshop 3: *Client Liaison Program* (Moirra Frasier)

**10:30 - 11:00** Coffee

**11.00 –12.00**

Workshop 4: *Assessment, Quality and Performance Indicators* (Anita Dudina)

Workshop 5: *Electronic Collection Development* (Bernhard Vaansteland)

Workshop 6: *SWOT Analysis; the Case of the Section* (Donna Scheeder)

**12.00 – 13.30** Lunch (at the participants own expense)

**13.30 – 14.30**

Repetition of the most popular workshops

**14.30 – 15.00** Coffee

**15.00 – 16.00** Reports and termination of workshop (Margareta Brundin, Marialyse Delano and rapporteurs)

**Wednesday August 21**

**All day – Visit to the Scottish Parliament**

Please register!

**(Buses from Glasgow to Edinburgh; maximum 120 delegates)**

**Theme of the day: The Scottish Parliament – Democracy in Action?**

**Parliament Chamber, Assembly Hall, The Mound, Edinburgh**

**9.30am** Arrival by coach from Glasgow. Coffee.

**10.00am** Welcome and introductory remarks by Murray Tosh, MSP (Deputy Presiding Officer) and Paul Grice (Clerk/Chief Executive)

**10.15am** Debate on the motion: *That parliamentary democracies get the information services they deserve.*  
Opening presentations from the Heads of Service from the Scottish Parliament, the Northern Ireland Assembly and the Welsh Assembly.

**11.15-11.45am** Group photograph. Coffee break

**11.45am** Debate. Opening speech by Fiona McLeod, MSP, MCLIP, giving an MSP's view of how information services contribute to parliamentary democracy.

**12.15pm** Summing up of the debate (Paul Grice, Clerk/Chief Executive)

**Parliament Headquarters, George IV Bridge, Edinburgh.**

**12.30-1.30pm** Lunch (PHQ Cafeteria and Members' Lounge)

**1.30 -2.30pm** Visits to the Information Centre in PHQ (SPICe: Room G15) and the Visitor Centre in Committee Chambers.

**Committee Rooms, Committee Chambers, George IV Bridge, Edinburgh.**

Round table discussions on themes illustrating the principles on which the Parliament is founded.

**2.30 -3.30pm** A. Promoting the Parliament (open)  
B. Reaching Language communities (accessible)

**3.30 -4.00pm** Coffee

**4.00 -5.00pm** C. Services to committees (accountable)  
D. Services to all ages (participative)

### **New parliamentary building, Holyrood, Edinburgh**

**5.00pm** Coaches to the Holyrood Visitor Centre

**5.30 -7.00pm** Visit to the Holyrood Visitor Centre. Reception.

**7.00pm** Departure by coach to Glasgow

#### *Notes*

- 1. There will be a maximum of 120 delegate places for this day*
- 2. Delegate names will need to be confirmed in advance, by Monday 19<sup>th</sup> at the latest*

### **Friday August 23**

#### **10.15–12.15**

SC II Library and Research Services for Parliaments  
All participants welcome!

#### **12.20-14.00**

CB II General Research Libraries (Div I)

## **4. News of the Section**

### **4.1 50<sup>th</sup> Anniversary of the National Assembly Library, Republic of Korea. Visit of Mrs. Margareta Brundin**

On February 20, 2002 the National Assembly Library of the Republic of Korea commemorated 50 years of work for the National Assembly.

Kuk Hoe – the National Assembly – is situated in Seoul and has 273 elected Members. The buildings of the Assembly are erected on an island of the Han River in the centre of Seoul. The building of the National Assembly Library – a detached wing of the Parliamentary Building – is a very impressive building of great beauty. The Library is open to the public.

The celebrations started with an opening ceremony in the National Assembly Library auditorium. After commemorative addresses by the Speaker, Mr. Man–Sub Lee and the Director of the NAL, Mr. Moon–Hyu Choi, Margareta Brundin, chair of the IFLA section on Library and Research Services for Parliaments gave congratulatory remarks from our section. Rewards were then distributed to valued members of the staff.

After a tape cutting ceremony in the big main hall of the library, an impressive exhibition of the history of the National Assembly Library was opened. A reception for the invited guests was arranged in the main hall followed by guided tours in the library building. Advanced plans to build a new edifice to host the electronic library of NAL in the future are under development. Hopefully these plans will be realized when the IFLA Conference is held in Seoul in year 2006.

After a luncheon in the National Assembly building a seminar with the main theme “Development Strategy of NAL for the 21<sup>st</sup> Century” was held. The Opening remarks of Mr. Moon–Hyu Choi, Director of NAL, and Mr. Jong–Ha Kim, Vice–Speaker of the NA, pointed out the importance of a development strategy with focus on support of the legislative information. Mrs. Margareta Brundin spoke about functions and roles of Parliamentary Libraries in the world and the challenge of change during the 21<sup>st</sup> century. Mr. Ho–Young Chung, Chief Counsel of the House Steering Committee in the National Assembly discussed ways to strengthen the support for the legislative information in the NAL. Next theme of the seminar was the



prospect of developing NAL into a digital library. Mr. Haruyama, Deputy Director of the Congressional Research Service of the National Diet of Japan tried to answer the question “Can the digital library be an instrument for democracy?”. Other interesting aspects of digital libraries and the prospects of the National Assembly Library developing into a National Library for the Republic of Korea were discussed by Mr. Seong-Hyun Maeng, Associate Professor of the Chungnam University and Mr. Sang-Wan Han, Professor of Yeonsei University.

The celebration day of the National Assembly Library finished with a fantastic folkloric concert at the NAL auditorium.

Margareta Brundin

#### **4.2 Parliamentary Libraries and Archives, report from the SPP annual meeting in Rome and the ECPRD Seminars in Brussels and Amsterdam, by Eleni Mitrakou.**

Some Parliamentary Libraries include among their departments a Department of Archives; in other Parliaments, Archives constitute a separate independent entity, under a variety of names Service, Directorate, Office... Archives in each Parliament have a story to tell; how and when they were created, the limits and possibilities that the law offered them, the way they were arranged in the structure of the Parliament.

Active branch of the International Council of Archives (ICA) consists the Section of Archives and Archivists of Parliaments and Political Parties (SPP), that was created to promote professional and scholarly cooperation and communication between achieves and archivists of parliaments and political parties throughout the world. The SPP aims at making widely known the existence of such archives and their historical importance since their role mirror the need to preserve the national patrimony and testimony of the protagonists of political events to be remembered in the future, as well as the problems of preservation and access that surround them. Also, they strive to reach professional recognition as responsible for the archives of parliaments and political parties.

The Section of Archives and Archivists of Parliaments and Political Parties organizes international congresses (Paris: 1988, Montreal, 1992: Beijing, 1996: Seville: 2000) and so far they have held 14 congresses. The SPP also arranges annual meetings (Prague: 1994, Budapest: 1995, Warsaw: 1997, Stockholm: 1998, Rome: 2002), which help the members of this Section to share experiences, exchange views and cooperate internationally, in a more direct way.

This year’s annual meeting took place in Rome, 13-15 February 2002 where 15 countries (Austria, Belgium, Denmark, Estonia,, Finland, Germany, Greece, Hungary, Iceland, Italy, Lithuania, The Netherlands, Norway, Poland, Spain) were represented by 43 participants. The Spanish delegation, the largest by far, consisted of 16 participants representing the various autonomous Parliaments, the Senate and the Parliament. The representatives coming from parliamentary archives formed the majority in comparison to the representatives from political party archives.

The opening greetings followed the report of the Secretary of the CITRA, Mrs. Perrine Canavaggio, on the Meeting of CITRA in Reykjavik concerning the ‘*Selection of documents*’; she addressed the burning issue of evaluation of electronic documents, the problem that authenticity poses and she stated the proposals for standardization in this area; she also said that all recognized the need for a manual containing guidelines for evaluation of documents. The report of Mrs. Veronique Laureys, on the Meeting of the Section of International Organizations (SIO) in New York on ‘*Electronic Records*’, provoked a debate concerning whether to conserve electronic documents in their original format or just the content of documents, the transfer of document information regarding to authenticity and the legislation on electronic signatures.

Next each member of the SPP presented the legal archival status of their countries and practices in their Parliaments concerning the filing of documents. Also, they answered to questions whether parliamentary and political parties’ archives are subject to the general archive legislation, whether the state archives supervise their archives, what rules for archiving exist presently, are they applied as regards to transfer,

selection destruction and finally, what is the legislation relating to transparency and individual privacy. Although the organization and status varied amongst parliamentary archives, the problems and issues troubling archivists were similar. It was agreed that all participants would cooperate to come up with the minimum general and professional criteria in order to produce a document including the Rules governing modern filing systems and current legislation. Some of the proposed criteria included: consideration of the given legal context of each country, stating the mission of the archives and the rationale and the purpose of the guidelines, describing the parliamentary archives' functions and the document management system, establishing an Archive Committee, setting the conditions for access and inquiries and elaborating on preservation and conservation.

Then the meeting turned its interest towards the issue of the personal papers of politicians. Should archives of important political figures be saved and through which channel; what archivists ought to do in that direction. Papers representing political foundations were heard from France, Germany, Spain, Norway, Italy, the United Kingdom and Greece.

Another matter taken into consideration was the care to increase the oral part of the historical parliamentary archives since the technical elements allow it, through audio and video recordings. Also, the need for scientific training, experience and practice required and the on-going educational process of archivists was discussed.

The next meeting bearing again the crucial subject of '*The selection of documents*' was arranged to be held in Spain.

In the SPP's web site ([spp-ica.org](http://spp-ica.org)) the visitor may find information about the Section and its goals, the Committee, the list of members, its publications, the presentations made during the Congresses and Meetings, plus a registration form and other relevant news of interest, in English and in French. Presently president of the SPP is Mrs. Maria Angeles Valle de Juan from the Spanish Senate ([mangeles.valle@senado.es](mailto:mangeles.valle@senado.es)).

Additionally, concerning parliamentary archiving, the ECPRD has planned and organized a Double Seminar; its first part, has already taken place in Brussels, 30-31 May 2002, and the second part is going to be realized in The Hague, next year. The topic of the Seminar is '*Digitization of Parliamentary Information and Archives*'. In this Seminar only archivists and staff coming from Parliaments participated and not representatives of political parties or institutions. It was even discussed whether parliamentarians should act independently from political parties' representatives since the working group has become rather large, obstructing thus cooperation and the issues to be dealt with are close but also, differ in many ways. Further information one can obtain by Mrs. Marcella Huwaert ([ecprd@lachambre.be](mailto:ecprd@lachambre.be)).

Athens, 17/06/2002  
Eleni Mirakou  
Library of the  
Hellenic Parliament

#### **4.3 Deux Centième Anniversaire, Bibliothèque de l'Assemblée National du Québec. Gaston Bernier**

Nouvelles

Des activités destinées à marquer le deux centième anniversaire de la Bibliothèque de l'Assemblée nationale du Québec sont en cours depuis mars dernier et d'autres auront lieu d'ici à la fin d'octobre.

L'ouverture a eu lieu le 14 mars dernier. Lors d'une réception à la Bibliothèque, en présence d'environ 200 invités, la présidente de l'Assemblée, le premier ministre et le chef de l'opposition officielle ont rendu hommage aux employés du passé et au personnel actuel. En après-midi, en séance plénière, le premier vice-président a présenté une motion de félicitations à l'égard de l'institution et une députée de l'opposition y a joint son témoignage ( <http://www.assnat.qc.ca/fra/Publications/Debats/journal/ch/020314.htm> ).

Une série de trois rencontres conférences était prévue au programme de l'année. Les deux premières ont eu lieu le 9 avril et le 14 mai. En avril, monsieur Jean-Antoine Milogo vint présenter le programme d'aide aux bibliothèques parlementaires de l'Assemblée internationale de la Francophonie, programme en place depuis les années 1990, et parler des conditions de succès d'une telle entreprise. Un mois plus tard, en mai, l'historien Gilles Gallichan, auteur d'un important livre sur l'histoire de la Bibliothèque (Livre et politique au Bas-Canada, 1791-1849; Québec : Septentrion, 1991), présenta les réalisations d'un ancien directeur, N.E. Dionne, lequel dirigea la bibliothèque de 1892 à 1912. Les textes des conférenciers sont consultables électroniquement pour le moment ( <http://www.assnat.qc.ca/fra/Biblio200/activites.html>).

Le Deuxième centenaire a donné lieu jusqu'à maintenant à quelques publications. La Bibliothèque a diffusé une livraison spéciale de son Bulletin (vol. 31, no 1-2, mars 2002). Les textes constituent à la fois un regard sur l'histoire de la bibliothèque, un aperçu du présent et un coup d'oeil vers l'avenir. Les thèmes abordés touchent les services, les crédits, le personnel, le catalogage ou le traitement, les locaux, les publications, etc. ( <http://www.assnat.qc.ca/fra/bibliotheque/bulletin/mars2002.pdf>). L'Association pour l'avancement des sciences et des techniques de la documentation (Montréal; « info@asted.org ») a également publié pour l'occasion une livraison thématique (Documentation et bibliothèques, vol. 47, no 4, octobre/décembre 2001) portant sur les bibliothèques parlementaires. Ici, contrairement à la perspective adoptée dans le Bulletin, l'approche se veut comparative et les auteurs viennent de Washington, de Canberra, de Paris, d'Ottawa, de Toronto et de Québec (voir <http://www.asted.org>).

La dernière rencontre de l'année aura lieu le 31 octobre prochain. Pour l'occasion, les organisateurs du Deuxième centenaire ont invité deux parlementaires, un député actuel et un ancien, également ancien ministre, à présenter leur vision des besoins de documentation et d'information. En septembre (22 et 23), les membres de l'Association des bibliothécaires parlementaires du Canada tiendront leur congrès biennal à l'Assemblée nationale, lequel sera suivi le lendemain (24 septembre) d'un colloque portant sur l'histoire des bibliothèques parlementaires du Canada, d'Europe occidentale et, possiblement, de la Nouvelle-Angleterre.

D'autres publications sont actuellement en chantier, qui paraîtront en septembre : un florilège des articles de journaux relatifs à la bibliothèque parus depuis sa création, un recueil de témoignages de lecteurs ou d'abonnés, une série d'essais d'étudiants en histoire sur la bibliothèque, ses collections et ses dirigeants.

Comme les bibliothèques parlementaires et législatives sont avant tout des entreprises « locales », l'anniversaire garde inévitablement une couleur ou une saveur identique. Mais le milieu sera sans doute heureux d'apprendre que tous, à Québec, apprécient la mise en vedette de la bibliothèque, de son passé, de son présent et même de son avenir. Les activités ont permis jusqu'ici de multiplier les contacts avec les hommes et les femmes politiques, avec les autorités administratives, avec les collègues des autres établissements documentaires de la capitale et de renouer les liens avec les employés retraités.

Gaston Bernier ,  
Coordonnateur  
Deuxième centenaire de la Bibliothèque Québec

#### 4.4 APLAP meeting

This year, the 7th Biennial APLAP (Association of Parliamentary Librarians of Asia and the Pacific) Conference in is going to be held in Ankara, Turkey, between 9th-14th September 2002.

So far 12 countries (Australia, Bangladesh, Cook Islands, India, Japan, Korea, Malaysia, Pakistan, Papua New Guinea, Sri Lanka, Taiwan, Thailand) have declared their participation. New Zealand declared that they would not participate and other countries have not yet answered to invitations by mail and fax.

The organizers would appreciate the dissemination of the announcement, so that more countries can participate. Ali Riza CIHAN, Director, Turkish Grand National Assembly Library and Documentation

Center is available for more information and the agenda of the meeting, and would like to welcome participants.

## **5 Appendix 1:**

### **5.1 Letter of Invitation**

Stockholm 15 May 2002

Dear Colleagues:

As Chair of the IFLA Section on Library and Research Services for Parliaments, I have the pleasure and honour to invite you officially to attend the 68th IFLA General Annual Conference in Glasgow, UK, 17-25 August 2002.

As a pre-conference in conjunction with the 68th Meeting of the International Federation of Library Associations (IFLA) in Glasgow, the 18th Annual International Conference of Parliamentary Librarians will be held in London, UK, on 14-15 August, 2002 and will be hosted by the Library of the House of Commons. The program of the section for London and Glasgow 2002 and general information are included in this letter.

In Glasgow, the Section's activities will begin, as in previous years, with the Standing Committee Meeting No.1 on Saturday, 17 August 2002. All Section members are of course invited to attend this meeting. Before the Committee Meeting we will arrange a special meeting for newcomers to our section.

This year we take up the tradition to join the group for a section dinner. On Saturday evening August 17 we will meet in Saint Andrews in the Square - a centre for Scottish music, song and dance - in Glasgow. The Speaker of the House of Commons will participate in the dinner. Please note that we wish you to register for the dinner - see the program!

I am very sorry to inform you that it has been impossible this year to find one hotel accommodation for our group, but members of our section are staying in the following hotels in Glasgow: Millennium Hotel Glasgow, Malmaison, Glasgow Marriot, Quality Hotel Central, Glasgow City Travel Inn. In London, the House of Commons Library has booked two hotels near the Parliament: Novotel London Waterloo and Master Jolly Hotel St Ermin's. Please note that bookings must be made before June 26!

A highlight for this year's Conference in Glasgow will be the visit to the Scottish Parliament on 21 August. Buses will take us to Edinburgh, and during the day we will have the opportunity of a very interesting program in the new Parliament of Scotland. Please note that if you want to attend the visit you have to register, as the buses can take a limited amount of people. See the program!

Linked to the Glasgow Conference theme: Democracy, diversity, delivery, on the Section's program we have three Open Meeting papers on e-democracy and how it will affect libraries: Åke Grönlund, Professor of informatics from the University of Umeå in Sweden will examine the positive and negative aspects, as well as the state of the art of e-democracy and e-government. Archy Kirkwood, Member of Parliament from the UK, will share the vision and doubts from a representative's point of view. Finally, our former chair Richard Paré, Director of the Parliamentary Library of Canada will address the issue of how e-democracy will affect libraries and research services.

Programme details such as the Research seminar and the Management workshop will also be provided on IFLANET and the Section's website and in the June issue of our Section's newsletter. Please note that you should register for 3 workshops during the Management Day - see the program!

I want to encourage you to decide to attend one or both of the conferences in London and Glasgow! I have already written many letters of invitation for those of you who have asked me to do so, but if you would

like me to write a letter to the Secretary General/Chief Executive Officer of your legislature urging support for your attendance at these important meetings, please contact me as soon as possible by fax at (46) 8 786 58 71 or e-mail me at [margareta.brundin@riksdagen.se](mailto:margareta.brundin@riksdagen.se). It is also possible to get a standard letter of invitation from IFLA Headquarters if you send a fax (31-70-383-4827) or an e-mail to: [IFLA@ifla.org](mailto:IFLA@ifla.org). Headquarters can also provide special letters of invitation if these are required.

Sincerely

Margareta Brundin  
Chair

## **Appendix 2: Practical Information**

**Practical information about the program of the IFLA pre-conference in London and the IFLA main conference in Glasgow, UK.**

If you intend to attend the IFLA pre-conference at House of Commons 14–15 August 2002, please register before June 26! See below. You can also contact Jen Laney at House of Commons via e-mail: [laneyjm@parliament.uk](mailto:laneyjm@parliament.uk)

# 18<sup>th</sup> Annual International Conference of Parliamentary Librarians

London, 14-15 August 2002



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*Please fill in (type or print) and return by no later than 26 June 2002 to:*

Jen Laney  
House of Commons  
Library  
1 Derby Gate  
London SW1A 2DG  
UNITED KINGDOM

☎ 44 (0)20 7219 3841  
Fax 44 (0)20 7219 0067  
Email  
laneyjm@parliament.uk

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**Family name**

---

**First name**

---

**Title**

**Mr**

**Mrs**

**Dr**

**Other:**

---

**Parliament**

---

**Chamber**

---

**Address**

---

**City and Post code:**

**Country:**

---

**Tel:**

**Fax:**

**E-mail:**

**Special dietary requirements**

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**Any other special requirements  
(eg, wheelchair access)**

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**If you want to stay in one of the hotels in London recommended by House of Commons Library,  
please book by contacting the hotel directly before June 26! See information below:**

**Novotel London Waterloo**  
113 Lambeth Road  
LONDON SE1 7LS

Tel: 44(0) 20 7793 5730  
Fax: 44(0) 20 7793 0202  
e-mail: [H1785@accor-hotels.com](mailto:H1785@accor-hotels.com)

Contact: Assita Kone, Group Reservation

Block of rooms held for the nights of 13,14,15 August 2002.

Single or Double Room Special Rate £99.00 per night (inc. of VAT and Full English Breakfast)

Bookings must be made by **26 June 2002**

Booking Reference: **Group House of Commons Library 024333**

The Novotel London Waterloo is a 10-minute walk from the Houses of Parliament, 5-minute drive from Waterloo Station.

.....  
**Master Jolly Hotel St Ermin's**  
2 Caxton Street  
LONDON SW1H 0QW

Tel: 44 (0) 20 7227 7756  
Fax: 44 (0) 20 7222 6914  
e-mail: [stermins@jollyhotels.co.uk](mailto:stermins@jollyhotels.co.uk)

Contact: Anja Walser, Group Co-ordinator

Block of rooms held for the night of 13,14,15 August 2002

Standard Single	£104.00 per night + VAT
Standard Double/Twin for single occupancy	£112.00 per night + VAT
Standard Double/Twin for double occupancy £122.00 per night + VAT	
Executive Single Room £127.52 per night + VAT	inclusive of continental breakfast
Executive Double/Twin for double occupancy £146.04 per night + VAT	inclusive of continental breakfast

VAT is currently charged at 17.5%

Bookings must be made by **26 June 2002**

Booking Reference: **House of Commons Block Booking (code HOU 130802)**



The St Ermin's Hotel is a 10-minute walk from the Houses of Parliament.

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**If you haven't booked your hotel room in Glasgow, please do so as soon as possible! You can do it via the IFLA Website at [www.ifla.org](http://www.ifla.org) . Go to Annual Conference, then to 68<sup>th</sup> IFLA General Conference, then to Registration & Hotels.**

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**The Section's program in Glasgow will start on Saturday August 17 with a meeting for newcomers to the section.**

**Name:**  
**Parliament:**

**Yes, I would like to attend the meeting for newcomers to the section on Library and Research Services for Parliaments**

**Yes, I would like to attend the meeting for newcomers. I am not a newcomer, but would be happy to act as a mentor to a newcomer.**

Please, send a mail to [margareta.brundin@riksdagen.se](mailto:margareta.brundin@riksdagen.se) if you wish to attend the meeting for newcomers! Or fax + 46 8 786 58 71.

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The first Standing Committee meeting of the section will take place August 17 at 11.30–14.20. All participants from Parliaments of the world are welcome! Prepare yourself by studying the section's Action plan at <http://www.ifla.org/VII/s3/annual/sp03.htm>!

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**After the meeting of the Standing Committee August 17, the section will meet for dinner at Saint Andrew's in the Square – a centre for Scottish music, song and dance – at 19.30. The Dinner will cost £18.00 inclusive of VAT. Please register for the dinner:**

**Name:**  
**Parliament:**

Yes, I would like to participate in the dinner at Saint Andrew's in the Square, No. 1 Saint Andrew's Square, Calton, Glasgow. Menu: Potato and Leek Soup; Roast breast of chicken with glazed baby onions and button mushrooms served in a thyme and port jus; Taylor's lemon tart with vanilla cream; Tea or coffee with tablet. I will pay £18.00 (cash) for the dinner.

No, I will not participate in the dinner.

Please send a mail to [margareta.brundin@riksdagen.se](mailto:margareta.brundin@riksdagen.se) if you want to join the section's dinner! Or fax +46 8 786 5871!

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**Management Workshop, August 20  
at Baird Hall, University of Strathclyde Graduate School of Business,  
Sauchiehall Street, Glasgow G1**

**Name:  
Parliament:**

**I wish to attend the following 3 workshops (please circle):**

**Workshop 1: *Staff of the Future; a Democracy Perspective***

**Workshop 2: *Marketing of Parliamentary Information and Library Services***

**Workshop 3: *Client Liaison Program***

**Workshop 4: *Assessment, Quality and Performance Indicators***

**Workshop 5: *Electronic Collection Development***

**Workshop 6: *SWOT Analysis; the Case of the Section***

Please send a mail to [margareta.brundin@riksdagen.se](mailto:margareta.brundin@riksdagen.se) if you want to attend the Management Workshop!  
Or fax +46 8 786 5871!

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**Visit to the Scottish Parliament August 21**

**Name:  
Parliament:**

**If you wish to participate in the visit to the Scottish Parliament, please  
mail the registration form to Janet Seaton via [janet.seaton@scottish.parliament.uk](mailto:janet.seaton@scottish.parliament.uk). and ask her for  
a registration form.**

**Please note that there will be a maximum of 120 delegates for this  
Day, as the buses can take only a limited number of passengers.  
Delegate names will need to be confirmed in advance, by Monday  
August 19 at the latest!**

**IFLA SECTION ON LIBRARY AND RESEARCH SERVICES FOR PARLIAMENTS**

**DAY AT THE SCOTTISH PARLIAMENT 21 AUGUST 2002 - REGISTRATION FORM**

First name:	
Your Parliament/organisation:	
Contact details: address:	
email:	

There will be interpretation facilities available for two other languages for the morning debate. If you would like to use them, which language would you prefer?  French /German /Spanish (please choose one)  Or another language (please specify)
There will be a buffet lunch provided. Do you have any special dietary requirements?
When is the last date we can contact you before you leave for the UK?
Where are you staying in Glasgow, in case we need to contact you?

**Notes:**

1. Attendance at this day is limited to 120 delegates. Coach transport will be provided from Glasgow to Edinburgh, returning to Glasgow in the evening. Coaches will pick up from George Square, Glasgow, at 7.45am on Wednesday, 21 August. You will be assigned to a coach.
2. The morning's debate will take place in the Chamber of the Scottish Parliament. You will be assigned to a Member's seat and will have microphone facilities. You will be issued with a badge, which will show your seat number. It is important that you keep to the same seat so that if you wish to speak, you can be called by the Deputy Presiding Officer, who will be chairing the meeting.

**Please return by email to [janet.seaton@scottish.parliament.uk](mailto:janet.seaton@scottish.parliament.uk) or by fax to 0131 348 5378**  
**We will send you updated information on receipt of your completed registration form.**

**Appendix 3: Guidelines for Strategic Plans (IFLA); Notes for contributors (IFLA)**  
PC 02 - 042

**Guidelines for the format of Strategic Plans**

Strategic plans should consist of three elements:

- A Mission statement
- Goals, together with the relevant IFLA professional priorities which they relate to
- Actions to be taken to fulfil the goals

All of these should be represented, though it is possible that some goals will not have an associated action, and that some actions may relate to more than one goal. In the latter case, it should be clearly indicated through numbering where these links are

Care should be taken to ensure that the goals and actions are easily understood by people who are unfamiliar with the activities of the Section in question. To assist in this

- Avoid the use of initials, unless they are also spelt out
- Give clear examples of proposed plans, e.g. it is not sufficient to say that an interesting programme will be planned for the IFLA General Conference – the theme of the programme/workshop, etc should be outlined

Strategic plans should cover a two-year period, and run from election year to election year. The next new plan should be produced in 2003, at Berlin.

In the intervening years the plan should be revisited and updated, e.g. at Glasgow all actions for 2001/2002 should be removed if they have happened, or new target dates should be set.

Sections may well decide to produce a plan in a different format, perhaps identifying the people who will be responsible for undertaking specific tasks, but these should be treated as working documents for the committee. The "standard format" is the one that will be used officially and when approved by the Professional Committee, published on the IFLA Website.

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## **IFLA Journal - Notes for Contributors**

### **Aims and Scope**

The IFLA Journal aims to promote and support the aims and core values of IFLA as the global voice of the library and information profession by providing authoritative coverage and analysis of (a) the activities of IFLA and its various constituent bodies and members, and those of other bodies with similar aims and interests and (b) completed, ongoing and proposed policies, plans and programmes related to the development of library and information services around the world.

### **Writing for the IFLA Journal**

Contributions to the journal may include: original articles and features; news and information about current and forthcoming activities and events in the field of library and information services; reviews or announcements of new publications, products or services; information about education and training opportunities, fellowships, honours and awards; personal news; obituaries; letters to the Editor.

### **Articles and features**

Articles and features are subject to review by the Editorial Committee. Articles and features are normally published only in English. Authors whose first language is not English should not be inhibited from submitting contributions in English because of this; the correction of minor grammatical and linguistic errors in English is considered to be an integral part of the editorial process.

There is no rigid stipulation regarding the length of articles and features, but they should normally not be less than 2000 words in length. Contributions of more than 15,000 words may be published in two or more parts in successive issues.

Article and features should be accompanied by an English-language abstract of not more than 100 words, a brief statement of the professional qualifications and experience of the author(s), including current official designation and full address and contact details, and a recent photograph (not a passport photo) of each of the authors suitable for publication.

Authors are expected to check their work carefully before submitting it, particularly with regard to factual accuracy, completeness and consistency. They should provide sufficient background information to enable readers unfamiliar with the activity or country being described to understand it easily. Acronyms and abbreviations should be used sparingly; they should be spelled out in full the first time they are used.

### **Other contributions**

The primary language of publication for contributions other than articles and features is English, but such contributions may be published in the other working languages of IFLA - French, German, Russian or Spanish - if appropriate.

### **Illustrative material**

Contributors are encouraged to submit photographs and other illustrations to accompany their contributions. Statistical data should, if possible, be presented in the form of charts or diagrams, rather than tables.

### **Bibliographical references**

References should follow the full form stipulated in ISO 690-1975, Documentation – bibliographical references – essential and supplementary elements, using either the numeric or the Harvard method of citation in the text. Lists of references should appear at the end of a contribution, not as footnotes.

### **Copyright**

Authors are responsible for obtaining copyright clearance for the publication of any copyrighted material (including illustrative material) which may be included in their contribution.

### **Format**

All contributions should, whenever possible, be submitted in standard electronic formats, either as e-mail attachments or on 3.5 inch diskettes. The preferred format for textual matter is MS Word. Contributors who are unable to submit their work in electronic format should supply textual matter in clearly typewritten manuscript. Photographs may be in colour or black and white. They should be submitted either in TIF format or in hard copy as positive prints or transparencies. Other illustrations should be suitable for publication without further treatment.

### **Publication**

The decision of the Editorial Committee with regard to the publication of any article or feature is final. Other contributions are published at the discretion of the Editor, if necessary after consultation with the Editorial Committee.

Authors of articles, features and reviews will receive one complimentary copy of the issue in which their work appears.

### **Submission**

All contributions (except advertisements), in whatever format, should be addressed to:

Stephen Parker, Editor, IFLA Journal, Prinses Irenelaan 2, 2252 GJ Voorschoten, Netherlands. Tel. +31 (71) 561-9880. Fax: +31 (71) 561-5081. E-mail: [zest@bart.nl](mailto:zest@bart.nl)

## **Appendix 4: EU project outline**

Here you will find a brief outline of the project sponsored by the European Union, to be considered in SC I.

### **CONCERNS TO BE ADDRESSED BY THE PROJECT**

- The Library of the Deutsche Bundestag, the German Library of Parliament, has generously developed and made available as an on-line service, the Directory of Parliamentary Libraries. Nevertheless, this effort has been expensive and as time has transpired, there has been a limited availability of funds for updating the information, and it has been a continuing and incremental responsibility for the Library.
- The Section of Libraries and Research Services for Parliaments needs a greater provision of on-line, web based services than those provided by IFLANET. There is a major requirement for a unique web (almost a portal), with click-throughs to parliamentary libraries, research and information services and information resources unique to the Section, which in itself would be linked to IFLANET. A one - stop-information - shop for Libraries and Research Services for Parliaments.
- The Section of Libraries and Research Services for Parliaments has not been able to fully share, amongst its members, those ideas and initiatives that support, promote and contribute to build and consolidate democracies and democratic spirit.

## **PROPOSED SOLUTION / PROJECT**

The European Union has generously provided the Section with 6000 Euros for addressing this problems. After considering different alternatives for solving the above problems, the following project is proposed:

### **3.1 GENERAL DESCRIPTION OF THE PROJECT**

Given the problems to be addressed, the project proposed is made up of three components:

- Building a small-scale web site, with click throughs to IFLA; Parliamentary Libraries of the World, information resources useful to Parliamentary Libraries; new ideas, research studies, etc., submitted by the members of the Section. (For details, see Appendix 1)
- Taking charge of the World Directory by another institution, updating it permanently and having it linked to IFLANET and the web-site. This means a major project considering: portability, software, hardware, telecommunications, management of the database, updating information, etc. (For details, see Appendix 2)
- Including, in the World Directory, information on Democracy Building Initiatives (see Appendix 3; project presented by Mr. Francis Kirkwood). This component requires a) obtaining the information and b) including the information in the World Directory (new fields and/or redesigning and /or recompiling the data base if necessary).

### **OBJECTIVES OF THE PROJECT**

- The project will provide for comprehensive information and information resources for parliamentary libraries. This is of particular importance given the major globalization efforts, legislative homologation, the future of ICT's, e-legislation, e-democracy, etc. Now, more than ever, it is important for Libraries and Research Services of Parliaments to share resources, experiences and ideas to use within their own countries and cultures. A one-stop-information-shop.
- The project will allow the continuing effort of the World Directory of Parliamentary Libraries, as a unique resource for exchange, information and contacts between the institutions.
  - The project will permit the inclusion of useful information in the Directory, which is the case of democracy building initiatives by the Libraries and Research Services, as ideas to be shared and possibly emulated amongst like institutions.

### **EXPECTED OUTCOME**

- Web site with information resources for Parliamentary Libraries and Research Services. This web would be hosted and developed by the Institution the SC agrees upon. Possible alternatives: a) IFLA; b) Chilean Library of Congress; c) Other institution interested in the project. The web should include: a NIC address; a server of the host institutions; design; programming; updating.
  - A fully operational and permanently updated World Directory at a new installation, to be allocated.
  - Including in the World Directory the information about Democracy Building Initiatives.