

**To:** Joint Steering Committee for Development of RDA  
**From:** Barbara B. Tillett, Chair, JSC  
**Subject:** JSC meetings

*Related document:* 6JSC/Policy/1 (latest revision)  
*Supersedes:* 5JSC/Policy/6/rev

### **Requirements for JSC meetings**

#### Location

- In general, ALA Publishing, in conjunction with the Chair of the Fund Trustees and in consultation with the JSC and a CoP representative if appropriate, will select the location based on the least expensive arrangements for travel, a meeting room, a hotel, and meals.
- Originally the JSC rotated hosting the JSC meetings with Australia taking a turn every second round. However, given the funding situation, every effort will be made to conduct the JSC meetings in the least expensive location each year. The “local host” would be whatever institution hosts the meeting site and any JSC member residing in that location who may be willing to assist with arrangements.

#### Hotel

- The hotel should be able to accommodate the JSC, Secretary, and Chair of the Committee of Principals (CoP).
- The hotel will normally be three- or four-star, meeting reasonable standards of safety, comfort and proximity to meeting location, consistent with norms observed by the national associations.
- The hotel may also be the meeting location. Consideration should be given to the adequate meeting space in the national association offices, national library or other location.
- (See also Meeting Expenses, Accommodation)

#### Meeting room

The meeting room should be set up as follows:

- 1 conference meeting room, with a large table able to accommodate a minimum of 11 people (JSC, JSC Secretary, JSC Chair, Chair of the CoP, RDA Managing Editor); with 4 linear feet (1,2 m) of table space for each JSC representative, the JSC Secretary, and the JSC Chair;
- seating room for at least 6 observers;
- pens/pencils and paper on the table;
- water and glasses on the table;
- online access to the RDA Toolkit and projection screen;
- wifi access;
- access to electrical outlets for laptop computers, etc.;
- photocopying facilities nearby.

#### Meals

- Breakfast is either to be included in hotel room charge, or a continental breakfast to be supplied in the meeting room each morning.
- Tea and coffee and light refreshments are to be served in the morning and afternoon, either in the meeting room or nearby.
- Lunches are to be served in the meeting room or nearby.

- Evening meals are to be at area restaurants.

Meals will be organized by the JSC Chair/JSC Secretary in consultation with ALA staff and local host, as appropriate.

### **Before the meeting**

JSC Secretary (based on information from ALA):

- sends out hotel and meeting venue details well in advance and
- provides some local interest information and contact numbers.

Local host/JSC Chair/JSC Secretary:

- consider any evening hospitality that may be appropriate and
- send local interest information and contact numbers to the JSC.
- The local host notifies the JSC Chair about the building emergency procedures.

ALA:

- supplies travel details to and from the hotel/meeting venue by road, rail, and air as appropriate for the attendees;
- checks number of hotel rooms/nights stay/non-smoking/etc. required;
- agrees in advance with the hotel how individual invoices will be made up, and what will be charged to individuals as opposed to the meeting account. (See also Meeting Expenses, Accommodation).

### **Running the meeting**

Observers

- Observers may attend JSC meetings as space permits. Individuals wishing to attend a JSC meeting should request permission from the JSC Chair prior to the meetings. The JSC Chair may call an observer to the table for input to the discussion when appropriate.

Executive Sessions

- The JSC Chair will determine which items should be considered in the Executive Session, in consultation with the committee. Only JSC members, the Secretary, and the Chairperson of the Committee of Principals will normally attend the Executive Session. Other individuals or groups may also attend at the discretion of the JSC Chair.

Agendas

- Agendas for JSC meetings will be issued two weeks prior to the start of the meeting

Minutes

- Minutes of JSC meetings will be issued in two versions: an unrestricted version (e.g., 5JSC/M/490-527); and a restricted version (e.g., 5JSC/M/Restricted/490-527) including the executive session(s).
- Errata to minutes of JSC meetings will be recorded in the minutes of the following meeting.

Language

- JSC Meetings are conducted in English.

At the beginning of the meeting (JSC Chair):

- advise location of toilets, fire exits, etc.
- make lunch and dinner arrangements clear for both members of the meeting and observers.

### **Meeting Expenses**

The following guidelines apply to the meeting attendees. The meeting attendees are JSC members and other authorised participants. Authorisation for non-JSC members must be obtained in advance from the Chair of

the Fund Trustees. Meeting attendees are expected to cover the costs for travelling companions who are not members of JSC or otherwise authorised.

#### General guidelines

- Meeting expenses are to be submitted within 60 days.
- Meeting expenses are to be submitted using a form available from the JSC Secretary, with original receipts if possible, to the Chair of the Fund Trustees:

Donald E. Chatham  
Associate Executive Director  
Publishing Department  
American Library Association  
50 E Huron Street  
Chicago IL 60611  
USA

- A copy of the expenses form will also be sent to the JSC Chair for information (usually via email).

#### Categories of Expenses:

##### 1. Transport

- Meeting attendees may make their own arrangements for economy air/rail travel to JSC meetings (and be reimbursed), or they may use a travel agent nominated by the American Library Association (in which case the fare will be charged directly to the Fund).
- If a meeting attendee uses his or her own vehicle to travel to a meeting, the standard allowance per mile/kilometre according to his or her national government's travel policy should be used.
- Meeting attendees will be reimbursed for ground transportation (e.g., taxi to and from the airport). This includes use of the attendee's own vehicle (see above) and parking charges.

##### 2. Accommodations

- In general, the hotel will charge rooms directly to the American Library Association.
- Meeting attendees are responsible for additional charges resulting from extra people sharing a room and personal incidentals.
- In general, the Fund will cover accommodation for the night before and the night after the meeting when necessary, in addition to all nights during the meeting.
- For attendees travelling to or from Australia, the Fund will cover two nights accommodation before the meeting.
- If it will result in a greater savings in air travel, the Fund may cover extra nights of accommodation.

##### 3. Meals, Incidentals

- Meeting attendees will be reimbursed for meals on meeting days (and the evenings before and after the meeting).