

To: RDA Steering Committee
From: Gordon Dunsire, Chair, RSC
Subject: RSC meetings

Related document: RSC/Policy/1

This RSC document is a revision of its counterpart JSC document (6JSC/Policy/2).

Requirements for RSC meetings

Location

- In general, ALA Publishing, in conjunction with the Chair of the Fund Trustees and in consultation with the RSC and an RDA Board representative if appropriate, will select the location.
- The “local host” would be whatever institution hosts the meeting site and any RSC member residing in that location who may be willing to assist with arrangements.

Hotel

- The hotel should be able to accommodate the RSC.
- 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 local host will suggest possible hotels to ALA Publishing; ALA Publishing will make the arrangements and notify the RSC Chair and RSC Secretary for communication with others.
- 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, Accommodations)

Meeting room

The meeting room should be set up as follows:

- one conference meeting room, with a large table able to accommodate a minimum of 14 people with 4 linear feet (1,2 m) of table space for each person;
- seating room for at least 12 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.;
- microphones as needed;
- 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 for RSC and observers, either in the meeting room or nearby.
- Lunches for RSC are to be served in the meeting room or nearby.
- Evening meals are to be at area restaurants.
- Meals will be organized by the RSC Chair/RSC Secretary in consultation with ALA staff and local host, as appropriate.

Before the meeting

Local host/RSC Chair/RSC Secretary:

- Send out hotel and meeting venue details well in advance.
- Consider any evening hospitality that may be appropriate.
- Send local interest information and contact numbers to the RSC.
- The local host notifies the RSC Chair about the building emergency procedures.

ALA Publishing:

- Supply travel details to and from the hotel/meeting venue by road, rail, and air as appropriate for the attendees;
- Check number of hotel rooms/nights' stay/non-smoking/etc., required;
- Agree 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, Accommodations).

Running the meeting

Observers

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

Executive Sessions

- The RSC Chair will determine which items should be considered in the Executive Session, in consultation with the committee. RSC representatives, the Secretary, the Examples Editor, Working Group Chairs, and the Chair of the RDA Board will normally attend the Executive Session. Other individuals or groups may also attend at the discretion of the RSC Chair.

Agendas

- Agendas for RSC meetings will be issued at least two weeks prior to the start of the meeting

Minutes

- Minutes of RSC meetings will be issued in two versions: an unrestricted version and a restricted version including the executive session(s).
- Errata to minutes of RSC meetings will be recorded in the minutes of the following meeting.

Language

- RSC Meetings are conducted in English.

At the beginning of the meeting (RSC Chair):

- Advise location of toilets, fire exits, etc.
- Make lunch and dinner arrangements clear for both RSC and observers.
- Confirm permission from those attending for the taking of photographs.
- Confirm permission from those attending for the sound and video recording of the discussion.

Meeting Expenses

The following guidelines apply to the meeting attendees whose expenses are paid by the RSC Fund. These meeting attendees are the RSC members, co-opted working group chairs, and other authorised participants. Authorisation for non-RSC 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 RSC 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 RSC Secretary, with scans of receipts if possible, to Mary Jo Bolduc (mbolduc@ala.org). Include Jamie Hennelly (jhennelly@ala.org) as "cc:" in that email.

Categories of Expenses:

1. Transport

- Meeting attendees may make their own arrangements for economy air/rail travel to RSC 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. The Fund will also cover any additional nights for related events sponsored by RSC before or after the meeting.
- For attendees whose travel covers five or more time zones, 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 days when accommodation is covered by the Fund.