

CDNL Annual Meeting, 12 August 2010

The operation of discussion groups – notes for guidance

The three discussion groups will run concurrently in the first time slot in the afternoon session (13.30 to 15.00 hours). Each group has a Convenor, a panel of 3-4 discussants, and a note-taker: those persons have been invited by the CDNL Secretariat.

CDNL members were invited to indicate in advance which group they wished to join – some have done so, while others will be able to add their name to the group lists before the Annual Meeting starts.

The Secretariat will provide each group with a brief scope note on its topic.

The following notes on the operation of the groups are suggestions only: the Convenors are of course free to adapt these suggestions to suit their own style and the circumstances of each group:

1. In principle, the groups are envisaged as spaces for collegial interactive discussion, not for formal presentations. (The exception to this is Group A, which will be asked to discuss the results of a survey on its topic, so it will begin with a brief presentation on that survey.)
2. The role of the panel - representing a range of national situations and experiences - is to make brief focussed comments on the topic, to initiate discussion, which the Convenor should then open up to the whole group.
3. The role of the Convenor is to ensure interaction between the panellists and the group, and to balance the 'focus' offered by the panel against the wide range of views offered by the rest of the group.
4. Some participants will be assisted by colleagues acting as personal interpreters – (there is no interpretation service for the groups). During the introductions, the Convenor will be able to note who these persons are. The Convenor should try to ensure that all participants have equal opportunity to express themselves, and should encourage them to do so.
5. The scope notes provided by the Secretariat are not intended as detailed discussion papers: they are really only a set of questions intended to provoke discussion. The questions are accompanied by brief notes to give some context.

6. The Convenor should also help the group to identify issues which CDNL could address, and report the group's conclusions (and any recommendations which it may make) back to the closing plenary session of the meeting.
7. The note-takers are not asked to make an exhaustive record of the discussions, but a clear and concise summary of key issues raised (with just enough detail for clarification if necessary).

At the conclusion of the group session, the note-takers should:

- make 2 photocopies of their notes
- pass 1 copy to their group convenor for reporting
- retain 1 copy for backup and revision
- pass their original text to the CDNL Secretariat for the record of the meeting. (As soon as possible after the meeting, they should advise the Secretariat of any corrections to their notes.)

Group A – topic: E-legal deposit

Convenor: Lynne **Brindley** (UK) - Note-taker: Andy **Stephens** (UK)

Panel: **Ngian** Lek Choh (Singapore), Bas **Savenije** (the Netherlands), John **Tsebe** (South Africa), Jan **Fullerton** (Australia)

Venue: the plenary room.

Group B – topic: Copyright and national libraries

Convenor: Elisabeth **Niggemann** (Germany) - Note-taker: Petrina **Ang** (Singapore)

Panel: Deanna **Marcum** (US), Bruno **Racine** (France), Mônica **Rizzo** (Brazil).

Venue: group room.... *(to be confirmed)*

Group C - topic: the role of national libraries in the promotion of literacy

Convenor: Penny **Carnaby** (New Zealand) - Note-taker: Sarah **Kaddu** (Uganda)

Panel: Gertrude **Mulindwa** (Uganda), Gunnar **Sahlin** (Sweden), with Kathleen **George** (Literacy & Library Adviser, Ministry of Education, The Cook Islands) as a technical expert.

Venue: group room.... *(to be confirmed)*