



Committee for Higher Education Librarians in South Africa

**CHAIRPERSON'S REPORT TO THE BUSINESS MEETING OF
19 May 2010**

FOR THE PERIOD SEPTEMBER 2009-MAY 2010

1. Executive Committee (Exco)

Ms Vivian Agyei	(Chairperson)
Ms Hannie Sander	(Deputy Chairperson)
Ms Gwenda Thomas	(Secretary)
Mr Tom Larney	(Treasurer)
Dr Buhle Mbambo-Thata	(Additional Member)
Mr Juliano Kabamba	(Additional Member)

2. Exco Meetings

The Executive Committee held three (3) teleconferences since the September 2009 meeting: in February, March and April 2010.

3. CHELSA Website and Archives

The website is in place and monthly payments are deducted by debit order. Loading the content is the next big task which has not been possible due to time constraints. The Exco agreed that this should be a once-off task for the administrative assistant to carry out.

4. Funding Formula for libraries operations, salaries and information resources

Dr Mbambo-Thata finalised the report including the names of institutions as requested by the members in September. The matter is now removed from the agenda. From now on, it is the responsibility of each CHELSA member to submit annual budget allocations to the Statistics & Quality Assurance Sub-Committee as was agreed at the May 2009 meeting.

5. Information Literacy Training

The Sub-Committee comprising of nominees representing each of the five (5) regions/consortia country-wide, compiled the framework within which training programmes should be designed. Their final report would be presented to the May 2010 meeting. Each member library may design their programmes within the framework. The matter is now removed from the agenda.

6. Strategic Plan

The strategic objectives compiled by the workshop facilitator were forwarded to members for an indication as to whether they should be pursued by CHELSA or not. Members were to also rate their importance and indicate which they would champion or jointly work on. A report on the request to members would be tabled at the May 2010 meeting and a decision on the way forward made.

7. Electronic Theses and Dissertations Project

Following the deliberations at the September meeting, Ms Thomas and Mr Ubogu met with the NRF and coordinators to try and address the concerns of CHELSA. The NRF compiled a report which was forwarded to CHELSA members. The NRF requested a workshop for CHELSA members in March 2010, but the response was poor. The workshop had to be cancelled.

The Exco affirmed that the NETD Steering Committee is a collaborative partnership and its work needs to continue. The Exco agreed that the following NETD SC documents would serve at the meeting of 19 May:

Project progress report; Audit report – for noting and the MoU – for approval.

Further discussion by CHELSA members about the NETD Project would be considered only in the form of a written proposal with outcomes.

8. FOTIM offer to assist CHELSA

The FOTIM Board had previously approached CHELSA with an offer to assist with secretarial services through the GAELIC office. Following the request by the CHELSA Exco to employ the services of a temporary administrative assistant for 2010, the Board agreed in principle that the Gaelic Programme Manager could assist CHELSA with administrative support for agendas, minutes and website maintenance. The rates were accepted by the Exco at the beginning of May 2010 as follows:

- 2 physical meetings p.a. = average 4 days per meeting [2 days prep, 1 day travel and attend and record, 1 day minutes recording] = 8 hrs x 4 x 2 (64 hours)
- 6 teleconferences (Jan/Feb; Mar; April + June; Jul; Aug) = average 3 days [1.5 days prep, .5 days actual meeting and recording, 1 day minutes] = 8hrs x 3 x 6 = (144 hours)
- Website maintenance = .5 day after each meeting = 8 meetings x .5 = 4 days = (32 hours)
- This is a total of 240 hours @ rate of **R133.83 before tax = R32,119.**
- Additional 25 hours for the initial maintenance of the web page = R3345.75 before tax.
- Total = **R35,464.75.**

N. B. The amount excludes any travel costs and any accommodation required to attend the meeting and any stationery and telephone costs which will be billed to CHELSA separately.

9. NCLIS' request for a meeting with CHELSA

NCLIS requested a meeting with CHELSA during the 2009 LIASA Conference in Bloemfontein with the purpose to discuss the role of academic libraries in the transformation charter of the Library and Information Services (LIS) sector.

The meeting took place on the 30th September 2009 and was chaired by Professor Rocky Ralebipi-Simela. It became clear that NCLIS had been given misleading information about CHELSA's willingness to contribute in the national strategies. It was agreed that NCLIS would organise a workshop with CHELSA by November 2009. That did not materialise.

DAC made telephonic contact with the CHELSA chairperson early in May 2010 to find out if a meeting was still necessary. The chairperson found it necessary and proposed that the meeting take place during the 2010 LIASA conference as part of the HELIG agenda. The meeting would be for the broader HET sector, rather than with CHELSA only.

10. Bandwidth

The SANReN is receiving attention from HESA and letters have been written by two DVCs in SEALS. The Exco did not think it would achieve much for CHELSA to write to HESA.

11. CHELSA sponsorship to support staff training & development

CHELSA, as part of its mandate to support staff training and development in institutional repositories, sponsored an amount of R25,000 towards the South African DSpace Technical Workshop 7-11 September 2009 presented by Stellenbosch University, DUT and University of Pretoria.

12. Assessment of performance by the Exco: May 2008-May 2010

The mandate for the new Exco of May 2008-2010 was to clear the CHELSA agenda so that only strategic issues would make up the agenda. Issues around partnerships with national and international bodies would be addressed based on the new strategic plan. Summary of the assessment:

12.1 CHELSA Website and Archives

- ✚ Website up and running.
- ✚ Documents to be uploaded by the Admin assistant.
- ✚ Website to be maintained by the Admin assistant.
 - Policy on Archives outstanding.

12.2 Funding Formula for libraries operations, salaries and information resources

- ✚ Report finalised. Matter to be removed from the agenda.

12.3 Information Literacy Training

- ✚ Guidelines completed and submitted to May 2010 meeting for noting. Matter to be removed from the agenda.

12.4 Strategic Plan

- ✚ Planning workshop held.
- ✚ Objectives submitted
 - Awaiting approval by the May 2010 meeting.

12.5 Financial policy

- ✚ Submitted and approved.

12.6 The South African Library Transformation Charter

- ✚ Referred to the HELIG of September 2010.

12.7 Electronic Theses and Dissertations Project

- ✚ Progress report from the NRF submitted.

- ✚ Audit report on institutional repositories submitted by the NRF.
 - MoU with the NRF to be approved by the May 2010 meeting.
- 12.8 Funding for CHELSA projects
 - ✚ Funds received from LIASA/CICD.
- 12.9 CHELSA Constitution: Reciprocal Cooperation
 - ✚ Survey carried out and results analysed.
- 12.10 Guide for the self review of university libraries
 - ✚ Bound and submitted to the CHE. Matter removed from agenda.
- 12.11 Statistics & QA
 - ✚ Sub-Committee involving quality coordinators at institutions established.
- 12.11 CHELSA Secretariat
 - ✚ Temporary assistance for 2010 established with Gaelic in May 2010.

13. **A Word of Gratitude**

Chairing a professional committee in addition to one's full-time job is a big challenge. Chairing a developing professional committee is an even bigger challenge for it requires one's full attention. However, having a dedicated team on the Exco is very empowering; and that is what enabled us as Exco to achieve our mandate in the two-year term of office. While we all did our best, one is compelled to mention that the Secretary did a tremendous job of recording, in much appreciated detail, the proceedings of the Exco and full membership meetings in addition to delivering in other areas. The records of this term will show how much effort went into that. Needless to say, the Treasurer also did a splendid job. We have a Financial Policy and audited statements to show. The additional members also did their bit: we have a report on the analysis of implementation of the Reciprocal Cooperation; funding of HE libraries and a strategic plan to show. One is very grateful to the team that was the Exco.

Sponsorship for CHELSA

Once more, words of gratitude go to our sponsors, who partnered with CHELSA to have successful meetings and training for their staff: WWIS; New Age Book Distributors and Swets.

Conclusion

Having delivered on its mandate, the Exco of 2008-2010 hands over to the incoming Exco to finalise the strategic objectives and begin with implementation in order for CHELSA to establish itself as a strategic body in the South African higher education (and training?) sector. The partnership established with LIASA/CICD for funding the development of skills in the HE libraries should be continued.

Compiled by: Vivian Agyei
 CHELSA Chairperson
 May 2008 – May 2010

