# ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2017 – 2018Written by Søren Mortenseon (Chair until des. 2017)Uppdated written by Jorun Systad (Chair from feb. 2018)

# Action plan 2017 – 2018 Name of Professional Unit: Children & Young Adults.

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| Objectives*What do you want to achieve? Use your list above* | Project or activity*What project or activity are you going to do?* | Main tasks*What are the specific things you need to do?* | Responsibilities and timeline*Who will do them and by when?* | Resources*Do you need specific skills, money or technology?* | Communications*How will you communicate your achievements? To whom? By when?* | Measures of success*How will you show the impact of your work?* | Progress*Report here briefly the progress of your work, at least every month* |
| 1. World through Picture books.
 | New metal trunk neededcontaining the travelling exhibition The World through Picture Books |  | Working group: Annie Everall and Viviana Quiñones. Marianne MertensAntonella Lamberti, Dajana Brunac, Daniela Skokovic, Anton Purnic, Naoko Nakajima | The estimated expediture was 80 euros, but wheels are needed too, and there are transportation costs, so the total sum is 127 euros.

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| World through Picture books | Change publication into web-based document instead of printed version | €              500  |

**Yes – Remaining project money** |  Information-Coordinatori viaNewsletter, Facebook | Every year new country partisi-pating | **7/18Discussion at midyear-meeting in Florence:Should the collection be searchable on topics. Books out of print should be out of the book-list. Contact every country-coordinator and ask for changes. Legacy-problems must be solved. The project must be hosted by IFLA. The working-group ask for support in KL and a new digital edition will be launched in Athens 2019** |
| 1. Best practice(Good Ideas for better libraries)
 |  |  | **Working-group:**Benjamin SchefferEva FredEmiko GoekuCharlotta BoströmCosmas Mabeya |

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| Best Practices Library Service Children | Proofreading, editing, tagging (time, expert consultation): Benjamin Scheffler  | €              500  |

**Yes - Remaining project money** | **Facebook and newletter** | **New videos** | **4/18The group has made a new text and revised the instructions. The project will change name. We will decide the future of this project in KL.** |
| 3.Revision of Guidelines Library Services for children & YA |  |  | Carolynn RankinJorun Systad |

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| Revision Guidelines Library services children | Editing and coordination: Carolynn Rankin | €           1,000  |
| Revision Guidelines Library services children | Design and illustrations | €           1,200  |

 |  |  | **4/18Presented a report about the project with a revised timeline.6/18Draft ready and sendt to PC.8/18The guidelines wil be presented offsite in KL.****Further work:Evaluation of the guidelines****How to promote and publish the guidelines.** |
| 1. Sister Library
 | **Ongoing activity** |  | **Ulla Pötsonen** |  | **FacebookWebpage** |  | **4/1884 participantsNo activity on the mailinglist.We will continue oppdating the participant list and be in contact with the participants 2-3 times every year.8/18**- very difficult to say whether the programme has any activity! |
| 1. ALMA
 | **Yearly nomination process** |  | Jorun SystadViviana Quiones, Ingrid Källström, Antonella Lamberti | 10 candidates have been sendt to the working group. The section voted and we decided to nominate:Read to me. CroatiaStiftung Lesen, GermanyMs Kyoko Matsuoka, JapanThe bookery, South Africa |  |  | **4/18Discussions on midyear about how and who to nominate .5/18The nomination sendt to ALMA** |
| 1. Plan sessions for WLIC 2018
 | **1 session planning with** Environment, Sustainability and Libraries (ENSULIB) Sig would be interested in having a joint session with children and young adults section in Kuala Lumpur |  | Harri SahavirtaPH.D. Chief Librarian Vallila and Suomenlinna librariesHelsinki City Library |  |  |  | **Conference Hall 1****28.08.2018, 09:30 – 11:30****Session 187 Catalysts for environmental and social sustainability: Libraries supporting young adults' quest for a better future -**  |
| 7.Satelite conference Singapore | **A joint program with section LSN in Singapore.**  |  | **Søren Dahl Mortensen, Ulla Potsouen., Raneetha, Emiko Goekn, Amal Al Shammari and Karen** | Satellite meeting date and durationThe satellite meeting will be from 23 August 2018 to 24 August 2018 at the National Library Building in Singapore. It will be a 1.5 day session.  Following the half-day satellite meeting, the delegates will make their way to Kuala Lumpur (KL), Malaysia.  |  |  | **Satellite:Library Services to People with Special Needs joint with Libraries for Children and Young Adults in collaboration with the National Library Board (NLB), Singapore****Inclusive Library Services for Children and Young Adults****Date: 23 August 2018****Location: National Library Building, Singapore** |
| 1. Midyear

meeting  | program:April 12th, Thursday: Professional meeting from 2.30 pm to 6 pmApril 13th, Friday: Conference from 9.30 am to 13.30 am (open to local librarians - program to be defined) April 14th, Saturday: Professional meeting from 9.30 am to 12.30 am |  | -- Antonella LambertiBibliotecariaProfessione disciplinata dalla LeggeFlorence, Italy. |  |  |  | **Midyear-meeting at the public library Florenze 12th – 13th april 18.****National conference in Florence:Let your voice be heard: an invitation to a discussion in Florence****In cooperation with AIB Toscana, AIB Commissione Biblioteche e Servizi per ragazzi, Biblioteche Comunali Fiorentine, DILL International Master Digital Library Learning (Università di Parma),** |
| 1. Global vision
 |  | **Ulla PötsonenAmalViviana** |  |  |  |  | **6/18**Kick-off workshop, regional workshops, IFLA professional unit workshops - Ulla and Amal participated in kick-off workshop in Barcelona  - an online voting and a Zoom meeting were organized within the Section (10 votes and 12 participants in the Zoom meeting) - the results of voting and discussion were written in report for HQ - a discussion/recap of the process at midterm meeting in Florence  - a report of the process at WLIC, Kuala Lumpur |
| 1. Satellite-meeting in Japan spring 2019
 |  | **Emiko Naoko****Jorun** |  |  |  |  | **planning** |

# Resource requirements

If you wish to request resources for any of your planned activities, ensure the details above are complete, then copy the project and task details from above and add the necessary detail below.

**If you wish to request funds, it is extremely important that you submit the Action Plan to your Division Chair and HQ by the deadline 31 October 2017.**

The Professional Committee will discuss during November and agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2018. Following confirmation of the level of PC Funds for 2018, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2019.

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| Project or activity and Main task*Use your list above* |  |
| Resources*Do you need specific skills, money or technology?* For what do you need resources in relation to this task? Match your needs again the resources listed below\* |  |
| Amount of funding.How much money would you like to request from Professional Committee Funds?*Explain your rationale for the estimated amount in each case.* |  |
| Timing. When would the money need reimbursement?*Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances* |  |

## \* Resources

Use the following list in order to identify what kind of activity needs resourcing and therefore what details the PC will expect to read. If you have other details or requests, do not feel restricted to this list:

1. Project meeting (please note that the PC Funds are extremely limited so physical meetings that need funding are not encouraged unless necessary to move a project forward urgently; please try to conduct discussions online or via telephone conference and coordinate your work online where at all possible) –
	1. why is the meeting needed and why can it not be conducted online,
	2. who needs funding (give names),
	3. where is the meeting planned and when (if known),
	4. what costs cannot be covered by the project participant themselves (hotel, flight, local travel, subsistence);
2. Publications –
	1. what document(s) need funding support,
	2. how many copies need printing, if any,
	3. what services are required, if any (editing, design, proof-reading, etc.),
	4. delivery of the document (from where, to where, why);
3. Meeting/workshop logistics – (if this is a project team meeting, see above), ensure there are details to describe the meeting appended when you submit this funding request to the PC (how many people are expected, what are the objectives, who are you partnering with, when and where is it anticipated it will take place, who will be the local organiser),
	1. what logistics need funding (computers, room hire, refreshments, printing),
	2. what participant costs might need support (travel, accommodation),
	3. what trainer costs are there (honorarium, travel, accommodation),
	4. by what other means is the event being funded (participants’ own costs, sponsors, etc.). Give details;
4. Webinar –
	1. What is being planned and with whom,
	2. Who is the target audience,
	3. What technical requirements are there;
5. Software –
	1. What software is required and why;
6. Advocacy materials –
	1. See the relevant number above (project meeting, publication, webinar, etc.);
7. Other - funding item not covered by the categories above**.**

# Next steps

Please send your completed Action Plan to Joanne Yeomans (joanne.yeomans@ifla.org) and your Division Chair by 31st October 2017.

# Questions?

If you have questions or would like help with your Action Plan, please contact Joanne Yeomans (joanne.yeomans@ifla.org) or your Division Chair. We’re ready to help.