

ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2017 - 2018

Introduction

An **action plan** for your Professional Unit is essential. It should answer the following questions:

- What are you going to achieve this year? These are your **Objectives**
- What will you do to meet your objectives? These are your **projects** or **activities**
- What are the specific things you will do on each project or activity? These are the **tasks**
- *Who* will do the tasks? *When* will they do them? *How* will they do them? *What* do they need? These are **responsibilities, timeline** and **resources**
- How will you communicate your achievements? This is the **communications plan**
- How will you know you have succeeded? These are the **measures of success**

This year the action plan document can be combined with your request for funding. The Professional Committee will consider both in tandem and this reduces the amount of work for you. Therefore, **there will not be a separate project funding call this year.**

Process

Your action plan for the next year should be discussed during your standing committee meeting in August and either agreed upon then in person, or by virtual means shortly afterwards. It should be submitted to IFLA Headquarters and your Division Chair in October so that they can analyse it for discussion and planning during the PC meeting in December. At this time we also recommend you share an overview of your Action Plan with your Section Members, alert them to any work you would like them to contribute to, and invite them to comment.

When you implement your Action Plan, the activity coordinators or task leaders should frequently monitor and report on progress to the Standing Committee so that any delays can be identified and rectified.

We recommend that you share your action plan with your Standing Committee via, for example, *Google Docs* or in a *Basecamp project space*, so that you can continually update it and share progress during the year. You should ensure the action plan reports are updated more formally at least every four months (around October, February and June) and shared with your Standing Committee, as well as your Members and your Division Chair.

Your Action Plan should be prepared within the context of the IFLA Strategic Plan and Global Vision project. See <https://www.ifla.org/node/9878> for more information.

You should delete any explanatory text from your completed Action Plan before circulating it .

Action plan 2017 – 2018

Name of Professional Unit:

Objectives of Professional Unit 2017-18: *(We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan)*

1. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
2. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
3. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
4. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
5. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*

Objectives <i>What do you want to achieve? Use your list above</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements? To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here briefly the progress of your work, at least every month</i>
1. Establish Communication Group	<p>Newsletter</p> <p>Organise comms for mid-year meeting</p> <p>Review usage of social media accounts</p> <p>Support KL WLIC session</p>	<p>1 Helping to get content for the newsletter</p> <p>1.2 Communicating about the Mid-year meeting</p> <p>1.3 Keeping our IFLA webpages updated</p> <p>1.4 Create and agree our communication strategy</p> <p>1.5 Deciding on the way that the case studies will be shown</p>	<p>Lan and Theresa will lead group and set target dates.</p> <p>Volunteers/group members by Nov 2017</p>	Zoom, Basecamp	<p>Update will be sent to Chair and Secretary December 2017</p> <p>Update Report to SC at Mid-year meeting March 2018</p>	<p>Winter Newsletter</p> <p>Creation of communication Strategy</p> <p>Supported platform for case studies</p>	
2. Establish Marketing Group	Review purpose and options for materials	2.1 Decide on strategy and purpose	Oddbjorn will lead group and set target dates.	Zoom, Basecamp	Update will be sent to Chair and Secretary December 2017	Agree plan of action at Mid-year meeting	

		2.2 Identify options	Volunteers/group members by Nov 2017		Update Report to SC at Mid-year meeting March 2018	
3. Establish Finance Group	Investigate ways of supporting speakers, colleagues to attend next meetings	3.1 Decide on strategy and purpose 3.2 Identify options 3.3 Understand and communicate IFLA rules to SC	Shelli and Oddbjorn will lead group and set target dates. Volunteers/group members by Nov 2017	Zoom, Basecamp	Update will be sent to Chair and Secretary December 2017 Update Report to SC at Mid-year meeting March 2018	Agree plan of action at Mid-year meeting
4. 2018 Planning for Kuala Lumpur	Organise session for KL	4.1 Discuss and decide CFP 4.2 Organise group to find speakers	Volunteers/group members by Nov 2017 Adjoa	Zoom, Basecamp	Via Comm group as required	Final decisions at mid-year meeting
5.						

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.

Project or activity and Main task <i>Use your list above</i>	
Resources <i>Do you need specific skills, money or technology?</i> For what do you need resources in relation to this task? Match your needs against the resources listed below*	
Amount of funding. How much money would you like to request from Professional Committee Funds? <i>Explain your rationale for the estimated amount in each case.</i>	

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) –
 - a.** why is the meeting needed and why can it not be conducted online,
 - b.** who needs funding (give names),
 - c.** where is the meeting planned and when (if known),
 - d.** what costs cannot be covered by the project participant themselves (hotel, flight, local travel, subsistence);
- 2.** Publications –
 - a.** what document(s) need funding support,
 - b.** how many copies need printing, if any,
 - c.** what services are required, if any (editing, design, proof-reading, etc.),
 - d.** 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),
 - a.** what logistics need funding (computers, room hire, refreshments, printing),
 - b.** what participant costs might need support (travel, accommodation),
 - c.** what trainer costs are there (honorarium, travel, accommodation),
 - d.** by what other means is the event being funded (participants' own costs, sponsors, etc.). Give details;

4. Webinar –
 - a. What is being planned and with whom,
 - b. Who is the target audience,
 - c. What technical requirements are there;
5. Software –
 - a. What software is required and why;
6. Advocacy materials –
 - a. 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.