Action plan 2019 – 2020 – Final

Library and Research Services for Parliaments (also known as 'IFLAPARL')

Background on IFLAPARL

IFLAPARL brings together professionals in over 80 parliamentary library & research services at supranational, national and subnational levels in more than 50 countries. Its purpose is to

(i)   Increase the effectiveness of parliamentary library & research services;

(ii)   Provide a forum for addressing emerging issues related to legislative processes;

(iii)   Promote openness, transparency and the strengthening of democratic participation through the provision of information about legislation and parliaments to citizens;

(iv)   Promote the establishment of libraries and research services as a fundamental component in the development of democratic legislatures;

(v)   Exchange experience, knowledge and problem-solving strategies, and promote networking amongst parliamentary library & research services;

(vi)   Develop and promote standards and best practice in providing information and knowledge to parliaments.

IFLAPARL aims to meet these objectives by practical action including:

- Sharing experiences and new developments through its annual conference and its session at the World Library and Information Congress (WLIC), and by other communication channels, including a regular newsletter, between conferences. IFLAPARL collaborates with other IFLA Sections (such as Government and Law Libraries, ICT, Knowledge Management, Continuous Learning) on areas of shared interest and benefit. Information is shared with a wider audience through the Section's web pages, email list and social media;

- Publication of guidance on how to establish and provide library and research services for Parliaments, drawing on the experience of Section members and working with other relevant bodies such as the IPU. Topics currently covered include legislative libraries, research services, ICT, social media and ethics;

- Capacity building for staff involved in the development of parliamentary library and research services, often in conjunction with other organisations and partners. This may be though specialist training workshops, obtaining sponsorship for delegates to attend the conference and WLIC, or in supporting country-specific development projects;

- Strengthening the cooperation between the IPU and parliamentary libraries and research services, and exploring possibilities for joint programmes and activities;

Encouraging the establishment of regional groups of parliamentary libraries.

Introduction to the Action Plan

IFLAPARL finds the IFLA Strategy very relevant and has identified a set of four focus areas which closely correspond with the Strategy's broader aims. These have been coded alphabetically A-D, to avoid confusion with the numbering given to IFLA Key Initiatives, and they are also colour-coded in this document.

A Strengthen the global voice of parliamentary library & research services – leveraging the work of IFLAPARL members and the existing global presence of IFLAPARL to demonstrate relevance to parliaments, development bodies and international organisations. Strengthen the relevant work and profile of IFLAPARL and its members. All with the ultimate goal of increasing the effectiveness of parliaments through knowledge – a goal that also supports UN Sustainable Development Goal 16.

B Inspire and enhance professional practice in parliamentary library & research services – continuing IFLAPARL's long-standing work in developing professional guidance and provision of training.

C Connect and empower parliamentary library & research services and their staff – maintaining the regular programme of a Satellite Pre-Conference and sessions in the main IFLA conference. Support regional associations of parliamentary library & research services and strengthen connections with and between them.

D Optimise the Section's operations – continuing a strong system of internal communications and developing it using new online tools. Consolidating Section membership, increasing it if practicable, and increasing participation on the Standing Committee and the wider membership.

IFLA project funding is sought for one item – a capacity-building workshop at B.3 in the plan.

IFLAPARL Standing Committee,

October 2019

Focus Area 'A'

Strengthen the global voice of parliamentary library & research services

IFLA Strategic Direction

This focus area directly aligns with IFLA Core Strategic Direction 1. 'Strengthen the Global Voice of Libraries'

IFLA was very much involved in the process defining the UN's Sustainable Development Goals (SDGs) ("*The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.*"
https://sustainabledevelopment.un.org/sdgs).
For more UN background see also the Research Guide of the UN Library: https://research.un.org/en/docs/dev/2016-2030

The goals are further defined through more detailed targets, and libraries have role to play in many of them. Parliamentary library & research services, in particular, can make a significant contribution to SDG 16 '*Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels*. To be more precise, IFLAPARL member services may contribute to the following specific targets within SDG 16:

16.6 Develop effective, accountable and transparent institutions at all levels

16.7 Ensure responsive, inclusive, participatory and representative decision-making at all levels

16.10 Ensure public access to information…

Parliamentary library and research services facilitate increased accountability of government and parliamentary decisions based on high-quality, objective and non-partisan information; they promote inclusivity through services to all Members of parliament, not only the most powerful parties or Members. In so far as their information is shared with citizens – which is common but not universal - then this increases transparency and facilitates informed citizen participation and exchange with Members. (There is a case for some information provided to parliamentarians being confidential, and this is also a common practice). In promoting effective parliamentary library & research services, IFLAPARL is directly supporting SDG 16 and in a highly visible way. IFLAPARL can also usefully cooperate with other international organisations

concerned with SDG 16. In both cases, IFLAPARL can (indirectly, by example) promote the value of library & research services in general and indicate the value of connecting with the wider profession.

IFLA KI No.	Key Initiatives	
1.1 'Show the power of libraries in achieving the Sustainable Development Goals'	IFLAPARL communications to focus on the contribution of parliamentary libraries & research services to SDG 16	IFLAPARL is active in developing the capacity of parliaments in all parts of the world, through training and development activities in and around its annual conference (including targeted training sessions for parliaments in development). It also supports the development of parliamentary capacity through its guidance materials, used by parliaments and by experts working in the field, and by IFLAPARL volunteers participating in individual projects. We will seek partners to showcase this contribution and to find ways in which it can be strengthened.
1.2 'Build a strong presence in international organisations and meetings as a valued partner'	Strengthen existing links with international bodies and reach out to new ones	Build on existing links with the **Inter-Parliamentary Union** (IPU) https://www.ipu.org/ and notably its new Centre for Innovation in Parliaments https://www.ipu.org/our-work/strong-parliaments/setting-standards/centre-innovation-in-parliament ; **State University of New York Centre for International Development** (SUNY/CID) http://www.cid.suny.edu/ ; **Westminster Foundation for Democracy** (WFD) https://www.wfd.org/ ; **Assemblée Parlementaire de la Francophonie** http://apf.francophonie.org/. Seek to create new links on the basis of shared interests and activities with, _for example_, **United Nations Development Programme** (UNDP) https://www.undp.org/content/undp/en/home/2030-agenda-for-sustainable-development/peace/governance/parliamentary-development.html ; **European Union** (EU) https://ec.europa.eu/europeaid/applications/eom_en ; **Africa Evidence Network** (AEN) http://www.africaevidencenetwork.org/ ; the **Canadian Study of Parliament Group** http://cspg-gcep.ca/ ; IFLAPARL has a history of partnership with international organisations in supporting development of parliamentary capacity and will seek new opportunities to do this in 2019-20, including, if practicable, an event/publication on SDG 16. IFLAPARL is also associated with regional international bodies of parliamentary library & research services including: **Association of Parliamentary Librarians of Asia and the Pacific** (APLAP) http://www.asiapacificparllibs.org/ ; **Association of Parliamentary Libraries of Eastern & Southern Africa** (APLESA) http://aplesa.org/ ; **European Centre for Parliamentary Research & Documentation** (ECPRD) https://ecprd.secure.europarl.europa.eu/ecprd/public/page/about ; **Network of Parliamentary Libraries for Latin America and the Caribbean** https://www.ifla.org/ES/node/11288 . These bodies are a form of

		international organisation in their own right and cooperate with IFLAPARL in sharing expertise and in contacts with other international organisations.
1.4 'Shape public opinion and debate around open access and library values, including intellectual freedom and human rights'	IFLAPARL will promote the development and delivery of professional, high quality, non-partisan information services for parliaments	Individual members of IFLAPARL, and services associated with IFLAPARL cannot and will not advocate on policy issues. Regarding 'open access' for information produced and delivered by parliamentary services, associated services vary in their approach, depending on the policy and law applying in each individual parliament. IFLAPARL has no position on those policies/laws and will not advocate for change. While individual members and services are constrained, IFLAPARL as a professional body may advocate for policies specifically related to the good operation of parliamentary library, information and services. Long-standing objectives of the Section (also noted in the last Action Plan) include: • *To promote openness, transparency and the strengthening of democratic participation through the provision of information about legislation and parliaments to citizens. [NB This is a function of some associated services but not all]* • *To promote the establishment of libraries and research services as a fundamental component in the development of democratic legislatures throughout the world.* • *To develop and promote standards and best practice in providing information and knowledge to parliaments.* In linking to IFLA KI 1.4, IFLAPARL is referring primarily to the articulation and maintenance of high professional standards through tools, such as our guidelines and ethics checklists. These tools promote the values critical to our work including political impartiality, autonomy of libraries and research services for parliaments, equality of access regardless of political affiliation. IFLAPARL launched checklists on ethics and values for parliamentary library & research services in 2019. These checklists include issues around the professional duty to provide objective, high-quality information through non-partisan services; and the need for autonomy from inappropriate influences on information that is provided and/or published by the service. In 2019-20 the aim will be to encourage use of the checklists and to develop a library of good and useful practices. The checklists should also evolve with experience. (See Focus Area B for initial actions).

Ref	Projects/Activities	Tasks	Project team	Timeframe	Funding Needed
A.1	Arrange discussions with IPU and other potential partners about opportunities to	Identity individual SC members to take	All SC	Sep – Oct 2019	☐

	support existing and planned projects, how IFLAPARL could best help, what scope there is to collaborate on new activities or re-use/re-purpose existing resources (such as training materials/sessions based on published guidelines, themed capacity building sessions, staff exchange/shadowing/placements, etc.). Seek partners for a joint event/publication on the contribution to SDG 16. [KI 1.1 & 1.2]	responsibility for relationship with specific partner organisations.			
		SC members to make contact with their partner organisation and arrange discussions.		Nov – Dec 2019	
		SC to prepare an information pack for potential partners to explain what IFLAPARL does and how we can support capacity building projects.		Sep – Dec 2019	
		Identify new potential partners with whom to engage – all SC to suggest ideas.		Jan – May 2020	
		Further tasks will depend on outcome of initial contacts.			
A.2	Establish a strong working relationship with the new *Centre for Innovation in Parliament* and contribute to the next World e-Parliament conference (2020) & report (2021). [KI 1.2]	Chair to make contact with *Centre for Innovation in Parliament* and discuss how best IFLAPARL can support its work.	IW+SB+EV	Sep – Dec 2019	☐
		Further tasks will depend on outcome of initial contacts.			
A.3	Strengthen our relationship with regional groups to support their work and seek opportunities to help establish new regional groups, in conjunction with appropriate partners. [KI 1.2]	Identity individual SC members to take responsibility for relationship with specific regional groups and make contact.	General - IW ECPRD - IK APLAP – JC APLIC/ABPAC - SB APLESA - CM Nordic Countries – KF	Sep – Dec 2019	☐
		SC members to discuss with regional groups how best IFLAPARL can help them,		Jan – Jul 2020	

		what topics they would like to see covered at pre-conference, any potential topics for new/updated guidelines, etc.	Latin America – JS/JMH		
		SC to engage with partners to Identify potential for new regional groups or how to re-energise dormant groups.		Nov 2019 – May 2020	
		Further tasks will depend on outcome of initial contacts.			

How will you communicate your activities and results?

(i)   Coordination within Standing Committee (SC) via Basecamp and email

(ii)   News circulated to members via section newsletter, listserv and to a wider audience through the website and social media (e.g. LinkedIn and Twitter).

(iii)   Information pack about IFLAPARL activities and work to be published on section webpages.

(iv)   Outcome of discussions and activities will be published in section's annual report, published on section webpages.

(v)   Updates from regional groups reported at section's annual pre-conference and at SC meetings.

(vi)   If partnership at A,1 is successful, a publication on contributions to SDGs may appear

How will you measure the impact of your activities?

(i)   Success in gaining (new) partners for activities which promote the relevance of parliamentary library & research services. Number of joint activities/projects and level of engagement with potential partners and regional groups.

(ii)   Participation in World e-Parliament conference (2020) and contribution to next World e-Parliament report (2021).

(iii)   Recognition by international bodies of the role of IFLAPARL and the services it represents.

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.
IFLA headquarters and Government Libraries Section Regional groups: e.g. ECPRD, APLESA, APLAP, Latin American groups Partners: e.g. IPU, CIP, SUNY/CID, WFD, etc.

Focus Area B

Inspire and enhance professional practice in parliamentary library & research services

IFLA Strategic Direction

This focus area directly aligns with IFLA Core Strategic Direction 2. 'Inspire and enhance professional practice'

The greatest part of IFLAPARL activities in and around the satellite (pre)conference, and in projects and communications between conferences, is concerned with inspiring and enhancing professional practice in our field, mainly through sharing between Section members. This opportunity to share is itself a way of inspiring and enhancing practice.

IFLA KI No.	Key Initiatives	
2.1 'Produce, communicate and distribute key resources and materials that inspire the profession'	Publish new edition of the standard work Guidelines for Legislative Libraries Organisation of a satellite Pre-Conference in addition to main Conference sessions, with papers published	Revision of the Section's most comprehensive guidance publication will be complete for launch at the 2020 Conference. IFLAPARL organises a Satellite Pre-Conference as well as main IFLA Conference sessions and these are themed and organised to deliver events which inspire the professionals attending and also leave a legacy of papers that we will communicate to a wider audience through our website and other channels. We aim to work with other organisations in 2019-20 to create materials communicating the importance of parliamentary library & research services in SDG 16. (See also Focus Area A).
	Organise a capacity-building workshop	See separate project proposal.
2.2 'Deliver high quality campaigns, information and other	Produce a regular newsletter, maintain and develop the use of the listserv,	IFLAPARL will continue in 2019-20 to produce a regular newsletter available to all interested parties (individuals as well as services). The newsletter mainly communicates news of professional developments, in addition to news of Section activities. We will also maintain our listserv (also open to any interested party) which is used for sharing of professional news, requests for professional assistance and similar matters, and is also open to anyone interested. IFLAPARL will develop its social

communications products on a regular basis to engage and energise libraries'	and make progress in the use of social media to reach a wider audience	media activities in 2019-20 to communicate to a wider audience on its professional resources and the activities of member services. (See Focus Area D for main actions)
2.3 'Develop standards, guidelines, and other materials that foster best professional practice'	The extensive library of guidance will be reviewed, and updates programmed	IFLAPARL will finalise revision of its standard guidance on parliamentary library & research services. Review existing publications to identify need for revision/replacement and/or the use of new publishing formats.
2.4 'Provide tools and infrastructure that support the work of libraries'	Promote a tool for self-assessment on issues around ethics and values. Promote and support use of existing guidance tools	The ethics checklists finalised in Athens will be published and promoted as a tool for services to use in self-assessment and internal discussion. Existing guidance publications will be maintained on the website and their practical value promoted through social media and other channels. Prepare standard slide presentations introducing each of the main guidance publications

Ref.	Projects/Activities	Tasks	Project team	Timeframe	Funding Needed
B.1	Update and publish a revised edition of the *Guidelines for Parliamentary Libraries.* [KI 2.3]	Workshop to review 1st draft – all participants of pre-conference	LG + All SC	Aug 2019	☐
		Incorporate workshop comments into 2nd draft		By Jan 2020	
		Review 2nd draft		Jan - Apr 2020	
		Complete design and publish new edition at 2020 pre-conference		May - Aug 2020	

		Convert content into wiki format, linked from section web pages - Editor & Working Group		By Jan 2021	
		Seek partners (& funding) for translation into other languages – Editor & Standing Committee		By Aug 2021	
B.2	Complete and publish the *IFLAPARL Ethics Checklists*. [KI 2.4]	Launch checklists at 2019 pre-conference	IW + LG	Aug 2019	☐
		Integrate selected content on ethics in new and revised guidance/publications		According to editorial timetable of each publication	
		Seek partners (& funding) for translation into other languages		By Aug 2020	
		Convert content into wiki format, linked from section web pages		By Jan 2021	
B.3	Capacity-building workshop	For details see separate project proposal	IW +	Oct 2019 – Aug 2020	☒
B.4	Review existing published guidance to determine: • which, if any, of the Section's existing guidance/publications are in urgent need of revision by 2021; • whether section members feel there are new areas of guidance or best practice materials that should be developed; Following review of the use of the *Guidelines for Parliamentary Libraries* in its wiki format, to consider if any of the Section's other guidance/publications	Survey membership about existing guidance and areas for future development	All SC + JA	Aug – Dec 2019	☐
		Discuss potential areas of guidance and tools with IPU and other partners - Chair		Aug – Dec 2019	
		Review findings of survey & discussions with partners to determine further action		By May 2020	
		Review use of wiki version of *Guidelines for Parliamentary Libraries*		By Aug 2021	

would benefit from conversion into wiki format. [KI 2.3]				

How will you communicate your activities and results?

(i) Publications available via the IFLA website.

(ii) News circulated to members via section newsletter, listserv and social media (e.g. LinkedIn and Twitter).

(iii) Other sections contacted via Basecamp and email.

(iv) IPU made aware or new publications by email, along with other partners who might want to make use of the new guidance.

How will you measure the impact of your activities?

(i) Feedback from members and partners on usefulness of guidance (e.g. survey).

(ii) Feedback from partners on how guidance is used in capacity building projects.

(iii) Number of translations into other languages.

(iv) Feedback from attendees at capacity-building event (if it is held)

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.

IFLA Sections: Law Libraries, Government Libraries, Government Information and Official Publications, Committee on Standards

Partners: e.g. IPU, SUNY/CID, WFD, etc.

Focus Area C

Connect and empower parliamentary library & research services and their staff

IFLA Strategic Direction

This focus area aligns directly with IFLA Strategic Core Direction 3. 'Connect and empower the field '

IFLA KI No.	Key Initiatives	
3.1 'Provide excellent opportunities for face-to-face networking and learning'	Organisation of a satellite Pre-Conference and Conference sessions Cooperation with other organisations to deliver further opportunities.	The aim is to organise a satellite Pre-Conference in Dublin (2020) and lay the groundwork for another in the Hague in 2021. Exploratory work is under way on further events within the IFLA framework and beyond.
3.2 'Support virtual networking and connections'	Maintain and develop digital communications and seek to increase knowledge exchange between regional networks	Maintenance of the Section website and email network; development of the social media presence. (See Focus Area D for main actions). Continue work on the World Directory of Parliamentary Libraries & Research Services Seek increased communication of innovation and best practices from the regional networks, making IFLAPARL more of a hub for knowledge exchange between conferences.
3.3 'Empower the field at the national and regional levels'	Promoting and supporting the professional activities of national and international associations of parliamentary library & research services.	In addition to the regional organisations mentioned in Focus Area A, these include networks of state/devolved legislatures in e.g. Germany, the USA, Canada, Australia and the UK.
3.4 'Provide targeted learning and	Aim to organise structured training sessions to be run for staff of parliaments in development	Project referenced at B.3 and described separately.

professional development'					

Ref.	Projects/Activities	Tasks & Responsibility	Project team	Timeframe	Funding Needed
C.1	Organise the 2020 pre-conference satellite meeting – location to be determined. [KI 3.1, 3.4]	Agree theme & outline for 2020 pre-conference at 2019 SC meetings in Athens.	IW & SB + All SC	Aug 2019	☐
		Identify suitable host and time window for pre-conference.		Nov 2019	
		Proposal for pre-conference to be submitted to IFLA – to be drawn up by Chair & Secretary and agreed by SC.		Nov 2019	
		Talk to potential partners about sponsorship of places at pre-conference' linked to ongoing capacity building projects.		Nov 2019 to May 2020	
		Publish Call for Papers.		Jan 2020	
		Review submitted papers and select papers & speakers for programme.		Mar 2020	
		Pre-conference webpages & registration made available – either by hosts or by SC		May 2020	
C.2		Explore possibility of collaboration on joint	IW & SB + All SC	Aug – Nov 2019	☐

	Organise the Section's 2020 WLIC sessions. [KI 3.1]	sessions with other sections.			
		SC to agree theme & format for 2020 WLIC session at 2019 SC meetings in Athens.		Aug 2019	
		Proposal for session(s) to be submitted to IFLA – to be drawn up by Chair & Secretary and agreed by SC.		Nov 2019	
		Publish Call for Papers.		Jan 2020	
		Review submitted papers and select papers & speakers for session.		Mar 2020	
C.3	Organise the 2021 pre-conference satellite meeting – location to be determined. [KI 3.1, 3.4]	Agree theme & outline for 2021 pre-conference at 2020 SC meetings at WLIC.	IW & SB + All SC	Aug 2020	☐
		Identify suitable host and time window for pre-conference.		Nov 2020	
		Proposal for pre-conference to be submitted to IFLA – to be drawn up by Chair & Secretary and agreed by SC.		Nov 2020	
		Talk to potential partners about sponsorship of places at pre-conference' linked to ongoing capacity building projects.		Nov 2020 to May 2021	

		Secretary to publish Call for Papers.		Jan 2021	
		Review submitted papers and select papers & speakers for programme.		Mar 2021	
		Pre-conference webpages & registration made available – either by hosts or by SC		May 2021	
C.4	Organise the Section's 2021 WLIC sessions. [KI 3.1]	Explore possibility of collaboration on joint sessions with other sections.	IW & SB + All SC	Aug – Nov 2020	☐
		Agree theme & format for 2021 WLIC session at 2020 SC meetings in Athens.		Aug 2020	
		Proposal for session(s) to be submitted to IFLA – to be drawn up by Chair & Secretary and agreed by SC.		Nov 2020	
		publish Call for Papers.		Jan 2021	
		review submitted papers and select papers & speakers for session.		Mar 2021	
C.5	Seek to strengthen links with regional and national associations of parliamentary library & research services, to enhance sharing of best practices and innovations.	Identify individual SC members to take responsibility for relationship with specific partner organisations.	As at A.3 + relevant SC members to contact regional/national associations	Sep – Oct 2019	☐
		SC members to make contact with their partner organisation and arrange discussions.		Nov – Dec 2019	

				Follow up to depend on outcome of discussions	
C.6	Promote and encourage further registration to the World Directory of Library & Research Services of Parliaments	Include in general communications actions (see Focus Area D)	JA, KF + IW + SB + EV	ongoing	☐
		Seek to review/refine the registration process, based on feedback in Athens and elsewhere, as far as practicable		Oct-Dec 2019	
		Promote in the registration process for the 2020 Satellite conference and during the conference itself.		Jan-Aug 2020	
		Assess progress and use of the tool following the 2020 conference		Aug-Sep 2020	
		Review next steps		Dec 2020	

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(i) Information about pre-conference & sessions made available via the IFLA website, including report of the pre-conference & sessions, as well as presentations and papers.

(ii) News circulated to members via section newsletter, listserv and social media (e.g. LinkedIn and Twitter).

(iii) Coordination with other sections via Basecamp and email.

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(i) Feedback from members (and partners) on usefulness and practicality of pre-conference & sessions and how learning can be applied (e.g. via survey, listserv/email. social media).

(ii) Canvass membership for topics to be included in next pre-conference (at SC meetings and through registration process).

(iii) Number of applicants and participants at pre-conference.

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.
IFLA Sections: Law Libraries, Government Libraries, Knowledge Management, Continuing Professional Development and Workplace Learning, IT
Partners: e.g. IPU, SUNY/CID, WFD, etc.

Focus Area D

Optimise the Section's operations

This focus area aligns directly with IFLA Core Strategic Direction 4. 'Optimise our organisation'.

There are three main concerns: reaching the broadest possible relevant audience for the professional guidance delivered by the Section; ensuring that attendance at the annual Satellite (Pre-Conference) meeting is as diverse as possible; and converting Satellite and WLIC attendance into Section membership and continuing participation. For services, there are alternatives to direct participation which are attractive in cost terms, especially for smaller services in less-resourced parliaments - notably participation in the several regional bodies with a similar purpose. This makes linkage with these regional bodies even more critical to ensure best value from professional guidance and knowledge exchange. It also puts an emphasis on the online offer of IFLAPARL; the need to target promotion on non-participating services when WLIC is (relatively) local to them; and the search for sponsorship to enable outreach by IFLAPARL and to enable attendance at IFLAPARL workshops.

IPU records 192 states with parliaments. (This base figure therefore excludes 'regional' & multi-state parliaments, and it counts bicameral parliaments as one institution). Of the 192, it appears that 51 states have parliaments currently with a formal membership of IFLAPARL. It is assumed that almost every parliament will have a library and many a research service, of some kind. IFLAPARL therefore reaches around 30% of its potential membership.

The Satellite (Pre-Conference) in Athens in 2019 was attended by delegates from around 50 of the 192 national parliaments registered in the Inter-Parliamentary Union's Parline database. Around one-third of IFLAPARL member parliaments did not send a delegate to the last Satellite Pre-Conference. By contrast, 17 parliaments which are not members of IFLAPARL sought to register for the Satellite Pre-Conference.

On the face of it, there is scope to increase membership and to increase the participation of members.

IFLA KI No.	Key Initiatives	
4.3 'Increase, diversify and engage our membership'	Analyse Section membership and participation in Section activities; identify	In a challenging environment, the aim is to stabilise the current membership level and the aspiration is to increase the number and diversity of members. The goal in 2020 is to increase the number of parliaments at the Pre-Conference by 10%, to 55. The proposed Workshop (Ref. B.3) will especially target parliaments that were not represented at the two

	opportunities to grow/stabilise membership and engage members	Satellite events in Athens (2019) and Warsaw (2017). The aim for membership is to at least maintain the number of state-level parliaments represented at 51. The present Action Plan pre-supposes increased engagement between conferences of the Standing Committee in particular.
4.4 'Increase our visibility through excellent and innovative communications'	Developing use of social media and exploiting opportunities of new IFLA website and online tools	Continue present channels and develop social media. Develop new communications & outreach plan. Revise existing content for new IFLA website.

Ref.	Projects/Activities	Tasks & Responsibility	Project team	Timeframe	Funding Needed
D.1	Update the Section's previous communications plan (2015-17) to create a new communications & outreach plan, which reflects our ambitions and the latest IFLA standards. [KI 4.4]	Review previous communications plan to identify areas to update or add	EV + All SC	Sep – Dec 2019	☐
		Publish new communications & outreach plan on website		Aug 2020	
D.2	Review the Section's social media presence, select the most appropriate channels to use and make more effective use of them. [KI 4.4]	Review Section's use of LinkedIn group and determine if/how to continue to use it	EV + All SC	May 2020	☐
		Agree how best to use Section's Twitter account		May 2020	
		Determine which social media channels the Section will use / prioritise		May 2020	
		Agree basic rules for the use of Section's social media channels		Aug 2020	
D.3		Review & tidy up IFLAPARL migrated content & pages	EV + IW + All SC	*Timing depends on*	☐

	Review IFLAPARL content on new IFLA website (based on WordPress). [KI 4.4]	Review information architecture of new pages to ensure we are making best use of CMS and relevant content is easy to find		*IFLA's migration to new CMS (WordPress)*	
		Look for ways to make making the content visually appealing			
		Investigate ways to exploit opportunities the new CMS provides.			
D.4	Incorporate any new IFLA corporate designs & comms templates, arising from work on new IFLA website. There would be work for us in adopt/adapting these in our own comms & publications. [KI 4.4]	Update IFLAPARL newsletter, web pages, social media channels and other publications to reflect new design guidelines	EV, SB & IW	*Timing depends on IFLA's migration to new CMS (WordPress)*	☐
		Update section communication & outreach plan to reflect new designs & guidance			
D.5	Aim to stabilise or increase Section membership [KI 4.3]	Map the current membership and identify any gaps in relation to potential membership	IW + SB + EV + All SC	Feb 2020	☐
		Identify reasons to be a member, and introduce any changes need to enhance the attraction of membership		May-Aug 2020	
		Use opportunities at the (Pre)Conference to promote membership; use regional networks and other channels to advertise the Section and IFLA membership.		Aug 2020 – Aug 2021	

How will you communicate your activities and results?
(i)   News circulated to members via section newsletter, listserv and agreed social media channels. [Basecamp? Zoom?]
(ii)   New communications & outreach plan to be published on section webpages and advertised via newsletter, listserv and social media.

(iii)   Outcome of activities will be publicised section's annual pre-conference and SC meetings, as well as in section's annual report, published on section webpages.

How will you measure the impact of your activities?

(i)   Greater awareness amongst membership of activities and developments in other legislatures; greater awareness amongst others of IFLAPARL activities. This may be measured by surveys in the first year and end of the second year of the plan.

(ii)   Communications from the Section follows IFLA standards and best practice.

(iii)   Guidelines for use of IFLAPARL social media accounts are created & published

(iv)   Greater involvement of membership in IFLAPARL activities through better real-time communications; members feel more connected to and involved with the section.

(v)   More user-generated content on website, in newsletter and on social media.

(vi)   Broader involvement in section projects and activities than at present and at an earlier stage.

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.

Opportunities to collaborate and cross-promote activities with the following sections, groups and partners.

IFLA Sections: Law Libraries, Government Libraries

Regional groups: ECPRD, APLESA, APLAP, Latin American groups

Partners: IPU, CIP, SUNY/CID, WFD, etc.