# ACTION PLAN and RESOURCE REQUEST FORM for Committee on Standards 2017 - 2019

# Action plan 2017 – 2019

**Name of Professional Unit: Committee on Standards**

**Objectives of Professional Unit 2017-19:**

1. *To ensure clarity in the procedures for the Review Groups for FRBR, ISBD and UNIMARC. This will help to raise their visibility among IFLA Members.*
2. *Revise the IFLA Standards Manual so that Units have clear guidance on how to produce an IFLA Standard and the audience for the standards understands more about IFLA Standards and how they are produced.*
3. *Endorse the Review Group action plans so that there is a clearer governance process and so that the plans can be communicated more widely for information to IFLA Members.*
4. *Review standards submitted by the IFLA professional units and recommend endorsement to the Professional Committee.*
5. *Liaise with related bodies to ensure IFLA Members are informed as necessary about developments related to library standards, and to inform the external community about IFLA standards as relevant.*
6. *Prepare WLIC events to ensure IFLA standards are promoted and explained to the IFLA community and other attendees, and that IFLA members have an opportunity to engage.*
7. *Prepare advice and recommendations for the Governing Board and regularly report on progress.*

*Abbreviations*

*CoS Committee on Standards*

*GB Governing Board*

*PC Professional Committee*

*RG Review Groups (FRBR, ISBD and also PUC)*

*ToR Terms of Reference*

*WLIC World Library and Information Congress*

| Objectives | Project or activity | Main tasks | Responsibilities and timeline | Resources | Communications | Measures of success | Progress  *Report* |
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| YEAR ONE | | | | | | | |
| 1. *Ensure clarity in the procedures for the Review Groups for FRBR, ISBD and UNIMARC* | 1.1 Review and revise procedures for nomination and election  1.2 Review and revise the terms of reference (ToR) for all the Review Groups. | 1.1.1 Draft procedures based on discussions held during WLIC 2017.  1.1.2 Review Groups and CoS members to comment.  1.1.3 Final draft to be submitted to Governing Board for approval.  1.2.1 Collect existing ToR for each RG.  1.2.2 Analyse and comment on the ToRs.  1.2.3 Revise and finalise the new ToRs.  1.2.4 Request endorsement by the Governing Board. | 1.1.1 Diane during October  1.1.2 All RG Chairs and CoS members during November 2017.  1.1.3 Submit by 25 December 2017.  1.2.1 Chairs of RGs by November 2017.  1.2.2 Diane to bring together and request comments from CoS.  1.2.3 Diane by December 2017.  1.2.4 Document to be submitted in December for meeting on January 2018. |  | 1.1 Put resulting details online after GB approval (January 2018).  Announcement of new call in late 2018/early 2019 (to be defined)  1.2 Put resulting details online after GB approval (January 2018). | 1.1 Nominations will improve in quantity and quality.  Members will know more clearly how to get involved.  1.2 Improved web pages will be ready for the web redesign to better promote the work of the RGs. | **1.1 Completed**  **1.2 Started May 2018** |
| 2. Revise the IFLA Standards Manual | 2.1 Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document.  2.2 Define more precisely what is a Review Group. | 2.1.1 Produce draft proposal.  2.1.2 Comment and revise.  2.1.3 Agree final version.  2.1.4 Revise review forms accordingly.  2.2.1 As a result of the definition of what is an update, define a Review Group. | 2.1.1 Cataloguing Section (deadline to be defined after they discuss this)  2.1.2 CoS members, RG members and all Section Officers to comment.  2.1.3 CoS members to finalise definition.  2.1.4 CoS members to revise forms.  2.2.1 CoS members. | Work in Basecamp during the year. | Resulting definitions to go in the Standards Manual and be announced to all Professional Units. | Revised manual available | **2.1 Started May 2018** |
| 3. Endorse Review Group action plans | 3.1 Review Groups need to draft action plans.  3.2 CoS to endorse plans and report to Professional Committee.  3.3 CoS to request reports on progress. |  | November 2017 |  |  | Action Plans available online and internally resulting in improved planning and coordination | **3.1 Action Plans submitted October 2017.**  **3.2 Funding advice submitted to PC.**  **3.3 Next progress report due August 2018** |
| 4. Co-ordinate the maintenance, storage and access for all IFLA standards. | 4.1 Sustained funding for the publication and management of IFLA name spaces |  | Develop a funding proposal with a recommended way forward. |  |  | Diane Beattie, Anders Cato and Joanne Yeoman by March 2018. | **In progress. Delayed at HQ.** |
| ONGOING ACTIVITIES | | | | | | | |
| 5. Review submitted standards | 5.1 Prepare the necessary review documents for the submitted standard and circulate to the reviewers (this is currently the Chair of CoS who then coordinates the COS response).  5.2 Read and review the submitted standard.  5.3 Chair of CoS to compile review and return to HQ.  5.4 Verify any modifications or actions requested. | 5.1 HQ, within 1 week of receipt in normal circumstances.  5.2 CoS members during subsequent two weeks.  5.3 Diane. HQ to compile all reviewers’ comments and return to submitters within one week (one month total).  5.4 CoS members as necessary. |  |  |  | Documents are reviewed and returned withint 4 weeks of submission. | **Ongoing.** |
| 6. Liaise with related bodies. | 6.1 Ensure IFLA Members are informed as necessary about developments related to library standards.  6.2 Inform the external community about IFLA standards as relevant.  6.3 Investigate proposed new liaison relationships. | 6.1.1 Representatives to submit reports as relevant to CoS.  6.1.2 CoS to decide whether action is needed (either to inform IFLA Members or the GB, or to submit information to the body in question).  6.1.3 CoS to periodically (at least every two years) review whether the liaison relationship is working.  6.2 *No action planned yet.*  *6.3.1* International Digital Publishing Forum (IDPF) idpf.org/  6.3.2 W3C (via the Publishing Summit?) | 6.1.1 Named contacts and dates usually submitted (Joanne will update).  6.1.2 CoS to consider reports at meetings or as soon as possible if something urgent arises.  6.1.3 CoS to review during 2018.  6.2  6.3.1 LIDATEC to investigate with the help of Lars Svensson. Submit proposal to CoS.  6.3.2 LIDATEC to investigate with the help of Lars Svensson. Submit proposal to CoS. |  |  |  | **Reports circulated. Review of liaison relationships should start in 2018.** |
| 7. *Prepare WLIC events.* | 7.1 Prepare WLIC 2018 main programme  7.2 Prepare WLIC 2018 CoS meetings. | 7.1.1 Agree main theme of session and how much time each RG needs  7.1.2 Submit proposal to HQ to request time slots.  7.1.3 Send out call for papers if relevant.  7.2.1 Prepare agenda and circulate to CoS members. | CoS WG with RG Chairs. Needed by 15 November 2017.  7.1.2 Diane submits by 15 November 2017.  7.1.3 WG members to be confirmed.  7.2 Diane. 2-3 weeks before meeting. |  | 7.1 Post announcements as relevant online and to relevant mailing lists.  7.1 submit papers to IFLA Library  7.1 Prepare summary of session and post online after the event.  7.2 Joanne to post agenda and minutes online as soon as they are ready. |  | **2018 programme prepared** |
| 8. Prepare advice and recommendations for the Governing Board and regularly report on progress. | 8.1 Write short report for each GB meeting. | 8.1 Write report based on activities completed and any endorsements required. | 8.1 Diane and HQ Support. Usually needs to be submitted 2-3 weeks before each meeting. Meetings are April, August and December. |  |  | GB is informed and decisions are made in a timely manner. | **Completed to date** |

# Resource requirements

None for 2018

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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* |  |