

CHECK LIST FOR INDIVIDUAL PARTICIPATION IN INTERNATIONAL COOPERATION - National Library of Sweden

A. What you should think of before engaging in international cooperation

1. What is the task?
2. Is the task in line with the goals of the National Library?
3. Is the task compatible with the priorities?
4. Do I have the necessary competence?
5. Are there other employees of the library who are more suitable for the task?
6. In what way would my participation promote the interests of the library? Specify.
 - Knowledge development
 - Impact
 - Other
7. What is the estimated input of work?
8. During what time period?
9. Do I have time to spare?
10. What is the estimated cost of my participation?
11. Is there funding available in the budget? If not, can funding be re-allocated?
12. What is the cost/benefit relation?

Consultation with my closest superior is compulsory.

B. What you should think of after engaging in international cooperation

When I, after consultation, accepted an international assignment on behalf of the National Library I should

1. Apply the same quality measures to this as to the rest of my work (not “time allowing”)
2. In an appropriate way inform other employees of my assignment, and of the result, i.a. by
 - noting the assignment on the internal web under the heading “The National Library’s international engagements”,
 - in advance announcing my participation in international meetings under the heading “Calendar of international meetings”, and
 - briefly reporting from these meetings under “Reports from international meetings”.
3. At regular intervals, evaluate my participation and draw the proper conclusions from this evaluation.

In many cases, articles, meetings, seminars will provide more information and stimulate a discussion, internally and/or externally.

C. What you should think of after ending your participation

When the assignment is over, it is up to me to evaluate and draw conclusions.

If the assignment is passed on to another employee, I should give that person a thorough introduction.