ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2016 - 2017

Action plan 2016 – 2017

Name of Professional Unit: LATIN AMERICAN AND CARIBBEAN SECTION

Objectives of Professional Unit 2016-17:

1. Increase the expertise in **ADVOCACY IN PUBLIC POLICIES** between LAC librarians in order to develop more national strategic plan for libraries in the region (Key Initiative 4.2 International Advocacy Programme)

2. Contribute to increase the knowledge and practice about the Sustainable Development Goals in libraries from the LAC region. (Key Initiative 4.1 Promoting libraries within the United Nations 2030 Agenda for Sustainable Development)

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. Increase the expertise in ADVOCACY IN PUBLIC POLICIES between LAC librarians in order to develop more national strategic plans for libraries in the region	*1.1 Elaborate a complete curriculum to offer a SPECIALIZATION in ADVOCACY IN PUBLIC POLICY FOR LAC REGION (in this first step it will be for Spanish countries and 1 year course). After that, perhaps we can use the same*	**1.1.1** Analyse all the formal procedures necessary to offer a distance educational course for LAC libraries between IFLA LAC ; the Fundación Universitaria Católica del Norte and the Escuela Interamericana de Bibliotecología at Universidad de	**1.1.1** LAC Corresponding members (Carmen Castrillón from Fundación Universitaria Católica del Norte) and a vonluteer Dorys Liliana Henao Henao (Chair of the Centro de Investigaciones en Ciencia de la Información) both from Colombia => end of March 2017.	1.1.1 NO	1.1.1 The results of this will be presented for the project team to analyse the impact of that in the following steps.	1.1.1 We will be able to understand all aspects this course must follow to offer a legal and qualified certificate to be accepted in all LAC countries (that speak Spanish).	1.1.1 Report with information from all countries, some Latin American special program that can be helpful for introduce this program etc.

structure and proposal to organize a content in other languages.	Antioquia (both in Colombia).					
	1.1.2 Review all literature about others experience in ADVOCACY programs or public policies focussing in libraries and librarians, especially in LAC region.	1.1.2 Ana Maria Talavera (from Peru) and Sueli Mara Ferreira (from Brazil) will develop this part until the end of May 2017	1.1.2 NO	1.1.2 The project team members will use email as much as possible, the BASECAMP software to share all documents identified and/or produced and we will use Skype to fortnightly meetings	1.1.2 With all the reviewed finalized, we will be able to support the next step of the project	1.1.2 A list of University offering some kind of program in those topics; a specific bibliography and others documents.
	1.1.3 Prepare a proposal for a specialization course with enough details about skills, abilities, academic content, potential trainers, credit hours etc.	1.1.3 Ana, Sueli, Carmen and Dorys will work on that in June 2017.	**1.1.3 YES**, eticket to Ana and Sueli to go to Medellin, Colombia . Hotel, food and transportation for 7 days to Sueli and to Ana.	1.1.3 The project team with all four members will work together and phsically in the Medellin, Colombia for one week to prepare the proposal	1.1.3 After this week, we must have the first draft of the program . Them, if the following 2 months, we will work by skype to prepare the final version.	1.1.3 The final version of the proposal.
	1.1.4 Develop a strategic plan to get support to implement this program	1.1.4 Carmen and Dorys will work on that in September 2017.	1.1.4 and 1.1.5 **YES**, eticket to Ana and Sueli to go to Medellin, Colombia .	1.1.4 and 1.1.5 The project team with all four members will work together and phsically in the Medellin,	1.1.4 and 1.1.5 The team will be able use all LAC social media to disseminate the new course and try to get	1.1.4 and 1.1.5 The strategic plan and the marketing plan.

				Hotel, food and transportation for 7 days to both of them.	Colombia for one week to prepare the proposal for both PLAN: the strategic and the marketing one. See above	assistant from several countries. See above.	
		1.1.5 Develop a marketing plan to motivate LAC librarians to participate on that.	1.1.5 Ana and Sueli will work on that in September 2017.	See above	See above		
2 Contribute to increase the knowledge and practice about the Sustainable Development Goals in libraries from the LAC region.	2.1 Implement a methodology to identify and register information about projects to support the Sustainable Development Goals by libraries from LAC region	2.1.1 Plan and implement a portal with a specific database to receive and retrieve online information about the LAC projects.	2.1.1 Sueli, Margarita and Sonia will prepare that by Dec 2016. The technology support will be offered by MSc student from USP.	2.1.1 YES, they need access to the wordpress software to install the Portal.	2.1.1 They will use the email and Skype to communicate among all involved and also with IFLA webmaster	2.1.1Description of the metadata's required, examples and information architecture structure	2.1.1Portal online
		2.1.2 Prepare a manual teaching how to introduce information in the Portal.	2.1.2 Sonia and Margarita by Dec 2016.	2.1.2 NO	2.1. 2They will use the email and Skype	2.1.2 All content, images and description to explain how to use the Portal	2.1.2 Manual in PDF format.
		2.1.3 Invited all National Libraries Association from LAC to fill up the database with projects identified in their countries.	2.1.3 Sueli, by Dec. 2016	2.1.3 NO	2.1.3 During this period, the team will be in contact with the national libraries association to motivate then to update the Portal	2.1.3 Number of LAC association participanting in the project	2.1.3 Official letters to all national libraries from LAC region.

				using all the social media IFLA LAC subscribe.		
	2.1.4 Include information in the Portal	2.1.4 National libraries association from all countries participating in the project. Jan - April 2017	2.1.4 NO	2.1.4 The project team will use all social media to motivate the LAC national libraries association to fill up the Portal.	2.1.4 Increase number of information in the Portal included by all countries.	2.1.4Statistics about the Portal contents
	2.1.5 Organize the LAC Session at WLIC 2017 to receive papers from those countries participating in this project.	2.1.5 Sueli, Margarita and Sonia will prepare that by Jan to May 2017	2.1.5 NO	2.1.5 The project team will use all social media to motivate the LAC national libraries association to participate at the WLIC 2017		2.1.5 Rules to prepare the papers to submit to IFLA LAC Session.
	2.1.6 Help all libraries association to prepare a paper analysing all the experience collected by them.	2.1.6 Sueli, Margarita and Sonia will prepare that from Jan to May 2017.	2.1.6 NO	2.1.6 Organized content ready to go to the publication designer and then to the print.		2.1.6 Review and orientation about the paper IFLA rules about how to submit a paper to WLIC 2017.
	2.1.7 Organize	2.1.7 Sueli, Margarita	**2.1.7 YES. -**	2.1.7 EMail,skype		2.1.7 All booklet available in

	the IFLA booklet "ACCESS AND OPPORTUNITY FOR ALL: how LAC libraries contribute to the United Nations 2030 Agenda".	and Sonia will prepare that from May to August 2017.	translate all content to English. Editing and layout. Printed 100 copies of the booklet	and google docs to share documents to review.	printed and online format.
	2.1.8 Launch of the publication during the IFLA LAC Open Session in WLIC 2017	2.1.8 IFLA LAC SC team in August 2017.	2.1.8NO	2.1.8 All IFLA , IFLA LAC and national libraries association from LAC social media.	2.1.8 The Open LAC Session with the launch of the booklet.

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.

This replaces the Project Funding Application form used in previous years. It is therefore **extremely important that you submit it to your Division Chair and HQ by the deadline 30 October 2016.**

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2017. Following confirmation of the level of PC Funds for 2017, 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 2018.

Project or activity and Main task *Use your list above*	Activities 1.1.3 and 1.1.4 from the FIRST PROJECT Face meeting with all team project	Activity 2.1.6 from the SECOND PROJECT Publication of the IFLA LAC booklet " ACCESS AND OPPORTUNITY FOR ALL: how LAC libraries contribute to the United Nations 2030 Agenda"."
Resources *Do you need specific skills, money or technology?* **For what do you need resources in relation to this task?**	(1) Airplane tickets - from Peru x Colombia x Peru - in June and again in September 2017.	(1) Access to IFLA LAC word press blog to customize than to show up all the information online. If it is not possible, we can use the wordpress

Match your needs again the resources listed below*	- from Brasil x Medellin x Brasil - in June and again in September 2017. **(2) Hotel , meals and transportation** - 2 people for 14days (7 days in June and 7 days in September 2017).	environment from USP University, but them it will be a partnership between IFLA LAC Section and USP. (2) English translation and review (3) Editing, design, prof-reading, PDFA and ebook format. (4) Prepare 100 printed copies - it will be a booklet with more or less 30 pages in A4 format (similar the booklet launched in the first Semester of 2016 by Fiona).
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.*	US$ 2200,00 for etickets (2 international ticket for 2 person to go to Colombia in June and in September) US$ 2100,00 for hotel, transportation and meals (US$ 75,00 a day = 14 days for 2 person) **TOTAL US$ 4300,00**	(1) There is no cost to use the technology proposed, only agreement between IFLALAC and IFLA HQ or USP. (2) English translation and review = US$ 1200,00 (3) Editing, design and so on = US$ 1200,00 (4) Printed copies = US$ 1000,00 **TOTAL = US$ 3400,00**
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*	The money to buy the tickets must reimbursed in January 2017 to be able to get an economic rate. The hotel, transport and meals - half in July and the rest in September. Ana Maria Talavera and Sueli Mara Ferreira are the person that will need fund to work on that. And this two meeting must be in Medellin to understand the University platform, context and rules.	The reimbursement can be in July and August 2017.

* 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 30th October 2016.

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.