

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

### 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 the IFLA Key Initiatives 2015-16 (due to the changeover of Secretary General, these remain in place for 2017 until further discussion). These are available at: <http://www.ifla.org/node/9878>

***You may delete any explanatory text from your completed Action Plan.***

## **Action plan 2016 – 2017**

**Name of Professional Unit:**

**Objectives of Professional Unit 2016-17:** (*We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan and the Key Initiatives 2015-16*)

- 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*

*For example,*

- 1. Increase the level of discussion among Section's Members in order to develop out network. This will help us to achieve contributions to Key Initiatives in future.*
- 2. Contribute to the development of advocacy materials to support libraries' roles in the Sustainable Development Goals by supplying Section -related content and promoting discussion among Members (Key Initiative 4.1 Promoting libraries within the United Nations 2030 Agenda for Sustainable Development <http://www.ifla.org/node/10091>)*

<b>Objectives</b> <i>What do you want to achieve? Use your list above</i>	<b>Project or activity</b> <i>What project or activity are you going to do?</i>	<b>Main tasks</b> <i>What are the specific things you need to do?</i>	<b>Responsibilities and timeline</b> <i>Who will do them and by when?</i>	<b>Resources</b> <i>Do you need specific skills, money or technology?</i>	<b>Communications</b> <i>How will you communicate your achievements? To whom? By when?</i>	<b>Measures of success</b> <i>How will you show the impact of your work?</i>	<b>Progress</b> <i>Report here briefly the progress of your work, at least every month</i>
<b>1. To encourage networking for special collections and associations around the world</b>	1.1. Continue the work on the section blog 1.2. Engage local and regional professionals with summer meetings, and with sponsoring local conferences and work-shops 1.3. Update legacy web content		1.1. Daryl Green 1.2. Potentially: all Confirmed: Fabiano Cataldo 1.3. Daryl Green		RBSC channels of communication (webpages, blog, facebook, mailing lists)	1.1. Blog continues to attract new content and hits 1.2. At least one local/regional event sponsored 1.3. Web pages updated	[verbal update at SC]
<b>2. To examine the question of what happens when special collections are taken out of</b>	2.1 Organise conference session for WLIC 2017	Call for papers; selection; follow-up with panellists to ensure papers prepared and in	Programme chair: Krister Östlund		RBSC channels of communication (webpages, blog, facebook, mailing lists)	Session organised with good complement of speakers; papers in IFLA library	Session on course

<p><b>their library home, either virtually or physically, and used by the library or by others beyond the traditional ways</b></p>		<p>IFLA library; organise actual panel; feedback and suggest followup</p>					
<p><b>3. To examine what happens when collections cross borders. This falls within the Cultural Heritage section of IFLA's Strategic Plan, specifically Activity 3.2.2.</b></p>	<p>3.1 Organise off-site session at WLIC 2017</p>	<p>Call for papers; selection; organise off-site arrangements follow-up with panellists to ensure papers prepared and in IFLA library; organise actual panel; feedback and suggest followup</p>	<p>Programme chair: Claudia Fabian and David farneth</p>		<p>RBSC channels of communication (webpages, blog, facebook, mailing lists)</p>	<p>Session organised with good complement of speakers; papers in IFLA library; co-operation with Indigenous Matters group successful</p>	<p>Session on course</p>
<p><b>4.To help specialists face new problems and adapt to the evolution of the profession</b></p>	<p>4.1. Produce competencies for Rare Books and Special Collections librarians 4.2. Obtain additional translations of the section's Digitization</p>	<p>4.1 goal for the year: initiate standards procedure 4.2 continue to manage copyright issues</p>	<p>4.1 working group led by Beth Kilmarx: Winston Tabb, Huism Tan, Claudia Fabian, Helen Vincent 4.2</p>		<p>RBSC channels of communication (webpages, blog, facebook, mailing lists)</p>	<p>4.1 submit standards form and have timetable 4.2 additional translations online</p>	<p>Standards form drafted; [verbal update at SC]</p>

	Guidelines and try to resolve the copyright issue with the Japanese translation						
<b>5. To make the committee a more dynamic unit</b>	5.1. Attempt to recruit more section members from Asia and Sub-Saharan Africa 5.2 Explore increased collaboration with other IFLA sections, such as the Indigenous Matters Section and the Digital Humanities SIG	5.1 circulate call for committee members in time for nomination process 5.2 see above – collaborative session with Indigenous matters	5.1 Section officers 5.2 see above		IFLA mailing lists, section blog, direct emails to other IFLA contacts	5.1. Depends on committee elections 5.2. Relationships developed and maintained	5.1 Achieved goal of wider pool of nominations. 5.2 see above.

## 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.

<p><b>Project or activity and Main task</b>  <i>Use your list above</i></p>	
<p><b>Resources</b>  <i>Do you need specific skills, money or technology?</i>  <b>For what do you need resources in relation to this task? Match your needs again the resources listed below*</b></p>	
<p><b>Amount of funding.</b>  <b>How much money would you like to request from Professional Committee Funds?</b>  <i>Explain your rationale for the estimated amount in each case.</i></p>	
<p><b>Timing.</b>  <b>When would the money need reimbursement?</b>  <i>Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	

## \* 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](mailto:joanne.yeomans@ifla.org)) and your Division Chair by 30<sup>th</sup> October 2016.

## Questions?

If you have questions or would like help with your Action Plan, please contact Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) or your Division Chair. We're ready to help.