Action plan 2020 – 2021

Name of Professional Unit:

Focus Area 1
Renewal of the purpose and participation in the Social Science Libraries Section

IFLA Strategic Direction
Our work in this area falls primarily under Strategic Direction 4 – Optimize our Organization

Key Initiatives	
4.3	We will strengthen our use of communication tools to reach a broad audience, and develop a series of webinars designed to enhance education around social science research, with an emphasis be on the aspects of the social sciences that are particularly aimed at the human elements of our work. We will use a variety of communication methods to increase, diversity and engage our membership in an effort to keep membership in the section active and vibrant.
4.4	**Increase our visibility through excellent and innovative communications through the development of a team of individuals looking at ways in which we can promote our purpose and projects.**

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
☐	Work with our current membership to broadly promote the section's work and interests	Communication is key and the responsibility of each member of the section – both with each other and outside of the section.	This needs to begin immediately and become one of the most important aspects of section membership

☐	Expand the responsibility for communication beyond the Information Coordinator duties.	*Creating content for all possible avenues of information related to SSLS – who we are, what we can do*	Immediate beginning and ongoing
☐			

How will you communicate your activities and results?

Communication will be our activity and hopefully - improved communication should be the result.

How will you measure the impact of your activities?

Ultimately, we should have no problem running an entire slate of member candidates in the next election. Our reputation will grow and change in a very positive way.

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

In the process of doing this, we would welcome the input of all other sections, SIGs and individuals within IFLA, but ultimately it falls to the membership of the section to improve communication of our talents and interests.

Focus Area 2

Continue working with the IFLA Journal Board and others to provide training programs that support librarians to apply useful and productive research methods within and outside of their institutions to improve professional practice.

IFLA Strategic Direction

STRATEGIC DIRECTION 2: INSPIRE AND ENHANCE PROFESSIONAL PRACTICE

Key Initiatives

2.2	This continues our multi-year production of useful and impactful online workshops on research methods for the practitioner.

2.4	Work to expand the impact of our previous accomplishments on the ability of librarians, particularly from developing countries, to engage in improving the knowledge base that is available to them.

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
☒	**Funding for speakers to present in a series of educational webinars.**	To be determined	Before summer 2021
☐			
☐			

How will you communicate your activities and results?

Events will be widely advertised on our social media platforms.

How will you measure the impact of your activities?

Survey of attendees and perhaps submission of suitable articles to the IFLA Journal.

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

IFLA Journal and Library Theory and Research

Focus Area 3

[Describe your Focus Area here]

IFLA Strategic Direction

[Indicate which of IFLA's Core Strategic Directions this Focus Area is aligned with and how]

Key Initiatives

[KI No.]	[Describe how your planned activities align with this Key Initiative]

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
☐			
☐			
☐			

How will you communicate your activities and results?

How will you measure the impact of your activities?

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

Focus Area 4

[Describe your Focus Area here]

IFLA Strategic Direction

[Indicate which of IFLA's Core Strategic Directions this Focus Area is aligned with and how]

Key Initiatives

[KI No.]	[Describe how your planned activities align with this Key Initiative]

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
☐			
☐			
☐			

How will you communicate your activities and results?

How will you measure the impact of your activities?

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

Project Funding Request 2019 – 2020

Name of Professional Unit:

Project or activity *Use your list above*	
Resources and Amount of Funding **For what do you need resources in relation to this task? What is the estimated amount of funding required for these resources? Refer to the Project Funding Request Criteria.**	
Estimate time and cost. *Give a breakdown of the tasks in your project that require funding . Give an estimate for the work time and funds dedicated to each task.*	
Reimbursement. **When would the money need reimbursement?** *Usually reimbursements are made following completion of the work, however, pre-payment can be arranged in some circumstances*	

Project Funding Request Criteria

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. Consultancy –
    a. If you require the work of a consultant or a service, you should contact IFLA HQ to discuss this. Consultancy fees will be funded at the discretion of the Professional Committee and/or Governing Board only if they feel it is adequately justified. Provide full details giving the reasons for selection, details of the chosen consultant, and exact descriptions of what the consultant will do. If approved, a contract will then be written for a defined service or delivery of a specific product and signed by the Secretary General. Please note, other than in exceptional cases, projects requiring funding should already be within the scope of a unit's expertise.
8. Other - funding item not covered by the categories above.