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*
YEAR ONE							
1. *Ensure clarity in the procedures for the Review Groups for FRBR, ISBD, LIDATEC and UNIMARC*	1.1 Review and revise procedures for nomination and election	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.	1.1.1 Diane during October 1.1.2 All RG Chairs and CoS members during November 2017. 1.1.3 Submit by 25 December 2017.		1.1.1 Put resulting details online after GB approval (January 2018). New process will be used during the call for nominations in the Fall of 2018	1.1.1 Nominations will improve in quantity and quality. Members will know more clearly how to get involved.	**1.1 Completed**
	1.2 Review and revise the terms of reference (ToR) for all the Review Groups.	1.2.1 Create a new template for RG 4 year plans, mission statements and requests for funding.	1.2.1 Rehab Ouf by March 2019.		1.2.1 New template for RGS will be will be put on-line after GB approval (April 2019)	1.2.1 Better promote standards work and support the work of the RGs.	**1.2 Started May 2018**

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2. Revise the IFLA Standards Manual	2.1 Introduce a definition of an IFLA standard/ what is an update/ what is a guidelines document.	2.1.1 Produce draft proposal.	2.1.1 Initial draft in May 2018 prepared by a Working Group of the Cataloguing Section led by Renate Behrens.		Resulting definitions to go in the Standards Manual and be announced to all Professional Units.	Revised manual available	**2.1 Started May 2018**
		2.1.2 Comment and revise.	2.1.2 CoS members, RG members and all Section Officers to comment in May 2018.				
		2.1.3 Revisions of the proposal.	2.1.3. Working Group to revise by November 2018.				
		2.1.4 Final approval.	2.1.4 CoS members November 2018.				
		2.1.5 Revise the existing Standards Manual	2.1.5 TBD				

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3. Endorse Review Group action plans	3.1.1 Review Groups need to draft action plans. 3.2.1 CoS to endorse plans and report to Professional Committee. 3.3.1 CoS to request reports on progress.		3.1.1 Chair CoS and RGs by October 31, 2018 3.2.1 Chair, CoS and Professional Support Officer December 2018 3.3.2 Chair, CoS and Professional Support Officer August 2019		3.1.1 Action plans will be put on-line.	3.1.1 Improved planning and coordination of the work of CoS.	**In progress for 2019**
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	4.1.1 Develop a funding proposal with a recommended way forward. 4.2.1 Develop advocacy stories for promoting technical standards such as LOD and tools such as the Namespace Registry.	4.1.1 Diane Beattie, Anders Cato and Joanne Yeomans by March 2018. 4.2.1 RGs and LIDATEC by April 2019.				**In progress. Delayed at HQ.**

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5. Promote approved standards to both IFLA members and non-members.	5.1 Develop a communication strategy for IFLA standards	5.1.1 Draft communication strategy	5.1.1 Rehab Ouf to prepare draft strategy by November 2018		5.1.1 Will be posted on-line when approved.	Increased awareness of IFLA standards	
		5.1.2 Review and revision of the strategy.	5.1.2 Rehab Ouf by March 2019.				
		5.1.3. Final approval of the strategy	5.1.3 CoS April 2019				
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	5.1.1 HQ, within 1 week of receipt in normal circumstances.			Approved Standards will be posted on-line.	Documents are reviewed and returned within 4 weeks of submission.	**Ongoing.**

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	coordinates the CoS response).						
	5.2 Read and review the submitted standard.	5.2.1 CoS members during subsequent two weeks.					
	5.3 Compile review and return to HQ.	5.3.1 Chair of CoS HQ to compile all reviewers' comments and return to submitters within one week (one month total).					
	5.4 Verify any modifications or actions requested.	5.4.1 CoS members as necessary.					

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6. Liaise with related bodies.	6.1 Ensure IFLA Members are informed as necessary about developments related to library standards.	6.1.1 Representatives to submit reports as relevant to CoS.	6.1.1 Named contacts and dates usually submitted.			Improved liaison relationships with related standards bodies	**Reports circulated.**
		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).	6.1.2 CoS to consider reports at meetings or as soon as possible if something urgent arises.				
		6.1.3 CoS to periodically (at least every two years) review whether the liaison relationship is working.	6.1.3 CoS to review during 2019.				

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	6.2 Investigate proposed new liaison relationships.	6.2.1 Develop a process for the identification and selection of liaisons to the CoS	6.2 Lisa Hinchliffe to lead a Working Group to do complete this work by the spring 2019.				
		6.2.2 International Digital Publishing Forum (IDPF) idpf.org/	6.2.2 LIDATEC to investigate with the help of Lars Svensson. Submit proposal to CoS.				
		6.2.3 W3C (via the Publishing Summit?)	6.2.3 LIDATEC to investigate with the help of Lars Svensson. Submit proposal to CoS.				
7. *Prepare WLIC events.*	7.1 Prepare WLIC 2019 main programme	7.1.1 Agree on main theme of session and how much time each RG needs	7.1.1 CoS and RG Chairs by August 2018.		7.1.1 Announcement posted online and to relevant mailing lists. Papers submitted to IFLA Library	Number of attendees	**In progress**
		7.1.2 Submit proposal to HQ to request time slots.	7.1.2 Diane Beattie submits by 15 November 2018.				

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	7.2 Prepare WLIC 2019 CoS meetings.	7.1.3 Send out call for papers if relevant. 7.2.1 Prepare agenda and circulate to CoS members.	7.1.3 CoS members to confirm by November 2018 7.2.1 Diane Beattie. 2-3 weeks before meeting.		7.2.1 Support Officer to post agenda and minutes online as soon as they are ready.		
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 2019