

Revised Unit Action Plan –

Introduction

An action plan for your Professional Unit is essential. Your plan will identify your unit's Focus Areas for the next two-year period, as well as the activities you plan to carry out within each area. It will be used together with your Project Funding Request by the Professional Committee to assess funding needs.

Your unit's Action Plan must:

- Identify 1 to 4 Focus Areas for your unit's work over the next two years
- Describe how at least one of these Focus Areas directly aligns with IFLA's Strategic Directions and Key Initiatives
- Plan specific activities/projects within each Focus Area for the coming year of work
- Propose opportunities for collaboration with other Unit(s) on your planned activities, and/or identify other Unit(s) which may be interested in your activities.
- Indicate which of these activities may need Professional Committee funding to be successful

Focus Areas

Your unit's work should help IFLA address issues related to its Strategic Direction at a global level. Identifying your Focus Areas are an opportunity to demonstrate the value you bring to IFLA within your unit's area of the profession. Instead of naming annual objectives, your unit is asked to identify a minimum of one and maximum of four Focus Areas within which your activities will aim to make an impact. At least one, but ideally all, of these focus areas must directly align with IFLA's Strategic Directions and Key Initiatives. You will be asked to describe how they align in your plan.

Note: do not feel obligated to fulfil the maximum number of Focus Areas. Even if you only identify one, it is more important that your unit determines achievable, dynamic activities within each Focus Area that are within your scope and expertise to successfully carry out.

Timeline

In order to reflect the two-year term of Officers and Standing Committee members, you are asked to plan your unit's Focus Areas for the next two years. Within each Focus Area, you will then identify the specific activities or programmes your unit will plan for the first year.

In the second year, you will be asked to use your Unit Action Plan to identify new activities which follow-up on or continue progress in each of the same Focus Areas.

Describe Activities, Create Task Lists and Determine Resource Needs

In describing your activities for each Focus Area, please determine the most important tasks associated with each action, which individuals will carry out these tasks, and what resources you will need in order to be successful. Every member of your Standing Committee should be involved in some capacity.

This portion of your Action Plan should include:

- Actions: what actions, projects and/or activities will you carry out within your Focus Area?
- Tasks: what specific things need to be done to carry out these actions?
- Responsibilities: who will carry out these tasks and by when?
- Resources: do you need specific skills, money or technology? If your activity will require Professional Committee funding in order to be successful, you will be asked to elaborate on it in the Project Funding Request portion of the document.
- Collaboration with other Units: are you planning activities that would be of interest to other Unit(s)? Is there work on which you would be able to collaborate with other Unit(s) to increase your impact? Identify the Unit(s) that may be interested in your work, or which may be interested in collaborating on your activities.

Measure and share your results

An equally important step to plan for is how you will share your unit's stories, spread information about the activities you are doing, and measure your success to determine result or next-steps. In this process, please consider a strategy to involve and engage with IFLA members who have joined your Section. A communications plan and set of key indicators to determine the success of your unit's action plan is a good way to begin thinking about how to share, grow and evolve your activities as a unit.

This portion of your Action Plan should include:

- A communications plan: how will you share information within your unit and beyond?
- Measurement: what are the key indicators you will use to determine impact?

Process

1. Discuss your proposed Action Plan with all members of your Standing Committee before August.
2. If you have identified work on which you can collaborate, or work that would be of interest to another Unit, contact a representative from the other Unit before August.
3. Confirm your plan and responsibilities of each Standing Committee members at your August meetings.
4. Send your completed action plan and resource requirements to: professionalsupport@ifla.org and your Division Chair by **31 October 2019**.
5. Share your Action Plan with your Unit's members, and upload to your Unit's webpage.
6. Plan to monitor process through regular Standing Committee emails or calls.

Questions?

If you have questions or would like help with your Action Plan, please contact Claire McGuire via professionalsupport@ifla.org or your Division Chair.

Action plan 2020 – 2021

Name of Professional Unit: GIOPS, Section 17

Focus Area 1			
Taking up the challenges rising from the results of the GIOPS Members Survey			
IFLA Strategic Direction			
2. Inspire and Enhance Professional Practice 4. Optimize our Organization			
Key Initiatives			
2.2	Deliver high quality information to engage government librarians and librarians working with official publications		
2.4	Support the work of the profession by designing a newsletter		
4.3	Engage our section membership		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Design a template for a newsletter	Cornelie Butz, Kate Tallman, Kris Kasianovitz, Jungwon Yang, Kay Cassell, Frank Lester, Carol Riccalton	1 year
<input type="checkbox"/>	Review member survey results for Newsletter content	Cornelie Butz, Kate Tallman, Jungwon Yang, Thanos Giannakopoulos, Duncan Omole	1 year
<input type="checkbox"/>	Write introduction, send to section members and look for regular editors	Cornelie Butz, Kate Tallman, Kris Kasianovitz, Velia Manyonga, Billy Tak Hoi Leung	1 year

How will you communicate your activities and results?

Through Email, Basecamp, Zoom calls and on social media like twitter. The draft of the newsletter design will be discussed and decided upon during a Zoom conference call.

How will you measure the impact of your activities?

1. Assess country and regional needs, similarities and differences according to our Professional Report on the Government Library landscape.
2. Ask GIOPS members for feed-back on the newsletter design via email and twitter

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

We will get in touch with Parliament Libraries Section and Government Libraries Section, since both supported our survey. We will discuss with them common interests in topics featuring in the GIOPS Newsletter.

Focus Area 2

Advertise IFLA Professional Report “The Importance of Expertise in Libraries Relating to Government Information, Data and Knowledge”. The report will be ready for publication in December 2020/January 2021.

IFLA Strategic Direction

2. Inspire and Enhance Professional Practice
1. Strengthen the Global Voice of Libraries

Key Initiatives

- | | |
|-----|--|
| 2.3 | We are aiming for some sort of post-publication webinar during the 2021 WLIC Online-Event to spread knowledge about the publication. |
| 1.3 | Identify librarians who will review the publication before the 2021 WLIC and will take part in the webinar. |

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
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<input type="checkbox"/>	Design set up of webinar for the WLIC 2021.	Kay Cassell (editor); Jim Church (facilitator) and other authors of chapters, Susan Leach-Murray	Spring 2021
<input type="checkbox"/>	Collect reviews of the Professional Report and publish them on the GIOPS website.	Kay Cassell, Jim Church, Kris Kasianovitz	Early summer 2021
<input type="checkbox"/>			
How will you communicate your activities and results?			
Online Publication on IFLA Website as open access document (a) on the GIOPS webpage b) on the IFLA Professional Reports webpage. Publication of a teaser on twitter and Facebook plus providing a link to the full text on the IFLA webpage. Having the publication reviewed by peers and publishing this review in open access library journals. Provide bibliographical data and a link to the full text in professional lists. Prepare talks for national library association conferences and give a report at the GIOPS business meeting conference in 2021. Send a teaser with the link to the full text on the GIOPS webpage to all GIOPS members.			
How will you measure the impact of your activities?			
Design brief evaluation form for the publication. Send this form together with the link to all GIOPS members per email. Provide evaluation form also when publishing on social media. Review feed-back and publish on GIOPS webpage.			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
Government Libraries will be interested in this Professional Report and we will discuss joint activities with them. We can imagine a joint session during a meeting-in-person WLIC in the future.			

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

<i>[KI No.]</i>	<i>[Describe how your planned activities align with this Key Initiative]</i>

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

<i>[KI No.]</i>	<i>[Describe how your planned activities align with this Key Initiative]</i>

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 2020 – 2021

Name of Professional Unit:

<p>Project or activity <i>Use your list above</i></p>	
<p>Resources and Amount of Funding</p> <p>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.</p>	
<p>Estimate time and cost.</p> <p><i>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.</i></p>	
<p>Reimbursement.</p> <p>When would the money need reimbursement? <i>Usually reimbursements are made following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	

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.