

ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2017 - 2018

Action plan 2017 – 2018

Name of Professional Unit: Section 03- Library and Research Services for Parliaments

Objectives of Professional Unit 2017-18:

(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. **Capacity building & staff development for parliamentary libraries and research services; contributes to IFLA Key initiatives 1.4, 2.1 and 4.5**
2. **Facilitate knowledge sharing and communication within the Section and in regional networks, contributes to IFLA Key initiative 4.5**

Objectives <i>What do you want to achieve?</i>	Project or activity <i>What are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or IT?</i>	Communications <i>How will you communicate? To whom? By when?</i>	Success measures <i>How will you show impact?</i>	Progress Report <i>Report briefly on progress</i>
1. Capacity building & staff development for parliamentary libraries and research services	1.1 IFLAPARL satellite meeting & staff development workshops in Kuala Lumpur	Identify training needs among parliamentary libraries and research services Develop pre-conference agenda, workshop topics, and potential speakers /	Review feedback from 2017 pre-conference & WLIC session by 31 October 2017 (Chair, Secretary) By October 31, 2017 compile a list of training topics based on discussion/survey (SC members)	N/A	Via email and Basecamp (SC) Via newsletter & announcements on listserv (IFLAParl all)	Number of members attending pre-conference sessions & workshops Feedback from attendees how useful the training is, practicality and	

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		workshop leaders	By March 2018, develop agenda for pre-conference & workshops with subjects and speakers identified (SC)			how it will be applied	
	1.2 Identify sponsors for satellite meeting & staff development workshops in Kuala Lumpur	Identify potential partners and/or sponsors for pre-conference & workshops	By December 2017, contact potential sponsors for training (SC, led by Chair)	N/A	Email and Basecamp (SC)	Feedback from sponsored delegates & sponsoring organisations on how useful the sessions were, their practicality and how what was learned will be applied	
	1.3 Plan & organize 2018 WLIC sessions	Develop and organize main and joint sessions that meet the needs of IFLAParl members	Identify and develop main and joint sessions by November 2017 (Chair, Secretary)	N/A	Basecamp (SC)	Successful and well attended sessions at WLIC 2018	
	1.4 Explore the use of web based training platforms &	Investigate the use of webinar apps & other social media tools	By June 2018, test the use of webinar services to deliver training (SC)	Not at feasibility stage	Email and Basecamp (SC, IFLAParl all)	Short list of potential applications that can be	

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	tools	to offer training to others in the community				used for online training	
2. Facilitate knowledge sharing and communication within the Section and in regional networks	2.1 Increase communication to members	Send more messages out on the listserv; continue to send out newsletter	Send at least 1 message a month to inform members of what is happening at the SC level (SC)	N/A	Email/listserv (all) and Basecamp (SC)	Greater awareness amongst membership of activities and developments in other legislatures	
	2.2 Update the Section's web pages	Fix broken links and outdated content	By August 2018, clean up web pages (SC)	N/A	IFLA & pre-conference websites (All)	IFLAParI members have access to latest & accurate information	
		Publish presentations from 2017 pre-conference & capacity building workshops	By November 2017 (Chair, Secretary, Information Officer)				
2.3 Begin the self-population of the World Directory of Library and	Promote participation and creation of records	By April 2018, the WDLRSP will have at least 30 records entered by members of the IFLAPARL	National Library of Congress of Chile is providing the	Basecamp for testing (SC)	Email & Survey	WDLRSP has 75 records by end-2018	Acceptance

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	Research Services for Parliaments	Update documentation & guidance	community (All)	technology & support resources required for this project	Monkey (All)	and use of WDLRSP as a trusted reference tool	
	2.4 Facilitate discussion on best practice and standards for ethics in parliamentary research services	Sharing of existing best practice and guidance Moderated discussion of scenarios and current issues	Existing guidance will be collected & shared by April 2018 (All) Design workshop session at pre-conference to share findings by July 2018 (SC)	N/A	Basecamp & Dropbox (SC & project members) Email (All)	Successful 2018 pre-conference workshop with active engagement from membership & positive feedback Best practice guidance made available to members by July 2019	
	2.5 Establish a Twitter account for the Section	Regularly tweet links to news and developments from the Section and wider IFLA community	Ensure Twitter feed is active and maintained (Officers) Awareness raising of new comms channel	N/A	Twitter (Officers)	Value of content, judged by IFLA Parl members	

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			(SC) Establish guidance for use of Twitter account (SC)			Number of followers	
	2.6 Participate in the biennial World e-Parliament Report 2018	Provide input to IPU, as required	Meet IPU deadline for providing input to the report (led by SC)	N/A	Email (All) & Basecamp (SC)	2018 World e-Parliament Report references input from IFLA and IFLAPARL	