

ACTION PLAN for Professional Units

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**

When you implement your Action Plan, you should constantly monitor and report back on your progress. We recommend that you report on progress at least monthly to your Section Standing Committee, and quarterly to your Members, Division Chair and IFLA Headquarters.

Your Action Plan should be done within the context of the new IFLA Strategic Plan and the IFLA Key Initiatives 2015-16. These are available at:

<http://www.ifla.org/node/9878>

Getting started

Name of Professional Unit:

Objectives of Professional Unit/Strategic Programme Committee 2015-16: *(We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan and, most importantly, 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*

Objectives <i>What do you want to achieve? Use your list above</i>	Project or activity <i>What project or activity 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 technology?</i>	Communications <i>How will you communicate your achievements? To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress Report <i>Report here the progress of your work, at least every month</i>
1. Support IFLA members in keeping library collections dynamically up to date; enrich thinking; and techniques.	Open Programme in WLIC Poland 2017: "Networks of Digital Collections and their Impact on Collection Development"	Finalize a program concept (launched in Columbus) and expand it thru fall.	Lidia Uziel, as Programme Coordinator is leading this work, supported by Regine Schmolling, Franziska Wein. Lynn Wiley, Ann Okerson (ex officio).	N/A	Will post information on IFLA-L, our blog site, FB, and other appropriate, extensive venues outside the IFLA family. We will assure that papers are submitted in a timely way, particularly to IFLA's library and other appropriate venues.	We will survey our attendees, gather views, and study all the feedback. Number of attendees will be key, as will papers received.	EXEC Group monthly Skype calls; report via email to the Committee.
2. Support IFLA in embracing new societal roles for librarians and libraries by thinking in	In conjunction with Serials Sections (SOCRS) hold Satellite Meeting in Krakow before	Working with SOCRS, narrow and refine the OA topic; develop the outline; seek papers; develop	Leadership by Sharon Dyas, of SOCRS. ACD supporting volunteers in this effort are: Assunta Arte,	N/A. A SCORS member is identifying on-ground support that will be needed.	Will post information on IFLA-L, our blog site, FB, and other appropriate, extensive venues	How much interest is raised by the CFP and how many registrants are able to	EXEC Group monthly Skype calls; report via email to the Committee. Also liaising

	new ways about collection development.	WLIC 2017re. Open Access Developments.	all local logistics.	Blanca Bravo, and J.K. Vijayakumar		outside the IFLA family. The Satellite will be widely promoted in Poland and we expect many local attendees.	attend. How do they rate the Satellite's relevance to their work?	with Serials Section.
3.	Support IFLA members in keeping library collections dynamically up to date; enrich thinking; and techniques.	Collaborate on Open Programme as co-organizer with Preservation and Conservation Section.	We are working with P&CS on framing the program (how to preserve the digital) in a practical way, since it is understood that individual libraries may have a supporting rather than a central role in digital preservation.	ACS Liaisons with the P&CS are Beacher Wiggins and Jolita Steponaitiene	N/A - ACD in a supporting role	There will be wide promotion on IFLA, Preservation, and Acquisitions forums of various sorts, including email and social media. We will assure that papers are posted into the IFLA Library and more broadly, as appropriate.	Success measures include response to CFP, attendance, evaluations.	EXEC Group monthly Skype calls; report via email to the Committee. Ongoing liaising with P&CS Section.
4.	Support IFLA members in keeping library collections dynamically up to date; enrich	E-Resource Collection Development Guide: Review and update the guide.	This project was first launched in 2012; it has since been translated into a number of languages and has been widely consulted.	As one of the ACD leaders when this was undertaken, Member Jerome Fronty has expressed interest in working on the update.	N/A	IFLA Sites and announcements will provide updated versions as they are prepared.	Ongoing wide readership and download are our best success measures at this time.	EXEC group will request updates and share with ACD Committee.

	thinking; and techniques.							
5.	Support IFLA members in keeping library collections dynamically up to date; enrich thinking; and techniques.	Gifts for Collections: Review and up-to-date this committee's guide.	Read and analyze the existing version; compare it to related documents in Germany. Revise as needed.	Franziska Wein, supported by Ann Okerson.	N/A	IFLA sites and announcements will be made, also on topical lists and social media. But first the work needs to be done!	Ongoing wide utility will be our best success measure.	EXEC group will share any with ACD Committee.
6.	Embrace new societal roles for librarians. Satellite Meeting 2018 Satellite Meeting.	Produce proceedings from 2016 Satellite Conference on Libraries as Publishers, at University of Michigan.	<i>Journal of Electronic Publishing</i> is the host site. Editor Maria Bonn & ACD Chair Ann Okerson are gathering the papers and permissions.	Maria Bonn and her team; also Ann Okerson.	JEP is providing all the resources needed - they have the journal infrastructure, over the last 15 years.	The proceedings (special issue) will be publicized widely through IFLA, Library publishing media, and other relevant outlets.	Readership, download, and downstream citations.	EXEC Group monthly Skype calls and updates to ACD members.
7.	Continue ACD's use of online outlets and social media to share and dispense information widely	This is an ongoing effort!	Taking inspiration from other successful units, we will attempt to instill a better discipline of sharing and reporting relevant Acquisitions and	Information Coordinators (2) are working on preparing a plan.	N/A	Our issue is not in having outlets, but in more successfully using them!	Tracking our reach in various forum.s	ICs will provide updates to the EXEC group and the membership.

			Serials developments as part of our communications strategy.					
8. Foster internal expertise and leadership within ACD.	Actively engage as many members as possible in Section activities and ideas to be implemented. A midterm virtual meeting will also help with this.	Assure that new members are nominated for the committee in the coming process; contact all observers who attended Columbus session and others who expressed interest. Use social media to ramp up interest.	EXEC is working in this area for 2016-2017.	We need to be sure to have suitable means of including all our members in our virtual midterm meeting -- as well as any virtual "observers" who may wish to attend!	We will communicate via IFLA outlets and other appropriate media.	Keeping committee engaged with new ideas and volunteering for next activities (so far doing well!) and attracting new members, both to the committee and the Section.	EXEC will share information as widely as possible via our lists and PBworks site.	

Next steps

Please send your completed Action Plan to Joanne Yeomans (joanne.yeomans@ifla.org) and Division Chair by 30th October 2015.

Questions?

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