

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

Name of Professional Unit: Asia and Oceania Section

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**

This year the action plan document can be combined with your request for funding. The Professional Committee will consider both in tandem and this reduces the amount of work for you. Therefore, **there will not be a separate project funding call this year.**

Process

Your action plan for the next year should be discussed during your standing committee meeting in August and either agreed upon then in person, or by virtual means shortly afterwards. It should be submitted to IFLA Headquarters and your Division Chair in October so that they can analyse it for discussion and planning during the PC meeting in December. At this time we also recommend you share an overview of your Action Plan with your Section Members, alert them to any work you would like them to contribute to, and invite them to comment.

When you implement your Action Plan, the activity coordinators or task leaders should frequently monitor and report on progress to the Standing Committee so that any delays can be identified and rectified.

We recommend that you share your action plan with your Standing Committee via, for example, *Google Docs* or in a *Basecamp project space*, so that you can continually update it and share progress during the year. You should ensure the action plan reports are updated more formally at least every four months (around October, February and June) and shared with your Standing Committee, as well as your Members and your Division Chair.

Your Action Plan should be prepared within the context of the IFLA Strategic Plan and Global Vision project. See <https://www.ifla.org/node/9878> for more information.

Action plan 2017 – 2018

Strategic Direction: Key Initiative 1: Libraries in Society

1.1 Promoting Reading and Literacy

1.1.1 Develop and implement a new position on literacy and reading that incorporates stronger participation and partnerships across the literacy and reading fields.

1.1.2 Expand and promote a framework for Media and Information literacy

Activity 1: Partner and network with Library Associations of the region to create a common framework of media and information literacy.

Activity2: Transforming the society: libraries as the torch-bearer of change –Pre Congress Satellite meeting

Strategic Direction: Key Initiative 2: Information and Knowledge

2.1 Defining a long term, sustainable information environment

Activity3: Open and distance learning libraries to act as the mediators/facilitators of Open Access to knowledge in wider way to support lifelong learning.

Strategic Direction: Key Initiative 3: Cultural Heritage

3.3 Developing our Cultural Heritage Disaster Risk Reduction Program

Activity4: Preservation – risk register, and coordinate with UNESCO Memory of the World programme for preservation and access to documentary heritage in the region.

Strategic Direction: Key Initiative 4: Capacity Building

4.5 Strengthening IFLA by building regional and sectoral capacity and participation across our activities

4.5.1 Strengthening regional capacity and leadership

4.5.2 Increase participation of the public library sector in national, regional and international representation

Activity5: Identify key opportunities for coordination/ collaboration for IFLA -RSCAO association /engagement in the region

<p><i>Objective and contribution to the IFLA to achieve?</i> Use your list above</p>	<p><i>Project or activity</i> What project or activity are you going to do?</p>	<p><i>Main tasks</i> What are the specific things you need to do?</p>	<p><i>Responsibilities and timeline</i> Who will do them and by when?</p>	<p><i>Resources</i> Do you need specific skills, money or technology?</p>	<p><i>Communications</i> How will you communicate your achievements? To whom? By when?</p>	<p><i>Measures of success</i> How will you show the impact of your work?</p>	<p><i>Progress</i> Report here briefly the progress of your work, at least every month</p>
<p>1. Partner and network with Library Associations of the region to create a common framework of media and information literacy in the region to meet SDG 4 and 17.</p>	<p>Capacity building workshops to expand and promote framework for Media and Information Literacy.</p>	<p>Cascades level training programs in the region.</p>	<p>School Library Association, India has identified and communicated with school/National library associations of the region who would be interested on the common goal by May-June 2019.</p>	<p>Resource persons and funds</p>	<p>Reported to Chair and RSCAO during mid- term meeting in April 2018.</p>	<p>Project Reports and success evidences. Paper/report presentations during midterm and annual conference.</p>	<p>Yes</p>

2. Transforming the society: libraries as the torch-bearer of change –	<i>Conduct pre-congress satellite meeting</i>	3 days Satellite meeting would be taking place in August 2018.	Department of Library & Information Science; University of Calcutta, Kolkata, WB, India	Collaboration	Convenor reported to chair and RSCAO during mid-term meeting in April 2018 . Chair to report on the project to IFLA PC and in annual report.	Project Reports and success evidences. Paper/report presentations during midterm and annual conference.	Yes
3. Open and distance learning libraries to act as the mediators/facilitators of Open Access to knowledge in wider way to support lifelong learning.	RSCAO to collaborate and initiate on 'Open Access to Knowledge and open & Distance learning libraries' to promote the open access initiatives.	Conduct workshops/seminars In the region	To collaborate with open universities and distance learning institutes.	Resource persons and funds	Convenor to report to RSCAO during mid- term meeting in April 2018. Chair to report on the project to IFLA PC and in annual report.	Project Reports and success evidences. Paper/report presentations during midterm and annual conference.	yes
4. Raise awareness within the members and partners about safeguarding documentary cultural heritage through	To organize Training Workshop on Identification, Preparation of Dossier and Submission to	Conduct workshop for 3 days tentatively 3 rd week of November 2018. Number of participants- 30 (thirty) Venue : -Indira Gandhi National	Collaborators: - Indira Gandhi National Centre for the Arts, IFLA and UNESCO. Indira Gandhi National Centre is the autonomous body of Ministry of Culture	Funds and Resource persons	Appointed committee presents report on the development and progression of the project to SC. Chair reports to IFLA HQ and RO Communications with UNESCO are	Number of documents identified and registered/nominated.	yes

disaster risk reduction.	National, Regional and International Registers of UNESCO Memory of the World Programme (MoW) for Cultural Institutions in South Asia.	Centre for the Arts, New Delhi.	Government of India and also Nodal centre for Memory of the World Programme. Dr Ramesh C Gaur is the member of International Advisory Committee of UNESCO Memory of the World Programme.		shared with the members in online meetings and face to face interactions.	
5. <i>Strengthening our regional capacity and leadership and Increase participation of the public library sector in national and regional level</i>	<i>Collaborate and engage in workshops, seminars and conferences relating to library, information, public libraries in the region</i>	<i>Workshops, seminars and conferences relating to library have been identified and information has been disseminated to public libraries in the region for collaboration and engage IFLA Global Vision.</i>	<i>Committee has been formed by way of nominations from various countries of the region. Timeline is in progression in consent with all the SC members. Action by January-February 2019. Action to be continued in subsequent years as long term project till the desirable objective is</i>	<i>Collaboration</i>	<i>Outcome reports and actions Follow up reports/actions Annual reports Evaluations Evidences</i>	<i>Follow up actions reports to IFLA regional/head office. Survey/interview reports and statistics. Paper presentations in regional/annual conferences.</i>

achieved.

Resource requirements

If you wish to request resources for any of your planned activities, ensure the details above are complete, then copy the project and task details from above and add the necessary detail below.

If you wish to request funds, it is extremely important that you submit the Action Plan to your Division Chair and HQ by the deadline 31 October 2017.

The Professional Committee will discuss during November and agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2018. Following confirmation of the level of PC Funds for 2018, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2019.

Project or activity and Main task <i>Use your list above</i>	<ol style="list-style-type: none">1. Capacity building workshops to expand and promote framework for Media and Information Literacy.2. Transforming the society: libraries as the torch-bearer of change – 3 days pre- congress3. Workshops/Seminars on open/online and distance learning initiatives.4. Register/nominate documents of national heritage importance with UNESCO ‘Memory of the world’ programme.5. Collaborate and engage in workshops, seminars and conferences relating to library, information, public libraries in the region
Resources <i>Do you need specific skills, money or technology?</i> For what do you need resources in relation to this task? Match your needs again the resources listed below*	<ol style="list-style-type: none">1. workshop logistics- A , B and C2. workshop logistics-A, B and C3. workshop logistics-A, B and C4. Work shop logistics- A, B and C5. workshop logistics- A, B and C

<p>Amount of funding. How much money would you like to request from Professional Committee Funds? <i>Explain your rationale for the estimated amount in each case.</i></p>	<ol style="list-style-type: none"> 1. € 5000 2. € Nil 3. €5000 4. €5000 5. €Nil <p>€15000</p>
<p>Timing. When would the money need reimbursement? <i>Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	<ol style="list-style-type: none"> 1. May-June 2019 Tentatively 2. August 2018: 3-days Satellite meeting and pre-conference at Department of Library & Information Science; University of Calcutta, Kolkata, WB, India 3. Jan-Dec 2018 Final dates to be decided 4. Nov. 2018 Tentatively 5. May 2018(Lebanese Libraries Association Conference , Beirut, Lebanon)August 2018 (Pakistan Library Club Conference in Karachi, Pakistan) August 2018 (ICAL 2018 in Sri Nagar, India) February 2019 (International Conference of Asian Special Libraries in New Delhi, India)

* Resources

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. Other - funding item not covered by the categories above.

Next steps

Please send your completed Action Plan to Joanne Yeomans (joanne.yeomans@ifla.org) and your Division Chair by 31st October 2017.

Questions?

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

<p>Action 1</p> <p>Partner and network with Library Associations of the region to create a common framework of media and information literacy in the region to meet SDG 4 and 17.</p>	<p>Project Meetings</p> <ul style="list-style-type: none"> a. Project meeting: 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), <p>Publications –</p> <ul style="list-style-type: none"> d. what document(s) need funding support, e. how many copies need printing, if any, f. What services are required, if any (editing, design, proof-reading, etc.), g. delivery of the document (from where, to where, why); <p>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),</p> <ul style="list-style-type: none"> h. what logistics need funding (computers, room hire, refreshments, printing), i. what participant costs might need support (travel, accommodation), j. what trainer costs are there (honorarium, travel, accommodation), 	<p>Meetings would take place online using web tools. No funding required</p> <p>Common framework of Media and Information Literacy agreed upon with partner /participating associations of the region. 15 or more. Editing, design and proof reading required. No delivery.</p> <p>Yes to all</p> <p>Travel and accommodation</p> <p>honorarium, travel, accommodation),</p> <p>No other means</p>	<p>Funds required</p> <p>NA</p> <p>500 Euros (Tentative value)</p> <p>4500 Euros (Approx)</p>
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	<p>k. by what other means is the event being funded (participants' own costs, sponsors, etc.). Give details;</p> <p>Webinar –</p> <p>l. What is being planned and with whom,</p> <p>m. Who is the target audience,</p> <p>n. What technical requirements are there;</p> <p>Software –</p> <p>o. What software is required and why;</p> <p>Advocacy materials –</p> <p>p. See the relevant number above (project meeting, publication, webinar, etc.);</p> <p>Other - funding item not covered by the categories above.</p>	<p>NA</p> <p>NA</p> <p>15 tentatively</p>	<p>Total-approx. 5000 Euros</p>
<p>Action 2 Transforming the society: libraries as the torch-bearer of change – Conduct pre-conference Satellite meeting .</p>	<p>Project Meetings</p> <p>a. Project meeting: why is the meeting needed and why can it not be conducted online,</p> <p>b. who needs funding (give names),</p> <p>c. where is the meeting planned and when (if known),</p> <p>Publications –</p> <p>d. what document(s) need funding support,</p> <p>e. how many copies need printing, if any,</p> <p>f. What services are required, if any (editing, design, proof-reading, etc.),</p> <p>g. delivery of the document (from where, to where, why);</p>	<p>Nil</p>	<p>Nil</p>

	<p>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),</p> <ul style="list-style-type: none"> h. what logistics need funding (computers, room hire, refreshments, printing), i. what participant costs might need support (travel, accommodation), j. what trainer costs are there (honorarium, travel, accommodation), k. by what other means is the event being funded (participants’ own costs, sponsors, etc.). Give details; <p>Webinar –</p> <ul style="list-style-type: none"> l. What is being planned and with whom, m. Who is the target audience, n. What technical requirements are there; <p>Software –</p> <ul style="list-style-type: none"> o. What software is required and why; <p>Advocacy materials –</p> <ul style="list-style-type: none"> p. See the relevant number above (project meeting, publication, webinar, etc.); <p>Other - funding item not covered by the categories above.</p>		
<p>Action 3 Open and distance learning libraries to act as the mediators/facilitators</p>	<p>Project Meetings</p> <ul style="list-style-type: none"> a. Project meeting: why is the meeting needed and why can it not be conducted online, b. who needs funding (give names), 	<p>€3000 (approx.)</p>	<p>€5000 (approx.)</p>

<p>of Open Access to knowledge in wider way to support lifelong learning.</p>	<p>c. where is the meeting planned and when (if known),</p> <p>Publications –</p> <p>d. what document(s) need funding support,</p> <p>e. how many copies need printing, if any,</p> <p>f. What services are required, if any (editing, design, proof-reading, etc.),</p> <p>g. delivery of the document (from where, to where, why);</p> <p>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),</p> <p>h. what logistics need funding (computers, room hire, refreshments, printing),</p> <p>i. what participant costs might need support (travel, accommodation),</p> <p>j. what trainer costs are there (honorarium, travel, accommodation),</p> <p>k. by what other means is the event being funded (participants’ own costs, sponsors, etc.). Give details;</p> <p>Webinar –</p> <p>l. What is being planned and with whom,</p> <p>m. Who is the target audience,</p> <p>n. What technical requirements are there;</p>		
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	<p>Software –</p> <ul style="list-style-type: none"> o. What software is required and why; <p>Advocacy materials –</p> <ul style="list-style-type: none"> p. See the relevant number above (project meeting, publication, webinar, etc.); <p>Other - funding item not covered by the categories above.</p>		
<p>Action 4 Raise awareness within the members and partners about safeguarding documentary cultural heritage through disaster risk reduction.</p>	<p>Project Meetings</p> <ul style="list-style-type: none"> a. Project meeting: 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), <p>Publications –</p> <ul style="list-style-type: none"> d. what document(s) need funding support, e. how many copies need printing, if any, f. What services are required, if any (editing, design, proof-reading, etc.), g. delivery of the document (from where, to where, why); <p>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),</p>	<p>IGNCA, New Delhi (Project Proposal should be developed soon)</p>	<p>€5000</p>

	<ul style="list-style-type: none"> h. what logistics need funding (computers, room hire, refreshments, printing), i. what participant costs might need support (travel, accommodation), j. what trainer costs are there (honorarium, travel, accommodation), k. by what other means is the event being funded (participants' own costs, sponsors, etc.). Give details; <p>Webinar –</p> <ul style="list-style-type: none"> l. What is being planned and with whom, m. Who is the target audience, n. What technical requirements are there; <p>Software –</p> <ul style="list-style-type: none"> o. What software is required and why; <p>Advocacy materials –</p> <ul style="list-style-type: none"> p. See the relevant number above (project meeting, publication, webinar, etc.); <p>Other - funding item not covered by the categories above.</p>		Total 5000 Euros
<p>Action 5 Strengthening our regional capacity and leadership and Increase participation of the</p>	<p>Project Meetings</p> <ul style="list-style-type: none"> a. Project meeting: 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 	<p>May 2018(Lebanese Libraries Association Conference , Beirut, Lebanon- Already executed</p> <p>August 2018 (Pakistan Library</p>	Nil

<p>public library sector in national and regional level</p>	<p>known),</p> <p>Publications –</p> <ul style="list-style-type: none"> d. what document(s) need funding support, e. how many copies need printing, if any, f. What services are required, if any (editing, design, proof-reading, etc.), g. delivery of the document (from where, to where, why); <p>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),</p> <ul style="list-style-type: none"> h. what logistics need funding (computers, room hire, refreshments, printing), i. what participant costs might need support (travel, accommodation), j. what trainer costs are there (honorarium, travel, accommodation), k. by what other means is the event being funded (participants’ own costs, sponsors, etc.). Give details; <p>Webinar –</p> <ul style="list-style-type: none"> l. What is being planned and with whom, m. Who is the target audience, n. What technical requirements are there; <p>Software –</p>	<p>Club Conference in Karachi, Pakistan)</p> <p>August 2018 (ICAL 2018 in Sri Nagar, India)</p> <p>February 2019 (International Conference of Asian Special Libraries in New Delhi, India)</p>	
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	<ul style="list-style-type: none"> o. What software is required and why; Advocacy materials – p. See the relevant number above (project meeting, publication, webinar, etc.); <p>Other - funding item not covered by the categories above.</p>		