

ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2018-2019

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 analyze 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 2018-2019

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.

Activity 2: WLIC 2019 theme is “**Libraries: Dialogue for Change**” - Pre-Congress Satellite and A&O Section meetings in line with the theme.

Strategic Direction: Key Initiative 2: Cultural Heritage

- 2.1 Developing our Cultural Heritage Disaster Risk Reduction Program.

Activity 3: Raise awareness within the members and partners about safeguarding not only documentary cultural heritage but also human life through disaster risk reduction in order to building better resilient community

Strategic Direction: Key Initiative 3: Capacity Building

- 3.1 Strengthening IFLA by building regional and sectoral capacity and participation across our activities.
 - 3.1.1 Strengthening regional capacity and leadership.
 - 3.1.2 Increase participation of the public library sector in national, regional and international representation.
 - 3.1.3 Increase IFLA Asia and Oceania’s membership

Activity 4: Identify key opportunities for coordination/collaboration for IFLA-RSCAO association/engagement in the region.

Activity 5: Conduct 2019 mid-term meeting in Manilla, Philippines and 2020 mid-term meeting in Beirut, Lebanon

Strategic Direction: Key Initiative 4: Global Vision

- 6.1 Increase participation in IFLA’s Global Vision program

Activity 6: Conduct awareness campaigns

<i>Objective and contribution to the IFLA to achieve? Use your list above</i>	<i>Project or activity What project or activity are you going to do?</i>	<i>Main tasks What are the specific things you need to do?</i>	<i>Responsibilities and timeline Who will do them and by when?</i>	<i>Resources Do you need specific skills, money or technology?</i>	<i>Communications How will you communicate your achievements? To whom? By when?</i>	<i>Measures of success How will you show the impact of your work?</i>	<i>Progress Report here briefly the progress of your work, at least every month</i>

<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>1.1 Capacity building workshops to expand and promote framework for Media and Information Literacy</p>	<p>1.1. Workshops on the proposed theme by trainers. 1.2. Best practice share 1.3. Host conference for Indian and schools' librarians of the region.</p>	<p>1.1 Madhu Bhargava. 5-6 July 2019. Two days conference/workshop sessions in collaboration with School Library Associations of Malaysia, Hong-Kong, Sri Lanka using SLA, India platform.</p> <p>1.1.1 Madhu Bhargava, 15 April. Communicate with other SC members of the region to post call for papers on proposed theme.</p> <p>1.1.2 SLA working committee to publish conference program. Book venue and tie up with</p>	<p>1.1. Trainers for proposed theme. 1.2 Funding for the first conference</p>	<p>1.1. Madhu to post report and summary to chair and members. 1.2. Information Coordinator to report back to SC in mid-term meeting 2020. 1.3. Chair to report the success of the project in Annual report to IFLA and PC. 1.4. information/program to be posted on RSCAO website and face book page as soon as the details are finalized.</p>	<p>1.1. Projects reports and success evidences. Papers/reports to be presented in Mid-term and annual reports. 1.2. Sharing with wider communities like individual websites and social media pages of school library associations of the region.</p>	<p>Written and verbal reports</p>
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			<p>suitable Hotels. SLA publications team to work together to accept proposals.</p> <p>1.1.3 15-30 May Early bird Registration</p> <p>1.1.4 15 June SLA conference working committee to collate papers for electronic publishing in CD format for the delegates.</p> <p>1.1.5 July 5-6, 2019 conference/ workshops commence ment.</p>				
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<p>2. “Libraries: Dialogue for Change”</p>	<p>2.1. Conduct A&O section during 2019 Congress in Athens 2.2 Pre-Congress Satellite meeting in Egypt</p>	<p>2.1 Two hours A&O section meeting will take place in August 2019. 2.2 Pre-Congress Satellite meeting for Division V will take place in August 2019 Prepare the concept/complete details of the pre-congress satellite meeting and get approval from the Committee</p>	<p>2.1 In discussion Note: consider inviting a member from IFLA Governing Board to join the meeting RSCAO Committee – we can identify specific member who will do the task 2.2. RSCAO Committee – (we can identify specific member who will do the task) to collaborate with open universities, distance learning institutes and library associations</p>	<p>2.1 No funds required</p>	<p>2.1 Distribute evaluation forms to participants 2.2 We will post to the RSCAO website and Facebook page once details are finalized</p>	<p>2.1 Project Reports and success evidences during midterm and annual conference</p>	<p>Written and verbal reports</p>
<p>3. Raise awareness within the members and partners about safeguarding not only documentary cultural heritage but also human life through disaster risk reduction in order to build better resilient community</p>	<p>3.1 Organize training Workshop on Identification, Preparation of Dossier and Submission to National, Regional and International Registers of UNESCO Memory of the World Program (MoW) for Cultural Institutions in the region</p>	<p>3.1 Conduct workshop for 3 days tentatively 3rd week of November 2019 Number of participants-30 (thirty) Venue: Indira Gandhi National Centre for the Arts, New Delhi. Sharing of memories/stories of survived librarians after a disaster.</p>	<p>3.1 Collaborators: Indira Gandhi National Centre for the Arts, IFLA and UNESCO. Indira Gandhi National Centre is the autonomous body of Ministry of Culture Government of India and also Nodal center for Memory of the World Program. Dr. Ramesh C. Gaur is</p>	<p>3.1 Funds</p>	<p>3.1 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 shared with the members in online meetings and face to face interactions</p>	<p>3.1 Number of documents identified, registered or nominated</p>	<p>Written and verbal reports</p>

			the member of International Advisory Committee of UNESCO Memory of the World Program				
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<p>4. Strengthening our regional capacity and leadership and increase participation of the public library sector in national and regional level</p>	<p>4.1 Collaborate and engage in workshops, seminars and conferences relating to library, information, public libraries in the region</p>	<p>4.1 Workshops, seminars and conferences relating to library have been identified and information has been disseminated to public libraries in the region for collaboration and engagement in IFLA Global Vision</p>	<p>4.1 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 achieved</p>	<p>4.1 Trainers Funds</p>	<p>4.1 Outcome reports and actions 4.1.1 Follow up reports/actions 4.1.2 Annual reports 4.1.3 Evaluations/ Evidences</p>	<p>4.1 Follow up actions reports to IFLA regional/head office. 4.1.1 Survey/interview reports and statistics 4.1.2 Paper presentations in regional/annual conferences</p>	<p>Written and verbal reports</p>
<p>Increase IFLA Asia and Oceania's membership</p>	<p>4.2 Recruit members</p>	<p>4.2 Identify countries with less IFLA membership. Collaborate with libraries/local library associations to register with IFLA/A&O Section</p>	<p>4.2 All RSCAO members</p>	<p>4.2 Funds are not required</p>	<p>4.2 Reports</p>	<p>4.2 New registered members in the A&O Section</p>	<p>Written report</p>
<p>5. 2019 RSCAO mid-term meeting and Seminar 2020 RSCAO mid-term meeting and seminar</p>	<p>5.1 Conducted mid-term meeting in Manilla, Philippines</p>	<p>5.1 Three days mid-term meeting and seminar took place in Manila, Philippines on March 6-8, 2019</p>	<p>5.1 Dolores Carungui --Led the local organizing committee RSCAO Members</p>	<p>5.1 PhP148,400.00 (For RSCAO members accommodation) 5.2 N/A</p>	<p>5.1 Communications were through email/postal mails</p>	<p>5.1 Article which is available through this link https://www.ifla.org/node/92077?og=67</p>	<p>Written report</p>

<p>6. Conduct awareness campaigns to increase Global Vision workshops in the region. The concerted effort will eventually lead to the development of a concrete plan to translate the Global Vision into global action</p>	<p>5.2 Will be conducted in Beirut, Lebanon</p> <p>6.1 Collaborate with local library associations to identify countries which have not participated in Global Vision Workshops</p>	<p>5.2 Three days mid-term meeting and seminar in Beirut, Lebanon, March 15-17, 2020</p> <p>6.1 Engage in workshops based on the IFLA's Global Vision requirements</p>	<p>5.2 Meeting date and location announced during 2019 mid-term meeting</p> <p>6.1 In this series, we have associated with: Lebanese Library Association for 4th LLA Conference at Beirut, Lebanon during May 2018, Pakistan Library Club for its first International Conference in Karachi, Pakistan from 2-4 August 2018, Asian Library Association for its 3rd International Conference (ICAL 2018) in Srinagar, J&K, India during August 6-8, 2018, Librarians' Leadership Summit 2018 held at Symbiosis Law School NOIDA, India</p>	<p>6.1 Funds are not required</p>	<p>5.2 LLA website, Facebook page as well as IFLA website and IFLA/RSCAO Facebook page, emails, etc.</p> <p>6.1 Outcome reports and actions posted on the IFLA website</p>	<p>5.2 Evaluation of the seminar (see attached) Evaluation forms</p> <p>6.1 Presentations in regional/annual conferences</p>	<p>Written report</p> <p>Written report</p>
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			<p>during September 2018, ICOASL 2019 (International Conference on Asian Special Libraries) held in New Delhi, India during February 2019., ICDL 2019 to be held at New Delhi, India during 6-8 November 2019, ICLIM 2019 to be held at University of Kelaniya, Sri Lanka during 14-15 November 2019, Lebanese Library Association Conference at Beirut, Lebanon during March 2020.</p> <p>7.2 We are also collaborating in International conferences in Bangladesh and some other countries and also invite ideas, proposals to</p>				
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			associate /collaborate relating to the library profession to strengthen IFLA and RSCAO in our region.				
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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 2018.

The Professional Committee will discuss during November and agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2019. Following confirmation of the level of PC Funds for 2019, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalize the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2020.

<p>Project or activity and Main task <i>Use your list above</i></p>	<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: Dialogue for change” 2 hours O&A section and Pre-Congress Satellite meeting 3. Register/nominate documents of national heritage importance with UNESCO ‘Memory of the world program 4. Collaborate and engage in workshops, seminars and conferences relating to library, information, public libraries in the region 5. Conduct 2019 mid-term meeting in Manilla, Philippines and 2020 mid-term meeting in Beirut, Lebanon 6. Engage in workshops about Global Vision
<p>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*</p>	<ol style="list-style-type: none"> 1. Workshop logistics- A, B and C 2. Workshop logistics- A, B and C 3. Workshop logistics- A, B and C 4. Workshop logistics- A, B and C 5. Workshop logistics- A, B and C 6. 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. 4000-5000 Euros 2. -N/A- 3. 4000-5000 Euros 4. N/A 5. N/A 6. N/A

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>	<ol style="list-style-type: none"> 1. July 5-6, 2019 2. No funds required 3. Nov/Dec 2019 4. Ongoing Various locations 5. Location/Date National Library of the Philippines/March 6-8, 2019 Location/Date Lebanese Library Association/March 15-17, 2020 6. Ongoing

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 organizer),
 - 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 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 organizer)</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>Meetings would take place online using web tools. No funding required</p> <p>Conference proceedings and publication of the same in CD format to all delegates Approx. 200 for all expected participants No funding required for this purpose.</p> <p>N/A.</p> <p>Yes, to all</p> <p>Travel and accommodation</p> <p>Honorarium, travel, accommodation</p> <p>INR 50,000=650 Euros</p> <p>2pax X INR 30,000/pax. 60000.00=775 Euros, Accommodation for 2 international trainers (INR 5000 x 2x 2 days)20,000.00=260 Euros</p> <p>NA</p>	<p>Funds required</p>
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	<ul style="list-style-type: none">o. What software is required and why; Advocacy materials – <ul style="list-style-type: none">p. See the relevant number above (project meeting, publication, webinar, etc.); Other - funding item not covered by the categories above.		For detailed expenses, refer to attached document Action 1_expenses
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<p>Action 2 “Libraries: Dialogue for Change” Conduct 2 hours A&O section during WLIC 2019 in Athens and Conduct Pre-Congress satellite meeting in Egypt</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 organizer),</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>	<p>- This action has been finalized</p> <p>- Section’s Guidelines for Paper Submission will be reviewed and revised, and online submission will be considered to replace email submission.</p>	
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	<p>p. See the relevant number above (project meeting, publication, webinar, etc.); Other - funding item not covered by the categories above.</p>		
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<p>Action 3</p> <p>Raise awareness within the members and partners about safeguarding not only documentary cultural heritage but also human life through disaster risk reduction in order to building better resilient community</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 organizer),</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>	<p>South Asian countries, including India, possess a vast heritage. Many of the Libraries, Archives, and Museums in these countries are lacking necessary knowhow on preservation of and, access to the documentary heritage, particularly use of new and emerging technologies. Many of the collections in these countries may be included under endangered category. Therefore, it is important to organize a two-week training workshop for select institutes for these regions.</p> <p>Preservation of and, access to the documentary heritage, particularly use of new and emerging technologies. Many of the collections in these countries may be included under endangered category. Therefore, it is important to organize a two-week training workshop for select institutes for these regions.</p> <p>1. __ a. __ b. Twenty from India and Ten from SAARC countries c. Planned in India Nov/Dec 2019 (Breakfast, Lunch, Dinner and Tea & Snacks) @ Rs.1000/-(approx.) per day X 30 persons X 15 days = Rs.4,50,000/=</p> <p>Equivalent US Dollar \$6548</p> <p>2. Accommodation @ Rs.5000/-(approx.) per day x 20x15 = Rs.15,00,000</p> <p>Equivalent US Dollar= \$21827 (18795 Euro)</p>	
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	<p>p. See the relevant number above (project meeting, publication, webinar, etc.); Other - funding item not covered by the categories above.</p>	<p>3. Travel Cost for Speakers Rs.5,00,000 Equivalent US Dollar= \$7276</p> <p>4. Venue, Course material, manpower and other Infrastructure to be provided by IGNCA at Free of Cost</p> <hr/> <p>Total <u>Rs.24,50,000/=</u> Equivalent US Dollar= <u>\$35650</u></p> <p><u>NOTE: IFLA PC funding as per their budget Euros (4000-5000) and the remaining amount will be arranged by involving other organizations and institutions</u></p> <p><u>Contact person: Ramesh C. Gaur</u></p>	<p>Equivalent to Euros = 31650 Euros</p> <p>For detailed expenses, refer to attached document Action 3_expenses</p>
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<p>Action 4 Strengthening our regional capacity and leadership and Increase participation of the public library sector in national and regional level</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 organizer),</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>	<p>This action is in progress under the leadership of Chairperson RSCAO at national and international levels.</p>	<p>Funding not required</p>
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	<p>p. See the relevant number above (project meeting, publication, webinar, etc.); Other - funding item not covered by the categories above.</p>		
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<p>Action 5 RSCAO mid-term meeting at the National Library of the Philippines, Manilla, March 6-8, 2019</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>Accomplished</p> <p>Seven (7) RSCAO members attended Two (2) Regional Office representatives</p>	<p>IFLA Fund amounted to PhP148,400.00</p>
<p>RSCAO mid-term meeting in Beirut, Lebanon, March 15-17, 2020</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>Planning process</p>	<p>Funding not required from PC. Total approx.: 5500 Euros (IFLA funding through regional office for midterm meeting)</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 organizer),</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>		
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<p>Action 6 Conduct awareness campaigns to increase Global Vision workshops in the region. The concerted effort will eventually lead to the development of a concrete plan to translate the Global Vision into global action</p>	<p>Project Meetings</p> <ul style="list-style-type: none"> q. Project meeting: why is the meeting needed and why can it not be conducted online, r. who needs funding (give names), s. where is the meeting planned and when (if known), <p>Publications –</p> <ul style="list-style-type: none"> t. what document(s) need funding support, u. how many copies need printing, if any? v. What services are required, if any (editing, design, proof-reading, etc.), w. 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 organizer),</p> <ul style="list-style-type: none"> x. what logistics need funding (computers, room hire, refreshments, printing), y. what participant costs might need support (travel, accommodation), z. what trainer costs are there (honorarium, travel, accommodation), aa. 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"> bb. What is being planned and with whom, cc. Who is the target audience? dd. What technical requirements are there; <p>Software –</p> <ul style="list-style-type: none"> ee. What software is required and why; <p>Advocacy materials –</p>		<p>Funding not required</p>
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	<p>ff. See the relevant number above (project meeting, publication, webinar, etc.); Other - funding item not covered by the categories above.</p>		
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