



**Continuing Professional Development & Workplace Learning (CPDWL)
ANNUAL REPORT
2018-2019**

Introduction

CPDWL has prepared this Annual Report as part of the requirements from IFLA. The Annual Report covers the period from September 2018 to August 2019.

PART 1: Projects/Activities

Objective 1	
Projects/Activities	Progress
Develop a robust and varied selection of continuing professional development opportunities to better prepare IFLA and the global library workforce to support 21st century users.	
<i>List the Projects you've worked on, as identified in your Action Plan.</i>	<i>Give brief details, including status (not started, in progress, near completion, completed)</i>
1.1 Develop and deliver 3 open sessions for WLIC 2019	Completed - 3 highly successful sessions were completed during WLIC 2019.
1.2 CPDWL coaching initiative at IFLA WLIC – Build on the programme for 2019	Completed - Coaching session was successfully held again for all IFLA attendees, this time in partnership with Management & Marketing Section. Through an open call for coaches many different sections were involved in the work.
1.3 Plan and run the CPDWL satellite event in collaboration with the Croatian Library Association (CLA) and other partners in Zagreb, August 2019.	Completed - A very successful satellite meeting was held.

1.4 Offer at least three webinars a year on topics of interest to new professionals.	Completed - 4 webinars were offered.
1.5 Review and update CPDWL satellite meeting planning manual	Completed - The satellite planning manual was updated.
Risks	
1.1 - Overextension - CPDWL deliberately tried to keep a manageable number of sessions at this WLIC so as not to overextend. This is something that CPDWL is committed to in the future as well.	
1.2 - Not getting extra programme hours to offer the Coaching Initiative - The partnership with Management and Marketing Section worked well, and so did the one-on-one coaching sessions. It will be important to continue to receive additional programme hours (in addition to CPDWL's two hours) from IFLA.	
1.3 - Not having strong partnerships for satellite meetings in the future - CPDWL was able to offer bursaries for satellite meeting attendees and had an excellent partnership with the Croatian Library Association, allowing the satellite meeting to be offered for free. Good partnerships will be critical to future success.	
Output	Impact
<i>Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.</i>	<i>Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.</i>
1.1 Develop and deliver 3 open sessions for WLIC 2019 3 sessions were delivered by CPDWL during WLIC 2019. With many participants, CPDWL continued to use participatory methods during the sessions.	Many and active participants. Collaborations worked well with: <ul style="list-style-type: none"> ● Knowledge Management section ● Section on Library and Research Services for Parliaments

<p>1. Monday, 26 August 09:30-11:30 CPDWL+E4GDH (Session 105) - <i>Active and interactive learning: skills development strategies to meet the challenges of our world.</i> Location: Banqueting Hall</p> <p>2. Tuesday, 27 August 13:45-14:45 CPDWL (Session 182) - <i>Navigating your own professional development: Effective use of the 2016 IFLA Guidelines for Continuing Professional Development</i> Location: Banqueting Hall</p> <p>3. Tuesday, 27 August 14.45-15.45 Knowledge Management, CPDWL, Library & Research Services for Parliaments (Session 184) - <i>Knowledge Café 2019</i> Location: Banqueting Hall</p>	<ul style="list-style-type: none"> ● Many CPDWL SC members/corr. members and consultants active in planning and conducting the sessions.
<p>1.2 CPDWL coaching initiative at IFLA WLIC – Build on the programme for 2019</p> <p>CPDWL worked with Management & Marketing section to offer a Coaching session to interested IFLA attendees. This was a Coaching Drop In Session; each coaching interaction lasted approximately 15-30 minutes. 30 coaches and 8 facilitators from different SCs were involved in the work. Around 50 coachees attended the session. The coaching was offered in all official IFLA languages and beyond.</p> <p>In preparation for this coaching session, the CPDWL webinar held on May 28, 2019 focused on Coaching.:“Enhancing your strengths through coaching”. https://ala.adobeconnect.com/poszpzgkz1is/</p>	<p>Based on the feedback received from participants, participants found the coaching session extremely valuable to them, particularly in their native language.</p>

<p>1.3 Plan and run the CPDWL satellite event in collaboration with the Croatian Library Association (CLA) and other partners in Zagreb, August 2019.</p> <p>We held a very successful Satellite Meeting, Zagreb, 20-21 August 2019 https://www.ifla.org/node/72832 https://ifla.hkdrustvo.hr/</p> <p>160+ people registered. We offered 20 presentations and workshops, 15 poster sessions, 3 keynote presentations. https://docs.google.com/presentation/d/1CHE8CdagUuzQ1ticR57qpi_S2FrMwrw-1gyMn4jOVQg/edit#slide=id.g604ab5eb47_0_2</p> <p>Here is the Listing of CPDWL Bursary recipients: https://3.basecamp.com/3833672/buckets/8064677/uploads/1922172197</p> <p>See the brief closing video to capture the experience at the Satellite meeting. (1 minute and 21 seconds) You can view it here on YouTube channel or directly on our Twitter page as well.</p>	<p>Based on the feedback received from participants, participants found the Satellite Meeting extremely valuable to them.</p>
<p>1.4 Offer at least three webinars a year on topics of interest to new professionals.</p> <p>We offered 4 webinars:</p> <ul style="list-style-type: none"> ▪ September 24, 2018 “Can new librarians have a voice? Training & professional development vs. workplace reality” <i>Organizer:</i> Vesna Vuksan <vesnavuksan@gmail.com>. As of 8/1/19: 139 views ▪ January 10, 2019. “Library services to teenagers in the digital age” <i>Organizer:</i> Loida Garcia-Febo, loidagarciafebo@gmail.com. As of 8/1/19: 134 views 	<p>Based on the feedback received from participants, participants found the webinars extremely valuable to them.</p> <p>For future webinars, we plan to ask attendees what they find challenging in the profession to share and what topics they are interested in learning.</p>

- **April 9, 2019.** “Benefits of International Exchange Programmes,” *Organizer:* Ray Pun. As of 8/1/19: 111 views
- **May 28, 2019.** “CPDWL Coaching Webinar” *Organizer:* Catharina Isberg. In collaboration with Management & Marketing. As of 8/1/19: 84 views

To learn more about our webinars:

<https://www.ifla.org/publications/node/92255?og=82>

We have also developed a webinar evaluation document, e.g. Coaching, 28 May 2019: <https://www.surveymonkey.com/r/BM9MBXM>

Communications

1.1 - Outcomes and evaluation at the CPDWL SC-meetings.

1.2 - Catharina Isberg chaired the second coaching event and worked closely with a subcommittee comprised of members from both CPDWL and Management & Marketing sections. IFLA provided information on the session in the WLIC Newsletter as well as the WLIC Newcomer’s session.

1.3 - Information was shared on the Satellite Meeting website, Facebook, Twitter, CPDWL blog, YouTube, and other means.

1.4 - Webinars were widely promoted on our website and through our partners, on twitter, facebook, blog, etc.

Objective 2

Promote the importance of continuing professional development within IFLA and libraries as a means of advancing both libraries and the societies they serve.

Projects/Activities

Progress

<i>List the Projects you've worked on, as identified in your Action Plan.</i>	<i>Give brief details, including status (not started, in progress, near completion, completed)</i>
2.1 Publications - papers	In Progress - Papers from 2019 WLIC sessions and the satellite meeting will be published to IFLA Library.
2.2 Publications – conference presentations (IFLA is planning an area of the IFLA Library for more informal materials)	In Progress - Presentations from 2019 WLIC sessions and the satellite meeting will be published to IFLA Library.
2.3 Help librarians transfer learning back to work place	Not started - No progress due to awaiting the new IFLA website. This will be worked on in 2019-20. A working group has been established.
2.4 Ensure that the SC has full complement of members (20)	Completed - This goal was achieved – with great geographic diversity. 20 incoming and continuing SC members. 5 outgoing SC members 4 Corresponding members 7 CPDWL consultants (a role for former SC members to be able to continue working actively for the SC).
Risks	
The inability to undertake the work for 2.3 Help librarians transfer learning back to the workplace resulted from the demands on SC members' time to plan and deliver the IFLA CPDWL Satellite Meeting 2019. With a new SC, there is a fresh level of interest, enthusiasm and energy to work collaboratively on the project.	
Output	Impact
Publications included in IFLA Library.	Potential audience for IFLA CPDWL papers is increased, which in turn raises awareness about the work of the section.
Communications	

Communication has primarily been internal within the SC. New strategies are being developed for 2019-2020 to disseminate more information via social media channels.
 Profiles of new SC members are published in the CPDWL Newsletters.

Objective 3	
Establish clear standards for use by libraries and library workers to shape continuing professional development programmes.	
Projects/Activities	Progress
<i>List the Projects you've worked on, as identified in your Action Plan.</i>	<i>Give brief details, including status (not started, in progress, near completion, completed)</i>
3.1 Continue implementing the IFLA CPD Guidelines.	<p>In Progress - Translations ongoing.</p> <p>English, Swedish and German and Russian (NEW) full versions are available on the web page.</p> <p>English, Arabic, Chinese, German, Italian, Russian, Spanish, and Swedish executive summary versions are available on the web page.</p> <p>French executive summary version is ready to upload to the website (but delays due to IFLA web redevelopment work)</p> <p>The CPD Guidelines poster has also been translated into 16 languages.</p> <p>Session to discuss the guidelines was held at WLIC 2019.</p>

Risks	
Finding translators for all of the IFLA languages continues to be a challenge.	
Output	Impact
<i>Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.</i>	<i>Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.</i>
<p>3.1 Continue implementing the IFLA CPD Guidelines.</p> <p>English, Swedish and German and Russian (NEW) full versions are available on the web page.</p> <p>English, Arabic, Chinese, German, Italian, Russian, Spanish, and Swedish executive summary versions are available on the web page.</p> <p>For guidelines, see: https://www.ifla.org/publications/node/11885?og=82</p> <p>The CPD Guidelines poster has also been translated into 16 languages. https://ifla.org/publications/node/11845?og=82</p> <p>Session (182) to discuss the guidelines was held at WLIC 2019.</p>	<p>Increased awareness of the work of CPDWL and the importance of the shared responsibility for CPD, through:</p> <ul style="list-style-type: none"> IFLA guidelines document published, with translations available in the official IFLA languages Posters available in different languages, beyond the official IFLA languages Open sessions at the WLIC
Communications	
The translated guidelines are posted on the CPDWL website.	

Objective 4	
Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace.	
Projects/Activities	Progress
<i>List the Projects you've worked on, as identified in your Action Plan.</i>	<i>Give brief details, including status (not started, in progress, near completion, completed)</i>
4.1 Adopt more participatory practices in standing committee meetings.	In progress - Workshops were part of the SC meetings during WLIC 2019.
4.2 Implement mid-year virtual SC meeting	Completed - Virtual meeting through Google docs was undertaken for the midyear meeting related to IFLA Strategy.
Risks	
<i>Identify any problems or concerns (e.g. missed deadlines, lack of resources) and how you would propose to address them.</i>	
4.2 - Having virtual meetings during a specific time period when not everyone may be available to participate during that time. We try to hold asynchronous meetings so that everyone can participate, regardless of timezones.	
Output	Impact
<i>Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.</i>	<i>Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.</i>
4.2 Implement midyear virtual SC meeting IFLA Strategy 2019-2024: CPDWL response document, February 2019	Contributed CPDWL perspectives to the IFLA Strategic Planning process.

<https://3.basecamp.com/3833672/buckets/8064677/uploads/1860578533>

Communications

4.2 - Shared with our Standing Committee through Google docs and submitted to IFLA.

Objective 5

Improve the communication work of the CPDWL section.

Projects/Activities	Progress
<i>List the Projects you've worked on, as identified in your Action Plan.</i>	<i>Give brief details, including status (not started, in progress, near completion, completed)</i>
5.1 Develop the CPDWL communication plan	Completed - A marketing and communications plan for 2019-2021 was developed.
5.2 Prepare 2 newsletters p.a.	Completed - Two newsletters were published with great success.
5.3 Introduce logo for CPDWL	Completed - The new logo for CPDWL was adopted.
5.4 Prepare for the new IFLA website	In Progress - We are ready for the new website and have complied with all requests from IFLA.

Risks

Identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them.

5.2 - We have identified support for our Newsletter editor to help her in the publication of the newsletters and ensure a smooth transition plan.

5.4 – We are waiting for the new IFLA website to be implemented.

Output	Impact
<p><i>Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.</i></p>	<p><i>Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.</i></p>
<p>5.1 Develop the CPDWL communication plan</p> <p>Marketing and Communications Plan: 2019-2021 https://www.ifla.org/files/assets/cpdwl/cpdwl_marketing_and_communications_plan_-_feb2019.pdf</p> <p>We set up a rotating blogger from our standing committee to be responsible for at least one blog post (and posts to Facebook as well) each month. This has been very successful. https://blogs.ifla.org/cpdwl/</p> <p>See the video we put together about CPDWL receiving the inaugural 2018 Dynamic Unit Award: https://www.youtube.com/watch?v=8sD4Rg2wQMg</p> <p>We hosted our first CPDWL Twitter Chat. https://wakelet.com/wake/779ad251-af3a-4eed-83e4-9d0851731e32</p>	<p>CPDWL has become much more active on social media, and recently even created an Instagram account. Our number of followers is growing and this is expanding the impact of CPDWL.</p>
<p>5.2 Prepare 2 newsletters p.a.</p> <p>Newsletters are available here: https://www.ifla.org/publications/cpdwl-section-newsletter?og=82</p>	<p>CPDWL continues to produce an excellent newsletter twice a year.</p>
<p>Communications</p>	

Describe how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession.

5.1 - See the CPDWL Communications [plan](#) for details.

5.2 - See newsletters on CPDWL site. These are shared out to CPDWL members through our communication channels.

Standing Committee membership

Please provide further information about members of the Standing Committee and their contribution to the work of the Professional Unit.

Standing Committee members' names (until August 2019)	Role on the Standing Committee (if any) and contribution made to the work of the Professional Unit over the year (<i>Chair, Information Coordinator, Project Leader</i>)	Comments on position (<i>resigned, co-opted to fill a casual vacancy, etc.</i>)
1. Gillian Hallam, Australia	Co-chair (official chair), Chair of Satellite Meeting 2019, CPD guidelines, Comms w/g	1 st term 2015-2019
2. Sandra Hirsh, United States	Co-chair, Satellite Meeting w/g, Comms w/g	2 nd term 2017-2021
3. Catharina Isberg, Sweden	Secretary, Coaching initiative	2 nd term 2015-2019
4. Mary S Laskowski, United States	Information Coordinator, Comms w/g	1 st term 2015-2019
5. Mary Ellen Davis, United States	SC Member, Webinar Coordinator	1 st term 2015-2019
6. Jane Dysart, Canada	SC Member	1 st term 2015-2019
7. Loida Garcia-Febo, United States	SC Member, Satellite Meeting w/g, Comms w/g	2 nd term 2015-2019
8. Almuth Gastinger, Norway	SC Member, Satellite Meeting w/g, E4GDH session w/g, Coaching initiative	1 st term 2015-2019
9. Svetlana Gorokhova, Russian Federation	SC Member, E4GDH w/g	1 st term 2017-2021
10. Holly Hubenschmidt, United States	SC Member	1 st term 2015-2019
11. Juanita Jara de Sumar, Canada	SC Member, Newsletter Editor, Comms w/g, Translator to Spanish	2 nd term 2017-2021
12. Ewa Stenberg, Sweden	SC Member, Coaching initiative, Satellite meeting guidelines	2 nd term 2017-2021
13. Ivana Todorovic, Republic of Serbia	SC Member	1 st term 2017-2021

Names of any other reporting persons	Role <i>For example, Corresponding Members</i>	Comments on position <i>(resigned, co-opted to fill a casual vacancy, etc.)</i>
1. Chinwe Anunobi, Nigeria	Corresponding Member	1 st term 2017-2019
2. Marianne Ingold, Switzerland	Corresponding Member	1 st term 2017-2019
3. Rebecca Miller, United States	Corresponding Member	1 st term 2017-2019
4. Ray Pun, United States	Corresponding Member, Satellite Meeting w/g, Comms w/g	1 st term 2017-2019
5. Mary L. Chute, United States	CPDWL Consultant	2 nd term 2017-2019
6. Monica Mooney Ertel, United States	CPDWL Consultant	2 nd term 2017-2019
7. Matilde Fontanin, Italy	CPDWL Consultant, Satellite Meeting w/g	1 st term 2017-2019
8. Ulrike Lang, Germany	CPDWL Consultant, Satellite Meeting w/g, Coaching initiative	1 st term 2017-2019
9. Anne Lehto, Finland	CDPWL Consultant	1 st term 2017-2019
10. Mary-Jo Romaniuk, Canada	CPDWL Consultant, CPDWL session at WLIC	1 st term 2017-2019
11. Jana Varlejs, United States	CPDWL Consultant, CPD guidelines	2 nd term 2017-2019

Professional Unit meetings or conference calls

Please show how the Standing Committee has conducted its business over the year.

Date <i>When the meeting was held</i>	Location or type of meeting <i>Physical or virtual meeting (telephone, skype etc)</i>	Main outcomes <i>Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit</i>
1. February - Mid year meeting	Virtual	Most SC members were able to participate since the meeting was held asynchronously

		via Google docs and open for participation for two weeks. Meeting collected CPDWL feedback regarding IFLA Strategy 2019-2024.
2. June – IFLA Strategic Plan Workshop	The Hague, The Netherlands	Ewa Stenberg (Standing Committee member) attended the meeting of the professional units to discuss the IFLA Strategic Plan in the The Hague, as none of the officers were available to attend. She reported back to the SC.
3. August - WLIC	SC meeting I and II during WLIC in Athens	Planning and reporting. Meeting minutes were shared with the SC.
4. 2018-2019 - Satellite Meeting 2019	Regular online meetings via Zoom for the Planning Working Group, the Programme Working Group and the Bursaries Working Group, in conjunction with colleagues in Croatia	The online meetings were critical to ensure open and productive communication with the local team in Zagreb, to ensure a successful satellite meeting. Meeting notes were added to Basecamp to be available to all SC members.
5. 2018-2019 - Joint session at WLIC with Evidence for Global and Disaster Health (E4GDH) SIG	Regular online meetings via Zoom for the joint working group for the session	The online meetings were critical to ensure open and productive communication between the two groups. Meeting notes compiled and shared by E4GDH.
6. Coaching initiative	Regular online meetings via Zoom.	The online meetings were critical for planning and reporting. Meeting notes were added to Basecamp to be available to all SC members.

Please return this form to the Division Chair and Professional Support Officer (professionalsupport@ifla.org) no later than 31 October 2019.

Please also make a summary of this form available to the IFLA Members registered with the Professional Unit, removing any sensitive information such as risks, individuals' contributions, etc.

(Officers can obtain a list of their IFLA Members from membership@ifla.org).

When making the Annual Report public, please remove any information you think should not be shared. A web page template has been shared with Information Coordinators which you might use for this purpose: <https://codex.ifla.org/node/12489> [access with Codex log-in].