# ACTION PLAN for Professional Units : Health and Biosciences Libraries 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**

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.

You 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: Health and Biosciences Libraries Section**

**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 – The 1st objective contributes to IFLA’s Strategic direction 4 -Capacity building*
2. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives- The 2nd objective contributes to IFLA’s Strategic direction 1 – Libraries in Society*
3. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives – The 3rd objective contributes to IFLA’s Strategic direction 1 – Libraries in Society*
4. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives- The 4th objective contributes to IFLA’s Strategic direction 4 – Capacity building.*

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| Objectives  *What do you want to achieve? Use your list above* | Project or activity  *What project or activity are you going to do?* | Main tasks  *What are the specific things you need to do?* | Responsibilities and timeline  *Who will do them and by when?* | Resources  *Do you need specific skills, money or technology?* | Communications  *How will you communicate your achievements? To whom? By when?* | Measures of success  *How will you show the impact of your work?* | Progress  *Report here the progress of your work, at least every month* |
| 1.Enhance collaboration with organisations in the HBS library sector | **Liaise with organisations such as EAHIL, AHILA, ICLC, HLG of CILIP, HLA, WHO, Elsevier Foundation, Phi, ITOCA & ICML** | **Identify new areas for collaboration, renew and/or strengthen existing ones;**  **Professional support/advice to ICML 2017** | **HBS section committee members, Jan-Mar 2016;**  **-Will depend on need** | **Using resources at our disposal, no special resources needed.**  **Partial funding from IFLA** | **HBS committee members will communicate the progress by email to the Chair of the committee and copy to all members.** | **Number of collaborations** | **At least quarterly.** |
| 2. Promote participation in and feedback about HBS Open and Satellite sessions | **Plan for the 2016 Open session and publication, and the 2017 Open and Satellite sessions** | **Prepare and send out call for papers, review and select best papers for the Open session and Publication. Evaluate Open session using a short questionnaire to be distributed to session attendees.** | **Section Chair, Secretary and Information officer.**  **Call for papers follows IFLA timelines.**  **Evaluation questionnaire during the 2016 IFLA conference in August.**  **Editing the publication by the Editorial committee set up during the 2015 IFLA to be completed in 2016/17** | **Using resources at our disposal and IFLA resources for photocopying and publishing the publication.** | * **Do -** | **Open session held, number of attendees, session evaluation report.**  **Publication ready by the end of 2016.** | **In the section online newsletter and annual report.** |
| 3. Improve communication and sharing of HBS section activities | **Plan to start an online newsletter** | **Identify, collect and compile items for a section newsletter once or twice a year. Share drafts with section committee members for input/comments.** | **Section Secretary and Information officer.** | **Using resources and skills at our disposal and IFLA resources and facilities for publishing the newsletter.** | **The secretary and information officer will communicate by email to section members.** | **Newsletter published; number of hits/users.** | **During the annual IFLA conference section meetings and in the annual report.** |
| 4. Enhance training of health information professionals in East, Central and Southern Africa (ECSA) region | **Prepare project proposal and submit to IFLA.** | **As a follow up on the 2015 HBS Open session that identified a need to map LIS institutions in the ECSA region with programmes for training health librarians, send a questionnaire, analyse data and hold interviews.** | **Section Chair and interested committee members** | **Using IFLA project funds** | **Share report during IFLA 2017, a summary in the section newsletter and to AHILA President.** | **Report produced and the number of LIS institutions in ECSA region willing to start or review curriculum with a view of improving the training of health librarians.** | **During IFLA 2017 and annual report.** |
| 1. None. |  |  |  |  |  |  |  |

**Next steps**

Please send your completed Action Plan to Joanne Yeomans ([joanne.yeomans@ifla.org](mailto: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](mailto:joanne.yeomans@ifla.org)). We’re ready to help.