

IFLA Section on Library Services to Multicultural Populations
Work Schedule March-August 2010

Please respond to Susana when a job is done

	Theme	Member Responsible/Lead	Deadline
1	Revise list of committee member	Susana	Asap
2	Memberlist update	Susana	Asap
3	Manifesto		
	Strategy to promote manifesto: working group	Anne Kristin, Mijin, Olga & Volker	Seville
4	Revision of "Definition...". Send an electronic draft to the Secretary	Clara, (Kirsten, Mijin)	After Manifesto
	Revision of Leaflet, new draft	Susana, Ayub, Yasuko, Volker	Seville
5	Summary of Guidelines:	Robert	Asap
	Funding, administration	Susy, Mijin	Continuing
	Plan for guidelines	Robert, Ann Katrin, Yasuko, Ayub	Asap
6	Translations:		
	Manifesto: Chinese, Arabic to be done by IFLA HQ	Mijin to Follow up with Stuart Hamilton	Asap
	Manifesto: Tamil, Serbian, Turkish,	Ruth, Kirsten	Asap
	Guidelines: Spanish, Arabic	Susana, Olga, Ayub, Kirsten	Asap
	Guidelines, other languages (Danish, Korean, Norwegian & Swahili being done)	All Members	
	Ten reasons.... Armenian, others?	Clara, others?	Asap
	Definition...	All Members	After revision
	Leaflet	All Members	After revision
7	Apply for money/Report on Finances for 2010: SIG	Loriene	November
	Manifesto	Kirsten, Susy, Mijin	November
	Guidelines	Susy, Mijin, Robert	November
8	Feedback on 2010 Congress tracks (Send to Susana)	All members	Before end November
9	Send feedback on new officers document	Mijin, Susana, Susy	September
10	Midyear meeting, Sevilla, 2011	Mijin, Olga, Susana	Seville
11	WLIC San Juan 2011, working group	Steve, Loriene, Ruth	Continuing
11	Study tour, New York, 2011	Fred, Tess, Yasuko	Seville
	Compilation of pictures from the Section	Tess, Susana	Asap
12	Recruitment strategy-revision	Steve	Seville

	Send comments to Steve on recruitment strategy	All members	Before end October
	Recruitment of new Committee members	Volker	Continuing
	Members that need to be Renominated	Volker, Tess, Ariel, Ayub, Flemming, Svetlana, Su	Before February
	Call for nominations for Chair and Secretary	All members interested	
13	More members; every SC-member must get 2 new Section-members	All members, every year	Before November
14	Action Plan, to be adapted to the new IFLA Strategic Plan	Mijin, Susana, Susy	Asap
	Adapt Section's mission	Mijin, Susana, Ann Katrin, Kirsten	Asap
15	SIG: request for Statement on Indigenous Knowledge	Mijin, Susana, Loriene	asap
16	Facebook	Clara	Asap
17	Marketing materials	Susy	Asap
	Gifts for speakers and hosts	Susy	Done
	T-shirts	Ann-Katrin	Done
18	Section IFLA-website web editor	Jack	Continuing
	SIG IFLA-website web editor	Jack	Continuing
	Report to Jack on Gothenburg	Fred	Asap
19	Newsletter (Send to Susana):		Send to Susana:
	Chair's column	Mijin	before 30 November
	Photo and a short biography	Ariel	before 30 November
	Article on Swedish projects	Ann-Katrin to Follow up	before 30 November
	Impressions from a participant in Copenhagen	Anne Kristin	before 30 November
	Article on election year	Volker	before 30 November
	Article on Gothenburg sessions	Susana	before 30 November
	Indigenous Discussion Group (SIG) column	Loriene	before 30 November
	Column of Sc members upcoming events	All members	before 30 November
	Article on Copenhagen Conference	Susy	before 30 November
	Section Conference 2011 in San Juan	Tess, Steve, Loriene	before 30 November
	New York study tour 2011	Fred	before 30 November
	Japan Conference	Yasuko	before 30 November
	Assile	Anne Kristin	before 30 November
	Photos	All Members	before 30 November
	Any other important information and features	All Members	before 30 November
20	Newsletter; Management and Redesign	Tess, Anne, Lourina	Seville
	Editing of newsletter	Fred will help Vickery and Tina	Continuing

21 Send remarks on ESME project

All members

Asap