

**IFLA Section on Library Services to Multicultural Populations**  
**Work Schedule August 2011-February 2012**

Please respond to Anne Kristin when a job is done

	Theme	Member Responsible/Lead	Deadline
1	Revise list of committee member	Susana	Done
2	Memberlist update	Anne Kristin	Asap

3	Manifesto		
	Working group	Tess, Loriene, Steve, Mijin	Continuing
	Poster Session in Puerto Rico	Anne Kristin	Done
	Thanks to Saur	Mijin, Susana	Asap
	Translation of Manifesto: Chinese, Arabic by IFLA HQ		Done
	Translation of Manifesto: Tamil, Turkish	Ruth, Volker	Asap

4 Revision of Leaflet, new draft: creation of working group To be established in Alexandria

5	Guidelines:		
	Funding, administration	Susy, Mijin	Continuing
	Submit presentations to put on website	All members	Asap
	Website area for presentations	Jack	Asap
	Translations of the whole document:		
	Spanish (revision)	Susana, Olga	Done
	Arabic	Loriene	Asap
	Other languages (Catalan, Danish, Korean, Japanese, Norwegian & Swahili being done)		Asap
	Summary of the guidelines		Done
	Translations of summary:		
	French	Mijin	Asap
	Spanish	Susana	Asap
	Swedish	Ann Katrin	Asap
	Romanian	Simona	Asap
	Japanese	Yasuko	Asap
	Norwegian	Anne Kristin	Asap
	Danish	Susy	Asap
	Chinese Arabic: ask IFLA language centers	Tess, Anne Kristin	
6	Apply for money/Report on Finances for 2011: SIG	Loriene	30-Oct
	Manifesto	Anne Kristin/Susy	October 30
	Guidelines	Susy	October 30

7	Midyear meeting 2012 in Alexandria	Mijin, together with Dina Youssef	before February
8	IFLA Helsinki 2012, Section's session preparation	Leena, Olga, Simona and Susana	before August
9	Satellite meeting 2012, study of possibilities	Leena, Ann Katrin, Simona	before October
10	WLIC San Juan 2011, selection of best paper	Steve, Loriene, Tess	Asap
11	Pictures presentation of the Section's anniversary	Tess	Asap
12	Recruitment strategy-revision	Steve to Send to Susana and Jack.	Done
13	Recruitment of new Committe members	New Officer to be selected in Helsinki	
	More members; every SC-member must get 2 new Section-members	All members, every year	Continuing
14	Section's Action Plan for 2013-2014		To be done in Helsinki
15	Marketing materials	Susy	Continuing
16	Section IFLA-website web editor	Jack	Continuing
	SIG IFLA-website web editor	Jack	Continuing
	Study of social media for communications of the Section	Jack, Susana, Loriene and Tess	Asap
	Revision of listserv addresses	Mijin & Susana	Done
	Litserv set up	Jack	Asap
17	Newsletter (Send to Anne Kristin):		Send to Anne Kristin:
	Chair's column	Tess	before 31 October
	Photo and a short biography	New members who have not done it yet	before 31 October
	Ethiopia Reads project	All members	before 31 October
	San Juan's report	Steve, Christiana	before 31 October
	Indigenous (SIG) column	Loriene	before 31 October
	Column of Sc members upcoming events	All members	before 31 October
	New York study tour 2011	Yasuko	before 31 October
	IFLA Presidential programme and Conference	Mijin	before 31 October
	Saur	Mijin	before 31 October
	Japan Library Association Conference	Yasuko	before 31 October
	Photos	All members	before 31 October
	New association	Loriene	before 31 October
18	Newsletter; Management and Redesign		
	Desktoping	Lea	Continuing
	Editing	Lea	Continuing

19 If speaking somewhere about the Section and its work: send note to Tess  
Members' speaking calendar

All members  
Jack

Continuing  
Continuing