IFLAPARL Action Plan 2018/19

IFLAPARL is the Library and Research Services for Parliaments Section of IFLA. It brings together professionals in over 80 parliamentary libraries and research services at supranational, national and subnational levels in more than 50 countries.

Purpose of the Section:

(i)   To increase the effectiveness of parliamentary libraries and research services.

(ii)   To provide a forum for addressing emerging issues related to legislative processes.

(iii)   To promote openness, transparency and the strengthening of democratic participation through the provision of information about legislation and parliaments to citizens.

(iv)   To promote the establishment of libraries and research services as a fundamental component in the development of democratic legislatures throughout the world.

- These four objectives link to IFLA's Strategic Direction 4, *Capacity Building*, SDG 16, *Peace, justice and strong institutions*, Key Initiative 4.5, *Strengthening IFLA by building regional and sectoral capacity and participation across our activities*, and to Opportunity #1, *We must be champions of intellectual freedom*, and Opportunity #5, *We need more and better advocates at all levels* of IFLA's Global Vision.

(v)   To exchange experience, knowledge and problem-solving strategies, and promote networking amongst parliamentary libraries and research services

- This objective links to IFLA's Strategic Direction 4, *Capacity Building*, Key Initiative 4.5, *Strengthening IFLA by building regional and sectoral capacity and participation across our activities*, and to Opportunity #7, *We need to develop a spirit of collaboration*, of IFLA's Global Vision, and Opportunity #10, *We must give young professionals effective opportunities to learn, develop and lead*.

(vi)   To develop and promote standards and best practice in providing information and knowledge to parliaments.

- This objective links to IFLA's Strategic Direction 4, *Capacity Building*, Key Initiative 1.4, *Promoting IFLA standards to support libraries in the provision of services to their communities*, and to Opportunity #4, *We must keep up with ongoing technological changes*, and #8, *We need to challenge current structures and behaviours*, of IFLA's Global Vision.

Work of the Section:

IFLAPARL aims to meet its objectives through the following activities.

- Sharing experiences and new developments through its annual conference as well as its session at the World Library and Information Congress (WLIC), along with its biannual newsletter. IFLAPARL collaborates with other IFLA Sections (such as Government and Law Libraries, ICT, Knowledge Management, Continuous Learning) on areas of shared interest and benefit. Information is shared with the wider membership through the Section's web pages, email list and social media.
- Publishing guidance on establishing and providing library and research services for Parliaments, drawing on the experience of Section members and working with other relevant bodies such as the IPU. Topics currently covered include legislative libraries, research services, ICT and social media.
- Capacity building for staff involved in the development of parliamentary library and research services, often in conjunction with other organisations such as the IPU, Westminster Foundation for Democracy and others. This may be though specialist training workshops, obtaining sponsorship for delegates to attend the conference and WLIC, or in supporting country-specific development projects.
- Strengthening the cooperation between the Inter-Parliamentary Union (IPU) and parliamentary libraries and research services, and exploring possibilities for joint programmes and activities
- Encouraging the establishment of regional groups of parliamentary libraries like the European Centre for Parliamentary Research and Documentation (ECPRD).

Draft Action Plan for 2018/19:

The Section's Action Plan for the coming year is made up from three sets of activities:

- IFLAPARL's ongoing work in support of its objectives (i.e. business as usual),
- Projects and areas of interest suggested by Section members
- Activities designed to support IFLA's Global Vision Opportunities

Objectives *What do you want to achieve?*	Project or activity *What 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 IT?*	Communications *How will you communicate? To whom? By when?*	Success measures *How will you show impact?*	Progress *Report briefly on progress*
1. To increase the effectiveness of parliamentary libraries and research services	No specific activities scheduled in 2018/19 for this objective						
2. To provide a forum for addressing emerging issues related to legislative processes	No specific activities scheduled in 2018/19 for this objective						
3. To promote transparency & strengthening of democratic participation through information about legislation and parliaments to citizens	**3.1** Create case studies of how IFLAPARL has helped developing parliamentary services	Identify & write suitable case studies. Liaise with IFLA HQ about potential advocacy & outreach use.	SC to identify & write by June 2019. Chair/Secretary to liaise with IFLA HQ Apr-Jun 2019	N/A	Publish case studies on website by June 2019 Publicise these with national/regional library associations and IFLA HQ by July 2019 Publicise these at Pre-Conference and WLIC session – August 2019	Level of usage outside IFLAPARL members	
	Intended outcomes:	• Demonstrate practical/tangible benefits of cooperation between IFLAPARL members and partner bodies to support developing parliaments. • Material to use as tools for advocacy and outreach.					
	3.2 Extend the self-population of the digital World Directory of Library and	Promote participation and creation of records	By August 2019, the WDLRSP will have at least 50 records entered by members of the	National Library of Congress of Chile is providing the	Email & Survey Monkey (All)	Continued growth in participation in WDLRSP and	

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	Research Services for Parliaments (c/f from 2017/18)	Update documentation & guidance	IFLAPARL community (All)	technology & support resources required for this project		updating of existing records. Acceptance and use of WDLRSP as a trusted reference tool	
	Intended outcomes:	• Provide a general reference source for parliamentary staff and citizens that provides information about parliamentary libraries and research services around the world, the services offered, along with contact details.					
4. To promote the establishment of libraries and research services as a fundamental component in the development of democratic legislatures throughout the world	**4.1** Work with potential sponsors to assess capacity building opportunities for developing services, including those specifically for young professionals	Set up regular review mtgs with potential partners to identify suitable projects Ask IFLAPARL membership for any proposals from regional groups where capacity building need has been identified	Chair/Secretary to liaise with existing partners (ongoing) Chair to ask IFLAPARL members and regional representatives for suggestions by January 2019	N/A	Communication with SC will be through Basecamp & with membership through listserv	Active capacity building projects or initiatives Sponsorship of places at IFLAPARL pre-conference and/or WLIC	
	Intended outcomes:	• Provide practical assistance to support developing parliaments enhance their services to their Members and citizens. • Capacity building targeted at young professionals as next generation of advocates & leaders in their institutions & profession					

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5. To exchange experience & knowledge and promote networking amongst section members	**5.1** Plan IFLAPARL Pre-Conference in Athens 2019	Develop pre-conference agenda, workshop topics, and potential speakers / workshop leaders	SC to work with Hellenic Parliament – proposal to be agreed by mid-November 2018 Secretary to publish Call for Papers by January 2019 SC to select papers & speakers for programme by March 2019 Pre-conference webpages & registration available by May 2019	N/A	SC to work through Basecamp and communicate with Hellenic Parliament by email Communication with membership through listserv & webpages	Number of members attending pre-conference sessions & workshops Feedback from attendees how useful the training is, practicality and how it will be applied	
	5.2 Plan IFLAPARL session (& joint sessions) at WLIC in Athens 2019	Develop and organize main and joint sessions that meet the needs of IFLAParl members	Identify and develop main and joint sessions by mid-November 2018 (Chair, Secretary) Secretary to publish Call for Papers by January 2019 SC to select papers & speakers for programme by March 2019		Communication with SC will be through Basecamp & with membership through listserv & webpages	Number of members attending conference sessions Feedback from attendees on sessions practicality & applicability	

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	Intended outcomes:	• Provides an opportunity for wider membership to learn about latest projects and topics of interest within Section. *(This is important since most members face similar challenges so new ideas can often be adapted and applied locally.)* • Provides formal & informal networking opportunities for attendees, creates links across the community, and allows discussion of local issues/problems and sharing of experience. These discussions can then continue beyond the pre-conference/WLIC. *(Parliamentary library & research services may not have many local institutions with which they can discuss issues or call on for assistance or guidance. Establishing bilateral and regional contacts with other parliaments can be very beneficial, particularly for small or developing services.)* • Collaborating with other sections for joint sessions provides a more rounded view of a topic from the perspectives of different stakeholders with a broader range of experience and expertise. *(For example, the annual Knowledge Café with the KM and CPDWL Sections allows members to benefit from the experience, techniques and strategies used across a diverse range of libraries, which they can take back to their own workplace.)*					
	5.3 Improve communication within IFLAPARL community	Work with IFLA HQ on the migration of content to the new website. Trial new communications template provided by IFLA HQ. Look to make better use of the website, with greater integration with other communications channels (e.g. email, social media, etc) and content (e.g. newsletter &	Officers to liaise with IFLA HQ – timing will depend on rollout plans. Officers to trial template during first half of 2019, in run up to pre-conference SC to review current communications and develop a new communications plan for the section by August 2019. Develop guidelines for use of section's twitter account.	N/A	SC via Basecamp, Membership initially through email but diversifying into other channels	New communications plan for section Publish guidelines for use of IFLAPARL twitter account (& other social media) More user-generated content on website, in newsletter and on social media Broader involvement in section projects	

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		conference papers/ presentations)				and activities than at present and at an earlier stage	
		More frequent communication with membership to encourage broader participation in section activities	Officers and SC to make more frequent and structured use of listserv and social media to promote discussion amongst membership – through first half of 2019				
	Intended outcomes:	• Greater awareness amongst membership of activities and developments in other legislatures; greater awareness amongst others of IFLAPARL activities. • Communications from the Section follows IFLA standards and best practice. • Greater involvement of membership in IFLAPARL activities through better real-time communications; members feel more connected to and involved with the section.					
	5.4 Explore the use of web-based training platforms & tools	Set up Zoom meeting for SC as a trial as part of pre-conference planning	Chair/Secretary to arrange, SC to participate – by May 2019	No – will just book slot with IFLA to use Zoom	SC to participate as a trial	Feedback from SC	
		Investigate use of webinar & other social media tools to provide training, particularly targeting young professionals (c/f from 2017/18)	By June 2018, test the use of webinar services to deliver training (SC)	Not at feasibility stage	SC via Basecamp	Short list of potential applications that can be used for online training	

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	Intended outcomes:	• Identify means of teleconferencing for Standing Committee between Pre-Conferences/WLICs. *(Basecamp is good for project-related work or for developing and monitoring progress with action plans but there is a need for a virtual equivalent to face-to-face meetings for subjects that benefit from open discussion. Divisional Zoom conference calls have demonstrated value of this and would like to ab able to apply to our Standing Committee.)* • Our services have a lot of similarities and collaboratively produced guidelines have proved an effective tool but take time and resources to put together. We suspect there could be great value in sharing shorter, more focussed learning sessions, webinars, etc., on specific subjects as these should be relatively quick and easy to put together. *This has the potential to create a library of video clips/webinars on a range of subjects that could be shared and re-used across different parliamentary library & research. This could be of benefit to developing parliaments or in supporting young professionals.)*					
	5.5 Trial Commons Library Open Day as a template that could be used by other IFLAPARL members	Organise and stage House of Commons Library Open Day in February 2019, filming/recording sessions, with an emphasis on young professionals. Write report (with link to session recordings) for review by SC, with a view to developing a template for such events elsewhere	Chair to liaise with Commons Library Head of Profession in planning event (through to February 2019) Chair to write/submit report by June 2019; SC to review feasibility of developing a template by August 2019	Event resourced by Commons Library Not at feasibility stage	SC via Basecamp	Feedback from Commons Library event SC review of feasibility of reusing similar model Template produced for staging similar events	

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	Intended outcomes:	• To see whether a form of 'Open Day' currently in use by one member as a means of informing young professionals about the nature of the work we do could be turned into a transferable template that could be used across IFLAPARL institutions as a means of raising awareness of our work and its significance in the democratic process.					
6. To develop and promote standards and best practice in providing information and knowledge to parliaments.	**6.1** Update the Section's publication *Guidelines for Legislative Libraries*	Set up working group to carry out work. Review existing content, changes required & allocate sections to authors Complete 1st draft of revised sections for review by August 2019 Final stages of drafting, review, proofing & production by August 2020	Chair to contact potential working group members – membership to be agreed by January 2018.	None required during drafting. Will need design skills for publication in 2020 (assumption it will be a digital publication) Will look for sponsorship for translation into other languages.	Will be managed as a Basecamp project. Publication will be through IFLAPARL webpages. Communication with potential sponsors will be by email (ongoing).	Working group appointed. Publication of revised edition. Feedback from membership on usefulness of final publication.	
	Intended outcomes:	• Updated guidance, based on the latest best practice across IFLAPARL members, that can be used by all developing parliaments. *(Lillian Gassie gave a presentation at the 2018 WLIC on her survey of IFLAPARL members about how they used the various published guidelines, demonstrating that these still very much have a value as a 'how to' guide and baseline for setting up and running parliamentary services.)*					

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	6.2 Complete work on ethics checklists for parliamentary libraries & research services	Review completed checklists submitted at 2017 Pre-Conferences & produce revised checklists based on feedback Publish revised checklists with accompanying guidance on how they can be used by August 2019 and launch at IFLAPARL Pre-Conference in Athens	IW to lead with support from SC.	N/A	Publish analysis & revised checklists on Basecamp for review by IFLAPARL SC Checklists & guidance will be made available on IFLAPARL web pages; news will be circulated to Section members via listserv	Set of checklists & guidance agreed by SC and published. Feedback from membership on usefulness & applicability.	
	Intended outcomes:	• Provide a set of checklists, based on best practice amongst members, in an area which is becoming increasingly challenging but where is little guidance. *(This is an example of IFLAPARL responding to issues being raised by its members. It's an area which can be contentious for an individual service to address on its own, but where it can benefit from the pooled experience of IFLAPARL as a whole.)*					

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.

This replaces the Project Funding Application form used in previous years. It is therefore **extremely important that you submit it to your Division Chair and HQ by the deadline 30 October 2018.**

The Professional Committee will 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 finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2020.

Project or activity and Main task *Use your list above*	***No resources are being requested by IFLAPARL in 2018/19.***
Resources *Do you need specific skills, money or technology?* **For what do you need resources in relation to this task?** **Match your needs again the resources listed below***	
Amount of funding. **How much money would you like to request from Professional Committee Funds?** *Explain your rationale for the estimated amount in each case.*	
Timing. **When would the money need reimbursement?** *Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances*	

* 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 organiser),
   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: professionalsupport@ifla.org and your Division Chair by 30th October 2018.

Questions?

If you have questions or would like help with your Action Plan, please contact Helen Mandl or Eshka Lake via professionalsupport@ifla.org or your Division Chair. We're ready to help.