# <Insert name of Professional Unit> ANNUAL REPORT 2018-2019

**Introduction**

This Annual Report template corresponds with the Action Plan you prepared for the period 2018-2019. This report is an important way to inform the Professional Committee, your Section’s Standing Committee, members of your Section and the profession around the world about achievements over the past year.

The Annual Reports of all IFLA Sections provide important input to the fulfilment of IFLA’s Professional Programme, Strategic Plan and Key Initiatives, and also contribute to IFLA’s Annual Report.

Please return this form to your Division Chair and the Professional Support Officer ([professionalsupport@ifla.org](mailto:professionalsupport@ifla.org)) by **31 October 2019**.

A summary should be provided to the membership of your Professional Unit and published on your webpage.

More information on Annual Reports can be found in the Officers corner: <https://www.ifla.org/officers-corner/annual-reports>

## PART 1: Projects/Activities

|  |  |
| --- | --- |
| Objective 1 | |
| *As identified in your Action Plan.* | |
| Projects/Activities | Progress |
| *List the Projects you’ve worked on, as identified in your Action Plan.* | *Give brief details, including status (not started, in progress, near completion, completed)* |
|  |  |
|  |  |
|  |  |
| Risks | |
| *Identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them.* | |
| Output | Impact |
| *Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.* | *Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.* |
|  |  |
|  |  |
| Communications | |
| *Describe how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession.* | |

|  |  |
| --- | --- |
| Objective 2 | |
| *As identified in your Action Plan.* | |
| Projects/Activities | Progress |
| *List the Projects you’ve worked on, as identified in your Action Plan.* | *Give brief details, including status (not started, in progress, near completion, completed)* |
|  |  |
|  |  |
|  |  |
| Risks | |
| *Identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them.* | |
| Output | Impact |
| *Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.* | *Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.* |
|  |  |
|  |  |
| Communications | |
| *Describe how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession.* | |

|  |  |
| --- | --- |
| Objective 3 | |
| *As identified in your Action Plan.* | |
| Projects/Activities | Progress |
| *List the Projects you’ve worked on, as identified in your Action Plan.* | *Give brief details, including status (not started, in progress, near completion, completed)* |
|  |  |
|  |  |
|  |  |
| Risks | |
| *Identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them.* | |
| Output | Impact |
| *Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.* | *Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.* |
|  |  |
|  |  |
| Communications | |
| *Describe how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession.* | |

|  |  |
| --- | --- |
| Objective 4 | |
| *As identified in your Action Plan.* | |
| Projects/Activities | Progress |
| *List the Projects you’ve worked on, as identified in your Action Plan.* | *Give brief details, including status (not started, in progress, near completion, completed)* |
|  |  |
|  |  |
|  |  |
| Risks | |
| *Identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them.* | |
| Output | Impact |
| *Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.* | *Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.* |
|  |  |
|  |  |
| Communications | |
| *Describe how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession.* | |

|  |  |
| --- | --- |
| Objective 5 | |
| *As identified in your Action Plan.* | |
| Projects/Activities | Progress |
| *List the Projects you’ve worked on, as identified in your Action Plan.* | *Give brief details, including status (not started, in progress, near completion, completed)* |
|  |  |
|  |  |
|  |  |
| Risks | |
| *Identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them.* | |
| Output | Impact |
| *Please state what the output of your project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it.* | *Describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large.* |
|  |  |
|  |  |
| Communications | |
| *Describe how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession.* | |

## 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 | Role on the Standing Committee (if any) and contribution made to the work of the Professional Unit over the year  *( Chair, Information Coordinator, Project Leader)* | Comments on position  *(resigned, co-opted to fill a casual vacancy, etc.)* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| Add as required |  |  |

|  |  |  |
| --- | --- | --- |
| Names of any other reporting persons | Role  *For example, Corresponding Members* | Comments on position  *(resigned, co-opted to fill a casual vacancy, etc.)* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| Add as required |  |  |

## Professional Unit meetings or conference calls

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

|  |  |  |
| --- | --- | --- |
| Date  *When the meeting was held* | Location or type of meeting  *Physical or virtual meeting (telephone, skype etc)* | Main outcomes  *Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit* |
| 1. |  |  |
| 2. |  |  |

Please retun this form to the Division Chair and Professional Support Officer ([professionalsupport@ifla.org](mailto: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](mailto:membership@ifla.org)).

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