Revised Unit Action Plan –

Introduction

An action plan for your Professional Unit is essential. Your plan will identify your unit's Focus Areas for the next two-year period, as well as the activities you plan to carry out within each area. It will be used together with your Project Funding Request by the Professional Committee to assess funding needs.

 Your unit's Action Plan must:

- Identify 1 to 4 Focus Areas for your unit's work over the next two years
- Describe how at least one of these Focus Areas directly aligns with IFLA's Strategic Directions and Key Initiatives
- Plan specific activities/projects within each Focus Area for the coming year of work
- Propose opportunities for collaboration with other Unit(s) on your planned activities, and/or identify other Unit(s) which may be interested in your activities.
- Indicate which of these activities may need Professional Committee funding to be successful

Focus Areas

Your unit's work should help IFLA address issues related to its Strategic Direction at a global level. Identifying your Focus Areas are an opportunity to demonstrate the value you bring to IFLA within your unit's area of the profession. Instead of naming annual objectives, your unit is asked to identify a minimum of one and maximum of four Focus Areas within which your activities will aim to make an impact. At least one, but ideally all, of these focus areas must directly align with IFLA's Strategic Directions and Key Initiatives. You will be asked to describe how they align in your plan.

Note: do not feel obligated to fulfil the maximum number of Focus Areas. Even if you only identify one, it is more important that your unit determines achievable, dynamic activities within each Focus Area that are within your scope and expertise to successfully carry out.

Timeline

In order to reflect the two-year term of Officers and Standing Committee members, you are asked to plan your unit's Focus Areas for the next two years. Within each Focus Area, you will then identify the specific activities or programmes your unit will plan for the first year.

In the second year, you will be asked to use your Unit Action Plan to identify new activities which follow-up on or continue progress in each of the same Focus Areas.

Describe Activities, Create Task Lists and Determine Resource Needs

In describing your activities for each Focus Area, please determine the most important tasks associated with each action, which individuals will carry out these tasks, and what resources you will need in order to be successful. Every member of your Standing Committee should be involved in some capacity.

This portion of your Action Plan should include:

- Actions: what actions, projects and/or activities will you carry out within your Focus Area?
- Tasks: what specific things need to be done to carry out these actions?
- Responsibilities: who will carry out these tasks and by when?
- Resources: do you need specific skills, money or technology? If your activity will require Professional Committee funding in order to be successful, you will be asked to elaborate on it in the Project Funding Request portion of the document.
- Collaboration with other Units: are you planning activities that would be of interest to other Unit(s)? Is there work on which you would be able to collaborate with other Unit(s) to increase your impact? Identify the Unit(s) that may be interested in your work, or which may be interested in collaborating on your activities.

Measure and share your results

An equally important step to plan for is how you will share your unit's stories, spread information about the activities you are doing, and measure your success to determine result or next-steps. In this process, please consider a strategy to involve and engage with IFLA members who have joined your Section. A communications plan and set of key indicators to determine the success of your unit's action plan is a good way to begin thinking about how to share, grow and evolve your activities as a unit.

This portion of your Action Plan should include:

- A communications plan: how will you share information within your unit and beyond?
- Measurement: what are the key indicators you will use to determine impact?

Process

1. Discuss your proposed Action Plan with all members of your Standing Committee before August.
2. If you have identified work on which you can collaborate, or work that would be of interest to another Unit, contact a representative from the other Unit before August.
3. Confirm your plan and responsibilities of each Standing Committee members at your August meetings.
4. Send your completed action plan and resource requirements to: professionalsupport@ifla.org and your Division Chair by **31 October 2019.**
5. Share your Action Plan with your Unit's members, and upload to your Unit's webpage.
6. Plan to monitor process through regular Standing Committee emails or calls.

Questions?

If you have questions or would like help with your Action Plan, please contact Claire McGuire via professionalsupport@ifla.org or your Division Chair.

Action plan 2019 – 2020

Focus Area 1
Identify, share and promote best practices for open access (OA) with an emphasis on serials and continuing resources

IFLA Strategic Direction
Inspire and Enhance Professional Practice

Key Initiatives	
2.1	Working with colleagues worldwide, the section will identify and promote through its online presence crucial information and ideas about continuing resources in scholarly communication
2.3	Develop and promote documentation for best practices with regard to continuing resources in scholarly communication

Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
☐	SOCRS OA working group (chair: Ezra Shiloba Gbaje) to explore current best practices, evaluate and provide meaningful guidance on their use and value	Identify working group members and assign areas of responsibility Identify and evaluate best practices and determine gaps Post the results of this work online, in a discoverable and accessible format Develop plan for maintaining currency of the best practices documents/webposts	2019-2021

		Map worldwide scientific and professional events related to OA for serials and other continuing resources	

How will you communicate your activities and results?
We shall use our website, promoted further through our blog and social media accounts.

How will you measure the impact of your activities?
Use of the resources we are providing, evaluated both through web metrics and through feedback from users. To collect feedback from users, we will explore engaging them through a survey question presented at the point of use.

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.
CLM Advisory Committee; Library Publishing SIG;

Focus Area 2
Assess existing scholarly communication metrics schemes

IFLA Strategic Direction
Inspire and Enhance Professional Practice

Key Initiatives	
2.1	Working with colleagues worldwide, the section will identify and promote through its online presence crucial information and ideas about continuing resources in scholarly communication
2.3	Develop and promote documentation for best practices with regard to continuing resources in scholarly communication

Funding Needed	**Projects/Activities**	**Tasks & Responsibility**	**Timeframe**
☐	SOCRS metrics working group (chair: Danyelle Silva) to explore and evaluate the metrics used for assessment of value and impact in scholarly communication	Identify working group members and assign areas of responsibility	2019-2021

		Identify and analyse various metrics currently in use
		Post the results of this work online, in a discoverable and accessible format
		Develop plan for maintaining currency of the information
		Map worldwide scientific and professional events related to metrics for serials and other continuing resources

How will you communicate your activities and results?

We shall use our website, promoted further through our blog and social media accounts.

How will you measure the impact of your activities?

Use of the resources we are providing, evaluated both through web metrics and through feedback from users. To collect feedback from users, we will explore engaging them through a survey question presented at the point of use.

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.

Committee on Standards

Focus Area 3

Publish and promote learning about grey literature, including, searching for promising findings and best practices of grey literature use and collection development

IFLA Strategic Direction

Inspire and Enhance Professional Practice			
Key Initiatives			
2.3	Develop and promote documentation for best practices with regard to continuing resources in scholarly communication		
Funding Needed	**Projects/Activities**	**Tasks & Responsibility**	**Timeframe**
☐	Meg Mering, Sharon Dyas-Correia, and Sandy Roe to lead an effort to publish some of the findings reported at the Grey Literature satellite meeting held on 23 August 2019	Explore open access options for Satellite authors to contribute papers Communicate with authors and devise timeline for submission, acceptance	2019-2020
How will you communicate your activities and results?			
Publish the grey literature papers and promote further through our website, blog and social media accounts.			
How will you measure the impact of your activities?			
Standard metrics for publications both digital and physical.			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
National Libraries			

Project Funding Request 2019 – 2020

Name of Professional Unit:

Project or activity *Use your list above*	
Resources and Amount of Funding **For what do you need resources in relation to this task? What is the estimated amount of funding required for these resources? Refer to the Project Funding Request Criteria.**	
Estimate time and cost. *Give a breakdown of the tasks in your project that require funding . Give an estimate for the work time and funds dedicated to each task.*	
Reimbursement. **When would the money need reimbursement?** *Usually reimbursements are made following completion of the work, however, pre-payment can be arranged in some circumstances*	

Project Funding Request Criteria

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. Consultancy –
   a. If you require the work of a consultant or a service, you should contact IFLA HQ to discuss this. Consultancy fees will be funded at the discretion of the Professional Committee and/or Governing Board only if they feel it is adequately justified. Provide full details giving the reasons for selection, details of the chosen consultant, and exact descriptions of what the consultant will do. If approved, a contract will then be written for a defined service or delivery of a specific product and signed by the Secretary General. Please note, other than in exceptional cases, projects requiring funding should already be within the scope of a unit's expertise.

8. Other - funding item not covered by the categories above.