

## ACTION PLAN for Professional Units

### Introduction

An **action plan** for your Professional Unit is essential. It should answer the following questions:

- What are you going to achieve this year? These are your **Objectives**
- What will you do to meet your objectives? These are your **projects or activities**
- What are the specific things you will do on each project or activity? These are the **tasks**
- Who will do the tasks? When will they do them? How will they do them? What do they need? These are **responsibilities, timeline and resources**
- How will you communicate your achievements? This is the **communications plan**
- How will you know you have succeeded? These are the **measures of success**

When you implement your Action Plan, you should constantly monitor and report back on your progress. We recommend that you report on progress at least monthly to your Section Standing Committee, and quarterly to your Members, Division Chair and IFLA Headquarters.

Your Action Plan should be done within the context of the new IFLA Strategic Plan and the IFLA Key Initiatives 2015-16. These are available at:

<http://www.ifla.org/node/9878>

### Getting started

**Name of Professional Unit: Bibliography Section Standing Committee**

**Objectives of Professional Unit/Strategic Programme Committee 2015-16:** (*We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan and, most importantly, the Key Initiatives 2015-16*)

1. Establishing National Bibliographic Services as critical community assets, thus contributing to the Key Initiative 1.5 (Changing the mindset to achieve the vision of libraries as critical community assets) as well as the Strategic Direction 2 (Information and Knowledge)
2. Developing Best Practices for National Bibliographic Agencies in a time of great change in the information environment, thus contributing to the Key Initiative 2.1.1 (Develop an evidence base and resources)

Objectives <i>What do you want to achieve? Use your list above</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements? To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here the progress of your work, at least every month</i>
<b>1. Establishing National Bibliographic Services as critical community assets</b>	Start a broad and international discussion on the purpose and value of National Bibliographic Agencies in a digital age.	Expand the section on the topic in the Best Practice	The editorial working group for the Best Practice for National Bibliographic Agencies in a Digital Age, Draft version provided by Miriam Nauri 18 January		Close communication (electronically) and frequent check-in with editorial board, holding to timeline	By measuring if the issues we discuss in the Best Practices as well as the Best Practice itself are referred to in other contexts.	
		Organize an open session on how open national bibliographic data can be used to create new knowledge	Follows the timelines stated by IFLA HQ for planning of open sessions. The arranging team consists of Rebecca Lubas, Anke Meyer-Hess, Grazyna Federowics, Anders Cato and Miriam Nauri.		Advertise call for papers widely on electronic mailing lists and relevant social media groups; advertise session in advance of congress	By measuring the amount of paper proposals and attendees.	
Section recruitment	Approach new possible	Each member of the SC has a responsibility for		Discuss on Section electronic mailing	By measuring		

	<p><b>Member institutions, as well as possible individual Corresponding Members, especially from Africa, South America and Oceania</b></p>	<p>promoting the work of the Section in their own network. The process of updating the National Bibliographies Register also provides an opportunity for connection.</p>	<p>list, set a goal of asking each section member to do one unique outreach activity (such as promoting Section to a professional group they belong to) and report back to the Section</p>	<p>if we have succeeded in recruiting new members to the Section and new Corresponding members to the SC.</p>		
<p><b>2. Developing Best Practices for National Bibliographic Agencies in a time of great change in the information environment</b></p>	<p>Enhance and expand the Best Practice for National Bibliographic Agencies in a Digital Age with more examples and guidelines</p>	<p>Adopt the work cycle for continual enhancement proposed in the Project report.</p>	<p>The editorial working group (main editor Rebecca Lubas) Proposed updates will be provided to the section for review after having been reviewed by experts on May 16. New content will be published on the site on 1 August.</p>	<p>Collaboration with Classification &amp; Indexing SC on the chapter on Subject Access?</p>	<p>Frequent communication &amp; check-in with Section members who volunteered to update sections of the document</p>	<p>By measuring if the issues we discuss in the Best Practices as well as the Best Practice itself are referred to in other contexts.</p>
	<p>Update and Integrate the National Bibliographic Register into the Best Practice site.</p>	<p>Pat Riva, by 1 August</p>	<p>Collaboration with National Libraries SC?</p>	<p>Promote the site on Section blog and have each member of the Section announce to professional groups.</p>	<p>By confirming that the two services are integrated. By measuring the responses we get in</p>	

Possibly also integrate the NB-register with the register of National Libraries?	requesting updated information for the Register.
3.	
4.	
5.	

## Next steps

Please send your completed Action Plan to Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) and Division Chair by 30<sup>th</sup> October 2015.

## Questions?

If you have questions or would like help with your Action Plan, please contact Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)). We're ready to help.