

IFLA Section on Library Services to Multicultural Populations
Work Schedule March 2012-August 2012

Please respond to Anne Kristin when a job is done

	Theme	Member Responsible/Lead	Deadline
1	Manifesto		
	Toolkit project	Tess, Loriene, Mijin, Esin	Asap
	Future strategies funding	Tess	Continuing
	Translation of Manifesto: Chinese, Arabic by IFLA HQ	HQ	completed
	Translation of Manifesto: Turkish	Esin	Asap
	English version put in the IFLA house style	HQ	Asap
	Web-page:		
	The UNESCO logo and the IFLA-logo in the manifest in all languages	Jack	Asap
2	IFLA Funding for projects - apply for money		
	Toolkit - Phase II	Tess	Asap
	Translations	Tess	Asap
	IFLA SIG	Loriene	Asap
3	Revision of Leaflet	Mijin	Asap
4	Guidelines:		
	Arabic, Chinese	HQ	Asap
	Submit presentations to put on website	All members	Asap
	Translations of summary:		
	Spanish	Susana	Asap
	Swedish	Ann Katrin	Asap
	Romanian	Simona	Asap
	Danish	Susy	Asap
	Chinese Russian	HQ	
5	Apply for money/Report on Finances for 2013: SIG	Loriene	Asap
	Apply for money/Report on Finances for 2013: The section - admin money	Anne Kristin	
6	Mid Year meeting in Switzerland - program and preparations	Ruth	Asap
8	Satellite meeting 2012 in Lappeenranta		
	Statement for the conference	Leena	Asap
9	IFLA conference in Singapore		
	Working group for Singapore	Stephen, Lea, Svetlana, Anne	Asap

10	Pictures presentation of the Section's anniversary, use the pictures on our web Perhaps Flickr	Jack/Tess/Esin	Asap
11	Choose a new head for the SIG Submmitsection's letter of support of SIG to HQ	Loriene Tess/Loriene	Asap by Nov.
12	Recruitment of new Committe members in Singapore More members; every SC-member must get 2 new Section-members Choose new secretary after Singapore at the midyearmeeting	All members All members, every year All members	Continuing Continuing
13	Section's Action Plan for 2013-2014	Tess	Asap
14	Marketing materials, order new USB's	Susy	Asap
15	Section IFLA-website web editor SIG IFLA-website web editor Like our page! Share our facebookpage! Litserv set up	Jack Jack All members Jack/Tess	Continuing Continuing Asap Asap
16			
	Newsletter (Send to Anne Kristin and Lea): Chair's column From the conference in Lappeenranta Helsinki IFLA session meeting Indigenous (SIG) column "Love and forgiveness"-conference Column of Sc members upcoming events Endpage with contact information and presentation of us Facebook/twitter/Flicker/Linkn-list - our social media work Action plan- presentation Toolkit - news		Send to Anne Kristin: before 15 Oct. before 15 Oct. before 15 Oct. before 15 Oct. before 15 Oct. before 15 Oct. before 15 Oct. before 15 Oct. before 15 Oct. before 15 Oct.
	Presentations of what is going on in your country about MCLS Photos	All members All members	before 15 Oct. before 15 Oct.
18	Newsletter; Management Desktoping Editing Read through the newsletter before it comes out		
19			
	If speaking somewhere about the Section and its work: send note to Tess Members' speaking calendar	All members Jack	Continuing Continuing