

## 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:**

**Objectives of Professional Unit/Strategic Programme Committee:** *(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)*

1. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
2. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
3. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
4. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
5. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*



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.Meeting the needs of transgender and gender non-conforming (GNC) community members</b>	Create a crowd-sourced map of worldwide all-gender bathrooms emphasizing libraries	1. Identify existing resources 2. Add libraries and other locations 3. Create map 4. Make them searchable	Julie and other members of the SIG Complete by 2019.	Need access to Internet. Skills: Ability to create map.	Communicate to LGBTQ+ organizations, social services organizations, including those who work with refugees and those who are experiencing homelessness	Number of people who contribute and access the map	
<b>2. Meeting the needs of transgender and gender non-conforming (GNC) community members</b>	Create a how-to guide for library organizations to establish all-gender bathrooms at library conferences	1. Identify existing guides 2. Tailor to library conferences	Julie and other members of the SIG Complete by end of 2018	Access to Internet Skills: Writing, clarity	Communicate to all library organizations	1. Responses from library organizations 2. Responses from conference attendees	

<b>3. International repository of LGBTQ+ groups in libraries associations</b>	Identify libraries associations in various countries if there is LGBTQ+ working group to build a repository (if needed : add "best practice" examples and case studies section)	Thomas Chaimbault and other members of the SIG. By September 2018	No special need	Communication on the SIG's social networks + Ask each LGBTQ+ working groups to communicate about it	The repository itself at first then if it may be downloaded
<b>4. Foster communication about the SIG</b>	Foster communication about the SIG	1. Continue to develop the SIG's website. 2. Continue to develop social networks communication	Anne (Twitter, blog) and other SIG member (Facebook)	Anne needs access to IFLA website to update SIG's page – attempts to contact IFLA about this have been unsuccessful. Another member of the SIG to volunteer to help with Facebook.	Communicate via Twitter, Facebook, blog and IFLA website page. By the end of 2018.
<b>5. Encourage diversity of gender, nationality, languages and professional backgrounds in the SIG</b>	Pay attention to diversity when organizing groups for programs, selecting papers and communication in different languages on social media	Increase social media in languages other than English. Increase membership of the SIG.	All members of the SIG, particularly members of the SIG who speak other languages.	Need to train members who speak languages other than English in using FB and Twitter. Be mindful & selective when choosing papers	Communicate via Twitter and Facebook channels.

for conference  
sessions.

## 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 2016.

## 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.