ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2016 - 2017

Name of Professional Unit: IFLA Cataloguing Section (CATS)

Scope of Professional Unit: The Cataloguing Section analyses the functions of cataloguing activities for all types of material and media, including both bibliographic and authority information, for the benefit of all users.

The Section proposes and develops cataloguing rules, guidelines, and standards for bibliographic information, taking into account the developing of electronic and networked digital environments in order to promote universal access to, and exchange of, bibliographic and authority information.

Objectives of Professional Unit 2016-17:

1. Further common understanding of the IFLA UBC standards
2. Smooth transition of the formal responsibility for the FRBR RG and the ISBD RG from the CATS to the CoS
3. Ongoing work with development and maintenance of IFLA standards
4. Continue to strengthen the cooperation with other IFLA UBC Sections, more specifically the Bibliography Section and the Subject Analysis and Access Section
5. "Business as usual"

These objectives all fall within the scope of the first IFLA strategic direction 2016-2021: "Libraries in society". They are also closely tied to key initiative 1.4: "[promote] IFLA standards to support libraries in the provision of services to their communities". The key initiative text goes on to state that this is achieved by "developing and continuously updating IFLA Standards and Guidelines, promoting their uptake by libraries worldwide", another key object of the CATS SC work.

Objectives	Project or activity	Main tasks	Responsibilities and timeline	Resources	Communications	Measures of success	Progress
1. Further common understanding of the IFLA UBC standards.	1.1 Put together a short report, building on a common understanding within the CATS SC about the IFLA UBC standards. What type of standard are they, how do they interrelate, what dependencies are there among them?	1.1.1 Start discussion within smaller group? 1.1.2 Report progress to the CATS SC before midterm meeting, allowing for discussion? 1.1.3 Put together short report	1.1.1 Use the already established group as a starting point/ motor for the work 1.1.2 Working group, March 2017 1.1.3 Working group, May/June 2017		The result should be submitted to CoS, IFLA PC and all UBC sections. Depending on the report format, it could be included in our metadata newsletter.	Strategic discussion and decisions building on communal understanding of standards, their scope and use. An important goal is to give CoS and IFLA PC a clear picture of this.	
2. Smooth transition of the formal responsibility for the FRBR RG and the ISBD RG from the CATS to the CoS	2.1 Support the transition and clarify the respective roles of the CATS and the CoS towards these groups	Contact CoS and offer our support (via SC chair and CoS member Miriam Säfström). Keep contact with RG:s via RG chairs				The RG:s experience that they can do their work being backed up by IFLA CoS and PC regarding strategic direction and by CATS regarding the content of the standards.	
3. Ongoing work with development and maintenance	3.1 ICP		ICP WG, led by Agnese Galeffi			New version of ICP approved and published as an IFLA standard.	

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of IFLA standards						Other standards building on revised ICP concepts.	
	3.2 PRESSoo Prepare the approval of PRESSoo model as IFLA standard and publish it	3.2.1 Send the PRESSoo 1.3 version to CoS for review 3.2.2 Answer to potential CoS comments and/or modification requests and re-send the updated version 3.2.2 In case of validation, publish the new standard on IFLA website, provide explanations on the objectives of the standard and PRESSoo RG; promote the standard on several websites + social media	3.2.1 Clément Oury, chair of PRESSoo RG and Miriam Säfström [October/November 2016?] 3.2.2 PRESSoo RG [when CoS answers are received]. 3.2.3 PRESSoo RG + CATS information coordinator [in case of validation]			PRESSoo approved and published as an IFLA standard.	
	3.3 NoP: Continue the updating and publishing of Names of Persons files	Contact national agencies, send and receive forms and prepare for publishing	María Violeta Bertolini, Milena Milanova, Ricardo Santos				
	3.4 Anonymous classics	Explain the lack of a Latin amerian Anonymous Classic on	Agnese Galeffi, Ricardo Santos				

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		our website. Make contact information for the draft on African Anonymous Classic.	and María Violeta Bertolini				
	3.5 Prepare and start the revision of Guidelines for Authority Records and References (GARR).	3.5.1 Establish a working group for the revision of the current GARR document. This group should consist of members from/be liaisoned with CATS, SAA, BIBS, LIDATEC, CoS and VIAF.	GARR WG, led by Barbora Drobikova				
	3.6 Reclaim ownership of MulDiCat	3.6.1 Contact CoS who now have MulDiCat on their agenda. 3.6.2 Make a short status report on the current state of MulDiCat, from which the CATS SC can decide on forms for future governance and revision. (3.6.3 depending on 3.6.2)	3.6.1 SC chair and CoS member Miriam Säfström, October 2016. 3.6.2 Not decided yet [December 2016] (3.6.3)			MulDiCat is updated, well-known and used in relevant contexts.	
4. Continue to strengthen the cooperation	4.1 Joint metadata newsletter	4.1.1 Publish issue 4 and 5	4.1.1 Newsletter editor Unni Knutsen,				Issue 4 under

Objectives	Project or activity	Main tasks	Responsibilities and timeline	Resources	Communications	Measures of success	Progress
with other IFLA UBC Sections			December 2016 and June 2017				way (End Oct)
	4.2 Joint metadata reports session at IFLA WLIC 2017	4.2.1 Contact other UBC chairs, decide on session format and a "plan B" 4.2.2 Apply for timeslot, using programme enquiry form If approved: (4.2.3 Arrange session) (4.2.4 Advertise session)	4.2.1 CATS SC chair, before November 1st 4.2.1 CATS SC chair, on or before November 1st (4.2.3 CATS SC member (not decided yet) with volunteers from BIBS SC and SAAS SC, May/June 2017.) (4.2.4 All UBC section members, from when the session is approved.)				4.2.1-2 Done (Oct 2016)
5. "Business as usual"	5.1 Minutes, annual report and action plan		5.1 CATS secretary and chair, with input from whole SC				Done (Oct 2016)
	5.2 Newsletter (see point 4 above)	5.2.1 Publish issue 4 and 5 5.2.2 Providing content for newsletter	5.2.1 Newsletter editor Unni Knutsen				Ongoing

Objectives	Project or activity	Main tasks	Responsibilities and timeline	Resources	Communications	Measures of success	Progress
			5.2.2 All SC members Newsletter is scheduled for December 2016 and June 2017				
	5.3 Maintaining website		5.3 Information coordinator Agnese Galeffi				Ongoing
	5.4 Membership recruitment	5.4.1 Translating and posting call for new members 5.4.2 Target geographic areas from which we lack representation by contacting local library associations or national/university libraries (see http://www.ifla.org/mlas/mailing-list)	5.4.1 All SC members. Translation to Italian (Massimo Gentili-Tedeschi) 5.4.2 Not decided yet				
	5.5 Midterm meeting April 2017 in Prague, Czech republic	5.5.1 Post Doodle for finding date 5.5.2 Preparing agenda 5.5.3 Arrangements in Prague	5.5.1 SC Chair, October 2016 5.5.2 SC Chair and secretary, with input from whole SC, December 2016			5.5.1 Done (Oct 2016)	

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		5.5.4 Communication about and around the meeting					
	5.6 Open session at IFLA WLIC 2017	5.6.1 Decide on topic, draft Call for papers (CfP) 5.6.2 Establish programme committee 5.6.3 Decide on format, timeframe for CfP (if this will be used), submissions and such. Apply for timeslot, using programme enquiry form. 5.6.4 Send out CfP (if this will be used) 5.6.5 Choose presentations, finalise programme, arrange for translations into official IFLA languages	5.6.1-2 SC Chair sends out question. Decision by whole SC. Programme committee not established yet 5.6.3-5.6.5 Programme committee, as established in 5.6.2. Deadlines as to timeframe decided (5.6.3).			5.6.1, 5.6.3 Done (Oct 2016)	

(No resource requirements)

Resource requirements

If you wish to request resources for any of your planned activities, ensure the details above are complete, then copy the project and task details from above and add the necessary detail below.

This replaces the Project Funding Application form used in previous years. It is therefore **extremely important that you submit it to your Division Chair and HQ by the deadline 30 October 2016.**

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2017. Following confirmation of the level of PC Funds for 2017, the Division Chairs and HQ Professional Support Officer will communicate with Units in January/February to finalise the details. The PC would also appreciate hearing about resource requirements you already anticipate for 2018.

Project or activity and Main task *Use your list above*	
Resources *Do you need specific skills, money or technology?* **For what do you need resources in relation to this task? Match your needs again the resources listed below***	
Amount of funding. **How much money would you like to request from Professional Committee Funds?** *Explain your rationale for the estimated amount in each case.*	

Timing. **When would the money need reimbursement?** *Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances*	

* Resources

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

Next steps

Please send your completed Action Plan to Joanne Yeomans (joanne.yeomans@ifla.org) and your Division Chair by 30th October 2016.

/Submitted respectfully 30th October 2016