

## ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2018 - 2019

### 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**

This year the action plan document can be combined with your request for funding. The Professional Committee will consider both in tandem and this reduces the amount of work for you. Therefore, **there will not be a separate project funding call this year.**

### Process

Your action plan for the next year should be discussed during your standing committee meeting in August and either agreed upon then in person, or by virtual means shortly afterwards. It should be submitted to IFLA Headquarters and your Division Chair in October so that they can analyse it for discussion and planning during the PC meeting in December. At this time we also recommend you share an overview of your Action Plan with your Section Members, alert them to any work you would like them to contribute to, and invite them to comment.

When you implement your Action Plan, the activity coordinators or task leaders should frequently monitor and report on progress to the Standing Committee so that any delays can be identified and rectified.

We recommend that you share your action plan with your Standing Committee via, for example, *Google Docs* or in a *Basecamp project space*, so that you can continually update it and share progress during the year. You should ensure the action plan reports are updated more formally at least every four months (around October, February and June) and shared with your Standing Committee, as well as your Members and your Division Chair.

Your Action Plan should be prepared within the context of the IFLA Strategic Plan 2016-2021. These are available at: <http://www.ifla.org/node/9878>

***You may delete any explanatory text from your completed Action Plan.***

## **Action plan 2018 – 2019**

**Name of Professional Unit: IFLA LGBTQ Users Special Interest Group**

**Objectives of Professional Unit 2018-19:** *(We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan 2016-2021.)*

- 1. Provide guidelines for LGBTQ+ library services and collections around the world **Promoting IFLA Standards to support libraries in the provision of services to their communities*****
- 2. To increase awareness of LGBTQ+ issues as they relate to libraries **Introducing libraries on the agenda of international organisations (eg. LGBTQ+ organisations)*****
- 3. To reduce inequalities for LGBTQ+ people, both as clients and staff in libraries **Promoting libraries within the United Nations 2030 Agenda for Sustainable Development (eg. Goal 10: Reduce inequalities)*****
- 4. To provide a safe space for LGBTQ+ library professionals and their allies to meet **Strengthening IFLA by building regional and sectoral capacity and participation across our activities*****

<b>Objectives</b> <i>What do you want to achieve? Use your list above</i>	<b>Project or activity</b> <i>What project or activity are you going to do?</i>	<b>Main tasks</b> <i>What are the specific things you need to do?</i>	<b>Responsibilities and timeline</b> <i>Who will do them and by when?</i>	<b>Resources</b> <i>Do you need specific skills, money or technology?</i>	<b>Communications</b> <i>How will you communicate your achievements? To whom? By when?</i>	<b>Measures of success</b> <i>How will you show the impact of your work?</i>	<b>Progress</b> <i>Report here briefly the progress of your work, at least every month</i>
<b>Develop an international Guidelines for LGBTQ+ collections, services and employment in libraries</b>	1.1 Distribute a survey for librarians around the world asking what they need help with	<p>1.1.1 Decide on the questions to ask in the survey</p> <p>1.1.2 Choose a platform to host the survey eg. Survey Monkey</p> <p>1.1.3 Email Section Chair to ask for contacts to distribute the survey</p> <p>1.1.4 Distribute the survey</p>	<p>1.1.1 Julie, Rachel, Leigh, Noemi and Thomas. 10 November 2018.</p> <p>Meet as subcommittee to discuss survey questions</p> <p>1.1.2 Julie. December 2018. Contact Section Chair for help with names of library professionals around the world to distribute the survey to.</p> <p>1.1.3 All. March 2019. Distribute survey to library contacts.</p> <p>1.1.4 Anne. March 2019 Distribute survey - social media</p>	<p>Access to survey platform</p> <p>International library contacts</p>	<p>Rachel to embed the survey in the SIG's website</p> <p>Anne to promote the survey on the SIG's social media (Facebook and Twitter)</p> <p>Discuss the results of the survey at conference session WLIC2019</p>	<p>Significant responses to the survey</p> <p>Responses to the survey from regions across the world</p> <p>Data from the survey sufficient to begin writing Guidelines</p>	

<b>2. Host a conference session at WLIC2019</b>	2.1 Write & distribute a Call for Papers (CFP)	2.1.1 Decide on a theme	2.1.1 All. Oct-Nov 2018. Ongoing discussion of conference theme.	Funding to produce pronoun pins	Rachel to write about conference session on IFLA LGBTQ Users SIG web page	Substantial attendance at conference session in person
		2.1.2 Write CFP	2.1.2 Anne. Nov 2018 Write CFP		Anne to monitor social media and promote outcomes of the session on Twitter and Facebook	Discussion of conference session on social media
		2.1.3 Distribute CFP on IFLA listerv & SIG social media, advertise with national library associations	2.1.3 Anne. Distribute CFP on IFLA listerv & SIG social media			Sign up for new members of the SIG
	2.2 Choose conference session speakers	2.2.1 Read conference paper proposals	2.2.1 All. March 2019. Read conference paper proposals.			
		2.2.2 Meet as a group to discuss final choice of speakers	2.2.2 All. March 2019. Decide on final selection of speakers			
	2.3 Advertise session	2.3.1 Advertise session on SIG social media (Twitter & Facebook) and with national library associations and	2.3.1 All. April-Aug 2019 Advertise session within workplaces and national library associations. Anne to advertise on social media			

LGBTQ+ groups						
<b>Develop bibliographies of LGBTQ+ books in different countries</b>	1.1 Create a bibliography of LGBTQ+ recommended books for at least three of our SIG member countries	1.1.1 SIG members to start compiling lists of fiction, non-fiction, YA and children's books in their countries	1.1.1. Noemi (Hungary), Tomislav (Macedonia), Anne (Australia), Thomas (France). April 2019. Each create lists of LGBTQ+ books from their country and distribute to group  1.1.2 Anne. 17 May 2019. Promote lists on social media for International Day Against Homophobia, Transphobia and Biphobia	Web design and authoring skills to enhance the lay out of the lists	Anne to promote bibliographies on social media  Rachel to add bibliographies to IFLA LGBTQ Users SIG webpage	Feedback from library professionals  Number of retweets, likes and shares

## 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 2018.**

The Professional Committee will agree in the December PC meeting a draft allocation of funds for anticipated reimbursements during 2019. Following confirmation of the level of PC Funds for 2019, 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 2020.

<p><b>Project or activity and Main task</b> <i>Use your list above</i></p>	<p>Host a conference session at WLIC2019</p>
<p><b>Resources</b> <i>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*</i></p>	<p>Conference session to include giveaways of pronoun pins (eg. She/Her, He/Him, They/Them) and funding is needed to produce the pins (50-100).  Resources: 7. Other</p>
<p><b>Amount of funding.</b> <b>How much money would you like to request from Professional Committee Funds?</b> <i>Explain your rationale for the estimated amount in each case.</i></p>	<p>\$400</p>
<p><b>Timing.</b> <b>When would the money need reimbursement?</b> <i>Usually reimbursements are made on production of invoices following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	<p>By 30 June 2019</p>

## \* 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: [professionalsupport@ifla.org](mailto:professionalsupport@ifla.org) and your Division Chair by 30<sup>th</sup> October 2018.

## Questions?

If you have questions or would like help with your Action Plan, please contact Helen Mandl or Eshka Lake via [professionalsupport@ifla.org](mailto:professionalsupport@ifla.org) or your Division Chair. We're ready to help.