

IFLA Section on Library Services to Multicultural Populations
Work Schedule August 2007 - March 2008
Please respond to Susy when a job is done



	Theme	Officer in Charge	Deadline
1	Revise list of committee members/information from HQ	Susy	As soon as possible
2	Memberlist update, send to Clara	Susy	As soon as possible
3	Manifesto (to be approved by UNESCO)	Kirsten	As soon as possible
4	Revision of "Definition...". Send an electronic draft to Susy	Clara, (Kirsten, Mijin)	After Manifesto
5	Revision of leaflet, ask Edgardo for help	Susy	Before midwinter
6	Translations:		
	Ten reasons.... Arabic, Chinese	Souad?, Clara?	As soon as possible
	Definition...	All Members	After revision
	Leaflet	All Members	After revision
7	Send revised "Tips for Organizing a Satellite...." to Susy	Ann-Katrin	As soon as possible
8	Look into the possibilities/gifts for speakers and hosts	Mijin, Susy	Midwinter
9	Strategic Plan, draft from March 2007, comments to Susy	All Members	October 10th.
	Best practice	Clara	Done
	Revise mission	Benedikte, Clara, Christine, Kirsten	
10	Revision of Guidelines; All comments to Robert:		
	At least 2 examples of "Best Practice" from all members	All Members	End of September
	A quotation from a library politic, from all members	All Members	End of September
	Follow up revision of Guidelines	Robert	Midwinter
11	Follow up and revise the list server with new members	Clara	As soon as possible
12	Recruitment. Send out the electronic draft	Clara	As soon as possible
	Comments to Clara	All members	November 15th.
13	More members; every SC-member must get 2 new Section-members	All members	December 1st.
14	Write to Edgardo's blogger	All members	As soon as possible
15	Programme for pre-conf. in Vancouver	Mijin	Status on midwinter

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16	Programme for Quebec	Mijin, Susana, Ariel	Status on midwinter
17	Establishing a working group for Milan 2009	All members	Midwinter
18	Newsletter (Send to Susy):		
	Photo and a short biography	All new members	October 23th.
	Toronto study tour	Flemming	October 23th.
	First SC meeting, send to Susana	All new members	Before October 23th.
	About leaving the Section	Kirsten	October 23th.
	Report from Pretoria	Ann-Katrin, Adriaan	October 23th.
	Highlights from Pretoria	Yasuko	October 23th.
	Summary from Durban	Ayub, others?	October 23th.
	Vancouver	Mijin	October 23th.
	Quebec	Mijin	October 23th.
	Russian Library Association; Round Table	Irene Chadnova	Done
	List of Committee members	Susy	Done
	Photos	All Members	October 23th.
	Ask Edgardo for drawings	Susy	Before October 23th.
	Any other important information	All Members	October 23th.
19	Article for IFLA Express	Volker	??
20	Suggestions for mid-year meeting 2008	Volker, Ann-Katrin	October 15th.