

IFLA Section on Library Services to Multicultural Populations
Work Schedule August 2009 - February 2010

Please respond to Susana when a job is done

| | Theme | Officer in Charge | Deadline |
|----|------------------------------------------------------------------------|-----------------------------------------------------|-----------------|
| 1 | Revise list of committee members/information from HQ | Susy | Done |
| 2 | Memberlist update | Susy | Done |
| 3 | Manifesto (to be approved by UNESCO) | Kirsten | Asap |
| 4 | Revision of "Definition...". Send an electronic draft to the Secretary | Clara, (Kirsten, Mijin) | After Manifesto |
| | Revision of Leaflet, new draft | Susana, Ayub, Yasuko | Midyear meeting |
| 5 | Revision of Guidelines: | Robert (Chair) | Done |
| | Funding, administration | Susy, Mijin | Continuing |
| 6 | Translations: | | |
| | Manifesto. We will wait for UNESCO | | |
| | Guidelines: French, Spanish, German, Russian, Chinese, Arabic | Mijin, Susana, Volker, Irene, Language Center, Ayub | |
| | Guidelines, other languages | All Members | |
| | Ten reasons.... Armenian, others? | Clara, others? | Asap |
| | Definition... | All Members | After revision |
| | Leaflet | All Members | After revision |
| 7 | Apply for money: SIG | Loriene, Mijin | Oct. 31. |
| | Manifesto | Kirsten, Susy, Mijin | Oct. 31. |
| | Guidelines | Susy, Mijin | Oct. 31. |
| 8 | Send "Tips for Organizing a Satellite Meeting" to IFLA HQ | Mijin | Asap |
| 9 | Midyear meeting, Moscow | Svetlana, Galina | Asap |
| 10 | WLIC Gothenborg 2010, working group | Fred, Ruth, Volker | Midyear meeting |
| | Satellite conference Copenhagen 2010, working group | Flemming, Susy, others? | Asap |
| 11 | Study tour, New York, 2011 | Fred, Tess, Yasuko | Gothenborg |
| 12 | Recruitment strategy | Clara | Asap |
| 13 | Ask Magda Bouwens for a list of national members | Mijin | Asap |
| 14 | More members; every SC-member must get 2 new Section-members | All members, every year | Before November |
| 15 | Strategic Plan, to be revised | Mijin, Susy | Asap |
| 16 | Facebook | Clara | Asap |
| 17 | Marketing materials | Susy | Asap |
| | Gifts for speakers and hosts | Susy | Asap |
| | T-shirts | Ann-Katrin | Asap |
| 18 | Follow new IFLA-website | Susana, Jack | Continuing |
| 19 | Newsletter (Send to Susana): | | Send to Susana: |
| | Chair's column | Mijin | Oct. 31. |
| | Photo and a short biography | Ariel, Svetlana | Oct. 31. |
| | Photo and a short biography, new members | Oksana, Olga, Jack, Loriene | Oct. 31. |
| | Manifesto update | Kirsten | Oct. 31. |
| | Guidelines update | Robert | Oct. 31. |
| | Recruitment Strategy | Clara | Oct. 31. |
| | Indigenous Discussion Group (SIG) | Loriene | Oct. 31. |
| | Conferences 2009 in: Milan | Susana | Oct. 31. |
| | Palermo | Ann-Katrin | Oct. 31. |
| | New website | Jack, Susana | Oct. 31. |

| | | |
|-----------------------------|-------|----------|
| Impressions from a newcomer | Steve | Oct. 31. |
|-----------------------------|-------|----------|

| | | | |
|-----------|-----------------------------------------------------|----------------------------|------------------------|
| | Conferences 2010 in: Gothenborg | Ann-Katrin | Oct. 31. |
| | Copenhagen | Flemming, Susy | Oct. 31. |
| | Midyear meeting in Moscow | Svetlana | Oct. 31. |
| | Welcome to new members | Volker | Oct. 31. |
| | Funding and resources | Tess | Oct. 31. |
| | Photos | All Members | Oct. 31. |
| | Any other important information and features | All Members | Oct. 31. |
| | | | |
| 20 | Newsletter; Management and Redesign | Tess, Anne, Lourina | Midyear meeting |