

Action plan 2019 – 2020

Name of Professional Unit: Asia and Oceania

Focus Area 1			
Develop an advocacy document on how libraries in the Asia Oceania region support the attainment of the UN Sustainable Development Goals			
IFLA Strategic Direction			
<p>1. Strengthen the Global Voice of Libraries</p> <p>This focus area intends to increase awareness of the UN SDGs within countries of our region; and will demonstrate how libraries are contributing to the SDGs, and inspire other libraries to undertake similar activities.</p>			
Key Initiatives			
1.1	<p>Show the power of libraries to contribute in achieving the Sustainable Development Goals.</p> <p>As a basis for effective library advocacy, we will produce high-quality, high-impact tools that demonstrate to external audiences the contribution of libraries to development in all its dimensions.</p>		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Every member of the Asia Oceania Standing Committee will contribute case studies from their country. Each case study will be approximately 100–150 words and include one image, and detail the activity and its impact.	All Standing Committee members	1 December 2019
<input type="checkbox"/>	The individual case studies will be collated and published as a PDF booklet: <i>How libraries of the Asia Oceania region support the UN Sustainable Development Goals</i> . The aim is to provide at least one case	All Standing Committee members	1 March 2020

	<p>study for each of the 17 SDGs. The booklet will be launched at the mid-term meeting in Beirut.</p> <p>Example: https://read.alia.org.au/australian-libraries-support-sustainable-development-goals</p>		
<input type="checkbox"/>	<p>Develop a Communications Plan to promote the case studies, and include:</p> <ul style="list-style-type: none"> • Standing Committee members will share it within their respective countries, including key stakeholders, the library community, etc. • Standing Committee members will profile the case studies at annual conferences of their respective Library Associations. This will profile IFLA within the respective countries. • Individual case studies will be profiled on the Asia Oceania Facebook page in order to profile the work being done by libraries in the region and to inspire others • Case studies will be included in the IFLA Library Map of the World. 		1 March 2020
How will you communicate your activities and results?			
<p><i>We will profile individual case studies of how libraries deliver on the UN SDGs on our Facebook site</i></p> <p><i>The PDF booklet which is a compilation of the case studies will be published on our IFLA web pages</i></p>			
How will you measure the impact of your activities?			
<ul style="list-style-type: none"> • <i>Number of case studies developed – aiming to have every country in the region represented</i> • <i>A case study developed for each of the 17 SDGs</i> • <i>Inclusion of case studies as SDG stories in the IFLA Library Map of the World</i> • <i>Facebook site – number of people reached. Aim to reach more than 300 people for each post.</i> 			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
<p><i>As we are a regional unit – our activities will be relevant to all other units, e.g. public libraries, academic & research libraries, to see the work being undertaken in the Asia Oceania region.</i></p>			

Focus Area 2

To create awareness about IFLA to new members and engage them in IFLA activities

Focusing on the developing countries of the three regions (Africa, Asia & Oceania, and Latin America & the Caribbean), the project will aim to promote strategic and specific actions to increase the number of national library associations as members of IFLA, as well as participation from professionals in IFLA decision-making positions, especially Standing Committee.

Background:

IFLA Division V Ambassador Project – As a result of the online survey coordinated by Division V “Having our voice heard at IFLA”. Strategies to increase the number of members from our region in IFLA decision-making positions” in the 1st semester of 2019, a major problem identified among professionals in developing countries was the lack of knowledge about IFLA, its structure, procedures and distinct possibilities for participation. And this is due to a number of factors, such as: a view that it is an elitist institution; difficulty in accessing information; inaccessible languages; or even misunderstanding about its structure. Thus, the three regional sections propose to develop a network of representatives (called “ambassadors”) in each developing country, who will have the task of reaching as many professionals as possible and disseminate a large amount of content, data, and information, specially prepared for them.

This project is part of a larger initiative, which is being developed by Division V with the support of various professionals, which aims to analyse and seek solutions to the region's well-known financial constraints. Thus, this larger project focuses on identifying mechanisms and ways of supporting the participation of new members, developing strategies that comprise associations and / or members that have been supported, and ensure that representatives elected for different SCs are able to participate for at least two years. This will require a strong network of contacts and involvement with all other IFLA sections, with the PC, GB and IFLA HQ.

IFLA Strategic Direction

4. Optimise our Organisation

We will reinforce our position as the most representative global library organisation through a membership strategy that promotes diversity, engagement and action. We are recognised as an organisation that listens and responds to its members’ expectations.

Key Initiatives

4.3	Increase, diversify and engage our membership
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	Currently, only 18% countries from Africa has active association member at IFLA. From Asia & Oceania, only 36% and from Latin America and the Caribbean, only 36%. Therefore, this region represents a huge growth potential for IFLA. On the other hand, the three regions together support less than 30% of the total number of professionals working on IFLA standing committees. This project seeks to increase the participation of developing countries over the next two years by at least 25%. This will certainly reinforce IFLA's position as a global institution that listens and responds to the expectations of its members.		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Development of a virtual space to concentrate all materials produced by the project in different languages and act as a vehicle for communication between all.	Division V, GB members interested in the project, Sections Chair (Africa, A&O, LAC).	Oct–Dec 2019
<input type="checkbox"/>	Creation of a network of ambassadors by inviting interested and current IFLA members.	Division V, SC Sections members (Africa, A&O, LAC).	January 2020
<input type="checkbox"/>	Preparation of a series of infographics, documents, slides and videos about IFLA and possible forms of participation. A simple and easy template should be used to allow member ambassadors / SC to reproduce them in their local languages. Production of tutorials on how to use all this content.	Division V, SC members (Africa, A&O, LAC), Ambassadors	October 2019 – October 2020
<input type="checkbox"/>	Translation and preparation of all documents (mentioned above).	SC members, Ambassadors	Oct. 2019 – Oct 2020
<input type="checkbox"/>	Definition of an Action Plan coordinating the actions of all ambassadors to the national associations of their respective countries.	Sections Chair (Africa, A&O, LAC)	Oct–Dec 2019
<input type="checkbox"/>	Creation of a marketing plan to promote the project to library associations and institutions in developing countries.	Africa, Asia & Oceania and LAC SC information coordinators.	
<input type="checkbox"/>	Project implementation.	SC members, Ambassadors	Dec.2019–Aug 2021
	Systematic and periodic evaluation.	Sections Chair (Africa, A&O, LAC).	Biannually
How will you communicate your activities and results?			
Internet, blog, Facebook, Instagram, Twitter, reports, YouTube, telegram... Quarterly progress reports by region.			

How will you measure the impact of your activities?

- *Quantity and quality of materials produced and diversity of languages.*
- *Number of ambassadors identified and their activities.*
- *Extent of information disseminated and shared on social networks (e.g. number of Facebook posts).*
- *Total visitors to the virtual space as well as the activities developed by the ambassadors and SC members of the three sections.*
- *Number of national library associations from developing countries participating in the project and ultimately becoming members of IFLA.*

Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.

- *All members of the Standing Committee of the 44 IFLA Sections (including Division V) from developing countries will be invited to act as ambassadors for this project, working to disseminate information in their respective countries.*
- *Chairs of all 44 IFLA Sections will be contacted to help find professionals (from developing countries) with the potential to participate in IFLA activities.*

Focus Area 3			
<i>[Describe your Focus Area here]</i>			
IFLA Strategic Direction			
<i>[Indicate which of IFLA's Core Strategic Directions this Focus Area is aligned with and how]</i>			
Key Initiatives			
<i>[KI No.]</i>	<i>[Describe how your planned activities align with this Key Initiative]</i>		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
How will you communicate your activities and results?			
How will you measure the impact of your activities?			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			

Focus Area 4			
<i>[Describe your Focus Area here]</i>			
IFLA Strategic Direction			
<i>[Indicate which of IFLA's Core Strategic Directions this Focus Area is aligned with and how]</i>			
Key Initiatives			
<i>[KI No.]</i>	<i>[Describe how your planned activities align with this Key Initiative]</i>		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
How will you communicate your activities and results?			
How will you measure the impact of your activities?			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			

Project Funding Request 2019 – 2020

Name of Professional Unit:

<p>Project or activity <i>Use your list above</i></p>	
<p>Resources and Amount of Funding</p> <p>For what do you need resources in relation to this task? What is the estimated amount of funding required for these resources? Refer to the Project Funding Request Criteria.</p>	
<p>Estimate time and cost.</p> <p><i>Give a breakdown of the tasks in your project that require funding . Give an estimate for the work time and funds dedicated to each task.</i></p>	
<p>Reimbursement.</p> <p>When would the money need reimbursement? <i>Usually reimbursements are made following completion of the work, however, pre-payment can be arranged in some circumstances</i></p>	

Project Funding Request Criteria

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. Consultancy –
 - a. If you require the work of a consultant or a service, you should contact IFLA HQ to discuss this. Consultancy fees will be funded at the discretion of the Professional Committee and/or Governing Board only if they feel it is adequately justified. Provide full details giving the reasons for selection, details of the chosen consultant, and exact descriptions of what the consultant will do. If approved, a contract will then be written for a defined service or delivery of a specific product and signed by the Secretary General. Please note, other than in exceptional cases, projects requiring funding should already be within the scope of a unit's expertise.
8. Other - funding item not covered by the categories above.