



## Changes to the Unit Action Plan Template Implemented by the Professional Committee in 2019

### Background

During the April 2019 Professional Committee meeting, the Committee agreed that it is critical for Sections to align their work more clearly with IFLA's new Strategic Plan 2019-2024. Therefore, the Action Planning process and the Unit Action Plan Template used in previous years were amended to reflect feedback from the units and recommendations from the Professional Committee. Below is a summary of changes implemented for the 2019-2020 Action Planning process.

### Changes Implemented in 2019

#### Focus Areas

Rather than naming objectives, units are now required to propose 1-4 Focus Areas. Focus Areas are an issue, discussion, or challenge within a Unit's area of the profession where their planned activities will aim to make an impact. Units are asked to demonstrate the value they bring to IFLA through defining your Focus Areas, since at least one, but ideally all, must directly align with IFLA's Strategy. This is intended to direct units to think of the impact their activities, rather than focussing on the activity alone.

#### Measuring Impact

A greater focus has been placed on outcomes and measuring impact through the new Action Plan template. Units must be able to show a change, improvement, discussion or tool their activities have created within each of their focus areas. By measuring impact, units can show how their actions have helped IFLA achieve its strategic goals, benefited IFLA membership, and demonstrate the advances the Unit has made within an area of the profession.

#### Communication and Collaboration

Units are required to clearly state how they plan on communicating about the activities within their Focus Areas. This integrates planning for communication into the earlier stages of action planning. Units are also asked to identify other units which may be interested in their work, or would perhaps be willing to collaborate on work. Throughout the Action Planning process, a stronger focus on collaboration is being implemented. HQ is looking into ways that Focus Areas can be shared during face-to-face opportunities at the Congress, as well as digitally.

#### Timeline

The Action Planning timeline has been changed to allow for more productive work during the business meetings at the Congress, as well as an earlier start on activities which do not require Professional Committee funding. Units were asked to set up meetings with their Standing Committees and supporting Section or Division chairs during the month of July to discuss Focus Areas. Units should come to WLIC 2019 with their Focus Areas decided, and work on discussing projects/activities and assigning specific tasks and responsibilities during their business meetings. The deadline for the Action Plan and Project Funding Requests are 15 October.

### **Professional Committee Project Funding**

The project funding guidelines were amended to clarify the Committee's stance on Professional Committee funds requests for the fees of consultants, experts, or otherwise paid professional labour. It was noted that members of the Unit's Standing Committees should be experts in their areas of work, and therefore projects proposed by the Units should already be within the scope of their expertise. It is problematic to pay for some labour and expertise, while there can be others that are volunteering similar work. Outside consultants would only be considered in exceptional circumstances, examined on a case-by-case basis by the Professional Committee

## **Revised Unit Action Plan Instructions**

### **Introduction**

An action plan for your Professional Unit is essential. Your plan will identify your unit's Focus Areas for the next two-year period, as well as the activities you plan to carry out within each area. It will be used together with your Project Funding Request by the Professional Committee to assess funding needs.

Your unit's Action Plan must:

- Identify 1 to 4 Focus Areas for your unit's work over the next two years
- Describe how at least one of these Focus Areas directly aligns with IFLA's Strategic Directions and Key Initiatives
- Plan specific activities/projects within each Focus Area for the coming year of work
- Propose opportunities for collaboration with other Unit(s) on your planned activities, and/or identify other Unit(s) which may be interested in your activities.
- Indicate which of these activities may need Professional Committee funding to be successful

### **Focus Areas**

Your unit's work should help IFLA address issues related to its Strategic Direction at a global level. Identifying your Focus Areas are an opportunity to demonstrate the value you bring to IFLA within your unit's area of the profession. Instead of naming annual objectives, your unit is asked to identify a minimum of one and maximum of four Focus Areas within which your activities will aim to make an impact. At least one, but ideally all, of these focus areas must directly align with IFLA's Strategic Directions and Key Initiatives. You will be asked to describe how they align in your plan.

Note: do not feel obligated to fulfil the maximum number of Focus Areas. Even if you only identify one, it is more important that your unit determines achievable, dynamic activities within each Focus Area that are within your scope and expertise to successfully carry out.

### **Timeline**

In order to reflect the two-year term of Officers and Standing Committee members, you are asked to plan your unit's Focus Areas for the next two years. Within each Focus Area, you will then identify the specific activities or programmes your unit will plan for the first year.

In the second year, you will be asked to use your Unit Action Plan to identify new activities which follow-up on or continue progress in each of the same Focus Areas.

### **Describe Activities, Create Task Lists and Determine Resource Needs**

In describing your activities for each Focus Area, please determine the most important tasks associated with each action, which individuals will carry out these tasks, and what resources you will need in order to be successful. Every member of your Standing Committee should be involved in some capacity.

This portion of your Action Plan should include:

- Actions: what actions, projects and/or activities will you carry out within your Focus Area?
- Tasks: what specific things need to be done to carry out these actions?
- Responsibilities: who will carry out these tasks and by when?
- Resources: do you need specific skills, money or technology? If your activity will require Professional Committee funding in order to be successful, you will be asked to elaborate on it in the Project Funding Request portion of the document.
- Collaboration with other Units: are you planning activities that would be of interest to other Unit(s)? Is there work on which you would be able to collaborate with other Unit(s) to increase your impact? Identify the Unit(s) that may be interested in your work, or which may be interested in collaborating on your activities.

### **Measure and share your results**

An equally important step to plan for is how you will share your unit's stories, spread information about the activities you are doing, and measure your success to determine result or next steps. In this process, please consider a strategy to involve and engage with IFLA members who have joined your Section. A communications plan and set of key indicators to determine the success of your unit's action plan is a good way to begin thinking about how to share, grow and evolve your activities as a unit.

This portion of your Action Plan should include:

- A communications plan: how will you share information within your unit and beyond?
- Measurement: what are the key indicators you will use to determine impact?

### **Process**

1. Discuss your proposed Action Plan with all members of your Standing Committee before August.
2. If you have identified work on which you can collaborate, or work that would be of interest to another Unit, contact a representative from the other Unit before August.

3. Confirm your plan and responsibilities of each Standing Committee members at your August meetings.
4. Send your completed action plan and resource requirements to: [professionalsupport@ifla.org](mailto:professionalsupport@ifla.org) and your Division Chair by **15 October 2019**.
5. Share your Action Plan with your Unit's members, and upload to your Unit's webpage.
6. Plan to monitor process through regular Standing Committee emails or calls.

### **Questions?**

If you have questions or would like help with your Action Plan, please contact Claire McGuire via [professionalsupport@ifla.org](mailto:professionalsupport@ifla.org) or your Division Chair.