# <Insert name of Professional Unit> ANNUAL REPORT 2016-2017

**Introduction**

Professional Units must prepare an Annual Report each year. It has been agreed by the Governing Board that this can cover the period September 2016 – August 2016 to correspond to the terms of the Standing Committee. The purpose is to inform the Professional Committee, the Section’s Standing Committee, members of the Section and the profession around the world about achievements over the year. The Annual Report refers to the activities identified in the Unit’s [Action Plan](http://www.ifla.org/officers-corner/action-plans) and reports on the progress of these activities, the activities that have been completed and their impact.

The Annual Reports of all IFLA Sections provide important input to the fulfilment of IFLA’s Professional Programme, Strategic Plan and Key Initiatives, and also contribute to IFLA’s Annual Report.

The Officers of the Section should return this form to the Division Chair and Professional Support Officer no later than 31 October 2017.

A summary should be provided to the membership of the Professional Unit.

Further guidance on Annual Reports can be found in the Officers corner: <http://www.ifla.org/officers-corner/annual-reports>

## Report on progress and activities

|  |  |  |  |
| --- | --- | --- | --- |
| Objectives  *Identified in the Unit’s Action Plan* | Project or activity  *Identified in the Unit’s Action Plan* | Progress  *Please give brief details, including status (not started, in progress, near completion, completed)* | Risks  *Please identify any problems or concerns (e.g. missed deadlines, lack of resource) and how you would propose to address them* |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

## Results

Please provide further information about the activities that were completed during the year. Ensure that details or a full report can be found online, the main outcomes have been shared with a wider audience and the impact of the work can be demonstrated.

|  |  |  |  |
| --- | --- | --- | --- |
| Completed project or activity  *Please list those projects/activities identified as completed in the table above* | Output  *Please state what the output of the project/activity was (e.g. Report, Standard, Workshop etc) and provide a URL to it* | Communications  *Please state how the output and outcomes of the project/activity have been communicated to the Unit, IFLA members and the wider profession* | Impact of the completed project or activity  *Through the Measures of Success identified in your Action Plan, describe what difference the project or activity has made to the Unit, IFLA members, the wider profession or society at large* |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

## Standing Committee membership

Please provide further information about members of the Standing Committee and their contribution to the work of the Professional Unit.

|  |  |  |
| --- | --- | --- |
| Standing Committee members’ names | Role on the Standing Committee (if any) and contribution made to the work of the Professional Unit over the year  *For example, Chair, Information Coordinator, Project Leader* | Comments on position  *For example, resigned, co-opted to fill a casual vacancy, etc.* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| Add as required |  |  |

|  |  |  |
| --- | --- | --- |
| Names of any other reporting persons | Role  *For example, Corresponding Members* | Comments on position  *For example, resigned, co-opted to fill a casual vacancy, etc.* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| Add as required |  |  |

## Professional Unit meetings or conference calls

Please show how the Standing Committee has conducted its business over the year.

|  |  |  |
| --- | --- | --- |
| Date  *When the meeting was held* | Location or type of meeting  *Physical or virtual meeting (telephone, skype etc)* | Main outcomes  *Briefly summarise the main outcomes of the meeting and how these were communicated to the membership of the Professional Unit* |
| 1. |  |  |
| 2. |  |  |

Please retun this form to the Division Chair and Professional Support Officer ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) no later than 31 October 2017.

Please also make a summary of this form available to the IFLA Members registered with the Professional Unit, removing any sensitive information such as risks, individuals’ contributions, etc.

(Officers can obtain a list of their IFLA Members from [membership@ifla.org](mailto:membership@ifla.org)).

When making the Annual Report public, please remove any information you think should not be shared. A web page templete has been shared with Information Coordinators which you might use for this purpose: <https://codex.ifla.org/node/12489> [access with Codex log-in].