Introduction;
The IFLA Library and Research Services for Parliaments Section (hereinafter the Parliamentary Libraries Section) applies the general objectives of IFLA, and focuses on the following priorities;

- increase the effectiveness of parliamentary libraries and research services;
- develop and promote standards and best practices in providing information and research to parliaments;
- exchange information, knowledge and experience, and promote networking, amongst parliamentary libraries and research services as well as with others;
- provide a forum for addressing emerging issues related to legislative support and research processes;
- promote the establishment of libraries and research services as a fundamental component in the development of democratic legislatures throughout the world;
- promote openness, transparency and the strengthening of democratic participation through the provision of information about parliaments to citizens.

This Communications Plan aims to inform key stakeholders about the main issues and developments relating to parliamentary libraries and research services. It corresponds with the Parliamentary Libraries Section’s Action Plan 2015-2017.

Objectives;
The Parliamentary Libraries Section’s communication objectives aim to:

1. Inform on progress and report on the Section’s contribution to IFLA Strategic plan 2016-2021
2. Inform the parliamentary community and other interested stakeholders about activities in the Section
3. Facilitate knowledge sharing and communication within the Section

The communication objectives correspond with those of the Library and Research Services for Parliaments Section’s Action Plan 2015-2017.

Key stakeholders;
- Governing bodies of IFLA
- Parliamentary Libraries Section’s Standing Committee and Members
- Other IFLA sections and special interest groups
- Parliamentary libraries and research services worldwide
- Regional networks of libraries and research services, as well as other partner organisations in the parliamentary community
Objective 1:
**Inform on progress and report on the Section’s contribution to IFLA Strategic plan 2016-2021:**
- 1.1 Promote library and research services, as well as the work of IFLA and the Parliamentary Libraries Section, in parliaments around the world
- 1.2 Promote the work of IFLA and the Parliamentary Libraries Section in regional networks
- 1.3 Capacity building for parliamentary libraries and research services / training and knowledge sharing

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>Objectives/Purpose</th>
<th>When/Date</th>
<th>Means</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1-1.3: Inform about progress on detailed sub-committee Action plans</td>
<td>Standing Committee</td>
<td>To report on the Section’s overall contribution to IFLA Strategic plan 2016-2021, for inclusion in Annual report</td>
<td>Every 6 months (January / September)</td>
<td>Standing Committee e-mail / LinkedIn</td>
<td>Sub-committee chairs</td>
</tr>
<tr>
<td>1. Produce Section’s Annual plan</td>
<td>IFLA governing bodies</td>
<td>Summarise progress and report completion of activities relating to IFLA Strategic plan 2016-2021, as well as other activities listed in the Section’s Action Plans</td>
<td>October</td>
<td>IFLA listserv Posting on website Standing Committee meetings (WLIC)</td>
<td>Section Chair / Secretary Web update: Information coordinator</td>
</tr>
</tbody>
</table>
Objective 2:
Inform the parliamentary community and other interested stakeholders about activities in the Section

- 2.1 Collecting and disseminating news, producing newsletter and other promotional material
- 2.2 Organise and promote pre-conference programs to attract speakers and participants
- 2.3 Organise and promote IFLA congress programs to attract speakers and participants
- 2.4 Foster strong partnerships with IFLA sections and other key stakeholders

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>Objectives/Purpose</th>
<th>When/Date</th>
<th>Means</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 a): Collecting &amp; disseminating news</td>
<td>All interested stakeholders</td>
<td>Inform about Parliamentary Libraries Section or Member activities (conferences, best practice etc) in a shorter blogpost format</td>
<td>Monthly (minimum)</td>
<td>Posting on web site</td>
<td>Content: Standing Committee to cover own region + other Members Collecting news / web update: Secretary/Information Coordinator</td>
</tr>
<tr>
<td>2.1 b): Collecting news and producing newsletter</td>
<td>All interested stakeholders</td>
<td>Inform about Parliamentary Libraries Section or Member activities (conferences, best practice etc) in article format</td>
<td>Ongoing Newsletter: twice/year (January/July)</td>
<td>Posting on web site</td>
<td>Content: Standing Committee to cover own region + other Members Collecting news / newsletter / update Web: Secretary / Information Coordinator</td>
</tr>
<tr>
<td>2.1 c): Producing promotional materials</td>
<td>All interested stakeholders</td>
<td>Produce materials to be used in workshops and/or trainings, describing the work of the Parliamentary Libraries Section</td>
<td>When demand</td>
<td>Print and/or posting on web site</td>
<td>Content: Standing Committee and Members</td>
</tr>
<tr>
<td>Action</td>
<td>Who</td>
<td>Objectives/Purpose</td>
<td>When/Date</td>
<td>Means</td>
<td>Responsibility</td>
</tr>
<tr>
<td>--------</td>
<td>-----</td>
<td>--------------------</td>
<td>-----------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>2.2: Organise and promote pre-conference programs</td>
<td>Section Members, and partner organisations</td>
<td>To share knowledge and stimulate interesting discussions on current topics of interest in parliaments</td>
<td>Annually, linked to Parliamentary Libraries Section’s pre-conference</td>
<td>Posting on web site, social media (Twitter)</td>
<td>Sub-committees on Conference organisation and Social media</td>
</tr>
<tr>
<td>2.3: Organise and promote IFLA congress programs</td>
<td>All interested stakeholders</td>
<td>To share knowledge and stimulate interesting discussions on current topics of interest in parliaments</td>
<td>Annually, linked to IFLA congress</td>
<td>Posting on web site, social media (Twitter)</td>
<td>Sub-committees on Conference organisation and Social media</td>
</tr>
<tr>
<td>2.4: Foster strong partnerships with IFLA sections and other stakeholders</td>
<td>Other IFLA sections Key stakeholders</td>
<td>To cooperate with host parliaments, IFLA sections and other key stakeholders when planning conferences and other activities. To inform partner organisations (e.g. IPU, ASPG) about Section activities</td>
<td>Ongoing Annually, linked to IFLA congress and Section’s pre-conferences</td>
<td>Postings on Section’s and partners websites Conference presentations</td>
<td>Section Chair and Standing Committee Members Web update: Information coordinator</td>
</tr>
</tbody>
</table>
Objective 3:
Facilitate knowledge sharing and communication within the Parliamentary Libraries Section

- 3.1 Introduce use of social media channels to increase effectiveness of internal communication
- 3.2 Introduce use of online tools for Standing Committee meetings

<table>
<thead>
<tr>
<th>Action</th>
<th>Who</th>
<th>Objectives/Purpose</th>
<th>When/Date</th>
<th>Means</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1:</td>
<td>Standing Committee and Members</td>
<td>Create social media accounts and provide user guidance</td>
<td>To facilitate internal communication and create an alternative to e-mail communication</td>
<td>LinkedIn, Twitter</td>
<td>Pilot project in 2015</td>
</tr>
<tr>
<td>3.2:</td>
<td>Standing Committee</td>
<td>Explore possibilities and investigate online tools for online meetings</td>
<td>Create channel for real time communication</td>
<td>Online tool (tbc)</td>
<td>2016</td>
</tr>
</tbody>
</table>

Evaluation

The Parliamentary Libraries Section’s Communications plan will be evaluated by:
- IFLA governing bodies feedback on contributions to IFLA Strategic Plan 2016-2021
- key stakeholder feedback
- contributions and engagement by Section Members and other stakeholders
- number of section members
- attendance at Section's pre-conference and congress sessions