

## Action plan 2019 – 2021

Name of Professional Unit: **Subject Analysis and Access**

Focus Area 1			
Automated processing of subject analysis and access			
IFLA Strategic Direction			
2. Inspire and Enhance Professional practice			
Key Initiatives			
2.3	Develop standards, guidelines, and other materials that foster best professional practice		
Funding Needed	Projects/Activities	Tasks & Responsibility	Timeframe
<input type="checkbox"/>	Identify and describe relevant case studies	Working Group	Sep-Feb 2020
<input type="checkbox"/>	Perform literature review	Working Group	Sep-Feb 2020
<input type="checkbox"/>	Report on findings	Working Group	Jan-Jun 2020
	Dissemination of Report and findings		2020-2021
How will you communicate your activities and results?			
Section's website, Metadata Newsletter, relevant mailing lists / listservs, possibly also through thematic issue of CCQ, Twitter			
How will you measure the impact of your activities?			
Number of case studies found, amount of positive case studies, identification of networks formed / future collaborations, downloads of report, works citing the report			
Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.			
Cataloguing, Knowledge management, IT, Big Data SIG DCMI Automated Subject Indexing IG (external)			

<b>Focus Area 2</b>			
Use of genre/form in subject analysis and cataloguing			
<b>IFLA Strategic Direction</b>			
2. Inspire and Enhance Professional practice			
<b>Key Initiatives</b>			
2.3	Develop standards, guidelines, and other materials that foster best professional practice		
<b>Funding Needed</b>			
	<b>Projects/Activities</b>	<b>Tasks &amp; Responsibility</b>	<b>Timeframe</b>
<input type="checkbox"/>	Compile a list of vocabularies and basic references related to genre/form, and make it available to the community	Working group	Ongoing
<input type="checkbox"/>	Revise and redefine the terms of references, main goals and tasks of the working group.	Working group / Subject Analysis and Access Section	2019-2020
<input type="checkbox"/>	Analyze and explore possibilities of organizing events about or related to the use of genre/forms	Working group	2020-2021
<b>How will you communicate your activities and results?</b>			
Group's IFLA webpage, Metadata Newsletter, relevant mailing lists/ listservs, Twitter			
<b>How will you measure the impact of your activities?</b>			
Participation in events, number of entries/responders in the compilation, number of downloads of the compilation, citation analysis			
<b>Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.</b>			
Cataloguing, Rare books, Audiovisual, Art libraries			

<b>Focus Area 3</b>			
Subject Analysis and Access Education and Training			
<b>IFLA Strategic Direction</b>			
2. Inspire and Enhance Professional practice			
<b>Key Initiatives</b>			
2.3	Develop standards, guidelines, and other materials that foster best professional practice		
<b>Funding Needed</b>	<b>Projects/Activities</b>	<b>Tasks &amp; Responsibility</b>	<b>Timeframe</b>
<input type="checkbox"/>	Survey of SAA education in LIS programs worldwide and training opportunities by professional organizations	Working Group	2019-2020
<input type="checkbox"/>	Identifying the key professional skills and competences in SAA	Working Group	2019-2020
<input type="checkbox"/>	Liaise and collaborate with relevant IFLA groups (BSLISE Working Group, Education and Training Section (SET), LIS Education in Developing Countries Special Interest Group (LISEDC SIG), and Library Theory and Research (LTR) Section), library associations projects worldwide, international societies and fora focusing on LIS education (ALISE), and on knowledge organization and subject access (ISKO, NKOS)	Working Group	2019-2021
<input type="checkbox"/>	Gap analysis and recommendations	Working Group	2019-2021
<b>How will you communicate your activities and results?</b>			
Webinars, workshops in collaboration with other organizations, conference presentations, potential publication of findings			
<b>How will you measure the impact of your activities?</b>			
Number of events, participants in webinars/workshops, networks formed, use of report			
<b>Identify other Unit(s) which may be interested in this Focus Area, or with which you could collaborate on projects/activities.</b>			
Education and Training, Cataloguing			



## Project Funding Request 2019 – 2020

Name of Professional Unit:

<p><b>Project or activity</b> <i>Use your list above</i></p>	
<p><b>Resources and Amount of Funding</b></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><b>Estimate time and cost.</b></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><b>Reimbursement.</b></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.