IFLA Section
Continuing Professional Development
and Workplace Learning

CPDWL Annual Report 2019-2020

Focus area 1	
1.1 Develop a Toolkit to help librarians transfer learning back to the workplace	In progress. The Toolkit working group was established and held three virtual meetings. Planning focused on determining the architecture for the resource. The working group will require additional members to identify appropriate resources in different media and in different languages to be included in the resource.
Risks	
1.1 Toolkit	As it will be a web resource, the proposed Toolkit is dependent on the new IFLA website. The ongoing delays with the IFLA website continue to be cause for concern.
Focus area 2	
2.1 Offer at least three webinars a year on topics of interest to new professionals.	Completed. 4 webinars held, plus 3 webinars for the coaching initiative.
	The collaboration with NPSIG and ALA will continue. Based on the feedback received from participants, participants found the webinars extremely valuable to them. For future webinars, we plan to ask attendees what they find challenging in the profession to share and what topics they are interested in learning. NPSIG conducts an annual poll for potential topics.
2.2 Develop and deliver 3 open sessions for WLIC 2020	On hold. Due to cancellation of the WLIC 2020, and the move to an online format for the WLIC 2021, the planned sessions will be delivered in an online format.
	CPDWL has to evaluate the planned sessions for this year WLIC to determine whether to transform them into the WLIC programme for 2021.
2.3 Provide access to CPDWL publications (e.g. conference papers and presentations)	On hold. As there were no conference presentations in 2020, there has been no activity.
2.4 CPDWL coaching initiative at IFLA WLIC	Completed. Goal: to build on the programme for career and professional development coaching In cooperation with M&M section. Online training courses and presentations for coaches were prepared and delivered in seven languages. 3 webinars with Vera Keown, M&M section, were held. Online coachings scheduled for the 'conference week'

	(17-21 August 2020). Approximately 45-50 individual coaching sessions were run by 18 coaches around the world. Evaluation activities followed in September 2020 for coaches and coachees.
	The face-to-face coaching was moved into an online format, with planning starting in April. The working group with members from CPDWL and M&M section met several times via Zoom. Vera Keown created the training course for coaches. These were planned to be virtual from start. By 1 September 2020, 3 videos of the Training course had 226 views in total. Thanks to the support of members of CPDWL and M&M, the slide presentations outlining the different aspects of coaching were available in different languages: Arabic 79 views, Chinese 327 views, English 256 views, German 134 views, Russian 83 views, simplified Chinese 37 views, Spanish 54 views . Total views: 769 views. 3 live webinars had 14 participants in total and the recordings are now available on the CPDWL & M&M websites. The booking tool Calendly was used to schedule the meetings of coaches and coachees.
2.5 Re-engage with participants from the CPDWL Satellite Meeting 2019	Completed. Directly after the Satellite Conference 2019, the participants completed an evaluation. After a further year, CPDWL undertook a second evaluation to learn more about the long term effects of the event.
	The excellent partnership with the Croatian Library Association will continue. At their annual (online) conference in October 2020, CPDWL will report on the evaluation and the outcomes of the satellite meeting 2019.
2.6 Review and update CPDWL satellite meeting planning manual	Completed. The satellite guidelines have been reviewed and updated. The 2020 version of the document has been uploaded to the website.
Risks	
2.2 Satellite meeting	For future satellite meetings it will be necessary to ensure good partnerships with national, regional and local partners to offer the meetings for free. Planning dependent on the new normal post COVID-19.
2.4 Coaching Initiative	After IFLA adopted the Coaching Initiative, the partnership with Management and Marketing Section worked very well, as did the one-on-one coaching sessions. It is important to continue to receive additional programme hours (in addition to CPDWL's two hours) from IFLA for future WLIC. Noted: WLIC 2021 will be in an online format.

Focus area 3	
3.1 Continue implementing the IFLA CPD Guidelines	Ongoing. An audit was conducted to confirm the translations completed and where further work needs to be done. Full document: English, German, Russian, Spanish and Swedish full versions Executive summary document: English, Arabic, Chinese, French, German, Italian, Russian, Spanish, and Swedish The CPD Guidelines Poster: 16 languages An email was sent to all MLAS members to invite them to (a) consider further translations and (b) to promote the CPD Guidelines on the national library association websites.
	Increased awareness of the work of CPDWL and the importance of the shared responsibility for CPD, through: • IFLA guidelines documents published • Translations available in the official IFLA languages • Posters available in different languages, beyond the official IFLA languages • Open sessions at the WLIC • Russia: seminar (Svetlana & Daria – blog) • Social media For translations etc, see: https://www.ifla.org/publications/node/11885?og=82
Risks	
3.1 CPD Guidelines	Finding translators for all of the IFLA languages and other languages beyond continues to be a challenge. Need to ensure currency and relevancy, given impact of COVID-19
Focus area 4	
4.1 Adopt more participatory practices in SC meetings	Ongoing. At the virtual business meeting on 3 Sept 2020, CPDWL used also breakout rooms to discuss future challenges in smaller groups and to involve everybody.
	Getting to know you meet up events for the SC members. Goal: to get to know each other better and to dig for any hidden gems the SC members may have Working group was established 3 Sept 2020. 7 meet ups scheduled for October 2020. To plan meetings/webinars/podcasts with a short introduction of a member of CPDWL, their tasks in CPDWL, as well as in daily life.
4.2 Implement mid-year virtual SC meeting	Completed. 1 – 31 March 2020 Asynchronous virtual meeting through Google docs. Minutes posted to the website.
4.3 Improve the communication work of the CPDWL section	Ongoing. See: Information Coordinator's report for 2019-2020 (Appendix)

Risks	
4.1 SC meetings	Virtual meetings with participants in different time zones might present challenges. However, to hold more than one meeting in different time zones makes it difficult to follow up with collaborative discussions and positive outcomes.
4.2 Mid-year meetings	We try to hold asynchronous meetings so that everyone can participate, regardless of timezones. However, SC member engagement is lower with asynchronous meetings, compared with synchronous meetings.

Appendix: Information Coordinator Report for 2019-2020

Information Coordinator Report for 2019-2020

From Action Plan 2019-2020
Task and responsibilities include:
- Review and update Communications Plan (2019-2021)
- Prepare 2 newsletters per year (with the Newsletter editor)
- Prepare a communications calendar for SC members to write and post to CPDWL blog and social media channels
- Commence strategy to aim for the IFLA Communication Award 2020
- Explore competition or certificate ideas and process to recognize IFLA members who implement CPDWL ideas or guidelines (tabled)

Reflections
This year, we were able to meet the Marketing and Communications 2019-2021 plans. We aimed to expand our presence in other areas.
- Established two newsletters per year (with newsletter team: Juanita Jara de Sumar, Edward Lim Junhao and Sara Ulloa). We utilized LucidPress for both issues to re-design our issues and we may consider moving into InDesign and My Emma for online delivery subscription for tracking instead of a PDF format. The files were too large and required IFLA Webmaster to resize the photo. Overall, the newsletter team would like to thank everyone who contributed an article for each issue.
- Blogging: Each month, we have 1 or 2 CPDWL members contributing a post related to professional development in the field. We will be planning this again for 2020-2021. Our posts have reached 1000+ viewers. 2019-2020 calendar is on track, there is one member per month.
- On social media channel, we are active on Instagram, Facebook and Twitter... Social media channels promote blog posts, webinar activities, and projects from CPDWL members. We even had a Instagram Live conversation with a CPDWL member for the first time. If anyone is interested in helping post (in any language), please let me know and I will share the login credentials.
- We started a new podcast conversation with library leaders on anchor.fm/ifla-cpdwl (initially soundcloud)– so far 6 episodes have been completed and one was conducted in Spanish and another in Japanese. We may be able to look for sponsorships for these webinars potentially.
- For the IFLA Communication/Dynamic Award 2020, we are waiting for more information in September.
- We could not explore the competition/award for adapting CPDWL Guidelines because there has not been any new developments from the Guidelines part – were there supposed to be webinars to promote the guidelines first? This needs to be discussed or the ideas (webinars and competition) need to be sunset.
- Overall, it has been a busy year and the Information Coordinator is responsible for website updates and have worked closely with members to update content on their behalf.

Newsletter Report 2020

Our thanks for Juanita for carrying and managing this activity for many years. For newsletters January and June 2020, there were some noticeable changes in the workflows and in our formats. The newsletter team included Juanita Jara de Sumar, Edward Lim Junhao and Sara Ulloa. We experimented with LucidPress to redesign the newsletter for both issues and in June 2020, Sara Ulloa on board in June while Edward was away. Sara used her graphic design skills to enhance the look. Juanita collected the contributions and I worked on editorial work. It was very time consuming, particularly for volunteers, and I am uncertain if this will be sustainable.

Going forward, we will consider using an online subscription component (My Emma or MailChimp) to

deliver newsletter content. Edward explored this idea initially. Ideally, all submissions to the newsletter will be added as a blog post instead and the links will be compiled to be included in an online newsletter format. This would ensure that our blog readers are the same ones as the newsletter readers. More importantly, we can track how many people have opened the newsletter/retrieve blog counts through a subscription component. Currently, we do not know how many people opened/viewed the newsletter as a PDF. We will be exploring these options for January and June 2021 issue.

Respectfully Submitted
Ray Pun
Information Coordinator 2019-2021
August 23, 2020