

Action plan 2016 – 2017

Section 03- Library and Research Services for Parliaments

Objectives for 2016-17:

1. *Capacity building for parliamentary libraries and research services; contributes to IFLA Key initiatives 1.3, 1.4 & 1.5 and Key Initiative 4.3*
2. *Facilitate knowledge sharing and communication within the Section and in regional networks, contributes to IFLA Key initiative 4.5*

Objectives	Project or activity	Main tasks	Responsibilities and timeline	Communications	Measures of success
1. Capacity building for parliamentary libraries and research services	1.1 Capacity building workshop in Warsaw, August 2017	Identify training needs among parliamentary libraries and research services	Review feedback from 2016 pre-conference and WLIC session (Chair)	Via email and Basecamp (between SC members) Via newsletter & announcements on listserv	Number of members attending training session Feedback on how useful the training is; and how it will be applied
	1.2 IFLAPARL satellite meeting in Warsaw	Identify potential partners or sponsors of training	By October 31, 2016, compile a list of training topics based on discussion/survey (SC members)		
		Develop training and pre-conference agenda.	By December 2016, contact potential sponsors for training (SC, led by Chair)		
	1.3 Organize 2017 WLIC sessions	Develop and organize main and joint sessions that meet the needs of members	By March 2017, develop training agenda (SC) Identify and develop main and joint sessions by November 2016 (Chair, Secretary)		Successful and well attended sessions at WLIC 2017

2. Facilitate knowledge sharing and communication within the Section and in regional networks	2.1 Increase communication to members	Send more messages out on the listserv; continue to send out newsletter	Send at least 1 message a month to inform members of what is happening at the SC level (SC)	Email and via Basecamp	Active conversations on the listserv
	2.2 Collect and document best practices on one topic of interest to members, e.g. ethics in parliamentary research	A small group within the SC to work on gathering best practices	By August 2017, report on the activities of this sub-group		Draft report or best practices
	2.3 Complete brochure for promotion of Section at regional meetings	Get brochure reviewed and translated	By August 2017, publish the brochure		Printed brochure
	2.4 Develop a new and improved version of the World Directory of Parliamentary Libraries	Define requirements; develop project plan; develop and test system; seek data input from members	By February 2017, complete project plan that will have details and deadlines for development of the new system (SC, led by Alfonso Perez)		Project endorsed by the SC