



IFLA Section Knowledge Management

ACTION PLAN and RESOURCE REQUEST FORM for Professional Units 2018 - 2019

Action plan 2018 – 2019 (updated on Oct. 31, 2018)

Name of Professional Unit: **IFLA Knowledge Management Section**

Objectives of IFLA Knowledge Management Section 2018-19: *objectives and contributions to the IFLA Strategic Plan / Key initiatives*

1. Provide information professionals and knowledge managers an open forum to access and share information on the developments, theories, practices and skills related to knowledge management
Contribution to IFLA Strategic Plan: 1. Libraries in Society
Key initiative: 1.1 Promoting reading and literacy as an essential requirement for active participation in society, through access to information in any format
Contribution to IFLA Strategic Plan: 2. Information and knowledge
Key initiative: 2.1 Defining a long-term, sustainable information environment
2. Continue the promotion of IFLA KM Section as the “Voice of Global KM” to all IFLA members implementing the Section’s Communication Plan
Contribution to IFLA Strategic Plan: 4. Capacity building
Key initiative: 4.1 Promoting libraries within the United Nations 2030 Agenda for Sustainable Development
Contribution to the IFLA Strategic Plan: 2. Information and knowledge
Key Initiatives: 2.3 Influencing the future of Internet governance
3. Support information professionals on advocating the value of knowledge management in their organizations
Contribution to IFLA Strategic Plan: 1. Libraries in Society
Key initiative: 1.4 Promoting IFLA standards to support libraries in the provision of services to their communities



**IFLA Section
Knowledge Management**

Contribution to IFLA Strategic Plan: 4. Capacity building

Key initiative: 4.1 Promoting libraries within the United Nations 2030 Agenda for Sustainable Development

4. Promote knowledge management literacy with raising awareness within KM Section members about the growing importance of knowledge management in libraries, knowledge management centers and organizations

Contribution to IFLA Strategic Plan: 1. Libraries in Society

Key initiative: 1.1 Promoting reading and literacy as an essential requirement for active participation in society, through access to information in any format



Objectives <i>What do you want to achieve?</i> <i>Use your list above</i>	Project or activity <i>What project or activity are you going to do?</i>	Main tasks <i>What are the specific things you need to do?</i>	Responsibilities and timeline <i>Who will do them and by when?</i>	Resources <i>Do you need specific skills, money or technology?</i>	Communications <i>How will you communicate your achievements?</i> <i>To whom? By when?</i>	Measures of success <i>How will you show the impact of your work?</i>	Progress <i>Report here briefly the progress of your work, at least every month</i>
1. Provide information professionals and knowledge managers an open forum to access and share information on the developments, theories, practices and skills related to knowledge management.	1.1 Plan a Joint Open Session with IT Section for the Athens, Greece WLIC 2019 under the topic: <i>AI and KM: which perspectives for librarians?</i>	1.1.1 Fill out the Program Enquiry webform at IFLA website 1.1.2 Prepare a Call for Papers (CfP) and send to IFLA HQ 1.1.3 Spread information about	1.1.1 Chair or Secretary of KM with contribution of Chairs of IT (Leda Bultrini. Preparation of webform by organizing team by November 11, 2018. Submission of agreed webform (Eva Semertzaki) by November 15, 2018 1.1.2 Co-chairs of Joint Open Session (Frank Cervone from KM Section) by December 5, 2018 1.1.3 Information coordinator (Jane K. Burpee) with the collaboration of the SC members 1.1.4 Co-chairs of Joint		Spread information about the CfP for the Joint Open Session. Means: KM website and wiki, IFLA mailing lists, KM social media (KM blog, LinkedIn, Facebook, Twitter), the December 2018 issue of the KM Newsletter, professional regional lists through SC members 1.1.3 Information Coordinator (Jane K. Burpee) to	Target: to receive >10 papers Target attendees: >200	



		<p>the CfP</p> <p>1.1.4 Receive paper abstracts and bios and decide possible keynote speaker</p> <p>1.1.5 Evaluation of papers using predefined evaluation criteria in cooperation with IT</p> <p>1.1.6 Notification of authors for approved and rejected papers</p> <p>1.1.7 Receive full text of papers in IFLA's paper</p>	<p>Open Session (Frank Cervone from KM Section) by February 2, 2019</p> <p>1.1.5 Co-chair of Joint Open Session (Frank Cervone) with the program team (Agnes Hajdu-Barat and Elisabeth Freyre) and teams for two joining Sections by March 10, 2019</p> <p>1.1.6 Co-chairs of Joint Open Session (Frank Cervone and Leda Bultrini) by March 30, 2019</p> <p>1.1.7 Co-chairs of Joint Open Session (Frank Cervone and Leda Bultrini) by June 1, 2019</p>		<p>report back to KM leaders' meeting on 29-01-2019</p>		
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		template					
	1.2 Execute the program in Athens, Greece, Aug. 2019	<p>1.2.1 Send full program form (according to IFLA's deadlines)</p> <p>1.2.2 Advise authors to send IFLA the Authors' Permission Form</p> <p>1.2.3 Submit formatted papers to IFLA</p> <p>1.2.4 Chair of joint open session</p>	<p>1.2.1 Co-chair of Joint Open Session (Frank Cervone) by March 15, 2019</p> <p>1.2.2 Co-chairs of Joint Open Session (Frank Cervone and Leda Bultrini) by June 10, 2019</p> <p>1.2.3 Chair or Secretary of KM or IT by June 15, 2019</p> <p>1.2.4 Co-chairs of Joint Open Session (Frank Cervone and Leda Bultrini)</p>		<p>Spread information about the Joint Open Session during and after the WLIC 2019. Means: KM website and wiki, IFLA mailing lists, KM social media (KM blog, LinkedIn, Facebook, Twitter), the June 2019 issue of the KM Newsletter</p>		
	1.3 Work of KM Section with Continuing Professional Development and Workplace Learning (CPDWL) and Library and Research Services for	<p>1.3.1 Define the program title</p> <p>1.3.2 Fill out the Program Enquiry webform at IFLA website</p>	<p>1.3.1 Co-ordinator of joint program (Monica Ertel) with Corresponding Member Jane Dysart (CPDWL) and Karin Finer (LRSP) by November 15, 2018</p> <p>1.3.2 Chair or Secretary with</p>		<p>Spread information about the Knowledge Café. Means: KM website and wiki, IFLA mailing lists, KM social media (KM blog, LinkedIn, Facebook, Twitter), the</p>	<p>Target: number of attendees >170</p>	



	<p>Parliaments Sections in planning and execution of Knowledge Café program for Athens, Greece WLIC 2019</p>	<p>1.3.3 Spread information</p> <p>1.3.4 Decide facilitators for the tables</p> <p>1.3.5 Send full program form (according to IFLA's deadlines)</p> <p>1.3.6 Prepare instructions for the facilitators</p> <p>1.3.7 Chair the Knowledge Café</p>	<p>contribution of co-ordinator of Knowledge Café (Monica Ertel) by November 15, 2018</p> <p>1.3.3 Information coordinator (Jane K. Burpee) with the collaboration of the SC members</p> <p>1.3.4 Co-ordinator of joint program (Monica Ertel) with program team by February 28, 2019</p> <p>1.3.5 Co-ordinator of joint program (Monica Ertel) by March 15, 2019</p> <p>1.3.6 Co-ordinator of joint program (Monica Ertel) by May 15, 2019</p> <p>1.3.7 Co-ordinator of joint program (Monica Ertel)</p>		<p>December 2018 issue of KM Newsletter, professional regional lists through SC members</p> <p>Spread information about the Knowledge Café during and after WLIC. Means: KM website and wiki, IFLA mailing lists, KM social media (KM blog, LinkedIn, Facebook, Twitter), the June 2019 issue of the KM Newsletter</p>		
	<p>1.4 Plan and execute a one-</p>	<p>1.4.1 Find and determine the</p>	<p>1.4.1 Chair of SM (Sylvia Piggott) and co-</p>	<p>Venue and funds for</p>	<p>Spread information about</p>	<p>Target: receive >15 papers;</p>	



	<p>day Satellite Preconference in Corfu University, Greece. Theme: <i>Artificial intelligence and its impact on libraries</i></p>	<p>venue</p> <p>1.4.2 Prepare the call for papers</p> <p>1.4.3 Prepare a SM website</p> <p>1.4.4 Send information on SM for IFLA WLIC website</p> <p>1.4.5 Look for a keynote speaker</p> <p>1.4.6 Spread information</p>	<p>chair of DH/DS SIG (Xuemao Wang)</p> <p>1.4.2 Organizing team member (Sylvia Piggott and Xuemao Wang) with contributions from other team members (Liz Turner, Jane Dysart, Long Xiao, John (Zheng) Wang, Monica Ertel and Spencer Acadia)</p> <p>1.4.3 Organizing team member (Spencer Acadia)</p> <p>1.4.4 Chair of the SM (Sylvia Piggott) by the deadline decided by IFLA</p> <p>1.4.5 Chair of the SM (Sylvia Piggott) in cooperation with Xuemao and Eva by November 30, 2018</p> <p>1.4.6 Information coordinator (Jane K.</p>	<p>lunch</p>	<p>the CfP for the Satellite Preconference. Means: KM website and wiki, IFLA mailing lists, KM social media (KM blog, LinkedIn, Facebook, Twitter), the December 2018 issue of the KM Newsletter, professional regional lists through SC members</p>	<p>number of attendees: >60</p> <p>(66 attendees in KL 2018)</p>	
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		<p>1.4.7 Receive paper abstracts and bios and decide possible keynote speaker</p> <p>1.4.8 Evaluation of papers using predefined evaluation criteria</p> <p>1.4.9 Notification of authors for approved and rejected papers</p> <p>1.4.10 Upload full program, abstracts and bios on SM website</p> <p>1.4.11 Looking for sponsor for catering services</p> <p>1.4.12 Receive full text of papers in</p>	<p>Burpee) with the collaboration of the SM members</p> <p>1.4.7 Organizing team member (Frank Cervone and assistant to the program chair) by February 1, 2019</p> <p>1.4.8 Organizing team by March 15, 2019</p> <p>1.4.9 Organizing team member by March 15, 2019</p> <p>1.4.10 Organizing team member (Spencer Acadia) by April 15, 2019</p> <p>1.4.11 Chair of the SM (Sylvia Piggott) in collaboration with organizing team by April 30, 2019</p> <p>1.4.12 Organizing team member by June 1, 2019</p> <p>1.4.13 Chair of the SM</p>		<p>Spread information about the Satellite Preconference during and after WLIC. Means: KM website and wiki, IFLA mailing lists, KM social media (KM blog, LinkedIn, Facebook, Twitter), the June 2019 issue of the KM Newsletter</p>		
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		IFLA's paper template	(Sylvia Piggott) by June 1, 2019				
		1.4.13 Advise authors to send IFLA the Authors' Permission Form	1.4.14 Chair of the SM (Sylvia Piggott) by June 30, 2019				
		1.4.14 Submit formatted papers to IFLA for the IFLA Library	1.4.15 Chair of the SM (Sylvia Piggott) on August 23, 2019				
		1.4.15 Prepare SM materials (brochures, list of attendees, handouts of authors' abstracts and bios, certificates of attendance, table nameplates)	1.4.14 Chair of the SM (Sylvia Piggott) August 23, 2019				
		1.4.14 Chair of Satellite Preconference	1.4.15 Organizing team member (Spencer Acadia) and Information coordinator (Jane K. Burpee for KM page) by September 2019			Upload papers and presentations on the KM website (Jane K. Burpee in cooperation with SM Chair, Sylvia Piggott)	
		1.4.15 Upload SM papers and presentations on	1.4.16 Chair of the SM (Sylvia Piggott) by				



		SM website and IFLA Library	November 2019				
		1.4.16 Submit a report to IFLA HQ					
	1.5 Sponsor SIG on Digital Humanities / Digital Scholarship	<p>1.5.1 Looking for volunteers to join SIG leadership team to focus on WLIC 2019 program</p> <p>1.5.2 Forward SIG call for volunteers from KM Section</p> <p>1.5.3 Forming conference programming planning committee for IFLA WLIC 2019</p> <p>1.5.4 SIG planning committee</p>	<p>1.5.1 Convenor Xuemao Wang on 13 October 2018</p> <p>1.5.2 Chair of KM (Eva Semertzaki) on 16 October 2018</p> <p>1.5.3 Convenor Xuemao Wang and web editor for the SIG Section of the IFLA website (Wilda Newman) and team in November-December 2018</p> <p>1.5.4 Convenor Xuemao Wang and team in January – July 2019</p>	Format of the program based on feedback from KL WLIC 2018; likely to continue on an interactive and participatory session with invited “lightning talk” speakers under emerging DH/DS themes	Spread information about SIG DH/DS. Means: SIG Section of the IFLA website (Wilda Newman); KM website, IFLA mailing lists, KM social media (KM blog, LinkedIn, Facebook, Twitter), the December issue of the KM Newsletter		



		<p>starting monthly online team meetings, in addition to email exchange</p> <p>1.5.6 SIG's planning for two-hours program 2019 starting soon</p>	<p>1.5.6 Convenor Xuemao Wang and team in November 2018 – March 2019</p>				
	<p>1.6 Collaborate for the session of the Division III; topic: <i>Library services for a multicultural world</i></p>	<p>1.6.1 Work on the session program as member of the organizing committee</p>					
	<p>1.7 Plan for the WLIC 2020</p>	<p>Waiting for IFLA announcements</p> <p>1.7.1 Decide about possible Satellite Preconference</p> <p>1.7.2 (In case of positive decision) Submit SM proposal form</p>	<p>Processes and deadlines pending</p> <p>1.7.1 SC members</p> <p>1.7.2 Chair and Secretary</p>		<p>Spread information about KM activities. Means: KM website, IFLA mailing lists, KM social media (KM LinkedIn, Facebook, Twitter), the KM Newsletter</p>		



		<p>1.7.3 Same as in steps 1.4 above</p> <p>1.7.4 Collect proposals for theme connected with the WLIC 2019</p> <p>1.7.5 Discuss the themes and decide on open session / sessions during the Business Meetings</p> <p>1.7.6 Choose the chairs for the organizing teams for open session and SM</p> <p>1.7.7 Send Program Enquiry form, prepare call for papers, spread information, select papers and rest of activities as in sections 1.1, 1.2 and 1.4 above</p>	<p>1.7.4 Chair and Secretary by July 2019</p> <p>1.7.5 SC members in August 2019</p> <p>1.7.6 SC members in August 2019</p> <p>Action Plan to be updated in September 2019 for period 2018-2019</p>				
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		in similar sequence					
2. Continue the promotion of IFLA KM Section as the “Voice of Global KM” to all IFLA members implementing the Section’s Communication Plan	2.1 Collect information about KM Section’s activities to regularly update the IFLA website (comply with the instructions of IFLA in the restructuring of the IFLA website)	<p>2.1.1 Check and update (if required) the page “More about this group” once a year</p> <p>2.1.2 Update the information about the Standing Committee members and send IFLA data protection forms for members who have not sent it yet to IFLA</p> <p>2.1.3 Update the page “News” at least on each step of the organization of IFLA Section’s activities (e.g. CfPs, full program)</p> <p>2.1.4 Update the page “Events”</p>	<p>2.1.1 Information coordinator (Jane K. Burpee) by December 20, 2018</p> <p>2.1.2 KM Officers by October 31, 2018</p> <p>2.1.3 Information coordinator (Jane K. Burpee) in collaboration as website team with Liz Turner when required - timely</p> <p>2.1.4 Information coordinator (Jane K. Burpee) in collaboration as website team with Spencer Acadia when required - timely</p>		Communication actions: website and social media		



		<p>uploading short information about Section's activities during IFLA WLIC</p> <p>2.1.5 Update the page "Publications"</p> <p>2.1.6 Update the page "Conferences" with short information about Section's activities about IFLA WLIC</p>	<p>2.1.5 Information coordinator (Jane K. Burpee) regularly. Action plan by November 30, 2018 and then every quarter. Annual report 2017-2018, by November 30, 2018. Newsletter in December 2018 and June 2019. Any other publication as it appears.</p> <p>2.1.6 Information coordinator (Jane K. Burpee) in collaboration as website team with Spencer Acadia - timely</p> <p>2.1.7 Information coordinator (Jane K. Burpee) by November 30, 2018</p>		<p>2.1.5 Annual Report 2017-2018 ready to be published on this page</p>		
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		2.1.7 Update the page “Minutes of Meetings”					
	2.2 Use social media to encourage participation in and awareness of KM activities.	2.2.1 Encourage KM Section members to contribute with content 2.2.3 Remind members to contribute with content	2.2.1 Chair (Eva Semertzaki) and Information coordinator (Jane K. Burpee) in collaboration with Liz Turner by November 30, 2018 2.2.3 Information coordinator (Jane K. Burpee)		Use Communication Plan. Spread information about materials uploaded in the IFLA KM website. Means: LinkedIn, Facebook, Twitter	Target: 4.000 visits per year to KM social media	
	2.3 Publish the KM Newsletter as an official communications tool to host articles on KM and its value to organizations and to promote the activities of KM Section, twice a year (December and July)	2.3.1 Plan the content of the December issue (no.25, 2018) and ask for contributions 2.3.2 Send the required content (text and pictures) 2.3.3 Publish the Newsletter	2.3.1 Information coordinator (Jane. K. Burpee) by 31 October 2018 2.3.2 Chair and SC members by 27-11-2018 2.3.3 Information coordinator (Jane. K. Burpee) by 8 December 2018				



		<p>2.3.4 Plan the content of the July issue (no.26, 2019) and ask for contributions</p> <p>2.3.5 Send the required content (text and pictures)</p> <p>2.3.6 Translate some columns in another IFLA language</p> <p>2.3.7 Publish the Newsletter</p>	<p>2.3.4 Information coordinator (Jane. K. Burpee) by 15 May 2019</p> <p>2.3.5 Chair and SC members by 10 June 2019</p> <p>2.3.6 SC members by 20 June 2019</p> <p>2.3.7 Information coordinator (Jane. K. Burpee) by 30 June 2019</p>				
	2.4 Participate in other IFLA Sections' programs to add the perspective of "The Voice of Global KM"	See activities in 1.1 and 1.3					
	2.5 Define the role of KM and KM Section in the context of	2.5.1 Follow developments of Presidential theme	2.5.1 Chair and SC members				



	IFLA Presidential theme in 2019 “Libraries: motors for change” and 2019 WLIC: Libraries: dialogue for change						
3. Support information professionals on advocating the value of knowledge management in their organizations	3.1 Develop an Toolkit in IFLA Global Vision	<p>3.1.1 Create a project space on Basecamp</p> <p>3.1.2 Work on the draft of Toolkit and post it for consultation</p> <p>3.1.3 Toolkit anticipated to be ready in Spring 2019</p>	<p>3.1.1 Secretary (Julien Sempéré)</p> <p>3.1.2 SC member (Jennifer Bartlett) and Information coordinator (Jane K. Burpee).</p> <p>3.1.3 Information coordinator (Jane K. Burpee), Julien Sempéré and SC members. Translation by Zheng Wang and Long Xiao</p> <p>3.1.4 Project team</p>		Draft posted on Basecamp (1-12-2018)		



		3.1.4 Final Toolkit to be discussed during 1 st business meeting in Athens, Greece 2019					
	3.2 Establish the movement "Friends of the Section" to involve people from outside the KM Section to its mission and activities	3.2.1 Prepare a document consisting of the reasons for establishing the "Friends of the Section"	3.2.1 Corresponding member (Leda Bultrini) with two other members by January 31, 2019				
4. Promote knowledge management literacy with raising awareness within KM Section members about the growing importance of knowledge management in libraries, knowledge management	4.1 Prepare a special issue on KM for the IFLA Journal in collaboration with the journal editor	4.1.1 Contact IFLA for approval of the Call for Papers by November 2018 4.1.2 Organize the call for paper, collect and evaluate papers by April 2019	4.1.1 Corresponding members (Leda Bultrini and Wilda Newman) and SC members (Jennifer Bartlett and Mary Augusta) and 4.1.2 Editorial team (Leda Bultrini, Jennifer Bartlett, Mary-Augusta Thomas and Wilda Newman) 4.1.3 Editorial team				



centers and organizations		4.1.3 Review the papers by August 2019					
	4.2 Follow the activities of IFLA Global Vision program to adjust it to knowledge management	4.2.1 Promote the IFLA Global Vision program to the Standing Committee and the knowledge management world	4.2.1 Chair of KM Section (Eva Semertzaki) in collaboration with Secretary (Julien Sampere) and Corresponding member (Leda Bultrini)				