

**IFLA Section on Library Services to Multicultural Populations**  
**Work Schedule August 2009 - February 2010**

Please respond to Susana when a job is done

	Theme	Officer in Charge	Deadline
1	Revise list of committee members/information from HQ	Susy	Done
2	Memberlist update	Susy	Done
3	Manifesto (to be approved by UNESCO)	Kirsten	Asap
4	Revision of "Definition...". Send an electronic draft to the Secretary	Clara, (Kirsten, Mijin)	After Manifesto
	Revision of Leaflet, new draft	Susana, Ayub, Yasuko	Midyear meeting
5	Revision of Guidelines:	Robert (Chair)	Done
	Funding, administration	Susy, Mijin	Continuing
6	Translations:		
	Manifesto. We will wait for UNESCO		
	Guidelines: French, Spanish, German, Russian, Chinese, Arabic	Mijin, Susana, Volker, Irene, Language Center, Ayub	
	Guidelines, other languages	All Members	
	Ten reasons.... Armenian, others?	Clara, others?	Asap
	Definition...	All Members	After revision
	Leaflet	All Members	After revision
7	Apply for money: SIG	Loriene, Mijin	Oct. 31.
	Manifesto	Kirsten, Susy, Mijin	Oct. 31.
	Guidelines	Susy, Mijin	Oct. 31.
8	Send "Tips for Organizing a Satellite Meeting" to IFLA HQ	Mijin	Asap
9	Midyear meeting, Moscow	Svetlana, Galina	Asap
10	WLIC Gothenborg 2010, working group	Fred, Ruth, Volker	Midyear meeting
	Satellite conference Copenhagen 2010, working group	Flemming, Susy, others?	Asap
11	Study tour, New York, 2011	Fred, Tess, Yasuko	Gothenborg
12	Recruitment strategy	Clara	Asap
13	Ask Magda Bouwens for a list of national members	Mijin	Asap
14	More members; every SC-member must get 2 new Section-members	All members, every year	Before November
15	Strategic Plan, to be revised	Mijin, Susy	Asap
16	Facebook	Clara	Asap
17	Marketing materials	Susy	Asap
	Gifts for speakers and hosts	Susy	Asap
	T-shirts	Ann-Katrin	Asap
18	Follow new IFLA-website	Susana, Jack	Continuing
19	Newsletter (Send to Susana):		Send to Susana:
	Chair's column	Mijin	Oct. 31.
	Photo and a short biography	Ariel, Svetlana	Oct. 31.
	Photo and a short biography, new members	Oksana, Olga, Jack, Loriene	Oct. 31.
	Manifesto update	Kirsten	Oct. 31.
	Guidelines update	Robert	Oct. 31.
	Recruitment Strategy	Clara	Oct. 31.
	Indigenous Discussion Group (SIG)	Loriene	Oct. 31.
	Conferences 2009 in: Milan	Susana	Oct. 31.
	Palermo	Ann-Katrin	Oct. 31.
	New website	Jack, Susana	Oct. 31.

Impressions from a newcomer	Steve	Oct. 31.
-----------------------------	-------	----------

	<b>Conferences 2010 in: Gothenborg</b>	<b>Ann-Katrin</b>	<b>Oct. 31.</b>
	<b>Copenhagen</b>	<b>Flemming, Susy</b>	<b>Oct. 31.</b>
	<b>Midyear meeting in Moscow</b>	<b>Svetlana</b>	<b>Oct. 31.</b>
	<b>Welcome to new members</b>	<b>Volker</b>	<b>Oct. 31.</b>
	<b>Funding and resources</b>	<b>Tess</b>	<b>Oct. 31.</b>
	<b>Photos</b>	<b>All Members</b>	<b>Oct. 31.</b>
	<b>Any other important information and features</b>	<b>All Members</b>	<b>Oct. 31.</b>
<b>20</b>	<b>Newsletter; Management and Redesign</b>	<b>Tess, Anne, Lourina</b>	<b>Midyear meeting</b>