

IFLA Section on Library Services to Multicultural Populations
Work Schedule March-August 2011

Please respond to Susana when a job is done

	Theme	Member Responsible/Lead	Deadline
1	Revise list of committee member	Susana	Asap
2	Memberlist update	Susana	Asap
3	Manifesto		
	Strategy to promote manifesto: working group		To be established in San Juan
	Poster Session in Puerto Rico	Anne Kristin	San Juan
4	Revision of Leaflet, new draft: creation of working group		To be established in San Juan
5	Guidelines:		
	Funding, administration	Susy, Mijin	Continuing
	Submit presentations to put on website	All members	Asap
	Website area for presentations	Jack	Asap
6	Translations:		
	Manifesto: Chinese, Arabic to be done by IFLA HQ	Mijin to Follow up with Stuart Hamilton	Follow Up Done.
	Manifesto: Tamil, Turkish	Ruth, Volker	Asap
	Guidelines: Spanish (revision)	Susana, Olga	Asap
	Guidelines: Arabic		Asap
	Guidelines, other languages (Catalan, Danish, Korean, Japanese, Norwegian & Swah)	All Members	Asap
7	Apply for money/Report on Finances for 2011: SIG	Loriene	Done
	Manifesto	Manifesto Committee, Susy, Mijin	Done
	Guidelines	Susy, Mijin, Robert	Done
8	Midyear meeting 2011 location	Mijin	In San Juan
9	WLIC San Juan 2011, working group	Steve, Loriene, Tess	Continuing
10	Study tour, New York, 2011: programme, budget & list of hotels	Fred, Tess, Yasuko	Asap
	Compilation of pictures from the Section	Tess, Susana	Asap
11	Recruitment strategy-revision	Steve	San Juan
	Recruitment of new Committe members	New Officer to be selected in San Juan	Continuing
	Call for nominations for Chair and Secretary	All members interested	
12	More members; every SC-member must get 2 new Section-members	All members, every year	Before November

13	SIG: request for Statement on Indigenous Knowledge	Mijin, Susana, Loriene	Asap
14	Marketing materials	Susy	Asap
	Gifts for speakers and hosts	Susy	Done
15	Section IFLA-website web editor	Jack	Continuing
	SIG IFLA-website web editor	Jack	Continuing
	Possibilities of comments/wiki on guidelines and manifesto	Jack	Continuing
	Revision of listserv addresses	Mijin, Susana	Asap
	Litserv set up	Jack	Asap
16	Newsletter (Send to Susana):		Send to Susana:
	Chair's column	Mijin	before 31 May
	Photo and a short biography	New members: L. Aaltonen, S.M. Bursasiu, C. Ikek	before 31 May
	Article on Swedish project	Ann Katrin	before 31 May
	Organisation- Norway	Anne Kristin	before 31 May
	Report on midyear meeting	Domenico	before 31 May
	International Indigenous Librarians Forum	Loriene	before 31 May
	ALA award innovation	Loriene	before 31 May
	Ethiopia Reads project	Loriene	before 31 May
	Indigenous (SIG) column	Loriene	before 31 May
	Column of Sc members upcoming events	All members	before 31 May
	Article on multicultural libraries	Ingrid Parent	before 31 May
	Section Conference 2011 in San Juan	Steve	before 31 May
	New York study tour 2011	Fred and Tess	before 31 May
	Germany update	Volker	before 31 May
	Thoughts on their term/s in the section	Any volunteering outgoing members	before 31 May
	Perspective on the section	Robert	before 31 May
	Photos	All Members	before 31 May
	Any other important information and features	All Members	before 31 May
17	Newsletter; Management and Redesign	New Editor to be selected in San Juan	San Juan
	Desktoping	Susy	Continuing
	Editing	Fred	
18	If speaking somewhere about the Section and its work: send note to Mijin	All members	Continuing
	Members' speaking calendar	Jack	Continuing