Name Working Group: 2020 Work Plan

# Working Group Overview

## 1.1 Background

Brief summary of the main focus of the group, and the topics it covers (1-2 paragraphs).

## Objectives

What does the group hope to achieve? What are the expected benefits for LIBER libraries?

## Target Audiences

LIBER connects with many different audiences. To help communicate the work of your group, please indicate which groups of people you most hope to reach and collaborate with. Possibilities include (but are not limited to): library directors and senior managers, library staff, subject specialists, policy makers, other library organisations, funded projects.

## Meetings Scheduled

How often does the group plan to meet? Please list all known meetings. If exact dates are not known, give your best estimation (e.g., “virtual meetings will be held once a month”).

# Deliverables & Activities

## Deliverable #1

**Description:** What is the task you hope to complete (e.g., webinar, report, workshop)?

**Strategy Link:** How does this task link to or support LIBER’s 2018-2022 Strategy?

**Lead Person:** Who will take charge of this task?

**Required Steps:** In the table below, we give the steps needed for a workshop at the LIBER conference.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Indicative Timeframe** | **Support from LIBER Office** |
| Brainstorm with Working Group about LIBER 2020 workshop topic in line with call for papers. Identify and approach potential speakers. | November 2020 | - |
| Submit workshop description, list of confirmed speakers, expected learning outcomes for participants. | 10 January 2020 | - |
| Ensure that all required at workshop register for LIBER 2020. Confirm room planning and requirements with LIBER office. | February 2020 | - |
| Plan workshop in detail with group. | March/April 2020 | - |
| Prepare message for registered workshop participants (welcoming them to workshop, sharing any important information, asking questions to gauge backgrounds/interest areas) | Early June 2020 | LIBER office to either share emails of registered delegates or send message. |
| Write workshop blog post for LIBER website, and share outcomes/slides with participants by email. | July 2020 | LIBER office to edit/publish blog post. |

**Costs:** Do you expect to use any of your SC budget for this activity? If so, how much and for what?

**Linkages:** Could this task link up, or be relevant, to the work of any other LIBER Working Group?

## Deliverable #2

**Description:** What is the task you hope to complete (e.g., webinar, report, workshop)?

**Strategy Link:** How does this task link to or support LIBER’s 2018-2022 Strategy?

**Lead Person:** Who will take charge of this task?

**Required Steps:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Indicative Timeframe** | **Support required from LIBER Office** |
|  |  |  |
|  |  |  |
|  |  |  |

**Costs:** Do you expect to use any of your SC budget for this activity? If so, how much and for what?

**Linkages:** Could this task link up, or be relevant, to the work of any other LIBER Working Group?