CILIPS – Annual Delivery Plan 2020

Advocacy and Partnerships

Objective	Date
Deliver campaigns to promote the interests of library and information professionals in Scotland	Ongoing
Represent members in Scotland by: • Engaging with MSPs and councillors and the media; • The publication of articles, blogs etc in various outlets; • Participation in sector debates, taking on speaking roles; • Joining library related working parties and other stakeholder meetings.	Ongoing
Respond to consultations that affect members and the services they work in and carry out other lobbying and advocacy activities	Ongoing
Sponsor and provide advisory support for Aye Write Book Festival	Ongoing
Maintain partnerships with other library related organisations and networks	Ongoing
Work with partners such as Wikimedia UK and the Information Literacy Community of Practice to promote open knowledge and data & information literacy	Ongoing
Assist and support the membership with implementation of the national school library strategy	Ongoing
New Communications and social media strategy	April
Proactive engagement with CILIP in the planning, delivery and implementation of an annual Libraries Week including running a Scotland specific campaign	October
Support and engage with Book Week Scotland	November

Membership support

Objective	Date
Support CILIP activities to grow membership including Employer Partners	Ongoing
Provide regular updates, news and information pertaining to the interests of information professionals and librarians in Scotland, for inclusion in CILIP channels and communications, including Information Professional	Ongoing
Continue to support the activities of regional Branches and SIGs and explore the need for new Special Interest Groups – e.g PMLG and IL group	Ongoing
Publish regular member newsletters across the year	Ongoing
Develop the research hub on the website	Aug
Work with a student from Strathclyde to analyse membership data and needs	Jan-March
Award Scotland's Library and Information Professional of the Year	January-June
Launch Affiliate membership category	March

Workforce Development and Events

Objective	Date
Deliver professional registration training and mentor training events	Ongoing
Deliver an innovative programme of training and CPD relevant to members in Scotland	Ongoing
Deliver a new professional's event	November
Organise 4 calls for Professional Development Fund	Jan, Apr, July, Oct
Launch a discussion group for Fellowship	April
Support the work of Public Health Scotland to develop the skills profile of the data, information and knowledge workforce including a possible event	Feb-Nov
Review current qualification routes to librarianship in Scotland and assess new options e.g Apprenticeships	Jan-Nov
Promote and deliver a two-day annual conference and one day Autumn event	June
Support the delivery of the IFLA conference e,g sponsor attendees	August
Liaise with SCURL and ARLGS over the development of Higher Education related training activities e.g workforce development, new technologies, leadership, health and wellbeing.	Mar-Nov
Establish a New Professionals and Students Network	July

Operations and Governance

Objective	Date
Monitor and review the Service Level Agreement with CILIP	Ongoing
Continue to implement a training plan for the CILIPS Graduate Trainee	Ongoing
Organise and service 2 Council meetings	April and November
Organise and service 4 Trustee Board meetings	Jan, Apr, Sep, Nov
Ensure role training for all trustees	January
Organise and service an Annual General Meeting	June
Issue call for Honorary Membership awards	February
Review accountancy requirements and retender for service if needed	November

Equalities

The CILIP in Scotland Trustee Board is responsible for evaluating the equalities impact of its decisions and consideration of equalities issues arising from its decisions is undertaken as a standing item on every Board agenda.

Risk management

The CILIP in Scotland Trustee Board is responsible for identifying, evaluating and mitigating risk and maintaining, reviewing and updating a risk register. A standing item on each Board agenda reviews 'risk'.