

UNAH Library development

Final project plan to accompany Sida support proposal: “Project for library and research information services support: Phase 2”

Document Notes

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Document summary

Project plan to accompany Sida proposal and UNAH/INASP project agreement. This project plan focuses on activities that will take place during 2008 and 2009. A project plan for 2010-2011 will be developed during 2009.

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1. Introduction

This project plan is to accompany the “Project for library and research information services support: Phase 2” proposal prepared by the National Autonomous University of Honduras (UNAH) and the International Network for the Availability of Scientific Publications (INASP) for consideration by the

Swedish International Development Cooperation Agency (Sida). This plan has been prepared to support the proposal and in particular to:

- Provide an outline with which Sida, UNAH and INASP can all manage their activities in this area;
- Form the basis of the activities and financial expenditure management timetable to which all parties can work to;
- Provide a clear outline of the project implementation timetable and deliverables to which UNAH and INASP can prepare a formal agreement to manage the funding made available to support these activities by Sida.

This plan is in addition to any formal reporting and project management requirements that Sida may have in relation to this project.

2. Implementation timetable: 2008

The following timetable presents the main activity areas, deliverables, start and end dates and budget. Due to the late signing of the agreement between Sida and UNAH, expected implementation dates have had to be altered accordingly. This has meant that activities originally planned for implementation during 2008 may not take place until 2009. This is reflected in the start and end dates in the tables below. Activities are still prioritised according to the original proposal and budget, i.e. those that were originally planned for 2008 will take place before (or be combined with) those originally planned for 2009.

Objective	Activity and description	Deliverables	Verification method	Start date	End date	Budget (US\$)
Supporting access to online research information	Subscriptions, licences and access to chosen electronic resources.	<ol style="list-style-type: none"> 1. Review and evaluate previous e-resource selection and usage, through discussions with users and monitoring of usage statistics provided by publishers. 2. Communicate e-resource selections and any issues with INASP in a timely manner 3. Transfer funds to pay for subscriptions 4. Register for resources; test access is fully functional 	<ul style="list-style-type: none"> • Short report (1-2 pages) on information priorities of researchers in Honduras • Usage statistics of e-resource usage to date (where available) • License agreements in place • Access set up and working 	November 2008	February 2009	52,500
Strengthening publication of research	Technical English language training for library staff in order to provide technical English language research information support services. This in turn will enhance English writing skills to strengthen the publication of scientific research in English	<ol style="list-style-type: none"> 1. Gather quotations from suitable language schools; select language school 2. Select participants based on pre-defined criteria 3. Transfer funds to pay for language course/s 4. All participants complete language course/s 	<ul style="list-style-type: none"> • List of course participants (and criteria used for selection) • Course completed • Short report (1-2 pages) on English language support services identified and how they have been/will be implemented 	November 2008	November 2009	5,000

		5. Identify and implement English language research information support services				
Enhancing UNAH library staff capacity	Online library-related training modules completed by relevant library staff; knowledge from courses shared in staff seminars/briefings to enhance library capacity in key areas	<ol style="list-style-type: none"> 1. Conduct needs analysis on library-related training needs among UNAH library staff 2. Identify online training provider and modules 3. Select participants based on pre-defined criteria 4. Register/pay for online training courses 5. Complete online courses 6. Set up staff seminars/briefings for training to be shared with other staff 	<ul style="list-style-type: none"> • Short report (1 page) on training needs identified through needs analysis • List of participants and modules to be completed (and criteria used for selection of participants) • Modules completed and certificate received • Staff seminars/briefings set up to share skills learned through training • Short report (1-2 pages) on skill-sharing sessions, including action plan of implementation of improved/new researcher-focussed library services as a result of the training 	December 2008	November 2009	7,750
Developing and strengthening the Honduran inter-library network	National and regional meetings	<ol style="list-style-type: none"> 1. Identify and establish key contacts within libraries, documentation centres and research institutes throughout Honduras 2. Arrange regional or national meeting/s to establish rules and policies to govern inter-library services (e.g. inter-library loans) 3. Prepare all documentation required for the inter-library loan and document delivery services 4. Establish a core team at UNAH to respond to inter-library service 	<ul style="list-style-type: none"> • List of key contacts within libraries, documentation centres and research institutes • Documentation (rules, policies, agreements) relating to inter-library services • Statistics relating to inter-library loans and document delivery 	February 2009	December 2009	2,500

		requests from other libraries				
	One basic library focused course on effective use and management of e-resources and digital library service delivery	<ol style="list-style-type: none"> 1. Identify libraries for initial/further outreach on e-resource management/usage 2. Make arrangements for workshop (venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshop; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • List of workshop participants • Workshop report, including evaluation forms 	April 2009	May 2009	1,000
	Two institutional and researcher focused sensitization and end user training workshops within network member institutions	<ol style="list-style-type: none"> 1. Identify subject areas for initial/further outreach on e-resource usage 2. Make arrangements for workshops (venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshops; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • Lists of workshop participants • Workshop reports, including evaluation forms 	February 2009	November 2009	1,000
	Design and implementation of promotional strategies and materials for promoting e-resources to targeted researcher communities	<ol style="list-style-type: none"> 1. Identify subject areas and/or institutions where further promotion of relevant resources would be useful (based on usage statistics to date) 2. Design promotional strategy and/or materials to encourage increased uptake and usage of e-resources 3. Arrange for production of materials 4. Distribute materials to targeted institutions/users 	<ul style="list-style-type: none"> • Promotional strategy developed; promotional materials produced and distributed • Ongoing monitoring and evaluation of e-resource usage to feed into future promotional strategies 	November 2008	December 2009	1,950

		5. Monitor effect of promotion on usage of e-resources				
	One national level workshop on strategies for monitoring and evaluation of electronic information resource usage	<ol style="list-style-type: none"> 1. Identify participants based on pre-defined criteria 2. Make arrangements for workshop (venue, facilitator, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshop; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • List of workshop participants (and criteria used for selection) • Workshop report, including evaluation forms • National and institutional level monitoring and evaluation reports on e-resource usage including strategies for addressing low usage and how usage feeds into subsequent resource selections 	March 2009	July 2009	3,000
Developing a national library consortium	Initial sensitisation and set up meeting	<ol style="list-style-type: none"> 1. Review of consortia models in different PERii countries 2. Make arrangements for initial sensitisation meeting (venue, date, time, invitations, refreshments, accommodation if necessary, materials) 3. Facilitate meeting (could contain presentation on Sida-funded project, how developing a consortium will ensure sustainability, different consortia models, key questions to discuss, next steps) 	<ul style="list-style-type: none"> • List of meeting participants • Prepared materials for meeting • Action plan detailing next steps; plan updated every month with progress to date 	March 2009	October 2009	5,000
Developing stronger researcher-focussed services	Training workshops aimed at strengthening the capacity of the programme coordination team	<ol style="list-style-type: none"> 1. Discuss areas that could form the basis of this training i.e. particular capacity that needs strengthening 	<ul style="list-style-type: none"> • Participation of two Honduran researchers in AuthorAID workshop to take place in Nicaragua in November, to work on strengthening scientific writing skills. This workshop could then be delivered locally in Honduras in subsequent months 	November 2008	June 2009	11,555

			<ul style="list-style-type: none"> Participation of two members of the programme coordination team in another country's Monitoring and Evaluation of E-resource Usage (MEERU) workshop in order to gain the skills necessary to deliver the workshop within Honduras 			
	Communication between the regional centres to discuss achievements and challenges in order to strengthen links between members	<ol style="list-style-type: none"> Produce regular email newsletter of progress in different regional centres Arrange periodic visits to regional centres (by coordination team) in order to offer support and advice for implementation of action plans developed in phase 1 	<ul style="list-style-type: none"> Design the newsletter Set up e-mail distribution lists Send the newsletter by e-mail Short progress report (1 page) on implementation of action plans in each regional centre 	February 2009	December 2009	1,000
Expanding the availability of Honduran resources online	Digitisation of key Honduran printed material that is currently held in the UNAH Library System	<ol style="list-style-type: none"> Explore digitisation methods and issues surrounding storing and accessing digitised material, including copyright Obtain quotations for necessary hardware; purchase hardware Select staff to perform digitisation and storage of library materials, based on pre-defined criteria Select materials to be digitised, based on pre-defined criteria Digitise and store content; monitor usage of digitised material 	<ul style="list-style-type: none"> Short report (1-2 pages) on key issues surrounding digitisation and storage of content Quotations for hardware List of staff to be involved in digitisation activities (and criteria that selection is based on) Criteria for selecting materials to digitise Materials digitised and stored; materials accessed by users Usage statistics for digitised material 	December 2008	September 2009	8,000

3. Implementation timetable: 2009

Objective	Activity and description	Deliverables	Verification method	Start date	End date	Budget (US\$)
Supporting access to online research information	Subscriptions, licences and access to chosen electronic resources.	<ol style="list-style-type: none"> 1. Review and evaluate previous e-resource selection and usage, through discussions with users and monitoring of usage statistics provided by publishers. 2. Communicate e-resource selections and any issues with INASP in a timely manner 3. Transfer funds to pay for subscriptions 4. Register for resources; test access is fully functional 	<ul style="list-style-type: none"> • Short report (1-2 pages) on information priorities of researchers in Honduras • Usage statistics of e-resource usage to date (where available) • License agreements in place • Access set up and working 	September 2009	February 2010	120,000
Strengthening publication of research	One internationally facilitated researcher focused workshop on preparing and improving research outputs for publication.	<ol style="list-style-type: none"> 1. Identify participants based on pre-defined criteria 2. Make arrangements for workshop (facilitator, venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshop; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • List of workshop participants (including criteria for selection) • Workshop report, including evaluation forms 	March 2009	July 2009	10,000
	Three locally facilitated researcher workshops on preparing and improving research outputs for publication.	<ol style="list-style-type: none"> 1. Identify participants based on pre-defined criteria 2. Make arrangements for workshops (facilitator, venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshops; distribute 	<ul style="list-style-type: none"> • Lists of workshop participants (including criteria for selection) • Workshop reports, including evaluation forms 	May 2009	September 2009	3,000

		and collect workshop evaluation forms				
	One journal focused workshop on electronic publication of journals and research papers using open source publishing systems.	<ol style="list-style-type: none"> 1. Identify participants based on pre-defined criteria 2. Make arrangements for workshop (facilitator, venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshop; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • List of workshop participants (including criteria for selection) • Workshop report, including evaluation forms 	August 2009	October 2009	10,000
	Technical English language training for library staff in order to provide technical English language research information support services. This in turn will enhance English writing skills to strengthen the publication of scientific research in English	<ol style="list-style-type: none"> 1. Quotations gathered from suitable language schools 2. Participants selected based on pre-defined criteria 3. Payment of language course/s 4. Language course/s completed by all participants 5. English language research information support services identified and implemented 	<ul style="list-style-type: none"> • List of course participants • Course completed • Short report (1-2 pages) on English language support services identified and how they have/will be implemented 	March 2009	November 2009	5,000
	Two journal editors' workshops on strengthening journal publication processes.	<ol style="list-style-type: none"> 1. Identify participants based on pre-defined criteria 2. Make arrangements for workshops (facilitator, venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshops; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • Lists of workshop participants (including criteria for selection) • Workshop reports, including evaluation forms 	September 2009	December 2009	20,000
Enhancing UNAH library staff	Online library-related training modules	<ol style="list-style-type: none"> 1. Conduct needs analysis on library-related training needs among 	<ul style="list-style-type: none"> • Short report (1 page) on training needs identified through needs 	February 2009	November 2009	8,000

capacity	completed by relevant library staff; share knowledge from courses in staff seminars/briefings to enhance library capacity in key areas	UNAH library staff 2. Identify online training provider and modules 3. Select participants based on pre-defined criteria 4. Register/pay for online training courses 5. Complete online courses 6. Set up staff seminars/briefings for training to be shared with other staff	analysis • List of participants and modules to be completed • Modules completed and certificate received • Staff seminars/briefings set up to share skills learned through training; • Short report (1-2 pages) on skill-sharing sessions, including action plan on implementation of improved/new researcher-focussed library services as a result of the training			
Developing and strengthening the Honduran inter-library network	National and regional meetings	(Continuation of activity originally planned for 2008. See 2008 Implementation Timetable for details.)	<ul style="list-style-type: none"> • List of key contacts within libraries, documentation centres and research institutes • Documentation (rules, policies, agreements) relating to inter-library services • Statistics relating to inter-library loans and document delivery 	February 2009	December 2009	3,500
	Three basic library focused courses on effective use and management of e-resources and digital library service delivery	<ol style="list-style-type: none"> 1. Identify libraries for initial/further outreach on e-resource management/usage 2. Make arrangements for workshops (venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshops; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • Lists of workshop participants • Workshop reports, including evaluation forms 	May 2009	September 2009	3,000

	Four institutional and researcher focused sensitization and end user training workshops within network member institutions	<ol style="list-style-type: none"> 1. Identify subject areas for initial/further outreach on e-resource usage 2. Make arrangements for workshops (venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshops; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • Lists of workshop participants • Workshop reports, including evaluation forms 	February 2009	November 2009	2,000
	Design and implementation of promotional strategies and materials for promoting e-resources to targeted researcher communities	<ol style="list-style-type: none"> 1. Identify subject areas and/or institutions where further promotion of relevant resources would be useful (based on usage statistics to date) 2. Design promotional strategy and/or materials to encourage increased uptake and usage of e-resources 3. Arrange for production of materials 4. Distribute materials to targeted institutions/users 	<ul style="list-style-type: none"> • Promotional materials produced and distributed • Ongoing monitoring and evaluation of e-resource usage to feed into future promotional strategies 	February 2009	December 2009	2,000
	One national level workshop on strategies for monitoring and evaluation of electronic information resource usage	(To be combined with activity originally planned for 2008. See 2008 Implementation Timetable for details.)	<ul style="list-style-type: none"> • List of workshop participants • Workshop report, including evaluation forms • National and institutional level monitoring and evaluation reports on e-resource usage and strategies for addressing low usage and how usage feeds into subsequent resource selections 	March 2009	July 2009	2,000
Developing a	Meetings to develop	1. Identify participants (i.e. those	<ul style="list-style-type: none"> • List of meeting participants 	May 2009	October	6,000

national library consortium	structure and policies of national library consortium	<p>interested/committed to being part of the consortium)</p> <ol style="list-style-type: none"> 2. Make arrangements for meetings (venue, date, time, invitations, refreshments, accommodation if necessary, agenda/other materials) 3. Facilitate meeting and develop clear next steps 	<ul style="list-style-type: none"> • Charter/policy documentation relating to the consortium • Meeting report, including key next steps (progress against them to be updated on a monthly basis) 		2009	
	Sharing of best practice among consortium members	<ol style="list-style-type: none"> 1. Identify other functioning consortia in Latin American countries so that they can share their experiences with Honduras 2. Hold a meeting to draw up rules (possibly via videoconferencing) on the implementation and functioning of the consortium, and advice on how to ensure its success 	<ul style="list-style-type: none"> • List of participants • Short report on the event 	May 2009	November 2009	3,000
Developing stronger researcher-focussed services	Training in the use of electronic resources and provision of services for researchers	<ol style="list-style-type: none"> 1. Identify subject areas for initial/further outreach on e-resource usage 2. Make arrangements for workshops (venue, date, time, invitations, refreshments, accommodation if necessary) 3. Facilitate workshops; distribute and collect workshop evaluation forms 	<ul style="list-style-type: none"> • Lists of workshop participants • Workshop reports, including evaluation forms 	February 2009	June 2009	1,000
	Implementation of Altair in regional centres (software and training from UNAH library)	<ol style="list-style-type: none"> 1. Check the equipment and internet connectivity in each regional centre 2. Identify the staff who are going to deliver the workshop on 	<ul style="list-style-type: none"> • Workshop report, including evaluation forms • Increase of records in Altair databases 	January 2009	September 2009	2,000

		implementation of Altair 3. Facilitate workshop in each regional centre; distribute and collect workshop evaluation forms.	<ul style="list-style-type: none"> Usage statistics for Altair 			
	Training workshops aimed at strengthening the capacity of the programme coordination team	1. Discuss areas that could form the basis of this training i.e. particular capacity that needs strengthening		February 2009	November 2009	7,500
	Communication between the regional centres to discuss achievements and challenges in order to strengthen links between members	<ol style="list-style-type: none"> Produce regular email newsletter of progress in different regional centres Arrange periodic visits to regional centres (by coordination team) in order to offer support and advice for implementation of action plans developed in phase 1 	<ul style="list-style-type: none"> Send the newsletter by e-mail Short progress report (1 page) on implementation of action plans in each regional centre. 	February 2009	December 2009	1,500

4. Budget and finance

The project budget is detailed in the accompanying spreadsheet: unah-inasp-2008-11-budget.xls.

Some adjustments to the budget may be necessary once the disbursement is received from Sida, due to exchange rate differences. Any budgetary changes suggested by UNAH/INASP would be sent to Sida for approval if necessary.

The project budget has been calculated in US\$ and that should be considered the working budget for the project. However, the budget is also presented in GB£ and SEK for comparison purposes. Therefore the total project budget is indicated by the column highlighted in yellow within the budget spreadsheet. Some important notes should be considered in relation to this budget and the individual cost items:

1. Project activity areas are indicated in column B.
2. "Electronic resource subscriptions" costs include the subscription costs plus a general 10% overhead applied to these by INASP.
3. Columns J and K indicate the approximate split of the budgeted costs between those funds that will be transferred to and managed by UNAH on a per activity basis and those funds that will be managed by INASP. Most of these are either allocated entirely to UNAH or INASP; in general this will be in line with who will be undertaking the associated work and incurring the accompanying expenditure. However, some of these items are split between each partner and the following explanation may be useful:
 - a. The majority of activities in this second phase are exclusively undertaken (in terms of input and activity management) by UNAH. The funds will therefore be transferred by INASP to UNAH (or the local service provider/supplier) to support that activity. Those funds will be managed and reported on in relation to that specific activity. Reporting and verification will be as outlined in this document. An example of this is activities under Objective 4: Library network, the budget of which will be transferred to UNAH for local management.
 - b. Where the activity is exclusively undertaken by INASP, the funds will be managed and reported on by INASP. An example of this is "INASP project management", the costs of which will be entirely borne by INASP.
 - c. Where there is an activity that is shared by both partners, then the cost will be split in relation to the projected expenditure by each partner. An example of this is with "Training workshops aimed at strengthening the capacity of the programme coordination team". The majority of the costs for this activity will be borne by INASP (such as provision and payment of a workshop facilitator, their travel and accommodation costs, materials preparation and dispatch, etc.). In addition, some of the activity costs will be borne and managed by UNAH (e.g. the workshop local costs, lunches, equipment, participant's costs, etc.) and so funds to support those costs will be transferred to UNAH to support this.
 - d. Costs for "Electronic resource subscriptions" will be managed by INASP at UNAH direction in terms of subscription requests. INASP will liaise and pay subscribed information providers and publishers on UNAH's behalf.

4.1 Financial management process

The financial process to accompany this project will be as follows:

1. Sida transfers project funds to INASP to support the entire project.

2. The UNAH and INASP project managers agree an activity budget, timescale and reporting requirements per activity.
3. For each activity, on receipt of a signed invoice, INASP transfers the agreed amount to the specified service provider/supplier or to the petty cash bank account set up for local management of funds.
4. UNAH provides appropriate activity and financial reports on completion of each activity.
5. INASP supports UNAH in activity implementation as requested by UNAH.
6. INASP provides initial progress reports (narrative and financial) by 31st March 2009 (for activity completed in 2008). The mid-term progress reports (including full financial audit) will be submitted by 31st March 2010. The final reports on the project will be submitted no later than 30th September 2011.
7. UNAH and INASP provide detailed financial reports to support each completed activity report. Such reports should be authorised by the senior management of each partner and suitable for external audit as appropriate.

5. Reporting

Reporting during the project will be undertaken in the following areas and ways:

- UNAH reporting to INASP on individual activity implementation progress and outcomes in monthly updates via email and/or written reports as identified.
- Reporting on the deliverables as outlined above.
- Annual review and planning meetings between UNAH and INASP.
- UNAH and INASP reporting to Sida as agreed with Sida, including 3/6 monthly updates if necessary.

5.1 Responsible persons

The following persons will act as activity managers for the duration of this project.

UNAH: Patricia Villalobos, Programme Manager, e-mail: pvillalobos@unah.edu.hn Tel: +504 250-7854.

INASP: Rebecca Priestley, Programme Officer, e-mail: rpriestley@inasp.info Tel: +44 (0)1865 249909.

6. Further information

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