ASEAN Cooperation Project Document

Project Classification Code:

Project Title: Capability Building of AUNILO Member Librarians on Research and IT Competencies: A Training Proposal

Project Description: A two(2) or three (3)-day intensive seminar workshop on Capability Building for AUNILO member librarians in the Areas of Research and Contribution to the Profession and Information Technology Skills.
Date: Nov 2014
Venue: De La Salle University, Manila, Philippines or Nanyang Technological University, Singapore

Sponsoring ASEAN Body

Sectoral Committee/Main Body:
      Meeting Number/Date:
Working Group/Sub-Committee:
      Meeting Number/Date:

Proponent's name and address: AUNILO

Date of preparation

Proposed funding source:

Project budget

Description	Total Allocation ($)
1. Contracts with Individuals	_____
2. Contracts with Organizations	_____
3. Equipment	_____
4. Supplies and Services	_____
5. Travel and Per diem	_____
Total:	_____

Information below to be completed by the PCU

Recommendation of Secretary-General/Project Appraisal Committee

PAC Meeting Number/Date:
Endorsements:

ASEAN Cooperation Project Document Format

1.   Problem to be addressed

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This proposal was developed to address the training needs of AUNILO member librarians based on the outcome of the Training Needs Analysis Survey conducted from September to October 2013 (see Appendix A).

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2.   Background, problem analysis and justification

a.   Background

As early as the 3rd AUNILO meeting held in Universiti Brunei Darussalam in 2006, the AUNILO members have been discussing possible training programs that the AUNILO Committee can conduct for its member libraries. The AUNILO Secretariat since then has requested members to submit proposals for training which can be funded by the AUN. Two training programs have already been conducted, "Institutional Repository Workshop using dSpace" held in 2009 in Malaysia and another on "Workshop on Library Best Practice" held in 2010 in Brunei.

With the fast phase of technological developments in libraries and the changing nature of library users, AUNILO Librarians realize the need to continue to acquire and adapt their skills and knowledge to this changing environment. As such, a training needs assessment was undertaken from September to October 2013 to determine the appropriate training programs most needed by majority of the librarians in the AUNILO member university libraries.

An analysis of the survey results showed that "Research and Contribution to the profession" and "Information Technology Skills" are the competencies most needed by librarians among AUNILO member libraries at this point in time.

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b.   Problem analysis and justification

Problem analysis

The outcome of the Training Needs Analysis survey, participated by 266 Librarians from 18 AUNILO member libraries, suggests that most Librarians lack competencies in the following skills:

- Research and Contribution to the profession, specifically on grant writing, conferences, and research and publication; and
- Information Technology, particularly on learning management system, web page development, and database management.

To keep up with the changing information needs and requirements of researchers and to be able to continue providing efficient and effective services in their respective libraries, AUNILO Librarians need to:

- Pursue further education or professional development;
- Upgrade their knowledge and skills through training;
- Collaborate and share information and experiences with other member Librarians;
- Learn to utilize new technologies as applied to libraries

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Regionality

While it appears that Research and Contribution to the Profession and Information Technology Skills are the two lowest ranked competencies of the majority of the AUNILO member librarians, it also shows that few librarians have "Advanced" to "Expert" skill levels in these competencies. Hence, Librarians from these AUNILO who have experience and are highly skilled in these competencies may be able to share their expertise with the other members by serving as "resource persons".

This does not limit the AUNILO Committee, though, to invite experts from universities in Western or European countries to serve as resource persons.

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Participation

AUNILO members (Librarians and Information Technology Personnel)
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Beneficiaries

AUNILO member institutions, specifically their Librarians and Information Technology Personnel; and indirectly, their faculty, staff, students, researchers and other library clientele who will benefit from the more efficient / effective services of the library.

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<u>Commitment and sustainability</u>

AUNILO members are committed. However, at present some member governments do not have national actions/programs pertaining to this problem. This project will help the member institutions initiate an effort to solicit commitment of their respective governments.

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3.   **Possible solutions**

An intensive in-person training-workshop on Research and Information Technology skills is the best approach/strategy inviting experts from AUNILO member universities or from the universities in the Western or European countries as resource persons. This will require less expenses from the participants than having them participate in seminar-workshops in developed countries (e.g., U.S.). This will also allow more Librarians and Information Technology personnel to participate in the training/seminar.

On-the-job training or internship program may also be explored as an alternative to in-person trainings. This type of training is regarded as the most effective based on the results of the Training Needs Analysis survey but will require more expenses for the participants and more funding support from the AUN, especially if the on-the-job training will last for 2 weeks or more. Hence, further study is recommended before considering this option.

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4.   **Objective and success criteria**

a.   <u>Objectives</u>

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Through this training program, AUNILO hopes to bring the competency of participating librarians to a higher level in the areas of: (1) Research and Contribution to the profession (specifically on grant writing, conferences, and research and publication); and, (2) Information Technology Skills (particularly on learning management system, web page development, and database management) with the end in view of helping them develop meaningful professional goals taking into account the mission-vision of their respective institutions.

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b.   <u>Success Indicators (Qualitative)</u>

At the end of the training-workshops, the participants are expected to be able to:

- Embark on a research project;
- Eventually submit their output for paper presentation or publication;
- Demonstrate skills in using a Learning Management System to support the learning needs and/or enhance the teaching skills of their clientele;

- Demonstrate skills in using a Content Management System to develop or enhance their Library Web Site; and
- Demonstrate skills in designing, implementing, and managing a database for their library's collection.

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c.   Success Measures (Quantitative)

After successfully completing the training-workshops, the following should be observed:

- Increased in research outputs for publications or paper presentations;
- Improved service efficiency in supporting the learning needs of students and/or enhancing the teaching skills of the faculty members;
- Increased web presence of the library's resources and services and improved library website usability; and
- More efficient access to the library's database of available resources.

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5.   Outputs

The following are the expected output of the proposed training-workshops:

- Trained Library Personnel in writing researches for publication or paper presentation;
- Training Library Personnel in using Learning Management Systems, web page development and database management;
- New Research Proposals

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6.   Indicative work plan

WORK PLAN

Activity	Output
1. Once the project is approved, a meeting among AUNILO Members will be scheduled to plan for the holding of the Seminar Workshop.	Plan for the holding of the Seminar Workshop is in place. Participants have been identified.
2. Experts in the field will be identified and invited.	Experts agree to be resource persons in the seminar workshop.
3. The Seminar Workshop shall have the following activities:	

Considering the varying interests and job requirements of the target participants, sessions for both the (A) Research and Contribution to the Profession and (B) Information Technology Skills will be held simultaneously to allow participants to choose the training-workshop they would want to attend based on their professional and personal needs.

The training-workshop for Research and Contribution to the Profession will be conducted for two days or a total of 12 hours while that of the Information Technology Skills will be for 3 days or 21 hours.

A. Research and Contribution to the profession

Topic	Short description	Day	Number of hours
Writing Your Research Paper	Provides basic understanding of the theory and approaches to research. Also discusses plagiarism and how it can be avoided	1	3 hours
How to Get Your Paper Accepted	Offers practical tips that would guarantee acceptance of papers submitted for paper presentations	1	2 hours
Get Published!	Presents suggestions on how to get your paper accepted for publication	1	2 hours
How to be a Referee	Gives practical advice on how to serve as a referee/reviewer of an article or manuscript proposals (with workshop)	2	2 hours
Writing a Good Grant Proposal	Focuses on preparing successful grant proposals and finding grant funding (with workshop)	2	3 hours

B. Information Technology Skills

Topic	Short description	Day	Number of hours
Learning Management System (LMS) as an Online Learning/Teaching Tool	Understanding the basics of LMS and how this can be used to facilitate teaching and learning. Includes hands-on workshop on how to use the different features of an LMS	1	7 hours
Increasing your Library's Web Presence	Utilizing popular web technologies (e.g., Content Management Systems, Blogs, Social Networks) to promote your Library's resources and services	2	7 hours
Introduction to	Understanding the basics of	3	7 hours

Topic	Short description	Day	Number of hours
Database and Database Management Systems	database structures and database management systems. Includes hands-on exercises on database modeling, creation, and information retrieval techniques		

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7.   Management and implementation arrangements

a.   <u>Management arrangements</u>

Sponsorship of the project will be sought from AUN.
Project Manager for the Training-Workshop will be appointed from any of the AUNILO member Libraries and will report to the AUNILO Secretariat. Member countries of AUNILO will be invited to send participants for the training program.

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b.   <u>Implementation arrangements</u>

To implement the training, the following arrangements will be made:
- Formation of Ad-Hoc Committee on Capability Building to undertake overall planning and implementation
- Appointment of Project Manager and Members
- Finalizing the Training Schedule
- Identification of Specialists in Research and Information Technology from AUNILO member countries or from other countries as possible Resource Persons.
- Invitation to identified Specialists as Resource Persons
- Invitation to AUNILO member institutions to participate in the Capability Building training-workshops
- Every stage of Ad-Hoc Committee's progress to be reported to AUNILO Secretariat

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c.   <u>Monitoring and Evaluation Arrangements</u>

A training evaluation will be administered by the Program Committee Members immediately after the training-workshops to gather feedback from the participants. The evaluation should be able to determine if the objectives set for the training-workshop have been met and what are the lessons learned and the points for improvement.

A report on the training-workshop and training evaluation shall be prepared and submitted by the Program Committee a month after the event.

8. Inputs

INPUT: Personnel	HOW MANY?	DURATION	COST
Resource Persons:			
- Specialists on Research	1	2 days	US$ 420
- Specialists on Information Technology	3	3 days	US$ 630
Participants from AUNILO member Libraries:			
- for Research and Contribution to the Profession	20	2 days	
- for Information Technology Skills	20	3 days	
Workshop facilitator:			
- for Information Technology Skills	1	3 days	US$ 84
Program Committee Members	3	4 days	US$ 600

INPUT: Equipment and Supplies	HOW MANY?	COST
- for Research and Contribution to the Profession		
- Computer (Desktop or Laptop)	1	*
- LCD Project + Screen	1	*
- Training materials	20	US$ 80
- for Information Technology Skills		
- Computers (Desktop or Laptop)	21	*
- LCD Project + Screen	1	*
- Training materials	20	US$ 80

To be provided by host institution

INPUT: Travel	HOW MANY?	COST
Resource Persons	4	US$ 500
Facilitator	1	US$ 500
Program Committee Members	3	US$ 500
Participants	40	Travel expenses to be shouldered by participants

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9. Budget and funding arrangements

ESTIMATED BUDGET: US$ 12,354.00

Budgetary Requirements

Item No.	Particulars	Pax	Estimated Cost (USD)	Total (USD)
1	Accommodation for 4 nights (4 Resource Persons + 1 Facilitator + 3 Program Committee Members)	8	400	3,200
2	Travel Expenses (4 Resource Persons + 1 Facilitator + 3 Program Committee Members)	8	500	4,000
3	Training Materials	40	4	160
4	Honoraria for Speakers (x33 hours)	4	30/hr	990
5	Honoraria for Facilitator (x21 hours)	1	4/hr	84
6	Honoraria for Program Committee Members	3	200	600
7	Meals (2 snacks + 1 lunch)	40 + 8	15	720
8	Contingency Fund			2,600

TOTAL (USD)   12,354

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Attachments

The attachments listed and described below should be appended to the Project Document as necessary or appropriate.

a.   Mobilization Plan.
A plan should be prepared that describes how the project will be activated once it is approved. The preparation of this plan is especially important when the finalization of funding arrangements remains to be done. This plan could also include the designation of the project manager and any other steps that must be taken to enable the project manager to initiate implementation of the project.

b.   Explanation of Budget Estimates.
This attachment should explain how budget estimates were determined for major inputs. In many cases, this attachment may simply refer to ASEAN pro forma figures for budgeting. Otherwise, supporting information should explain how budget figures were calculated.

c.   Terms of Reference (TOR) for Contracts.
In the event that important elements of the project will be done on a contractual basis, the TOR should be prepared in draft as attachments. Contracts can be for individuals, firms, non- governmental organizations or other institutions. The format and instructions for the preparation of TOR for contracts provided in Form APDM/TOR.

d.   Specifications for equipment.
An attachment should be prepared with the specifications for any equipment item over $10,000 in value or for multiple purchases of a smaller item whose aggregate value exceeds $10,000.

e.   Other Attachments.
Other attachments may be provided in order to explain or clarify the Project Document. These might include explanatory technical data or a bibliography. Such additional attachments are not mandatory and should be prepared only if deemed essential for understanding of the Project Document by appraisers or potential funding agencies.

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Review

The project proponent should review the draft project document for (1) clarity of the logical connections among elements of the project; (2) completeness, according the requirements of the project document format; and (3) correctness (facts, grammar, spelling). The first draft of the Project Document should be circulated for substantive comments within the concerned ASEAN body and revised accordingly before submission to the THE COORDINATION UNIT (PCU) for appraisal and further processing.