

## INSPIRE England – report to the Steering Group April 2004.

For the INSPIRE England SG meeting on 7<sup>th</sup> April.

In response to suggestions from the Steering Group, the report to the England SG this month is combined with the England action plan. This report should be read in conjunction with the financial report from LISU.

<i>Date</i>	<i>Task</i>	<i>Who</i>
Jan 04	Engage LSC at national level <i>Achieved</i>	MH/AG
Jan/Feb	<ul style="list-style-type: none"> <li>• Negotiate with all ELC demonstration projects and LLiL <i>Contact and monitoring of progress of the WM pilot groups is on-going.</i></li> <li><i>A meeting of the LLiL consultant and members of the England SG took place in March.(notes from this meeting attached)</i></li> <li>• Scope extent of access agreements and identify challenges <i>Mapping has already been carried out in the WM and further information will be obtained from the WM pilot groups and WM MLA.</i></li> <li>• Link with associated regional projects, e.g. RDA Libraries Challenge in WM <i>MLA to advise.</i></li> <li>• Identify a cohort of staff to work with to evaluate impact of project and monitoring mechanisms (with sub-projects from WM) <i>Achieved. Pilot groups working closely with YH.</i></li> <li>• Evaluate potential for website development and sustainability <i>MH has investigated this and YH providing content for web pages. Project web page expected to go live in May, followed by later INSPIRE England web pages.</i></li> </ul>	YH
Jan/March	Establish outreach links <i>Pilot groups have achieved this</i>	ELC Demo project officers
Feb	1 <sup>st</sup> meeting of Inspire England SG Progress report and Financial report <i>11<sup>th</sup> Feb</i>	
Feb	Initiate contact with other regional agencies re Inspire rollout <i>YH contacted regional agencies and passed information to LT at WM MLA</i>	YH
Feb/March	Consult on and develop training materials <i>Training materials developed, including a 'Procedures Manual'. Materials sent to pilot groups and then discussed at meeting with pilot groups on 20<sup>th</sup> Feb</i> Pilot training materials, amend as necessary and develop 'training the trainers' delivery programme <i>Training materials amended for WM pilot projects. Training delivered to library staff and partners: Stoke-on-Trent 4<sup>th</sup> March 11 staff</i>	YH YH

	<p><i>Wolverhampton 9<sup>th</sup> March 8 staff</i>  <i>Coventry 11<sup>th</sup> March 18 staff</i>  <i>Feedback obtained on training sessions</i>  <i>Evaluation of pilots will include evaluation of training materials for England materials. Questionnaire to be devised for library staff involved in pilots.</i></p>	
mid March	<p>Report of outreach developments to consultant (YH) by ELC Demo project officers  <i>YH in contact by email and telephone with ELC projects</i>  <i>See separate WM progress report for details (attached)</i></p>	ELC Demo project officers
Late Mar/beg April	<p>2<sup>nd</sup> meeting of Inspire England SG  Progress report and Financial report  <i>7<sup>th</sup> April</i>  Agree long term and short term monitoring mechanisms  Report and decide on website options</p>	YH & SG YH & SG
March/June	<p>Rollout of staff training materials (electronic and hard copy) for delivery by ELC project and other staff; standard briefing, supporting documents via agreed programme for regional delivery</p>	YH and ELC Demo project officers
March/June	<p>Develop draft marketing strategy for users/non-users and consult SG via email to finalise  Plan launch and publicity for September</p>	YH
27 <sup>th</sup> April	<p>Inspire England Conference. Awareness raising event</p>	
May/June	<p>Test launch marketing strategy  Impact evaluation with staff</p>	YH
June	<p>3<sup>rd</sup> meeting of Inspire England SG  Progress report and Financial report</p>	
May/June	<p>Report for SG</p>	YH
End July 04	<p>4<sup>th</sup> meeting of Inspire England SG  Financial report  Project report and sustainability strategy  Finalise details of launch in September</p>	