

NOTES FOR PROSPECTIVE HOSTS

ANNUAL CONFERENCES & QUADRIENNIAL CONGRESSES

ICA welcomes applications from member countries or other entities with the resources to host its annual conferences or quadrennial congresses. These notes provide further details and guidance on how to submit a complete application which can be assessed against the criteria for ensuring suitability and compliance. Prospective candidates are advised refer to the following documents, which outline the process and criteria for selecting hosts and provide guidance on organizing annual conferences and congresses:

- ICA Annual Conference/Congress: notes for prospective hosts (this document)
- ICA Conference/Congress Manual

These notes are a work in progress and not intended to be fully comprehensive. For further information, enquiries should be emailed to prochasson@ica.org

Annual conferences and quadrennial congresses consists of 3 parts:

1. Governance meetings
2. Professional programme sessions
3. Forum of National Archivists (FAN)

Annual conferences are staged in the years between the ICA quadrennial congresses.

SELECTION CRITERIA

The ICA Executive Board is responsible for initial selection of the host organization/institution/country (the host) for the ICA Annual Conference/Congress. It recommends the selected candidate to the General Assembly for approval at least two years in advance of the annual conference/congress.

These selection criteria will be followed in assessing proposals, even if only one country applies, in order to ensure that the venue and host/s is/are able to deliver the facilities required to stage a successful annual conference/congress. The criteria provide an objective and transparent standard against which proposals can be assessed.

Applications should be sent in writing in the form of a complete submission. They will be assessed in accordance with the criteria set out in this document. Candidates should refer to the paragraph entitled “ICA Annual Conference/Congress Host Country Selection Procedure” for fuller details. Further information is available from the ICA Secretariat.

1. Applications

ICA will examine applications from individual countries or from a consortium of stakeholders, which may include some or all of the following:

- National archives

- National professional association
- ICA Branch
- ICA Section
- Other archival institutions

Regardless of whether the application is from a single or several parties, ICA will be looking for evidence of the support of other archival and recordkeeping stakeholders.

2. Timelines and application letter

The Executive Board will decide on the venue of the annual conference/congress on the basis of a recommendation from the Secretariat, which will assess the bids according to the published criteria and procedures.

- **Call for bids:** issued 6 months in advance of the Executive Board and General Assembly meetings 2 years before the proposed annual conference (4 years for congress);
- **Recommendation to Executive Board:** one month in advance of the Executive Board meeting 2 years before the proposed annual conference (4 years for congress);
- **Executive Board decision:** no later than Executive Board meeting 2 years before the proposed annual conference (4 years for congress);
- **General Assembly approval:** no later than General Assembly 2 years before the proposed annual conference (4 years for congress).

The ICA Secretariat will announce the dates for the selection of the host country including the deadline for bids from prospective candidates.

- Only offers received before the application deadline will be considered.
- Applications must be in writing, give full details of why the prospective host is keen to organize the conference, including the benefits for the host country and region, and outline potential financial support.

3. Selection criteria:

Geographical factors:

ICA aims to organize successive annual conferences/congresses in different regions of the world. In selecting the host country, the following factors will be considered:

- whether or not an ICA annual conferences/congress has recently been held in the country,
- whether or not the annual conferences/congress has already been held in the geographical area in which the applicant country is located.

Government support:

Government support for proposal and delivery of the annual conference/congress in the candidate country is essential for all bids. Proposals should contain a clear guarantee of that support, including:

- The candidate country has the political and financial support of the highest echelons of its government.
- There is high-level support from the authorities of the city, region or organization concerned

- Simultaneous interpreting into French and English can be provided to the standards required by ICA and/or the host country

Ideally ICA is looking for as much financial backing to come from the host organization as possible, but it is also willing to consider other financial arrangements, including self-financing models, subject to negotiation and signature of a Memorandum of Understanding (MOU) covering allocation of decision-making authority, organizational responsibilities and financial liabilities between ICA and its partners in delivering the annual conference or Congress.

Political and social situation:

ICA wishes to uphold the principle of inclusiveness, as laid down in its Constitution, by organizing its annual conferences in places freely accessible to all nationalities. Bids should include statements to the effect that:

- The political or social situation of the host country is stable enough to guarantee the safety and security of participants.
- The country will allow all ICA members, regardless of the country of origin, to attend the event and that there will, for example, be no obstacles as regards delivering the requisite visas. The bid must state that the host will make every effort to obtain appropriate assurances in this regard from its national government.
- The proposed venue is easily accessible by air, in particular via international flights

Benefits for the country and/or region:

The application should state clearly the benefits which will accrue to the host country, region, ICA section and archival and recordkeeping community through holding the ICA annual conference/congress at the venue proposed, including:

- Benefits for the archives and national/regional professional community
- Benefits to and input from involvement of the ICA Regional Branch and any stakeholder Sections.
- Association of the annual conference /congress with particular archival development projects at national or regional level (e.g. legislation, new buildings, new policies, etc.)
- Association of the annual conference/congress with a celebration or a national, regional or local event of historical importance.
- Justification of the relevance to the local and regional archival and recordkeeping community of the topic proposed for the professional programme and the need to discuss and exchange ideas on the particular issues concerned.

Benefits for ICA:

ICA will also take into account the benefits for the association and its members of holding the annual conference/congress in the candidate country. Applications should clearly indicate anticipated benefits to ICA, including:

- potential increase in the number of ICA members in the country or region
- opportunity to raise the profile of ICA in the country or region
- potential for ICA to pursue specific projects in the country selected.
- furtherance of ICA's strategic objectives

Earlier decisions:

ICA will take account of decisions made in the past by the Executive Board with regard to the selection of host countries.

Organization and Resources:

Applicants will be expected to provide evidence that they have the capacity to host an international meeting in accordance with ICA's requirements.

This should include:

- preparation of a sound business model, including minimum/maximum assumptions with regard to the number of participants, expected expenditure and potential income;
- possibilities for professional visits, cultural excursions and provision of a programme of events for accompanying persons
- the existence of the necessary facilities and equipment at the proposed venue.

ICA will allow its name and logo to be used for the conference and will help choose the conference/congress topic to fit in with its multiannual programme, thus ensuring the continuity and development of exchanges within the professional community. ICA will play an active part in producing the programme and selecting high quality keynote and other speakers. ICA will also perform quality controls on the programme and the organizational arrangements, to ensure they meet its requirements and are in line with its strategic lines of thrust. ICA will be entitled to part of the income from participant registrations, as agreed in advance with the host under the terms of the Memorandum of Understanding.

The host will provide assurance that it can organize the conference/congress and fund the items agreed in the Memorandum of Understanding. It will be responsible for organizing the conference on its own or with the assistance of a Professional Conference Organizer (PCO).

The registration fee is set by agreement between ICA and the host. It must cover the overall programme (including professional content), meals, and social/cultural events.

If ICA intervenes directly to find sponsors, it will be entitled to 50% of the amount thus obtained.

SELECTION PROCEDURES

Candidates for hosting an annual conference/congress of the International Council on Archives should complete a full submission comprising an application letter and supporting written evidence to show that their bids meet the criteria outlined in the list given above.

The ICA Executive Board is responsible for deciding on the dates and venues for the annual conference/congress, the General Assembly, the Congress, and the Forum of National Archivists. In making its decision, it will consider the recommendations of the ICA Secretariat, including those of the Vice-Presidents.

In order to be transparent in the selection of the host country, the ICA Executive Board will follow the steps below:

1. Receipt by ICA of proposals from prospective host countries:

The date for start of applications and the final deadline for their submission will be published at least 6 months in advance of the annual conference, 2 years before the event (4 years before a congress).

2. Submission:

The country must make a written bid to host the annual conference sending it to the ICA President (as Chair of the Executive Board), care of the ICA Secretariat in Paris, before the closing date for applications.

3. Further information

As soon as it receives the applications, the Secretariat team will contact the individual candidates in order to clarify any points that may need further explanation, as a means of encouraging them to present as strong a case as possible.

4. Recommendation from the Secretariat

The team at the ICA Secretariat will make written recommendations to the Executive Board at least one month before the Executive Board meeting held two years before the scheduled date of the annual conference concerned (4 years for a congress).

5. Selection of the candidate

If there is just one candidate country:

- The Executive Board will consider the bid according to the selection criteria mentioned above and the recommendations made by the Secretariat

If there are several candidate countries:

- The Executive Board will consider the different applications according to the criteria mentioned above and the recommendations made by the Secretariat using a points rating system to make its selection.

If none of the candidates meet the criteria, a new call for applications will be issued. If time is too short for this purpose, the ICA President and Secretary General will directly approach suitable potential hosts and encourage them to apply. Their applications will then be assessed by the Executive Board according to the rules detailed above.

6. Decision by the Executive Board

The Executive Board will make a formal decision to accept the bid from the candidate with the most support.

7. Country selected advised of the Executive Board's decision:

The host country selected is advised of the Executive Board's decision and is requested to send a letter to the ICA President to confirm its availability.

- The countries not selected are informed by the ICA Secretariat only after the confirmation letter has been received from the host country selected.

8. Letter of Confirmation

In its letter of confirmation, the host country must give the requisite assurances with regard to the various points mentioned above (financial resources, logistics, professional commitment), including confirmation of the support of the Ministry concerned and/or its Government. The corresponding documents must be sent to the ICA President with a copy to the ICA Secretariat (prochasson@ica.org).

9. Approval by the General Assembly

- The recommendation regarding the host country is added to the General Assembly agenda
- The General Assembly approves the selected host country. If the General Assembly is opposed to the proposal, the selection process will have to be repeated.

10. ICA signs an agreement (MOU) with the host country selected:

- The MOU is drafted by the ICA Secretary General
- The MOU is signed by the host country and the ICA President.

11. The venue is announced on the ICA website and in the ICA newsletter

APPLICANT CHECK-LIST

Type of Applicant:

- Is the consortium/ partnership strong? Is there a MOU or other kind of agreement?
- Do the partners represent ICA Section or Region interests?
- Is there support from other archival and recordkeeping stakeholders?

Finance:

- Is there a sound business model?
- Does the applicant have its government's financial support?
- Is there sufficient other financial support (including consortia)?
- Will there be support for visitors from developing countries?
- Will the business model ensure at least financial breakeven?

Government and political support:

- Does the applicant have government/region/local political support?
- Is there support from the National Archives and/or archival institutions?

Resources, infrastructure and facilities

- Has the proposed venue the necessary facilities in terms of conference rooms, hotel rooms, rooms, rooms for workshops and professional gatherings, work space for the ICA Secretariat, space for associated events (gala dinner, etc.)?
- Is there Internet/WiFi access and are portable computers available?
- Catering facilities?
- Closeness to local amenities?
- Can translation/interpretation be provided (at least in English and French)?
- Has the country previously successfully delivered an ICA governance meeting and with what result?
- Are there good prospects for professional visits, cultural excursions and programme of activities for accompanying persons?
- Is there likely to be the support of local volunteers?

Motivation:

- Does the country have a track record in archives management and recent achievements?

- Professional and strategic challenges
- Involvement in ICA bodies

Benefits:

- Is there potential to increase the number of ICA members in the country or region?
- Is there an opportunity to raise the profile of ICA in the country or region?
- Is there potential for ICA to boost its presence in the country or region and to develop particular projects there?
- Will the event support ICA development strategy?
- Will it serve the professional interests of the host country, the ICA branches and sections,
- Will the event benefit the local archival and recordkeeping community?
- Does the proposal contain innovative features for the profession?

Content

- Is the proposed subject matter interesting, relevant, timely?
- Does the subject matter complement other ICA-sponsored conferences or other upcoming professional conferences or ones that have taken place in the region in the year before, the same year or the year following the planned conference/congress?
- Is the topic proposed for the professional programme relevant and necessary for the local and regional archival and recordkeeping community?
- Is the annual conference/congress to be associated with a particular archival development project at national or regional level?
- Is the annual conference/congress to be associated with a celebration or a national, regional or local event of historical importance?

Geography

- Has an ICA annual conference/congress recently been held in the country?
- Has an ICA annual conference/congress been held in the geographical region where the applicant country is located?

Political and social situation

- Is the safety and security of the participants guaranteed?
- Will the country allow all ICA members, regardless of their country of origin, to attend?
- Is there assurance from the government over issue of the requisite visas?
- Is the proposed venue easily accessible by air, in particular via international flights?
- Is there a climate of openness and public debate in the country?

General

- Has the application been submitted in time?