

The Programme Commission (PCOM)

The Programme Commission is responsible for:

- the professional and technical programme of the ICA;
- coordinating the activities of regional branches, sections and committees; and
- the professional content of ICA international congresses, conferences, seminars and symposia.

PCOM funds and endorses archives and records management projects that support the ICA's [professional programme](#), [strategic objectives and business plan](#).

It also creates expert groups in the main areas of professional activity, provides their terms of reference and monitors their progress.

The Vice President Programme has ultimate responsibility for PCOM and for aligning the professional programme and its initiatives with the [ICA's strategic objectives](#).¹

Funded Projects

Funding is available through the Programme Commission (PCOM) or International Fund for Archival Development (FIDA) – see [Appendix A Funding Decision Tree](#) to find out which is more suitable for your project.

PCOM will consider funding applications for:

- conference, seminars and workshops to a total €3,000 per year for meeting arrangements spanning 1 to 2 years, and
- projects spanning 1 to 3 years, generally up to €10,000 per year. Applications for funding over more than one year should reflect annual funding of up to €10,000 per year in the application, project planning and dates and deliverables.

Applicants are also expected to secure significant additional funding or resources from other sources.

Endorsed Projects

Applicants can apply for PCOM endorsement of their projects or meetings and receive the benefits of endorsement, including:

- inclusion on the PCOM Project Register;
- publication of details on the ICA's website (by agreement);

¹ [ICA Constitution](#) article 12

- unparalleled international networking, putting participants in touch with partners, archival expertise, peer review and project management support from across the world;
- opportunities to test ideas and concepts in different environments;
- opportunities to present your project or meeting to the world archival community through the ICA's communications network, including international congresses; annual conferences; ICA's website, ICA's journal *Comma* and the ICA listserv; and
- increased visibility for the project or meetings with external stakeholders.

Endorsement also ensures that projects and meetings develop and implement products, tools and other activities that contribute strategically to the international archival community.

ICA Branches, Sections and Expert Groups do not need to seek endorsement for their own projects and meetings but are requested to notify PCOM.

Projects and meetings that are only endorsed by PCOM do not receive PCOM funding.

Assessment Criteria – All Projects

PCOM evaluates applications in three areas:

1. **Strategic Direction:** whether the project or meeting will contribute to ICA's strategic objectives;
2. **Project Impact:** the extent to which the project or meeting supports the ICA programme, with preference being given to projects or meetings that support one or more programme priorities or interest areas, or which benefit a wider audience or which support recovery from an emergency, disaster or conflict;
3. **Likely Success:** whether the goals and planning are realistic, whether risks have been identified and addressed, and the project or meeting is likely to be successful.

For a detailed explanation of the criteria and how PCOM evaluates applications see [Appendix B Assessment Criteria](#) and the *Assessment Form*.

Additional Assessment Criteria – Funded Projects Only

Where applicants apply for funding, PCOM evaluates applications in three additional areas:

4. **Project Funding:** how much PCOM funding is requested and what other funding is available;
5. **Partnerships:** whether other organizations, collaborators and stakeholders will be involved and who they are;
6. **ICA's Role:** how important ICA's support for the project is.

PCOM encourages applications which:

- produce products, tools and other activities that will be widely used by other ICA Branches, Sections, Expert groups, and members, or the global archive community and its users, and/or promote archives and archives and records management professionals;
- are multi-disciplinary, involving collaboration with other professions; and/or
- adapt existing products or tools for different audiences or promote ICA and its goals in areas where the network is not strong.

These include:

- projects that introduce or adapt an existing ICA product to a group of organizations or an entire branch (for example a workshop that introduces the use of the *ICA REQ Standard* or the *PARBICA Recordkeeping for Good Governance Toolkit*);
- projects or meetings that build the ICA network in a region where the network is not strong (for example a regional seminar that includes non-members in order to promote membership and participation in future activities); and
- projects or meetings that promote the archival profession (in its broadest sense) worldwide.

We also encourage you to explore options for publicising your project and deliverables, especially where your audience is different to that of the ICA.

PCOM does not support applications which:

- do not meet the application criteria; or
- include the normal activities and operations of an organization (e.g. digitisation projects).

Successful Projects - Conditions

Successful projects are subject to various conditions relating to reporting, project deliverables and the publication and/or sharing of end-products. For PCOM-funded projects receipt of funding is subject to meeting these conditions, including:

- the appointment of a Project Liaison by PCOM to support, monitor and liaise between PCOM and the Project Leader;
- completion of a signed contract between the ICA and the funding recipient's representative (PCOM-funded projects only);
- submission of a report from the Project Leader upon completion of the project. Interim reports may also be required at dates specified in the contract;
- making project deliverables available to PCOM for publication and/or use by Branches, Sections, Expert Groups and members, once cleared by PCOM members²; and

² This means that the products of PCOM-funded projects may only be available to ICA members as part of the ICA membership benefits package. This will be reflected in the contract of projects which are affected.

- translation of project deliverables into either French or English as part of the project, where neither is the language of the original. Other language versions are also welcome.

How to Apply for Funding or Endorsement

Applicants need to:

- be a member of the ICA or partnered with a member of the ICA;
- find out about the ICA and its strategic objectives and programmes;
- read these guidelines so that you know what is needed for a successful application;
- [contact us](#) before completing the **Application Form** so that we can:
 - advise you on whether your project is eligible for support
 - help you with joining the ICA
 - help you decide whether to apply for funding and/or endorsement
 - help you with your application and how to best link your project with the ICA's strategic objectives and work
 - advise you on finding a suitable partner or additional funding sources and/or
 - put you in touch with related projects or subject area specialists who can help
- complete the **Application Form**; and
- send the completed form and supporting information to the PCOM team at programme@ica.org.

Applicants can apply for PCOM funding and/or endorsement at any time.

The Assessment Process

In general, the application assessment process is as follows:

1. The PCOM team confirms receipt of the completed **Application Form** within **two weeks**;
2. The PCOM team completes an initial review of the application. We will be in contact with applicants if we need more information (e.g. if the application is not complete or clearly does not meet the evaluation criteria);
3. The PCOM team forwards the application to Programme Commission members for evaluation against the criteria.
We may ask for more information and/or may commission a subject area expert to assist in evaluating the proposal. On the basis of these evaluations the Programme Commission makes its funding and/or endorsement decisions;
4. The PCOM team notifies applicants of PCOM's decision within **six weeks** of the application submission. There are three possible outcomes:
 - Your project is successful and **endorsed**. You can use the ICA logo to promote your project, to seek other funding sources, etc. Your project will be included in the PCOM project register and on the ICA website, and included in the ICA business plan as part of the professional programme;

- Your project is successful and **endorsed and funded**. A contract will be sent to you, outlining the funding payment schedule which will also be mapped to the milestones, reporting and deliverables schedule. Where your project has been funded with conditions you must meet the conditions within the specified timeframes to obtain the funding; or
- Your project is **declined**. We will try to provide you with advice and ideas to develop your project further or to put you in contact with other potential partners.

For successful projects the process is as follows:

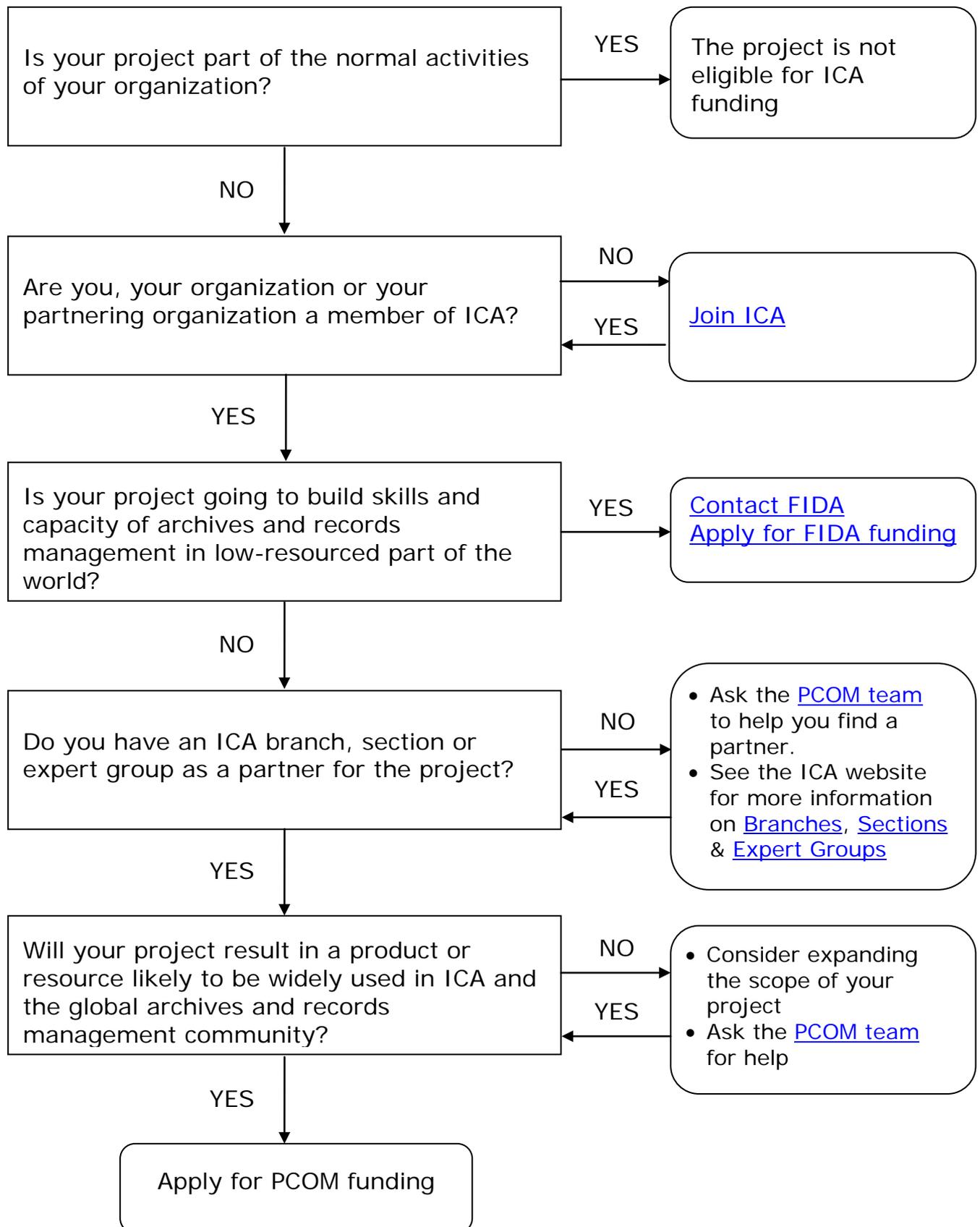
5. PCOM assigns one of its members to be the PCOM Project Liaison. We encourage you to make contact with them in the early stages of the project, and to stay in regular contact. The PCOM Project Liaison will help you with the project content and ensure that you have good project management in place;
6. ICA and the funding recipient complete the project contract specifying the Project Leader (who is usually, but does not have to be the applicant), duration, payment schedule, reporting requirements and deadlines, intellectual rights and any other conditions (PCOM-funded projects only);
7. The PCOM team adds the project details to the Project Register and publishes summary details on the ICA website (by agreement);
8. The ICA makes funding payments as specified in the contract (PCOM-funded projects only). In cases where PCOM has approved incremental funding, PCOM evaluates interim project reports and decides whether to authorize further funding, depending on the successful achievement of each project phase;
9. The Project Leader submits interim (if required) and final project reports to the PCOM team for review by the Programme Commission. Highlights of your report will be included in PCOM's annual report to the ICA General Assembly. The ICA is committed to accountability, transparency and to providing members with clear information on how its money is used. The PCOM team will support you with the reporting and funding processes;
10. Final project deliverables are sent to the PCOM team for review and clearance by the Programme Commission; and
11. Project deliverables are published and shared with ICA members.

For an example see [Appendix C Practical examples of funding and accountability requirements](#)

Finally, if you think there is a follow on to your project speak to us about a new application!

Reviewed and updated, December 2015

Annexe A Funding Decision Tree



Annexe B

Assessment Criteria

All applications for funding and endorsement will be assessed against these criteria:

1. **Strategic Direction:** whether the project will contribute to ICA's strategic goals as set out in the Strategic Direction 2008-2018³. In particular, projects must:
 - raise awareness of the importance of records and archives, especially for good governance;
 - support the development and application of new technologies in the use of records and archives (for example in dealing with information overload, administrative reform, e-government, access, and intellectual property rights in the digital age);
 - build capacity in the archive profession, including work on standards, training and publications;
 - build the ICA network or improve communications, including among new professionals (for example integrating the work of sections, branches and special interest groups with that of ICA as a whole, providing reports or content for Annual Conferences or Congresses, developing archival biographies, or global directories of specialised archive services);
 - reduce the digital divide for ICA members; and/or
 - build or develop partnerships (including with other non-government organizations, regional organizations such as ASEAN and EU, international bodies such as UNESCO, development bodies, other professional organizations that use records and the private sector).

2. **Project Impact:** the extent to which a project supports one or more of the elements in the PCOM programme. The Project must have the potential to improve the recordkeeping/archival activity of:
 - the proposing organization;
 - organizations that are the target of the project;
 - an entire government or other corporate entity;
 - an ICA Branch or Section; and/or
 - the wider ICA network.

Whilst PCOM may endorse a project that benefits a single organization PCOM-funded projects should benefit a wider audience.

3. **Likely Success of the Project:** PCOM wants to fund successful projects. Success depends on developing realistic goals and objectives, a clear view of costs and

³ Ratified at the 2008 Annual General Meeting in Kuala Lumpur. See: <http://www.ica.org/en/ica-strategic-direction-2008-2018>

resources needed, and an assessment of likely risks and how to deal with them. It is also important that either the applicant or at least one of the partners has already managed a major project or has similar experience. Proposals should provide evidence of:

- what will be done;
- who will do it;
- when will they do it;
- how much it will cost; and
- how success will be measured.

PCOM will consider whether the goals and objectives are clear and achievable, whether the budget is realistic, and whether risks have been adequately considered.

It will also consider whether the organization(s) involved are likely to provide the necessary support. If the applicant has no previous experience of managing a project, PCOM will consider whether they have taken advice from others, studied previous examples of successful projects, or otherwise shown that they understand what is involved.

Applications for project funding will also be assessed against the following criteria:

4. **Project Funding:** PCOM funding for a single project is usually up to €10,000, but may be more in cases where a project is considered to be of the highest importance in supporting the ICA Strategic Programme.

PCOM will not provide 100% funding for projects. Applicants are expected to secure funding to cover between 25 and 50% of the costs, from other sources. This can be either money or other “in kind” forms of support (for example, contribution to local costs, staff time, accommodation, translation, etc.).

Applications must include details of resources being provided by the applicant, partner/s or other sources.

PCOM will consider applications for seed money; that is where an initial amount of funding from PCOM will release larger resources from elsewhere, or where the project will assist in finding additional funds. In this case, PCOM will consider the amount of additional funding that will be released and the likelihood of funds being released.

If PCOM does not fund a project, it may provide formal endorsement, which could assist in finding other funding sources.

5. **Partnerships:** Applications should be made with the support of the relevant ICA Branch, Section or Expert Group. This will help ensure that your project or meeting complements work that is already being done within the ICA, it will expand your network of professionals and advice and it will help prevent duplication of projects.

If you need help to identify a relevant ICA Branch, Section or Expert Group please contact the PCOM team at programme@ica.org.

PCOM also strongly encourages applications for projects with national and international partnerships, to increase effectiveness, bring additional knowledge and/or experience, share costs and disseminate results more widely.

There are no rules about numbers or types of partners, but your proposal should clearly describe the contribution to the project by the partners. In evaluating applications under this heading, PCOM will consider the value that the partner(s) bring to the project.

- 6. The Role of ICA:** PCOM funds projects that go beyond the normal operations of organizations, and where its support will add the most value. This criterion assesses the impact of the project and the importance of ICA's input. In evaluating applications under this heading, PCOM will assess whether the project extends beyond the normal operations of the organization and will consider how important ICA input is to the project (for example, if no PCOM funding is provided the project will not happen).

Annexe C

Practical examples of funding and accountability requirements

Example 1

A series of workshops held by an ICA Branch using materials developed by another ICA Branch

PCOM funded a project to hold a series of workshops held by an ICA Branch using materials developed by another ICA Branch.

In this instance the project received all of its PCOM funding at the start of the project and the Project Leader submitted a final report at the end of the project outlining how the project was managed, whether it delivered the expected outcomes (including how the success of the project was assessed) and detailing how the funds were used.

The updated workshop materials were forwarded to PCOM so that they could be shared with other members in the same region, who are facing similar issues and challenges.

Example 2

Development of workshop materials and delivery of a series of workshops

PCOM funded a project to develop workshop materials and to conduct a series of workshops.

The project received its PCOM funding in increments at the beginning of the planning phase, at the completion of the planning phase, and after the development of the workshop materials. Funding of each increment of the project was dependent upon the timely receipt of interim status reports that demonstrated the successful completion of the previous phase of the project.

The Project Leader submitted brief progress reports at the end of the planning phase and after the workshop materials had been developed. The reports showed that each stage had been completed as agreed – that timeframes had been generally met, that the project was working within budget, and that agreed deliverables were completed (a project plan and workshop materials).

After the workshops had been delivered the Project Leader submitted a final report at the end of the project outlining how the project was managed, whether it delivered the expected outcomes (including how the success of the project was assessed) and detailing how the funds were used.

At the conclusion of the project PCOM received the workshop materials so that they could be shared with other members.