

Introduction

The [New Professionals Programme \(NPP\)](#) aims to encourage future leaders in the archival profession to be active members of the ICA, as well as becoming committed professionals who will help to stimulate international engagement with professional communities in their own countries and around the world.

Applicants should read all the information available about the NPP before filling in this form. For more details about the NPP, visit the following pages: [About NPP](#) and [Call for applications page](#).

Please view the sample form to view all the questions in advance. Before starting the form make sure that:

- You are an individual member of the ICA (student, digital or full), OR that the institution you work, study or train at is an organizational member and you are registered on that membership. [Join the ICA here](#).
- You have a short resumé prepared (maximum of 2 pages) to upload, which states the places and dates you have studied and worked.
- You have a statement of support from a referee to upload.
- If you are applying under an institutional membership a manager in your organisation has signed the form supporting your application under the membership.

Deadline for applications: 5 September 2021. Applications filled in later or incomplete at this date (referee letter and/or resumé) **will not be assessed**.

If you have any questions about the application process, please email newprofessionals@ica.org.

Sample application form and guidelines

This document is designed to assist you in how to answer the New Professionals Programme application form, to see all the questions before you start the application form, and to know what type of information we are looking for. Do not copy these answers. We want to hear from you, about you. If you have any questions please contact newprofessionals@ica.org.

Page 1

This page provides instructions to read before starting the application form.

It reminds you to check you have read all the details about the programme and are eligible, and to have a resumé and a statement of support from a referee ready to upload during the application process.

Page 2 – Contact Details

This page asks for your name and contact details. Please provide an email address and phone number we can contact you on.

1- Surname: * **Smith**

2- Names: * **Clare**

3- Email address: * **clare@gmail.com**

4- Phone number: *

Please add the country code at the start of your number (no symbols).

64 541 754 301

Page 3 - Background

This page asks for some background information, use this opportunity to tell us where you are located and your language skills.

5- City and country of residence: * **Auckland, New Zealand**

6- Country of origin if different:

7- What is your level in English? *

- **Native speaker**
- Capacity to translate from English to your native language
- Written and verbal fluency
- Verbal fluency
- Some capacity but no fluency

8- Do you speak French? At what level? *

- Native speaker
- Capacity to translate from French to your native language
- Written and verbal fluency
- Verbal fluency
- **Some capacity but no fluency**
- Not at all

9- Do you speak Spanish? At what level? *

- Native speaker
- Capacity to translate from Spanish to your native language
- Written and verbal fluency
- Verbal fluency
- Some capacity but no fluency
- **Not at all**

10- Do you speak another language? At what level? **to reo Māori – some capacity but no fluency**

Page 4 – ICA Membership

This page asks about your ICA membership. To be eligible you need to be a member of the ICA. Use this opportunity to tell us if you are involved in any sections or branches of the ICA already, and in a few sentences explain why membership of the ICA is important to you.

11- Are you an individual member (Category D) or is the institution you work, study or train at an organizational member of the International Council on Archives? *

Please note you must be an ICA member - either individual in category D or a registered delegate of an organizational membership - for the application to be assessed. If you are not currently registered on the organizational membership please do so by contacting members@ica.org

- Yes, Individual Member. Please go to question 11A.
- Yes, Organizational Member. Please go to question 11B.
- No. To join: <https://www.ica.org/en/join-international-council-archives>

11A- Category D Membership number:

Please provide your membership number: D0000

11B- Organization Membership Information:

Please provide your organization's name and membership number:

12- State any ICA branches or sections you individually, or through your organizational membership belong to: SAHR – Section on Archives and Human Rights

13- Why is membership of the ICA important to you? * Membership of the ICA is important to me because the ICA represents, and advocates on behalf of the international community of archivists. The ICA also supports education and learning opportunities through online courses, conferences and the networks it creates through the sections and branches, which is valuable to my ongoing training as a new archivist.

Page 5 – Qualifications/Experience

This page asks about your education, work and broader involvement in the archival profession. We ask you to upload a short résumé, which clearly states the places and dates of any study and work with the position title/course name and short description of the work/study. When asked to describe your current work or study focus this is your opportunity to share with us what you are passionate about in the field, and where the emphasis of your work/study currently is.

14- Résumé *

Please send a short résumé (maximum 2 pages) stating the places and dates of study and work.

Files must be less than **2 MB**. Allowed file types: **pdf doc docx**.

[Clare Smith Resume.docx](#)

15- Name the institution or qualifying body from which you were awarded your professional qualification, the date, and diploma or degree name: * City University, Master of Information Studies (Records and Archives Management), anticipate finishing end of 2021.

If still studying, specify the institution or qualifying body and detail the course of studies. Please note even if you are a current student, you must have less than five years paid working experience in the archives or recordkeeping profession to be eligible.

16- When did you start working in the archival profession? *

If you have not yet started working tell us the date you anticipate commencing work in the profession. 2019

17- Describe your current work or study focus: * For my course I'm completing research focusing on ethics, archives and digital preservation, and whether our ethical considerations will change access regimes for digital vs paper-based materials. I'm interested in how we can improve access to archives, while also recognising people's rights, and how technology is impacting this.

18- Name any associations or networks you are part of locally or internationally, and any roles you have within these: I'm a member of my local archives association, Country Archives Association (CAA). I am on the committee of the Student Chapter of CAA, we organise quarterly in person events, and run monthly twitter talks, along with an active Facebook presence.

19- Which, if any, Professional Conferences/Congresses have you already attended? *

Please include when and where they were held and who organized them.

I attended the CAA annual conference, held in Auckland, in August 2019.

Page 6 - Referee

This page requires you to upload a statement of support from a referee. This one-page statement should include how your referee knows you and why they would recommend you as a future member of the New Professional Programme.

20- Referee *

Please attach a statement of support from a referee. This statement is mandatory for the application to be assessed.

Files must be less than **2 MB**.

Allowed file types: **pdf doc docx**.

Clare Smith - Statement of support.docx

20A- Provide the full name, professional title and email address of your referee: *Emma Jones, Associate Professor, City University, emmaj@cityuni.com

Page 7 – About the New Professionals Programme

This page provides you with the opportunity to share what you know about the New Professionals Programme, what skills you would bring and how you would support, participate in, and look to grow the programme.

21- How did you learn of the New Professionals Programme? What do you know about it? *

Please mention anything you have done or are currently doing to engage with the New Professionals Programme.

I learnt about the New Professionals Programme when the ICA Annual Conference was held in Adelaide, Australia. I found out about the programme through the conference tweets, and then connected with the programme via Facebook. We are currently organising for my article on being a distant education archival student to be included in the New Professional newsletter.

22- Why do you want to be part of the New Professionals Programme? *

I want to be part of the New Professionals Programme because I think I can learn so much from meeting, engaging and working alongside other new professionals from around the world. Being part of the programme would allow me to connect with the international community in a way not otherwise available to me, and allow me to share my experiences, and support other students and new professionals joining the archival profession through the programme.

23- How would you support and expand the New Professionals Programme? *

Please share any particular skills you would bring to the programme.

I would support the current New Professionals Programme through my communication skills, enthusiasm, time and ability to work in a team. I would support their social media channels and newsletter to connect with new professionals around the world. I would also like to see the programme engage with some of the bigger questions our professions face and organise forums (perhaps via Twitter or Facebook) which allow us to discuss what this means for new professionals. Questions could be provided by any students/new professionals so it could be a way of supporting new professionals outside the programme too.

24- What project / what kind of project would you want to develop / be part of? *

As part of the programme you will be required to complete a group project that would support the aims of the New Professional Programme – to foster and encourage people to join the archiving and recordkeeping profession and support them in the early stages of their career. Previous projects have focused on understanding the NP community and improving outreach of the programme to ensure more students and NPs can benefit from the ICA community.

I would like to see a group project that focuses on giving new professionals skills in digital preservation. Many of us don't learn these skills in our courses, and it would be invaluable to have a course or workshop available that could ensure when we are prepared for the digital preservation challenges we will face. I would anticipate discussion as to how this could best be achieved with the group and whether this is a broader need within the NP community.

25- What amount of time can you dedicate to the Programme each week until October 2022? * 3-4 hours per week.

26- As part of the programme you would be provided a mentor to assist you take the next steps in your career. Please select the topics that you would be interested in working with your mentor on (choose all that apply).

- Ongoing professional development
- Volunteering
- Presenting at conferences
- Publishing
- Career development
- Dissertation/thesis writing
- Grant funding/writing
- Further study
- Navigating the job market
- Other (please specify)

Page 8 – About the ICA Rome Conference

This page asks you about the [ICA Rome Conference](#) what it would mean for you to attend, and how you would take what you learn there and use it when you return home. This is your opportunity to tell us how important attending the Conference is to you.

27- Tell us how attending the [ICA Rome Conference](#) will enhance your work / studies / projects. *

The major theme of bridging the gap, as well as the sub themes of bridging the cultural and digital gap, ties in really well with my research on ethics, digital preservation and archives. I intend to use the experience of hearing current international perspectives in person (and any opportunities for discussion with the broader archival community) by including what I learnt at the Conference into my research.

28- Estimated amount of your travel expenses: *

Detail the flight and the accommodation costs for you to attend the Rome conference.

Flight from NZ return to Rome = 850 euros. 7 nights accommodation in city centre = 600 euros.

Page 9 – Other information

Use this page to tell us anything that you haven't had the chance to mention that you think will help you be selected to the programme.

29- Any other information you'd like to add? Any particular reason you should be selected to be part of the Programme?

It would be very exciting to be the first person from New Zealand to join the New Professionals Programme; it can be hard to connect with the international community in person due the distance and I would appreciate the opportunity this time. I would work hard to ensure we achieved our goals and continued the great work of the programme.

Page 10 – Applicant's undertaking

This page is your undertaking as an applicant, please answer truthfully.

I am either a member of ICA, or working for an institution with ICA membership, or training or studying to become an archivist/records manager, and am associated with an ICA member institution. *

- Yes
- No

I have under 5 years' professional experience: I'm still studying or training, and I started working in 2016 or after. *

- Yes
- No

ICA funding. *

- I have not previously received funding from ICA
- I have previously received funding from ICA

The Rome Conference would be the first annual ICA Conference or Congress I would attend. *

- Yes
- No

I will participate in all events and activities as required by the New Professionals Programme. *

- Yes
- No

I will maintain my commitment to the New Professionals Programme until the end of 2022. *

- Yes
- No

I will liaise with the ICA Secretariat about practicalities for my travel and accommodation and about the details of the activities required before, during and after the Congress. *

- Yes
- No

I will meet any subsistence expenses in excess of €100 myself, and will provide receipts for all expenses I claim. *

- Yes
- No

You will then get an opportunity to Preview the application.

Page 11 – Preview

Review your answers. Go back through the application form to edit any responses. Once ready, you can then submit your answers.

You will receive a confirmation email once you have submitted your application. Successful participants will be announced in November.