

INTERNAL REGULATIONS AS APPROVED BY THE EXECUTIVE BOARD IN ITS APRIL 2014 MEETING IN PARIS

SELECTION OF HOST FOR ANNUAL CONFERENCE

1. Background

According to Article 14 of the ICA Constitution:

- The ICA Annual Conference consists of all members;
- It considers and debates the strategic and professional challenges facing archivists and archival institutions;
- It comprises 3 principal parts: scientific and professional programme; Forum of National Archivists; meetings of ICA governance bodies;
- The Executive Board decides the place, date and theme of the ICA Annual Conference, at least 2 years before the date of the conference;
- The professional programme and its related academic matters are prepared by the Programme Commission;
- Responsibility for the practical organisation of the Annual Conference rests with the Secretary General, the Secretariat and the partners associated with the event.

2. Aims

The International Council on Archives' Annual Conference aims to:

- Fulfill its constitutional obligations by delivering the ICA's Annual General Meeting in a location and at a time when the majority of members can attend;
- Provide a stimulating professional programme relevant to the concerns of its members and the wider archival and recordkeeping community;
- Draw from and support ICA's activities and programme projects;
- Reflect the interests and concerns of the country, region and any ICA section which are stakeholders in the organization and delivery of the Annual Conference;
- Offer a forum for National Archivists to review and debate those issues of particular concern to them;
- Stimulate, support and benefit the regional, national and local ICA network and archival and recordkeeping community through holding its Annual Conference in the host country.

3. Procedures

- 3.1. Calls for proposals to host the Annual Conference should be published in time to meet the decision deadline of 2 years before the Annual Conference in question is to take place.

- 3.2. The call for proposals is accompanied by adequate supporting documentation, which may include but is not limited to:
 - Annual Conference host selection criteria;
 - Annual Conference budget elements;
 - Annual Conference criteria checklist for prospective hosts.
- 3.3. The call for proposals may prioritise certain regions or sections of ICA membership in order to further Programme aims or ICA policy with respect to supporting members.
- 3.4. Prospective countries and institutions may bid to host the ICA Annual Conference through submission of a comprehensive dossier which supports their proposal and meets the selection criteria detailed below.
- 3.5. Prospective bidders may request more information and advice from the Secretary General. The Secretary General is available for discussion with and to provide support to any and all candidates.
- 3.6. All bids are assessed according to the selection criteria by the Secretary General, with the support of colleagues in the ICA Secretariat. A point rating system is used to rate the various aspects of every bid.
- 3.7. The selection criteria will be followed in assessing proposals, even if there is only one application, in order to ensure that the prospective host(s) and venue(s) are able to deliver the facilities and the services required for a successful Annual Conference.
- 3.8. The Secretary General may, on first receipt of submitted proposals, apply to the bidding institution or partnership for additional information, clarification of specific points or to recommend that more detail is given. This is in order to ensure each applicant presents as strong a dossier as possible and not to be ruled out on a minor technicality.
- 3.9. In the event that the field of applications is weak or narrow such that the Secretary General has concerns about impact on the quality of the Annual Conference in question, he/she will consult with the President and elected officers as appropriate to take such measures as necessary to ensure that the minimal arrangements are in place to support the ICA Constitution for the year in question.
- 3.10. Having assessed all applications fairly and equally against the criteria, the Secretary General will make a recommendation to the Executive Board as to which application should be accepted.
- 3.11. It may be necessary to attach conditions to the acceptance of a host candidate and these should be included with the recommendation.
- 3.12. The Secretary General recommendation must be supported by a written report on all applications, which can be easily divided to provide confidential but comprehensive feedback to unsuccessful candidates.

- 3.13. The Executive Board decides on the host country and institution (subject to any conditions) at the Executive Board held during the Annual Conference or Congress no later than 2 years before the Annual Conference in question is to take place.
- 3.14. The President will announce the host country and institution (subject to any conditions) at the Annual General Meeting held during the Annual Conference or Congress no later than 2 years before the Annual Conference in question is to take place.
- 3.15. The Secretary General writes formally to the successful candidate, notifying them of their nomination as Annual Conference host, including any conditions and requesting written acknowledgement of acceptance of the nomination to host the Annual Conference and including a plan for complying with any conditions which may be attached.
- 3.16. Once the letter of acceptance is received from the successful candidate, countries not selected to host the Annual Meeting are informed in writing by the Secretary General. The letter should include clear feedback as to why the candidate's application was not successful. Unsuccessful applicants may be asked to host another ICA meeting and/or to apply to organize the Annual Conference in the next round of applications
- 3.17. A draft Memorandum of Understanding, setting out the respective financial, organisational and legal obligations of ICA and the Annual Conference host, is prepared by the Secretary General and provided to the host for comment and signature.
- 3.18. The venue and date of the Annual Conference is announced on the ICA website and via the usual communication channels.

4. Criteria

Selection of the host country and institution is according to the following criteria, which provide an objective and transparent standard against which proposals can be assessed:

4.1 Format and deadline

Prospective candidates must offer to host the Annual Meeting in writing in the form of a dossier to the Secretary General, care of the ICA Secretariat in Paris, by the published deadline. Only offers received before the deadline for application will be considered.

4.2 Applicant

Applications are welcomed from a single country or from a consortium of stakeholders which may include some or all of the following:

- national archives;
- national professional association;
- ICA region;
- ICA Section;
- Other archival institutions.

Regardless of whether the application is from one or more stakeholders, ICA will be looking for evidence of the support of other archival and recordkeeping stakeholders

4.3 Motivation

Applications should explain the motivation for organizing the Annual Conference, including the benefits for the country and region hosting it.

4.4 Organisation 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 includes:

- Development of a sound business model to finance the Annual Conference;
- Prospects for professional visits, cultural excursions and provision for accompanying persons;
- The proposed venue has the necessary facilities.

4.5 Government and organisational support

Whilst ICA will be pleased to consider a joint application from a range of different stakeholders (e.g. national archives, national association, ICA region, ICA Section, a business), Government support for the proposal and delivery of the Annual Conference in the candidate country is essential. Proposals should contain a clear guarantee of that support from the relevant Government Ministry, including:

- The candidate country has the political and financial support of the upper levels of its government;
- There is high-level support from the administration of the city, area or organization concerned.

4.6 Financial arrangements and Memorandum of Understanding

ICA will give its brand to the conference, and define the conference theme, which is part of its cycle of Annual Conferences. In this way it ensures continuous professional debate and development. Through the Programme Commission it is active in defining the programme and in helping to find high quality keynote and other speakers. Thus ICA provides quality control for the programme and the organisational arrangements, so that they meet ICA's requirements and are in line with ICA's strategic orientation. For this ICA will negotiate with the host to ensure that the business model and registration fee are set at a level that is attractive to members and also to realize a sum of money to be awarded to members from low-resource environments such that ICA can contribute to professional development and archives and records management progress in all areas of its jurisdiction.

In developing the financial model, the host and the ICA Secretariat will work together to ensure that the annual conferences do not operate at a loss over a number of years (usually a 4 year period). This will allow ICA flexibility in taking the Annual Conference to any region and in making it accessible to all members regardless of their location and financial means.

The host is responsible for the organisation of the conference on its own or in cooperation with the services of a Professional Conference Organiser (PCO). The bid should include the prospective registration fee with scales to reflect early bird rates, one day entry, membership reductions etc. Registration fees, together with any government funding and sponsorship income must cover the overall programme, including professional content, meals, and social/cultural

events, in accordance with the organiser's proposals. If ICA helps to find sponsors, then it takes 50% of the amount given in sponsorship.

Hosting and delivering an international event such as ICA's Annual Conference is a costly undertaking, particularly as ICA seeks to support members from low-resourced environments to attend. Applicants should:

- Describe their financial model;
- Set out clearly their proposed budget requirements;
- Detail the source of finance for every aspect of delivering the Conference;
- Outline the main conditions for their proposed MoU with ICA for delivering the Annual Conference.

A budget elements document is published in support of the call for proposals and further advice can be sought from the Secretary General.

4.7 Geography

ICA aims, if possible, to organize the Annual Conference successively in different regions of the world. In the selection of the host country the following geographical aspects will be considered:

- Whether or not the Annual Conference (or, prior to 2013, the CITRA) was recently held in the respective country;
- Whether or not the Annual Conference (or, prior to 2013, the CITRA) already been held in the geographical region where the applicant country is located.

4.8 Benefits for the country and/or region

The proposal should state clearly the benefits which will accrue to the various stakeholders party to or affected by the bid through holding the ICA Annual Conference in the proposed venue, including:

- Benefits to the host country in general;
- Benefits for the national/regional professional archives and recordkeeping and community;
- Benefits to and input from involvement of the ICA Regional Branch;
- Benefits to any stakeholder Sections;
- Any association of the Meeting with a particular archival development projects at national or regional levels (e.g. legislation, new building, new policies, etc);
- Any association of the Meeting with a celebration or an important national, regional or local event of historical importance;
- Justification of the relevance to the local and regional archival and recordkeeping community of the proposed professional programme theme and the need for professional debate and discussion on those specific topics.

4.9 Language support

The International Council on Archives is committed to ensuring all programme content is available and accessible in as many languages as possible. The bare minimum Language provision is French and English. Candidates must include guarantees that translation to French and English will be provided for all professional conference plenary sessions and at least one stream of parallel sessions. The Forum of National Archivists also requires interpretation services for French and English and similarly there must be translation for the Executive Board meeting and the General Assembly.

4.10 Political and social situation

ICA wishes to uphold the principle of inclusiveness, as laid down in its Constitution, by organising its Annual Conference in a place that all nationalities can freely access. Proposals should include statements to the effect that:

- The political or social situation of the host country allows for the security of the participants;
- There is public debate in a climate of openness with no restriction on open discussion inside or outside the Conference;
- The country will allow all ICA members, regardless of the country of origin, to participate and that there will, for example, be no obstacle to the furnishing of 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 city is easily accessible by air, in particular to international flights, with good local connections.

4.11 Benefits for ICA

ICA will also take into account the benefits to its own organisation and membership in holding the Annual Conference in the candidate country. Proposals should clearly indicate anticipated benefits to ICA, including:

- Potential increase in the number of ICA members in the country or region;
- Opportunity to increase the visibility of ICA in the country or region;
- Potential for ICA to have more of a presence in the country or region and develop particular projects there;
- Furtherance of ICA's strategic aims.

ICA FUND FOR THE INTERNATIONAL ARCHIVAL DEVELOPMENT (FIDA)

1. Rationale for FIDA

1.1 While archives and archivists have made great strides in the last few years, in many low-resourced countries and organisations there is still more to be done. FIDA's role is therefore to support the development of archives and archivists in those challenging environments. It does this in furtherance of the ICA mission as stated in the preamble to the Constitution approved in 2012 (Brisbane 24/08/12) which supports 'the effective and efficient management of archives as an essential characteristic of all civilised societies and strives to raise public awareness of archives throughout the world.'

Article 20 of the Constitution (2012) establishes FIDA as an ICA body.

1.2 In order to do assist the development of archives the Trustees have determined that 'development' means, in practical terms, that any applicant organisation or individual must consider where they are now and what they actually need to do to develop. To aid this process the Trustees will expect applicants to have referred to and, where appropriate, to have assessed themselves, using the PARBICA self-assessment checklist as a guide (See ICA website for this checklist) and to explain in their application what they want to develop and how they intend to do it.

1.3 In particular FIDA wishes to help to build capacity in countries where archives and records provision is weak and through career development, mentoring and other methods to enable archives and their archivists to acquire professional and management competencies needed to manage the archives in their countries.

1.4 Taking account of the Programmes of ICA promoted by the Programme Commission (PCOM) already under way or envisaged, FIDA will operate a complementary and distinct programme of awards to support those projects which endeavour to develop the applicant's own archives or those of a particular region and to help, where appropriate, the individual archivists concerned. (EB Minutes 2009-2-10 - items 3, 4 and 5) In order to ensure this collaboration the FIDA Chair is a member of PCOM and the Vice President Programme is *ex officio* a FIDA Trustee.

2. Membership and Terms of Office

Trustees are appointed by the EB on the recommendation of the Chair in consultation with the Secretary General for a term of four years in accordance with the Constitution (2012) and their terms of service are rotated to enable the continuity of representation and expertise. The Secretary General and the Vice-President Programme are *ex officio* members.

3 Roles of Trustees

3.1 The role of the trustees is two- fold:

(a) to oversee the FIDA awards annually and conduct the process by announcing the opportunity to apply for awards, selecting the successful candidates according to criteria as listed in the *Guidelines for applicants* and then funding and monitoring the progress of the projects over a one year or other agreed period, by requiring interim and final reports from the participants.

(b) to raise funds for the FIDA each year to continue the programme. While it is hoped that corporate and other donors will be forthcoming as a result of the Trustees approaches, it is also critical that ICA members donate to the Fund. The Trustees will publicize the results achieved by the FIDA projects and make annual appeals to members and the Executive Board as appropriate.

3.2 The Trustees will report to the Executive Board and to the Annual General Meeting, as appropriate, in consultation with the Vice President Programme.

4 Specific Tasks for the annual awards

4.1 Each year the trustees will advertise (via the ICA website) for grant applications with a deadline normally of 31 May which may be extended. If necessary a trustee will be assigned to deal with the application(s) most suited to their experience. (S)he will decide whether they need to have the assistance of an adviser on any aspect of the application, before making a preliminary recommendation to the other trustees about the application. All trustees will then consider the application.

4.2 By 31 August the trustees will have exchanged views by e-mail and have come to a preliminary decision about respective merits of the applications. The obligation will rest with the chair to oversee this process with the day-to day assistance of the Paris Office to follow up any matters needing resolution before the Trustees' meeting normally at the Annual meeting of ICA each year. The successful candidates' applications and comments from the Trustees will be shared with PCOM (via Vice President Programme).

4.3 The decisions will rest on the criteria and the reasons for non- selection will be given in writing to the applicant by the chair. In the case of a dispute at any stage the decision of the FIDA Chair of Trustees will be final.

4.4 The awards will be normally announced by December each year and the funding distributed to the host institutions or other institutions agreed in the case of an independent archivist during December to allow work to begin in January.

4.5 In March/April each year a brief report from the award holders will be requested by the ICA Paris Office. If there is cause for concern the chair and the trustees will be alerted and decide what to do in consultation with the Secretary-General.

4.6 The trustees will hold a Virtual meeting (via the WIKI and e-mail) normally in March to deal with any outstanding applications and any other matters requiring a decision by the Trustees. The final report will be required prior to the ICA Annual meeting.

4.7 In the event of a stalled or cancelled project, for whatever reason, the remainder of the funding will be stopped and any money which has not been spent claimed back.

4.8 Normally in October each year the Trustees with the assistance of the Paris Office will make a report and provide an account of the funds so spent to be included as an itemised line in the Published Accounts of the ICA each year.

5. Trustees will deliver an Annual Report each year to the Executive Board for its approval and publication.

APPOINTMENT OF MEMBERS TO THE PROGRAMME COMMISSION

1. The VP Programme is responsible for appointing PCOM members on the basis of establishing a wide-ranging professional expertise
2. Appointed members are ratified at the next following EB meeting
3. According to the ICA Constitution, appointed members may not exceed 12 in number
4. Members of PCOM are appointed for 4 year terms between Congresses with the possibility of renewing for an additional term
5. The VP Programme reviews membership every two years with a view to encouraging new members
6. Appointed members are expected to attend all PCOM meetings
7. If an appointed member misses three PCOM meetings in a row, their membership of PCOM ceases
8. The VP Programme has the discretion to appoint corresponding members
9. According to the ICA Constitution, the Vice President Finance, the President of the Section of Professional Associations, the President of the Forum of National Archivists, as well as a representative selected by the regional branch presidents and another by the section chairs, are all ex-officio members with voting rights. The Chair of the FIDA Board is also an ex-officio member and has voting right at PCOM.
10. According to the ICA Constitution, the Secretary General and all the Deputy Secretaries General are ex-officio members, but without the right to vote.