Training Programme Advisory Group Terms of Reference

Goals

The Training Programme Advisory Group (TPAG) will work to ensure that the Training Programme:

▪ Reflects and delivers ICA’s strategic goals as detailed in the 2020 Strategic Review

▪ Supports and fulfils PCOM’s goals (Raising Awareness, Influencing the Development and use of New Technologies, Building Capacity in the Records and Archives Profession)

▪ PCOM intends to continue its focus on these goals for 2018-2020.

▪ Maintains and improves the standard of ICA’s training offering

Advisory Group Chair

The TPAG Chair will be elected by the ICA membership as Strategic Programme Liaison for the Training Programme. The Chair’s responsibilities include:

▪ Organising and chairing meetings and communicating with Group Members

▪ Liaising with and reporting to PCOM

▪ Working closely with the Training Officer and the VP Programme to identify training goals, provide or secure support, evaluate training products, advise on priorities and planning

▪ Overseeing the call for Advisory Group membership candidates and selection of members

Advisory Group Selection and Membership

The Advisory Group should be small, around 6 members including the Chair. Candidates should possess one or more of the following competencies:

▪ Experience in training delivery or teaching

▪ Experience of specifying training and/or education at local, national or regional level

▪ Experience of commissioning training/education at various levels

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1 See https://www.ica.org/sites/default/files/ga_2020-7a_strategic_review_.pdf

- Experience of managing and/or evaluating training/education at various levels
- Knowledge of archives and records management subject matter and curriculum development
- The Advisory Group membership should be diverse and aim to represent at least four of ICA’s 13 regional branches.

There will be a call for TPAG membership candidates, applications will be reviewed and selected by the TPAG Chair in consultation with the VP Programme and the Training Officer. The candidate or list of candidates will be submitted to the Programme Commission for approval.

The call for candidates will include a specific invitation to the following ICA entities with appropriate subject matter expertise and perspective to propose candidates:
- The Forum for Professional Associations
- The Section for Archival Education and Training
- The New Professionals Programme

**Group Activities**

- Ensuring that the Training Programme is strategic, making effective use of resources and working in harmony with PCOM’s and ICA’s strategic goals
- Setting priorities and goals for the Training Programme
- Suggesting training content and delivery methods
- Identifying people with expertise who might volunteer to work on ICA training projects
- Making recommendations about the pricing scheme for ICA training courses
- Monitoring learner evaluation of ICA’s training offer – one of the Group members will be responsible for downloading reports and/or collating user surveys to ensure regular reporting to PCOM
- Overseeing the regular review and updating of published courses
### Appendix

Points Relevant to Training Programme taken from ICA Strategic Review 2020 and PCOM Strategic Plan 2018-2020

<table>
<thead>
<tr>
<th>NETWORKED AND COLLABORATIVE</th>
<th>TRANSPARENT, ACCOUNTABLE AND INCLUSIVE</th>
<th>RELEVANT, EMPOWERING AND EMPOWERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICA will strengthen its network, enabling more collaboration and to be more collaborative</td>
<td>ICA will be a more transparent, accountable, efficient and inclusive organisation</td>
<td>ICA will be relevant for and engaged with its membership, better advocating for archives, records management and the profession</td>
</tr>
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ICA will...

1.6 Be clearer about volunteering opportunities and commitments and be better at recognising the contributions of our volunteer.

ICA will...

2.2 Be less complex in the way it organises itself.

2.3 Be more transparent in how it appoints members to governance committees or ICA bodies.

2.5 Be more diverse and inclusive, especially by profession and geographic region.

ICA will...

3.5 Develop and grow its capacity building offer, complementing and supporting existing opportunities.
PCOM Strategic Plan 2018-2020

**Objective Statement**
The Strategic Plan aims to set PCOM's general direction in accordance with the ICA's values in favour of professional solidarity and international co-operation, as well as the objectives of the ICA's expert groups, sections and branches.

**Programme Areas**
- Expert Groups
- Africa Programme
- New Professionals Programme
- Training Programme
- Professional Sections
- Branches

**PCOM Objectives**
- Advocate
- Network
- Professionalism

**PCOM Activities**
- Consolidate training activities
- Consolidate and rationalize expert groups
- Contribute to ICA events
- Promote Projects

**Overall Goals**
- Raising Awareness
- Influencing the Development and use of New Technologies
- Building Capacity in the Records and Archives Profession