



## **IFLA Regional Office for Latin America and the Caribbean:**

### **Call for Applications to host the Regional Office**

#### **Introduction**

The International Federation of Library Associations and Institutions <http://www.ifla.org> has three Regional Offices to assist it in carrying out its regional activities. These are the Asia and Oceania office located in the National Library Board of Singapore, the Africa office located in the University of South Africa, Pretoria, and the Latin America and the Caribbean office located in Rio de Janeiro, Brazil.

The Regional Office plays a leadership role in the region as IFLA's representative body. Each office is managed by a Regional Manager and is affiliated with IFLA Headquarters in The Hague, Netherlands.

Given the forthcoming retirement of the Latin America and the Caribbean Regional Manager, IFLA is seeking applications from organisations in the region interested in establishing and staffing a new Regional Office.

The successful applicant host organisation will enter into an agreement with IFLA for an initial term of three years. This agreement will be reviewed towards the end of the initial term and by mutual consent may be renewed for a further agreed period.

#### **Selection process**

Applications should be received by IFLA Headquarters by **19 November 2010**. All valid applications will be reviewed by the selection committee against the criteria set out below, together with the information required in the attached questionnaire provided by the applicant. The committee may, if necessary, seek clarification on a matter included in the application but will not accept additional or new information after the submission date.

The selection committee comprises: the Chair of Division 5 (Chair), the Chair or a representative of the Standing Committee for the Latin America and the Caribbean Section, a representative of Governing Board, the Secretary General. In finalising the committee the Governing Board will ensure that there is no conflict of interest between representatives on the committee, and applicant representatives.

The Selection process timetable is:

- 19 November 2010 – applications to be received at IFLA Headquarters;
- 8 December 2010 – recommendation of the Selection Committee to IFLA Governing Board for decision;
- 8 December 2010 – applicants advised of the decision by Governing Board on the successful host organisation.

The Secretary General will then commence discussions with the host organisation on the preparation and signing of the agreement.

## **Hosting the IFLA Office for the Latin America and the Caribbean Region**

### **Role of IFLA's Regional Office and staff**

Following is a summary of the activities of the Regional Office and staff:

1. Promotes IFLA in the region.
2. Assists IFLA and its Governing Board with the implementation of its Strategic Plan initiatives in the region. The Regional Office and its staff will at all times uphold and be guided by IFLA's values, policies and procedures.
3. Liaison with IFLA ALP, other Core Activities and IFLA professional units in the organisation or co-ordination of activities or projects in the region.
4. Provides logistical and administrative support to the Standing Committee of the Latin America and the Caribbean Section and to the Regional Division (5) officers to assist them in carrying out IFLA activities in the region, including assistance with organising Standing Committee meetings.
5. Organises communication, both with IFLA Headquarters and within the region (newsletter, website, listservs), including liaison with translation groups as required.
6. Collaborates with IFLA Headquarters and IFLA units to identify sources for funding for IFLA Latin America and the Caribbean projects or activities.
7. Manages Regional Office budgets and assists with managing IFLA regional project budgets.
8. Undertakes activities to build and strengthen IFLA membership within the region, including retaining and recruiting members.
9. Other activities that may be agreed in writing from time to time during the term of the Regional Office Agreement.

The Regional Manager and any support staff are employees of the host organisation, fulfilling the role as the representative of IFLA Headquarters in the region. The Manager is responsible for managing the Regional Office and its activities. The Regional Manager's role will be covered by the agreement between IFLA and the host organisation.

The Regional Manager maintains regular contact with IFLA Headquarters on all matters of concern to the IFLA Latin America and the Caribbean region. IFLA Headquarters supports the Regional Manager through open communications on IFLA operations and by making information, including promotional material, leaflets etc. available. It is expected that the Regional Manager would attend the annual IFLA World Library and Information Congress.

### **Selection criteria for the Regional Office host**

In the selection of the best location for the Regional Office the following criteria are important:

1. The location should have good and easy travel connections and ideally is situated within easy access to a major international airport.

2. The location must be connected to good and reliable telecommunications services.
3. The location must be situated within a politically stable country, which has a high level of freedom of access to information and freedom of expression.
4. The host organisation must be a Member in good standing of IFLA, with a history of participation in IFLA activities.
5. The host organisation must provide the Regional Office with serviced accommodation, including good telecommunication facilities, a staff position or allocation for the position of Regional Manager, and access to support staff services by the Regional Manager where necessary.
6. The senior management of the host organisation must support the hosting of the Regional Office.

### **Costs**

The host organisation will cover the salary, overheads and operational costs of the Regional Office. Some budget funds for specific items may be requested from IFLA. Funds provided by IFLA include a grant of around €5,000 to assist with meeting and travel costs for Standing Committee members to the midterm meeting. Further funds may be provided by IFLA for promotional materials or newsletters, however the total amount of funding would not be higher than €20,000.

Project funding is separate from these costs.

### **Contract details**

A sample contract is attached.

### **Submission of applications**

Please prepare your submission by responding to the attached questionnaire. Please also ensure that you have responded to all the criteria.

Submissions must be in English.

Submissions should be submitted electronically and received at IFLA Headquarters by **19 November 2010**, to [ifla@ifla.org](mailto:ifla@ifla.org) with 'LAC Regional Office Submission' in the subject field. The successful receipt of your submission will be acknowledged.

Please contact Secretary General Jennefer Nicholson at IFLA Headquarters if you have any questions about the role of the Regional Office, the selection process or the terms of the agreement.

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## Questionnaire

### Organisations offering to host the IFLA Regional Office for Latin America and the Caribbean

Please return by **19 November 2010** to:

IFLA Headquarters

Email [ifla@ifla.org](mailto:ifla@ifla.org)

Subject line: LAC Regional Office Submission

1. Organisation's full address details: name, postal address, visiting address, telephone, email; contact person and position in the organisation, telephone and email address.
2. Is this the same address as the proposed Regional Office (RO)?  
If not, please provide details.
3. Please describe the transport connections: which (international) airport(s) in the vicinity, roads and public transport connections? Please provide a map showing the position of the proposed RO in relation to these transport connections.
4. Please describe the telecommunications that the Office will have access to: provider(s), local and wider area network(s), bandwidth etc.
5. Please outline the general political situation (national and local) with a special view to stability, freedom of access to information and freedom of expression.
6. Please indicate the facilities that you would offer for hosting the IFLA RO: the exact location, number of available square meters, telecommunication facilities (Internet, email, fax, telephone), organisational infrastructure and support (office management, facilities, photocopying etc.); and further facilities within the organisation that may be available for use by the RO.
7. Please provide the name, affiliation and relevant details of the person who would undertake the position of IFLA Regional Manager (RM). Please include the supervisory or reporting arrangements within your organisation for the RM, and the number of hours per week to be worked by the RM or any other staff supporting the RM.
8. Please indicate the level of financial support that can be offered by or through the host organisation to setting up and maintaining the IFLA RO and RM position.
9. Please indicate when the RO can be made available and the RM assume his/her work.
10. Please provide any additional details, facts, data, relevant to this application.
11. Please attach the following:
  - A. Letter of support from the Chief Executive Officer of your institution (Director, Principal as appropriate).

- B. Background information about the organisation wishing to host the IFLA Regional Office: name, mission, goals, nature and scope of activities, general organisational structure, size of annual budget and staff.
- C. Curriculum vitae of the person proposed for the position of Regional Manager.

**Attachment – Sample contract for IFLA Regional Office**  
**JOINT COLLABORATION AGREEMENT FOR THE LOCATION OF THE IFLA’s**  
**REGIONAL OFFICE FOR [region] IN [location]**

**BETWEEN:**

The [host organisation], being an authorised division of the [parent organisation] (hereafter referred to as []), represented by [name and position], on the one part:

AND

The International Federation of Library Associations and Institutions (hereafter referred to as “IFLA”), represented by Ms Jennefer Nicholson, Secretary General, of the other part.

**PREAMBLE**

The IFLA Regional Office was awarded to the [host organisation] by IFLA’s Governing Board, after a selection process of interested parties in the [] region. The Regional Office provides a leadership role in the [] region on behalf of IFLA. The Regional Manager can be seen as a permanent representative of IFLA HQ in the region.

This agreement does not entitle the [host organisation] or its representatives to legally or financial commit IFLA in relation to assignment with third parties unless specifically agreed to by IFLA.

**ARTICLE 1 - SCOPE OF THE AGREEMENT**

This Agreement covers the relationship between the IFLA [region] Regional Office in [host organisation], its Manager and IFLA.

**ARTICLE 2 – ROLE OF THE REGIONAL OFFICE**

[to be specified following agreement by both organisations]

**ARTICLE 3 - ACTIVITIES OF THE REGIONAL MANAGER**

The [host organisation] appoints the IFLA Regional Manager for [region] in consultation with IFLA's Secretary General.

The Regional Manager performs the following activities:  
[to be specified, based on the role of the Regional Office]

**ARTICLE 4 - FINANCIAL TERMS AND CONDITIONS**

The Regional Manager and IFLA shall agree annually before the 31<sup>st</sup> day of December in any given calendar year, on the budget for activities funded by IFLA for the Regional Office for the next calendar year, following budgetary proposals submitted to IFLA by the Regional Manager by 1<sup>st</sup> October. Upon IFLA’s final decisions on the same, IFLA shall pay the annual budgets to [host organisation].

**ARTICLE 5 - PERIODIC REVIEW**

A review of the activities and performance of the Regional Office and the Regional Manager will take place in the final year of the Agreement with a view to a further renewal of the same.

**ARTICLE 6 - DURATION OF THE AGREEMENT**

This Agreement is for a term of three (3) years as from [1st January 2011]. At the conclusion of the aforesaid term, this Agreement can be mutually renewed by the parties for additional periods [as mutually agreed], on the terms to be agreed.

## **ARTICLE 7 - TERMINATION OF THE AGREEMENT**

If either of the parties does not wish to renew the Agreement at the end of any term, the said party shall notify the other party by registered letter with return receipt at least six (6) months before the end of the current term of the Agreement.

In case of a serious breach by one of the parties of its obligations, and after an injunction which has remained without effect for one (1) month, the other party is entitled to terminate this Agreement by registered letter without prejudice to any liquidated damages the respective party may claim against the other party.

The present Agreement can be terminated during its term in writing by IFLA on recommendation of the Secretary General at six months' notice. The Agreement can be terminated in writing by the [host organisation] by giving IFLA six (6) months notice.

## **ARTICLE 8 - ASSIGNMENT OF JURISDICTION AND LAW APPLICABLE TO THE AGREEMENT**

In case of any disputes, the parties shall endeavour to settle said disputes out of a court of law in any country or jurisdiction. Should they fail to reach an agreement, the Administrative Courts of the Netherlands shall have sole jurisdiction.

## **ARTICLE 9 - MISCELLANEOUS**

### ***Amendments***

No amendments shall be made to this Agreement except in writing and signed by both parties.

### ***Assignment***

Neither of the parties may assign all or part of its rights and obligations in this Agreement without having first obtained the written consent of the other party.

### ***Force majeure***

Neither of the parties shall bear any responsibility or obligation relative to any losses as a consequence of any delay or failure to perform the obligations provided for herein resulting from but not restricted to a case of force majeure or any other cause independent of the will and outside the control of the party concerned.

**Signed:**