

## Project Charter

### PARTIES

The parties to this Project Charter are either members or office bearers of the International Council on Archives (**ICA**).

- International Council on Archives Programme Commission (**ICA PCOM**) represented by the ICA Vice President (Programme).
- ICA Expert Group on Archival Description (**EGAD**) represented by the Chair of EGAD (**the Project Leader**).

### BACKGROUND

ICA PCOM and EGAD have agreed to work together on the project PCOM 2017-01 Expert Group on Archival Description – ICA Records in Context (**ICA RiC**) Phase II (**the Project**).

The parties wish to record the basis on which they will collaborate with each other on the Project. This Project Charter sets out:

- The key objectives of the Project;
- The duration of the Project Charter;
- The responsibilities of the Project Leader and the ICA PCOM; and
- Funding and disbursements.

For the purposes of the Project Charter, year 1 of the Project will commence as at the effective date of the Project Charter and continue for 12 months, and so on (with an estimated three-years duration, but no more than 36 months in total).

### AGREEMENT

ICA PCOM and EGAD agree as follows:

#### 1. KEY OBJECTIVES

The key objectives are set out in Schedule A.

#### 2. DURATION OF PROJECT CHARTER

The Project Charter is effective from the date of signature and expires 31 December 2020.

#### 3. RESPONSIBILITIES AND DELIVERABLES

##### (1) Responsibilities of Project Leader

- (a) The Project Leader shall ensure the delivery of the following in a fixed, stable form by the expiry date of this Project Charter:
  - ICA Records in Context (ICA-RiC) Conceptual Model (ICA-RiC-CM)
  - ICA-RiC Ontology (ICA-RiC-O)
  - ICA-RiC Application Guidelines
  - ICA-RiC Public presentations, and workshops
- (b) ICA-RiC-CM, ICA-RiC-O, and ICA-RiC Application Guidelines will initially be in English, followed by a French translation at a date specified in Schedule A, and then other languages as feasible and within the budget allocation. Initially translations will rely on members of EGAD, and then additional translators will be recruited from the archival community.
- (c) The Project Leader shall submit to ICA PCOM for approval:

- A annual indicative budget, including indications of institutional support, or attestations of having sought and been refused such support as appropriate. It is understood that most members will be traveling with institutional support, or paying for travel out of personal funds, and this contribution should be reflected in the budget and reports, as should the work of developing the products and the substantial value of the contributed time and effort.
  - A plan of work and timeline of how the group will support implementation of the standard so that it can be put into practice, including stabilization of the model as a first priority, along with awareness-raising activities, if possible, in year 1 and continuing in years 2 and 3 with the development of training packages.
- (d) The Project Leader will ensure that EGAD develops outputs that work within the context of ICA Training Policy and Strategy.
- (e) The Project Leader will submit the following reports to ICA PCOM:
- Interim reports on the progress of the Project in year 1, year 2, and year 3, as part of the ICA PCOM reporting process, including detailed accounting of actual expenditures.
  - A final report following the end of year 3, and including detailed accounting of expenditures.
  - If required, a more detailed account of the work plan, timelines and outputs is presented in Schedule A to this Project Charter.

(2) *Obligations of the ICA*

The Project shall be funded by the ICA. An ICA PCOM Liaison Officer will be assigned to the Project and will be responsible for the following:

- Periodic contact with the Project Leader to ensure that the Project is progressing and to identify difficulties and challenges.
- Provision of content advice during the Project as required, either personally or by facilitating contact with relevant ICA Sections, Branches, other Expert Groups or members.
- Encouragement and support in the reporting process.
- Proposing solutions to any difficulties or challenges the Project might encounter and inform the Vice President (Programme) and Deputy Secretary General (Programme) if the Project is giving cause for concern.
- Recommendation to ICA PCOM to terminate the Project if it is not progressing in line with ICA PCOM expectations as outlined in this Project Charter and Schedule A.
- Review of the final deliverables and products of the Project

**FUNDING AND DISBURSEMENTS**

4. TOTAL FUNDING

- (1) ICA PCOM shall make available funding on an annual basis to a maximum of 10,000 Euros per year; precise amounts will be based on the Project expenses claim submitted by the Project Leader for each year and reconciled against the Project budget estimate for each year.
- (2) All funding shall be issued in Euros.
- (3) ICA PCOM shall issue funding and payments at the direction of the Project Leader to members of EGAD to defray project meeting costs and product related project expenses. Schedule A shows an example of the Project Expenses form that will be submitted by the Project Leader.
- (4) Any unspent sums based on the 10,000 Euro cap following the end of the project shall be reallocated to ICA consolidated revenue.

5. PAYMENT SCHEDULE

Year	Upon submission to and approval by ICA of the following work	Latest date for submission	Amount	Currency

1	Detailed Expenses for 2017	End of year 1	Up to 10,000	Euro
2	Detailed Expenses for 2018 and interim report including detailed accounting	End of year 2	Up to 10,000	Euro
3	Detailed Expenses for 2019 and interim report including detailed accounting	End of year 3	Up to 10,000	Euro

**OTHER CONSIDERATIONS**

**6. LEGAL STATUS**

- (1) Neither the Project Leader, nor any members of the EGAD, is considered a member of the staff of the ICA, nor are they entitled to commit the ICA to any expenditure or other obligations other than those documented in this Project Charter and Schedule A.
- (2) This Project Charter is not intended to be legally binding and no legal obligations or legal rights will arise for the parties of this Project Charter. The parties enter into this Project Charter intending to honour all the obligations.

**7. INTELLECTUAL PROPERTY AND BRANDING**

- (1) The project deliverables shall be original work and are the intellectual property of the ICA.
- (2) Products must bear the ICA logo.
- (3) The parties agree to use the names assigned to the deliverables, set out in Article II (1). Other products must also be titled ICA-RiC XXXX.

**8. ESCALATION**

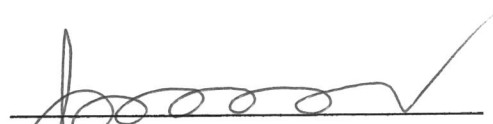
If either party has any issues, concerns or complaints about the Project, or any matter in this Project Charter, that party shall notify the Vice President, Programme Commission, and if necessary the issue may be referred to PCOM, who may decide the question, or refer it to the ICA Executive Board.

**AMENDMENTS**

This Project Charter and the attached Schedule A may be amended by an exchange of written documents between the representatives of ICA PCOM and EGAD.

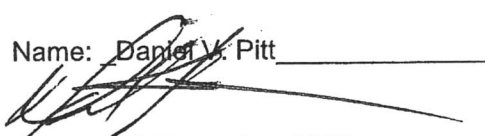
**SIGNATURES**

This Project Charter should be printed, signed, scanned and returned to the attention of the ICA at [programme@ica.org](mailto:programme@ica.org). The ICA signature will be added, and rescanned and sent back to the Project Leader.

  
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 ICA Programme Officer

Name: JESSICA SQUIRES  
 Date: 17 November 2017

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 Project Leader

Name: Daniel W. Pitt  
  
 Date: 16 November 2017

## **SCHEDULE A: ANCILLARY INFORMATION**

### **A.1 CONTACT DETAILS AT THE INTERNATIONAL COUNCIL ON ARCHIVES**

#### *Programme Officer*

Jessica Squires [squires@ica.org](mailto:squires@ica.org)

#### *ICA PCOM Liaison(s)*

Vitor Fonseca [vitormowlac@gmail.com](mailto:vitormowlac@gmail.com)

Padré Lydie Gnessougou Baroan-Dioumency [padre\\_baroan@yahoo.com](mailto:padre_baroan@yahoo.com)

#### *ICA officer responsible for payments*

Philippe Bruneau [bruneau@ica.org](mailto:bruneau@ica.org)

### **A.2 CONTACT DETAILS FOR THE EXPERT GROUP ON ARCHIVAL DESCRIPTION (EGAD)**

#### *Details for the Chair of EGAD*

Daniel V. Pitti

Director, Social Networks and Archival Context Cooperative

University of Virginia

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### **A.3 PAYMENT SCHEDULE DETAILS**

EGAD is planning one annual face-to-face meeting, 2017-2020. The primary expenses for EGAD will be hotel and perhaps some meals that serve to maximize the amount time the members have to work together. In general, members' institutions will pay for airfare to meetings, though some members may or may not be able to secure such funding. Thus, within the ICA budgeted amount, a member may invoice for airfare to attend a meeting. Support for meetings will also be sought from third parties in the host country. First and foremost, EGAD will secure donated meeting space, as well as whiteboards, flipcharts, Internet access, and computer projectors. Additional funding may be sought for meals and other reasonable costs associated with the meeting.

The EGAD will attempt to economize as much as possible on meeting expenses. If successful in keeping the costs low for the four annual meetings, a subset of EGAD members working on the Ontology (four members) may arrange additional face-to-face meetings.

The 2017 meeting is scheduled to take place in October 2017, in Rome, Italy. Arrangement for ICA to pay a deposit to reserve hotel rooms were made in August 2017, and final payment to the hotel and for catering of lunches will be made following the meeting (October 23-25). The total costs for the meeting will be € 4,536 hotel and € 750 catered lunches (Total: € 5286). ICA will be invoiced directly by the vendors, or, if immediate payment is required, the chair will make payment, and will request reimbursement based on receipt or receipts.

Three additional meetings will be held in 2018, 2019, and 2020. The location for these meetings have tentatively been determined: Germany (Berlin), Great Britain (London), and Romania. Another meeting location possibility is Charlottesville, Virginia, hosted by the University of Virginia. Funding will be sought to make this meeting as self-supporting as possible.

The scheduling of the face-to-face meetings will be based on strategic considerations in completing the work.

When each meeting is scheduled, the chair will contact PCOM, and provide information on the locations, dates, estimated costs, efforts made to secure additional support from third parties, and provide a schedule of payments.

#### **A.4 KEY OBJECTIVES (SEE SECTION 1)**

The EGAD will produce a suite of products that will integrate and replace the current four ICA description standards: ISAD, ISAAR, ISDF, and ISDIAF. The suite of standards will include the following:

- (a) ICA Records in Context (ICA-RiC) Conceptual Model (ICA-RiC-CM)  
A conceptual model of the description archival records.
- (b) ICA-RiC Ontology (ICA-RiC-O)  
An ontology expressed in W3C OWL that conforms to ICA-RiC-CM and enables interrelating cultural heritage description drawn from local description systems.
- (c) ICA-RiC Application Guidelines (ICA-RiC-AG)  
Application Guidelines that will provide practical guidance in the application of ICA-RiC for both the editors of archival description, and for information technologists provide systems and services to archives.

An important EGAD objective is engaging the international archival community in the development of ICA-RiC, EGAD also will give presentations and workshops on ICA-RiC.

#### **A.4 RESPONSIBILITIES ADDITIONAL INFORMATION (SEE SECTION 3)**

The EGAD presentations and workshops will be developed in reference to the ICA Training Programme objectives. The Application Guidelines, tentatively conceived as an online document, will also be developed in reference to the ICA Training Programme objectives.

#### **A.5.SCHEDULE OF DELIVERABLES ADDITIONAL INFORMATION (SEE SECTION 3)**

There are a number of variables that will have an impact on the schedule of delivering the three products. Chief among these variables are: work is being performed by volunteers who must find to work on RiC within the constraints of their jobs; drafts of the various products will be released for public comment and the comments and impact on the work are impossible to anticipate in advance; and the intellectual and technological challenges of the work only become clear in the process of doing the work. Though the EGAD is committed to delivering stable, full versions of the three products in advance of the ICA 2020 Congress, the schedule going forward is provisional, with near term planning more certain than long term planning.

*2017-2018*

##### RiC-CM

Work will be completed on a second draft based on public comments, and a draft will be released for public comments in early 2018.

##### RiC-O

An incomplete draft will be released for public comment early in 2018. Over the course of 2018, RiC-O will be revised based on public comment, with a complete draft being released in late 2018.

##### RiC-AG

The EGAD will present a preliminary description of RiC-AG to PCOM for comment and feedback.

Presentations and workshops will be conducted as often as there is opportunity by the members of the EGAD, with the emphasis being, on raising awareness and understanding of the RiC-CM and RiC-O.

*2018-2019*

##### RiC-CM

Work will be completed on a third draft based on public comments, and a draft will be released for public comments in early 2019.

##### RiC-O

A complete draft will be released for public comment early in late 2018.

##### RiC-AG

A draft outline of the AG with initial drafts of some parts will be completed in early 2019.

Presentations and workshops will be conducted as often as there is opportunity by the members of the EGAD. As the work on each product progresses and community awareness grows, the emphasis in workshops will shift to practical training in applying RiC.

*2019-2020*

#### RiC-CM

A stable, complete version will be released.

#### RiC-O

A stable, complete version will be released.

#### RiC-AG

A stable, complete version will be released.

Presentations and workshops will be conducted as often as there is opportunity by the members of the EGAD. In the final year, the emphasis in workshops will shift to practical training in applying RiC. Such training may be in the form of the task of describing (for processing archivists), or methods and techniques in developing technological infrastructure to support RiC-CM description or to support expressing description using the semantics of RiC-O.

### **A.6 WORK PLAN – SCHEDULE OF ACTIVITIES (SEE SECTION 3)**

The EGAD will meet at least four times during the 2017-2019 project period: Rome (2017), and then in Berlin, London, and Bucharest. The meetings will be scheduled strategically with respect to benefit the work, and the location each year will be based on feasibility for securing local support. A fifth meeting, if funding can be secured, will be held at the University of Virginia, and will be strategically scheduled to maximize the benefit of completing the work.

In addition to the face-to-face meetings, the EGAD also has two listservs. One that supports communications of all members of EGAD, and another listserv that supports communication among the four-member team working on RiC-O. Finally, the EGAD employs teleconferences (GoToMeeting). The teleconferences are scheduled every three weeks, and last an hour or more.

The project lead will submit interim reports on the progress in each year of the project, including a detailed accounting of actual expenditures.

The project lead will also consult with ICA PCOM in planning each face-to-face meeting, including efforts to secure outside support for the meetings.

At the end of the project period, the project lead will submit a final report, including a detailed report on actual expenditures for actual expenditures. This report will also describe in-kind support provided by agencies other than ICA, and if and when such support provided is monetary, the amounts and how the funds were employed.

### **A.7 ANY OTHER SPECIAL CONDITIONS**

Not applicable.