



# Terms and conditions for Professional Committee Project Reimbursements during 2019

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## Funding decision

1. You will receive a decision from the Professional Committee usually within a few weeks of the Professional Committee meeting when it was discussed. That means that for the majority of requests which are discussed by the Professional Committee in December, you will receive a response before or during January of the following year.
2. No money is sent up-front to your Unit but instead an agreed amount is set aside from which you can claim on production of relevant receipts or a pro-forma invoice (see below for more details on the procedures for this).
3. Funding is only approved for one year at a time. Any funding request submitted for the second year of the project will be discussed at the end of the first year when progress during the first year can be considered. The request for funding in the second year will therefore need to be resubmitted at the appropriate time with a progress report.
4. If you experience delays or changes to your project plans that will affect when or whether you will claim your reimbursement from Professional Committee Project Funds, inform the Professional Support Officer straight away so that the Professional Committee's financial projections can be updated.

## Reporting

1. Report regularly on your project and achievements:
  - i. Create a communication plan to identify how regularly you will communicate, with which audiences, and on what topics;
  - ii. Create a public web page explaining what you plan to do and the proposed timescale and keep it updated;

- iii. Announce news regularly during the year to update everyone on progress or delays.
  - iv. Ensure the IFLA members registered for your Section hear about the project; they will be pleased to have an opportunity to ask questions or contribute.
2. Report formally on progress to the Professional Committee mid-way through the year.
3. Once you have a result, be proactive in making sure that everyone within IFLA or indeed, the worldwide library community, can hear about it and share it:
  - i. Use meetings as an opportunity to present, enable discussion, or otherwise distribute information;
  - ii. Make use of social media to raise awareness;
  - iii. Report discussions and presentations through your Section web page;
  - iv. Email your Members and use your mailing list;
  - v. Consider writing an article for the IFLA Journal or other publication.

## Tools

The following tools are paid for by IFLA centrally; use is not compulsory, but funding will not be awarded for software that performs a similar job:

1. Basecamp: a project management collaboration tool, can be helpful to share documents and communication within the project working group. Contact the IFLA Professional Support Officer if a project leader needs access to Basecamp to set up a space.
2. Zoom: for conference calls with optional video and optional desk-sharing. Discussions can be recorded for participants who cannot participate at the agreed time. Account log-in details are available to Officers and Information Coordinators via the Officers Basecamp space.
3. Survey Gizmo: survey tool with full subscribed features: <https://www.ifla.org/node/11233>
4. Other, freely-available tools may be useful; take a look in the Officers Corner for more ideas: <https://www.ifla.org/officers-corner>

## Rules and procedures for claiming reimbursements

1. Receipts and claims for reimbursement must match the purposes approved by the Professional Committee in the agreed project funding.
2. Reimbursements for any other purpose not identified in the agreed project funding will not be made without express agreement by the Professional Committee, IN ADVANCE.
3. Receipts must be provided for all reimbursement claims, or parts of claims, when there is a reasonable expectation that a receipt exists (for example, for travel, hotels, printing, etc.). Unspecified expenses will not be reimbursed.

4. Pro-forma invoices may be submitted if a payment is required in advance.
5. Claims for reimbursements should be received at IFLA HQ by 31 December of the year in which the funding has been allocated. To claim reimbursements from the project funds, please send invoices (including the completed IFLA invoice, see 6 below) and receipts to the Professional Support Officer [professionalsupport@ifla.org](mailto:professionalsupport@ifla.org).
6. All reimbursement claims must be accompanied by the completed IFLA invoice [<http://www.ifla.org/files/assets/hq/officers/forms/invoice-pc-reimbursement.doc> ], which will detail the purpose for the claim, amounts being claimed, relevant project data, and bank details for making an international payment.
7. The Officers (together with the Project Coordinator) are responsible for ensuring that any other members of the project team, or others requiring reimbursement, are informed of the rules regarding reimbursements, and for ensuring that relevant receipts or supporting paperwork are submitted with the claim(s). Claims for costs that have not been approved by the Professional Committee are the responsibility of the Officers of the Section with primary ownership of the Project.
8. All claims must be verified by one of the Section Officers (Chair or Secretary) before they are reimbursed, unless agreed in advance with the Professional Support Officer that the project coordinator can send the claims direct.
9. **With regards meetings:** Payments are not paid per diem for meetings connected with the project; receipts must be provided for actual costs incurred (these can include individual costs for meals and drinks if a member of the project team needs support for these items).
10. **With regards publications:** Funding approved for translating, editing and designing, and other costs associated with a publication usually, unless otherwise stated, depends on the prior approval by the Professional Committee of the publication in draft format. This approval process takes a minimum of 4 weeks, but the review team may recommend that revisions are made, or other actions are taken, that require further time to carry out. A time allowance for the review process and possible resulting work should therefore be factored into the dates of the project plan. Final endorsement of the publication will then usually be a formality after any final editing, translation and design.

## Other points to note

1. IFLA contracts are only valid if signed by the IFLA President or Secretary General. This applies to contracts for work such as for the use of consultants or companies supplying services.
2. If you require the work of a consultant or a service, you should contact IFLA HQ to discuss this. Consultancy fees will be funded for projects only if full details are provided giving the reasons for selection, details of the chosen consultant, and exact descriptions of what the consultant will do. A contract will then be written for a defined service or delivery of a specific product and signed by the Secretary General.

3. A policy on funding work on translation has been agreed by the Professional Committee and can be found here: <http://www.ifla.org/files/assets/hq/officers/key-documents/policy-requests-for-pc-project-funds-for-translations.pdf> . In summary, funding is only available in exceptional circumstances; in general translations should be taken care of using resources available within the unit or via the IFLA Language Centres.
4. IFLA may deny reimbursement of any expense not permitted under Dutch regulations or not in compliance with this policy.
5. Project expenditure may be subject to audit.