**REFEREE FORM**

Applicants must send this form, together with a completed copy of the application, to each of their referees.

Referees are kindly asked to complete this form and email it as an attachment to: fida@ica.org

All referees’ forms must be received by **the deadline provided on the ICA FIDA web page.**

For more information, please send an email to fida@ica.org

**REFEREE FORM**

**1** **Application details**

|  |  |
| --- | --- |
| Name of individual, group or organization applicant |       |
|  |  |
| ICA membership number of principal applicant |  |
|  |  |
| Title of project |       |

**2** **Referee details**

|  |  |
| --- | --- |
| Family name |       |
|  |  |
| First name |       |
|  |  |
| Title (Dr/Mr/Mrs etc) |       |
|  |  |
| Position held |       |
|  |  |
| Address of employing institution |       |
|  |  |
| Email address |       |
|  |  |
| ICA membership number, if applicable |  |

**3** **Referee comments**

As a referee, you are invited to provide comments on the application on each of the areas listed below.

**How do you know the applicant individual or organization?**

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| --- |
|       |

**Please comment on the significance of the project to the career evelopment of the individual or of the group/organisation.**

|  |
| --- |
|       |

**Please comment on the content of the project, insofar, as this information is available to you.**

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|       |

**Please comment on the significance of the project to the archival/records management development of the country or region concerned.**

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|       |

**Please comment on the feasibility of the proposal and whether the time-scale and resources requested are justified.**

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|       |

**Please comment on the expertise and experience of the applicant(s) as reflected in their application and in the overall quality of the proposal, particularly their track-record of delivery.**

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|       |

**Please provide any additional comments.**

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|       |

**Thank you for your comments!**