**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](mailto: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](mailto: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?**

|  |
| --- |
|  |

**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.**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**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.**

|  |
| --- |
|  |

**Please provide any additional comments.**

|  |
| --- |
|  |

**Thank you for your comments!**