



National Institution Representative

Application Form

The RDA Board is constituted of the following voting members: three RDA Copyright Holders, the representative from ALA Publishing, and the six National Institution representatives, one from each of these regions: Africa, Asia, Europe, Latin America and the Caribbean, North America, Oceania. The Chair of the RDA Steering Committee is also a member of the RDA Board.

The Board meets four times a year, mostly using online collaborative tools.

Role of the National Institution representative

- To represent the region and to bring forward to the Board the interests and concerns shared by RDA implementers in that region.
- To provide the RDA Board with insight about the impact, challenges and opportunities related to RDA implementation and any other relevant feedback, presenting the perspectives of the National Institution represented, other National Institutions and other institutions in the region that have implemented or are considering the adoption of RDA.
- To contribute to the development and delivery of the RDA strategic plan for the development of RDA.
- To contribute to the overall governance of the standard including oversight of strategy, delivery, finance and risks.

Expectations of the National Institution Representative

- Serve a four-year term as a voting member of the Board, along with a six-month period of assistance immediately following the end of the representative's term, where the departing representative is available to provide support for the new representative.
- Participate in four Board meetings per year, including one in-person meeting. **Note:** In-person meetings are scheduled on a three-year cycle, with no in-person meeting every third year. All RDA Board meetings in year three will take place virtually.
- Prepare one annual report for the Board, highlighting the progress of RDA implementation in the National Institution Representative's institution, country and region, as well as trends and issues with RDA implementation in their region. Annual reports will be presented at the second meeting of the calendar year, whether in-person or virtual.

The selection of the National Institution representative is based on two criteria:

- a) The eligibility of the National Institution
- b) The qualifications of the nominated individual to act as the National Institution representative

Requirements:

a) Eligible National Institution

- A national institution is defined as a national agency which has implemented RDA or will have implemented RDA within a year

National Institutions may be a National Library or a National Bibliographic Agency (as defined by IFLA):

"the organizational unit established within a country's library system, which undertakes responsibility for the preparation of the authoritative and comprehensive bibliographic records for each new publication issued in the country, making the records in accordance with accepted international bibliographic standards and publishing them with the shortest possible delay "

(International Federation of Library Associations, IFLA International Office for UBC, & UNESCO, 1979)

In the absence of candidates that meet the IFLA definition of a National Institution, the RDA Board will also consider applications from a major library or service whose work may not include the preparation of the authoritative and comprehensive bibliographic records

for each new publication issued in the country, but which does provide national or international leadership in metadata creation through its policies and work on standards, as well as the preparation of comprehensive bibliographic records.

- The National Institution commits to support the staff member in their RDA Board work and activities, including technological infrastructure and support for the representative to participate online.

Institutional support does not require financial support. The RDA Fund will cover travel and accommodation during the annual in-person RDA Board meeting. ALA Digital Reference provides access to the online collaboration tools.

b) Nominated individual

- a. Knowledge of cataloguing/metadata, and issues of bibliographic control
- b. Familiarity with RDA and its objectives
- c. Working knowledge of English, since this is the language used during meetings and in RDA Board documents

National Institution representative application process

- a. An eligible National Institution selects one nominee according to the qualifications listed above.
- b. The National Institution commits to support the staff member in their RDA Board work and activities. Institutional support does not require financial support. The RDA Fund will cover travel and accommodation during the annual in-person RDA Board meeting.
- c. It is expected that the National Institution representative will serve for the full term of four years. If there are changes in circumstances, the National Institution representative will contact the Chair of the RDA Board to discuss the situation.
- d. The application form is submitted to the Chair of the RDA Board. The Board reviews the nominations and elects a representative. The decision is communicated by the Chair of the RDA Board to the person at the National Institution who submitted the nomination.



National Institution Representative Application Form

Basic information

Name of the Nominee	
Job Title	
Name of the National Institution	
Telephone Number	
Email address	
Please describe how your organization qualifies as an eligible National Institution (see <i>Requirements a</i>) above for the definition)	
Date the National Institution implemented / will have implemented RDA	

National Institution support

By nominating this member of our staff to the RDA Board, we confirm that we are willing to support them undertaking RDA Board work and activities, including technological infrastructure and support for the representative to participate online.

We agree to inform the RDA Board Chair promptly if the National Institution representative cannot serve the entirety of their RDA Board term.

We acknowledge that the RDA Fund will cover travel, accommodation and subsistence costs for in-person Board meetings and that ALA Digital Reference will provide access to online collaborative tools for the online meetings.

Name of Nominator	
Electronic Signature of Nominator	

Qualifications of the Nominee

Please provide a detailed statement, referencing the role description and requirements, to demonstrate the qualifications of the candidate as a National Institution representative of the RDA Board.

A. Role description for a National Institution representative:

- a. To represent the region and to bring forward to the Board the interests and concerns shared by RDA implementers in that region
- b. To provide the RDA Board with insight about the impact, challenges and opportunities related to RDA implementation and any other relevant feedback, presenting the perspectives of the National Institution represented, other National Institutions and other institutions in the region that have implemented or are considering the adoption of RDA.
- c. To contribute to the development and delivery of the RDA strategic plan for the development of RDA.
- d. To contribute to the overall governance of the standard including oversight of strategy, delivery, finance and risks.

B. Qualifications of the candidate:

- a. Knowledge of cataloguing/metadata, and issues of bibliographic control
- b. Familiarity with RDA and its objectives
- c. Working knowledge of English since this is the language used during meetings and in RDA Board documents