

IAMIC OFFICE EXCHANGE PROGRAMME

What is IAMIC Office Exchange Programme?

IAMIC is an international network of organisations which document and promote the music of their country or region or a certain musical field (primarily the contemporary classical music). IAMIC's activities provide an international context for its members, offering services, encouraging development, encouraging collaborations and exchanges, and initiating projects that further the work of its members. Its working principle is to be a learning body and to use best practice examples from its membership to grow the umbrella organisation's activities, as well as each MIC learning from examples of other MICs and transforming ideas to suit local requirements and specifications.

The Office Exchange Programme should make an exchange of good practices more efficient and visible. The Programme gives the opportunity to members to experience other working realities and environments, from the first hand, through practical learning experience. Members will acquire new skills and knowledge and build up sustainable partnerships through participative observation.

The Open Office, whereby IAMIC members open their doors to international colleagues has already strengthened the organisation as a whole - as demonstrated in the success of the international hiring process of 2006 for an Office Manager for the Secretariat in Brussels.

In October 2008 IAMIC wants to start the first Exchange Programme, whereby an employee of a Music Information Centres would be offered the chance to do a work placement with foreign MIC colleagues. This will give IAMIC the opportunity to involve staff members of the MICs in its activities and to make them familiar with the expertise of other staff members. Apart from being a challenging experience for the employees themselves, this also advances the workings of IAMIC by encouraging the internal communication and the involvement in IAMIC activities on the shop floor.

Aim:

To promote the importance of exchange and cooperation among IAMIC member organisations and to involve them in common activities on national, as well on international level.

Objectives:

- Exchange of good practice between the network
- To adopt new skills, knowledge and expertise on documentation and promotion of music
- To reflect one's own work, methods, projects etc. as result of the possibility to compare it
- To promote the mobility of staff members
- Bringing new, international dimension in activities at the national/regional level
- To get a good insight into the impact of international developments and IAMIC activities on the shop floor
- To support member organizations in implementing of good practice in their daily work
- To improve the collaboration and build up sustainable partnerships between members organizations and IAMIC

- To promote and develop some new common projects in the field of music, art and culture

Who can participate?

Staff members of IAMIC Ordinary Member organizations. At least two ordinary member organizations from different countries are required to be involved in exchange. IAMIC has a coordinating role and will regulate and arrange exchanges together with the hosting and sending organizations.

Up to 2 participants can participate in one exchange.

Profile of participants

- Staff member of one of the ordinary member organisations
- Working directly on the documentation and/or promotion of music
- Motivated to gain new expertise which would improve the work of his/her organisation and IAMIC
- Willing to apply new knowledge and disseminate the results of the exchange among his/her colleagues and other MIC's and IAMIC

When?

Exchange should take place between 1st of October until 31st of December 2008.

Duration:

5 to 10 working days (excluding travel days)

Selection procedure and criteria:

“Expression of interest” for host organisations:

IAMIC sent an open call for “expression of interest” to all its ordinary members. All MIC's interested in hosting participants filled out the “Expression of interest” form and sent it back to IAMIC. In “Expression of interest” “potential host organisation” had to explain the topic of the exchange, its motivation to take part in the programme, as well to provide a well-structured programme and timetable for the exchange. It had to be clearly linked to the objectives of the Office Exchange Program and topic of the exchange.

As the whole programme is about sharing of good practice, a topic of the exchange had to be something that the “potential host” is proved in, that is innovative and could be interesting and valuable for other MICs and IAMIC.

An organisation could express the interest to host two different exchanges on two different topics.

The IAMIC board selected the host organisations based on quality of the project and importance of the topic for the network.

Sending organisation:

The host organisations and their exchanges were presented to the members on the General Assembly in Cardiff. After the Annual Meeting, the IAMIC Secretariat circulated a call for sending

organisations. All MIC's interested in, filled out and sent an application form explaining their motivation and the motivation of their candidate(s).

Based on this, the board selected the candidate(s).

Matching:

Once when a "match" was made, the sending organisation needed to send the exact amount of actual costs (requested grant) to IAMIC. After the grant was approved, hosting and sending organisation and IAMIC signed the contract after which the sending organisation/participant received the approved grant.

Selected host organisation

- Canadian Music Centre
- American Music Center
- Polish Music Information Centre
- Portuguese Music Information Centre

Selected sending organisation

- Latvian Music Centre
- American Music Center
- Polish Music Information Centre
- Flanders Music Centre

Financial aspect

IAMIC has received an EU grant "Support for bodies active at European level in the field of Culture" for 2008 and a grant from the Flemish Government and both will be partly used to finance the Office Exchange Programme. The total costs cannot be covered by IAMIC and therefore, the contributions of organisers and/or participants can be either in cash or in kind, or a combination of both.

Costs covered by IAMIC:

- Travel costs: 70% of actual costs (*travel costs from home to the venue of the exchange and return. Use of the cheapest means and fares: Economy class flight ticket, 2nd class train ticket*)
- food and lodging costs: flat rate per day per participant (€ 48 per day)
- exceptional costs: actual costs covering visa (up to 100% of exceptional costs)

Maximum actual costs that can be covered by IAMIC must not be higher than € 1.400

All costs must be properly supported and justified.

Responsibility of the sending and hosting organisation

Hosting:

- To help the participant with finding suitable accommodation. *Only if the host organisation wants and has possibility, it can accommodate the participant in a host family or at people of the organisation at home*
- To provide “mentoring” and “guiding” for the participant during his/her stay
- To organise evaluation meeting with the participant at the end of the exchange and to send the written report to the Secretariat

Sending

- Sending organisation is covering the costs of its candidate
- To support the candidate in follow up activities and dissemination of the results

Evaluation and Follow Up:

At the end of the exchange each participant will have an evaluation meeting with the person from the host organisation in charge of the project.

After the exchange the participants will write a final report and send it to their host organisation and to the IAMIC Secretariat.

IAMIC will encourage and support follow up activities, such as: new projects, info moments for colleagues...

Further information:

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