

## **Archives Revealed Cataloguing Grants Assessment Panel Terms of Reference**

### **Overview**

The Archives Revealed Cataloguing Grants programme is funded as a partnership programme by the Pilgrim Trust and The National Archives. The Pilgrim Trust provides the financial banking for the programme and it is administered and overseen by The National Archives.

Applications come from archive services across the UK (excluding the Isle of Man) who request funds to complete projects to catalogue one or more archive collections in no more than a two-year period. There are two phases to the application process.

### **Chair**

The panel will be chaired by a representative from The Pilgrim Trust, which is a founding partner, banker and one of the main funders of the programme.

### **Frequency of meetings**

The panel will meet twice a year, once for each phase of the application process. Members will also need to give time to read and assess the applications before each panel meeting.

### **Membership**

The panel is made up of 8 individuals (including the chair). One panel member will be a member of staff at The National Archives.

Membership is organised by an open call for participants when a place on the panel becomes available. Members are selected based on their knowledge of the archive sector, knowledge of cataloguing, and knowledge of assessing significance. Care is taken to ensure the panel is as representative of the archive sector as possible in terms of geographical spread and type of organisation.

One or two representatives from The National Archives will attend each meeting to oversee and administer the assessment process.

Panel meetings will need a minimum of 5 members to be quorate.

## **Tenure length of panel members**

At the opening of the programme, Archives Revealed recruited panel members for varied tenures to ensure the panel remains refreshed, and to prevent all members standing down at the same time.

Initially we recruited 2 members for 1 year, 2 members for 2 years, and the remaining 3 members for three years. Each panel member can volunteer for one further term if they wish.

## **Panel objectives**

- To receive a summary of applications for Phase 1 of the Archives Revealed Cataloguing Grants programme and assess them against set criteria
- To attend a Phase 1 Panel meeting to discuss the assessed applications and make decisions on which will be rejected and which will be invited to submit a Phase 2 application
- To receive applications for Phase 2 of the Archives Revealed Cataloguing Grants programme and assess them against set criteria
- To attend a Phase 2 Panel meeting to discuss the assessed applications and make decisions on which archives services will be successfully awarded funds

## **Assessment process**

Phase 1:

The panel will not be sent complete applications but will instead conduct their assessment 'blind' where they do not know the applicant details. Phase 1 has a focus on the collection's significance and the need for the cataloguing to take place. The panel will use the agreed assessment matrix and scoring method to assess application papers in these areas. The panel will then meet to discuss the applications and scoring, and make decisions on which applicants will be invited to make a Phase 2 application.

Phase 2:

The panel will be sent complete applications to assess against the agreed assessment matrix and scoring method. The panel will then meet to discuss the applications and scoring, and make decisions on which applicants will successfully be awarded funding.

**Authority:**

The panel has devolved authority from the funders to allocate funds according to the assessment criteria.