

WorldCP

International database of cultural policies

HOW TO PARTICIPATE – A GUIDE

FEBRUARY 2012

Adapted from *Compendium of Cultural Policies and Trends in Europe How to Participate – A Guide*, published by the Council of Europe and ERICarts, 2010.

www.ifacca.org

WorldCP

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1. Introduction: What is WorldCP?

'WorldCP' is a central, web-based and continuously updated database of country-specific profiles of cultural policies, modelled on the highly regarded Compendium of Cultural Policies and Trends in Europe (www.culturalpolicies.net). The European Compendium currently covers 41 countries in Europe, plus Canada. Further details on the project are provided in *WorldCP: Creating an international database of cultural policies*.

With the support and cooperation of key regional organisations in Africa, Asia, the Americas, the Pacific and selected Arab countries, the data stored in the central database will also be able to be presented online in regional versions (like the existing European site). The database will also provide the capacity to monitor and analyse global trends in key aspects of cultural policies.

The International Federation of Arts Councils and Culture Agencies (IFACCA), the global network of arts councils and ministries of culture, has been nominated by the founders of the Compendium, the Council of Europe (CoE) and the ERICarts Institute, to develop an international version of the Compendium as a tool for policymakers, researchers, advocates and the global community.

Cultural policy country profiles are generally written and updated by independent cultural policy experts (i.e. 'the authors'), in consultation with respective 'national administrations responsible for cultural policy' (NACP), such as a ministry or arts council. The information presented in the country profiles is derived from a variety of sources including research studies, government documents and reports by ministers and other key representatives, reports from advocacy groups, important statements from artists and cultural producers, from political campaigns, the media, etc.

WorldCP is targeted to a broad audience of policy makers and administrators, arts institutions and networks, researchers and documentation professionals, journalists and students. The information and data presented online helps to inform decision-making processes, to conduct comparative policy research and analyses, to maintain data collections and to disseminate good practice examples. Statistics regarding the average use of the European *Compendium* show that it has become a working tool consulted on a daily basis by authorities, institutions and individuals involved in cultural policy making and research not only in Europe but worldwide.

All country profiles are available in English. Some original or local language versions are made available on the initiative of individual authors and governments.

2. WorldCP Actors and their Roles

2.1 IFACCA's role

Since its inception in 2001, IFACCA has created an extensive international network and range of programmes and resources that support the sharing of information about arts and cultural policy. Its mission is to improve the capacity and effectiveness of government arts funding agencies to benefit society through networking, advocacy and research.

IFACCA is working with ERICarts, the Council of Europe and regional partners to oversee the development of *World-CP*. IFACCA will also bring to the national profiles three

collections of information that it currently maintains (to be included in the grid under 'Section 9. Sources and Links'):

- Contact details for key government agencies and cultural agencies (the European compendium already shows links to these web pages)
- News, events, publications, and jobs as generated each week for the ACORNS newsletter and archived on our site
- Profiles of cultural policy researchers currently available on ConnectCP.org

IFACCA may delegate responsibilities (described in Section 4) to the regional partners or editor.

2.2 ERICarts' role

ERICarts has a role as the adviser on the quality control mechanisms put in place at the regional level and will continue in its role with the European project as co-editor of the Compendium. In Europe, ERICarts is commissioned by the Council of Europe to maintain the information system on an operational basis. It co-ordinates the programme and ensures content and linguistic quality control over country profiles. ERICarts is equally responsible for the further development and maintenance of the Internet presence and relevant databases in cooperation with the Council of Europe.

The international project has been the subject of discussions over the past two years as reported on the ERICarts website <http://www.culturalpolicies.net/web/compendium-plus.php>.

2.3 Regional partner/s role

In each region of the world, a local secretariat will be established which will have responsibility for liaising with authors, reviewing profile content from the region, organising regional training and coordination workshops, participating in the global working group, and some aspects of project funding. It also has a role in promoting the initiative within the region, and with networking and partnership development.

2.3.1 WorldCP-Asia

WorldCP-Asia is a major new initiative to document the cultural policies of countries in Asia. The initiative is a central component in the development of WorldCP.

In 2012, WorldCP-Asia is being coordinated by a partnership between IFACCA and the WorldCP-Asia Secretariat, managed by the Asia-Europe Foundation (ASEF). The WorldCP-Asia Secretariat will carry out key tasks including administering the project; partly funding pilot profiles; liaison with Asian governments towards securing national funding partners; stimulating policy dialogue, networking and mutual learning through expert meetings and online platforms; and co-ordination with IFACCA.

For more information on WorldCP-Asia, see the document *WorldCP-Asia: Fostering Cultural Policy Research and Dialogue in Asia*.

2.4 Regional editor role

A regional editor, or regional editors, will be appointed in each region. The role of the regional editor will include reviewing the profiles for accuracy and consistency of information and, organisation of information in accordance with the structure of the methodological 'grid'.

2.4.1 WorldCP-Asia

The editorial review process for the cultural policy profiles of Asia will be undertaken in consultation with a regional editor. In 2011-2012, the regional editor in Asia is Anmol Vellani.

2.5 National Administration responsible for Cultural Policy (NACP) role

Once an NACP announces its country's interest in participating in the WorldCP project to IFACCA or the WorldCP-Asia Secretariat, an agreement, including financial responsibilities, is established with the project partners. The NACP provides access to information and data, and provides advice on researchers/authors and local issues. The NACP identifies a contact person in the organisation to provide information to the author in the preparation and updating phases of the WorldCP country profiles. The NACP is responsible for translation of country profiles as required, promotion of the profile nationally, and coordination/costs of researcher attendance at meetings (unless otherwise provided by third party).

2.6 Author's role

The author is an independent expert with cultural policy expertise commissioned by the project partners to prepare and annually update their respective *WorldCP* country profile. In some countries it may be necessary to have a group of authors to prepare the profiles, but there should always be one responsible author who co-ordinates the profile and communicates with IFACCA and/or the regional editor on a regular basis. There is generally an agreement between the NACP, IFACCA and the regional secretariat, on the selection of the author. The selection criteria to be considered in commissioning authors include:

- Demonstrated experience in policy analysis
- Reputation as an independent and skilled researcher with experience in the field of culture and able to consult with representatives of civil society
- Excellent research and writing skills
- Excellent knowledge of English and of the official language of the country (if applicable)

All profile authors will be listed on the ConnectCP database as a cultural policy expert (www.connectcp.org).

An agreement is to be signed by each author and the regional secretariat and IFACCA. The author receives a fee for writing the profile. He/she retains moral rights over his/her work. In the event that the author is not available to monitor or annually update the profile, IFACCA and the regional secretariat will propose a replacement. In this case, author's right will be transferred to the "new author" while still acknowledging the work of the original author.

2.7 Further information

For a full list of skills/resources that each partner could bring to WorldCP, please see the website www.worldcp.org

3. WorldCP Use and Reproduction

WorldCP will operate under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Australia License: See: creativecommons.org/licenses/by-nc-sa/3.0/au.

This licence lets others distribute, remix and build upon the work, but only if it is for non-commercial purposes, they credit the original creator/s (and any other nominated parties) and they license their derivative works under the same terms.

In general, authors agree to a transfer of copyright to International Arts Federation Services. The author retains moral rights, and a number of other usage rights as outlined in the deed.

4. 10-Step Approach Towards a WorldCP Profile

Please note: These steps are only a guideline. The final process will be agreed upon by all parties dependant on the unique situation in each country.

Step 1: NACP formally agrees to participate in *WorldCP*

The NACP (national administration responsible for cultural policy) in the country announces in writing to IFACCA or the regional secretariat their wish to participate in *WorldCP*. IFACCA and the regional secretariat communicate this confirmation to each other and regional partners, and an agreement with the NACP is established. The NACP will communicate with key policy stakeholders in its country about the proposed project.

Step 2: Identify an appropriate author to draft the *WorldCP* profile

Once the participation of a country in *WorldCP* is confirmed, IFACCA and its partners contact that country's NACP in order to get advice on a cultural policy expert to prepare the *WorldCP* profile. Other sources, such as www.connectcp.org, will also be consulted in selecting the author. Once the author is identified, IFACCA, with its partners, will communicate with the author and enter into a contractual agreement. The NACP will identify a representative within the administration as a corresponding partner who will provide information to the author in the preparation and updating of the *WorldCP* country profile.

Independence of the author is highly desirable to ensure that a variety of points of view in the cultural policy debate are presented. For selection criteria of an author, see the description of author's roles/responsibilities in the previous section.

Step 3: Engagement of the author

A letter of agreement will be drawn up between the identified author and IFACCA. He/she will be provided with the *Authors' Brief on the Grid*, an annotated methodological grid and instructions on how to prepare the country profile. A work plan and time schedule will be agreed. IFACCA and the regional partner/s will be on hand to assist in the preparation of the profile and to answer questions.

Step 4: Profile under preparation

The author will adhere to an agreed time frame within which to prepare the profile. Authors are to follow the methodological grid. The Authors' Brief on the Grid. He/she is encouraged to communicate with the NACP, IFACCA and regional partner/s on an ongoing basis about possible difficulties with the sources, time schedule, translations, etc. The author should consult a wide range of materials and communicate with other actors in the cultural field and civil society, in addition to government departments. The NACP will assist in the preparation of the profile. The profile should present not only the facts and figures, but also provide information on current policy issues and debates. Examples of programmes or practices as well as experiences drawn from the local or regional level are encouraged. The profile is to be submitted in English. Original or local language versions are welcomed in addition.

Step 5: Draft version submitted for linguistic and content revision

IFACCA, or the regional editor, is responsible for editing the profile in order to ensure reader-friendliness and consistency with the other contributions. Editing will include:

- comments/questions on the content presented in the profiles,
- linguistic revision by native English speakers.

Step 6: Profile returned to author(s) for revision, additional work, clarification etc

IFACCA or the regional editor will return the edited profile to the author for approval. In some cases additional work may be required. As experience with the European Compendium profiles has shown, misunderstandings may arise as a result of unsatisfactory translations. Open communication is required with the author in order to produce a text which represents the author's intentions and reflects the current circumstances of the country. While the main communication between the author and IFACCA or the regional editor will be through email, telephone or fax, a visit by the author to the regional editor or vice versa may prove very useful in the final stages of profile drafting.

Step 7: Finalising the profile

The author will submit a final draft of the profile to the NACP for review (if not approval) prior to its submission to IFACCA. The NACP will ensure that all relevant stakeholders have the opportunity to review the profile. IFACCA ensures final validation of the country profile and then uploads it to the website. If agreed deadlines cannot be met, the author will inform IFACCA, regional partner/s and the NACP at least six weeks in advance.

Step 8: Updating profiles

The author will be responsible for keeping the profile up to date. Formal updating will take place at least once a year at a date determined in advance and specified in the letter of agreement. The NACP contact person will keep the respective author constantly informed on developments such as the passing of new legislation, release of statistics, ministerial reorganisation, etc. Ad hoc updates will be carried out on an ongoing basis. The author will send revised passages to IFACCA who will insert them into the profile. Important policy changes can be submitted directly to IFACCA for inclusion in the profile.

Step 9: Preparing and updating original language profiles

While all final versions must be submitted in English, authors are encouraged to provide identical, original language versions of their profiles, i.e. in the main official language of the country. These versions will be posted to the download section of the website. The author takes full responsibility for the consistency of the different language version.

Step 10: Regular meetings of authors

Regular meetings of *WorldCP* authors are important to promote co-operation among the partners, to ensure the integrity of the *WorldCP* project as a transparent and international project, and to further its development. Unless otherwise agreed, the NACP provides financial support to the authors' participation in such events (e.g. involving hotel and transportation costs).

Outline for WorldCP Country Profiles

Note to Authors

Authors are to follow the methodological grid (including numbering) in the preparation of their national profile. This is explained in the *Authors' Brief on the Grid*. Please pay close attention to the examples provided under each of the main headings which were developed to provide authors with guidance on how to fill in the WorldCP grid. *Examples provided may or may not be applicable in all countries or contexts and therefore authors should not feel restricted by them.*

The information presented in the profile should be derived from a variety of sources. It should include specific objectives applicable to the individual policy sectors as well as information on the implementation and effects (results) of governmental policies, if available. In addition to presenting official government policies, the profiles should refer to ongoing or current debates among the different public, civil society and private sector actors (e.g. artists, cultural producers, administrators, cultural networks/associations). The profiles should be written in a reader-friendly ("scientific journalism") style by using examples to illustrate the functioning (or not) of policy or programme initiatives and measures.

If information is not available, please indicate with the phrase "Information is currently not available" rather than leaving the space empty.

Profiles should not normally exceed more than 35 pages in total for larger sized countries and 20 pages for smaller sized countries. Remember that all profiles are to be submitted in English. Versions in the official language of the country can also be submitted and will be posted to the online version of WorldCP as a pdf file for download.

When writing the profile, please use specific dates. Formulations such as "next year" or "last year" should be avoided. Please keep in mind that the profile will be published on the Web, and that formulations traditionally used on paper, such as "below", "above", are generally not valid in the navigational environment of the Web. When referring to another section, the number should be specified (e.g. "see also chapter 3.2").

Please add important reference documents on cultural policy in your country at the end of the document in the section "Sources and Links". Authors are also encouraged to include relevant website addresses which would lead the reader to key sites of cultural policy information in their respective country.

Note to "Updaters"

In order to ensure the quality and value of *WorldCP* profiles, authors are to review their profiles and to provide a full update to IFACCA. A deadline for these updates will be agreed upon by the author and the regional secretariat. Updates should be made directly on the latest profile version provided by IFACCA.

If an author is unable to update the profile, IFACCA should be contacted without delay. It is equally important that the author nominates a "successor" to update the information provided in the original profile in case he/she is not able to do so. It is not the responsibility of the government to update the profile, but to provide information on an ongoing basis to the author or subsequent "updater" (see section 2 of this Guide: "*WorldCP Actors and their Roles*"). Original language versions are also to be updated.

For further clarification, please do not hesitate to contact IFACCA.