

NIPR: The National Collection of Northern Ireland Publications

RULES AND CONSTITUTION

August 2017

1. OBJECTIVES OF NIPR: The National Collection of Northern Ireland Publications

The purpose of NIPR is:

- i. To collect, record and preserve all material published within Northern Ireland since 2000 and to make the collection available for consultation purposes.
- ii. To seek voluntary deposit from publishers one copy of this material.
- iii. To promote and encourage the interchange of ideas on matters relating to publishing in Northern Ireland and to provide a forum for debate on them.
- iv. To advise libraries, publishers, Department for Communities and other bodies of the benefits of preserving and further developing access to the Northern Ireland published output.

These objectives will be fulfilled by establishing a partnership relationship with one or more library organizations who will undertake the cataloguing and storage of the NIPR collection. This relationship will be managed through a Service Level Agreement renewable every 3 years (for detail see Annex A).

2. NIPR MANAGEMENT BOARD

NIPR shall be under the management of Management Board. The administration of NIPR will be undertaken by a Manager, appointed by the NIPR Management Board on a contract basis.

The NIPR Management Board shall consist of the Chair of NIPR, the Chair of the Advisory Panel and four people approved by the Advisory Panel, including one representative from Library members and one representative from other non-Library members.

3. APPOINTMENT OF CHAIR

The Chair of the Advisory Panel will be agreed by its members for a term of three years, for a maximum of two terms.

4. POWERS AND DUTIES OF THE NIPR MANAGEMENT BOARD

The Board shall have the following powers and duties:

- i. To appoint and oversee the work of the NIPR Manager.
- ii. To approve the annual business plan and budget.
- iii. To establish a partnership relationship with a library organization and to manage that relationship subsequently through monitoring progress against agreed targets in the Service Level Agreement.
- iv. To prepare funding applications to the Department for Communities (DfC).
- v. To represent Northern Ireland on the British Library Advisory Committee.
- vi. To appoint working groups from time to time as it may consider necessary to deal with particular subjects and to delegate to them any of its powers.
- vii. To establish Project Boards to manage subsidiary projects.
- viii. To appoint representatives to any other Association, Committee or Body with such power and authority as may be deemed necessary.
- ix. To take overall control of the business and affairs of NIPR.
- x. To fill temporarily any casual vacancy occurring in the list of officers of the Board.
- xi. To manage other funding applications.
- xii. To respond to consultation documents.
- xiii. To review the scheme on an annual basis and to consider suggestions for improvement.
- xiv. To report progress on the work of NIPR to the Advisory Panel.
- xv. To act as the Trustees for NIPR under the Charities Commission regulations. See <http://www.charitycommissionni.org.uk/media/137918/20170522-CCNI-EG042-Monitoring-and-compliance-guidance-getting-it-right-V1-2-May-2017.pdf>

The Management Board will meet no less than 3 times per year.

The NIPR Manager and Chair of the Advisory Panel will attend all Board meetings in an ex-officio capacity.

5. NIPR ADVISORY PANEL

The work of NIPR will be supported by the appointment of an Advisory Panel consisting of representatives Northern Ireland libraries and publishing activity. See Appendix for Terms of Reference

5.1 Function of the Advisory Panel

To provide advice and expertise of its members to help ensure that NIPR's plans are formulated and carried out effectively, and to provide appropriate support.

The Advisory Panel shall meet no less than 3 times per year. The NIPR Manager will attend all Advisory Panel meetings in an ex-officio capacity.

6. ACCOUNTING OFFICER

The Chair of the Management Board shall act as Accounting Officer. Cheques issued by NIPR shall be signed by two signatories, as approved by the Board.

7. REPORT

An Annual Report and Accounts shall be agreed at last meeting of the Management Board each financial year.

8. QUORUM

The quorum for meetings of the Board shall be four, including ex officio members.

9. VOTING

At meetings of the Board and the Advisory Panel, a simple majority shall be the system of voting and the Chairperson shall have a deliberative and casting vote.

11. ALTERATION OF RULES

The Rules of the Management Board may be altered at any meeting of the Advisory Panel subject to notice of any proposed alteration being given to the NIPR Manager twenty-eight days before the meeting and full particulars therefore must be inserted in the notice calling such meeting.

Robin Adams