



# Questionnaire

Organisations offering to host the IFLA Regional Office for Latin America and the Caribbean

Please return by **18 November 2016** to:

IFLA Headquarters

Email: [ifla@ifla.org](mailto:ifla@ifla.org)

Subject line: LAC Regional Office Submission

1. Organisation's full address details: name, postal address, visiting address, telephone, email; contact person and position in the organisation, telephone and email address.
2. Is this the same address as the proposed Regional Office (RO)?  
If not, please provide details.
3. Please describe the transport connections: which (international) airport(s) in the vicinity, roads and public transport connections? Please provide a map showing the position of the proposed RO in relation to these transport connections.
4. Please describe the telecommunications that the Office will have access to: provider(s), local and wider area network(s), bandwidth etc.
5. Please outline the general political situation (national and local) with a special view to stability, freedom of access to information and freedom of expression.
6. Please indicate the facilities that you would offer for hosting the IFLA RO: the exact location, number of available square meters, telecommunication facilities (Internet, email, fax, telephone), organisational infrastructure and support (office management, facilities, photocopying etc.); and further facilities within the organisation that may be available for use by the RO.
7. Please provide the name, affiliation and relevant details of the person who would undertake the position of IFLA Regional Manager (RM). Please include the supervisory or reporting arrangements within your organisation for the RM, and the number of hours per week to be worked by the RM or any other staff supporting the RM.
8. Please indicate the level of financial support that can be offered by or through the host organisation to setting up and maintaining the IFLA RO and RM position.
9. Please indicate when the RO can be made available and the RM assume his/her work.
10. Please provide any additional details, facts, data, relevant to this application.
11. Please attach the following:
  - a. Letter of support from the Chief Executive Officer of your institution (Director, Principal as appropriate).
  - b. Background information about the organisation wishing to host the IFLA Regional Office: name, mission, goals, nature and scope of activities, general organisational structure, size of annual budget and staff.
  - c. Curriculum vitae of the person proposed for the position of Regional Manager.