

Mission

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The International Council on Monuments and Sites (ICOMOS) was founded in 1965 at Warsaw (Poland), one year after the signature of the International Charter on the Conservation and Restoration of Monuments and Sites, known as the "Venice Charter".

ICOMOS is an association of over 10 000 cultural heritage professionals present in over 100 countries throughout the world, working for the conservation and protection of monuments and sites – the only global non-government organisation of its kind.

It benefits from the cross-disciplinary exchange of its members – architects, archaeologists, art historians, engineers, historians, planners, who foster improved heritage conservation standards and techniques for all forms of cultural properties: buildings, historic towns, cultural landscapes, archaeological sites, etc.

ICOMOS is officially recognized as an advisory body to UNESCO, actively contributing to the World Heritage Committee and taking part in the implementation of the World Heritage Convention. It also runs 28 specialised International Scientific Committees on a variety of subjects.

The ICOMOS International Secretariat and its specialized Documentation Centre are located in Paris (France) – for further information consult our web site: www.international.icomos.org

Statutes

ICOMOS Statutes

Adopted by the Vth General Assembly on 22 May 1978 (Moscow)

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I Name and Headquarters

Article 1

An association is hereby established under the name of the International Council on Monuments And Sites, hereinafter designated by the initials ICOMOS.

Article 2

The location of the headquarters of ICOMOS is at Paris. It may be changed by a decision of the General Assembly.

II Definitions

Article 3

- a The term "monument" shall include all structures (together with their settings and pertinent fixtures and contents) which are of value from the historical, artistic, architectural, scientific or ethnological point of view. This definition shall include works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings and all combinations of such features.
- b The term "group of buildings" shall include all groups of separate or connected buildings and their surroundings, whether urban or rural, which, because of their architecture, their homogeneity or their place in the landscape, are of value from the historical, artistic, scientific, social or ethnological point of view.
- c The term "site" shall include all topographical areas and landscapes, the works of man or the combined works of nature and of man, including historic parks and gardens, which are of value from the archaeological, historical, aesthetic, ethnological or anthropological point of view.
- d The terms "monument", "site", and "group of buildings" shall not include:
- museum collections housed in monuments,
 - archaeological collections preserved in museums or exhibited at archaeological or historic site museums,
 - open-air museums.

III Aims and Activities

Article 4

ICOMOS shall be the international organisation concerned with furthering the conservation, protection, rehabilitation and enhancement of monuments, groups of buildings and sites, on the international level

Article 5

ICOMOS shall:

- a Provide a mechanism for linking public authorities, institutions and individuals concerned with the conservation of monuments, groups of buildings and sites, and ensure their representation with international organisations;
- b Gather, study and disseminate information concerning principles, techniques and policies for the conservation, protection, rehabilitation and enhancement of monuments, groups of buildings and sites;
- c Co-operate at national and international levels in the creation and development of documentation centres dealing with the conservation and protection of monuments, groups of buildings and sites, and with the study and practice of traditional building techniques;
- d Encourage the adoption and implementation of international recommendations concerning monuments, groups of buildings and sites;
- e Co-operate in the preparation of training programmes for specialists in the conservation, protection and enhancement of monuments, groups of buildings and sites;
- f Establish and maintain close co-operation with UNESCO, the International Centre for the Study of the Preservation and Restoration of Cultural Property, Rome, regional conservation centres sponsored by UNESCO, and other international or regional institutions and organisations pursuing similar goals; and
- g Encourage and instigate other activities consistent with these statutes.

IV Members

Article 6

- a ICOMOS shall be composed of four categories of members: Individual Members, Institutional Members, Sustaining Members and Honorary Members.
- 1 Individual Membership shall be open to any individual engaged in the conservation of monuments, groups of buildings and sites (as defined in Section II, article 3) as a member of the scientific, technical or administrative staff of national, regional or local monuments, fine arts or antiquities services, a decision-maker or a specialist engaged in the conservation, restoration, rehabilitation and enhancement of monuments, groups of buildings and sites, including, as appropriate, architects, town planners, historians, archaeologists, ethnologists, and archivists. Individual membership may be accorded in exceptional cases to other individuals interested in supporting the aims and objectives of ICOMOS. Only individual members shall be eligible for office within ICOMOS, in accordance with Article 10.
 - 2 Institutional Membership shall be open to any institution of whatever nature concerned with the conservation, protection, restoration, rehabilitation, enhancement or animation of historical monuments, groups of buildings and sites (as defined in Article 3), institutions which own or have in their charge historical monuments, groups of buildings and sites and institutions which devote all or part of their activity to one or more of the objectives listed above in relation to monuments, groups of buildings or sites.
 - 3 Sustaining Membership shall be open to any individual or institution wishing to support the aims and activities of ICOMOS or to contribute to international co-operation in the field of the conservation of the cultural heritage.
 - 4 Honorary Membership shall be conferred by the General Assembly, at the proposal of a National Committee, upon individuals who have rendered distinguished services in the field of the conservation, restoration and enhancement of historical monuments, sites and groups of buildings.

- b ICOMOS members in each country shall be formed into National Committees, as defined in Article 13. Applications for ICOMOS membership shall be forwarded to the National Committee, where such Committee exists.

All members of ICOMOS National Committees shall have the right to attend and participate in the General Assembly of ICOMOS. However, no National Committee shall ever have more than 18 votes at the General Assembly. Any voting member duly named in accordance with Article 13 (f) may give a proxy to another member of his National Committee; however no member shall be entitled to have more than 5 votes in addition to his own.

- c In countries where no National Committee exists, membership applications shall be sent to the ICOMOS Secretariat, for approval by the Bureau of ICOMOS. ICOMOS members in such countries shall enjoy the same rights as members of National Committees, except that they shall not have the right to vote at the General Assembly.
- d Sustaining and Honorary Members shall have the right to attend and participate in the General Assembly, without the right to vote.
- e Individual, Institutional and Sustaining Members of ICOMOS shall pay, on or before May 1st of each year, such dues or subscriptions as shall be set by the Executive Committee of ICOMOS for that year, for their respective categories. Any change in the amount of the dues shall be ratified by the General Assembly of ICOMOS.

In exchange for the payment of his dues, each Member shall receive an ICOMOS membership card, ICOMOS periodical publications and such other advantages as the Executive Committee shall from time to time decide. He shall have the right to attend the General Assembly and to consult the ICOMOS Documentation Centre. Honorary Members shall not be subject to dues.

Article 7

A member of ICOMOS shall cease to be a member:

- a if he should resign at the end of a calendar year after having given his National Committee written notice to that effect three months in advance, and after having paid his due for the current year.
- b If he should be formally struck off the register by the General Assembly or Executive Committee for non-payment of dues or for any other cause.

V Administrative Structure

Article 8

- a The administrative organisation of ICOMOS shall consist of the:
- General Assembly
 - Executive Committee and Bureau
 - Advisory Committee and Bureau
 - National Committees
 - Specialised International Committees
 - Secretariat
- b Each of these bodies shall adopt its own rules of procedure with regard to its mode of operation, including the election of its officers, according to the ICOMOS statutes.

Article 9

The General Assembly shall be the sovereign body of ICOMOS. It shall constitute itself and elect its own Chairman, 3 vice-chairmen and a Rapporteur, whose mandates shall be for the duration of the session. It shall adopt its own rules of procedure.

It shall elect the President of ICOMOS, 5 Vice-Presidents, the Secretary General, the Treasurer General and 12 members of the Executive Committee from among individual Members in good standing selected to ensure that different specialisations are represented. It shall determine the site of ICOMOS headquarters, adopt amendments to the ICOMOS Statutes, establish ICOMOS programmes, approve the Secretary General's and Treasurer General's reports and the budgetary guidelines for the following period, and oversee the achievement of the aims of ICOMOS. It shall ratify changes in ICOMOS membership dues and shall confer Honorary Membership on the proposal of an ICOMOS National Committee.

The General Assembly is open to all members of ICOMOS. It shall be convened every three years in ordinary session on the date and at the place chosen by the Executive Committee or in extraordinary session at the request of the majority of the Members of the Executive Committee or of one third of the members of ICOMOS. The requisite quorum shall be one third of all voting members calculated in accordance with Article 6 (b). Should this quorum not be reached, the General Assembly shall, 24 hours later, meet again at the same place; its discussions shall then be valid, irrespective of the number of voting members present.

Article 10

- a The Executive Committee is the executive body of ICOMOS. It shall be composed of 26 members as follows:
- the President of ICOMOS
 - 5 Vice-Presidents
 - the Chairman of the Advisory Committee
 - the Secretary General
 - the Treasurer General
 - 12 members elected by the General Assembly
 - 5 co-opted members.

All members of the Executive Committee shall be Individual Members of ICOMOS chosen with regard to their professional standing. They shall be in active service. Part shall be elected by the General Assembly (see Article 9) and part co-opted by the Executive Committee. They shall represent in an equitable manner the different regions of the world. No country shall be represented by more than one member within the Executive Committee (with the exception of the country to which president belongs).

The President of ICOMOS or, in his absence, one of the Vice-presidents shall preside at the meetings.

The Director of the Secretariat shall be in attendance at all Executive Committee meetings in an advisory capacity.

- b The Executive Committee shall be authorised to receive, borrow, hold and use, on behalf of ICOMOS, the funds necessary for the achievement of the aims set forth in these statutes, as well as to accept gifts and bequests. It shall prepare draft programmes and budgets and shall supervise their implementation. Between General Assemblies, the Executive Committee shall act on behalf of the General Assembly. The Executive Committee shall approve the Treasurer General's Report and the annual Budget of ICOMOS. It shall set the rate of membership dues. It shall take note of the establishment of National Committees, approve their composition, ascertain that their statutes are in conformity with those of ICOMOS and ratify changes in existing statutes of National Committees. It shall approve the appointment of members of international committees in accordance with Article 14.
- c Past Presidents of ICOMOS shall remain as ex-officio non-voting members of the Executive Committee.

- d The members of the Executive Committee shall ordinarily be elected by the General Assembly by secret ballot for a term of three years and shall be eligible to be re-elected for two further consecutive terms of three years.

At each statutory election, or after a period of three years, one-third of the members of the Executive Committee shall retire. A retiring Member may not be re-elected to the Executive Committee before the expiration of a three-year term. The longest continuous term of service allowed as a member of the Executive is nine years. This rule shall apply equally to the chairman of the Advisory Committee who is appointed by the Advisory Committee.

An exception to this rule shall be made in the case of a member of the Executive Committee who is elected to the office of President, Secretary General or Treasurer General. Such a member shall not, however, remain in any one office for more than three consecutive periods of three years. His term of service shall in no case exceed a total of 18 consecutive years.

If the General Assembly does not meet before the term of the Executive Committee expires, a new Committee shall be elected by a postal ballot of all voting members of ICOMOS, as defined in Article 6 (b).

Should a seat fall vacant, the Executive Committee shall elect, for the balance of the term of office of the previous occupant, a successor from among the individual members of ICOMOS.

- e The Executive Committee shall be convened by the President of ICOMOS in ordinary session at least once a year and, at the request of one-third of the Committee members, in extraordinary session. During years when the General Assembly meets, it shall meet before and after the meeting of the Assembly. Decisions shall be taken by a majority vote of members present or their representatives.
- f The President, Vice-presidents, Secretary General and Treasurer General constitute the Bureau. The bureau shall be convened by the President to meet between sessions of the Executive Committee and shall act on behalf of the latter. Its decisions shall be taken by simple majority.

The Executive Committee may appoint an Assistant Secretary General and an Assistant Treasurer General from among its own members, and may call for expert advice as appropriate.

Article 11

- a The President of ICOMOS shall convoke the General Assembly, convoke and preside over the Executive Committee and the Bureau, and shall propose their agenda. He shall be an ex-officio member of the Advisory Committee. He shall represent ICOMOS by proxy. With the approval of the Bureau, he may delegate his signature for any purpose.
- b The Vice-Presidents shall assist or take the place of the President. They shall assist him in representing ICOMOS and furthering its activities throughout the world. In this connection, the President may delegate powers to them.
- c The Secretary General is charged with the direction and operations of the Secretariat in accordance with broad policy guidelines set by the General Assembly and the Advisory Committee, and decisions of the Executive Committee and the Bureau.
- d The Treasurer General is responsible for the financial affairs of ICOMOS. He shall prepare financial reports and draft budgets for the period 1 January - 31 December of each year, authorise expenditure according to the instructions of the Bureau and make payments.

Article 12

- a The Advisory Committee shall be composed of the Chairmen of the National Committees and the Chairmen of the Specialised International Committees. The President of ICOMOS shall be ex-officio member. The Advisory Committee shall be governed by its own rules of procedure. It shall elect its own Chairman and it may also appoint one or more Vice Chairmen to assist or to take the place of the chairman. It shall be convened by its Chairman at least once a year on the date and at the place chosen by the Executive Committee.
- b The Advisory Committee shall advise and make recommendations to the General Assembly and Executive Committee of ICOMOS on matters of policy and programme priorities. It shall examine proposals made by National Committee and shall pass them, with its recommendations, to the Executive Committee for implementation. It shall take note of the activities of National and International Committees and shall recommend action as appropriate.

- c Within one year preceding any ordinary session of the General Assembly, the Advisory Committee shall draw up a list of candidates for election to the Executive Committee including all nominations received from National committees together with such further nominations as it shall itself propose. This list shall be sent, not less than 120 days before the date of the General Assembly, to all Members of ICOMOS, who may, in accordance with the rules of Procedure of the General Assembly, propose further candidates.

Article 13

- a ICOMOS National Committees may be organised in any country which is a member state of UNESCO, in accordance with the relevant laws of that country. The number of Individual Members in a National Committee is subject to the agreement of the ICOMOS Executive Committee at its next meeting, in accordance with Article 9 (b)
- b National Committees shall comprise the members of ICOMOS within a country, as defined under Article 6, including individual Members, Institutional Members, Sustaining Members and Honorary Members. National Committees shall receive and accept applications for membership, and shall inform the ICOMOS Secretariat of the names of all new members so accepted.
- c National Committees shall adopt their own rules of procedure and shall establish and carry out national programmes which are in accordance with the aims of ICOMOS.
- d They shall implement the decisions of the General Assembly and the programmes proposed by the Advisory and Executive Committees of ICOMOS.
- e Generally, they shall serve as a forum for discussion and for the exchange of national and international information on matters of principle and of technical, legal and administrative practice, affecting the conservation, restoration, rehabilitation and enhancement of monuments, sites and groups of buildings.
- f National Committees shall assign their own voting privileges at the General Assembly, within the numerical limits laid down in Article 6 (b) and in accordance with their own statutes. A majority of the voting members of any National Committee shall be Individual Members. The names of those members entitled to vote at the General Assembly shall be communicated to the ICOMOS Secretariat not less than one month before the General Assembly. Representatives of Institutional Members shall have been duly designated by the relevant bodies.

- g The National Committee shall be convened at least once each year in ordinary session by the Chairman to examine the annual report to be submitted to ICOMOS.

Article 14

- a The International Committees are the technical organs of ICOMOS. They shall, in their respective fields, carry out specialised studies on professional problems with which ICOMOS is concerned.
- b The Executive Committee may set up and dissolve Committees and appoint their first Chairmen. The appointment of members of International Committees shall be ratified by the Executive Committee, on the proposal of the Chairman of the Committee concerned.
- c The International Committees shall adopt their own rules of procedure and shall establish and carry out their own programmes, subject to the approval of the Executive Committee (see Article 10 b), to which they address an annual report. They may form working parties among themselves as sub-committees or commissions.

Article 15

The Secretariat shall implement and co-ordinate the programme established by the General Assembly under the direction of the Bureau. The Secretariat shall be responsible for the day to day operations of ICOMOS, under the direction of the Secretary General and the Treasurer General, within the framework of decisions of the general Assembly and the Executive Committee and in line with policy guidelines set down by the President. It shall produce an annual report on its activities.

The Director of the Secretariat is appointed by the President on the proposal of the Bureau, subject to the previous approval of the Executive Committee.

Article 16

UNESCO, the International Centre for the Study of the Preservation and the Restoration of Cultural Property and other international organisations as appropriate may be invited to send observers to all ICOMOS meetings.

Article 17

Income of ICOMOS shall derive from:

- Subscriptions or dues of members
- Gift and bequests
- Subventions
- Contracts for research and provision of services, in accordance with Article 5
- Other appropriate activities approved by the Bureau and ratified by the Executive Committee

VI Legal Status

Article 18

The Executive Committee may take appropriate measures to acquire legal status for ICOMOS in the countries where it exercises its activities.

ICOMOS shall be represented vis-à-vis third parties by the President, by one of its Vice-Presidents, or by the Secretary General.

VII Amendments

Article 19

The General Assembly alone shall be empowered to amend the present statutes, by a two-thirds majority of the votes cast, and after the proposed amendments have been communicated to all members, at least four months before the opening of the General Assembly.

VIII Dissolution

Article 20

The decision to dissolve ICOMOS may be taken only by the General Assembly, by a two-third majority of the votes cast. In the event of the dissolution of ICOMOS, its assets shall be transferred to an organisation nominated by UNESCO.

IX Languages

Article 21

English, French, Russian and Spanish are the official languages of ICOMOS. The working languages shall be English and French.

X Entry into Force

Article 22

These present Statutes are adopted by the Vth General Assembly of ICOMOS at Moscow on 22 May 1978.

They shall come into force immediately after the close of the General Assembly.

Members

How to become a member ?

Text in preparation

How to become a member of an International Committee?

Text in preparation

Ethical Commitment Statement for ICOMOS Members

Adopted by the General Assembly in 2002 (Madrid)

Introduction

For some years ICOMOS has struggled with the desire and need to develop an ethical practice statement for its members. Former ICOMOS President Roland Silva has been a particular champion of the need for such a document. There have been various conferences and meetings. The Training and Education International Scientific Committee has been especially active in this debate. Several ICOMOS National Committees already operate their own such ethical commitment statements. Many cultural and heritage organisations have already developed such documents, in a variety of spheres of professional interest.

In the ICOMOS Strategic Plan, the priority of developing such an international statement was recognised, and in 1999 the first of a series of drafts was presented to the ICOMOS Executive Committee for consideration. There has been extensive debate, and several versions circulated for comment.

The objective of the ICOMOS Ethical Commitment Statement is to clarify ethical conservation standards and principles, outlining an ICOMOS member's practical responsibility toward cultural heritage and toward fellow members. It should be a useful statement of principles for ICOMOS members and non-members alike.

The matter of using "post nominals" to indicate ICOMOS membership and recognise the professional nature of the organisation is resolved in association with consideration of the draft ICOMOS Ethical Commitment Statement.

It is proposed that when ICOMOS members agree to the Statement of Ethical Commitment (e.g. via their National Committee annual membership renewal, or when they first apply to be members), if they are suitably qualified and experienced, they may use the appellation/suffix (post nominals) "M.ICOMOS" after their name, to indicate their professionally recognised affiliation with an ICOMOS Committee.

The operational management of the Statement is dependant upon the willingness of National and International Scientific Committees to implement it. A particular issue for committees to consider is the handling of breaches of the statement. Guidelines for the operational management of the Statement are attached for information but do not form part of the Statement itself. A sample text for the management of breaches is available on request from the Secretariat.

The draft Statement was warmly approved by the Advisory Committee meeting in Dubrovnik in October 2001 and circulated to all committees. During 2002, a range of supportive general comments were received from individuals and notably from the French, United Kingdom and Australian national committees, together with some suggested wording amendments which have been incorporated into the revised text. My thanks to all those who provided comment and wise advice on the draft documents.

Sheridan Burke
ICOMOS Vice-President
Sydney, 2 November 2002

Preamble

ICOMOS, the International Council on Monuments and Sites, is the international non-governmental organisation, established in 1965 that works to promote the application of theory, methodology and scientific techniques applied to the conservation, protection and enhancement of the world's cultural heritage. It is an official advisory body to UNESCO, and to the World Heritage Committee on the implementation of the World Heritage Convention.

The world's cultural heritage includes monuments, sites and places that range from the monumental to the vernacular; from cultural landscapes with intangible values which reflect layers of social traditions, to individual sites of community importance.

ICOMOS considers that the conservation of the world's diverse cultural heritage is the responsibility and privilege of current generations as well as the privilege and right of future generations.

Its members work in a diverse range of fields, engaging with local communities and recognising the economic contribution which heritage conservation makes to local and regional development.

The object of the ICOMOS Ethical Commitment Statement is to provide a tool to improve and clarify ethical conservation practice and principles useful amongst members, Associates, non-members and communities who are active in conservation.

The Ethical Commitment Statement will be reviewed every 6 years.

Article 1

It is an ICOMOS member's responsibility to give professional advice and act in accordance with the charters and doctrine of ICOMOS, relevant international conventions 1, recommendations of UNESCO and other relevant Acts, codes and charters to which ICOMOS is legally committed.

Article 2

The fundamental obligation of an ICOMOS member is to advocate the conservation of monuments, sites and places so that their cultural significance is retained as reliable evidence of the past, doing as much as is necessary to care for them and support their ongoing use and maintenance but adversely affecting them as little as possible. This requires a comprehensive, holistic, dynamic and often multidisciplinary approach to guarantee authenticity and integrity and to present and interpret significance. It requires the recognition of the historical and economic role of heritage conservation in local and world development .

Article 3

ICOMOS members respect the diverse, dynamic tangible and intangible values of places, monuments and sites that may hold different meaning for various groups and communities, enriching human culture. Members are committed to promoting effective community involvement conservation processes, through collaborating with people or communities associated with the monument, site or place and recognising, respecting and encouraging the co-existence of diverse cultural values.

Article 4

ICOMOS members should maintain, refine and update their knowledge of contemporary conservation philosophy, practice and techniques including relevant legal requirements, where applicable furthering their development, exchanging information and sharing experience (subject to a client's or employer's right of confidentiality). ICOMOS members can also be members of the professional organizations affiliated with their training and field of work, adhering to their relevant codes and disciplinary standards.

Article 5

ICOMOS members promote public awareness, appreciation, access and support for heritage, fostering informed debate, education, training programmes and in particular, international information exchange. They support fellow professionals and mentor junior colleagues by promoting ethical heritage conservation practice to advance the wider understanding of conservation philosophy, standards and methods. ICOMOS Committees are open to a diversity of appropriately qualified, experienced and committed applicants for membership.

Article 6

ICOMOS members recognise that many conservation projects require an interdisciplinary approach, needing collaborative teamwork amongst professionals, technicians, administrators and craftspersons and communities.

Article 7

ICOMOS members are committed to ensuring that conservation decisions are based on adequate knowledge and research that viable options are explored and that chosen options are justified.

ICOMOS members ensure that complete, durable and accessible records are made of the conservation process and works carried out (including diagnostic examination, monitoring techniques, managerial methods, preventive conservation and restoration intervention) on all conservation projects for which they are responsible. Such documentation should be placed in a permanent archive (such as a national library) and made publicly accessible as promptly as possible, (subject to requirements of client/employer confidentiality, security and privacy), and where this is culturally appropriate.

Article 8

In an emergency, where heritage monuments, sites and other cultural places are in immediate danger or at risk, ICOMOS members render all assistance practicable, provided they do not put their own health and safety in jeopardy.

Article 9

ICOMOS members are personally and professionally accountable to their society and community for the authorship and validity of their advice, and for data collected, analyses performed and plans developed under their direction.

Article 10

ICOMOS members actively discourage misrepresentation, false advertising and/or misuse of work and will accurately and fairly acknowledge record and publicise the intellectual, material and practical contributions of others.

Article 11

ICOMOS members oppose any manipulation or the concealment of results of necessary conservation work to meet outside demands. Subject to client/employer confidentiality, ICOMOS members ensure appropriate disclosure of the scope and limitations of their work, for example, limitations due to insufficient resources, budgetary constraints or other factors.

Article 12

ICOMOS members act in an honest, impartial and tolerant manner .

An ICOMOS member will always advise another member (where another member's involvement is known about) when undertaking a commission or providing a second opinion to assess or review work carried out by that member.

Article 13

Members undertake to enhance and to uphold the dignity and reputation of ICOMOS. They conduct their professional activities in an open, honest, accountable and objective manner, avoiding bias or dishonesty. Members shall at all times avoid or publicly declare any real or apparent conflict of interest.

Article 14

A member may not claim to act or speak on behalf of ICOMOS or one of its committees, without the authority of the relevant ICOMOS Committee.

Article 15

Failure to observe the principles and obligations of this statement constitutes unprofessional conduct and may bring ICOMOS into disrepute. ICOMOS membership is contingent upon the member conforming to the provisions and the spirit of the Ethical Commitment Statement. Failure to observe the articles of this statement may cause sanctions against the member, including review of his/her ongoing membership.

This Statement is from time to time amended by the Executive Committee of ICOMOS and ratified by members of an ICOMOS General Assembly.

Glossary

“Authenticity” depending on the nature of the cultural heritage, and its cultural context, authenticity judgements may be linked to the worth of a great variety of sources of information. Aspects of the sources may include form and design, materials and substance, use and function, traditions and techniques, location and setting, and spirit and feeling, and other external aspects of information sources. The use of these sources permits elaboration of the specific artistic, historic, social and scientific dimensions of the cultural heritage being examined².

“Conservation” means all the processes of looking after a place so as to retain its cultural significance. It may, according to circumstance, include the processes of retention or reintroduction of use, retention of associations and meanings, maintenance, preservation, restoration, reconstruction, adaptation and interpretation and will commonly include a combination of more than one of these³.

“Cultural significance” means: aesthetic, historic, scientific or social value for past, present or future generations⁴. Cultural significance is embodied in the place, site or monument itself, its fabric, setting, use associations, meanings, records, related places and related objects

“Values” means those beliefs, which have significance for a cultural group or an individual, often including, but not being limited to spiritual, political, religious and moral beliefs⁵. Monuments, sites and places may have a range of values for different individuals or groups and values are continually renegotiated.

Guidelines for the Operational Management of the Statement

National Committees may determine membership standards regarding qualifications and experience to be met in order to become an ICOMOS member. It is generally required that individual applicants have attained appropriate professional qualifications and a minimum of three years appropriate experience in practical work and policy development. Sustaining Members of ICOMOS are interested supporters of ICOMOS, who may not meet criteria for individual membership.

It is proposed that agreement to the ICOMOS Ethical Commitment Statement will be incorporated into the annual membership renewal forms of National Committees in addition to such qualifications and experience requirements as are already indicated. Post-nominals to indicate ICOMOS national membership by individual members may THEN be used. It is suggested that M.ICOMOS be used as post nominals to denote individual members of ICOMOS.

The implementation of the Ethical Commitment Statement is dependent upon the willingness of national and scientific committees. Implementation will primarily include educational activity and professional guidance, but may occasionally encompass confidential investigation of inappropriate conduct. National ICOMOS Executive Committees may manage any breach of the Ethical Commitment Statement by investigating claims of misconduct. The National Committee will first discuss the matter with the member in a mediation context.

Some National and International Scientific Committees already use operational guidelines to manage breaches of ethical professional behaviour by their members. It is noted that these should be matters of professional conscience, not for civil legal action. However, given the litigious societies in which we live, legal advice is strongly recommended.

1. Including the UNESCO World Heritage Convention (1972), the Convention on the Means of Prohibiting and Preventing of Illicit Import, Export and Transfer of Ownership of Cultural Property (1970), the International Charter for the Conservation and Restoration of Monuments and Sites (Venice Charter) (1964) + subsequent Charters: the Florence Charter (Historic Gardens, 1981), the Charter for the Conservation of Historic Towns and Urban Areas (1987), the Charter for the Protection and Management of the Archaeological Heritage (1990), the Charter for the Protection and Management of the Underwater Cultural Heritage (1996), the International Cultural Tourism Charter (revised in 1999), the Charter on the Built Vernacular Heritage (1999).
2. Nara Document on Authenticity, 1994
3. Australia ICOMOS Burra Charter, 1999
4. Australia ICOMOS Burra Charter, 1999
5. Australia ICOMOS Code on the Ethics of Co-existence in Conserving Significant Places, 1998

Expert and Membership database

Text in preparation

Membership fees

Text in preparation

Meetings

Rules of Procedure of the General Assembly

As amended by the General Assemblies in 1990 (Lausanne) and in 2002 (Madrid)

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- B Extraordinary sessions
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I Sessions

A Ordinary sessions

Article 1 - Date of meeting

The ICOMOS General Assembly shall meet every three years in ordinary session, on the date chosen by the Executive Committee, taking into account any preference which the previous Assembly may have expressed.

Article 2 - Place of meeting

- 1 The General Assembly shall be held at a place chosen by the Executive Committee.
- 2 If the General Assembly is held elsewhere than at the ICOMOS Headquarters, at the invitation of an ICOMOS National Committee, the host country agrees to welcome all participants, whatever may be their country of origin.
- 3 In the event of circumstances which in the opinion of the Executive Committee render it inadvisable to hold the General Assembly at the place or on the date chosen at the previous session, the Executive Committee may, after consulting the National Committees and with the agreement of the majority of the Committees, convene the meeting elsewhere.

B Extraordinary sessions

Article 3 - Convocation and place of meeting

- 1 The General Assembly may meet in extraordinary session in accordance with the ICOMOS Statutes, if convened by the President at the request of the majority of the members of the Executive Committee or of one third of the members of ICOMOS.
- 2 Extraordinary sessions shall be held at the ICOMOS Headquarters unless the Executive Committee finds it necessary to convene the General Assembly elsewhere.

C Ordinary and Extraordinary sessions

Article 4 - Prior notification of meetings

- 1 The President shall notify all members of ICOMOS not less than eight months in advance of the date and place of the ordinary session, and not less than forty days in advance of the date and place of an extraordinary session.

- 2 UNESCO, the International Council of Museums, ICCROM (the Rome Centre) and any other international or national, non-governmental or inter-governmental organisation designated by the Executive Committee shall be notified of any session by the President of ICOMOS who shall invite them to send observers.

II Agenda

A Ordinary sessions

Article 5 - Provisional agenda

- 1 The provisional agenda shall be prepared by the Executive Committee pursuant to Article 6, in function of the proposed items, not later than 120 days before the opening of the sessions.
- 2 This agenda shall be communicated to the members, to UNESCO, to ICOM, ICCROM (Rome Centre) and to other invited organisations, not less than 60 days before the opening session.

Article 6 - Contents of provisional agenda

The provisional agenda shall include :

- a Election of the Chairman of the General Assembly, of three Vice-Chairmen, of the General Assembly Secretary and of the Rapporteur,
- b Outgoing Secretary General's Report on programme and activities for the previous three years,
- c Outgoing Treasurer General's Report
- d Programme for the forthcoming three-year period,
- e Budget for the forthcoming three-year period,
- f Election of the President and Vice-Presidents of ICOMOS, of the Secretary General, Treasurer General and other members of the Executive Committee,
- g Election of Honorary Members (if any),
- h Rates of subscription for the following three-year period,

- i Amendments to the Statutes (if any),
- j Appointment of Subcommittees on Credentials and Candidatures,
- k Any item proposed by a previous General Assembly,
- l Any item proposed by the Advisory or Executive Committees,
- m Any item proposed by a National Committee, or by at least 15 members of ICOMOS,
- n Any item proposed by the Director-General of UNESCO.

Article 7 - Supplementary items

Any other items of an urgent and important character included after the 60 day limit shall be submitted to the Bureau who, as far as possible, shall present these items in the form of a supplementary agenda.

Article 8 - Preparation of the revised agenda

The Bureau shall prepare, on the basis of the provisional agenda and supplementary agenda, the revised agenda which shall be submitted to the Executive Committee for approval.

Article 9 - Approval of the agenda

The General Assembly, as soon as possible after the opening of the session, shall adopt this revised agenda.

Article 10 - Amendments, deletions and new items

- 1 During a session of the General Assembly, items may be amended or deleted from the agenda in pursuance of a decision of the General Assembly.
- 2 New items of an important and urgent character proposed from the floor of the General Assembly may, with the approval of the General Assembly, be added to the Agenda.

B Extraordinary sessions

Article 11 - Provisional agenda

- 1 The provisional agenda shall be prepared by the Executive Committee.
- 2 It shall be communicated to ICOMOS members, to UNESCO, ICOM, ICCROM (Rome Centre) and to other invited or represented organisations at least 30 days before the opening of the session.

Article 12 - Contents of provisional agenda

The provisional agenda of an extraordinary session shall consist only of items proposed by either the Executive Committee, by one third of the National Committees or by at least one third of the voting members.

Article 13 - Approval of the agenda

The provisional agenda and any supplementary items shall be submitted to the General Assembly for approval, as soon as possible after the opening of the extraordinary session.

Article 14 - Amendments and deletions

During an extraordinary session of the General Assembly, items may be amended or deleted from the agenda in pursuance of a decision of the General Assembly.

III Membership and credentials**Article 15 - Composition**

- 1 All members of ICOMOS have the right to attend the General Assembly. Only such individual members and representatives of Institutional Members as have been duly designated by their National Committee have voting rights (in accordance with articles 6 (b) and 13 (f) of the ICOMOS Statutes).
- 2 Any voting member may give his proxy to another voting member of his National Committee who must hand the Secretariat a signed and dated proxy form before the time fixed on the programme of the General Assembly for the meeting of the Credentials Committee. No member shall be entitled to have more than five votes in addition to his own (article 6b).

Article 16 - Names of observers

The organisations invited to send observers according to Article 4.2 shall communicate the names of their observers to the President, one week before the opening of the General Assembly.

Article 17 - Provisional admissions to a session

Any person to whose admission a member of ICOMOS has made objections shall be seated provisionally with the same rights as other members, until the Credentials Committee has reported and the General Assembly has given its decision.

IV Organisation of the General Assembly

Article 18 - Ordinary session

- 1 At the beginning of each session, the General Assembly shall elect a Chairman, three Vice Chairmen, a General Assembly Secretary and a Rapporteur of different nationalities and shall appoint a Credentials Committee, a Candidatures Committee, a Resolutions Committee and such other Committees and Commissions as may be required for the transaction of its business. If the current Secretary General is not a candidate for an office, it will not be necessary to elect a General Assembly Secretary. At the same time it shall elect a Teller and at least two Assistant Tellers among ICOMOS members and invited observers.
- 2 Every effort shall be made to ensure that as many regions of the world as possible are represented within the Bureau and the Committees and any Commissions of the General Assembly.

Article 19 - Extraordinary sessions

The General Assembly shall elect a Chairman, three Vice Chairmen, a General Assembly Secretary (who is not a candidate for office) and a Rapporteur of different nationalities, and shall appoint a Credentials Committee, a Candidature Committee, a Resolutions Committee and such other Committees and Commissions as may be required for the transaction of its business. If the current Secretary General is not a candidate for an office, it will not be necessary to elect a General Assembly Secretary.

V Chairman and vice Chairmen

Article 20 - Acting Chairman

At the opening of each session of the General Assembly, the Chairman of the previous session or, in his absence, one of the Vice Chairmen, shall preside until the General Assembly has elected the Chairman for the session

Article 21 - General powers of the Chairman

In addition to exercising the powers which are conferred upon him elsewhere by these articles, the Chairman shall declare the opening and closing of each plenary meeting of the General Assembly ; he shall direct the discussions, insure observance of these articles, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order, shall control the proceedings and shall maintain order.

Article 22 - Vice Chairmen

If the Chairman finds it necessary to be absent during a meeting or any part thereof, his place shall be taken by one of the Vice Chairmen, who shall have the same powers and responsibilities as the Chairman.

VI Committees of the General Assembly

Article 23 - Credentials Committee

- 1 The Credentials Committee shall consist of a Chairman and four Members of different nationalities who shall be elected by the General Assembly on the proposal of the Chairman of the Assembly.
- 2 It shall elect its own Rapporteur.
- 3 Verification of Credentials - This Committee shall examine and report to the General Assembly on the credentials of voting members and of all other persons admitted to, the General Assembly, in accordance with ICOMOS Statutes (Articles 6b and 13f) and in accordance with the following :
 - a. In order to vote, National Committees must be up to date with membership fees.
 - b. Chairmen of National Committees must have submitted to the ICOMOS International Secretariat, and not less than one month before the General Assembly, a list of their voting members, signed by the National Committee Chairman.
 - c. Proxies given to voting members who are present at the General Assembly must have been sent not less than one month before the General Assembly to the ICOMOS Secretariat.

Article 24 - Candidatures Committee

- 1 The Committee on Candidatures shall consist of a Chairman and four members, each representing a different country, who shall be elected by the General Assembly on the proposal of the Chairman of the Assembly.
- 2 It shall elect its own Rapporteur.
- 3 It shall examine all files proposing candidates for election to the posts of President of ICOMOS, Vice President, Secretary General, or to the Executive Committee, and shall determine the eligibility of the candidates under Article 10 of the Statutes, on the basis of the list of members supplied by the Secretariat. It shall prepare ballots as provided for by Article 54

Article 24A - Resolutions Committee

- 1 The Resolutions Committee shall consist of a Chairman and four members of different nationalities who shall be elected by the General Assembly on the proposal of the Chairman of the Assembly.

- 2 It shall elect its own Rapporteur.
- 3 All draft resolutions shall be submitted to the Committee before the third day of the General Assembly.
- 4 The Committee shall examine and report to the General Assembly on the presented draft resolutions according to the terms of Article 44. It shall have the right to coordinate and to evaluate the presented draft resolutions in order to obtain balance in substance and in form and may in this connection discuss the text with the member who submitted the draft resolutions. In case of non-consensus between the Resolutions Committee and the member, the different points of view are to be presented to the General Assembly.
- 5 In order to prepare the work of the General Assembly Resolutions Committee, the President of ICOMOS is empowered to appoint a small ad hoc committee on Resolutions six months before the General Assembly. This ad hoc committee is intended to be part of the Resolutions Committee that is appointed by the General Assembly (*1).

Article 25 - Ad hoc Committee

The General Assembly may appoint ad hoc Committees whose task shall be the preparation and examination of specific problems. Those ad hoc Committees shall appoint their own Chairman and Rapporteur and shall report to the General Assembly. Members of any such Committees shall be of different nationalities.

VII Secretariat

Article 26 - Duties of the General Assembly Secretary

- 1 The General Assembly Secretary shall act in the capacity of Secretary General at all General Assembly meetings relating to elections, election procedures and committees. The General Assembly Secretary may appoint one or more members of the Executive Committee, who are not standing for election, to act in his/her place at all such meetings. The General Assembly Secretary is supported by the Secretary General. If the current Secretary General is not a candidate for an office, it will not be necessary to elect a General Assembly Secretary."

*1 This opens the possibility of submitting draft resolutions to the Committee in advance and provides an opportunity for translating and having copies made of resolutions before the General Assembly.

- 2 The Secretariat of the General Assembly, hereinafter referred to as the Secretariat, is provided by the staff of the ICOMOS Secretariat acting under the responsibility and direction of the General Assembly Secretary. If the current Secretary General is not a candidate for an office, it will not be necessary to elect a General Assembly Secretary.”

Article 27 - Duties of the Secretariat

- 1 It shall be the duty of the Secretariat, acting under the authority of the General Assembly Secretary to receive, translate and distribute documents, reports and resolutions of the General Assembly, its Committees and Commissions, to provide translations of speeches made at meetings and the circulation of the minutes of the meetings, to ensure that resumes on all candidates for election are available for inspection, as provided for in Article 54.2, to be responsible for the safekeeping of such documents in the ICOMOS archives, and to perform all other work which the General Assembly may require.

If the current Secretary General is not a candidate for an office, it will not be necessary to elect a General Assembly Secretary. ”

- 2 At least three months before the General Assembly, the International Secretariat must send a letter to the Chairmen of the National Committees reminding them :
 - a. of the deadline, not less than one month before the General Assembly, by which the National Committee Chairman is to send to the International Secretariat the Chairman's signed list of voting members of the national Committee.
 - b. of the need to pay all membership fees in order to avoid defaulting on the National Committee's voting rights at the General Assembly.

VIII Languages

Article 28 - Official languages

English, French, Spanish and Russian are the official languages of the General Assembly.

Article 29 - Other languages

Delegates are free to speak in other languages, but they must themselves provide for translation or a summary of their speeches or remarks into one of the working languages, according to choice ; the Secretariat shall provide translation into the other working languages.

IX Records

Article 30 - Minutes

- 1 Minutes shall be taken of all plenary meetings of the General Assembly.
- 2 In order to ensure the correctness of the records of the meetings and to facilitate the task of the Secretariat, delegates are requested to send a summary of their statements to the offices of the Secretariat.

Article 31 - Distribution of minutes

- 1 The minutes provided for in the preceding rule shall be circulated in French and English to members and to bodies represented by observers as soon as possible after the close of the session to enable them to correct the text of their speeches or remarks within 30 days after receipt.
- 2 After the period of 30 days provided for in paragraph 31.1, the Secretariat will proceed to compile a definite text of the minutes.

Article 32 - Minutes of private meetings

In cases where meetings are held in private, the minutes in French and English are to be incorporated in the archives of ICOMOS and not made public unless their publication has been specifically authorised by the parties concerned.

Article 33 - Circulation of resolutions

- 1 Resolution adopted by the General Assembly shall be circulated by the President of ICOMOS to the members, to UNESCO and other organisations represented at the General Assembly and to all interested bodies within 60 days after the close of the session.
- 2 The President of ICOMOS will report annually to the Advisory Committee and at the next General Assembly on the implementation of the resolutions adopted and on the results or effects of the resolutions.

X Public and private meetings

Article 34 - Public meetings

The meetings of the General Assembly and of its Committees, Commissions and subsidiary bodies shall be held in public except where otherwise provided in these rules, or unless the body concerned decides otherwise.

Article 35 - Private meetings

- 1 When it is decided, in exceptional circumstances, to hold a private meeting, all persons shall be excluded except the members entitled to vote and the necessary members of the Secretariat. The Chairman may authorise the presence of observers at a meeting.
- 2 Any decision taken at a private meeting of the General Assembly, its Committees, Commissions or subsidiary bodies shall be announced at an early public meeting.

XI Right to speak**Article 36 - Members**

All individual members of ICOMOS (including honorary and sustaining members) and all duly designated representatives of institutional members shall have the right to speak at the General Assembly, subject to the provisions of Articles 39, 40, 41, 42, 43 and 44.

Article 37 - Observers

Observers invited under Article 4.2 may make oral or written statements in plenary meetings of the General Assembly.

XII Conduct of business**Article 38 - Quorum**

- 1 At plenary meetings of the General Assembly, the quorum shall be formed by one-third of the voting members of ICOMOS, calculated according to Article 6b of the Statutes.
- 2 At meetings of Committees and Commissions of the General Assembly the quorum shall be formed by the majority of the members of that body.

Article 39 - Order of speakers

- 1 Except as provided for below, the Chairman shall call upon speakers in the order in which they signify their wish to speak.
- 2 The Chairman or the Rapporteur of a Committee or Commission may be accorded precedence for the purpose of submitting or upholding the report of the Committee or Commission.

Article 40 - Statements of the President of ICOMOS and the Secretary General

The President and the Secretary General of ICOMOS, or a member of the Executive Committee designated by them may make either oral or written statements at any time, with the approval of the Chairman, to the General Assembly or to a Committee or Commission concerning any question under consideration by them.

Article 41 - Closing of list of speakers

- 1 During the course of a debate, the Chairman may announce the list of speakers and, with the consent of the General Assembly, declare the list closed.
- 2 He may however, accord the right of reply to any member if a speech delivered after he has declared the list closed makes this desirable.

Article 42 - Points of order

- 1 In the course of a debate, any member may raise a point of order, and such a point of order shall be immediately decided by the Chairman.
- 2 An appeal may be made against the ruling of the Chairman. It shall be put to vote immediately, and the Chairman's ruling shall stand unless overruled by the majority of the members present and voting.
- 3 A time-limit on speeches may be proposed by the Chairman or may be raised as a point of order by any member of the Assembly.

Article 43 - Order of procedural motions

Subject to Article 42 the following motions shall have precedence in the following order over all proposals or motions before the meeting :

- a to suspend the meeting,
- b to adjourn the meeting,
- c to adjourn the debate on the item under discussion,
- d to close the debate on the item under discussion.

Article 44 - Proposal and motions

- 1 Any member of ICOMOS may propose a draft resolution or a motion for discussion at the General Assembly. All proposed resolutions shall be handled in accordance with Article 24A. All motions shall be transmitted in writing to the Secretary General who shall make copies available to all members present. Proposals for adoption by the General Assembly of new motions or amendments to the draft programme shall whenever they involve the undertaking of new activities or a substantial increases in budgetary expenditure, be submitted in writing and shall reach the Secretary General before the end of the first day of the General Assembly.

- 2 As a general rule, no motion may be discussed or put to the vote unless copies of it have been circulated to all members not later than the day preceding the meeting.
- 3 Notwithstanding the provisions of the foregoing paragraph, the Chairman may permit the discussion and examination of draft resolutions, point of order or amendments to substantive motions, without previous circulation of copies.
- 4 When, in the judgement of the President of ICOMOS any resolution or amendment is of particular importance or affects the budget estimate, he may request that the Executive Committee be given an opportunity to communicate its views on the matter. On such a request being made, the discussion of the matter shall be postponed for such time, not exceeding 24 hours, as may be required for this purpose.

XIII Voting

Article 45 - Voting rights

- 1 Procedures for voting rights shall be consistent with the procedures set forth in Article 23.3.
- 2 Each National Committee which has paid its membership fees has the right to vote. The number of votes is limited to 18 for each National Committee.
- 3 The right to vote at the General Assembly is given to those members elected by their own National Committees in accordance with their own statutes and the statutes of ICOMOS.
- 4 The Chairman of the National Committee must sign and send to the ICOMOS Secretariat a list of the voting members of that National Committee at least one month before the General Assembly.
- 5 Honorary members, sustaining members and observers shall not have the right to vote.

Article 46 - Simple majority

Decisions of the General Assembly shall be taken by a simple majority of the voting members present or validly represented.

Article 47 - Voting amendments to the statutes

Amendments to the statutes shall be adopted by a two-thirds majority of the voting members present or validly represented.

Article 48 - Vote

Normal voting shall be by a show of hands or by standing. Vote by roll-call or by secret ballot shall be taken in the cases provided under Articles 49, 52 and 55.

Article 49 - Roll-call

- 1 When the result of a vote by show of hands or by standing is in doubt, the Chairman may take a second vote, by a roll-call.
- 2 Vote by roll-call shall be taken if it is requested by not less than two members. The request shall be made to the Chairman before voting takes place, or immediately after a vote by show of hands or by standing.
- 3 When a vote is taken by a roll-call, the vote of each member participating shall be inserted in the verbatim record of the meeting.

Article 50 - Separate vote

Parts of a proposal shall be voted on separately, if a member requests that the proposal be divided. The resulting proposal shall then be put to a final vote in its entirety.

Article 51 - Voting of amendments

- 1 When an amendment to a proposal is moved, the amendment shall be voted on first.
- 2 When two or more amendments to a proposal are moved, the General Assembly shall first vote the amendment deemed by the Chairman to be furthest removed in substance from the original proposal and then so on, until all the amendments have been put to the vote.
- 3 If one or more amendments are adopted, the amended proposal shall then be voted upon.
- 4 A motion is considered as an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Article 52 - Secret ballot

- 1 The election of the President of ICOMOS and the members of the Executive Committee shall be by secret ballot, as set forth in Article 55.
- 2 A vote by secret ballot shall be taken if so requested by the General Assembly or a Committee, or five or more voting members.

Article 53 - Equally divided votes

If a vote is equally divided in voting not concerned with elections, a second vote shall be taken in the course of a subsequent meeting. This meeting shall be held within 48 hours after the first vote, and the taking of the second vote shall appear on its agenda. Unless at this meeting there is a majority in favour of the proposal, it shall be considered as lost.

XIV Elections**Article 54 - Candidatures and preparation of ballots**

1 Subject to Article 12c of the ICOMOS Statutes, files on all candidates proposed by National Committees or by members of ICOMOS, in accordance with the rules for electoral procedure in force, shall be submitted by the Secretary General to the Chairman of the Committee on Candidature before 5 p.m. on the first date of the ICOMOS General Assembly.

Files on candidates for the Executive Committee must include :

- a letter of proposal signed by a National Committee or by at least three members of ICOMOS,
- a brief résumé of the professional career, qualifications and current position of the candidate,
- a statement from the candidate to the effect that he will serve if elected.

Files on candidates for the offices of President, Vice-President, Secretary General and Treasurer General must include :

- a proposer's letter signed by a member of ICOMOS,
- a brief résumé of the professional career, qualifications and current position of the candidate,
- seconding letters from at least three other members of ICOMOS representing at least three countries other than that of the proposer,
- a statement from the candidate to the effect that he will serve if elected.

2 The Secretariat shall ensure that résumés on all candidates are available for inspection 24 hours before the time of balloting at a central place to be announced at the opening of the General Assembly.

- 3 The Committee on Candidatures shall meet on the evening of the first day of the General Assembly to determine the eligibility of the candidates under Article 10(a) of the Statutes on the basis of the list of members supplied by the Secretariat. It shall prepare separate ballots for the offices of :
- President
 - 5 Vice Presidents
 - Secretary General
 - Treasurer General
- and for 12 elected members of the Executive Committee
- The ballots shall list all eligible candidates for each office in alphabetical order. They shall be prepared so that all candidates for office are included in the list of candidates for the Executive Committee. In the event that a duly proposed candidate for office is not elected to that office, he shall be considered a candidate for the Executive Committee.

Article 55 - Elections

- 1 The roll of voting members present or represented by proxy shall be called and votes shall be cast by secret ballot. At each ballot, any ballot carrying a number of votes greater than the number of vacancies to be filled shall be null and void.
- 2 No candidate shall be elected to office by less than a majority of votes cast. Successive ballots shall be taken, eliminating each time the candidate who received the smallest number of votes cast.
- 3 If on any ballot, the votes are equally divided, the Chairman of the Assembly shall decide the position of the various candidates by drawing lots.
- 4 Those twelve candidates for the Executive Committee receiving the highest number of votes shall be elected, provided that only one candidate may be elected to the Executive Committee from any one country (except for the country to which the President of ICOMOS belongs). Where there is more than one candidate from the same country, only the candidate from that country receiving the highest number of votes shall be elected.
- 5 The Teller and the Assistant Tellers receive, record and count the votes cast in the presence of the voting observers. Any candidate may name one voting observer, who is an ICOMOS member and can present a current ICOMOS membership card and who is not a candidate for office. The voting observers are not participants in the process of tallying the vote. Should they object to any action relating to specific counting procedures, they may make their objection known to the Teller and request instant cessation of the count and remedial action.

After the Teller decides whether or not to take remedial action, should objections continue the voting observers will report immediately to the Chairman of the General Assembly who may propose and implement further remedial action after which the vote count may resume. The Teller shall deliver the results of the elections to the Chairman of the General Assembly for announcement.

Article 56 - Term of office

The term of office of each member of the Executive Committee elected by the General Assembly begins at the close of the session at which he is elected and shall end when new elections are held by the General Assembly. The retiring members shall be eligible for re-election in accordance with Article 10 of the statutes.

XV Amendments

Article 57 - Amendments

Save insofar as the above articles reflect specific ICOMOS Statutes, the General Assembly is empowered to modify these Rules of Procedure, provided approval is given by a two-thirds majority of the voting members present or validly represented.

Rules for the Advisory Committee of ICOMOS

Adopted on 16th November 1966 (Paris) and amended on 17 October 2001 (Dubrovnik)

Article 1 - Ordinary sessions

In accordance with article 12b of the Statutes, the Advisory Committee shall be convened in ordinary session by the President at least once a year. The place and date shall be chosen by the Executive Committee.

Ordinary sessions of the Committee held in the same year as the General Assembly shall be held at the same time and in the same place as the Assembly.

Article 2 - Extraordinary sessions

The Advisory Committee shall meet in extraordinary session in conjunction with the extraordinary sessions of the Executive Committee.

Article 3 - Place of the meeting

The Advisory Committee shall meet in a place chosen by the Executive Committee. Should the Advisory Committee be invited by a National Committee to meet in a place other than the usual seat, the host country shall undertake to welcome the participants whatever their country of origin.

Article 4 - Convocation

- a The President shall notify the members of the Advisory Committee of the date and place of an ordinary session, at least three months in advance, and at least thirty days in advance of the date and place of an extraordinary session.
- b The President shall inform the Director General of UNESCO, the President of the International Council of Museum and the Director of the Rome Centre, of the convocation and shall invite them to send observers.

Article 5 - Agenda

- a The agenda of the meetings shall be communicated to the members at least thirty days in advance for an ordinary session and fifteen days in advance for an extraordinary session.
- b The agenda shall be prepared by the President of the Advisory Committee in agreement with the President of ICOMOS and the Secretary General.
- c The agenda shall be submitted for approval by the Committee at the opening session. Certain points on the agenda may be modified or withdrawn by decision of the Committee. Other important and urgent matters may be included in the agenda by decision of the Committee.

Article 6 - Composition

In accordance with article 12b of the Statutes, the Advisory Committee shall be composed of:

- the President of ICOMOS
- Chairmen of the National Committees
- Chairmen of the specialised International Committees

The Advisory Committee shall elect a President and Deputy-President at the conclusion of its first scheduled meeting following a General Assembly. Candidates must be current members of the Committee, but other than for a sitting President of the Advisory Committee may not at the time of nomination be a member of the Executive Committee.

The election of the President shall take place first, whereafter any unsuccessful candidates who so wish may have their names added to the list of candidates for election as Deputy-President.

The President and Deputy-President shall be elected for a term of three years and are eligible for re-election for two further terms.

Should the position of President for any reason fall vacant the Deputy-President shall automatically succeed to the position without need of a further election.

The Secretary General shall attend the meetings of the Advisory Committee in an advisory capacity.

Article 7 – Delegation of powers

Any member of the Advisory Committee who is unable to attend a session may be represented by someone else:

- the President of a National Committee by a member of the National Committee of his country
- the President of a International Committee by a member of his International Committee.

Designation shall be made by written, signed and dated proxy, to be sent to the President at least fifteen days before the session.

Article 8 - Voting

Valid decisions shall be taken by a simple majority of the members present or validly represented.

In the case of parity, the President shall have the casting vote.

Voting shall be by secret ballot should the Committee so decide. Election of the President shall be by secret ballot.

Rules of Procedure of the Executive Committee and Bureau

Adopted by the Executive Committee on 27 November 2008

These rules of procedure are adopted in terms of Article 8 of the ICOMOS Statutes, which amongst other things require that the Executive Committee and Bureau 'shall adopt (their) own rules of procedure with regard to (their) mode of operation...'. They replace the pre-existing Rules of Procedure.

Article 1 - Place of Meeting

- a The Executive Committee in ordinary session and the Bureau shall meet at the home of the ICOMOS Secretariat or a place decided upon by its members at a previous meeting, or if that is not possible by using the procedure for decisions between meetings as set out below.
- b The Members of the hosting country shall make their best efforts in order to assure the necessary visas are issued by the hosting country to all participants.
- c In the event that the host country cannot provide such a guarantee the meeting shall be held in another country unless the business of the meeting requires on-site visits relating to matters that require attention in terms of the agenda.

Article 2 - Convocation

- a The President shall convoke members at least three months in advance of the date and place of an ordinary session, and at least thirty days in advance of the date and place of an extraordinary session of the Executive Committee¹.
- b The President may invite the Director General of UNESCO, the President of the International Council of Museums, the Director General of ICCROM and the Presidents of other partner organisations as appropriate to send observers to the Executive Committee meetings².
- c The Executive Committee shall meet in ordinary session at least once a year in years that the General Assembly does not meet, and twice in years when the General Assembly meets, once before and once after the meeting of the General Assembly.³

¹ This provision accords with articles 10e and 11a of the Statutes of ICOMOS

² This provision accords with article 16 of the Statutes of ICOMOS

³ This provision accords with article 10.e of the Statutes of ICOMOS.

- d The Bureau shall meet, at the invitation of the President, and as required. It shall follow the procedure for extraordinary meetings of the Executive Committee.
- f Between ordinary sessions of the Executive Committee, the Executive Committee may be convoked in extraordinary session or approve decisions according to the procedure set out in Article 11.

Article 3 - Agenda

- a The draft agenda of a meeting shall be communicated to all members at least thirty days in advance for an ordinary session, and at least fifteen days in advance for an extraordinary session. Procedures for decision making between meetings are set out separately under Article 11.
- b The draft agenda shall be prepared by the President in conjunction with the Director and Secretary-General and after contributions have been solicited from all members. In the case of meetings of the Bureau all members of the Executive Committee shall also be invited to contribute to the Agenda.
- c At the start of a meeting, the agenda shall be submitted to the Committee for its approval and may be modified on a decision from the Committee.
- d The agenda of an ordinary meeting of the Executive Committee shall amongst other things consist of the following items:
 - i Adoption of the agenda.
 - ii Matters arising, including follow-up reports on implementation of previous decisions that have not yet been fully implemented.
 - iii Reports from the President, Secretary-General, Treasurer-General and Director
 - iv Financial report and statements
- e) Agendas for extraordinary meetings and meetings of the Bureau shall address only those matters for which they have been convened.

Article 4 - Recording and Minutes

The Secretary-General with the support of the Secretariat and any rapporteur/s whom the Committee may appoint shall record, publish and distribute the minutes and all such other records of proceedings.

- a Decisions shall be formally adopted at the conclusion of discussion of the relevant agenda item, and recorded in writing. It shall be indicated in the minutes who is responsible for implementation of each decision.
- b The Secretary-General with the support of the Secretariat and the rapporteur/s will circulate the minutes and decisions within 15 days for correction by the Executive Committee members.

- c Within 30 days of any meeting, the final minutes and decisions, revised as appropriate shall be circulated to all members of the Executive Committee and a report on the meeting posted on the ICOMOS website.
- d Discussion and decisions that are confidential, whether marked as such or by their nature, shall not be made public nor disclosed to any third party.

Article 5 - Documents to be available at Meetings:

The following documents must be available at all meetings:

- a Statutes
- b These rules
- c The triennial action plan and other plans
- d The programme and budget
- e Agreements with partner organisations
- f The General Assembly Resolutions
- g The Minutes and Recommendations of the Advisory Committee and the Scientific Council for the past three years
- h The Minutes and Decisions of the Executive Committee and Bureau for the past three years
- i Follow-up reports on the implementation of resolutions (General Assembly), Recommendations (Advisory Committee) and decisions (Executive Committee)
- j Progress reports on subcommittees and projects
- k Progress reports on the implementation of plans
- l Report on membership and the state of Committees
- m Instructions to the Director.
- n Financial reports and statements
- o Supporting documents of items to discuss

Supporting documents of items to discuss shall be communicated at least fifteen days in advance of the meeting. Documents will not necessarily be distributed in hard copy at all meetings.

Article 6 - Delegation of Authority

Any member unable to attend a session of the Executive Committee may be represented by another member of this Committee, on condition that this designation be made written, signed and dated proxy. No member may represent more than two other members.

Article 7 - Quorum

The quorum for a meeting of the Executive committee shall be a simple majority of the members present and represented.

Article 8 - Voting at Meetings

- a Decisions shall as far as possible be by consensus, but when necessary shall be taken by a simple majority of the members present and in the case of parity the President shall have the casting vote.
- b A decision shall be voted on by secret ballot whenever two or more Executive Committee members shall so request or if the President so decides. The designation of the co-opted members is made by secret ballot.

Article 9 - Plans

- a A triennial plan shall be adopted by the Executive Committee following the General Assembly. It shall integrate decisions of and directions indicated by the General Assembly.
- b Before the commencement of each financial year the Executive Committee shall adopt an Annual Work Plan for the organisation based upon the targets set out in the triennial plan and drawn up by the Secretary-General.
- c The Annual Work plan shall amongst other things include:
 - i The annual budget as drawn up by the Treasurer-General.
 - ii An assessment of non-financial resources available and needed.
 - iii A plan of operations with target dates and key deliverables.

Article 10 - Working Groups

The Executive Committee may entrust tasks and projects to one or more of its members or working groups made up of members of the organisation provided that:

- a Working groups shall be chaired by a member of the Executive Committee.
- b Clear timeframes are set for the completion of tasks or projects.
- c Reports on progress and activities be submitted to each ordinary session of the Executive Committee.

Article 11 - Duties of the Director

The Director shall provide the following services to the Committee:

- a Assist the President with the drafting of the agenda and its distribution.
- b Call for items for inclusion in the agenda and documents to be distributed with it.
- c Assist the President to collect reports and follow up on execution of decisions taken by the Executive Committee.
- d Inform relevant partners and the membership of ICOMOS of changes in the membership of the Executive Committee.
- e Follow up on matters upon the request of the Executive Committee.

Article 12 - Work Ethic

Members are bound by the following obligations:

- a **Commitment:** Every member shall, after discussion in the Executive Committee, be allocated a portfolio / area of specific responsibility by the President, and shall prioritise work in areas for which they are responsible.
- b **Serving All:** The function of the Executive Committee and therefore its members is to serve all branches of and individuals in the organisation rather than the interests of a national or scientific committee, or other narrow constituency.
- c **Conflict of Interest:** Care must be taken to avoid situations which may result in a conflict of interest with their work on an ICOMOS committee and, where this is not possible, to declare such conflicts of interest and absent themselves from discussion and decision making associated therewith.
- d **Independence:** Members should be independent and receive no instructions from their National or International Specialised Committee nor any other third party.
- e **Collegiality:** Members should work in a spirit of collegiality and mutual support of efforts to achieve the goals of ICOMOS.
- f **Confidentiality:** Matters which are of a sensitive or confidential nature shall not be disclosed to any third party.
- g **Openness and Transparency:** The work of the Executive Committee and Bureau shall, other than in instances requiring confidentiality, be conducted in an open and transparent manner that fosters understanding of the inner workings of ICOMOS on the part of its members and partner organisations.
- h **Equity:** Ensuring that all members of ICOMOS share in the opportunities presented by membership of the organisation.

Article 13 - Decisions between Meetings

The following procedure shall be used for the making of decisions between meetings of the Executive Committee and Bureau:

- a Methods of decision making:
 - i Decisions between meetings may be made in extraordinary session, Articles 2-8 applying mutatis mutandis, or by electronic mail or teleconferencing (eg: telephone, voice over Internet, etc.).
 - ii The provisions of article 13 will be used when good governance of the organisation requires decisions between meetings.

- b Agendas and initiation of discussion:
 - i In the case of either method, an agenda must be e-mailed to all members of the Executive Committee in advance (in the case of a teleconference a minimum of 72 hours before discussion commences) along with relevant documentation and a discussion introducing the topic and motivating why the issue in question must be resolved upon before a conventional meeting can be held. This document must also include a proposed decision.
 - ii The request for a decision may be initiated by the President, or four members of the Executive Committee. Required documentation shall be sent to the Director who, within no more than a single French Working Day (meaning any of Monday – Friday, which is not a public holiday in France) shall, in consultation with the Secretary-General, if contactable, compile an agenda and circulate it with relevant documentation.
 - iii All E-mail referred to in article 13 will be done through the Executive Committee list-serv only.

- c Decisions via teleconference:
 - i Decisions will be made in the same way as occurs in a formal meeting, ie: following discussion and either via consensus or the taking of a vote at the end of the conference.
 - ii In the case of a vote members may be given 24 hours after the conference to consider their opinions and to vote via e-mail, which vote shall be via the same process set out below.

- d Decisions via e-mail:
 - i After circulation of the Agenda and associated documents, members are permitted ten French Working Days to put views and counterviews and to discuss the matter via whatever medium and with whichever members they choose.

- ii An amendment to a proposed decision, or an alternative decision, may be submitted to and circulated by the Director provided that it has the support of no less than two members, in which case time allowed for discussion will be extended by 48 hours. In the event that a second amendment or alternative decision is submitted discussion time will not be further extended.
 - iii A proposed decision, an amendment thereto, or an alternative decision may in the conventional way be withdrawn by the proposers at any time in the course of deliberations.
 - iv At the end of the period allowed for discussion members are allowed a further 48 hours in which to vote on the proposed decision. In the event that the decision is not adopted and if there is an amended, or an alternative decision, a further 48 hours will be permitted for a second round of voting and so on in order of the submission of alternatives to the proposed original decision.
 - v Voting will be by individual e-mail to the address of the Director who shall announce the outcome of voting via a message to all members of the Executive Committee.
- e Determining of urgency:
- i Should two members of the Executive Committee indicate within 72 hours of the commencement of the e-mail process that they believe that the decision should be delayed until a meeting in person can be convened, the Director shall in the course of the next normal French Working Day put the question of whether or not to proceed with consideration of the matter under discussion to the vote allowing 72 hours for voting. The view of the majority of respondents shall prevail. Should the motion not be adopted no additional time for discussion will be added to the permitted ten days.
 - ii In the case of a teleconference should two or more members indicate at the commencement of the discussion that they believe that the matter should rather be dealt with by an e-mail process, or be delayed until a formal meeting, the President shall immediately put the question of whether or not to proceed with consideration of the matter under discussion to the vote.

Article 14 - The Bureau

- a The Bureau shall act and decide in all matters in its power according to the ICOMOS Statutes or referred to it by the Executive Committee, and in particular co-ordinate the work of the Executive Committee and ensure that decisions are implemented.
- b The Bureau shall meet at such frequency as may be required by the affairs on the agenda and in accordance with the provisions of Article 1 above.

- c Articles 2-8 above shall apply, mutatis mutandis, to the Bureau, provided however, that the provisions of Article 3 regarding an extraordinary meeting of the Executive Committee shall apply with regard to the submission of the agenda to the participants.
- d Agendas and minutes of the Bureau shall be circulated to all members of the Executive and opportunity allowed for comment on minutes at the formal meeting of the Executive Committee immediately following a meeting of the Bureau.

National Committees

Dubrovnik - Valletta Principles for the ICOMOS National Committees

**Recommended by the Advisory Committee on 9 October 2009
(Valletta, Malta) and adopted in principle by the Executive
Committee in March 2010**

Introduction

For some time ICOMOS has grappled with the issue of what to do with regard to its National Committees. While the number of genuinely dysfunctional Committees is not numerous, they are a dilemma that affects the credibility of the organization in a multitude of ways. ICOMOS is first and foremost a body the purpose of which is to fulfil a need amongst professionals in our sector of activity and as a result it wishes to guarantee that colleagues can benefit from the opportunities and networks that an efficiently run National Committee can provide.

A process of developing the methods to enhance the capabilities and functioning of the National Committees began at a meeting of the Advisory Committee in Edinburgh in 2006. At that meeting, it was resolved to create four Advisory Committee task teams to examine selected areas in which the functioning of National Committees could be enhanced and to make recommendations for that purpose. The teams were asked to focus on National Committee membership and statutes, regional cooperation among National Committees, their cooperation with International Scientific Committees, and their involvement in World Heritage work. The task teams were further asked to make appropriate recommendations to the ICOMOS Executive Committee. Later, a fifth task team was established to examine openness and transparency.

At the meetings of the Advisory Committee in Pretoria 2007, and in Quebec 2008, the National Committee Presidents and their representatives who participated in the discussion reached several decisions that promoted the consideration of a new model for the National Committees.

These Principles are meant to guide the individual activities of all ICOMOS National Committees, as well as the cooperative work among them, and their relations with all ICOMOS bodies and activities. One primary responsibility of each National Committee is to ensure the sharing and dissemination of knowledge and information among its members and with all ICOMOS bodies.

The National Committees are established and operate according to the Statutes of ICOMOS, consequently, their organization, structure and proceedings may be required to evolve if and when such Statutes are amended.

It is expected that in the very near future the first round of evaluations will take place and this will begin to establish an ongoing process that determines that at national level ICOMOS becomes a far more consistently active organization than has perhaps been the case in certain countries in the past. We therefore appeal to National Committees to, in their own interests, co-operate with its implementation and in so doing make our organization more credible, effective and better able to serve the interests and needs of its members, in the pursuit of the conservation of the monuments and sites of the world's cultural heritage.

Gideon Koren
Advisory Committee Coordinator of the 5 Task Teams

These principles are for use in determining levels of activity of, service delivery by, and general effectiveness of the National Committees of ICOMOS. These principles replace the Dubrovnik guidelines.

Their primary purpose is to guide the work of all ICOMOS National Committees and where necessary help the organization to assist National Committees to recommence effective operations in the service of heritage professionals in their countries and in the interests of the heritage of humankind.

The implementation and revision of these Principles shall be the responsibility of the Advisory Committee, and will first take place in 2011.

Members

A General principles

- 1 The credibility of ICOMOS depends on a minimum standard applying to all its international membership, while other issues can remain within the discretion of the individual National Committees, reflecting the cultural diversity of the Organization in accordance with Article 13. of the International Statutes.
- 2 It is the intention of ICOMOS that its National Committees continually gather a membership that will include recognized experts in their field of specialization, be representative of all of the world regions or pertinent regions, and recruit young professionals seeking such specialization; and that all be given ample opportunities and stimulus to become actively engaged in the work of the Committee.
- 3 All members shall be familiar with the Statement of Ethical Commitment adopted by ICOMOS in Madrid in 2002, and abide by it at all times. Failure to behave accordingly may result in dismissal.
- 4 Appeal against refusal of an application for membership or dismissal, shall be available to the ICOMOS Advisory Committee and to the ICOMOS Executive Committee.

B Membership categories

- 1 The 4 membership categories for Membership shall be as defined in Article 6. of the ICOMOS Statutes.
- 2 The list of professions and occupations in Article 6. (a) (1) should not be taken to exclude any other professions, occupations or trades engaged in the conservation of monuments and sites.

- 3 National Committees may wish to have a class of Associate members. Associate membership can only include members of the National Committees, and shall have no voting rights. It is intended as a means of encouraging new individual members and for providing additional income to the National Committees.
- 4 Young Professional membership shall be a sub-category of Individual membership and subject to the same membership criteria as Individual members. Young Professional members should continue to be encouraged by means of discounted dues. The discount should continue to be a centrally set fixed percentage (currently 50%) of the regular dues. The discount shall apply to new members under the age of 30, or within the first 5 years of their professional career in conservation.
- 5 Student membership shall be a sub-category of Associate membership and subject to the same membership criteria as Associate members. Student members should continue to be encouraged by means of discounted dues, as applied to Young Professional membership.

C Membership dues

- 1 In general, membership privileges, including membership cards and voting rights at General Assemblies, should be granted only after the payment of dues.
- 2 The Executive Committee may, in special circumstances of genuine need, wish to grant a reduction in dues without loss of privileges.
- 3 It is desirable for National Committees to set dues at a higher level than the dues payable to ICOMOS International, so that some of this money is available for the work of the National Committees.

National Committee Cooperation

- 1 Regional co-operation within ICOMOS has long been a declared goal. The National Committees are the vehicles through which ICOMOS brings together, develops and serves its worldwide goals. ICOMOS expects the National Committees to be at the heart of scientific inquiry and exchange in their domains and to share knowledge among them to foster a multi-disciplinary approach to heritage protection and management, in fulfilment of the ICOMOS goals to “Gather, study and disseminate information concerning principles, techniques and policies” related to heritage protection.

ICOMOS will support its National Committees to actively pursue regional co-operation, in order to promote greater understanding in the heritage field and to guarantee the generational renewal of all heritage professions within and outside of ICOMOS.

- 2 The National Committee regions are to continue to meet annually in the regional division as adopted by UNESCO.
- 3 ICOMOS wishes to encourage regional co-operation, and especially have wealthier and more active National Committees encourage and support new or struggling National Committees in the same region, subject to appropriate protocols to ensure independence. An international database will provide better opportunities for professional co-operation between members and National Committees.
- 4 The National Committees are to encourage bilateral or trilateral activities between National Committees, based not only on geographical convenience, but also on other common nominators and mutual interests such as linguistic efficiency or common heritage. Examples for cooperation between different regions are OAS – Organization of American States, Organization of IBERO – American States, MERCOSUR, CARICOM, Council of Europe, etc.
- 5 Given the vehicles for efficient regional cooperation, ICOMOS as a trans-national organization maintaining ideological, political and religious neutrality, may provide effective post-disaster/post-conflict response in afflicted regions and be used for bridge building between cultures.
- 6 Mapping of inter-governmental and inter-academic organizations worldwide to assist in the network of cooperation.
- 7 A meeting of National Committee Presidents, or their designated representatives, may take place as and when need arises and to discuss matters of mutual interest and concern.

International Scientific Committee & National Committee Cooperation

- 1 The National Committees regard the work performed by the International Scientific Committees as an important pillar in ICOMOS' ability to accomplish its goals. As such, the National Committees see great significance in having full cooperation between the National Committees and the International Scientific Committees.
- 2 All National Committees should encourage membership in all International Scientific Committees, under the terms of the Eger-Xian Principles, and in mirrored National Scientific Committees, wherever available.

- 3 National Committees shall encourage the establishment of National Scientific Committees, to operate in the same fields as the existing International Scientific Committees. The purpose of the National Scientific Committees is to act as the combining link between the scientific work performed at the national level and the scientific work performed at the international level. The International Scientific Committees should report to the National Scientific Committees and vice versa, and as such, there shall be integration of all the knowledge and expertise amongst the members of the National Scientific Committees and the International Scientific Committees leading to further advancement of the ICOMOS goals.
- 4 In order to guarantee the interaction between the National Scientific Committees and the International Scientific Committees, the chairperson of the National Scientific Committee, wherever available, shall be appointed as the voting member in the International Scientific Committee, and that person shall be in charge of the sharing of information between the two. In the case of National Committees that have not formed National Scientific Committees, the chairperson of the National Committee shall be in charge of communication with the International Scientific Committee and shall act to create adequate representation of Expert members of the National Committee in the International Scientific Committees.
- 5 The Minutes and Protocols of all International Scientific Committee meetings shall be published on the ICOMOS website in as many languages as possible, in order to guarantee openness and accessibility. If such publication is not available, copies shall be sent to the National Committee chairpersons.
- 6 National Scientific Committee Presidents shall be encouraged to exchange information with other National Scientific Committees working in the same field and in interdisciplinary intersections between the fields.
- 7 The National Committees shall be encouraged to be involved in the preparation of the International Scientific Committees' doctrinal papers in order to guarantee full cooperation between the National Committees and the International Scientific Committees, and to further ICOMOS' goals.

Involvement of National Committees in the World Heritage Work of ICOMOS

- 1 One of ICOMOS' most important roles is the evaluation of World Heritage as outlined in the World Heritage Convention and the current Operational Guidelines. It is the State Party's role to identify and to nominate World Heritage Sites and this may usefully be with the support of National Committees.

- 2 National Committees are encouraged to develop working relationships with the National Commission for UNESCO in their states.
- 3 There are varying degrees of involvement of the National Committees in the process of compiling the Tentative List and in selecting sites to be nominated for inscription in the World Heritage List. National Committees are encouraged to contribute to the selection of sites for inclusion in Tentative Lists or preparation of nominations for inscription.
- 4 National Committees are encouraged to respond to requests from the ICOMOS World Heritage Unit for opinion on nominations, and that such opinions are confidential between ICOMOS and the National Committee.
- 5 A dialogue should be established between the ICOMOS World Heritage Unit and National Committees over the identification of appropriate experts to undertake missions or to write desk reviews for evaluations.
- 6 Once a site has been inscribed as a World Heritage site by the World Heritage Committee, the State Parties and ICOMOS should urge the National Committees to support the protection, conservation and management of inscribed sites, including preventive monitoring, wherever possible.
- 7 National Committees are encouraged to participate in visits for expert evaluations or monitoring missions to their countries, as invited by the ICOMOS World Heritage Unit.
- 8 With the exception of the work of the ICOMOS World Heritage Panel, the ICOMOS Bureau, as well as the Executive Committee and International Secretariat, National Committees shall not take a resolution, provide opinion, or issue a statement relating to heritage issues in any active National Committee's country, before a draft is sent in due time to the relevant National Committee for its review and comments. At times when such consultation is not available within the time constraints of the ICOMOS World Heritage Unit, wherever possible, consultation should be undertaken.
- 9 In order to facilitate greater dialogue and transparency, the ICOMOS World Heritage Unit should keep the National Committees informed of all key World Heritage issues in their country.

National Committee Management and Statutes

A Elections

- 1 Each National Committee must conduct elections for its Bureau or Executive Committee at least once every three years. The Bureau or Executive Committee shall comprise at least three officers, of whom one shall be the National Committee President.

- 2 Each National Committee shall decide whether the President shall be elected from the members of the National Committee, or if the National Committee shall first elect the Bureau or Executive Committee and it shall elect the President from within.
- 3 A President shall not serve more than three consecutive three-year terms in office.
- 4 Subject to the provisions of national laws, and after reasonable consultation, if the National Committee does not conduct elections in accordance with these Principles, the Executive Committee of ICOMOS may facilitate elections being held among all ICOMOS members of that country, including members recognised by ICOMOS International.

B Compliance

- 1 The statutes of all ICOMOS National Committees shall comply with these Principles and with the Statutes of ICOMOS.
- 2 All existing National Committees are encouraged to revise their statutes and to bring them into compliance with these Principles.
- 3 Each National Committee shall hand in an Annual Report to the Advisory Committee and the International Secretariat. In the report the National Committee must describe its compliance with the following criteria:
 - Non-Complying with these Principles, or with ICOMOS Statutes.
 - The National Committee does not pay its dues to ICOMOS.
 - The National Committee does not submit its Annual report.
 - Operating against the aims and objectives of ICOMOS.
 - Acting in breach of decisions of the Advisory Committee, the ICOMOS Executive Committee or the General Assembly.
 - The National Committee did not hold elections.
- 4 The Advisory Committee shall review the activities of the National Committees. Where it finds that a National Committee is out of compliance with the provisions of these principles, it may provide advice and guidance to the National Committee to assist the National Committee to come into compliance.
- 5 Where a National Committee remains out of compliance, the Advisory Committee shall refer the matter to the Executive Committee with recommendations for corrective action.

- 6 In exceptional cases, the non complying National Committee shall not be allowed to participate in the Advisory Committee meetings or to vote in the ICOMOS General Assembly.

List of UNESCO regions

Africa

Algeria	Libyan Arab Jamahiriya
Angola	Madagascar
Benin	Malawi
Botswana	Mali
Burkina Faso	Mauritania
Burundi	Mauritius
Cameroon	Morocco
Cape Verde	Mozambique
Central African Republic	Namibia
Chad	Niger
Comoros	Nigeria
Congo	Rwanda
Côte d'Ivoire	Sao Tome and Principe
Democratic Republic of the Congo	Senegal
Djibouti	Seychelles
Egypt	Sierra Leone
Equatorial Guinea	Somalia
Eritrea	South Africa
Ethiopia	Sudan
Gabon	Swaziland
Gambia	Togo
Ghana	Tunisia
Guinea	Uganda
Guinea Bissau	United Republic of Tanzania
Kenya	Zambia
Lesotho	Zimbabwe
Liberia	

Arab States

Algeria	Morocco
Bahrain	Oman
Djibouti	Qatar
Egypt	Saudi Arabia
Iraq	Somalia
Jordan	Sudan
Kuwait	Syrian Arab Republic
Lebanon	Tunisia
Libyan Arab Jamahiriya	United Arab Emirates
Malta	Yemen
Mauritania	

Asia and the Pacific

Afghanistan	Nauru
Australia	Nepal
Bangladesh	New Zealand
Bhutan	Niue
Brunei Sarussalam	Pakistan
Cambodia	Palau
China	Papua New Guinea
Cook Islands	Philippines
Democratic People's Republic of Korea	Republic of Korea
Fiji	Russian Federation
India	Samoa
Indonesia	Singapore
Iran, Islamic Republic of	Solomon Islands
Japan	Sri Lanka
Kazakhstan	Tajikistan
Kiribati	Thailand
Kyrgyzstan	Tomor_Leste
Lao People's Democratic Republic	Tonga
Malaysia	Turkey
Maldives	Turkmenistan
Marshall Islands	Tuvalu
Micronesia (Federated States of)	Uzbekistan
Mongola	Vanuatu
Myanmar	Viet Nam

Associate members: Macao, China, Tokelau

Europe and North America

Albania	Latvia
Andora	Lithuania
Armenia	Luxemburg
Austria	Malta
Azerbaijan	Monaco
Belarus	Montenegro
Belgium	Netherlands
Bosnia and Herzegovina	Norway
Bulgaria	Poland
Canada	Portugal
Croatia	Poland
Cyprus	Romania
Czech Republic	Russian Federation
Denmark	San Marino
Estonia	Serbia
Finland	Slovakia
France	Slovenia
Georgia	Spain
Germany	Sweden
Greece	Switzerland
Hungary	Tajikistan
Iceland	The former Yugoslav Republic of Macedonia
Ireland	Turkey
Israel	Ukraine
Italy	United Kingdom of Great Britain and Northern Ireland
Kazakhstan	United States of America

Associate member: Faroe

Latin America and the Caribbean

Antigua and Barbuda	Guatemala
Argentina	Guyana
Bahamas	Haiti
Barbados	Honduras
Belize	Jamaica
Bolivia	Mexico
Bolivarian Republic of Venezuela	Nicaragua
Brazil	Panama
Chile	Paraguay
Colombia	Peru
Costa Rica	Saint Kitts and Nevis
Cuba	Saint Lucia
Dominica	Saint Vincent and the Grenadines
Dominican Republic	Suriname
Ecuador	Trinidad and Tobago
El Salvador	Uruguay
Grenada	

Associate members: Aruba, British Virgin Islands, Cayman Islands, Netherlands Antilles

List of ICOMOS National Committees

Albania	Germany	Panama
Andorra	Greece	Paraguay
Argentina	Guatemala	The Netherlands
Armenia	Honduras	Peru
Australia	Hungary	Philippines
Austria	India	Poland
Bahrain	Indonesia	Portugal
Belarus	Iran	Romania
Belgium	Ireland	United Kingdom
Bosnia Herzegovina	Iceland	Russia
Brazil	Israel	Senegal
Bulgaria	Italy	Serbia
Cambodia	Japan	Seychelles
Canada	Kazakhstan	Slovakia
Chile	Kyrgyzstan	Slovenia
China	Korean Republic	South Africa
Cyprus	Korea (People's	Spain
Colombia	Republic Democratic	Sri Lanka
Congo	Of)	Sweden
Czech Republic	Latvia	Switzerland
Costa Rica	Lithuania	Tadzhikistan
Croatia	Luxemburg	Thailand
Cuba	Macedonia	Tunisia
Denmark	Madagascar	Turkey
Dominican Republic	Malta	Ukraine
Egypt	Mauritius	United Arab Emirates
Ecuador	Morocco	United States of
Estonia	Nicaragua	America
Finland	Norway	Uruguay
France	New Zealand	Venezuela
Georgia	Pakistan	

Regional group:

Pacific Islands

ICOMOS Presence in other countries:

Cayman Islands
Saudi Arabia
Jordan
Kuwait
Lebanon
Malaysia
Montenegro
Nepal
Singapore
Syria
Taiwan
Trinidad and Tobago
Vatican

ICOMOS Model Statutes for National Committees Adopted by the Executive Committee, October 2009

Introductory comment

The moderate revision of the National Committees model statutes aims to clear up – as far as possible – ambiguities in the current model statutes, without departing from the ICOMOS statutes. It also contains a revision of provisions which have a somewhat insecure foundation in the same statutes. In addition, it is a purely editorial review with an ensuing change of enumeration of the articles.

There is a comment to each proposed change in an article regarding its relation to the ICOMOS statutes, and explaining the motive for the change. **Proposed changes and deletions are marked out in italics.**

It is obvious that any model for statutes for ICOMOS National Committees (NC) will have to adhere faithfully to the ICOMOS statutes. It is probable that NCs in many cases will find a need for supplementary provisions in order to make their statutes better adapted to the legal environment of each country or for a smooth running of their affairs. **ICOMOS statutes and NC statutes have legal value in front of third parties and therefore should contain all essential elements.** The aim of the model statutes is to recommend a minimum standard compatible with the ICOMOS statutes. In some cases, however, the comments contain suggestions which NCs may find helpful.

ICOMOS basically is not a federative organisation, made up by other organisations; its members are individuals and institutions. The NCs are groupings of individuals and institutions from the same country.

National Committees as such have no direct role in the running of ICOMOS. Their competence is limited to assigning the National Committee voting rights at the ICOMOS General Assembly (GA), but this does not mean that it can tell the vote-carriers how to use their votes. Neither is the fact that National Committee Chairpersons have a seat on the Advisory Committee an expression of federalism.

There is one major issue which has not been regulated in the ICOMOS statutes but which will have to be addressed by some National Committees. These National Committees have members outside of the four membership categories specified in the ICOMOS statutes. Theoretically, this implies that there are two parallel associations, only one of which could claim to be a National Committee under ICOMOS. In practice, few problems arise and the two associations can be administered as one. Good order, however, demands that National Committee members who do not qualify as ICOMOS members should be excluded from influencing the National Committee in matters pertaining to ICOMOS, such as the assignment of votes at the General Assembly.

I Name and address

Article 1

An association is hereby established under the name of “National Committee of the International Council on Monuments and Sites (ICOMOS) in [name of country]”, or “ICOMOS [name of country]” by abbreviation, hereinafter referred to as “The Committee”. *The full name and its abbreviation can be used indifferently.*

In conformity with the ICOMOS statutes, the ICOMOS Executive Committee accredits the National Committees and is the sole holder of the ICOMOS name and logo.

Comment: In countries where national jurisdictions set up certain requirements for the incorporation of an NC or for the recognition of its legal personality, details needed for such recognition could be inserted here.

Article 2

The official address of the Committee shall be: *The address can be modified by decision of [the General Assembly].*

II Aims and activities

Article 3

The aim of the Committee shall be to further the conservation, protection, rehabilitation and enhancement of ~~historical~~ monuments, groups of buildings and sites, at the national and international levels *and in accordance with definitions given in Article 3 of the ICOMOS statutes.*

Comment: To provide further clarification, a NC may, of course, repeat the definitions in its statutes.

Article 4

At the national level, the Committee shall establish and carry out its own programme of activities, in accordance with the aims and activities of ICOMOS. It shall implement the decisions of the ICOMOS General Assembly and the programmes proposed by the Advisory and Executive Committees of ~~ICOMOS the Council~~. Generally, it shall serve as a forum for discussion and for the exchange of information, nationally and internationally, on matters of principle and of technical, legal and administrative practice, affecting the conservation, restoration, rehabilitation and enhancement of monuments, groups of buildings and sites.

Comment: This article implements Articles 13(c), (d) and (e) of the ICOMOS statutes.

III Membership

Article 5

The Committee shall comprise all members of ICOMOS *residing* within [name of country], including Individual, Institutional, Sustaining and Honorary Members. ICOMOS membership shall be *granted* to any duly qualified individual or institution, in accordance with Article 6 (a) of the ICOMOS statutes, *who requests it*.

Comment: This article implements Articles 6 and 13 (a) and (b) of the ICOMOS statutes. Under ICOMOS Articles 13 (a), cf. 10 (b), the ICOMOS Executive Committee is empowered to regulate the number of Individual Members of NCs and to approve the composition of a NC.

A distinction should be made between sustaining members and donors. If a NC aspires to include members who do not fall in any of the four recognised membership categories of ICOMOS, this should be provided for here, and also how their influence on ICOMOS issues will be restricted.

Article 6

Any individual or institution wishing to become a member of ICOMOS shall complete an application form and *submit it to [the General Assembly] [Executive Board]* for approval. Upon notification ~~from the Chairman~~ of acceptance of his application, he shall pay membership dues, the annual amount of which shall be set in accordance with Article 10 below.

Comment: If a NC finds it suitable to have the approval powers devolved to one person or to the Executive Board, there is no obstacle to this in the ICOMOS statutes. There should, however, be a clear provision to this effect in the NC statutes.

Some NCs may want to elaborate further what the application form should contain, such as a resume of the applicant's merits for membership. This could, of course, be done within this article or in the Rules of Procedure.

The conditions required to become a member of ICOMOS should adhere faithfully to the ICOMOS statutes.

Each member shall pay his annual dues. In exchange ~~for the payment of his dues~~, each member shall receive an ICOMOS membership card, ICOMOS periodical publications and such other advantages as the Executive Committee of ICOMOS shall from time to time decide.

Comment: This implements Article 6 (e) of the ICOMOS statutes. It must be understood that the application is not valid for persons whose membership lies outside of the four ICOMOS categories

Article 7

Institutional Members shall designate a duly qualified individual to represent them on the Committee.

Comment: Under Article 13 (f) of the ICOMOS statutes representatives of Institutional Members shall have been duly designated by the relevant bodies, understood the institutions.

Article 8

A member of ICOMOS shall cease to be a member:

- a If he should resign at the end of a calendar year, after having given *his* National Committee written notice to that effect three months in advance, and after having paid his dues for the current year;
- b If he should be formally struck off the register by the General Assembly or Executive Committee of ICOMOS, for non-payment of dues or any other valid cause;
- c If he should be formally struck off the register by the *[General Assembly]* *[Executive Board]* of the Committee, for non-payment of dues or for any other valid cause.

IV Finances**Article 9**

The income of the Committee shall derive from:

- membership dues,
- gifts and bequests,
- subventions,
- contracts for research and provision of services,
- other sources of income approved by the Executive Board of the Committee.

Comment: Corresponds in essence to Article 17 of the ICOMOS statutes.

Article 10

The rate of membership dues *[or subventions]* for each category of members shall be set by *[the General Assembly of]* the Committee, having a regard for the rates set by the Executive Committee of ICOMOS and for the financial requirements of the National Committee itself.

The Committee will send to the International Secretariat in Paris, no later than *the agreed date set by the Executive Committee of ICOMOS*, the fraction of the membership fees due to the International Secretariat for the current year.

Comment: Implements Articles 6 (e) and 17 of the ICOMOS statutes. From ICOMOS Articles 11(d), 13 (g) and 14 (c) may be inferred that ICOMOS' fiscal year coincides with the calendar year and that NCs and International Committees shall provide an annual report. That the annual report of NCs should include a financial report is not mentioned. Nor is regulated if and how a financial report should be audited. It is here assumed that NCs will find it in their own interest to have finances reported annually and also audited. It is then suitable to include specific provisions under this title.

V Administrative structure

Article 11

The administrative structure of the Committee shall consist of the:

- A General Assembly,
- b Executive Board,
- c ...

Comment: *In some countries, it is common practice or even compulsory to have three levels (General Assembly, Board, Executive Committee) instead of two, the main issue being that the body in charge of day-to-day operations is the « Executive ». Many NC's will probably find it suitable as well to have auditors elected by the association. Another useful body could be a nominations committee, preparing the election of officers.*

Article 12

The General Assembly *shall be the sovereign body of the Committee. It shall consist of all the members of the Committee, Individual, Institutional, Sustaining and Honorary.*

The General Assembly shall:

- a adopt its own rules of procedure;
- b elect the Chairman of the Committee and the members of the Executive Board;
- c approve the annual report and the accounts of the Committee;
- d set the rate of membership dues;
- e assign the right to vote at the ICOMOS General Assembly, within the numerical limits laid down in Article 6 (b) of the ICOMOS statutes;
- f propose candidates for Honorary Membership of ICOMOS;
- g ratify decisions of the Executive Board; and
- h oversee the execution of the Committee's programme.

Comment: If there are NC members who are not ICOMOS members and therefore should not influence NC issues with regard to ICOMOS, a provision to this effect should be included in the statutes.

Former Article 15

~~The quorum at the General Assembly of the Committee shall be % of the members with voting rights, present or represented by proxy. Should this quorum not be reached, the Assembly shall be convened again, at the same place, immediately or later as précised in the statutes; its discussions shall then be valid whatever the number of members present)~~

Article 13

The *General* Assembly shall be convened in ordinary session at least each year by the Chairman ~~or the Executive Board~~ or in extra-ordinary session at the request of at least members of the Committee. *The summons shall be communicated in writing at least three weeks in advance.*

Comment: In the event that the national law on associations contains quorum requirements for the General Assembly of members, then a solution along that line must be chosen. A summons communicated in writing includes e-mail.

Article 14

Between meetings of the *General* Assembly, the Executive Board shall be empowered to act on its behalf. It shall be responsible for:

- a the day to day operations of the Committee,
- b the preparation and execution of the Committee's programme of activities,
- c the collection and transfer to ICOMOS of membership dues,
- d recruitment of members,
- e

Comment: The NC Statutes need to clearly indicate what body is entrusted with the executive powers and day-to-day operations. In the case that the Administrative Structure provides for a (non-executive) Board and an Executive Committee, several articles need amendments and new articles on the mandate and composition of the Executive Committee are required. See related comment under title V.

Article 15

The Executive Board shall consist of ~~not more than 18 members~~ between ... and ... members elected from among the Individual and Institutional Members of the Committee. ~~It is assumed that the members of the Executive Board and the voting members at the ICOMOS General Assembly shall be the same.~~

Comment: Articles 15 and 22 will be further examined by the Executive Committee in 2010.

A majority of the members of the Executive Board shall be Individual Members.

The Chairman [Secretary and Treasurer] of the Committee shall be ex-officio members of the Executive Board. ~~The appointment of officers other than the Chairman should be determined according to the size of the Committee. In certain cases, it may also be thought desirable to appoint a Vice-Chairman or other officers.~~

The Executive Board shall meettimes per year.

Article 16

The members of the Executive Board shall be elected for a term of years, and shall be eligible for re-election for further terms of years. A retiring member of the Executive Board may not be re-elected before the expiration of a year term. Should a seat fall vacant, the Executive Board shall elect, ~~for the balance of the term of office of the previous occupant~~ a successor from among the members of the Committee, *who will serve till the next General Assembly.*

Comment: This corresponds to Article 10 (d) of the ICOMOS statutes. Since the GA is to meet at least once a year, a vacant seat could be filled then.

Article 17

The decisions of the Executive Board shall be taken by a majority vote of members present or represented by proxy. The quorum of the Executive Board shall be members. Members of the Executive Board may give their proxies to *other Board members. No Board member may hold more than ... proxies.*

Comment: There seems to be little need for voting by proxy on the Executive Board. If, however, this should be the case it seems reasonable that proxies be given only to other elected members and to a limited extent.

Article 18

The Executive Board may by written instruction delegate its powers to one or several members of the Board.

Comment: For practical reasons most Executive Boards will need to delegate to single officers or Executive Board members their powers to run day to day operations, such as negotiating and entering of agreements, authorisation of payments etc. Good order – and to an extent legal requirements – will demand that the delegation is formulated in writing.

VI Chairman and other officers

Comment: The Chairman of the NC has a mandatory role under inter alia Articles 12 (a) and 13 (g) of the ICOMOS statutes. The proposed addition to the title reflects that most NCs will find it necessary to elect e.g. a Secretary and a Treasurer.

Article 19

The Chairman of the Committee shall convene and preside over the meetings of the General Assembly and of the Executive Board, and shall draw up their agenda. The Chairman is an ex-officio member of the ICOMOS Advisory Committee. ~~He shall represent the Committee vis-à-vis third parties.~~ He shall be responsible for liaison between the Committee and the governing bodies of ICOMOS.

Comment: Under Article 14 it is the Executive Board that has the power to act on behalf of the General Assembly, inclusive of the power to represent the NC vis-à-vis third parties. It is, of course, natural that the Chairman performs this function, but he cannot be exclusively competent to do so. The problem of representation can be taken care of under the delegation powers proposed under Article 18. If the Chairman is to have the authority to accept or refuse new members, cf. Article 6, this should be stated here.

Article 20

The Secretary shall be responsible for the recording of meetings of the General Assembly and the Executive Board and decisions taken at such meetings. Furthermore....

Article 21

The Treasurer shall be responsible for the accounts of the Committee and an annual financial report of the accounts. He is also empowered to authorise payments on behalf of the Committee and, on his own responsibility, to delegate this function to other persons. Furthermore...

Comment: The power to authorise payments is parallel to the Executive Board's proposed general power to delegate functions. For clarity it could be useful to provide for a sub-delegation of this function.

VII ICOMOS General Assembly

Article 22

All members shall have the right to attend the General Assembly of ICOMOS. However, the number of members entitled to vote at the General Assembly shall be limited to 18 ~~members of the Executive Board, see Article 15.~~

[The names of those members entitled to vote shall be communicated to the ICOMOS Secretariat not less than one month before the General Assembly. Any voting member may give a proxy to another member of his National Committee; however, no members shall have more than 5 votes in addition to his or her own. A majority of the voting members of the Committee shall be Individual members.]

[Voting privileges at the ICOMOS General Assembly should in the first place be assigned to members of the Executive Board. The General Assembly may delegate to the Executive Board to make further assignments within the limits laid down in Articles 6 (b) and 13 (f) of ICOMOS statutes; proposal by ICLAFI]

Comment: The bulk of the current model statutes article 22 corresponds to Articles 6 (b) and 13 (f) second sentence of the ICOMOS statutes. It is not mandatory to repeat these provisions in the NC statutes. The intention that the members of the NC Executive Board should also be voting members of the ICOMOS General Assembly will be further examined by the Executive Committee in 2010 (see also article 15).

VIII Working groups and sub-committees

Article 23

For the study of specific problems of a technical, scientific or professional nature, specialised working-groups or sub-committees may be appointed, on the proposal of the Executive Board, from among the members of the Committee. Their operations shall be approved by the Executive Board, ~~and they shall submit an annual report on their activities to the General Assembly of the Committee.~~ On occasion, non-members of the Committee with relevant qualifications may be invited to take part in the work of such *working groups* or sub-committees.

Comment: NC wishing to have the possibility to set up working groups or sub-committees, can provide for that possibility in this article and explain how it would work.

IX Amendments

Article 24

The General Assembly of the Committee alone shall be empowered to amend the present statutes, by a majority of ... of votes cast. *The proposed amendment shall have been communicated to the members at least three weeks in advance.* Any amendment shall be subject to ratification by the Executive Committee of ICOMOS.

Comment: Under Article 19 of the ICOMOS statutes, a proposed amendment to these statutes should have been communicated to all members at least four months in advance. A similar provision, albeit containing a shorter notice, is more than reasonable at the national level.

X Dissolution

Article 25

The decision to dissolve the Committee may be taken only by the General Assembly of the Committee, by a majority of ... % of votes cast, and shall be subject to ratification by the Executive Committee of ICOMOS.

Article 26

In the event of dissolution of the Committee, its assets shall be transferred to ... an appropriate cultural organisation, within a period of months, subject to the previous approval by the Executive Committee of ICOMOS.

International Committees

Eger-Xi'an Principles for the International [Scientific] Committees of ICOMOS

**Adopted by the 15th General Assembly in October 2005 (Xi'an),
amended by the Scientific Council in July 2008 and endorsed by
the Executive Committee in March 2010.**

English (Official)

Objectives of the International [Scientific] Committees & their role within ICOMOS

- 1 The International [Scientific] Committees (ISCs) are the vehicles through which ICOMOS brings together, develops and serves its worldwide membership according to fields of specialized interest. ICOMOS expects the ISCs to be at the heart of scientific inquiry and exchange in their domains and to share knowledge among them to foster a multi-disciplinary approach to heritage protection and management, in fulfilment of the goals of ICOMOS as stated in Article 5.b. of its statutes: "Gather, study and disseminate information concerning principles, techniques and policies" related to heritage protection. ICOMOS will support its ISCs to actively pursue programmes that advance the field by defining research needs, stimulating and supporting research activity, increasing exchange and dissemination in order to promote greater understanding in the heritage field and guaranteeing the generational renewal of all heritage professions within and outside of ICOMOS.
- 2 ICOMOS will support its ISCs to be accessible to all qualified individuals and groups with a capacity to contribute, be democratic in their operations, and be concerned with increasing the impact of their programmes on standards of care in the field. ICOMOS also expects the ISCs to be a venue for mentoring members in their early careers who seek to advance their knowledge and develop their professional expertise.
- 3 The Scientific Council may establish categories for the grouping of scientific committees according to their needs.
- 4 These principles are meant to guide the individual activities of all the ISCs, as well as the cooperative work among them, and with affinity organizations and external interested parties. One primary responsibility of each ISC is to ensure the sharing and dissemination of knowledge and information among its members and with all ICOMOS bodies. The tools of the ISCs should respond creatively and practically to the needs in the field. These include, but are not limited to doctrinal development; publications, periodicals and newsletters (both real and virtual); videos; public advocacy; training; conferences and workshops; discussion fora; professional exchanges; technical assistance / cooperation; etc.

- 5 The resources of ISCs should be shared among the committees as possible and appropriate.
- 6 The ISCs are established and operate according to the Statutes of ICOMOS. Consequently, their organisation, structure and proceedings may be required to evolve if and when such Statutes are amended. The ISCs are set up and dissolved by the Executive Committee under Article 14 for purposes or reasons that relate to the goals of ICOMOS.

Governance and Operating Framework

A The Scientific Council

- 1 The Council will consist of the President of each ISC or his/her designated deputy, with the allowance that the specific statutes of an ISC may ordain a different selection process for its representative to the Scientific Council. A designated deputy will be eligible for election as an officer or representative to the Executive Committee. Each Scientific Council member is entitled to one vote on matters before the Scientific Council.
- 2 The Council shall elect three officers from among its membership to oversee the activities of the Council. These officers shall be from different ISCs and shall be elected to three- year terms to coincide with the election of the Advisory Committee President. The officers shall distribute the duties and responsibilities among themselves as they determine to best meet the needs of the Scientific Council. The officers may co-opt other ISC members to assist them in their work.
- 3 The officers shall represent the interests of the ISCs in the Executive Committee of ICOMOS. Representatives shall serve as active liaisons between the Council and Executive Committee and shall communicate regularly with the members of each of the two bodies. Representatives should take a lead in raising international awareness of the capabilities of the ISCs as well as in developing strategies to support ISC activities.
- 4 The duties of the Scientific Council are:
 - a Serve as the coordinating body of the ISCs.
 - b Meet at least once a year in conjunction with, and also separate from, the annual meeting of the Advisory Committee of ICOMOS.

- c Prepare a summary annual report on ISC activities and progress made on the Scientific Plan.
- d Advise the Executive Committee on best practices and performances, as well as best use of the ISC resources, as they relate to the advisory and contractual duties of ICOMOS to UNESCO, the World Heritage Centre, ICCROM and any other international, regional or national heritage organization.
- e Develop and oversee the implementation of a 3-year Scientific Plan with a corresponding budget, and present it to the General Assembly for its adoption as part of the ICOMOS Work Programme required in Article 9 of the Statutes. The Scientific Plan shall be drafted in broad consultation with the ISC membership; it shall be multi-disciplinary in nature and will define areas and methods of inter-ISC cooperation. The Plan / Programme shall include clear objectives, a work plan, and a strategy for its completion; the budget will include the identification of existing and potential revenue sources.
- f Identify gaps among the ISC fields of specialization, and make appropriate recommendations to fill them.
- g Look for ways to render more effective and available to all of ICOMOS the expertise of the ISC members and the overall work of the ISCs, especially in the conceptualization and organization of the triennial Symposium of ICOMOS.
- h Adopt a process for the triennial performance evaluation of each ISC; carry out such evaluation; and convey its results and pertinent recommendations to the Executive Committee of ICOMOS as part of its annual report.
- i Receive, evaluate and formulate appropriate responses to requests for technical assistance from the Executive, Advisory, and National Committees of ICOMOS.
- j Receive and evaluate proposals for the formation of new ISCs and make recommendations concerning their approval to the Executive Committee of ICOMOS.
- k Formulate its own recommendation, or evaluate recommendations from others, regarding the dissolution of existing ISCs.
- l Investigate issues or complaints regarding the activities, governance, policies or performance of an ISC, and take the appropriate action to solve them, or refer them to the Executive Committee of ICOMOS.

- m Work closely with the ICOMOS Secretary General, President, Treasurer -General, and Vice President responsible for ISCs to coordinate the work of the ISCs with the ICOMOS Secretariat, and to disseminate it to the heritage community and the general public.

B The Scientific Committees

- 1 While desiring to accord the ISCs the maximum of independence and flexibility in support of their objectives, the Committees are expected to work within the framework established by statutes, rules of procedure and budgets of ICOMOS, as well as by these Principles.
- 2 The ISCs shall adopt goals and objectives that reflect the needs expressed by their members; and be supported by appropriate statutes, budgets, rules of procedure and programmes. Scientific committees are encouraged to meet as frequently as convenient to advance their scientific work, but shall meet at least once every three years. The organizing committee for each General Assembly, beginning with 2008, shall set aside at least one half-day for meetings of the ISCs
- 3 In addition, each ISC is encouraged to integrate into its triennial work programme training initiatives that address:
 - a The enhancement and actualization of the professional competence of its experts, especially those related to World Heritage issues, and
 - b The needs of new and junior members and young professionals in developing their specialization and competence in the specific field.
- 4 As a general rule, the work of the ISCs relies on the volunteer work of its members. If funds are available or required to dispense honoraria to ISC members, the ISC shall present to the Scientific Council for its approval, a plan for the team selection and payment of honoraria to its members, to ensure that all work meets ICOMOS requirements for ethics and transparency.
- 5 Each ISC shall be free to establish its officer structure and governing mechanisms. The Bureau will be composed of at least a president, a vice-president and a secretary-general from three separate countries. All members of the bureau must be expert members. ISCs managing a monetary budget are encouraged to have a Treasurer. The Committee shall ensure the Bureau has representation from different countries and provides key regional representation.

- a The Executive Committee of ICOMOS will appoint the first set of officers of an ISC. The members of the ISC will elect subsequent officers according to the committee's own statutes.
 - b Officers will be elected to a period of three years, and may serve a maximum of three such consecutive terms in each office, but in no case shall any one serve more than fifteen consecutive years.
 - c In accordance with Article 12 of the ICOMOS statutes, the President of each ISC will be an ex-officio member of the Advisory Committee of ICOMOS. The President may designate a Deputy to assume all pertinent responsibilities before the Advisory Committee.
- 6 ISC Bureaus shall be responsible for the overall financial and programmatic management of the work of the committees; and for establishing the appropriate sub-committees, task forces and/or working groups to ensure its proper functioning.
- 7 Elections for officers shall be verifiable. Each Committee shall establish a fair and transparent voting system according to its needs and circumstances (including postal or electronic). Regardless, of the mode, the results of all elections must be verifiable without sacrificing the integrity of the individual vote. It is recommended that a neutral party receives votes and provides results.
- 8 Each ISC shall prepare and submit to the Scientific Council an annual report. The contents of the annual report shall be specified by the Coordinators of the Scientific Council in consultation with the Advisory Committee and the Executive Committee. The Coordinators shall, whenever possible, seek to consolidate the annual report with other submissions required or requested by the Executive Committee to avoid duplicate submissions.
- 9 The establishment of an ISC Secretariat is strongly recommended for the proper functioning of the ISC. If no Permanent Secretariat exists, its duties should be specifically delegated to the ISC officers. The duties of the Secretariat shall include but not be limited to:
 - a Maintaining the archival record and institutional memory (in paper or electronic format) of the ISC. Changes of location in the Secretariat should include the transfer of the ISC archives.
 - b Serving the Bureau of the ISC.
 - c Ensuring the dissemination of information to all members of the ISC

- d Be directly in charge of, or make provisions for, the development, maintenance and expansion of the ISC Website, and if pertinent, a listserv.
- 10 Each ISC is to have its own website with reference to the ICOMOS website.

Formation of new International Scientific Committees

A Proposal

- 1 National Committees, specialized institutions or groups of at least 10 (ten) like-minded ICOMOS members, preferably representing different world regions, sharing a particular expertise, and wishing to form or sponsor a new ISC, shall submit a proposal to the Scientific Council, who in turn will present it to the Executive Committee along with its recommendations. The proposal will include:
- a Mission statement or a statement of need for the new committee, including its potential for cooperation with other ISCs.
 - b Manner in which the proposed committee will contribute to the progress of the current ICOMOS Scientific Plan / Programme.
 - c Long-term aims/goals and associated programmes of activities.
 - d Proposed Committee statutes.
 - e Proposed roster of members, ensuring broad representation.
 - f Annotated roster of affinity organizations or groups working in the field of interest, identifying proposed institutional partners, if any.
 - g Roster of proposed officers, along with professional credentials / curriculum vitae for each.
 - h Location of proposed Committee secretariat, including a letter of commitment to that effect.
 - i Proposed budget and details of financial and administrative support secured or to be secured.

B Incubation Period

- 1 Once the Executive Committee approves the formation of a new ISC, it shall be constituted for an incubation period of three years as a probationary task force.
- 2 During the incubation period, the group shall work as a fully functional ISC, and shall be required to meet all the programmatic, administrative and reporting duties of ISCs
- 3 At the end of the three year incubation period, the Scientific Council shall evaluate the probationary task force and make appropriate recommendations to the Executive Committee for:
 - a Its constitution as a permanent ISC;
 - b An extension of its probationary status;
 - c Its dissolution.
- 4 The Task Force may appeal any decision of the Scientific Council before the Executive Committee.

C Hybrid ISCs, or Committees shared with and responding simultaneously to ICOMOS and other affinity organizations

- 1 Under certain conditions, an ISC may be established in cooperation with one or more affinity organization in order to serve both. In such cases, the statutes may be adapted to suit the needs of ICOMOS and the other organization(s) involved. Nonetheless, the spirit of these principles shall be respected. The Scientific Council will evaluate all such proposals for Hybrid ISCs and make its recommendations known to the Executive Committee of ICOMOS.

Members

A General principles

- 1 The various membership categories in the ISCs shall be open to all members of ICOMOS, within the provisions stated below. It is the intention of ICOMOS that its ISCs continually gather a membership that will include the most recognized experts in its field of specialization, be representative of all of the world regions or pertinent regions, and recruit young or beginning professionals seeking such specialization; and that all be given ample opportunities and stimulus to become actively engaged in the work of the Committee. A structure of membership is recommended, as follows.

- 2 All members of the ISCs shall be familiar with the Statement of Ethical Commitment first adopted by ICOMOS in Madrid in 2002, and abide by it at all times. Failure to behave accordingly may result in dismissal.
- 3 All ISCs are to adopt criteria for minimum participation for all members, as well as grounds to exclude inactive members.
- 4 The categories of members for the ISCs will consist of the following, each with specific rights and responsibilities.

B Expert Members

- 1 There are no numerical limits to the number of Expert Members in an ISC. Any member of ICOMOS with proven or established expertise in the relevant field may be an Expert Member of the Committee. It is up to each ISC to adopt minimum criteria and a transparent and well-understood methodology to assess and verify the individual competence and expertise of applicants as well as to terminate the membership of a given Expert Member. All Expert Members must be ICOMOS members and may remain members so long as they are ICOMOS members and meet the ISC criteria for participation.
- 2 Experts Members may be nominated by their National Committee, be self-nominated, or directly invited by the ISC. Nominations may be accepted at any time.
- 3 Expert Members shall have the right to participate in any aspect of the work of the committee.
- 4 Voting at elections of the ISC bureaux as well as on amending the ISC's statutes will be done by Expert Members designated by the National Committee, restricted to one per state. In the event that the ISC considers the designated member to be unsatisfactory, it can appeal before the SC which will make a recommendation to the Executive Committee re that designation. All other issues and decisions shall be voted on by all Expert Members, without limitation.

C Associate Members

- 1 Members of ICOMOS who wish to gain knowledge and build up an expertise in a given field through active volunteer work may apply to be an Associate Member of an ISC.
- 2 The ISC will select Associate Members from among the applicants. The ISCs will strive to incorporate Associate Members in their work.

- 3 Associate Members are conditionally accepted for a period of three years, after which time their contribution to the Committee will be evaluated using a transparent and well-understood methodology to assess their contributions to the Committee. The Associate Membership shall be:
 - a Extended for another similar period of time, with a maximum of three such triennial extensions, or
 - b Upgraded to Expert Member, or
 - c Rejected on the basis of no participation or unsatisfactory performance.
- 4 When appropriate, an ISC may ask a National Committee to designate one or more Associate Members to help build up the particular expertise in countries where such a need exists.
- 5 Associate Members are accorded no voting rights.

D Non-ICOMOS Members

Non-ICOMOS Members who can make an important contribution to the ISC may be invited to participate in committee meetings and activities and will be encouraged to apply for ICOMOS membership. Non-ICOMOS Members are accorded no voting rights. No person should be a voting member unless he/she is in good standing of ICOMOS (or the other organization where there is a joint committee e.g. ICOMOS/IFLA).

E Institutional Members

When in the interest of ICOMOS and of an ISC, and at the ISC's discretion, the optional category of Institutional Membership may be established as follows:

- 1 Institutional Members shall be institutions, academic programs, government agencies, or any other juridical entity whose work and mission are closely aligned to those of the ISC.
- 2 Acceptance of an Institutional Member shall be through ballots from Expert Members.
- 3 Institutional Memberships will be valid for one triennium, and may be renewed indefinitely for additional three-year periods.
- 4 An Institutional Member may designate from its staff one person with the required qualifications to be its representative and spokesperson in the Committee. The Committee may accept that individual as an Expert Member.

- 5 Institutional Members are accorded no voting rights. However, if the Institutional Member has a representative accepted as an Expert Member of the Committee, that Expert Member shall have the same voting rights as any other Expert Member.

F Honorary Members.

Honorary Members may be proposed for election by Expert Members of the Committee. Honorary Members may participate in all activities of the Committee. Honorary Members are accorded no voting rights. Honorary Members may use the title of: "Honorary Member, ICOMOS ***** Committee."

Institutional Partnerships

- 1 When it is in its own interest, one or more ISC may enter into temporary or permanent, bilateral or multilateral partnerships with any institution or agency whose work, mission and/or resources may help advance the goals of the ICOMOS Scientific Plan / Programme or the work of the ISC.
- 2 Institutional Partnerships shall in no way curb or limit the independence of action and thought of ICOMOS and of its ISCs
- 3 Institutional Partnerships with a single ISC shall require the approval of the majority of the Committee's Expert Members.
- 4 Approval from the Scientific Council shall be required for any simultaneous partnership by one or more institutions with multiple ISCs.

Compliance

- 1 The statutes of all ICOMOS ISCs shall comply with these Principles and with the Statutes of ICOMOS.
- 2 All existing ISCs are required to revise their statutes and to bring them into compliance with these Principles within three years of this document's adoption by the Fifteenth General Assembly of ICOMOS in Xi'an, China.
 - 3 This document supersedes and replaces the following documents:
 - a Directives for the International Specialized Committees of ICOMOS" (Summa Vesuviana), adopted 12 December 1982
 - b Guidelines for ICOMOS International Committees, undated;
 - c Guidelines for International Committees, Paris, 19-20 February 1985

- d The Eger Principles for International Scientific Committees, adopted in Colombo, August 1993
- 4 The Scientific Council shall review the activities of the ISCs. Where it finds that an ISC is out of compliance with the provisions of these Principles, it shall provide advice and guidance to the ISC to assist the Committee to come into compliance. If a Committee remains out of compliance, the Council shall refer to matter to the Executive Committee with recommendations for corrective action.

Malta Guidelines for the ICOMOS International Scientific Committees

version 15 November 2009, including comments received at SC 2009/10 meeting

Foreword

Since its foundation, ICOMOS has recognized the importance of its International Scientific Committees as a cornerstone for international cooperation in the creation and sharing of specialized knowledge and the development of activities that will support the conservation and protection of the cultural heritage in all the world regions. Given their importance, ICOMOS has grappled with the issue of what to do about its non-contributing International Scientific Committees, that is, those Committees that, for a variety of reasons, are inactive or are not functioning according to the broad policy and Statutes of the organisation and the Eger-Xi'an Principles. Whilst these Committees are not numerous, they are a dilemma that affects the credibility of the organisation in a multitude of ways.

Whilst the ICOMOS statutes do not exclude the evaluation and guidance of International Scientific Committees, nor intervening on behalf of those that are not operating effectively, they provide no effective system for doing so. In part, this has been the reason why Committees that are idle have not had sufficient assistance to get back on track.

Several years ago, ICOMOS grappled with similar issues when it came to the National Committees and consequently adopted the Dubrovnik Guidelines (October 2001). This document is an adaptation of the Dubrovnik Guidelines to suit the nature of the International Scientific Committees in accordance with the Eger-Xi'an Principles.

It is expected that in 2009 the first round of reviews will take place and this will begin to establish a tradition that determines that at an international scientific level ICOMOS becomes a far more consistently active organisation than has perhaps been the case in certain areas in the past. The system will take some effort to implement and we hence appeal to International Scientific Committees to, in their own interests, co-operate with its implementation, and in so doing make our organisation more credible, effective and better able to serve the interests and needs of its members.

Introduction

ICOMOS is first and foremost a body, the purpose of which is to fulfil a need amongst professionals in our sector for active professional engagement and to ensure that our colleagues benefit from the opportunities and network that an efficiently run International Scientific Committee provides.

At the outset, it is important to understand that this document is no more than a guideline that proposes a system for assessment at the most basic level of activity of the operation of our International Scientific Committees. If an International Scientific Committee is found to be inactive or in difficulties, these guidelines provide for actions by the Scientific Council to assist in understanding and resolving the issues that are causing the problem.

The implementation of these guidelines will help the SC evaluate the success of each ISC and to recruit, as appropriate, other bodies of ICOMOS to assist it in publicizing and sharing the results of ISC work. Conversely, this reporting can also act as an early warning system that will show problems before they become detrimental, or cause the disbanding of a Committee.

The work of the International Scientific Committees is highly valued as a fount of collaboration, cooperation and production of work that sustains heritage preservation. It is important to note that these guidelines are flexible. They commit the Scientific Council to accept variations in culture of governance, volunteer professional activity and application of resources, which determine that in different scientific fields, International Scientific Committees may operate in different ways and at levels of activity that are relative to the resources available.

With the objective of quality performance of all International Scientific Committees, the annual report of each Committee will be reviewed in light of that Committees' current triennial plan and these guidelines. It is expected that for the majority of Committees, the annual report will be a vehicle for informing the whole of ICOMOS of the vital work being carried out as well as an opportunity for ICOMOS to support these efforts of professional collaboration and cooperation.

If the annual reporting indicates a deficiency in organization and/or performance, the Scientific Council will ask the Executive Committee to intervene to support full Committee function. Steps will be taken to re-activate a Committee, or terminate one that in reality no longer exists, as appropriate.

Activity Guidelines for ISCs

These guidelines are for use in documenting activities, performance, and general effectiveness of the International Scientific Committees of ICOMOS. They serve the multiple purposes of summarizing the work of each ISC, informing the broader ICOMOS community of these initiatives, and fostering inter-Committee collaborations.

In addition, they bring notice and aid to Committees who are not functioning effectively, assisting in distinguishing between those that are active and inactive. The SC and other ICOMOS bodies will assist International Scientific Committees to foster effective operations in the service of heritage professionals in the interests of the heritage of humankind, a mainstay of the work of ICOMOS.

Annual Reports

Each International Scientific Committee will submit an annual report to the ICOMOS Secretariat, which will be reviewed by the Scientific Council. The information contained in these reports will then be integrated into the ICOMOS Annual Report to capture the full range of this important work, will be website posted, and will be celebrated by the SC at its annual meeting.

This report should include the current activities of the ISC, where each initiative stands, and what remains to complete each initiative. The report should indicate how each activity fits into their triennial work plan. The format for the report and the details provided by the Committee will facilitate review for compliance with these Malta Guidelines (October 2009). The report will refer to following criteria of performance.

Performance Criteria for Administration

In addition to the annual reports, International Scientific Committees will be reviewed by the Scientific Council on a triennial basis in order to assure that each ISC is following a common criteria:

ISC Compliance with Eger-Xi'an Principles

Although it is acknowledged that some exceptions may apply to Hybrid Committees, the following performance criteria are necessary under the Eger-Xi'an Principles:

- 1 Adoption of Statutes that conform to the Eger-Xi'an Principles (or in the process of revising them within a time-frame acceptable to the Scientific Council).
- 2 Adoption of new membership criteria.
- 3 Submission of an annual report.
- 4 Triennial elections and rotation of office-bearers.
- 5 Annual Committee meetings in person or electronic with one meeting coincident with the triennial ICOMOS General Assembly.
- 6 Annual submission to the Secretariat of reliable contact details (e.g.: postal address, fax, or e-mail).
- 7 Subscription, of more than one Bureau Member to the Scientific Council's listserv.
- 8 Compliance with the Ethical Commitment Statement adopted in Madrid in November 2002.

ISC Administration and Membership

- 1 Evidence of representation at Scientific Council meetings, Advisory Committee meetings and General Assembly.
- 2 Response to circulars and appeals by the Scientific Council and the Secretariat.

- 3 Response to appeals made by members of the Committee, members of ICOMOS and the general public.
- 4 Dissemination of information to members.
- 5 List of members including membership category, NC and voting designation (NC-designated voting member or not).
- 6 Numerical growth in all membership categories by region.
- 7 Process for identifying and inviting highly recognized individual experts in the field to join the ISC.
- 8 Record of outreach to National Committees requesting the identification of individual members who should be invited/nominated to the ISC.

ISC Professional Activities

In general, the development of a triennial work plan that meets at least one of the agreed priorities of ICOMOS and the Scientific Council is an expected goal to improve knowledge in an ISC's specific area of cultural heritage. Professional contributions, based on that plan and on the goals adopted by each ISC, should address the following:

- 1 Implementation and achievement of triennial work plan in general and of the agreed priorities of ICOMOS and the Scientific Council in particular.
- 2 Collaboration with other ISCs.
- 3 Contribution to regional meetings.
- 4 Dissemination of information regarding new professional initiatives to all ISCs.
- 5 Membership and mentoring young professionals.
- 6 Contribution to ICOMOS' World Heritage activities.
- 7 Conferences or regional workshops organized by the ISC, with identification of attendance by region.
(format.)
- 8 Other activities/publications.
- 9 Dissemination of information regarding activities/publications to the general membership of ICOMOS.
- 10 Dissemination of publications to the ICOMOS Documentation Centre.
- 11 List of affinity institutions with whom partnerships or cooperation is ongoing or envisioned as a potential.

Performance Review Procedures

Although, in practice, the SC will review annual reports in the process of preparing a summary report for the Scientific Council, Advisory Committee and the Executive Committee, thus providing the opportunity to distinguish active from inactive Committees in a more timely fashion, the activities and performance of each of the International Scientific Committees shall be formally reviewed trinennially based on their annual reports in the activity of the above-listed performance criteria and as it applies to each Committee's triennial work plan.

The Scientific Council shall appoint three Officers or three of its members to conduct the evaluation. The reviewers will be elected for a three-year term. The reviewers will not assess the work of their respective Committees and will be replaced in such cases by an Officer of the Scientific Council.

The reviewers can request additional data or interim reports from an ISC to carry out their review effectively. The opportunity for each ISC to make recommendations for assistance in achieving basic or enhanced performance will be included in their annual report. Conversely, the reviewers will note areas where ICOMOS could help, improve and/or increase ISC performance in general or specifically. The reviewers will take into consideration the special conditions of hybrid ISCs as well as their own triennial work plans.

The reviewers will submit a triennial report to the Officers of the Scientific Council three months before the meeting of the SC, coincident with the year before the General Assembly. The review report will be presented at the SC's meeting. It is anticipated that in most cases, this review process will inform ICOMOS, the global heritage community, and the public at large of the excellent and effective work of the professionals who contribute to the heritage of global culture through the ISCs.

The SC will seek ways to guide all ISCs to come into compliance and provide assistance to ISCs wherever required. Based on the reviewers' report, the Scientific Council will submit recommendations to the Executive Committee of ICOMOS, when necessary.

List of ICOMOS International Scientific Committees

ISC20C	20th Century Heritage
ISCARSAH	Analysis and restoration of structures of architectural heritage
ICAHM	Archaeological heritage management
CIPA	Cipa – heritage documentation Conservation / restoration of heritage objects in monuments and sites
ISCCCL	Cultural landscapes ICOMOS-IFLA
CIIC	Cultural routes
ICTC	Cultural tourism
ISCEAH	Earthen architectural heritage
ISCEC	Economics of conservation
ICOFORT	Fortifications and military heritage
CIVVIH	Historic towns and villages
ICICH	Intangible Cultural heritage
ICIP	Interpretation and presentation
ICLAFI	Legal, administrative and financial issues
IPCH	Polar heritage
CAR	Rock art
ISCSBH	Shared built heritage
ICORP	Risk preparedness
ISCV	Stained glass
ISCS	Stone Theory and philosophy of conservation and restoration
CIF	Training
ICUCH	Underwater Cultural heritage
CIAV	Vernacular architecture Wall painting
IWC	Wood

Guidance in setting up a new ICOMOS International Scientific Committee & a suggested International Scientific Committee Statute

Prepared by the International Scientific Committee on Legal Administrative and Financial Issues (ICLAFI), 28 August 2010

For the use of ICOMOS International Scientific Committees (ISCs) in drafting Committee Statutes that meet the requirements of ICOMOS Eger-Xi'an Principles.

ICOMOS provides rules for setting up International Scientific Committees. These derive from the ICOMOS Eger - Xi'an Principles for the International Scientific Committees of ICOMOS adopted by the 15th General Assembly of ICOMOS at Xi'an in October, 2005 and finalized by the Scientific Committee of ICOMOS.

This document provides Guidance for setting up a new ISC and is based on the Eger – Xi'an Principles. It sets out some basic questions that need to be addressed in setting up a new ISC, and drawing up its statute. The second part of the document sets out a template for a set of statutes, that others have found useful.

ICLAFI, as the ICOMOS ISC on legal issues, offers the service of helping new and existing ISCs to draw up or revise their Statutes. We can be contacted through the ICOMOS webpage.

Drawing up Statutes for a new International Scientific Committee

a checklist of items to be covered

This document will assist you when you wish to set up a new ISC in ICOMOS and have to think about the ISC's Statute. It sets out some questions that need to be addressed.

ISCs are established under two main ICOMOS documents and the statutes of any new Committee must follow them. Similarly, existing ISCs will be amending their Statutes to conform to the new rules. The two basic documents are:

- The Statutes of ICOMOS, Article 14; and
- the Eger - Xi'an Principles for the International Scientific Committees of ICOMOS adopted by the 15th General Assembly of ICOMOS at Xi'an in October, 2005 and finalised by the Scientific Committee.

Points to Consider in drafting an ISC Statute

General

1 Name

What is the name of the new ISC?

2 Definitions

It is often useful to define some of the terms to be used in the Statute of an ISC. This helps consistency and to avoid repetition. It was useful in drafting the accompanying draft statute to define the following terms:

- 1 Terms used in setting up the structure of an ISC:
 - "Bureau" The ISC will need to decide on a management structure. Existing ISCs often use the term bureau. The Eger - Xi'an Principles use the term "officer structure" (See Articles II. B.5).
 - "Committee" the name of your ISC so you do not have to keep repeating it.
- 2 Terms used in describing the work proposed for the new ISC:
 - "conservation"
 - "heritage places"

- 3 References to important ICOMOS documents:
- “Statutes of ICOMOS”
 - “Eger - Xi’an Principles”

3 Purpose

What are the aims and proposed activities of the new ISC? Why have another ISC?

4 Membership

1 Categories of membership

A major change under the Eger-Xi’an Principles is the categories of members. Some categories are obligatory and some are not. See Eger-Xi’an Article IV.

- Obligatory : The ISC statute must provide that members of ICOMOS may become expert members, with voting rights (Article 4B), or associate members (Article 4 C).
- Not Obligatory: The Statutes may also provide for the following categories, which may also be available to non-members of ICOMOS:
 - Non-Icomos members (Article 4 D);
 - honorary members (Article 4 F),
 - institutional members (Article 4V E).

An ISC may also enter into institutional partnerships (Article 4 V).

2 Loss of membership

Consider whether and when expert members (those with voting rights) should lose their membership.

The attached draft suggests this happen after not attending three consecutive Annual Meetings of the Committee, without due cause.

Administration

You could either start with a structure, or consider what functions have to be provided for, and then consider who should carry them out. The Eger - Xi’an Principles envisage a structure of:

- Officers, making up a Bureau (Article II B(5)),
- Secretariat, if applicable, see Article II B 9.

There is also provision for sub-committees, task forces and working groups. (Article II B 6). If the main function of these groups is to report back to the officers or committee, which then considers the advice and makes the decision, they need not be very formal.

1 **Triennial program**

The Eger-Xi'an Principles (clause II B 3) refer to an ISC's triennial work program. This will need to be provided for. Also consider whether your ISC needs to draw up a budget. Allocate these tasks.

2 **Reports**

Provision should be made for an:

- Annual Report (Article II B 8 of the Eger - Xi'an Principles
- triennial report and program of activities for the ICOMOS General Assembly.

3 **Finances**

Will the ISC be handling money? If so, you need to consider what types of moneys will the ISC seek or accept? Some are not difficult, e.g., grants from within ICOMOS, or from other like minded non-government organisations. The ISC may need, however, to set up an approval process for moneys from other sources, in-kind support, gifts, bequests and other grants.

4 **Budgets and accountability**

If the ISC has or is seeking money, provision should be made for someone to take responsibility for overall financial management. This may include drawing up a budget and financial plan and keeping records of financial transactions. The ISC should consider whether it requires an annual audited statement of finances. (See Article II B 6 of the Eger-Xi'an Principals)

Procedures

1 **Committee meetings**

The ISC should address the following questions:

- How often must the ISC meet?
- What types of meetings are required, eg, annual meetings, ordinary meetings?
- If a new ISC, what is necessary to be done at the first meeting to start the ISC off on its work? Note that the Committee should have a program already approved by ICOMOS. (Article III A of the Eger – Xi'an Principles)
- What happens at subsequent meetings, eg, to review the program of activities?
- When are elections for the Officers of the Committee to be held? (Article II B 5. of the Eger - Xi'an Principles)
- What is the quorum for meetings?

2 **Voting at Committee meeting**

Consider:

- decisions by a majority of votes of the expert members;
- voting by proxy and any limitation on the number of proxies a member may exercise;

- whether, if attendance is low, a number of expert members who are present may require questions be voted on by a postal vote or an electronic or fax vote on the question amongst all expert members.

Note:

The ICOMOS Scientific Council at its meeting in Edinburgh decided that: in the election for the bureau of Scientific Committees; and on motions to amend the statutes of Scientific Committees, there should only be one vote per country, and that that vote be cast by a person designated by the National Committee of the country as its representative on the Scientific Committee (Article 4 B 4).

3 Officers of the Committee

What is the ISC officer structure? The Eger – Xi'an Principles requires a President, Vice-Presidents and a Secretary (Article 2 B 5). These officers should be from 3 different countries. (Articles II B 5).

A Treasurer may be required if the ISC is to manage a budget.

4 Bureau

Will the officers constitute an ISC Bureau? What functions should the Bureau have? See Article II B 6 of the Eger - Xi'an Principles.

5 Election of officers

Many disputes arise in elections, so the provisions for elections should be detailed but clear. The following should be covered:

- If no candidates are nominated for election, how will the ISC decide?
- Should there be a secret ballot?
- If there is more than one candidate for a position, how will an election be held?
- When?
- By what method: postal vote? If so, under whose supervision? By letter, fax, and/or electronically.
- See Article II B 7 of the Eger-Xi'an Principles)

6 Meetings of the Bureau

- When and how often should the Bureau meet?
- Should it meet, say, at least once in any year?
- What may it decide and do?
- What is a quorum and the voting procedure?

Actual meetings of the Bureau are probably difficult to arrange outside of Committee meetings. A decision making process by letter, fax, and/or electronically could be provided for.

7 Languages

What are the working languages of the Bureau and the Committee?

8 President

What are the duties of the President of the Committee?

9 Secretariat

Will the ISC establish a Secretariat? See, Article II B 9 of the Eger - Xi'an Principles. What are its functions?

10 Working Groups and Sub-Committees

- Should there be provision for establishing sub-committees and working groups of the ISC?
- What are their functions? To whom should they report?
- Should they prepare a formal annual report?

11 Amendments

Provide a procedure for amending the ISC Statute. One way might be by a resolution of at least 75 % of the expert members nominated by their national committees for the purpose (see above), voting in a postal, electronic or fax ballot.

12 Dissolution

Provide for the dissolution of the ISC and distribution of any assets.

A Suggested International Scientific Committee statute

This draft Statute for proposed IS Committees is based on the suggestion that it is often a good idea not to encourage the drafters of subsidiary document to paraphrase important basic documents. The most relevant Basic Document, the Eger-Xi'an Principles, is complicated, and paraphrasing could lead to confusion or error. Also the Principles should not be ignored. Optimistically, perhaps, this draft encourages ISC members to refer to the ICOMOS Basic Documents regularly and often.

This draft strives for simple formulations and to this end, incorporates some modern features of drafting, including:

- using "must" rather than "shall";
- including requirements on someone to do something, rather than general formulations of aspirations
- preferring the active to the passive voice.

Statute of ICOMOS International Scientific Committee for XYZ If using this draft, remember to fill in the gaps!

Article 1

This Statute may be referred to as the Statute of the ICOMOS International Committee for XYZ.

I Establishment

Article 2

The International Committee for XYZ is established in accordance with Article 14 of the Statutes of ICOMOS and the Eger - Xi'an Principles for the International Scientific Committees of ICOMOS.

II Definitions

Article 3

In this Statute:

- "Bureau" means the Bureau of the ICOMOS International Committee for XYZ elected under Article 12.
- "Committee" means the ICOMOS International Committee for XYZ established by Article 1;

- “conservation” includes conservation, restoration, rehabilitation and enhancement;
- “heritage places” includes historical monuments, groups of buildings and sites;
- “Statutes of ICOMOS” means the Statutes adopted by the VIth General Assembly of ICOMOS at Moscow on 22 May 1978;
- “Eger - Xi’an Principles” mean the Eger -Xi’an Principles for the International Scientific Committees of ICOMOS adopted by the 15th General Assembly of ICOMOS at Xi’an in October, 2005 as finalized by the Scientific Committee.

III Aims and Activities

Article 4

- 1 The aim of the Committee is to further the conservation and protection of heritage places through *(complete the sentence)*.
- 2 In particular, the Committee will:
 - a promote awareness of the conservation of heritage places through... ;
 - b serve as a body with expertise promoting...;
 - c be a forum for discussion and for the exchange of information, regionally and internationally, on matters of principle and of technical, legal and administrative practice affecting the conservation of heritage places through ...;
 - d focus on the provision of information for governments, the general public and political organisations about the conservation of heritage places

Article 5: Triennial program

The Committee must formulate and carry out a triennial work program of activities, which must be in accordance with the statutes, rules of procedure, and budgets of ICOMOS.

IV Membership

Article 6

- 1 Members may be admitted to the Committee as expert members, associate members, non-ICOMOS members, institutional members and honorary members.
- 2 Article IV of the Eger - Xi’an Principles applies to membership of the Committee.
Comment: In most cases what is in Eger Xi’an is clear and sufficient. The following may be useful additions:
 - Expert members – the ISC will need to set minimum qualifications and criteria (Article 4 B 1),

- Non - ICOMOS members. Eger Xi'an does not go into detail about how these may be admitted. It might be prudent to say how they may be admitted. The usual way would be by vote of *the Expert Members*.
- 3 Should an expert member not attend three consecutive Annual Meetings of the Committee without due cause, the Bureau may decide to withdraw the membership of the expert member.

V Finances

Article 7

- 1 The Committee may accept:
- a grants from national, regional and international organisations;
 - b grants and other contributions from ICOMOS National Committees;
 - c gifts and bequests; and
 - d other grants, forms of income and in-kind support, approved by the Bureau.

Note: there is a warning implicit in d. that some forms of money need scrutiny.

- 2 For the purposes of Article II B 6 of the Eger-Xi'an Principles, the Bureau must draw up a budget and financial plan and maintain an appropriate record of all financial transactions. Each year it must (may) arrange for an audit statement of those transactions.

Note: It may be expensive to obtain an audit of the ISC's accounts.

VI Administration

Article 8: Committee meetings

- 1 The Committee may meet as often as is necessary to conduct its business, and must meet at least annually.
- 2 If the Committee meets more than once in any year, it must designate one of those meetings as its Annual Meeting.
- 3 At its first meeting, the Committee must consider how to give effect to the items in its proposal approved by the Executive Committee of ICOMOS under Article III A of the Eger – Xi'an Principles.
- 4 At subsequent meetings the Committee may do such things as are necessary and convenient to further its aims and pursue its activities, and must:

- a review its program of activities; and
- b if the meeting is its Annual Meeting, when necessary under Article 12 conduct elections for the Officers of the Committee, according to Article II B of the Eger - Xi'an Principles.

5 The quorum for a committee meeting is

Article 9: Annual report

The Committee must draw up an annual report in accordance with Article II B 8 of the Eger-Xi'an Principles.

Article 10: Triennial report

- 1 In the year of the ICOMOS General Assembly, the Committee must draw up a triennial program of activities which includes:
 - a clear and precise objectives;
 - b a work program; and
 - c if applicable, a budget with a financial plan.
- 2 The triennial programme must be forwarded to the Executive Committee of ICOMOS not less than three months before the date of the General Assembly.
Comment: This requirement in (3) is taken from the ICLAFI Statutes, and while not on in the Eger-Xi'an Principles seems useful.

Article 11: Voting at Committee meetings

- 1 Questions arising at any meeting of the Committee shall be decided by a majority of votes of the expert members present or represented by proxy. A voting member may not hold or exercise the proxy of more than two absent expert members.
- 2 Where less than half of the expert members are present at a meeting, the Committee must, at the request of an expert member present at the meeting, defer a decision on a question and hold a postal vote on that question amongst all expert members. The President will formulate a question to which an affirmative or negative answer can be given and announce a time limit for a postal vote to be registered.
Note: This is an extension of Article IV B of the Eger–Xi'an Principles. Given the international spread of the membership of many ISCs, the addition of postal voting is recommended. An ISC could also consider allowing voting by fax and email. Below is a suggested provision.
- 3 A postal vote may be conducted electronically and votes accepted from expert members who have beforehand registered a verifiable electronic address with the Bureau. A vote transmitted by telefax must be signed by the voter.

Article 12: Officers of the Committee

- 1 The Committee must choose from amongst its voting members the following officers who form the Bureau of the Committee:
 - a a President,
 - b XX Vice-Presidents
 - c a Secretary; and
 - d if the Committee so decides, a Treasurer.

Note: The Eger - Xi'an Principles encourage the election of a treasurer if the ISC is to manage a budget.

- 2 The President, Vice President(s) and Secretary should represent 3 separate countries.
- 3 Articles II B 5, 6 and 7 of the Eger - Xi'an Principles apply to the officers.
Note: This structure is recommended in the Eger – Xi'an Principles
- 4 The Bureau has the functions set out in Article II B 6 of the Eger - Xi'an Principles and, in particular, is responsible for:
 - a implementation of the Committee's decisions;
 - b preparations for the Committee's meetings;
 - c preparations for Committee elections; and
 - d drafting the annual report required under Article 9.

Article 13: Election of officers

- 1 For the purposes of Article II B 7 of the Eger-Xi'an Principles the Committee must choose its officers by election.
- 2 Voting for officers of the Committee is according to the principle of one vote per country, and only an expert member designated by a National Committee of ICOMOS as its representative on the Scientific Committee may vote (Article IV B 4 of the Eger-Xi'an Principles.)
- 3 If no candidates are nominated for election, officers will be chosen during the meeting of the Committee in that election year by secret ballot.
- 4 If more than one candidate is nominated for election by the expert members of the Committee an election must be held.
- 5 Election must be held at least three months prior to the annual meeting of the Committee in the election year.
- 6 Elections must be by a postal vote under the supervision of a member appointed by the Bureau. Postal voting is usually carried out by letter, but an expert member may choose to submit a vote by fax.

- 7 Subject to Article II B 7 of the Eger-Xi'an principles, the Committee may decide to accept votes in electronic form.
- 8 Where a postal vote is to be conducted electronically, votes will be accepted from expert members who have beforehand registered a verifiable electronic address with the Bureau. A vote transmitted by telefax must be signed by the voter.

Article 14: Meetings of the Bureau

- 1 Between meetings of the Committee, the Bureau acts on behalf of the Committee, and, in particular, is responsible for:
 - a the day to day operations of the Committee,
 - b the preparation and carrying out of, and reporting on, the Committee's program of activities; and
 - c the recruitment of members.
- 2 The Bureau may meet as often as is necessary to conduct its business, and must meet at least once in any year.
- 3 To reflect the diversity of the region, the working languages of the Bureau are
- 4 The quorum for a meeting of the Bureau is
- 5 Questions arising at any meeting of the Bureau shall be decided by the majority of vote of members present or represented by proxy, or by postal vote.
- 6 A postal vote may be conducted electronically and votes will be accepted from expert members who have beforehand registered a verifiable electronic address with the Bureau. A vote transmitted by telefax must be signed by the voter.

Article 15: President

The President of the Committee:

- a must convene, and draw up the agenda for, meetings of the Committee and of the Bureau;
- b presides over meetings of the Committee and of the Bureau, at which the President is present;
- c arrange for minutes to be taken of decisions of the Committee and Bureau and
- d represents the Committee vis-a-vis third parties.

Article 16: Secretariat

If the Committee decides to establish a Secretariat to support the administration of the Committee, Article II B 9 of the Eger - Xi'an Principles applies.

Article 17: Working Groups and Sub-Committees

- 1 The Bureau may appoint one or more sub-committees of members of the Committee.
- 2 The Bureau may assign questions of a technical, scientific or professional nature to the relevant sub-committee.
- 3 A sub-committee is subject to the directions of the Bureau.
- 4 A sub-committee must submit an annual report of its activities to the Committee.

VII. Amendments**Article 18:**

- 1 The Committee may amend this Statute by a resolution for which at least 75 % of eligible expert members vote.
- 2 Voting on amendments to this Statute is according to the principle of one vote per country, and only an expert member designated by a National Committee of ICOMOS as its representative on the Scientific Committee may vote.
- 3 Voting may be by a postal vote under the supervision of a member appointed by the Bureau. Postal voting is usually carried out by letter, but an expert member may choose to submit a vote by fax.
- 4 A postal vote may be conducted electronically and votes will be accepted from expert members who have beforehand registered a verifiable electronic address with the Bureau. A vote transmitted by telefax must be signed by the voter.
- 5 An amendment is subject to ratification by the Executive Committee of ICOMOS.

VIII Dissolution**Article 19**

If the Executive Committee of ICOMOS dissolves the Committee, the Executive Committee of ICOMOS shall within a period of six months transfer the assets of the Committee to an appropriate cultural organization.

Programme

Draft 2012-2014 Programme

Text in preparation

Policy papers

Use of the ICOMOS Name and Logo

Text in preparation

Procedure for the adoption of a doctrinal text

Presented at the 31th session of the Executive Committee in May 1984 and approved after review at the 33th session of the Executive Committee in November 1984 (Paris)

Definition

A doctrinal text is a group of ideas which one affirms to be true and by which one claims to furnish an interpretation of facts in order to direct action.

Procedure

- 1 A doctrinal text must have been either prepared or studied by a Specialised International Committee or by an ad hoc committee designated for this purpose by the Executive Committee.
- 2 A doctrinal text must have been distributed to all the ICOMOS National Committees for comment.
- 3 A doctrinal text must have received the approval of the Executive Committee no later than at the end of the year session preceding the year of the General Assembly.
- 4 A doctrinal text must have been re distributed in its revised form to all the National Committees for information, at least three months before the General Assembly.

After this procedure has been followed, the text may be proposed for adoption and ratification by the General Assembly.

Publications and Peer review

Text in preparation

Policy for the Implementation of the ICOMOS World Heritage Mandate

Approved by the ICOMOS Executive Committee, 17 January 2006 and amended in November 2007

A revised version will be discussed at the Executive Committee meeting, October 2010

The purpose of ICOMOS' involvement with the World Heritage Convention is provision of the highest available degree of professional expertise in the evaluation of World Heritage nominations and other aspects of implementation of the World Heritage Convention. The purpose of this document is hence to ensure that the credibility of ICOMOS in performing these functions is above question and to this end it brings together a variety of practices and decisions that have been previously adopted.

Further to the above, ICOMOS understands that in dealing with this area, situations that have potential to create perceptions of conflict of interest are as damaging to the credibility of its work as those in which an actual conflict may exist. This policy is hence designed to avoid both situations where misperceptions may arise and those that raise real questions concerning the validity of its professional opinions.

Experts in the ICOMOS World Heritage system include all persons involved in the process of evaluation of nominations, state of conservation reports and other missions and programmes, including amongst others experts consulted by ICOMOS, its World Heritage Panel (ie: the Panel appointed by the Executive Committee of ICOMOS to evaluate the work of the organisation in the area of World Heritage), experts presenting nominations and the state of conservation reports to the Panel and World Heritage Committee, those conducting evaluation missions and other officers of the organisation.

In order to avoid possible conflicts of interest the following apply:

- 1 ICOMOS bases its evaluations and other opinions on research and peer review.
- 2 Whilst as a standard practice ICOMOS consults the national committees concerned with a property that is being evaluated, in all other steps of the process it draws only on experts from countries other than the State Parties concerned.
- 3 ICOMOS does not use in its involvement with a property, experts who have contributed to the nomination file, the development of a management regime or any other study, or state of conservation report submitted by a State Party, regardless of the nationality of the experts concerned.

- 4 All experts involved in ICOMOS' World Heritage work are required to disclose to ICOMOS any advice given or other work (scientific, professional, contractual or voluntary) done on advancing the nomination of the property in question or such activities in the country concerned, including the particular circumstances of the service provided (eg: guest expert).
- 5 ICOMOS does not utilise in field evaluations experts who are currently serving as representatives of their countries on the World Heritage Committee.
- 6 Experts are all made aware of the ICOMOS Ethical Commitment Statement and are required to abide by its principles.
- 7 In order to ensure equitable handling of all nominations and state of conservation reports, ICOMOS does not entrust external missions to any of those whom it employs in its Secretariat or in any other capacity to process World Heritage nominations, nor does it involve those serving on its World Heritage Panel or its International Executive Committee.
- 8 During discussion of a report or situation that concerns their own country, members of the World Heritage Panel must absent themselves from discussion and decision making processes.
- 9 The recommendations to the World Heritage Committee adopted by the ICOMOS World Heritage Panel, or a working group mandated to evaluate additional information, are final and may not be changed or amended in any way other than by the Panel itself.
- 10 When new information concerning a nomination is submitted by a State Party before 28 February, a revised evaluation will be submitted to the World Heritage Panel, or a working group convened for this purpose, in order that the recommendation to the World Heritage Committee may, if appropriate, be amended. New information received after 28 February will only be examined for submission to the following year's session of the World Heritage Committee.
- 11 The recommendations and opinions of ICOMOS experts and the World Heritage Panel are confidential and individuals may not in their independent capacity engage the media, representatives of the State Party or any other individual or organisation that may or may not have an interest in the property concerned. Furthermore, officials of ICOMOS and members of its World Heritage Panel may not disclose the discussions that have taken place in the panel to any person or organisation that was not present in those discussions.

- 12 In the event that a member of the World Heritage Panel or an expert used in ICOMOS World Heritage processes fails to implement any aspect of this policy, sanction/s shall be applied. These shall be determined by the Executive Committee of ICOMOS, or any sub-committee thereof to which such authority is delegated and shall be relative to the severity of the breach. However, in cases where it is believed to have compromised the credibility of ICOMOS as an objective and unbiased adviser to the World Heritage Committee and UNESCO, the individual concerned shall automatically be debarred from further participation in ICOMOS work associated with World Heritage matters and other areas of its work where it is important that the organisation project an image of impartiality.
- 13 In the event that there is evidence that an employee of the organisation has breached this policy, disciplinary action in accordance with prescribed processes shall be implemented.
- 14 Every person employed or otherwise paid by ICOMOS in its Secretariat, or other capacity to process World Heritage nominations, and all participants in the World Heritage Panel shall sign a copy of this statement and submit it to the Secretariat before taking up such duties.
- 15 A copy of this policy must be provided to every other individual formally involved with ICOMOS World Heritage work all of whom must indicate in advance that they understand and will abide by its terms.

I (*full names*)
declare that I have read, understand and will abide by the above in all aspects of my involvement with the work of ICOMOS concerning World Heritage matters, and understand that my failure to do so may result in my removal from such areas of responsibility.

SIGNATURE: _____

DATE: _____

Partnerships

Text in preparation

Policy for ICOMOS representation at events Adopted by the Executive Committee in February 2009 (EXCOM 2009/02 Decision 5.1)

A revised version will be discussed at the Executive Committee meeting in October 2010.

- 1 Criteria will be used to assess the importance of the meetings (e.g. are other organisations represented at the level of their President?);
- 2 Draft criteria are to be developed by the Bureau, based on the 2009 experience, and submitted to the Executive Committee for decision at its first meeting in 2010;
- 3 Executive Committee members will provide the International Secretariat with a copy of the invitations they receive in that capacity, indicating whether they will attend the event or not, and if an ICOMOS representation is required or desired;
- 4 In order to facilitate their processing, any correspondence with the Secretariat related to events and invitations will indicate in the subject CAL (< calendar) or INV (<invitation) as appropriate;
- 5 The Secretariat, with the help of the Executive Committee members, will try to identify the major events for the year ahead and include them in the calendar;
- 6 All important events, and in particular those ICOMOS is invited to attend, will be integrated in the ICOMOS calendar;
- 7 The President will make every effort to represent ICOMOS at all meetings that are of the highest importance;
- 8 If the President cannot attend, a regional Vice-President will be invited to represent ICOMOS;
- 9 The Vice-Presidents will make every effort to represent ICOMOS at meetings of regional importance:
 - Africa: Andrew Hall
 - Americas: Alfredo Conti
 - Europe: Wilfried Lipp
 - Asia Pacific: Kristal Buckley & Guo Zhan
 - North Africa and Middle East: Andrew Hall;
- 10 The SG and TG will represent ICOMOS at meetings related to their portfolio and other meetings when the President or the Vice-Presidents are not available;

- 11 The International Secretariat will represent ICOMOS at meetings related to its own duties and other meetings as requested by the Bureau, with support of one or more Bureau members, as appropriate;
- 12 If a Bureau member cannot attend a regional meeting, other Executive Committee members of the region will be invited to represent ICOMOS;
- 13 If no Executive Committee member can attend a regional meeting or any other meeting he/she was invited to, the President(s) of the relevant National Committee(s) will be invited to represent ICOMOS;
- 14 If the topic of a meeting falls within the scope of an ISC, the President of the relevant ISC or his/her representative will be invited to represent ICOMOS. In finding the most appropriate representative, the ISC will make every effort to send a member of the region;
- 15 At all times, the Secretariat will fully inform the National Committee of invitations to events that take place in its country;
- 16 Any representative of ICOMOS is required to:
 - Present the ICOMOS official position and in any case clearly establish the distinction between official positions and personal opinions;
 - Check the ICOMOS position before accepting to represent ICOMOS; a briefing will be provided by the Secretariat;
 - Send a brief report to the Secretariat within 15 days of the event, so that ICOMOS can ensure follow-up and continuity;
- 17 The Secretariat will steer the process whilst copying the messages for information to the SG and to the persons to whom the invitation has been initially addressed. Correspondence to NC or ISC, will be systematically addressed to the President and the secretariat of that committee;
- 18 The ICOMOS budget will not, for the time being, cover travelling costs to attend events. However, in the future support for travelling could be envisaged once the needs of other budgetary priorities are fulfilled (e.g. staff);
- 19 The Policy will be reviewed after one year.

Award of Missions and contracts

Text in preparation

Criteria for Co-option

Adopted by the Executive Committee in September 2006 and amended in November 2008

A co-opted member shall:

- 1 Be an individual active member of ICOMOS in good standing for at least three years,
- 2 Be an active professional,
- 3 Contribute to a greater equity in the representation of regions of the World on the Executive Committee,
- 4 Not be duplicating a country already represented on the Executive Committee except for the President's country,
- 5 Not be an unsuccessful candidate to the elections that constituted the current Executive Committee,
- 6 Be able to fully take part in meetings and contribute to the work of the Executive Committee,
- 7 Be able to develop National Committees and activities in their region;
- 8 Contribute to a greater equity in the representation of women on the Executive Committee,
- 9 Not be co-opted previously unless justified by exceptional circumstances;

Relations with press

Text in preparation

Prizes and grants

Honorary membership of ICOMOS

15th General Assembly of ICOMOS, Xi'an, China

17 – 21 October 2005

Up-dated 14 November 2005

In accordance with Article 6. A. of the ICOMOS Statutes, Honorary Membership is also conferred by the General Assembly, at the proposal of a National Committee, upon individuals who have rendered distinguished service in the field of conservation, restoration and enhancement of historical monuments, sites, and groups of buildings. The selection is effectuated by the same Selection Committee as for the Gazzola Prize.

So far Honorary Membership of ICOMOS has been conferred on:

1975/78	Stanislaw Lorentz - Poland Jan Zachwatowicz -Poland Milton Lord - USA
1981	Ernest A. Conally - USA Guglielmo de Angelis d'Ossat - Italy Vladimir Ivanov - USSR Jean Sonnier - France
1987	Emanuel Hruska - Czechoslovakia René Pechère - Belgium Alfred R. Schmid - Switzerland
1990	Bernard Feilden - UK Ann Webster Smith - USA M.W. Hansberger - GDR M.D. Derscenyi - Hungary (conferred posthumously) H. Foramitti - Austria (conferred posthumously)
1993	Alfred Majewski - Poland Géza Entz - Hungary (conferred posthumously) Jorge Gazaneo - Argentina Radu Popa - Roumania (conferred posthumously) Stephan Tschudi-Madsen - Norway
1996	Dobroslav Libal -Czech Republic Peyo Nikolov Berbenliev - Bulgaria Cevat Erder - Turkey Miklos Horler - Hungary Mladen Georgiev Mintchev - Bulgaria Richard Benjamin Nunoo - Ghana

- 1999
- Maurice Carbonnell - France
 - Olgierd Czermer - Poland
 - Hiroshi Daifuku - USA
 - Joan Domicelj - Australia
 - Jan Jessurun - the Netherlands
 - Maija Kairamo - Finland
 - Harald Langberg - Denmark
 - Paul Mylonas - Greece
 - Andras Roman - Hungary
 - Augusto da Silva Telles – Brazil
- 2003
- Robertson Collins – USA (posthumously)
 - Carl Filip Mannerstrale – Sweden (posthumously)
 - Mihaly Zador – Hungary (posthumously)

 - Rachelle Anguelova – Bulgaria (died 2004)
 - Marta Arjona Perez – Cuba
 - Yves Boiret – France
 - Henry Cleere – UK
 - Jacques Dalibard – Canada
 - CL Temminck Groll – Netherlands
 - Krzysztof Pawlowski - Poland
- 2005
- Alberto González Pozo - Mexico
 - Nobuo Ito - Japan
 - Vassos Karageorghis - Cyprus
 - Todor Kretev - Bulgaria
 - Victor Armando Pimentel Gurmendi - Peru
 - Sharon Sullivan - Australia
 - Sherban Cantacuzino - UK
 - Varazdat Harutiunyan - Armenia
 - Blanche Weicherding-Goergen - Luxembourg

The Piero Gazzola Prize

15th General Assembly of ICOMOS, Xi'an, China

17 – 21 October 2005

Up-dated 14 November 2005

The Piero Gazzola Prize was established in 1979 in memory of one of the greatest defenders of the conservation and restoration of historic monuments and sites, and a founder of ICOMOS.

The prize is awarded every three years at the General Assembly of ICOMOS to an individual or a group of people who have worked together and contributed with distinction to the aims and objectives of ICOMOS.

The beneficiary must be a member of ICOMOS and is chosen by the Selection Committee itself elected by the Executive Committee of ICOMOS. For the 15th General Assembly, the Selection Committee was composed of: Yukio Nishimura (Chair of the Jury, Vice President of ICOMOS international, Japan); Birgitta Hoberg (President of ICOMOS Sweden, former Advisory Committee Vice President, chair of the 14th General Assembly Gazzola Prize jury); Roland Silva (Sri Lanka, Honorary President of ICOMOS international and Gazzola Prize winner); Salvador Aceves (Mexico, founding member of ICOMOS); Cevat Erder (former President of ICOMOS Turkey and former member of the ICOMOS Executive Committee, Honorary member and Gazzola Prize winner).

The Prize is a commemorative medal and diploma, and has been previously awarded to:

1981	Mr. Jean Trouvelot
1984	Prof. Stanislas Lorentz
1987	Prof. Masaru Sekino
1990	Mrs Gertrude Tripp
1993	Sir Bernard Fielden
1996	Dr Ernest Allen Connally
1999	Dr. Roland Silva
2003	Dr Cevat Erder
2006	Mrs Ann Webster Smith

Lemaire Programme

Text in preparation

Criteria for the Victoria Falls/ Mosi-Oa-Tunya Solidarity Fund

Adopted by the Executive Committee in Pretoria, October 2007

- 1 The purpose of the ICOMOS Victoria Falls/Mosi-oa-Tunya Solidarity Fund is exclusively to maximise the attendance at General Assemblies of ICOMOS so that they are genuinely representative and inclusive of the global membership of the organisation.
- 2 The Director of the International Secretariat, together with the President of the Advisory Committee will take steps to encourage donations to the ICOMOS Victoria Falls/Mosi-oa-Tunya Solidarity Fund.
- 3 The National Committees will be reminded by the International Secretariat that any support to individuals not in their Committee to attend the General Assembly, should be channelled through the Victoria Falls/Mosi-oa-Tunya Fund.
- 4 The ICOMOS Victoria Falls/Mosi-oa-Tunya Solidarity Fund and the continuing Getty grant fund program will be administered together, using a single Selection Committee and a consolidated list of criteria for allocation.
- 5 In establishing criteria for the assessing applications to the two Funds, the recommendations of the 2005 Selection Committee are endorsed, namely that the same criteria used for 2005 be used for the 2008 selection process:
i.c.

Candidates need to demonstrate:

- Personal financial need,
- Clear understanding of benefits foreseen of attending the General Assembly,
- Personal involvement in ICOMOS National or Scientific Committee/activity,

Preference is to be given to:

- Diversity of representation. One grant only per committee,
- Applicants who have not previously been supported to attend a General Assembly,
- Support specific cases – new or presently re-invigorating committees (list to be determined by the Executive Committee),
- Applicants giving papers at the General Assembly or who are officers of the General Assembly or rapporteurs,
- Youth,
- Only members from National Committees that are up to date with their fees will be eligible.

- 6 Applicants will be requested to present a budget for their participation to the General Assembly indicating the amount that they can contribute and those they perceive from other sources. In rewarding amount to applicants the Selection Committee offers a set of subsidy amounts (for example 4000 CAD, 2000 CAD, 1000 CAD, etc) depending on the location and costs of attending the 16 General Assembly. The set of subsidy amounts should be set by the Director of the International Secretariat in consultation with the host Committee, based on the likely costs of participation in the General Assembly program.
- 7 The composition of the Selection Committee will be finalised at the next meeting of the Executive Committee at the latest, based on the following characteristics:
 - That the membership reflects to the extent possible in a small group, the cultural and geographical diversity of ICOMOS;
 - That all members are likely to be available and willing to accept the workload associated with the role;
 - That no members intending to stand for election to any position at the General Assembly should participate in the Selection Committee (with the possible exception of the ex officio members).
 - That the Treasurer-General and the President or Vice-President of the Advisory Committee should participate in the Selection Committee as ex officio members.
 - That at least one representative of the Scientific Council should be included as a member of the Selection Committee.
- 8 The Selection Committee will submit a report on its work to the Executive Committee and make recommendations as appropriate.

Terms of Reference

Organisation of the General Assembly

Text in preparation

Organisation of the Advisory Committee

Text in preparation

