

ICOMOS

2024

**MEMBER
HANDBOOK**



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Cover picture

ICOMOS GA2023 in Sydney © Kylie Christian

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- Mission 2: Develop and strengthen the ICOMOS professional network
- Mission 3: Reach out to other institutions, the private sector, authorities and communities
- Mission 4: Nurture and sustain the ICOMOS organisation

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List of acronyms

ACO	Advisory Committee Officer
ADCOM	Advisory Committee
AGA	Annual General Assembly
CAWG	Climate Action Working Group
EP	Emerging professional
EPWG	Emerging professionals Working Group
GA	General Assembly
IHWG	Indigenous Heritage Working Group
ISC	International Scientific Committee
MOU	Memorandum of Understanding
NC	National Committee
RBA WG	Rights-based approaches Working Group
ROP	Rules of Procedure
SC	Scientific Council
ScSy	Scientific Symposium
SDGWG	Sustainable Development Goals Working Group
TGA	Triennial General Assembly
TSP	Triennial Scientific Plan
WG	Working Group
WH	World Heritage

Foreword

The International Secretariat is pleased to present the updated ICOMOS Member Handbook. Its objective is to answer all practical questions concerning the functioning and organisation of the association. The Handbook is perpetually evolving – some chapters are currently undergoing revision, and further updates will be shared.

This Handbook is yours. Should there be omissions or if you have proposals for improvements, please forward them to the International Secretariat. Suggestions for simplification are particularly welcome!

Peter Philips
Secretary General
2017-2020

About ICOMOS

What is ICOMOS

Statutory texts

What is ICOMOS?

ICOMOS' role: to conserve and promote

ICOMOS is the foremost global association of professionals dedicated to the conservation of the world's cultural heritage.

ICOMOS is dedicated to the development of common doctrines, the evolution and circulation of knowledge, the creation of improved conservation techniques, and the promotion of cultural heritage significance.

ICOMOS has built a solid philosophical, doctrinal and managerial framework for the sustainable conservation of heritage around the world.

As an official advisory body to the World Heritage Committee for the implementation of the UNESCO World Heritage Convention, ICOMOS evaluates nominations and advises on the state of conservation of properties inscribed on the World Heritage List.

ICOMOS' values: united around heritage

Social and cultural diversity: ICOMOS brings together members' ideas and expertise in a spirit of common purpose and respect for all cultures.

Impartiality: ICOMOS provides institutional advice, relying on an interdisciplinary global network of members who give independent technical assessments whilst respecting ethical guidelines.

International exchange, dialogue, and solidarity: ICOMOS facilitates the participation of members who are geographically isolated or work in difficult conditions, and mobilises experts to prepare emergency measures for heritage affected by disasters.

Transfer of knowledge and youth involvement: ICOMOS fosters individual professional development and the active involvement of emerging professionals.

Free access to information: ICOMOS has a strong commitment to publishing its knowledge for the benefit of defenders of heritage, and supports free and unrestricted access to scientific publications.

What does ICOMOS do?

The ICOMOS General Assembly adopts a Work Plan every three years – which guides the focus of:

- Promoting best practice through its charters and doctrinal texts and by providing expert advice;
- Disseminating knowledge through its publications, Documentation Centre, Open Access Archive and events;
- Involvement in international conventions including UNESCO conventions on World Heritage, Underwater Cultural Heritage, Intangible Heritage and the 1954 Hague Convention;
- Alerting on threats to heritage and advocating its protection wherever possible;
- Fostering education and training;

- Researching emerging issues such as rights-based approaches to heritage management and sustainability;
- Enriching the professional development of its members.

How does ICOMOS work?

ICOMOS is an international association of individual members and institutions, incorporated in France.

The **General Assembly** is the sovereign body of ICOMOS which meets every year to approve the budget and accounts, and every three years to elect the Board and renews strategic directions.

The **Board** is the governing body which oversees the implementation of the programme and budget and accredits new National and International Scientific Committees. The **Bureau** prepares the Board meetings and effects the decisions of the Board.

The **National Committees** represent ICOMOS' interests at the national level, and their member's views within the international network. They engage their members in national and regional initiatives.

The **International Scientific Committees** are at the forefront of scientific inquiry and exchange. They foster a multidisciplinary approach to heritage protection and management; undertake research; develop and advocate conservation theory, guidelines and charters, and promote training for better heritage conservation.

The **Advisory Committee** is comprised of the Presidents of the National and International Scientific Committees. They meet annually to provide recommendations regarding policy and programme priorities.

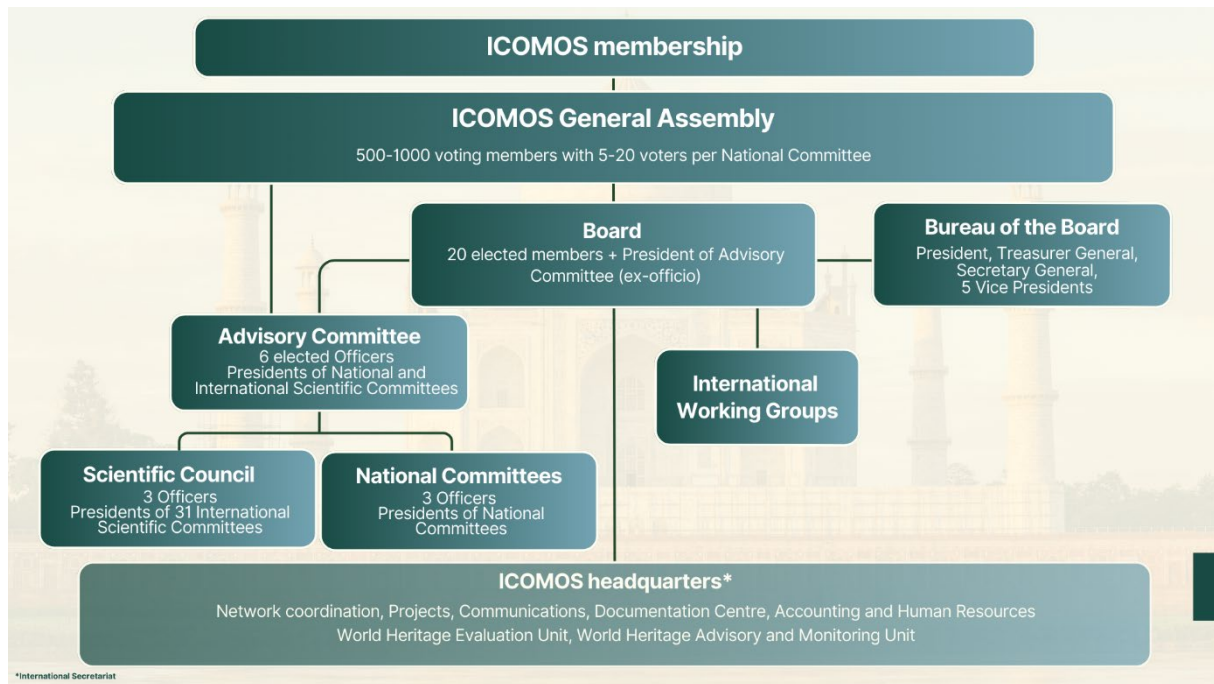
The **Scientific Council** is the coordinating body of the International Scientific Committees. It advises on best practice and best use of ISC resources, and also develops and oversees the implementation of a 3-year Scientific Action Plan.

The **International Secretariat** is in charge of the daily implementation of the General Assembly's decisions in accordance with the directives of the Board. It currently has 13 permanent staff members. Led by the Director General, it includes a unit charged with the life of the organisation (membership & network management and support services, communications, partnerships, projects, finances, Documentation services), and two World Heritage Units (Evaluations and Monitoring & Advisory Services).

ICOMOS in figures

1965	year founded
150	countries and territories represented
11 379	members
115	National Committees
31	International Scientific Committees

Organigramme



ICOMOS Headquarters

The International Secretariat is located at the headquarters of ICOMOS in Greater Paris (11 rue du Séminaire de Conflans, 94220 Charenton-le-Pont, France)

As our new premises are in the same location as the Médiathèque du patrimoine et de la photographie (MPP), please present yourself at the reception desk of the Médiathèque who will direct you to the ICOMOS offices. We thank you for kindly informing us of your visit ahead of time. → [Access the map](#)

Under the supervision of the Director General, appointed by the President, the Secretariat coordinates the implementation of the ICOMOS General Programme as well as the decisions of the General Assembly, the Board and its bureau.

In this respect, the International Secretariat's principal mission is the following:

- Support the development of ICOMOS's network;
- Disseminate knowledge about heritage conservation, notably by its Documentation Center;
- Provide advisory and evaluation services to State Parties required for the implementation of the World Heritage Convention.

Composition of the International Secretariat

Marie-Laure Lavenir – Director General

Thomas Astier – Assistant, Evaluation Unit

Bertrand Bellet – Archivist/Records Manager, Documentation Centre

Gwenaëlle Bourdin – Director, Evaluation Unit

Regina Durighello – Director, Advisory and Monitoring Unit
Eleonore Gaudry – Assistant, Evaluation Unit
Gaia Jungeblodt – Director, International Secretariat
Jessica Khan – Network Coordinator, International Secretariat
Yuna Mathan – Communication Coordinator, International Secretariat
Délie Ronsin-Quéchon – Projects Assistant, International Secretariat
Apsara Sanchez – Operations Associate, Evaluation Unit
Maureen Thibault – Communication and Projects Manager, International Secretariat
Lauren Thomas – Assistant, Advisory and Monitoring Unit
Henri Verrier – Administrative Manager

About ICOMOS

What is ICOMOS

Statutory texts

Statutory texts

ICOMOS Statutes

Adopted by the Constituent Assembly on 22 June 1965 in Warsaw (Poland), and amended by the 5th General Assembly on 22 May 1978 in Moscow (USSR), by the 18th General Assembly on 12 November 2014 in Florence (Italy), by the Extraordinary General Assembly on 12 December 2017 in New Delhi (India), and by the Extraordinary General Assembly on 28 October 2022 in Bangkok (Thailand).

→ [Read the ICOMOS Statutes \(English, French\)](#)

Ethical Principles

These Ethical Principles were adopted by the 18th General Assembly (Florence, Italy) on 12 November 2014 to replace the Ethical Commitment Statement adopted by the 13th General Assembly (Madrid, Spain) in 2002, and revised by the 20th General Assembly (via Zoom) on 7 December 2020.

→ [Read the ICOMOS Ethical Principles \(English, French\)](#)

Rules of Procedure

The Rules of Procedure for the General Assembly were revised, following the entry into force in January 2015 of the amended Statutes adopted by the 18th General Assembly (Florence 2014). The new Rules of Procedure were adopted by the Extraordinary General Assembly (New Delhi, India) on 12 December 2017, revised at the 2019 Annual General Assembly (Marrakesh, Morocco), and amended by the 21st General Assembly (Sydney, Australia).

→ [Read the Rules of ICOMOS Procedure \(English, French\)](#)

The Network

Members

National and Transnational Committees

International Scientific Committees

Why become a member

ICOMOS is the largest global organization of its kind, and includes professionals working in all of the disciplines associated with cultural heritage places. ICOMOS is an Advisory Body to the UNESCO World Heritage Committee.

Members of ICOMOS become part of an international professional network and can participate in expert meetings, professional workshops, scientific exchanges, site inspections and training programs all over the world.

Other membership benefits include:

- The right of attendance at [ICOMOS General Assemblies and their Scientific Symposiums](#);
- The ability to join and participate in [International Scientific Committees](#) and [International Working Groups](#);
- The ability to participate in local activities of their [National Committee](#);
- Free access to [ICOMOS electronic newsletters and the ICOMOS Documentation Services](#);
- The opportunity to participate in the [World Heritage](#) work of ICOMOS through desk reviews and expert missions;
- [Free or reduced admission](#) to many heritage sites and museums world-wide.

How to become a member

Most ICOMOS members join through the ICOMOS National Committee in their country. When there is no National Committee in a country, members can join through a Transnational Committee if one exists, or can join through the International Secretariat.

If you wish to become a member of ICOMOS, you should therefore submit a membership application to your National Committee or Transnational Committee if one exists (see Article 16 of the [Rules of Procedure](#)).

→ [Find contacts of ICOMOS National Committees](#)

If there is no National or Transnational Committee in your country, you can apply to join ICOMOS through the International Secretariat (see Article 17 of the [Rules of Procedure](#)). To apply, send a CV, covering letter and the current year's membership form (available upon request) to the [International Secretariat](#).

If your application for membership is rejected, or you receive no response to your application, you can [appeal](#) directly to the ICOMOS Board (by writing to the [International Secretariat](#)). The appeal procedure is set out in Articles 18 and 86 of the [Rules of Procedure](#).

Membership categories

There are four categories of ICOMOS membership: Individual Members, Institutional Members, Sustaining Members and Honorary Members (ref. Art. 5 of the [ICOMOS Statutes](#)).

Individual membership is open to any individual with expertise in one or more areas related to the aims of the association as defined in Article 3 of the Statutes and to students who have chosen a discipline in one of these areas.

Institutional membership of any kind with expertise in one or more areas related to the aims of the association defined in Article 3 of the Statutes and those that own or have in their charge monuments, groups of buildings or sites.

Affiliate membership is open to individuals, institutions and organisations who are interested in cultural heritage conservation and wish to support the aims and activities of the association as defined in Articles 3 and 4 of the Statutes.

Honorary membership is conferred solely by the ICOMOS General Assembly on the proposal of a National or International Scientific Committee, on individuals, members or not of ICOMOS, who have given distinguished services at the international level to the conservation of cultural heritage.

All members shall have the right to attend the General Assembly and may be designated to be a voting member at the General Assembly within the conditions set out in Articles 9-a and 13-d-4 of the Statutes.

Members shall commit to comply with the [ICOMOS Ethical Principles](#) and with the decisions of the General Assembly and the Board.

Emerging professionals

From the information pack written by the Emerging Professionals Working Group, 2020

The ICOMOS International Emerging Professionals Working Group (EPWG) was established to:

- enable expansion of young professional/early career membership base, and
- to engage with early career members across ICOMOS – within both the ICOMOS National Committees and International Scientific Committees.

The main aims of the EPWG, as articulated by the Mission Statement, remain to:

- maintain ICOMOS' scientific relevance for future generations;
- secure intergenerational engagement to ensure the organisation's continuity;
- share ICOMOS ethical tenets to professionals during early stages of their education and career.

Emerging Professional Definition

According to the Art. 7 of the Model bylaws for International Scientific Committee, an emerging professional is defined as:

7.1 An Emerging Professional means an individual member of ICOMOS who is a student or at an early stage of his/her professional career.

7.2 Emerging Professionals are recognised within ICOMOS to maintain scientific relevance for future generations and to secure intergenerational engagement to secure the organisation's continuity, including through mentorship.

7.3 An Emerging Professional may be an Expert Member or an Affiliate Member and, in this regard, shall have the same rights and obligations accorded to each of those types of membership.

7.4. The Committee shall encourage Emerging Professional to join its work, introduce mentorship programs, and strive towards achieving a 20% composition of Emerging Professional Members within the Committee.

7.5 When appropriate an ISC may ask a National Committee to designate one or more Emerging Professionals to help build up the particular expertise in countries where such a need exists.

7.6 A member identified by the Committee as an Emerging Professional shall cease to be regarded as being in this category after a preset time period as set out in the Committee By-Laws.

EPWG Representative

In accordance with Resolution 19GA 2017/33, each National Committee and International Scientific Committee **must nominate** an Emerging Professional Representative to the Emerging Professionals Working Group.

The President of the National Committee or International Scientific Committee should email the nomination to the EPWG Secretary (epwg.secretary@icomos.org) and the ICOMOS International Secretariat (secretariat@icomos.org).

EPWG Representative Responsibilities

The Key Responsibilities of the EP Representatives to the EPWG are:

- 1 Active participation in monthly EPWG teleconferences.
- 2 Dissemination of information from the EPWG to their respective Committee Board, Committee EP Group etc. (including informing EPs of the EPWG Facebook page.)
- 3 Establishing an internal Emerging Professional Group within their respective National Committee or International Scientific Committee to promote and encourage EP activity within the Committee.
- 4 Report to the EPWG on their Committee EP initiatives and activities.
- 5 Formal Report annually regarding their Committee EP membership numbers, initiatives and activities for EPWG Report to ADCOM.
- 6 Contribute to the EPWG through participating with the work of 'teams' within the EPWG.
- 7 International collaboration is to take place in tandem with national and international efforts, where the establishment of local Emerging Professional Working Groups is advocated, in addition to the election of emerging professionals to National Committee Boards.

Benefactor members

Benefactors are members of ICOMOS, generally institutional members, who pay an annual fee above the set minimum.

At the international level, the title of benefactor member is conferred on members who pay a membership fee of a higher value than the one set by the General Assembly for their category of membership.

As membership fees provide a substantial part of the resources of ICOMOS and its National Committees, the contribution of benefactor members is particularly important to enable us to carry out our mission in the best possible way at the service of the cultural heritage.

Donations to ICOMOS

As ICOMOS is a non-profit association, it depends mainly on the loyalty of its members and partners, as well as on the generosity of its donors to raise additional funds to sustain and expand its activities.

Members and friends of ICOMOS are particularly invited to donate on the annual Giving Day, organized each year in November on the occasion of 'Giving Tuesday'.

As ICOMOS is recognized as an association of general interest under French law, the payment of a donation to ICOMOS entitles donors paying their taxes in France to a tax reduction. Upon request, a tax receipt can be issued for specific donations.

Furthermore, donations made to an ICOMOS National Committee may be eligible for tax benefits in the country concerned. To be verified on a case-by-case basis with the National Committee.

→ For more information, contact [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org).

ICOMOS Membership Appeal Procedure

The ICOMOS members appeal procedure operates for all persons who have applied for membership of their National or Transnational Committee and have either received a rejection letter or email, a spoken refusal or no reaction to their application.

If an application for membership is refused/ignored by a National or Transnational Committee, the applicant has a right to appeal the decision or lack of decision before the ICOMOS Board.

We recommend that if no response has been received to an application sent to a National or Transnational Committee, that the applicant should send a repeat application, i.e. the applicant should make two attempts.

For more information and a full description of the appeal procedure, please refer to Article 18 and Article 86 of the [Rules of Procedure](#).

How to join an ICOMOS International Scientific Committee

The ICOMOS International Scientific Committees (ISCs) aim to unite a community of members that includes the most recognised experts in their respective fields of specialisation, at the global or regional level; to recruit young or beginning professionals seeking such specialisation; and to give them ample opportunities and stimulus to become actively engaged in the work of the Committees.

As stated in Article 14b of the Statutes:

“Applications for membership must be sent to the relevant International Scientific Committee with a copy for information to the National Committee or where none exists, to the International Secretariat.

In the event of an International Scientific Committee refusing an application for membership, there shall be an appeal procedure to the ICOMOS Board.”

All ICOMOS members may join an International Scientific Committee by sending their CV to the Committee of their choice. Applicants having difficulty contacting or joining an International Scientific Committee should contact the International Secretariat with a copy of their application.

The conditions for membership in each category, as well as the rights and responsibilities of International Scientific Committee members, are set out in Article 4 of their operating guidelines, the Principles for International Scientific Committees (or Eger-Xi'an Principles).

→ [Find contacts of ICOMOS International Scientific Committees](#)

Honorary Members of ICOMOS

Honorary membership shall be conferred by the General Assembly of ICOMOS, on the proposal of a National or International Scientific Committee, on individuals, members or not of ICOMOS, who have given distinguished services at the international level to the conservation of cultural heritage. Honorary Members are not subject to membership dues (Article 5-a-4 and 6-b of the ICOMOS Statutes).

Honorary membership has been conferred so far on about one hundred people, of which a few have been conferred posthumously. For the complete list of ICOMOS Honorary Members, see below.

ICOMOS Honorary Members come from all over countries of the world such as: Argentina, Armenia, Australia, Austria, Belgium, Brazil, Bulgaria, Canada, China, Cyprus, (former) Czechoslovakia, Czech Republic, Cuba, Denmark, Dominican Republic, Ecuador, Egypt, Finland, France, (former) GDR, Ghana, Greece, Guatemala, Hungary, Ireland, Italy, Israel, Japan, Lithuania, Luxembourg, Mexico, Netherlands, Norway, Peru, Philippines, Poland, Romania, Sweden, Spain, Sri Lanka, Switzerland, Turkey, Ukraine, United Kingdom, United States of America, (former) USSR.

Nominations must be made by National or International Scientific Committees and should include the following information:

- a the name of the nominated individual
- b a brief presentation of the individual (maximum 3 lines)
- c the individual's curriculum vitae
- d a statement supporting the nomination, explaining the reasons for it and in particular how the nominee has given distinguished service at the international level to the conservation of cultural heritage (maximum 750 words in .doc format)

Nominations must be submitted in English and/or French, in electronic format, not less than six months before the opening of the relevant General Assembly.

The nominations will be assessed by the jury appointed by the Board to choose the recipient of the Piero Gazzola Prize. The jury will present its recommendations for the award of Honorary membership to the General Assembly.

The General Assembly conferred the title of Honorary Member upon the following figures

4th General Assembly (Rothenburg, Germany, 1975) and

5th General Assembly (Moscow, U.S.S.R., 1978)

Mr Milton Lord (United States of America)

Mr Stanislaw Lorentz (Poland)

Mr Jan Zachwatowicz (Poland)

6th General Assembly (Rome, Italy, 1981)

Mr Ernest A. Conally (United States of America)

Mr Guglielmo de Angelis d'Ossat (Italy)

Mr Vladimir Ivanov (USSR)

Mr Jean Sonnier (France)

7th General Assembly (Washington, United States of America, 1987)

Mr Emanuel Hruska (Czechoslovakia)
Mr René Pechère (Belgium)
Mr Alfred R. Schmid (Switzerland)

9th General Assembly (Lausanne, Switzerland, 1990)

Mr M.D. Derscenyi (Hungary), posthumously
Sir Bernard Feilden (United Kingdom)
Mr H. Foramitti (Austria), posthumously
Mr M.W. Hansberger (GDR)
Ms Ann Webster Smith (United States of America)

10th General Assembly (Colombo, Sri Lanka, 1993)

Mr Géza Entz (Hungary), posthumously
Mr Jorge Gazaneo (Argentina)
Mr Alfred Majewski (Poland)
Mr Radu Popa (Roumanie), posthumously
Mr Stephan Tschudi-Madsen (Norway)

11th General Assembly (Sofia, Bulgaria, 1996)

Mr Cevat Erder (Turkey)
Mr Mladen Georgiev Mintchev (Bulgaria)
Mr Miklos Horler (Hungary)
Mr Dobroslav Libal (Czech Republic)
Mr Peyo Nikolov Berbenliev (Bulgaria)
Mr Richard Benjamin Nunoo (Ghana)

12th General Assembly (Mexico City, Mexico, 1999)

Mr Maurice Carbonnell (France)
Mr Olgierd Czerner (Poland)
Mr Hiroshi Daifuku (United States of America)
Ms Joan Domicelj (Australia)
Mr Jan Jessurun (Netherlands)
Ms Maija Kairamo (Finland)
Mr Harald Langberg (Denmark)
Mr Paul Mylonas (Greece)
Mr Andras Roman (Hungary)
Mr Augusto da Silva Telles (Brazil)

13th General Assembly (Madrid, Spain, 2002)

Ms Rachelle Anguelova (Bulgaria)
Ms Marta Arjona Perez (Cuba)
Mr Yves Boiret (France)
Mr Henry Cleere (United Kingdom)
Mr Robertson Collins (United States of America), posthumously
Mr Jacques Dalibard (Canada)
Mr Carl Filip Mannerstrale (Sweden), posthumously
Mr Krzysztof Pawlowski (Poland)
Mr CL Temminck Groll (Netherlands)
Mr Mihaly Zador (Hungary), posthumously

15th General Assembly (Xi'an, China, 2005)

Mr Sherban Cantacuzino (United Kingdom)
Mr Alberto González Pozo (Mexico)
Mr Varazdat Harutiunyan (Armenia)
Mr Nobuo Ito (Japan)
Mr Vassos Karageorghis (Cyprus)
Mr Todor Krestev (Bulgaria)
Mr Victor Armando Pimentel Gurmendi (Peru)
Ms Sharon Sullivan (Australia)
Ms Blanche Weicherding-Goergen (Luxembourg)

16th General Assembly (Quebec City, Canada, 2008)

Mr Juan-Benito Artigas Hernandez (Mexico)
Mr Cyro Correa Lyra (Brazil)
Mr Hernan Crespo Toral (Ecuador), posthumously
Mr Tamas Fejerdy (Hungary)
Mr Jonas Glemza (Lithuania)
Mr Zahi Hawass (Egypt)
Ms Birgitta Hoberg (Sweden)
Mr Michel Jantzen (France)
Mr Gilles Nourissier (France), posthumously
Mr Kiyotari Tsuboi (Japan)

17th General Assembly (Paris, France, 2011)

The signatories of the Venice Charter
Mr Álvaro Gómez-Ferrer Bayo (Spain)
Mr Carlos Flores Marini (Mexico)
Mr Gábor Winkler (Hungary)
Mr Henrique Oswaldo De Andrade (Brazil)
Mr James Kerr (Australia)
Mr Joan Bassegoda Nonell (Spain)
Mr Mario Federico Roggero (Italy)
Mr Masaru Maeno (Japan)
Mr Nikolaos Moutsopoulos (Greece)
Mr Ove Hidemark (Sweden)
Mr Paul Philippot (Belgium)

18th General Assembly (Florence, Italy, 2014)

Ms Kristal Buckley (Australia)
Mr Jukka Jokilehto (Finland)
Mr William J. Murtagh (USA)
Mr Eugenio Pérez Montás (Dominican Republic)
Ms Angela Rojas (Cuba)
Mr Carlos Scheltema (The Netherlands)
Mr Giora Solar (Israel)
Mr Augusto Villalon (Philippines)
Mr Zsolt Visy (Hungary)
Mr Dionysis Zivas (Greece)
Mr Roberto Di Stefano (Italy) (posthumously)
Mr Herb Stovel (Canada) (posthumously)

19th General Assembly (New Delhi, India, 2017)

Mr Salvador Aceves Garcia (Mexico)
Mr Mário Mendonça de Oliveira (Brazil)
Ms Blanca Estela Niño Norton (Guatemala)
Mr Leelananda Prematilleke (Sri Lanka)
Ms Isabel Rigol Savio (Cuba)
Mr Leo van Nispen tot Sevenaer (Netherlands) (posthumously)

20th General Assembly (online, 2020)

Mr Dinu Bumbaru (Canada)
Ms Sheridan Burke (Australia)
Ms Marie-Jeanne Geerts (Belgium)
Mr Andries Van den Abeele (Belgium)
Mr Janis Krastins (Latvia)
Ms Jane Lennon (Australia)
Mr Esteban Prieto Vicioso (Dominican Republic)
Mr Julian Smith (Canada)
Mr Henk van Schaik (Netherlands)
Mr Peter Waldhäusl (Austria)

21st General Assembly (Sydney, Australia, 2023)

Ms Dora Alcantara (Brazil)
Mr Salvador Diaz Berrio, posthumously (Mexico)
Mr Zhang Jie (China)
Mr Gideon Koren (Israel)
Mr William Logan (Australia)
Mr Richard Mackay (Australia)
Ms Bente Mathisen (Norway)
Mr Yukio Nishimura (Japan)
Mr Leonid Prybeha (Ukraine)
Mr Grellan Rourke (Ireland)
Ms Yolanda Santaella Lopez (Mexico)

The Piero Gazzola Prize

Highest distinction of ICOMOS

The Piero Gazzola Prize was established in 1979 and first awarded in 1981, in memory of ICOMOS' founding President.

The Prize is awarded every three years during the ICOMOS General Assembly 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 a Jury appointed by the ICOMOS Board. The same Jury considers the applications for ICOMOS Honorary Membership, which is conferred by the General Assembly.

Recipients of the Piero Gazzola Prize

The Piero Gazzola Prize, symbolised by a commemorative medal and a diploma, has been previously awarded to:

- Jean Trouvelot (France), 1981
- Stanislas Lorentz (Poland), 1984
- Masaru Sekino (Japan), 1987
- Gertrude Tripp (Austria), 1990
- Bernard Feilden (United Kingdom), 1993
- Ernest Allen Connally (United States), 1996
- Roland Silva (Sri Lanka), 1999
- Cevat Erder (Turkey), 2003
- Ann Webster Smith (United States), 2005
- Carmen Añón Feliú (Spain), 2008
- Nobuo Ito (Japan), 2011
- Henry Cleere (United Kingdom), 2014
- Saleh Lamei Mostafa (Egypt), 2017
- Amund Sinding-Larsen (Norway), 2020
- Tamás Fejérdy (Hungary), 2023

About Piero Gazzola

Piero Gazzola was a tireless researcher and efficient promoter of the institutional structure for safeguarding built heritage on the international level, extending the concept of heritage from single monuments to the surrounding environment and landscape. At ICOMOS, he is known as the founder and the first President of the organisation, and a promoter and co-author of the Venice Charter.

Submitting nominations

Nominations to the Prize are made by National Committees and should include:

- a note setting forth the rationale behind the nomination (maximum 750 words in .doc format),
- the candidate's curriculum vitae,
- a brief presentation of the candidates (max 3 lines),

- a passport size photograph (in .jpg or .gif format, files size maximum 1MB).

Nominations must be submitted by National or International Scientific Committees in English and/or French, in electronic format, not less than six months before the opening of the relevant General Assembly.

The Raymond Lemaire International Fund

Programme for Next Generation Skills

Please note that the following section is currently under revision and may contain outdated or inaccurately represented information.

“ICOMOS was not conceived as a place for people to boost their own sense of self-worth, but as a way of serving the universal community”. In 1993, when Raymond Lemaire retraced how ICOMOS had come into being, that is how he emphasised the need at that time to unite people from all the disciplines of heritage conservation and restoration. He wanted an association of members who were highly professionally qualified, guaranteeing solid science, but also open to and respectful of differences in viewpoint and sensitivity. ICOMOS “is not a platform for vanity, but for dedication. The idea of *servus servorum culturae* is the very core of the responsibilities we agree to bear. That is what makes it possible to promote understanding and friendship”. For Raymond Lemaire, “the special contribution of ICOMOS to peace and understanding between men is not a secondary objective”.

About the Fund

Professors Piero Gazzola and Raymond Lemaire, ICOMOS founders, assigned primary importance to training young professionals and welcoming them into the ICOMOS family.

Since 1981, at every General Assembly, ICOMOS has awarded the Piero Gazzola Prize to a person or group of people who have worked with distinction towards the objectives of ICOMOS. In 1999, the General Assembly in Mexico City passed Resolution 12GA 1999/29, which envisaged the creation of an International Fund named after Raymond Lemaire designed to raise funds for training young professionals. Having received enthusiastic support from the Board in March 2008, this resolution was completed by Resolutions 16GA 2008/19 and 17GA 2011/41 (adopted in Quebec City and in Paris, respectively), and the Scientific Council put forth recommendations for its implementation. Thanks to scholarships and cooperation agreements with educational institutions, these young professionals in heritage can take part in post-graduate level courses or traineeships in heritage conservation and restoration centres around the world.

With the creation of this Fund, the names of the two founding fathers of ICOMOS are reunited by two different but complementary initiatives.

The Fund has received particular support from Carmen Añon, Jean Barthélemy, Françoise Choay, Maria Pia Gazzola, Marie-Jeanne Geerts, Bernadette Gradis, Donald Insall, Jukka Jokilehto, Mark Laenen, François Leblanc, Jean-Louis Luxen, Andries Van den Abeele, ICOMOS Belgium and the children of Raymond Lemaire.

About Raymond Lemaire

Born on 28th May 1921 in Uccle, Brussels, into a family of architects, Raymond Lemaire was trained in History, Art History, and Archaeology at the Catholic University of Louvain. His doctorate thesis (1949) was on “The Origin of the Gothic Style in Brabant”. A lecturer since 1947, he was appointed to a professorship in 1954.

He is one of the authors of the “Venice Charter”, which he drafted during the 2nd International Congress of Architects and Monument Technicians in 1964, at the request of his colleague and friend Piero Gazzola. The Charter later became the basis for the creation of ICOMOS in

1965. After almost ten years as Secretary General of ICOMOS, Raymond Lemaire succeeded Piero Gazzola as President of ICOMOS in 1975.

A professor in numerous fields, Raymond Lemaire was above all a “visionary, a master and a conservator without equal”, in the words of Dr Roland Silva, past president of ICOMOS. During his life, he was particularly committed to the education of young professionals. In 1976, he founded the Centre for Conservation of Historic Towns and Buildings at the College of Europe in Bruges under the patronage of ICOMOS. In 1981, the Centre moved to KU Leuven. Since its creation, it has trained more than 700 young heritage professionals and today bears the name “The Raymond Lemaire International Centre for Conservation” (RLICC).

In her tribute at his funeral in 1997, Françoise Choay summed up the essence of Raymond Lemaire’s personality as follows: “For all of us who came from the four corners of the world to the Centre to study, research, work, explore our potential, for all of us students, educators, researchers, and also for his colleagues, he was simply ‘The Professor’: an affectionate name which indicated not only his knowledge and authority, but also the effect of his presence, that fatherly spirituality which, in conversation with him, brought out the best in the other person”.

This, then, shall also be the aim of the Raymond Lemaire International Fund.

→ [By donating to the Fund](#), you are helping tomorrow’s professionals of tomorrow to secure the best training.

By enabling them to hone their skills in the best training centres spread all over the world, you will help young people to develop that frame of mind that was so dear to Raymond Lemaire: learning to respect the differences in point of view and sensitivity of all peoples and all civilisations.

The Board of ICOMOS will define the method of disbursement and the Fund will be managed by the International Secretariat.

If you want to help the Fund, send your donations to the ICOMOS account:

IBAN: FR76 1027 8060 0600 0206 6340 163

BIC / SWIFT Code: CMCIFR2A

Please mark your donation “Fonds Raymond Lemaire”

ICOMOS – 11 rue du Séminaire de Conflans – 94220 Charenton-le-Pont – France

ICOMOS Membership Fees

Principles

Pursuant to Article 6 of the ICOMOS Statutes, the annual membership fees for each category of member are set by the General Assembly.

National Committees shall collect the membership fees and transfer them to the International Secretariat. National Committees may levy higher membership fees on their members and retain a part for their own operations.

Members in countries where there is no National Committee shall pay their membership fees directly to the International Secretariat.

International annual fees

ICOMOS Committees are invoiced by the International Secretariat for two main categories of members: individual and institutional members.

As of January 2024, individual membership fees are set as below.

Country category	Fee per Individual member	Fee per Young Individual member (aged 30 or under)	Fee per Institutional member
1	27 €	15 €	350 €
2	40 €	20 €	350 €
3	53 € Degressive rate: 0-200 members: 53 € 200-300 members: 48 € 300-400 members: 36 € +400 members: 45 €	27 €	350 €

For any member aged 30 years old or under, the membership fee is 50% of the regular membership fee for any particular category, as set in [the ICOMOS Statutes](#). A decreasing rate is applied for National Committees of the third category that have more than 200 members. Institutional members in all three categories pay 350 Euros.

Honorary Members – conferred by the ICOMOS General Assembly - are exempt from international membership fees. Honorary members of National Committees and International Scientific Committees shall pay international membership fees.

Once a National Committee is in place, it is the Committee that collects the membership fees from its members and transfers these to the International Secretariat. Newly created National Committees will be invoiced for the first time in the year following their ratification by the ICOMOS Board.

List of countries and territories according to their membership fee category

Committees are allocated to a particular membership fee category based on the country's ranking in the [World Bank](#) statistics on income level.

Category 1

Afghanistan*, Algeria*, Bangladesh, Benin*, Bhutan*, Bolivia, Burkina Faso, Burundi*, Cambodia, Cameroon, Cabo Verde*, Central African Rep. *, Chad, Comoros, Congo (Dem. Rep)*, Congo Rep. *, Côte d'Ivoire, Djibouti*, Egypt*, El Salvador*, Eritrea*, Eswatini*, Ethiopia, Gambia*, Ghana*, Guinea-Bissau*, Guinea*, Haiti, Honduras, India, Iran (Islamic Rep.), Jordan, Kenya*, Kiribati, Korea (Dem. Rep)*, Kyrgyz Rep. *, Lao PDR*, Lebanon, Lesotho*, Liberia*, Madagascar, Malawi*, Mali, Mauritania*, Micronesia (Fed. Sts), Mongolia, Morocco, Mozambique*, Myanmar, Nepal, Nicaragua, Niger*, Nigeria, Pakistan, Papua New Guinea*, Philippines, Rwanda*, Sao Tomé and Príncipe*, Senegal, Sierra Leone*, Solomon Islands, Somalia*, South Sudan*, Sri Lanka, Sudan*, Syrian Arab Rep., Tajikistan*, Tanzania*, Timor-Leste*, Togo*, Tunisia, Uganda*, Uzbekistan*, Vanuatu, Vietnam*, West Bank and Gaza, Yemen (Rep)*, Zambia, Zimbabwe*.

Category 2

Albania, Antigua and Barbuda*, Armenia, Argentina, Azerbaijan, Belarus, Belize*, Bosnia and Herzegovina, Botswana*, Brazil, Bulgaria, China, Colombia, Costa Rica, Cuba, Dominica*, Dominican Republic, Ecuador, Equatorial Guinea*, Fiji, Gabon*, Georgie, Grenada*, Guatemala, Guyana*, Indonesia*, Iraq*, Jamaica*, Kazakhstan, Kosovo*, Libya*, North Macedonia (FYR), Malaysia, Maldives*, Marshall Islands*, Mauritius, Mexico, Moldova, Montenegro, Namibia*, Palau*, Paraguay*, Peru, Russian Federation, Samoa*, Serbia, South Africa, St Lucia*, St Vincent and the Grenadines*, Suriname*, Thailand, Tonga*, Turkmenistan*, Türkiye, Ukraine, Venezuela.

Category 3

Andorra, Aruba*, Australia, Austria, Bahamas*, Bahrain, Barbados, Belgium, Bermuda*, Brunei Darussalam*, Canada, Cayman Islands*, Channel Islands*, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faeroe Islands*, Finland, France, French Polynesia, Germany, Greece, Greenland*, Hungary, Iceland, Ireland, Isle of Man*, Israel, Italy, Japan, Korea (Rep), Kuwait*, Latvia, Liechtenstein*, Lithuania, Luxembourg, Malta, Monaco, Netherlands, New Caledonia, New Zealand, Northern Mariana Islands*, Norway, Oman, Panama, Poland, Portugal, Puerto Rico, Qatar, Romania, San Marino*, Saudi Arabia, Seychelles, Singapore, Slovakia, Slovenia, Spain, St Kitts and Nevis*, Sweden, Switzerland, Trinidad and Tobago, Turks and Caicos Islands*, United Arab Emirates, United Kingdom, United States, Uruguay.

* Country or territory whose members pay their membership fees directly to the International Secretariat (these are countries or territories where there is no National Committee yet).

Payment dates for membership fees and membership cards

The ICOMOS Membership Database allows the National Committees and the International Secretariat to manage membership and membership fees; they both have access to the same information in real time. Each National Committee appoints a membership manager who is responsible for updating the information contained in the Membership Database.

National Committees shall transfer the international membership fees to the International Secretariat no later than December 31st of the preceding year so that members receive their new membership card by the beginning of the year. The National Committees should therefore collect membership fees well in advance.

The International Secretariat identifies in the Membership Database the members whose membership fees have been transferred by December 31st by their National Committee; electronic membership cards can be downloaded from the member profile on the ICOMOS website by uploading a photo, and corresponding physical membership cards which are sent to the National Committees for distribution to the members. An additional invoice may be sent out in February for cards ordered after December 31st. May 31st of the current year is the deadline for National Committees to order additional membership cards for renewed memberships

Members in countries where there is no National Committee shall send their membership contribution directly to the International Secretariat also by December 31st of the preceding year; the International Secretariat shall send them their membership cards before the end of the year.

New members

After 31 May, if applicable, it will be possible to order cards for new memberships. In this case, a final invoice will be sent out. The final deadline for the payment of all membership fees of the current year is one month before the (Annual) General Assembly of the same year.

Payment Methods

Membership fees can be paid or transferred to the International Secretariat in various ways:

- By bank transfer directly to the ICOMOS account at Crédit du Nord

ICOMOS
11 rue du Séminaire de Conflans
94220 Charenton-le-Pont – France
Crédit Mutuel CCM Charenton
IBAN: FR 76 10278060060002066340163
SWIFT / BIC: CMCI FR 2A

- By credit card (VISA, Mastercard, Eurocard, American Express)
- By PayPal: [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org)
- In cash directly at the International Secretariat headquarters.

ICOMOS Guidelines for the awarding of missions and contracts

Based on the Principles adopted by the Board in May 1991

These Guidelines are fully detailed in the item 5 of the section on Members in the [Rules of Procedure](#) (articles 24 and 25): “Awarding missions and contracts to members”.

Parts which are not in the Rules of Procedure:

3. ICOMOS will endeavor to provide the highest quality of service in the work it takes on for the lowest reasonable cost.
4. ICOMOS takes responsibility for the professional quality of the work carried on its name. To ensure quality and to cover its administrative costs, ICOMOS will ensure its members are paid on a fee-for-service basis and normally reserve from 20-40% of contract value for itself.
8. The Director shall maintain for each missions or contract awarded a written record noting the basis for the award made.
9. Each member receiving work shall deposit one copy of their report, at their expense, with the UNESCO-ICOMOS Documentation Centre.
10. This policy will be reviewed at regular intervals to evaluate its pertinence to ICOMOS goals, objectives and constraints.

The Network

Members

National and Transnational Committees

International Scientific Committees

The ICOMOS National and Transnational Committees

Situation in December 2023

The aim of the National and Transnational Committees is to promote the conservation, protection, rehabilitation and enhancement of monuments, groups of buildings, and sites, at the national and international levels and in accordance with definitions in Article 3 of the [ICOMOS Statutes](#).

National and Transnational Committees serve as a forum where individuals and representatives of institutions concerned with the conservation, protection, rehabilitation and enhancement of architectural heritage can meet to exchange information and views on principles, doctrinal matters, but also on technical, legal and administrative practices, affecting the conservation, restoration, rehabilitation and enhancement of monuments, groups of buildings, and sites.

The National Committees represent ICOMOS' interests at the national level, and their member's views within the international network. They engage their members in national and regional initiatives. National Committees can undertake specific activities on their own initiatives or at the request of their governments. National Committees are a channel through which individual specialists in each country take part in ICOMOS' international activities including, for example, specific missions entrusted to ICOMOS by UNESCO. Transnational Committees have similar tasks and responsibilities within the countries of their members.

→ [List of the ICOMOS National Committees](#)

List of the other countries and territories where ICOMOS is present

Algeria, Antigua and Barbuda, Benin, Bhutan, Botswana, Brunei, Cayman Islands, Chinese Taipei, Congo (Dem. Rep), Ecuador, Egypt, El Salvador, Eritrea, French Guyana, Iraq, Jamaica, Kenya, Kosovo, Kuwait, Libya, Malawi, Maldives, Niger, Paraguay, Saint Vincent and the Grenadines, Sudan, Tanzania, Timor-Leste, Togo, Uganda, Uzbekistan, Zimbabwe.

Practical information for ICOMOS National and Transnational Committee Presidents

National and Transnational Committee Presidents hold a crucial role in ICOMOS – they are responsible for ensuring the democratic functioning of their Committee and that it actively participates in the ICOMOS network and activities. They further ensure good communication flow to and from members of the Committee. As with other positions in a National Committee Board, this task demands considerable volunteer commitment.

This section is designed as an easy-to-consult, non-exhaustive “check-list” for National and Transnational Committee Presidents with regards to their tasks, privileges and responsibilities, as well as major deadlines during the year. For more detailed information on each point, refer to the appropriate section of the Handbook as indicated. The ICOMOS International Secretariat is at your disposal to provide you with additional information to support you in your important role.

General

The functioning of ICOMOS National and Transnational Committees is governed by the following rules, and the President of a National or Transnational Committee and its Board are responsible for ensuring that the Committee abides by them:

- The [ICOMOS Statutes](#), as last amended by the Extraordinary General Assembly in Bangkok on 28 October 2022, and in particular Article 13;
- The [Rules of Procedure](#), as last amended by the 21st General Assembly in Sydney on 8 September 2023, and in particular the section on National and Transnational Committees (articles 121 to 126);
- The [Statutes of the National Committee](#) itself, drafted in conformity with the [Model Statutes for National Committees](#) last amended in June 2021, the ICOMOS Statutes and the Principles for National Committees (Dubrovnik-Valletta Principles) and registered or incorporated at the national level. Ensure that an up-to-date copy of the Statutes has been sent out to the International Secretariat;
- The [Principles for National Committees](#), or Dubrovnik-Valletta Principles, for the ICOMOS National Committees, adopted by the ICOMOS Executive Committee in March 2010, following recommendation by the ICOMOS Advisory Committee (La Valletta, Malta 2009);
- The [ICOMOS Ethical Principles](#) last revised by the 20th General Assembly (2020). National Committees should make sure that all their members have subscribed to these Ethical Principles;
- The International Secretariat, together with ICLAFI (ISC on Legal, Administrative and Financial issues), can provide support to Committees who face any difficulties with statutory questions, in particular Committee elections.
- All ICOMOS Committee Presidents are requested to sign an engagement committing themselves to respect and implement the ICOMOS Privacy Policy established in the framework of the European General Data Protection Regulation (the engagement form can be obtained from the Secretariat). They should also ensure their Committee complies with the requirements described in the GDPR Checklist provided by the Secretariat. More information about [the GDPR and ICOMOS Privacy Policy](#).

Communications and Reporting

- Unless requested otherwise, all communications from the ICOMOS International Secretariat are addressed to up to 3 persons designated by the Committee (including the President and Secretary General) via an **electronic listserv**. Committees should inform the International Secretariat of any changes in the composition of their Board or contact details as quickly as possible;
- The President (or other designated listserv member) should forward relevant information to Committee members as appropriate;
- The President should also ensure that correspondence sent by the Secretariat/members/public receives a timely response;
- The Committee's **Annual Report** for the previous year, using the template provided by the International Secretariat each year, should be sent to the secretariat[at]icomos.org by the deadline indicated when the template for the Annual Report is sent out;
- Information on planned **Committee events** should be given via [the online communication spreadsheet](#) and/or forwarded in a timely manner to communication[at]icomos.org for inclusion in the ICOMOS online calendar. This will enable the International Secretariat to support you in communicating on events, in particular via its social media channels. Note that ICOMOS International is not bound to promote the activities of its network. It will do so if the communication team is informed in due time and if the content meets ICOMOS' editorial line;
- The President and the Board of the Committee are responsible for maintaining the archival record and institutional memory (paper and electronic format) of the Committee, and for passing this information on to the subsequent Board. Key documents – for example. Date and results of Committee elections, revision of Statutes should be communicated to the International Secretariat.

Statutory Meetings

- Presidents of National and Transnational Committees are members of the **ICOMOS Advisory Committee (ADCOM)** and are invited to take part in its annual meeting (or to designate a member of their Committee in their place by written proxy), which usually takes place in October/November each year;
- They are invited to participate in the **regional meeting(s)** of the National and Transnational Committees of their region (either on occasion of the annual Advisory Committee meeting or separately);
- **General Assembly:** To ensure the voting rights of the National or Transnational Committee, the President must ensure that the Committee has complied with the conditions governing voting rights within the given deadlines (e.g. payment of membership dues, submission of voting member list). [National and Transnational Committees can bid to host a General Assembly](#);
- If the Committee cannot be present at the meeting, it should inform the International Secretariat before the start of the meeting - for the meeting minutes.

Membership and billing

- The President and the Board of a National or Transnational Committee are responsible for ensuring that their Committee's information in the [ICOMOS Membership Database](#) is up-to-date and for encouraging their members to complete their online profiles. They should formally designate a member as "Membership Manager" and inform the ICOMOS accountant of his/her name and email so that he/she can receive the appropriate access codes and keep the Committee's database information updated for Instructions for use of the database;
- The Committee ensures the [collection of membership fees and their transfer to the International Secretariat](#), as well as the ordering of new membership cards via the online database in accordance with the procedure, calendar and payment methods specified;
- The Committee encourages its members to [donate](#) to the [Raymond Lemaire](#) and [Victoria Falls Funds](#), possibly in conjunction with their membership fee payment;

International Scientific Committees

As a President or Board member of a National or Transnational committee, you must:

- Encourage **membership in all International Scientific Committees**, under the terms of the Eger-Xian Principles, and in National Scientific Committees, wherever available;
- Encourage the **establishment of National Scientific Committees**, to operate in the same fields as the existing International Scientific Committees. Regular communication between National Scientific Committees and the ISC is necessary;
- Ensure that your National or Transnational Committee is **duly represented by a Committee-designated voting member** and other appropriate expert or associate members in the relevant International Scientific Committees;
- If the publication of Minutes and Protocols of International Scientific Committees is not available on the respective International Scientific Committee's website, make sure to have a copy sent to your National Scientific Committee;
- Encourage your National Scientific Committee Chair(s) to exchange information with other National Scientific Committees working in the same field and to create interdisciplinary intersections between the fields;
- Make sure to be involved in the preparation of the International Scientific Committees' doctrinal texts in order to guarantee full cooperation between your National Committee and the International Scientific Committees, and to further ICOMOS' goals.

Representation in Working Groups

Your Committee should:

- Ensure that your National or Transnational Committee has designated a **representative/Focal point in relevant ICOMOS Working Groups** and initiatives it is invited to. → [See the list of Working Groups and their focal points](#);
- The designated representative/Focal point should report to their National or Transnational Committee regularly on the Working Group/initiative's activities, and transmit relevant information from their Committee to the Working Group/initiative.

Documentation Centre, website and social media

Your Committee should:

- Provide the Documentation Centre **with copies of your Committee's annual scientific production** (books, conference proceedings, locally adopted doctrinal texts, newsletters, etc., in both printed and electronic format);
- It is also mandatory for each National Committee to upload its annual scientific production into the [ICOMOS Open Archive](#);
- Your Committee is encouraged to set up and run **its own website** within the framework of the ICOMOS International websites;
- Set up and run its own social media channels (Facebook/Twitter/LinkedIn/Instagram) and to link up to ICOMOS international social media accounts to facilitate re-posting;
- Ensure that it obtains permission to use/copyright and provides appropriate credits for any images it uses in printed or online communications.

World Heritage

- Your Committee is encouraged to establish working relationships with the National Commission for UNESCO in your country/ies;
- It must subscribe to the principles enshrined in the ICOMOS "Policy for the implementation of the ICOMOS World Heritage mandate" adopted in 2006 and subsequently amended from time to time. The Committee may contribute to the selection of sites for inclusion in the Tentative List, in the context of the UNESCO World Heritage Convention of 1972. For World Heritage nominations under preparation and in the context of the UNESCO World Heritage Convention of 1972, the Committee may organise or take part in seminars, symposia or expert meetings;
- It should make its best efforts to respond to requests from the ICOMOS World Heritage Units seeking its opinion on nominations, and such opinions will be kept confidential between ICOMOS and the Committee. The Committee will assist ICOMOS with the identification of appropriate experts to undertake missions or to write desk reviews for World Heritage evaluations, and will make its best efforts to participate in visits for expert evaluations or monitoring missions to their countries, as invited by the ICOMOS World Heritage Units;

- Committees are reminded not to send their opinions on World Heritage sites directly to the UNESCO World Heritage Centre but to do so via the International Secretariat's World Heritage Monitoring Unit. The Unit collects reports from National and Transnational Committees on their countries' World Heritage sites, which can be treated confidentially if need be;
- For more information on this subject, please refer to the section about the [roles of ICOMOS Committees in the World Heritage Convention and process](#).

Activities and Projects

- Ensure the participation and contribution of your National and Transnational Committee in meeting the [Triennial General Programme](#) voted by the ICOMOS General Assembly and in on-going programmes and activities, for example: consultations on draft doctrinal texts or other professional issues, organizing joint-National Committee or regional activities and symposia; National or Transnational Committee – International Scientific Committee activities and symposia, [18 April celebrations](#); preparing or responding to [Heritage Alerts](#) for sites in your country; contributing reports to the [Heritage@Risk publications](#); nominating members for [Honorary membership](#) and the [Gazzola Prize](#);
- When scheduling events, please consult the ICOMOS online calendar to avoid clashes with other ICOMOS events and take into account major religious holidays;
- National and Transnational Committees may be approached to join consortia in bidding for international projects. The International Secretariat is regularly involved in such bids, also with the objective of involving and developing opportunities for ICOMOS Committees. **Close two-way communication between the International Secretariat and Committees is therefore essential** to avoid ICOMOS participating in competing consortia and to ensure that the interests of both the Committees and ICOMOS international are respected. National Committees are therefore asked to inform the Secretariat if they have been approached to participate in a bid and the International Secretariat will in turn inform the Committees as early as possible of any bids it is engaging in.

Cooperation with other organisations

- ICOMOS National and Transnational Committees are encouraged to cooperate with the national branches of our partner organisations, and to keep the ICOMOS International Secretariat periodically informed of such cooperation;
- ICOM: ICOMOS National Committees are particularly encouraged to seek contact and cooperation with the National Committees of our sister organisation ICOM (International Council on Museums);
- National Blue Shield Committees: ICOMOS and Transnational National Committees should participate and be represented in the [National Blue Shield Committee](#) of their country/ies – if they exist.

Principles for the ICOMOS National Committees (Dubrovnik-Valletta Principles)

Adopted in principle by the Executive Committee in March 2010 following the recommendation of the Advisory Committee (Valetta, 2009).

Please note that the following section is currently under revision and may contain outdated or inaccurately represented information.

These principles are to be used in evaluating ICOMOS's National Committees' activity level, provided services, and general effectiveness. These principles replace the Dubrovnik guidelines.

Their primary purpose is to guide the work of all ICOMOS National Committees and, where necessary, to help our organization in assisting the National Committees to improve the performance of operations in the service of heritage professionals in their countries and in the interests of world heritage.

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

→ To consult the document, contact the [International Secretariat](#).

How to establish an ICOMOS National or Transnational Committee

Principles

As soon as there are five or more ICOMOS members in a country that is a UNESCO member state, these are encouraged to form a National Committee. The plan to create such a Committee should be publicized throughout the national cultural heritage conservation community, so as to allow all those interested to apply for membership. In countries where a previous Committee existed, which subsequently closed down or lost its international accreditation, former members should also be informed, in as far possible.

ICOMOS Committees should be widely representative of the cultural heritage conservation field in their country both in terms of disciplines, age, gender, geography and employment situations (including also freelance professionals, academics etc.). Committees are particularly encouraged to encourage young professional membership and active involvement.

For detailed information, see:

- Establishing a National Committee: see art. 121 of the [Rules of Procedure](#);
- Establishing a Transnational Committee: see art. 122 of the [Rules of Procedure](#).

Procedure

The creation of a National or Transnational Committee has to receive the accreditation of the ICOMOS Board before the Statutes of the Committee are submitted for incorporation or registration to the national authorities. Should the Committee at any point not comply with ICOMOS requirements, the ICOMOS Board may also decide to withdraw its international accreditation.

To obtain such accreditation, those who have initiated the creation of a National or Transnational Committee should submit the following documents to the International Secretariat:

- the draft statutes for the Committee (based on the attached model, but of course to be adapted to suit your own national legislation governing non-profit associations);
- the CVs of at least 5 founding members and, if applicable, a list of the full Committee membership including contact details;
- the minutes of the founding meeting of the Committee;
- the official contact details of the Committee (address, telephone, fax and email).

The ICOMOS International Secretariat will submit the draft statutes for verification to ICLAFI (the ICOMOS International Scientific Committee on Legal and Administrative matters) and, if necessary, return to the National Committee to request any needed modifications. Subsequently the full documentation is submitted by the International Secretariat for final approval to the ICOMOS Board at its next meeting.

→ To consult the document, contact the [International Secretariat](#).

ICOMOS Model Statutes for National Committees

Introductory comment

The further revision of the ICOMOS National Committees Model Statutes aims to bring them into line with the latest ICOMOS Statutes adopted in 2017 (Delhi) and the Rules of Procedure amended in 2019 (Marrakech).

It is obvious that any Model Statutes for ICOMOS National Committees will have to adhere faithfully to the ICOMOS Statutes and other applicable statutory documents. It is probable that many National Committees 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. The ICOMOS Statutes and National Committees 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 National Committees may find helpful.

In drafting or amending their Statutes, Committees are asked to follow the Model Statutes as closely as possible and to submit them in either English or French. If the Committee is of the view that there is a conflict between the ICOMOS Model Statutes and local legislation, the Committee must advise the ICOMOS Board in writing of any Article(s) in the Model Statutes that in its view conflict with local legislation, together with a proposed amendment in the ICOMOS working languages (currently English and French) to the Article(s) concerned. The Board will decide whether the proposed amendment is acceptable.

To facilitate this work, please make all the changes of any article in the Model Statutes in tracked changes.

The draft Statutes will be reviewed by ICOMOS and the applicants will be advised of any amendments required to bring the draft Statutes into line. The draft Statutes must not be submitted to the regulatory authority in the country of the proposed National Committee until they have been endorsed by the ICOMOS Board.

ICOMOS is not a federation of many organisations; its members are individuals and institutions. The National Committees are groupings of individuals and institutions from the same country.

National Committees as such have no direct role in the running of ICOMOS at the international level. Their role and responsibilities are limited to assigning the National Committee voting rights at the ICOMOS General Assembly, but this does not mean that they 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.

General Rules

In accordance with Article 13 of the ICOMOS Statutes:

- The establishment of National Committees shall be accredited by the ICOMOS Board.
- A National Committee may be established in any country, which is a Member State of UNESCO or a State Party to the Convention concerning the Protection of the World Cultural and Natural Heritage of 1972, in accordance with relevant national legislation.
- The National Committee shall comprise all members of ICOMOS within a country, as defined in Article 13-a of the ICOMOS Statutes.
- A National Committee must have at least five Individual Members.
- The Statutes and operations of the National Committees must be in accordance with the ICOMOS Statutes, Rules of Procedure and Ethical Principles.

The initial and continuing recognition of the National Committee by the ICOMOS Board will depend on compliance with these provisions.

→ To request the Model Statutes, contact the [International Secretariat](#).

Transnational Committees

In cases where the establishment of a National Committee proves difficult – for example as it will be difficult to achieve a sufficiently large membership and financially sustain a separate National Committee in each country – at least for the time being – members across a series of countries can propose the creation of a Transnational Committee. This does not preclude the later establishment of a National Committee in one or more of the countries concerned.

For detailed information, see:

- Establishing a Transnational Committee: see art 13 e. of the [ICOMOS Statutes](#) and art. 81 and 122 of the [Rules of Procedure](#).

The overall principles and procedures are the same as for the establishment of a National Committee (see previous section).

The model Statutes for Transnational Committees are currently under development.

→ For more information, contact the [International Secretariat](#).

Annual Reporting for ICOMOS National and Transnational Committees

According to article 123 of the [Rules of Procedure](#): “Every National and Transnational Committee must submit an annual report to the International Secretariat”. Although the content of annual reports will be more or less similar every year, the report template can change from one year to the other. It will be distributed by the International Secretariat well in advance so that Committees may have enough time to complete it within the required deadline.

Annual reports are then analysed and amalgamated by the Advisory Committee and Scientific Council Officers with the International Secretariat, and used to shape the agenda of the Advisory Committee meeting taking place each year. It seeks input from Committees about various ICOMOS programs and projects.

The Network

Members

National and Transnational Committees

International Scientific Committees

The ICOMOS International Scientific Committees

Situation in December 2023

International scientific committees bring together members from around the world according to their specialized fields of interest in order to share scientific knowledge among them. The promotion of a multidisciplinary approach to heritage protection and management is at the heart of ICOMOS' objectives.

→ [List of the ICOMOS International Scientific Committees](#)

→ [How to join an International Scientific Committee](#)

Practical information for the Presidents of ICOMOS International Scientific Committees

International Scientific Committee Presidents hold a crucial role in ICOMOS – they are responsible for ensuring the democratic functioning of their Committee and that it actively participates in the ICOMOS network and activities. They further ensure good communication flow to and from members of the Committee. As with other positions on an International Scientific Committee Board, this task demands considerable volunteer commitment.

This section is designed as an easy-to-consult, non-exhaustive “check-list” for International Scientific Committee Presidents with regards to their tasks, privileges and responsibilities, as well as major deadlines during the year. For more detailed information on each point, refer to the appropriate section of the Handbook as indicated. The ICOMOS International Secretariat is at your disposal to provide you with additional information to support you in your important role.

General

The functioning of ICOMOS International Scientific Committees (ISCs) is governed by the following rules, and the President of the ISC and its Board are responsible for ensuring that the Committee abides by them:

- The [ICOMOS Statutes](#), as last amended by the Extraordinary General Assembly in Bangkok on 28 October 2022, and in particular Article 14;
- The [Rules of Procedure](#), as last amended by the 21st General Assembly in Sydney on 8 September 2023, and in particular the section on International Scientific Committees (articles 127 to 130);
- The [Bylaws of the International Scientific Committee](#) itself, drafted in conformity with the Model By-laws for ISCs as revised in 2019. Ensure that an up-to-date copy of the By-laws has been sent out to the Secretariat (it can also be uploaded on your Committee’s area of the Membership database);
- The [Principles for the ICOMOS International Scientific Committees](#), including the Eger-Xi’an Principles, adopted by the 15th General Assembly in October 2005 (Xi’an), amended by the Scientific Council in July 2008 and October 2012 and October 2013, and endorsed by the Executive Committee in March 2010, March 2013 and October 2013; and the [Malta Principles](#), version 15 November 2009, including comments received at the Scientific Council meeting in October 2009;
- The [ICOMOS Ethical Principles](#) as last revised by the 20th General Assembly (2020);
- The International Secretariat, together with ICLAFI (ISC on Legal & Administrative Issues), can provide support to Committees who face any difficulties with statutory questions, and in particular, Committee elections;
- All ICOMOS Committee Presidents are requested to sign an engagement committing themselves to respect and implement the [ICOMOS Privacy Policy](#) established in the framework of the European General Data Protection Regulation (the engagement form can be obtained from the Secretariat). They should also ensure their Committee comply with the requirements described in the GDPR Checklist provided by the Secretariat when a President is newly elected.

Communications and Reporting

- Unless requested otherwise, all communications from the International Secretariat are addressed to up to 3 persons designated by the Committee (including the President and Secretary General) via the **electronic listserv**. ISCs should inform the International Secretariat of any changes in the composition of their Board or contact details as quickly as possible.
- The President (or other designated listserv member) should forward relevant information to Committee members as appropriate;
- The President should also ensure that correspondence sent by the Secretariat/members/public receives a timely response;
- The ISC's **Annual Report** for the previous year using the template provided by the International Secretariat each year should be sent back by the deadline indicated when the template for the Annual Report is sent out.
- The Scientific Council recommends that each ISC adopt a procedure by which it requires its committee members to provide an annual individual summary report in January of their activities related to their ISC's respective areas of expertise. Besides providing input for the ISCs Annual Report, it is a way of encouraging members to remain active contributors to their ISC and to assess Associate Members' professional development.
- Information on **planned Committee events** should be given via [the online communication spreadsheet](#) and/or forwarded in a timely manner to [communication\[at\]icomos.org](mailto:communication[at]icomos.org) for inclusion in the ICOMOS online calendar. This will enable the International Secretariat to support you in communicating on events, in particular via its social media channels. Note that ICOMOS International is not bound to promote the activities of its network. It will do so if the communication team is informed in due time and if the content meets ICOMOS' editorial line;
- The President and the Board of the Committee are responsible for maintaining the archival record and institutional memory (paper and electronic format) of the Committee, and for passing this information on to the subsequent Board. Key documents – for example: date and results of Committee elections, revision of By-Laws – should be communicated to the International Secretariat.

Statutory Meetings

- Presidents of ISCs are members of the [ICOMOS Advisory Committee](#) and Scientific Council and are invited to take part in their annual meetings (or to designate a member of their ISC in their place by written proxy), which usually takes place October/November each year.
- If the Committee cannot be present at the meeting, it should inform the International Secretariat before the start of the meeting - for the meeting minutes.

Membership and budgets

- The President and the Board of an ISC are responsible for ensuring that their Committee's information in the [ICOMOS Membership Database](#) is up-to-date and for encouraging their members to complete their online profiles. They should formally designate a member as "Membership Manager" and inform the ICOMOS accountant of his/her name and email so that he/she can receive the appropriate access codes and keep the Committee's database information updated;
- ISC Presidents are advised to remind their members each year to **renew their ICOMOS membership with their respective National Committee** and for non-members to join ICOMOS within a reasonable deadline;
- ISC budgets: As ISCs are not incorporated, they are not a legal entity, and therefore cannot open bank accounts in their name nor sign contracts. The International Secretariat therefore manages the funds of ISCs, at their request, as follows:
 - A special account is set up in the International Secretariat's analytical accounting (comptabilité analytique/cost or management accounting) for each ISC;
 - The ISC is requested to designate a contact person, who liaises with the ICOMOS accountant and sends to the International Secretariat the bills that the Committee wishes to pay or the name/bank details and amounts for wire transfers. On the basis of this information and written authorisation from the Committee's designated contact person, the ICOMOS accountant then carries out the operations. (NB – if the contact person is the payee – the payment order should be sent by or copied to another member of the Committees Bureau);
 - The International Secretariat provides the designated contact person detailed printouts/reporting on the operations concerning the Committee's funds;
 - Provisions have been made to ensure that these funds are not used as part of the ICOMOS cash flow.

Relations with National and Transnational Committees

The duties of the President of an ISC and its Board include the following:

- Issue regular calls to the National and Transnational Committees to ensure that relevant Committees are duly represented by a National or Transnational Committee-designated voting member and other appropriate expert or associate members.
- Keep in contact with National Scientific Committees that mirror and feed into the work of your ISC, where they exist.
- Foster joint meetings/symposia with National and Transnational Committees when this would advance the scientific work of each party.
- The Minutes and Protocols of all ISC meetings should be published on the respective ISCs website in as many languages as possible, in order to guarantee openness and availability.
- Ensure that National and Transnational Committees are involved in the preparation of the International Scientific Committee's doctrinal documents in order to guarantee full cooperation between the National and Transnational Committees and your ISC, and to further ICOMOS' goals.

Representation in Working Groups

As President or Board member of an ISC, you should:

- Ensure that your International Scientific Committee has designated a representative/Focal Point in relevant ICOMOS Working Groups and initiatives it is invited to;
→ [See the list of the ICOMOS International Working Groups and their focal points](#)
- Ask your designated representative/Focal Point to report to your International Scientific Committee regularly on the Working Group's/initiatives activities, and transmit relevant information from your Committee to the Working Group/initiative.

Documentation Centre, Website and Social media

- Provide the Documentation Centre with copies of your ISC's annual [scientific production](#) (books, conference proceedings, declarations from meetings, newsletters etc. in both printed and electronic format);
- It is also mandatory for each ISC to upload its scientific production into the [ICOMOS Open Archive](#);
- Your Committee is encouraged to set up and run its own website within the framework of the [ICOMOS International websites](#).
- Your Committee is encouraged to set up and run its own social media channels (Facebook/Twitter/LinkedIn/Instagram) and to link up to ICOMOS international social media accounts to facilitate re-posting;
- Your Committee must ensure that it detains permission to use/copyright and provides appropriate credits for any images it uses in printed or online communications.

World Heritage

- Your Committee must subscribe to the principles enshrined in the ICOMOS "Policy for the implementation of the ICOMOS World Heritage mandate" adopted in 2006 and subsequently amended from time to time. In the context of the UNESCO World Heritage Convention of 1972, the Committee may organise or take part in seminars, symposia or expert meetings;
- It should make its best efforts to respond to requests from the ICOMOS World Heritage Units seeking its opinion on nominations, and such opinions will be kept confidential between ICOMOS and the Committee. The Committee will assist ICOMOS with the identification of appropriate experts to undertake missions or to write desk reviews for World Heritage evaluations, as invited by the ICOMOS World Heritage Units;
- The International Scientific Committee is reminded not to send its opinions on World Heritage sites directly to the UNESCO World Heritage Centre, but to go via the International Secretariat's World Heritage Unit. The Unit welcomes reports from International Scientific Committees, which can be treated confidentially if need be;
- For more information on this subject, please refer to the section about [the roles of ICOMOS Committees in the World Heritage convention and process](#).

Activities and Projects

- Ensure the participation and contribution of your International Scientific Committee in meeting the [Triennial General Programme](#) and [Scientific Plan](#) voted by the ICOMOS General Assembly and in on-going programmes and activities, for example: consultations on draft doctrinal texts or other professional issues; participating in the interdisciplinary research programmes of the Scientific Council; organising joint-ISC activities and symposia; joint National or Transnational Committee – International Scientific Committee activities and symposia; [18 April celebrations](#); preparing or responding to [Heritage Alerts](#) for sites in your country; contributing reports to the [Heritage@Risk publications](#); nominating members for [Honorary membership](#) and the [Gazzola Prize](#);
- International Scientific Committees may be approached to join consortia in bidding for international projects. As ISCs are not incorporated legal entities – they cannot join such projects or sign contracts in their own right – and any contracts have to be signed by ICOMOS International. International. ISC are therefore asked to inform the International Secretariat if they have been approached to participate in a bid they are interested in – as early as possible – to ensure feasibility and discuss contractual arrangements.

The International Secretariat is regularly involved in such bids, also with the objective of involving and developing opportunities for ICOMOS Committees. Close two-way communication between the International Secretariat and International Scientific Committees is therefore essential to ensure that both the interests of the Committees and ICOMOS International are respected.

Cooperation with other organisations

ICOMOS has partnership agreements with several partner organisations. These agreements stipulate either broad principles of cooperation with the ISCs in general or privileged relationships with certain ISCs, including:

- ICOM: ICOMOS International Scientific Committees are particularly encouraged to seek contact and cooperation with the corresponding International Committees of our sister organisation ICOM (International Council on Museums)
- ICCROM will involve itself with ICOMOS International Scientific Committees in areas that correspond to ICCROM's strategic directions and interests.
- UIA: The agreement foresees particular cooperation with the ISCs on Historic Towns, Analysis and Restoration of Structures of Architectural Heritage, Risk Preparedness or Training, and 20th Century Heritage. ICORP has a special role in following ICOMOS' involvement in the [International Committee of the Blue Shield](#).

All ISC are encouraged to report on their activities with partners in their Annual Reports.

Principles for the International Scientific Committees of ICOMOS (Eger-Xi'an Principles)

Adopted by the 15th General Assembly in October 2005 (Xi'an), amended by the Scientific Council in July 2008 and October 2012 and October 2013, and endorsed by the Board in March 2010, March 2013 and October 2013.

Please note that the following section is currently under revision and may contain outdated or inaccurately represented information.

The role and goals of International Scientific Committees are described in the Eger-Xi'an Principles, a working document that was adopted during ICOMOS 15th General Assembly in 2005 and has been most recently updated in October 2013.

→ To consult the document, contact the [International Secretariat](#).

Malta Guidelines for the ICOMOS International Scientific Committees

Version from 15 November 2009, including comments received at the Scientific Council meeting in October 2009.

Please note that the following section is currently under revision and may contain outdated or inaccurately represented information.

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.

→ To consult the document, contact the [International Secretariat](#).

How to establish an ICOMOS International Scientific Committee

Principles

International Scientific Committees must be established in accordance with the Principles of International Scientific Committees, or Eger-Xi'an Principles, and must adopt Bylaws in conformity with the Model Bylaws for International Scientific Committees endorsed by the ICOMOS Board.

→ To request the Principles or the Model Bylaws, contact the [International Secretariat](#).

Procedure

The procedure to establish an International Scientific Committee is described in Article 127 of the [Rules of Procedure](#) on Forming an International Scientific Committee:

- 1 ICOMOS members with special expertise in an area of ICOMOS activity may decide to propose establishing an International Scientific Committee.
- 2 A proposed International Scientific Committee must adopt By-laws that are in conformity with the Model By-laws for International Scientific Committees endorsed by the ICOMOS Board. International Scientific Committees may not be incorporated.
- 3 An application for establishment as an International Scientific Committee must be made to the Board through the Scientific Council and Advisory Committee in accordance with the provisions of Articles 83 and 84.

The application for establishing such a Committee has to go to the Board through the Scientific Council and Advisory Committee.

Annual reporting for International Scientific Committees

According to article 128 of the Rules of Procedure, “Every International Scientific Committee must submit an annual report to the International Secretariat”. Although the content of annual reports will be more or less similar every year, the report template can change from one year to the other and the Scientific Council will advise the Committees of the required format and content of the report. The template will be distributed by the International Secretariat well in advance so that Committees may have enough time to complete it within the required deadline.

Annual reports are then analysed and amalgamated by the Scientific Council Officers with the help of International Secretariat, and used to shape the agenda of the Advisory Committee meeting taking place each year. It seeks input from Committees about various ICOMOS programs and projects.

The Governing Bodies

General Assembly

Board

Advisory Committee

Others

Rules of Procedure of the ICOMOS General Assembly

The functioning of the General Assembly is regulated by the section in the [Rules of Procedure](#) entitled “General Assembly”, in articles 26 to 67 of the Rules of Procedure:

- Articles 26 to 28: Selecting the host of a General Assembly;
- Articles 29 to 31: Date, place and notice of General Assembly meetings;
- Articles 32 to 35: Agenda, documents and records of General Assemblies;
- Articles 36 to 37: Membership and credentials at General Assemblies;
- Articles 38 to 49: Organisation, committees and secretariat of the General Assembly;
- Articles 50 to 67: Conduct of business, voting and elections at the General Assemblies.

Victoria Falls / Mosi-oa-Tunya Solidarity Fund of ICOMOS

Criteria adopted by the Board in October 2007; amended in March 2011 and in November 2022.

ICOMOS wishes to ensure that representatives from all regions of the world and from as many National Committees as possible can attend the General Assembly and Scientific Symposium. For ICOMOS members in some regions of the world, the cost of attending a General Assembly is an expense that neither the National Committee nor its members can afford to cover 100%.

Established following a resolution of the 14th General Assembly (2003), the Victoria Falls - Mosi-oa-Tunya Solidarity Fund allows the ICOMOS membership to directly support the attendance of colleagues facing financial difficulties at ICOMOS events, in particular General Assemblies. It complements the external support received through the generous grants awarded regularly by the Getty Foundation during the past years.

The Fund is managed by the ICOMOS International Secretariat so as to ensure its neutral and equitable use, under the supervision of the ICOMOS Board. All grants to attend the General Assembly are allocated by the Grants Committee according to established criteria. The International Secretariat keeps detailed administrative and audited financial records of the use of the Fund and reports annually to the Board and the donor Committees.

The Fund is mainly financed through annual contributions by ICOMOS members, but it can also accept public or private donations. Each year, National Committees are encouraged to fundraise for the Fund when invoicing members for their annual dues.

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

Adopted by the Board in October 2007, and amended in March 2011 and November 2022.

- 1 The purpose of the ICOMOS Victoria Falls/Mosi-oa-Tunya Solidarity Fund is 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 General, 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 any external grant support received will be administered together using a single Grants Committee and a consolidated list of criteria for allocation.

Grants Committee

- 5 The Board will decide on the composition of the Grants Committee at least 8 months before a General Assembly takes place, based on the following characteristics that (ref. RoP Article 133-6):
 - a. The membership reflects to the extent possible in a small group, the cultural and geographical diversity of ICOMOS,
 - b. All members are likely to be available and willing to accept the workload associated with the role,
 - c. At least one representative of the Scientific Council should be included as a member of the Grants Committee,
 - d. Members intending to stand for election to a position at the General Assembly should not participate in the Grants Committee (with the exception of the ex officio members),
 - e. The Treasurer-General and the President or Vice-President of the Advisory Committee should participate in the Grants Committee as ex officio members.
- 6 The Grants Committee will submit a report on its work to the Board and make recommendations as appropriate.

Criteria

- 7 The Grants Committee will select ICOMOS members to receive grants according to the following criteria.

Criteria for eligibility/ineligibility

- a. The grants are reserved for ICOMOS members from eligible countries (see list under item c).
- b. Only members from National Committees that are up to date with their 2022 fees at the time of submitting an application to the Grants Committee will be eligible.
- c. For members in countries where there is no National Committee yet, only members that are themselves up to date with their 2022 fees at the time of submitting an application to the Grants Committee will be eligible.
- d. Applications received from candidates in countries of the Asia Pacific region where there is no National Committee and who are not yet individual members of ICOMOS may be considered if the candidate has also submitted an application to become an ICOMOS individual member through the International Secretariat. For this purpose, the membership application form is available here and should be returned – with a CV and a cover letter – to the International Secretariat before 3 January 2023. By submitting the membership application form, the candidate commits to becoming an individual member of ICOMOS.
- e. Grants are open to all members with eligibility and not reserved for National Committee Presidents.
- f. In principle, only one grant per country will be given. If a National Committee has two candidates, the grant can be equally divided between the candidates in a joint decision of the National Committee and the Grants Committee. If sufficient funds are available – more than one grant per country may be considered.
- g. Bringing an accompanying person to the event will result in an immediate determination of no financial need. Should an accompanying person be brought despite having stated otherwise in the questionnaire, all funds will have to be refunded to the ICOMOS International Secretariat.

- h. Registering for/Undertaking post-GA tours or travel will result in an immediate determination of no financial need. Should such travel be undertaken despite having stated otherwise in the questionnaire, all funds will have to be refunded to the ICOMOS International Secretariat.

Candidates need to demonstrate

- a. Personal financial need,
- b. Clear understanding of benefits foreseen of attending the General Assembly,
- c. Personal involvement in ICOMOS National Committee, International Scientific Committee, Working Group or other ICOMOS activities,
- d. Their commitment to obtain a visa in time, should a visa be required,
- e. That all other parts of the cost of their participation are covered by themselves or by additional funding.

Preference will be given to

- a. Applicants who have not previously been supported to attend a General Assembly,
- b. Applicants from new or presently emerging National Committees,
- c. Applicants submitting abstracts for papers at the Scientific Symposium,
- d. Emerging Professionals,
- e. Applicants who are the representative of their National Committee in one of ICOMOS' International Scientific Committees or Working Groups
- f. Applicants from active National Committees (based on their Annual Report and fulfilment of the Dubrovnik-Valetta Principles, as well as on the record of attendance by the National Committee to previous General Assemblies and Symposia),
- g. Applicants from Indigenous communities,
- h. Applicants from countries with restricted official availability of foreign currency to travel abroad.

Unless there is a compelling reason not to do so, grant recipients are requested to allow publication of their name and expected to participate in acknowledgement functions or ceremonies for travel grant donors during the General Assembly.

Selection process

- 8 Each application received will be verified for completeness by the International Secretariat; the Grants Committee will consider only applications that are complete.
- 9 Applicants will be requested to present a budget for their participation at the General Assembly indicating the amount that they can contribute and those they may perceive from other sources. All applicants are supposed to register in time to benefit from the Early bird registration fee. The calendar for the application and selection process will be set to allow for this.
- 10 In allocating amounts to applicants, the Grants Committee offers grants depending on the location and costs of attending the General Assembly and Scientific Symposium. The amounts of the grants will be proposed by the Director of the International Secretariat in consultation with the host Committee, based on the likely costs of participation in the General Assembly and Scientific Symposium.
- 11 All applicants will be informed of the Grants Committee's decisions according to the tentative schedule published on the ICOMOS website with the call for candidatures.

- 12 Applicants selected to receive support but unable to accept it due to unforeseen circumstances must notify the International Secretariat at once so that those funds may be redirected to meet other applicants' needs.
- 13 Information contained in the applications as well as the financial support given to individuals will be treated as confidential.

Terms of Reference for hosting a General Assembly or a Triennial General Assembly

Following the Triennial General Assembly in 2017 (Delhi) and the Annual General Assemblies and Advisory Committees in 2018 (Buenos Aires) and 2019 (Marrakech), the Terms of Reference for the organization of these meetings adopted by the ICOMOS Board in March 2017, and amended in December 2019 and in June 2022.

Two different sets of Terms of Reference exist:

- For hosting the Advisory Committee and Annual General Assembly;
- For hosting the Triennial General Assembly.

National Committees or groups of National Committees are invited to bid for these events based on the appropriate Terms of Reference – considering the distinct timetables for each bidding process, and sustainability as a key objective for all aspects of these events.

→ To request the Terms of reference, contact the [International Secretariat](#).

Locations of previous ICOMOS General Assemblies and themes of their scientific Symposia

Reports can be downloaded from the [ICOMOS website](#).

Note: Symposia are organised by the General Assembly during Triennial General Assemblies; they are organised by the Advisory Committee during Annual General Assemblies (the first one took place in 2015).

1	1965	Cracow Poland	Foundation of ICOMOS, Regulations, By-Laws and National Committees
2	1969	Oxford United- Kingdom	The Value for Tourism of the Conservation and Presentation of Monuments and Sites with Special Reference to Experience and Practice in Great Britain
3	1972	Budapest Hungary	Modern Architecture in Historic Ensembles and Monuments
4	1975	Rothenburg BRD, West Germany	The Small Town
5	1978	Moscow U.S.S.R.	The Protection of Historical Cities and Historical Quarters in the Framework of Urban Development
6	1981	Rome Italy	No Past, no Future
7	1984	Rostok DDR, East Germany	Monuments and Cultural Identity
8	1987	Washington D.C. United States of America	Old Cultures in New Worlds
9	1990	Lausanne Switzerland	ICOMOS, a Quarter Century, Achievements and Future Prospects
10	1993	Colombo Sri Lanka	Archaeological Heritage Management, Cultural Tourism and Conservation Economics
11	1996	Sofia Bulgaria	Heritage and Social Changes

12	1999	Mexico Mexico	The Wise Use of Heritage, Heritage and Development
13	2002	Madrid Spain	Strategies for the World's Cultural Heritage - Preservation in a Globalised World – Principles, Practices, Perspectives
14	2003	Victoria Falls Zimbabwe	Place - Memory - Meaning: Preserving Intangible values in Monuments and Sites
15	2005	Xi'an China	Monuments and sites in their setting – conserving cultural heritage in changing townscapes and landscapes
16	2008	Québec Canada	Where does the Spirit of the place lie?
17	2011	Paris France	Heritage, driver of development
18	2014	Florence Italy	Heritage and Landscape as Human Values
Annual GA	2015	Fukuoka Japan	Risks to Identity: Loss of Traditions and Collective Memory
Annual GA	2016	Istanbul Turkey	Post-disaster Reconstruction
19	2017	New Delhi India	Heritage and Democracy
Annual GA	2018	Buenos Aires Argentina	Sustainability: Cultural Heritage and Sustainable Development
Annual GA	2019	Marrakesh Morocco	Rural Heritage – Landscapes and Beyond
20	2020	Online	Shared Cultures – Shared Heritage – Shared Responsibility
Annual GA	2021	Online	Living Heritage and Climate Change
Annual GA	2022	Bangkok Thailand	Religious Heritage
21	2023	Sydney Australia	Heritage Changes: Resilience, Responsibility, Rights, Relationships

The Governing Bodies

General Assembly

Board

Advisory Committee

Others

Composition of the ICOMOS Board 2023-2026

Resulting from the elections that took place at the 21st General Assembly (Sydney).

President	Ms Teresa Patrício (Belgium) ^{***}
Secretary General	Mr Jurn Buisman (Netherlands) [*]
Treasurer	Mr Cyrill von Planta (Austria) ^{**}
Vice Presidents	Ms Riin Alatalu (Estonia) ^{***} Mr Leonardo Castriota (Brazil) ^{***} Ms Chilangwa Chaiwa (Zambia) [*] HRH Dana Firas (Jordan) [*] Ms Susan McIntyre-Tamwoy (Australia) [*]
Elected Members	Mr Olufemi Adetunji (Nigeria) [*] Ms Adriana Careaga (Uruguay) ^{***} Mr Doo-Won Cho (Korea, Rep. of) [*] Mr Andreas Georgopoulos (Greece) ^{**} Ms Zeynep Gül Ünal (Türkiye) ^{***} Ms Marianne Knutsen (Norway) [*] Ms Celia Martínez Yáñez (Spain) [*] Mr Takeyuki Okubo (Japan) ^{**} Ms Mariana Pereira (Portugal) [*] Ms Nupur Prothi (India) ^{**} Ms Monica Rhodes (USA) [*] Ms Grainne Shaffrey (Ireland) ^{**}
Honorary Presidents	Mr Gustavo Araoz (USA) Mr Toshiyuki Kono (Japan)

*Indicates the total number of consecutive terms, not necessarily in the same position

Rules of Procedure of the ICOMOS Board and Bureau

The functioning of the Board and the Bureau is regulated by the sections in the [Rules of Procedure](#) entitled “Board” (articles 68 to 100) and “Bureau” (articles 101 to 107).

Articles regulating the Board

- Articles 68 to 69: Date, place and notice of Board meetings
- Article 70: Invitation of experts to Board meetings
- Articles 71 to 73: Agenda, documents and records for Board meetings
- Articles 74 to 76: Participation in Board meetings and decisions
- Articles 77 to 78: Working methods of the Board
- Article 79: Support for Board meetings
- Article 80: Obligations of Board members
- Articles 81 to 82: Accreditation of National and Transnational Committees
- Articles 83 to 85: Establishment and dissolution of International Scientific Committees
- Appeals 86 to 87: Appeals to the Board
- Appeals 88 to 91: Board members representing ICOMOS at meetings and events
- Article 92: Election to fill vacant Bureau elections between General Assemblies
- Articles 93 to 96: Partnerships and agreements
- Articles 97 to 100: Patronage and the protection of ICOMOS name and logo

Articles regulating the Bureau

- Articles 101 to 102: Date, place and notice of Bureau meetings
- Articles 103 to 105: Agenda, documents and minutes for Bureau meetings
- Article 106: Decisions between Bureau meetings
- Article 107: Designation of voting members for countries with no National Committees

Representation at meetings and events

According to the article 89 of the Rules of Procedure, Board members shall provide the International Secretariat with a copy of the invitations they receive in that capacity, indicating whether they will attend the meeting/event or not, as well as provide a recommendation on whether an ICOMOS representation is required or desired based on the criteria listed in Article 88.

As stated in article 91, any representative of ICOMOS is required to:

- a Present the ICOMOS official position and in any case clearly establish the distinction between official positions and personal opinions;
- b Check the ICOMOS position before agreeing to represent ICOMOS; a briefing will be provided by the International Secretariat;
- c Send a brief report to the International Secretariat within 15 days of the event, so that ICOMOS can ensure follow-up and continuity.

For a full description of the criteria for assessing the importance of invitations, processing invitations, the level of representation and the duties of ICOMOS representatives, please refer to the item 11 of the section entitled “Board” in the [Rules of Procedure](#) (articles 88 to 91).

Governance Document for the ICOMOS Board and Director General

As adopted by the ICOMOS Board on 21 September 2020.

Mission Statement

ICOMOS works for the conservation and protection of cultural heritage places in both its tangible and intangible aspects. It is dedicated to promoting the application of theory, methodology, and scientific techniques to the conservation of the architectural and archaeological heritage based on the principles enshrined in the 1964 International Venice Charter.

A. Governance Process for the Board

These policies outline the roles and duties of the Board and its members.

DUTIES OF THE BOARD

1. Overview

The Board:

- represents the interests of the ICOMOS world membership
- determines the benefits that the organisation will produce, in accordance with the decisions of the General Assembly and its long-term strategic directions
- monitors the organisation to ensure that policies are being complied with and that results are being accomplished
- ensures that all organs and statutory bodies of ICOMOS work together in collaboration and cooperation to achieve ICOMOS' aims and objectives
- ensures professional standards are in place
- ensures the protection of the good reputation of the organisation
- ensures financial stability.

2. Governing Style

The Board will:

- govern according to its Governance Policies with an emphasis on:
 - outward vision
 - encouragement of diversity of viewpoints
 - strategic leadership more than administrative detail
 - a clear distinction between Board and Director General roles
 - collective rather than individual decisions
- cultivate a sense of group responsibility, working in conjunction with the General Assembly and the Advisory Committee in initiating policy
- direct, control and inspire the organisation through the establishment of broad written policies, which will focus on its long-term strategies
- enforce upon itself a discipline in relation to attendance, participation, preparation for meetings, policy-making principles and ensuring continuance of governance capability.

- ensure continual Board development by periodic discussion of process improvement, strategic issues and future vision for ICOMOS
- formulate clear decisions and identify the persons responsible for their implementation
- ensure the implementation of these decisions within an agreed timeframe
- monitor and evaluate its own performance and report annually at the Advisory Committee
- ensure orientation of new members in the governance policies.

3. Board Responsibilities

The Board will:

- ensure, as governing body of the organisation, the implementation of the General Programme voted by the General Assembly as well as of the statutory activities undertaken by ICOMOS as Advisory Body to the World Heritage Committee
- provide for strong communication with the international membership
- adhere to the ICOMOS Statutes and the Rules of Procedure in carrying out its business.
- provide written governing policies that realistically address the broadest level of decisions and situations by:
 - focusing on results: organisational impacts, benefits, priorities, etc.
 - setting out Director General authority to establish prudence and ethical boundaries within which all activities and decisions must take place
 - setting out how the Board conceives, carries out and monitors its own tasks
 - setting out the delegation of power, the monitoring of its proper use, the role of the Director General and his/her authority and accountability
 - ensuring successful organisational performance in relation to results
- appoint from time to time Committees or Work Groups to undertake specific tasks within a defined timeframe.

4. Officers & Committee Roles

In fulfilment of and in addition to their duties as set out in the Statutes:

The President will: (Statutes: Article 11-e-1 and others)

- assure the integrity of the Board process
- ensure that meeting content ordinarily will only be that which clearly belongs to the Board to decide or to monitor
- ensure that deliberation will be fair, open and thorough but also timely, keeping to the point
- ensure that information that is neither monitoring the performance nor Board decisions will be minimised and noted as such
- may direct the Director General in accordance with the directives of the Board
- on occasion delegate his/her authority but will remain accountable for its use.

The President executes the decisions of the Board and delegates his authority under defined conditions both in terms of general administration and financial planning. The President may direct the Director General in accordance with the directives of the Board.

The Secretary-General will: (Statutes: Article 11-e-4)

- ensure the correct and formal documentation of decisions
- verify compliance with the Statutes and Rules of Procedure
- work with the President on the preparation of meetings, with the Director General on the direction and operation of the Secretariat and with the Treasurer General on the budgets.
- ensure minutes are kept of the meetings of the Board
- ensure the keeping of records of the organisation.
- oversee with the Director General the annual reports of the National Committees and the International Scientific Committees
- bring to the attention of the Board any issues or concerns regarding the administration of ICOMOS.

The Treasurer will: (Statutes: Article 11-e-3)

- engage with the Director General on financial matters and will monitor the budget on a regular basis
- work with the Director General and the World Heritage Centre in establishing budgetary constraints for the financial cycles for World Heritage work
- work with the Director General and Secretary General on the establishment of the annual budget for ICOMOS for consideration by the Board
- bring to the attention of the Board any issues or concerns regarding the financial matters of ICOMOS.

The Bureau (comprised of the President (Chair), Secretary General, Treasurer General and 5 Vice- Presidents) will: (Statutes: Article 11-d)

- give assurance of organisational performance
- plan the agenda for Board meetings and the General Assembly
- ensure that minutes of meetings are distributed in a timely manner together with a record of decisions taken and setting out actions required
- give assistance and advice to the Board
- assure orientation for new Board members
- allocate responsibilities to the 5 Vice-Presidents.

The Vice-Presidents will: (Statutes: Article 11-e-2)

- contribute to the workings of the Bureau
- co-ordinate regular regional meetings with National Committees
- represent the views of their region where relevant at Board meetings
- report to the Board on issues important to their region
- assist with any National Committee issues in their region
- be available to act as chairs for Working Groups
- be responsible for carrying out the tasks allocated to them by the Bureau.

Committees (Work Groups) will:

- assist the Board in its work with clearly defined tasks and in compliance with the Board and Bureau decisions
- speak or act for the Board when formally given such authority
- not exercise authority over staff
- cease to exist once its tasks are completed.

5. Code of Conduct

The Board will:

- commit itself to ethical, business-like and lawful conduct
- have loyalty to its membership through the General Assembly, unaffected by loyalties to staff, other organisations and any personal interest
- avoid conflict of interest with respect to its fiduciary responsibility
- be open and transparent about any self-dealing or business with ICOMOS by its members. Should a conflict of interest present itself during a decision that member shall withdraw not only from the vote but also from the deliberation
- ensure that its members will not use their positions to obtain employment in the organisation for themselves, family members or close associates. A member wishing to be a candidate for a position within the organisation will have their position on the Board suspended while they engage in the application process and are being considered. If successful they must resign from the Board (unless candidacy was for a position on the Board itself)
- ensure that its members only interact with the Director General or with staff when explicitly authorised by the Board
- ensure that its members only interact with public, press or other entities on behalf of the organisation when explicitly authorised by Board decisions
- ensure that its members do not express individual judgements of performance of the Director General or staff except for participation in Board deliberation
- ensure that its members respect the confidentiality appropriate to issues of a sensitive nature
- ensure that its members are properly prepared for Board deliberations by circulating the necessary documentation in advance
- ensure that its members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue
- sanction Board members who fail to implement the above, in accordance with the ICOMOS Statutes, Ethical Principles and other related doctrinal texts.

B. Director General Responsibilities

This set of responsibilities gives the Director General guidance on how the Board wants him/her to achieve the desired outcomes or results. The Director General is free to direct and manage ICOMOS as long as he/she achieves the desired results and does not violate any limitations set.

DUTIES OF THE DIRECTOR GENERAL

1. National Committees, etc.

The Director General must:

- give a clear understanding of what may or may not be expected from the services provided by the Secretariat

2. Staff Considerations

The Director General exercises authority over the staff of the Secretariat, including their recruitment and dismissal. He/she must:

- implement the activities and programme decided by the GA and the decisions of the Board and its Bureau
- overview the activities undertaken by ICOMOS WH units within the mandate of ICOMOS as Advisory Body to the WH Committee
- define, if necessary, priorities in consultation with the Board in order to adjust the workload of the staff
- provide rules & conditions of employment as well as clear job descriptions
- ensure all treatment of staff should be fair, respectful and clear
- provide for efficient handling of incentives and grievances
- monitor job performance and undertake annual job evaluations
- protect against wrongful practices
- make allowance for appropriate dissenting views
- have a framework in place to deal with emergency situations.

3. Financial Considerations

The Director General works within a budget approved by the Board and voted by the General Assembly. The Director General must present a balanced budget.

The Director General must:

- protect the financial integrity and public image of ICOMOS
- ensure that revenue is in place or projected to cover short and longer-term obligations
- only use operational reserves for cash flow purposes with the approval of the Board
- only transfer funds between categories of the budget with the approval of the Treasurer
- only use long-term reserves with the approval of the Board
- ensure that tax payments or filings are submitted on time and accurately filed
- settle payroll and debts in a timely manner
- pursue, after a grace period, monies owed to the organisation including fees
- apply, whenever possible, an administrative cost recovery rate of at least 10% for all projects financed with external funds unless otherwise negotiated and agreed
- produce financial statements with are in accordance with international accounting standards
- provide credible projection of revenues, expenses and cashflow with disclosure of planning assumptions
- make adequate agreed provision for the work of the Board
- bring to the attention of the Treasurer and the Board any concerns with regard to the financial matters of ICOMOS

- provide regular financial reports to the Treasurer and Secretary General (as required) and the Board at intervals to be agreed
- provide full briefing on the annual audit to the Treasurer and the Board. The accounts have to be accompanied by written notes, published and distributed. The accounts need to be adopted by the General Assembly.
- guard against any conflict of interest.

4. Asset Protection

The Director General must:

- insure adequately against theft, fire and casualty losses to a prudent replacement value
- insure against liability losses to the Board members, staff, volunteers or the organisation itself
- ensure that the organisation, its Board or staff are not unnecessarily exposed to claims of liability
- protect property, documentation, information and files from loss or significant damage
- maintain equipment
- ensure the security of all electronic data and records.

5. Communication and Support to the Board

The Director General must:

- keep the Board regularly informed and supported in its work
- submit monitoring data - to the Board in an accurate, understandable and timely fashion
- submit an Annual Report to the Board two weeks prior to the main annual meeting
- inform the Board of significant operational or financial risks, impending adverse media cover or threatened lawsuits
- provide decision-making information to the Board periodically
- ensure that the Board has access to workable mechanisms for official Board, Officer or Committee communications
- inform the Board of any non-compliance issues.

6. Communication with external organisations

The Director General must ensure relations with partner institutions either in the framework of statutory activities, the development of existing MoU's or the implementation of projects to be developed under the general programme decided by the General Assembly or by decisions of the Board. These institutions include in particular UNESCO, IUCN and ICCROM as the two other Advisory Bodies to the World Heritage Convention, and other governmental or non-governmental organizations.

7. Emergency Executive Succession

In order to protect the Board from sudden loss of Director General services, the Director General must ensure there to be at least one other senior member of the Secretariat to be sufficiently familiar with Board and Director General issues and procedures to enable that person to take over as an interim successor.

C. Board – Management Delegation

These policies outline how the Board will interact with the Director General/Secretariat, including the delegation of responsibility and monitoring. They outline the Director General's role, authority and responsibility.

- the Board connection to the Secretariat, its achievements and conduct will be through the Director General
- official decisions of the Board are binding on the Director General
- the Director General will have authority and accountability of staff
- the Director General will evaluate the performance of the staff
- the Director General will respond to all reasonable requests for information and assistance by the Board
- the Board will develop policies, instructing the Director General to achieve specified results, for specified recipients, at a specified cost (outcomes)
- the Board will never prescribe organisational means delegated to the Director General unless they are unacceptable (e.g. unlawful)
- as long as the Director General uses any reasonable interpretation of the Board outcomes and limitations, the Director General is authorised to establish all further policies, make all decisions, take all decisions, establish all practices and develop all activities
- the Board may change its policies from time to time thereby shifting the boundary of Board and Director General domains but as long as any particular policy is in place the Board will respect and support the Director General's choices.
- the Board will rigorously monitor the Director General's job performance solely against the organisational accomplishment of the Board policies on results and organisational operation within the established boundaries
- monitoring is to determine the degree to which the Board policies are being met
- the Board may direct the decisions of the Director General if they are deemed by the Board to be ineffective.

Guide for Board members and candidates

Background

Membership of the Board of ICOMOS is an honour and a privilege, and also a responsibility. ICOMOS members who have been elected to the Board, or who are considering standing for election, need to be aware of their obligations. These are outlined in a number of different documents, produced by ICOMOS and others. This guide is not intended to replace those other documents, but to draw attention to the main points contained in them and to identify the sources of the full documents so that members and candidates can study them in more detail.

Ethical duties

Every ICOMOS member is obliged to comply with the ICOMOS Ethical Principles, in their personal work and also in their work for ICOMOS in any capacity. Article 6 of the Ethical Principles is particularly applicable to Board members, and includes:

- Being collegial, loyal and considerate
- Fostering exchange of knowledge
- Mentoring junior colleagues
- Not using one's position within ICOMOS for personal advantage
- Complying with policies adopted by the Board
- Acting responsibly towards the association
- Not putting the financial standing of ICOMOS at risk
- Not using the ICOMOS name or logo without authority
- Not speaking on behalf of ICOMOS without authority
- Adhering to institutional positions regardless of personal views
- Not using governments or outside organisations to campaign for office

Legal duties

As executives of an association incorporated in France, Board members carry similar legal obligations to company directors. They represent the association and are obliged to act in accordance with the objects of the association and the best interests of its members, particularly with regard to its financial stability and reputation. A breach of these duties can lay the organisation and the executive(s) concerned liable to civil or in certain cases criminal penalties (for example for misuse of funds). ICOMOS carries Executives' Civil Liability Insurance to protect Board members in the event of a claim, but this cover may not be available if Board members are found not to have acted properly. In general terms, this includes:

- Acting with reasonable care and diligence
- Acting in the best interest of the organisation
- Acting for a proper purpose in accordance with the objects of the association
- Not improperly using information obtained from one's position
- Disclosing and managing conflicts of interest
- Not allowing the association to trade while insolvent

Role of the Board

The role of the Board is set out in the ICOMOS Statutes, in particular Article 10d. The roles of the Bureau in general and its specific officers (President, Vice-President, Secretary-General and Treasurer) are set out in Article 11-d. The role of the Board includes:

- Acting on behalf of the General Assembly
- Defending the interests of ICOMOS as a whole, rather than acting on behalf of their National Committee or International Scientific Committee
- Ensuring legal compliance and the protection of the good name of ICOMOS and use of its logo
- Implementing the General Program agreed by the General Assembly
- Accrediting National Committees and establishing International Scientific Committees, and withdrawing accreditation or dissolving Committees that are in breach of their obligations
- Implementing an appeals procedure for people denied membership, or members facing sanctions
- Adopting a policy on cultural diversity and multilingualism
- Preparing Rules of Procedure for all of the statutory bodies of ICOMOS
- Setting dates and places for annual meetings
- Proposing and monitoring budgets

Work ethic of Board members

The Rules of Procedure (the amalgamated version of which is due to be adopted in December 2017) incorporate in Article 80 the work ethic that the former Executive Committee developed over several years. The work ethic to which all Board members subscribe includes:

- A commitment to attend meetings and work between meetings
- Maintaining the confidentiality of Board discussions
- Working openly and transparently where confidentiality is not an issue
- Allowing all members an equitable opportunity to participate in the work of ICOMOS

Board governance

In addition to the above documents, the Board has adopted a Governance Document which provides more detail on governance provisions for Board members and the relationship of the Board with the Director-General and Secretariat. Articles A1, A2, A and A5 are particularly relevant to understanding the detailed operation of the Board and the responsibilities of its members.

Governance is the way in which an organisation is led and managed to achieve its aims. Good governance is effective, ethical, legal and accountable.

The Governance Document produced by the Board includes several detailed provisions to put the general principles of good governance into practice. The document notes that the Board:

- Represents ICOMOS worldwide
- Monitors the results of programs and compliance with policies
- Ensures collaboration among ICOMOS entities
- Maintains professional standards

The responsibilities of the Board include:

- Implementing the General Program and ICOMOS responsibilities as an Advisory Body to the World Heritage Convention
- Providing for strong communication among ICOMOS entities and members
- Establishing the authority of the Director-General to act in carrying out Board decisions
- Appointing working groups for specific tasks

The Code of Conduct for Board members includes many of the provisions in other documents, and also includes:

- Not using one's position on the Board to obtain employment for close associates
- Interacting with or instructing the Director-General, the Secretariat, the press or the public on behalf of ICOMOS only when authorised by the Board to do so
- Not judging the performance of Secretariat staff outside Board meetings
- Preparing for Board meetings by circulating and reading Board papers in good time beforehand
- Supporting Board decisions regardless of one's personal views
- Sanctioning Board members for non-compliance with the Code.

→ See the section [Statutory texts](#).

→ Read the legal duties of executives of associations in France [here](#) and [here](#).

The Governing Bodies

General Assembly

Board

Advisory Committee

Others

Officers of the ICOMOS Advisory Committee and Scientific Council 2021-2024

President	Ms Ishanlosen Odiaua (Nigeria)*
Vice President	Ms Sheridan Burke (Australia)*****
National Committees Officers	Ms Kerime Denis (Australia)* Ms Deirdre McDermott (Ireland)***
Scientific Council Officers	Ms Nancy Pollock-Ellwand (ISCCL-IFLA)* Mr Nitin Ranveer Sinha (ICLAFI)*

* Indicates the total number of consecutive mandates, not necessarily in the same position

Rules for the Advisory Committee of ICOMOS

Adopted on 16th November 1966 (Paris) and amended by the Advisory Committee on 17 October 2001 (Dubrovnik).

The functioning of the Advisory Committee is regulated by the sections in the [Rules of Procedure](#) entitled “Advisory Committee and Scientific Council”, in articles 108 to 120:

- Articles 108 to 109: Date, place and notice of Board meetings
- Articles 110 to 111: Membership and credentials for Committee and Council meetings
- Articles 112 to 115: Agenda, documents and records for Committee and Council meetings
- Articles 116 to 117: Conduct of Committee and Council meetings and elections
- Article 118: Decisions between Committee and Council meetings
- Articles 119 to 120: Reviewing the performance of National and International Scientific Committees

UPCOMING

- Practical Information for Advisory Committee Officers
- Scientific Council and the Triennial Scientific Plan

Terms of Reference for hosting Advisory Committee meetings

→ As the Advisory Committee meetings go together with General Assemblies, see the section on [Terms of Reference for hosting a General Assembly or a Triennial General Assembly](#).

Locations of previous ICOMOS Advisory Committee meetings

Year	Number	City / Country
2023	66	Sydney, Australia
2022	65	Bangkok, Thailand
2021	64	Online
2020	63	Online
2019	62	Marrakesh, Morocco
2018	61	Buenos Aires, Argentina
2017	60	New Delhi, India
2016	59	Istanbul, Turkey
2015	58	Fukuoka, Japan
2014	57	Florence, Italy
2013	56	San José, Costa Rica
2012	55	Beijing, China
2011	54	Paris, France
2010	53	Dublin, Ireland
2009	52	Valletta, Malta
2008	51	Quebec City, Canada
2007	50	Pretoria, South Africa
2006	49	Edinburgh, United Kingdom
2005	48	Xi'an, China
2004	47	Bergen, Norway
2003	46	Victoria Falls, Zimbabwe
2002	45	Seville, Spain
2001	44	Dubrovnik, Croatia
2000	43	Paris, France
1999	42	Mexico City, Mexico
1998	41	Stockholm, Sweden
1997	40	Rabat, Morocco
1996	39	Sofia, Bulgaria

Year	Number	City / Country
1995	38	Cracow, Poland
1994	37	Nara, Japan
1993	36	Colombo, Sri Lanka
1992	35	Sydney, Australia
1991	34	Paris, France
1990	33	Lausanne, Switzerland
	32	Paris, France
1989	31	Paris, France
1988	30	Paris, France
1987	29	Washington, United States of America
1986	28	Paris, France
1985	27	Paris, France
1984	26	Paris, France
	25	Rostock, GDR
1983	24	Paris, France
1982	23	Paris, France
1981	22	Paris, France
	21	Rome, Italy
1980	20	Paris, France
	19	Rome, Italy
1979	18	Paris, France
1978	17	Paris, France
	16	Moscow and et Suzdal, U.S.S.R.
1977	15	Paris, France
1976	14	Paris France
	13	Bruges, Belgium
1975	12	Paris, France
	11	Rothenburg-ob-der-Tauber, GDR
1974	10	Paris, France
1973	9	Paris, France

The Governing Bodies

General Assembly

Board

Advisory Committee

Others

Regional Groups

Although ICOMOS does not have a formal regional structure, balanced regional representation and participation is at the heart of ICOMOS' work and can be found throughout the principles governing its functioning.

Article 2 of the Rules of Procedure defines the composition of the five world regions to which ICOMOS refers in its work. The Presidents of the National Committees from each of these regions form the five regional groups.

- Africa
- America
- Arab States
- Asia Pacific
- Europe

The requirement for regional representation applies across its activities, the composition of ICOMOS international bodies, including of course its International Scientific Committees and the location of meetings.

The five Vice Presidents, elected by the ICOMOS General Assembly, are nominated by National Committees or individual members from their region. They assist the President in representing ICOMOS and furthering its aims and activities throughout the world, and in particular in their region, including with regional international organisations e.g. the OAS – Organization of American States, European Commission and Council of Europe. To improve the regional balance within the Board, the Board can invite experts to join it from un or under-represented regions (see Art. 10 a. of the ICOMOS Statutes).

Cooperation among National Committees from a same region is crucial in ensuring scientific exchange, bi and multilateral activities, mutual support, and the active input from the region into ICOMOS activities and in particular ensuring that the voice and concerns of the region are present in the Advisory Committee deliberations.

To this end – the National Committees in each region are encouraged to meet and exchange as regional groups – under the leadership of their regional Vice President and Board members from the region. Regional groups meet at least once a year, usually before the Advisory Committee meeting so as to prepare their input into that meeting. Most regional groups meet more frequently, using virtual means – and communicate via email distribution lists.

The Vice Presidents are invited to present up-dates on activities and concerns in the regions to the annual Advisory Committee meeting.

National Committees

According to article 12 of the ICOMOS Statutes, the Advisory Committee is a bicameral organ, made up of the Presidents of the National Committees and of the Presidents of the International Scientific Committees, the latter forming the Scientific Council.

In recent years, the National Committee Presidents have met in parallel to the Scientific Council, so as to discuss specific concerns of the National Committees and input these into Advisory Committee discussions. Agendas have focused, among other, on the functioning and compliance of Committees, monitoring membership development, sharing experiences on shared problems (e.g. COVID crisis) and receiving the regional reports

These meetings are organized by the National Committee Officers and take place just before the Advisory Committee.

The ICOMOS International Working Groups

ICOMOS International Working Groups are groups established by the General Assembly or the Board. They develop, propose and deliver solutions as to how ICOMOS should deal with specific issues and projects; focus on interdisciplinary exchanges on matters of concern for all parts of ICOMOS, including changes in practice and attitude, covering broader themes that overlap and include the pursuits of National Committees and International Scientific Committees; or serve as advisory reference panels or as exploratory teams with a variety of longer-term operating frameworks.

→ [List of the ICOMOS International Working Groups](#)

→ To request the Principles for the International Working Groups of ICOMOS, contact [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org).

The ICOMOS Academy

Please note that the following section is currently under revision and may contain outdated or inaccurately represented information.

The ICOMOS Academy was initiated in 2009, as a high-level think tank and exchange forum of distinguished former and experienced leaders of ICOMOS who have served the organization in the past and whose commitment and service to ICOMOS continues.

There are now over 50 members of the Academy, many of whom are also members of International Scientific Committees. Academy members participate in collegiate debate on topics which contribute to the growth and advancement of ICOMOS, identifying trends and responding to emerging issues. For example, in 2010/11 the Academy undertook an initial review of the Ethical Commitment Statement for ICOMOS members, providing a report to the 17th General Assembly in (Paris, 2011).

Activities

Missions

Programmes

Tools

Get involved

Useful information

ICOMOS General Programme 2024 - 2026

Resolution 21GA 2023/08 adopted by the 21st General Assembly (Sydney, 2023).

Mission 1: Act and be recognised as leaders in cultural heritage conservation

Objective: To continue reaffirming the role of ICOMOS as a leading and respected organization, advocate and think-tank for the conservation of cultural heritage worldwide

Strategies:

- Continue to actively promote the theme of “Cultural Heritage and Climate Action” as the core topic of the Triennial Scientific Plan 2021-2024.

Outcome: Develop and identify climate heritage change actions, research and documentation throughout the ICOMOS network and make it accessible through the normal channels. Re-focus proposed ICOMOS meetings and Scientific Symposia 2021-24 on climate change impacts on specific heritage places and issues. Inclusion of cultural heritage issues and approaches in core scientific work and policies on climate change at the national and international level.

Monitoring strategy: The Advisory Committee President and appointed Board member liaison to the Advisory Committee to report annually to the Board.

- Actively promote the theme of “Safeguarding Heritage: Preparedness, Response and Recovery” as the core topic of the Triennial Scientific Plan 2024-2027.

Outcome: Develop and identify actions, research and documentation throughout the ICOMOS network on Risk Preparedness, Response and Recovery and make it accessible. Re-focus proposed ICOMOS meetings and Scientific Symposia 2021-24 and 2024-27 on Risk Preparedness, Response and Recovery for specific heritage places and issues. Inclusion of risk preparedness on national and international agendas.

Monitoring strategy: The Advisory Committee President and appointed Board member liaison to the Advisory Committee to report annually to the Board.

- Develop and engage reflections about today’s global challenges to build a more robust and resilient cultural sector.

Outcome: Development of cultural heritage issues and approaches fully anchored in public policies, community needs and sustainable development perspectives.

Monitoring strategy: The Advisory Committee President and appointed Board member liaison to the Advisory Committee review the plans/activities of the ICOMOS network (National Committees, International Scientific Committees and Working Groups) addressing these issues and report biennially to the Board.

- Promote and advocate cultural pluralism using intercultural dialogue that is aware of inclusion and inequalities.

Outcome: Preparation of papers, seminars and expert meetings on the intersection of current issues with cultural heritage conservation aimed at strengthening policies promoting cultural pluralism, protection of cultural diversity, cultural rights, social justice and peace as overarching aspirations of cultural policies for the future.

Monitoring strategy: The Vice Presidents coordinate with the appointed Board member liaison to the Advisory Committee to review the outputs and activities of the ICOMOS network (National Committees, International Scientific Committees and Working Groups) that reflect these issues.

- Continue to monitor crisis impacts on cultural heritage places and those who care for them, and develop ways of responding to the challenges faced by heritage and our National Committees.

Outcome: Regular surveys and reports on the impacts of the various crises throughout the world, development of new ICOMOS guidance for response and new training programmes for conservation professionals.

Monitoring strategy: The Coordinator and Board liaison member to the Crisis and Conflict Monitoring Unit report biennially to the Board.

- Widely disseminate the work and outputs of ICOMOS at the international and national level through its websites, open archive, publications and conferences.

Outcome: Every ICOMOS platform should contain up-to-date information on recent scientific work produced by the ICOMOS network (National Committees, International Scientific Committees and Working Groups).

Monitoring strategy: The Secretary General and the appointed Board member liaison to the Advisory Committee, in collaboration with the International Secretariat, report to the Board biennially.

Mission 2: Develop and strengthen the ICOMOS professional network

Objective: Involve all of our members and committees in the professional work of ICOMOS at the local and international level

Strategies:

- Ensure the good governance of all National Committees, International Scientific Committees and Working Groups by effectively monitoring their inclusiveness, diversity, and activities, and promoting equality, diversity and inclusion in ICOMOS' work.

Outcome: the bodies of the ICOMOS network should actively involve interested members in their work, admit new members, encourage diversity of membership, regularly refresh their leadership and submit annual reports on their activities,

Monitoring strategy: The Secretary General, in collaboration with the Advisory Committee President, reviews the reports submitted to assess the effectiveness of this strategy.

- Involve emerging professionals in all ICOMOS activities including training, mentorship, public advocacy and the dissemination of knowledge.

Outcome: All National and International Scientific Committees and Working Groups have at least one emerging professional member.

Monitoring strategy: The Vice Presidents, appointed Board member and Advisory Committee President, in collaboration with the International Secretariat, review annual reports submitted to assess the effectiveness of this strategy and report annually to the Board.

- Promote transdisciplinary/collaborative/shared meetings and scientific symposia on common issues and interlinkages between existing work programmes.

Outcome: An increased number of scientific meetings involving more than one International Scientific Committee or Working Group.

Monitoring strategy: The Secretary General, in collaboration with the appointed Board member liaison to the Advisory Committee and the support of the International Secretariat, reports biennially about the progress of this strategy.

- Promote regional and sub-regional cooperation, exchanges and projects among National Committees on matters of common interest.

Outcome: An increased number of regional and sub-regional meetings should be implemented.

Monitoring strategy: The Vice Presidents report biennially to the Board.

- Continue to promote multilingualism and professional exchanges between members from different cultures.

Outcome: An increased number of ICOMOS guidance texts and publications available in multiple languages and international meetings at which simultaneous interpretation is offered, into both working languages and other international and national languages.

Monitoring strategy: The Vice Presidents, in collaboration with the appointed Board member, report annually to the Board about the availability of these publications/events.

- Increase targeted and effective communication about ICOMOS activities.

Outcome: Increased use of the ICOMOS calendar to publicise national and international activities and publication of regular news about ICOMOS activities all over the world.

Monitoring strategy: The International Secretariat provide statistics on number and downloads of newsletters, social media post -likes and followers-, and other promotion activities that have been conducted.

- Share best practice documents freely among ICOMOS members

Outcome: An increased number of National and International Scientific Committees publish toolkits of good practice for the use of the cultural heritage community.

Monitoring strategy: The Advisory Committee President and appointed Board member review annual reports to assess the effectiveness of the dissemination of these tools and, in collaboration with the International Secretariat, verify progress of such documentation on the Open Archive, and report to the Board annually.

Mission 3: Reach out to other institutions, the private sector, authorities and communities

Objective: Use the ICOMOS networks to establish and build on fruitful partnerships at the international, national and local levels with external bodies, contributing the cultural heritage knowledge and skills of members while seeking out and benefitting from the knowledge and skills of others.

Strategies:

- Encourage National Committees to involve local people, communities, universities, institutions and authorities in local ICOMOS activities.

Outcome: An increased number of National Committees use international events (such as the International Day for Monuments and Sites - 18 April) and national events to connect with local communities and promote the mandate of ICOMOS by using its

name, logo, and technical information. Vice Presidents encourage the engagement of academic institutions in the activities of the ICOMOS University Forum.

Monitoring strategy: The Vice Presidents report annually to the Board about the implementation of this strategy in their respective regions.

- Build on existing partnerships with other international institutions, and develop new partnerships, to extend the reach and influence of ICOMOS within international and regional organisations in the broader spheres of conservation and culture.

Outcome: An increased number of agreements, advisory roles and joint work plans are developed with partners that provide opportunities for the involvement of members.

Monitoring strategy: The Treasurer General, in coordination with the Director General, reports biennially to the Board on the number of agreements and activities organized in the framework of these partnerships.

- Promote the use of ICOMOS best practice documents at the national and local level.

Outcome: An increased number of national and local governments that have adopted documents prepared by ICOMOS as standards of best conservation practice for cultural heritage.

Monitoring strategy: The Secretary General reports annually to the Board on outcomes.

- Enhance the role of ICOMOS in public education about cultural heritage conservation.

Outcome: Develop a programme of webinars that can present the works and concepts of ICOMOS to a broader general audience.

Monitoring strategy: The Secretary General, together with the Vice Presidents, and in coordination with the International Secretariat reports biennially to the Board about the implementation of these webinars in their respective regions.

- Continue to strengthen and promote ICOMOS open access resources available to the public such as the ICOMOS Open Archive and ICOMOS publications, such as toolkits and guidelines.

Outcome: Inclusion of easily located links to good practice guidelines on our website; continued development of the social media strategy to promote the mission of ICOMOS on these issues.

Monitoring strategy: The Secretary General, in collaboration with the International Secretariat, reports about the inclusion of these resources on the ICOMOS website and social media biennially.

Mission 4: Nurture and sustain the ICOMOS organisation

Objective: Maintain and improve the viability of ICOMOS as a financially stable organisation with a genuinely globally representative membership and an environmentally sustainable operation

Strategies:

- Enhance the visibility of ICOMOS as an organization by promoting the benefits of working together.

Outcome: ICOMOS as a platform for cooperation and exchange of experience and knowledge; a repository of knowledge; a heritage monitoring network; and a universal authority on heritage conservation.

Monitoring strategy: The Secretary General reports biennially to the Board on the progress of this strategy.

- Advocate for committed and ethical work, guided by inclusive dialogue.

Outcome: Recognition of ICOMOS' expertise, as a democratic, responsible and enlightened organisation, with irreproachable ethics.

Monitoring strategy: The Secretary General reports biennially to the Board on the progress of this strategy.

- Promote the benefits of international membership and encourage all National Committees to increase their numbers of international members.

Outcome: Membership numbers at the international level increase each year.

Monitoring strategy: The Secretary General, in collaboration with the International Secretariat, reports biennially on the number of new international memberships and actions taken to increase the numbers.

- Support the formation of new National and Transnational Committees to connect local members with one another, especially in regions where there are few.

Outcome: An increased number of National Committees in Africa, the Arab States and the Asia-Pacific regions.

Monitoring strategy: The Secretary General, in collaboration with the International Secretariat, reports regularly to the Board on the number and on the actions taken for the formation of new National and Transnational Committees.

- Develop, promote and implement an ICOMOS Sustainability Policy to assist all parts of the organisation to reduce their carbon footprint and adverse impact on the environment

Outcome: Adopt, promote and implement a Sustainability Policy.

Monitoring strategy: The Secretary General and the appointed Board member liaison to the Advisory Committee, in collaboration with the International Secretariat, report annually on the progress of this strategy.

- Continue to improve use of platforms for statutory international meetings that promote more equitable participation, voting and funding among all members.

Outcome: A majority of statutory meetings and elections are conducted virtually using electronic platforms available to all members, sharing the costs equitably among the participants.

Monitoring strategy: The Secretary General, in collaboration with the International Secretariat, reports biennially on the progress of this strategy.

- Seek sustainable financial and human resources to achieve ICOMOS' goals, support ICOMOS solidarity funds and increase the capacity of the International Secretariat.

Outcome: An increased proportion of ICOMOS income is derived from stable recurrent sources, such as international institutional membership.

Monitoring strategy: The Treasurer General, in collaboration with the Director General, reports annually in the progress of this strategy.

Activities

Missions

Programmes

Tools

Get involved

Useful information

ICOMOS Doctrinal Texts

Since the Venice Charter (1964), ICOMOS has built a solid philosophical, doctrinal and managerial framework¹ for the sustainable conservation of heritage around the world.

The first objective of ICOMOS doctrinal texts is to influence the practices of its members and heritage professionals in general, but they also aim to inspire all levels of government to use them to support the conservation of cultural heritage.

There are many types of ICOMOS texts: Charters, Principles and other Documents, created and adopted by a variety of ICOMOS bodies from the General Assembly to ICOMOS National and Scientific Committees.

Other ICOMOS texts are the direct result of conferences, meetings or groups of heritage professionals. ICOMOS texts include “Charters” and “Principles”; “Declarations”, “Guidelines” and “Documents”. Their contents are not always consistent: redundancy and contradictions sometimes occur between texts that have been created over time and in varied cultural contexts.

The definition, characteristics and procedure for the development and adoption of ICOMOS doctrinal texts at the international level is outlined in articles 8, 9 and 10 of the [Rules of Procedure](#).

The full list of ICOMOS doctrinal texts, adopted by the ICOMOS General Assembly, is available in the section on [ICOMOS Doctrinal texts](#) and on the [ICOMOS website](#).

→ For more information, contact [documentation\[at\]icomos.org](mailto:documentation[at]icomos.org).

¹ The texts produced by non-governmental organizations, such as ICOMOS, are in principle only advisory, i.e., not legally binding. On the contrary, texts (or “instruments”) produced by inter-governmental organizations, such as UNESCO, can be either legally binding or not legally binding. They are legally binding when they are subject to a “ratification” (or an “accession” or an “adhesion”), which means that this text is validated at national level by the supreme authority of a State.

International Charter for the Conservation and Restoration of Monuments and Sites (Venice Charter)

Adopted by the 2nd International Congress of Architects and Technicians of Historical Monuments (Venice, 1964), and approved by the 1st ICOMOS General Assembly in Warsaw (Poland) in 1965.

Imbued with a message from the past, the historic monuments of generations of people remain to the present day as living witnesses of their age-old traditions. People are becoming more and more conscious of the unity of human values and regard ancient monuments as a common heritage. The common responsibility to safeguard them for future generations is recognized. It is our duty to hand them on in the full richness of their authenticity.

It is essential that the principles guiding the preservation and restoration of ancient buildings should be agreed and be laid down on an international basis, with each country being responsible for applying the plan within the framework of its own culture and traditions.

By defining these basic principles for the first time, the Athens Charter of 1931 contributed towards the development of an extensive international movement which has assumed concrete form in national documents, in the work of ICOM and UNESCO and in the establishment by the latter of the International Centre for the Study of the Preservation and the Restoration of Cultural Property. Increasing awareness and critical study have been brought to bear on problems which have continually become more complex and varied; now the time has come to examine the Charter afresh in order to make a thorough study of the principles involved and to enlarge its scope in a new document.

Accordingly, the 2nd International Congress of Architects and Technicians of Historic Monuments, which met in Venice from May 25th to 31st 1964, approved the text.

→ [Read the full International Charter for the Conservation and Restoration of Monuments and Sites \(Venice Charter\)](#)

List of ICOMOS Doctrinal texts in chronological order of adoption

Name	Subject	Date
The Venice Charter International Charter for the Conservation and Restoration of Monuments and Sites	General	1964
The Florence Charter Historic Gardens	Historic Gardens	1982
The Washington Charter Charter for the Conservation of Historic Towns and Urban Areas	Historic Towns and Urban Areas	1987
Charter for the Protection and Management of the Archaeological Heritage	Archaeological Heritage	1990
Guidelines of Education and Training in the Conservation of Monuments, Ensembles and Sites	Education and Training	1993
The Nara Document on Authenticity	Authenticity	1994
Charter on the Protection and Management of Underwater Cultural Heritage	Underwater Cultural Heritage	1996
Principles for the Recording of Monuments, Groups of Buildings and Sites	Recording	1996
International Cultural Tourism Charter Managing Tourism at Places of Heritage Significance	Cultural Tourism / Management	1999
Charter on the Built Vernacular Architecture	Vernacular Architecture	1999

Principles for the Preservation of Historic Timber Structures	Timber Structures	1999
Principles for the Preservation and Conservation-Restoration of Wall Paintings	Wall Paintings	2003
Principles for the Analysis, Conservation and Structural Restoration of Architectural Heritage	Architectural Heritage	2003
Xi'an Declaration on the Conservation of Setting of Heritage Structures, Sites and Areas	Setting / Conservation	2005
The Quebec Declaration on the Preservation of the Spirit of the Place	Intangible aspects	2008
ICOMOS Charter on Cultural Routes	Cultural Routes	2008
ICOMOS Charter on the Interpretation and Presentation of Cultural Heritage Sites	Interpretation / Presentation	2008
The Paris Declaration on heritage as a driver of development (2011)	Sustainable Development	2011
Joint ICOMOS – TICCIH Principles for the Conservation of Industrial Heritage Sites, Structures, Areas and Landscapes	Industrial Heritage	2011
The Valletta Principles for the Safeguarding and Management of Historic Cities, Towns and Urban Areas	Historic Towns and Villages	2011
Florence Declaration	Cultural heritage and landscapes	2014
ICOMOS-IFLA principles concerning rural landscapes as heritage	Cultural Landscapes	2017
Document on historic urban parks	Cultural Landscapes	2017
Salalah guidelines for the management of public archaeological sites	Archaeological Heritage	2017

Principles for the conservation of wooden built heritage	Wooden heritage	2017
Delhi Declaration on Heritage and Democracy	Rights-based Approaches	2017
Buenos Aires Declaration marking the 70th anniversary of the Universal Declaration of Human Rights	Rights-based Approaches	2018
ICOMOS Guidelines on Fortifications and Military Heritage	Fortifications / Military Heritage	2021
ICOMOS Antarctic Archaeology Guidelines	Polar Heritage	2022
ICOMOS International Charter for Cultural Heritage Tourism	Cultural Tourism	2022

ICOMOS research and discussion themes (2021-2024)

At the 2020 ICOMOS General Assembly, [climate change was recognized as a Climate and Ecological Emergency](#). Urgent collective action is needed to protect cultural and natural heritage from climate change, potentially requiring changes to existing practices. The General Assembly resolved to prioritize climate change action in its next Triennial Scientific Plan (TSP 2021-2024) and support collaboration among Committees and members.

The key objectives to be pursued over the new triennium (2021-2024) include the following:

- TSP 21-24 Objective 1: Develop and identify climate heritage change actions, research and documentation throughout the ICOMOS network and make it accessible. After sending a survey to all Committees, the analysis of the responses revealed five key actions: improving communication, facilitating collaboration; developing research and policy; building capacities; and respecting traditional knowledge.
- TSP 21-24 Objective 2: Re-focus proposed ICOMOS meetings and Scientific Symposia 2021-24 on climate change impacts on specific heritage places and issues. The Scientific Council has developed climate action alignments themes for the annual ICOMOS Scientific Symposia and International Day of Monuments and Sites day themes.

Approved by the Advisory Committee in 2021, the Triennial Scientific Plan 2021-2024 builds upon the [2019 ICOMOS report *The Future of Our Pasts: Engaging Cultural Heritage in Climate Action*](#). This report explored the role of cultural heritage in driving climate action and documented the various impacts of climate change on heritage sites and values.
→ [Read more about the Triennial Scientific Plan 2021-2024](#)

Scientific Symposia themes

2021: Living Heritage – How will climate change affect understanding, assessing and managing places directly or tangibly associated with events, or living traditions with ideas or beliefs and artistic and literary works? Led by the ICOMOS International Working Group on Rights-Based Approach (RBAWG) and International Scientific Committee on Intangible Cultural Heritage (ICICH).

2022: Religious Heritage – How will climate change affect celebrating and conserving places of religious and ritual significance in a global world? Led by the International Scientific Committee on Places of Religion and Ritual (PRERICO).

2023: Heritages Changes: Resilience, Responsibility, Rights, Relationships – this theme will examine the tumultuous changes of the first years of the 2020s, including climate change and sustainability, led by Australia ICOMOS.

International Day for Monuments and Sites: 18 April

2021: Complex Pasts: Diverse Futures

2022: Heritage and Climate

2023: Traditional knowledge, Climate action & Innovative transformation

→ [Read more on the ICOMOS website.](#)

The role of ICOMOS in the World Heritage Convention

ICOMOS rallies its network of experts to serve UNESCO's World Heritage Convention

UNESCO adopted the [Convention Concerning the Protection of the World Cultural and Natural Heritage](#) in 1972. The Convention is dedicated to the identification, protection, conservation, presentation and transmission of cultural and natural heritage throughout the world. To do so, sites recognized as being of Outstanding Universal Value are inscribed each year on the [World Heritage List](#). These sites represent the shared heritage of humankind and need to be preserved for current and future generations. They bear witness of our shared history and represent the dialogue between cultures.

ICOMOS assisted UNESCO in writing the Convention text, in which it was appointed advisory body to the [World Heritage Committee](#). Its role is to support the implementation of the cultural side of the Convention. Through its global network composed of numerous committees and experts from various backgrounds, ICOMOS has been involved in the theoretical and practical implementation of the Convention for almost fifty years.

ICOMOS provides scientific and professional expertise to the World Heritage Committee on cultural heritage issues

Evaluation: ICOMOS evaluates the cultural properties nominated for inscription on the World Heritage List.

Monitoring: ICOMOS participates in monitoring the state of conservation of cultural properties inscribed on the World Heritage List.

Advisory services: ICOMOS gives advice to States Parties on matters related to the inscription or to the management of World Heritage cultural properties.

Reflection: ICOMOS participates in the intellectual development of the Convention through various events, projects and publications.

→ For more information, refer to the articles 3 to 7 of the [Rules of Procedure](#) entitled "ICOMOS and the World Heritage Convention" or consult the [ICOMOS World Heritage portal](#).

The role of ICOMOS members and Committees in the context of World Heritage

Version 14 October 2019

Introduction

ICOMOS is an international non-governmental organisation of professional members and institutions with expertise in cultural heritage. It is also appointed as an Advisory Body to the World Heritage Committee by the UNESCO Convention Concerning The Protection Of The World Cultural And Natural Heritage 1972.

As with any community of experts, there may be differences of professional opinion among ICOMOS members on World Heritage matters. Nevertheless, in its role as an Advisory Body, ICOMOS must speak with one institutional voice, in a balanced and coordinated way that reflects broad international experience and expertise. Moreover, in order to maintain the credibility of its institutional advice, that advice and the process for formulating it must be demonstrably free from bias or influence.

The objective of this section is to clarify the respective roles and responsibilities of ICOMOS and its Committees and members in World Heritage work, and to define good practice rules.

1. Respective roles and responsibilities

The Role of ICOMOS International

The World Heritage work at the ICOMOS International Secretariat has been organised into two separate units: the World Heritage Evaluation Unit and the World Heritage Advisory Services and Monitoring Unit. The former oversees the evaluation procedure of new nominations each year and the upstream process which assists the development of nominations. The latter handles the advisory services to States Parties, mostly linked to the state of conservation and other affairs concerning inscribed sites.

ICOMOS' recommendations for new nominations are prepared and decided upon by the ICOMOS World Heritage Panel, which consists of some representatives from the ICOMOS Board, some invited representatives of ICOMOS International Scientific Committees and other expert organisations, and a number of invited experts, selected to reflect the nature of the nominations to be assessed during the cycle for that year. The ICOMOS President acts as the Chair of the Panel or appoints the Chair or co-Chairs, who then appoint the Panel members each year so as to achieve gender and regional balance as well as appropriate expertise. The nominations are presented to the Panel by a group of advisers without voting rights, who are then tasked with preparing the evaluation texts in accordance with the Panel's decisions. ICOMOS recommendations provided within the framework of Upstream advice are also presented to the World Heritage Panel for its consideration.

It is ICOMOS International's responsibility to:

- Administer and carry out the evaluation process, produce the final evaluation reports and recommendations, and present these to the session of the World Heritage Committee (the deciding body);

- During the nomination process, supply support and continuous information to States Parties, as well as provide specific assistance in the framework of the upstream process;
- Continuously monitor the state of conservation, management and threats to inscribed World Heritage properties;
- Carry out missions and studies on specific matters or sites, follow up on decisions and requested additional information, and provide all types of assistance commissioned by the World Heritage Committee and UNESCO World Heritage Centre; This assistance includes in particular Upstream advice on Tentative Lists and potential sites to be nominated, as defined by the Operational Guidelines and coordinated by the WH Centre
- Report and forward questions and opinions to the UNESCO World Heritage Centre;
- Participate in the Periodic Reporting process and the follow-up of individual World Heritage properties;
- Engage in the development and promotion of the World Heritage Convention and the World Heritage system;
- Carry out – within ICOMOS or in collaboration with others – more extensive studies, overviews and evaluations; and
- Comment on assistance requests within the framework of the World Heritage Fund.

The Role of ICOMOS International Scientific Committees

ICOMOS International Scientific Committees provide much of the global expertise that maintains the credibility of ICOMOS within the World Heritage System. Their role and responsibilities include:

- At the request of ICOMOS World Heritage Units, to propose experts for missions and desk reviews for ICOMOS evaluation, monitoring or advisory activities;
- To continually monitor the state of conservation, management, and threats to World Heritage properties within their field of expertise;
- To contribute to thematic studies in their field of expertise, at the request of ICOMOS;
- To deepen knowledge and understanding of individual typologies or themes of heritage within their field of expertise, as well as identify and deal with specific problems in this field, through seminars, studies and publications.

The Role of ICOMOS National Committees

ICOMOS National Committees have an important role to play in the World Heritage process in relation to World Heritage matters within their own country. This role must be exercised with care to avoid giving any impression that the National Committee speaks for ICOMOS at the International level. Their role and responsibilities include:

At any stage:

- At the request of ICOMOS World Heritage Units, identify experts for missions and desk reviews for ICOMOS evaluation, monitoring or advisory activities

During the process of preparing a World Heritage nomination:

- May organize or take part in seminars, symposia and expert meetings while a nomination is being discussed, in order to aid comparative analysis and a better knowledge and understanding of the matter;

During evaluations of World Heritage nominations in their country:

- As a committee, comment on nominations from their country to the World Heritage Evaluation Unit;
- If requested, support the work of the ICOMOS World Heritage Evaluation Unit, being on hand to assist the ICOMOS expert undertaking the evaluation mission, answering questions and providing clarifications and additional information where necessary;

After inscription of World Heritage properties:

- Monitor the state of conservation and management of and threats to World Heritage properties, as well as request international missions on specific threats. The National Committee can always contact ICOMOS World Heritage Advisory and Monitoring Unit on these matters;
- Represent the membership and forward information from members in their country;
- Prepare Heritage Alerts and other information on threats, if needed;
→ [See the section on Heritage Alerts](#)
- Participate and assist in the preparation and carrying out of Reactive Monitoring and special missions;

The Role of Individual ICOMOS Members

Individual ICOMOS members, in their professional capacity, undertake much of the work for States Parties that leads to World Heritage nominations. This role must be exercised with care to avoid conflicts of interest, and also avoid giving any impression that the member can speak for ICOMOS at the International level. Their role and responsibilities in the international work of ICOMOS include:

- To monitor the state of conservation and management of and threats to World Heritage properties in their own country and when travelling abroad, and report this directly to the National Committee.
- At the request of ICOMOS World Heritage Units, undertake expert missions and desk reviews for ICOMOS evaluation, monitoring or advisory activities

2. Good practice rules

ICOMOS International should:

- Consult with National Committees and International Scientific Committees for potential names of experts for missions and desk reviews
- Inform NCs of missions to be carried out in their country
- Never engage as an expert for an upstream or evaluation work an individual who has been involved in the preparation of the nomination dossier

National Committees should:

- Always communicate on World Heritage matters with ICOMOS International, and never contact the UNESCO World Heritage Centre directly
- Share with ICOMOS International the work they have done on seminars or expert meetings, to aid comparative analysis and understanding of World Heritage
- When they provide advice to their State Party on its nominating strategy, always make clear that they speak in the name of their Committee and that their opinion does not commit ICOMOS International

- Inform ICOMOS International when they have provided advice to their State Party
- Not provide advice on or discuss with their State Party a nomination once it is under evaluation by ICOMOS International
- Never comment publicly, as a Committee, on a nomination under evaluation, or on the published evaluation
- Never make categorical statements in public regarding World Heritage matters on which ICOMOS is not authorised to decide, such as deletion from the World Heritage List, or inscribing a property on the World Heritage list or on the List of World Heritage in Danger
- Request that their members do not engage with the press or any other media about a nomination under evaluation, or on the published evaluation.

International Scientific Committees should:

- Always communicate on World Heritage matters with ICOMOS International, and never contact the UNESCO World Heritage Centre directly
- Share with ICOMOS International the work they have done regarding heritage themes, typologies and other relevant topics within their field of expertise
- Never comment publicly, as a Committee, on a nomination under evaluation, or on the published evaluation
- Never make categorical statements in public regarding World Heritage matters on which ICOMOS is not authorised to decide, such as deletion from the World Heritage List, or inscribing a property on the World Heritage list or on the List of World Heritage in Danger
- Request that their members do not engage with the press or any other media about a nomination under evaluation, or on the published evaluation.

ICOMOS members should:

- Always make clear to a meeting in which name they are speaking, working, or participating: either as an individual, as a representative of an ICOMOS National Committee or International Scientific Committee, or as a representative of ICOMOS International
- When they provide advice to their State Party on its nominating strategy, always make clear that they speak in their professional capacity and that their opinion does not commit ICOMOS International
- Fully disclose their potential conflicts of interest at all times, and never undertake to contribute (with or without remuneration) to the evaluation of a property where they have previously been involved in the preparation of the nomination for that property
- When serving with the delegation of their State Party to the World Heritage Committee, ensure that any comments on evaluations are respectful of ICOMOS and its evaluation process
- Never engage with the press or any other media regarding a nomination under evaluation, or on the published evaluation.

Other international conventions

UNESCO

As an organisation with associate status, ICOMOS has a long history of providing professional and technical advice to UNESCO, and is involved in many of its programmes.

As an Advisory Body to the World Heritage Committee, ICOMOS actively supports the implementation of the World Heritage Convention. Its activities in relation to other UNESCO Conventions and programmes are briefly summarised below.

Underwater cultural heritage

The UNESCO Convention on the Protection of the Underwater Cultural Heritage, adopted in 2001, entered into force on 2 January 2009. ICOMOS through its International Scientific Committee on Underwater Cultural Heritage (ICUCH) actively took part in the development of the Convention. The ICOMOS Charter on the Protection and Management of Underwater Cultural Heritage (1996) is an annex to the Convention.

At the first Meeting of States Parties to the Convention in March 2009, ICOMOS was officially designated as advisor to the Scientific and Technical Advisory Board of the Convention.

ICUCH also regularly attends regional workshops and meetings organised by UNESCO to build capacity and promote the Convention, and it is participating in the development of a series of UNESCO Category 2 field training centres for underwater archaeology.

Intangible cultural heritage

Since 2010, ICOMOS has ranked among the NGOs accredited by the Intergovernmental Committee to provide advisory services in the context of the UNESCO Convention of 2003 for the Safeguarding of the Intangible Cultural Heritage. Non-governmental organisations accredited may be selected by the Committee as members of the Consultative body, which examines nominations for inscription on the List of Intangible Cultural Heritage in Need of Urgent Safeguarding, proposals for programs, projects and activities that best reflect the principles and objectives of the Convention, and requests for international assistance, and they may attend meetings of the Committee in an advisory capacity.

The monitoring of this Convention and attendance at its statutory meetings is ensured for ICOMOS by its International Scientific Committee on Intangible Heritage (ICICH).

The Hague Convention & Protocols

ICOMOS contributes to this Convention, both as an individual organisation and through its participation in the Blue Shield. Upon invitation by UNESCO, it regularly attends the meetings of the High Contracting Parties to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict; of the States Parties to the 2nd Protocol of the Hague Convention, and of the Committee for the protection of cultural property in the event of armed conflict.

ICOMOS contribution is ensured, among other, by its International Scientific Committee on Risk Preparedness (ICORP) and its International Scientific Committee on Legal, Administrative and Financial Issues (ICLAFI) together with the International Secretariat.

ICOMOS also attends meetings linked to the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property

Council of Europe

Florence Landscape Convention

Through its International Scientific Committee on Cultural Landscapes, run jointly with the International Federation of Landscape Architects (IFLA), ICOMOS has regularly participated in the workshops organised for the implementation of the European Landscape Convention.

ICOMOS Heritage Alerts

The Heritage Alert process uses ICOMOS' professional and public networks to promote the conservation of cultural heritage and draw attention to the threats which it confronts and to promote good conservation solutions.

ICOMOS recognizes that publicizing and defining such matters requires a high degree of responsibility. The assessment of situations leading to a Heritage Alert being issued by ICOMOS will therefore be pursued with ethical rigor and accuracy. ICOMOS is by its nature multi-disciplinary, with expert members worldwide.

The Heritage Alert objectives

- Use the expertise of the members of the ICOMOS International Scientific Committees and relevant ICOMOS National Committees to assess the significance of and threats to a property indicated to be at risk;
- Confirm the facts of the threat and the heritage significance of the property;
- Alert the public to the significance and threat to the property at risk using ICOMOS networks to publicize the situation;
- Selectively act to support the conservation of the property at risk;
- Maintain a list of properties at risk and follow the results of any conservation action for future analysis;
- Provide input to the ICOMOS Heritage at Risk Report.

Would you like to alert us?

To ensure the reputation and international credibility of the ICOMOS Heritage Alert response, a formal process has been established that will confirm that the heritage significance and threat is well understood before an ICOMOS Heritage Alert is issued.

→ [Download the Heritage Alert template form](#) and send it to [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org).

Role of the ICOMOS National and International Scientific Committees

To handle requests for Heritage Alert actions, all ICOMOS National and Scientific Committees are encouraged to establish small advocacy sub-Committees (annual rotation, renewable membership). These can consist of, for example, two Committee members, the Committee Secretary General and President (or nominee).

Heritage Alert Process

A five-step process includes broad but fast consultation by the Advocacy sub-committee.

- **Preliminary Assessment:** When a proposal for an alert is received by the ICOMOS International Secretariat it is forwarded to the concerned National Committee and relevant International Scientific Committee(s). The Heritage Alert sub-committees of the National Committee or International Scientific Committee(s) provide initial confirmation that the case is of international or national significance. If so, the Advocacy sub-committee chair (or acting chair) forwards the Heritage Alert template to the proposer, and immediately invites comment and advice from the relevant National Committee of ICOMOS, if the request has been received by a Scientific Committee, or from the relevant ICOMOS Scientific Committee(s) if the request has been received by

a National Committee. The ICOMOS Secretary General is advised of the issuing of a Heritage Alert form. Affiliated organizations may also be advised and invited to investigate or act, e.g. via joint support letters.

- **Advocacy Sub-committee recommendation:** The sub-committee Chair will receive the finalized form and associated documentation from the proposer. Additional or comparative material may be requested. The sub-committee will aim to assess and recommend on the Alert request by email within five business days whenever possible and recommend action to the National and/or Scientific Committee President whose decisions are final. The ICOMOS Secretary General and the relevant ICOMOS National Committee will be consulted regarding the proposed actions.
- **ICOMOS National or Scientific Committee Action:** The Committee Secretary General will prepare the necessary public documentation letters and media briefing material in consultation with the ICOMOS National Committee and the International Scientific Committee President, when applicable.
- **ICOMOS Action:** The ICOMOS Secretariat in Paris will facilitate the Heritage Alert being electronically forwarded to all ICOMOS members. The relevant National Committee and or ISC(s) will prepare any letters required, including the addresses, and they will be disseminated on ICOMOS letterhead by the ICOMOS Secretary General.
- **Website Action:** The Heritage Alert form and associated documentation will be uploaded on the relevant National or International Committee website by their Secretary General.

Assessing proposals for Heritage Alerts

- **Assessment criteria:** The Advocacy sub-committees will respect established national and international guidelines for the significance assessment of heritage through analysis of history, fabric, form, function, use and design intent. ICOMOS recognizes that it is important to conserve not just a building's structure, form and function, but the ideas and philosophies behind a building, structure or landscape, as well as their use. ICOMOS may need to request and assess additional materials that rely on original research. Other critical information needed may include comparative knowledge of other similar or associated places.
- **Scale of involvement:** ICOMOS, as an international organization, will generally respond only to requests of international/national urgency and forward other requests to national and local heritage organizations for action. Decisions as to whether a Heritage Alert will be accompanied by official correspondence from ICOMOS to relevant national authorities, or indeed an ICOMOS conservation campaign will be resolved between the National and/or International Scientific Committee President and the ICOMOS Secretary General.
- **Form:** The Heritage Alert assessment form will be regularly updated, kept simple and the response methodology streamlined to ensure active and timely participation from the ICOMOS Advocacy sub-Committees, since members are working on a volunteer basis and have limited time to respond to requests.
- **Organisational relations:** Ongoing relationships with international partner organisations running similar "heritage at risk" programmes are always carefully considered to ensure that the ICOMOS Heritage Alerts are both timely and effective.

The Blue Shield

The Blue Shield is the cultural equivalent of the Red Cross. It is the protective emblem specified in the 1954 Hague Convention (Convention for the Protection of Cultural Property in the Event of Armed Conflict) for marking cultural heritage properties to give them protection from attack in the event of armed conflict.

The International Committee of the Blue Shield (ICBS)

Created in 1996, works worldwide to provide protection for the world's cultural heritage that is threatened by armed conflict, political crises or natural disasters. It was founded by four non-governmental organisations:

- [The International Council on Archives](#)
- [The International Council of Museums](#)
- [The International Council on Monuments and Sites](#)
- [The International Federation of Library Associations and Institutions](#)

In 2005, they were joined by the [Co-ordinating Council of Audio-visual Archives Associations](#). It has taken up the emblem of the 1954 Hague Convention as its official symbol.

ICBS covers museums, archives, monuments and sites, as well as libraries. It brings together the knowledge, experience and international networks of five expert organisations dealing with cultural heritage. ICBS is international, independent and professional. Its mission is to work for the protection of the world's cultural heritage by co-ordinating resources and expertise to meet and respond to emergency situations. Its main objectives are to facilitate international responses to threats or emergencies threatening cultural property and to act in an advisory capacity for the protection of endangered heritage.

The vital work of the ICBS was recognised in the Second Protocol to the Hague Convention, adopted in March 1999. This gives ICBS a new role in advising the inter-governmental Committee for Protection of Cultural Property in the Event of Armed Conflict.

The ICBS has a rotating Presidency currently held by ICOM and meets around 3 times a year. ICOMOS is represented by the Secretary General and/or a representative of the International Secretariat and its ISC on Risk Preparedness (ICORP).

National Blue Shield Committees

Through its member organisations and their respective networks, ICBS is already present in more than 190 countries. To render this presence more effective, the international initiatives of ICBS are taken up and supported by National Committees that have been established in numerous countries.

They are organised under the mission and objectives of the ICBS and are created with the support of the local representatives of the five non-governmental member organisations of ICBS. Within each of their own countries they are expected to bring together experts from different heritage professions, local and national government offices, emergency services, representatives of the armed forces, etc. The National Committees of the Blue Shield have the strength of their accurate knowledge of the local context. They are therefore the perfect focal points and operational co-ordinators to conduct concrete actions aiming to protect cultural heritage against natural and human-made disasters.

The creation of a National Blue Shield Committee must receive the official support of the national representatives of its four founding organisations (ICA, ICOM, ICOMOS and IFLA).

If your ICOMOS National Committee is interested in participating in the creation of a National Blue Shield Committee, please contact the Blue Shield Secretariat first to check whether such a Committee does not already exist and to obtain the Kit on how to set up a National Blue Shield Committee.

The Association of National Committees of the Blue Shield (ANCBS)

The ANCBS was founded in 2008 in order to co-ordinate the endeavours of the National Committees. It coordinates and strengthens international efforts to protect cultural property at risk of destruction in armed conflicts or natural disasters. It manages the operational actions of the National Committees and serves as a communication platform for ICBS and the National Blue Shield Committees. The ANCBS has its headquarters in The Hague.

→ For more information, contact [secretariat.paris\[at\]blueshield-international.org](mailto:secretariat.paris[at]blueshield-international.org) or visit www.blueshield-international.org.

18 April: International Day for Monuments and Sites

Adopted by ICOMOS in 1982 and approved by the 2nd UNESCO General Conference (Paris, 1983).

Every year on 18 April, ICOMOS celebrates the “International Day for Monuments and Sites”, whose establishment was approved by the 22nd UNESCO General Conference in 1983. Each year, a theme is selected to help focus the celebration and promote cultural heritage across the world.

Aim of the Day

The aim of the International Day for Monuments and Sites is to link a global theme to local or national realities and to encourage local communities and individuals throughout the world to consider the importance of cultural heritage to their lives, identities and communities, and to promote awareness of its diversity and vulnerability and the efforts required to protect and conserve it.

Events and activities

18 April is celebrated all over the world by a wide range of organisations and many ICOMOS National and International Scientific Committees.

Events include scientific conferences and symposia, exhibitions, photography competitions, excursions, press conferences, the awarding of prizes, press releases, publishing magazine articles, projecting films, etc.

→ [Find more information on the ICOMOS website](#)

Inform the ICOMOS International Secretariat on any activities you undertake to celebrate the Day and the current year’s theme, so that we can include it in time on the special web page.

→ Send the information on your activities (Committee, Date, Place, Title of the event, Short description, Contact and Website) to [communication\[at\]icomos.org](mailto:communication[at]icomos.org).

Sharing through social media

18 April is one of the best channels for disseminating ideas for the protection of cultural heritage and communicating on the activities of the day. It allows all of our members and friends to participate in raising awareness and in sharing in the great enthusiasm the 18 April generates.

Committees and organisers of events dedicated to 18 April are invited to post information on their activities on their social media channels (Twitter, Facebook, Instagram, LinkedIn) and to associate these with the following hashtags: #18April and #IcomosIDMS20XX (add the current year).

When appropriate, you can also translate the hashtags into your local languages! This will allow the International Secretariat to identify your posts and share a selection on the official ICOMOS social media accounts: You can post photos and information on your events, on the theme chosen for the current year’s 18 April, and the heritage or practices associated with this theme, short slideshows or videos (under 30 seconds) or even livestream your events. Make sure to include descriptions, quotes or facts to accompany any image, as well as the hashtags.

Themes

2023: Traditional Knowledge, Climate Action & Innovative Transformation

2022: Heritage and Climate

2021: Complex Pasts: Diverse Futures

2020: Shared Heritage

2019: Rural Landscapes

2018: Heritage for Generations

2017: Cultural Heritage and Sustainable Tourism

2016: Heritage of Sport

2015: 50th Anniversary of ICOMOS

2014: Heritage of commemoration

2013: Heritage of Education

2012: World heritage

2011: The Cultural Heritage of Water

2010: Heritage of Agriculture

2009: Heritage and Science

2008: Religious heritage and sacred places

2007: Cultural landscapes and monuments of nature

2006: Industrial Heritage

2005: 40th Anniversary of ICOMOS

2004: Earthen Architecture and Heritage

2003: Underwater Cultural Heritage

2002: 20th Century Heritage

2001: Save our historic villages

ICOMOS Publications

All publications by ICOMOS International, as well as the publications by National and International Scientific Committees received at the International Secretariat, are listed [on the ICOMOS website](#).

ICOMOS International current publication collections are:

- [Heritage@Risk](#)
- [Thematic Studies for the World Heritage Convention](#)
- [European Quality Principles](#)
- General Assembly Symposia proceedings
- Various symposia and seminars

ICOMOS International historical publication collections (now discontinued) are:

- [Monuments and Sites](#)
- [Publications of the Scientific Committees - 1993](#)
- [Scientific Journals](#)
- [ICOMOS Bulletin \(1971-1987\)](#)
- [Monumentum \(1967-1984\)](#)

ICOMOS upholds an Open access Policy by making many of its publications available as free PDF to download from the ICOMOS website and/or the ICOMOS Open Archive.

Printed publications of ICOMOS International and those of some ICOMOS National Committees can be bought at the Documentation Centre, subject to availability. The catalogue is available [on the ICOMOS website](#). Pre-payment is required by credit card or bank transfer. Postage will be charged according to the weight, distance and specific requests (air mail, etc).

ICOMOS also publishes:

- ICOMOS Info for Members: an electronic newsletter (English/French) sent by the International Secretariat to members only, at the e-mail address and in the preferred language indicated in the ICOMOS Membership Database.
- ICOMOS e-News: an electronic update on ICOMOS activities. Members can sign up to the ICOMOS e-News in their preferred language (English/French) via their online profile on the ICOMOS Membership Database.

All back-issues of the e-News (as well as the previously printed newsletters) are available [on the ICOMOS website](#).

The ICOMOS Documentation Centre allocates international standard identifiers (ISBN for books, ISSN for journals and collections) to ICOMOS international publications – both in printed and digital format – and ensures their legal deposit according to French law.

National Committees may also publish independently in their own country. In that case, they are responsible for the allocation of ISBN and/or ISSN – both for printed and digital publications – and the legal deposit according to local law. They are invited to contact the national library of their country for further information.

Activities

Missions

Programmes

Tools

Get involved

Useful information

ICOMOS Open Archive: EPrints on Cultural Heritage

A document database in line with the scientific mission of ICOMOS

The ICOMOS Statutes (article 4-b) include the mission to “gather, study and disseminate information concerning principles, techniques and policies for the conservation, protection, rehabilitation and enhancement of monuments, groups of buildings and sites”.

The ICOMOS Open Archive makes scientific and technical literature in the field of the conservation of historic monuments and sites available, visible and searchable in full-text by everyone. It aims at creating:

- an institutional archive for the scientific and technical output of ICOMOS and its Committees;
- a global topical archive on the conservation of cultural heritage (monuments, sites and landscapes);
- a reference archive for the international scientific community;
- a means to facilitate the dissemination and exchange of scientific and technical information among the heritage community.

The ICOMOS Open Archive contains and accepts publications by:

- ICOMOS and its National and International Committees (deposit by Committees of their output is mandatory);
- other institutions and organizations in the heritage field;
- by individual researchers and professionals in the heritage field.

Researchers and the general public may search and download for free, and without any preconditions, the documents they wish to consult.

All ICOMOS Committees, members and professionals in the cultural heritage conservation field are encouraged to feed the ICOMOS Open Archive, use it and make it known, so as to ensure that it will become a useful and unique resource for ICOMOS and the whole international heritage community.

Authors must first register, within the system, then enter a bibliographic description and metadata (author, title, number of pages, abstract, etc.) before submitting their contribution to approval. After verification by an editor, the document will be made available online for consultation and download.

See below for deposit guideline aimed at ICOMOS national and International Committees specifically.

What's inside?

The Archive accepts documents in any language on topics related to the field of conservation of monuments, sites and cultural landscapes, and that have been published or peer-reviewed by a scientific committee:

- Articles: published in a journal (printed or online);
- Journals: complete issues;
- Papers, lectures, posters, etc., presented at conferences and other scientific events;

- Books or chapters of books;
- Technical reports and dossiers;
- Theses;
- Reports on World Heritage Sites and other cultural properties (unless confidential or internal);
- Teaching resources: Lecture notes, exercises, exam papers or course syllabuses;
- Other: unpublished reports, working documents, multimedia, audio and video content, etc.

Benefits: dissemination, visibility and safeguarding of scientific literature

Depositing scientific literature in the ICOMOS Open Archive is in the interest of ICOMOS Committees, authors and researchers, and of the entire international cultural heritage community.

For ICOMOS Committees and members it will:

- Enhance the work and activities carried out by Committees and improve their impact;
- Increase the visibility of Committees and maximize the dissemination of their scientific output;
- Facilitate access by Committee members, the entire ICOMOS membership and heritage community to this output, in particular through the “Browse by Committee” feature on the Archive interface;
- Support Committees in creating their own websites, as they can include direct links in their websites to their documentation in the Archive through the permanent and unique URL given to each document;
- Ensure the long-term digital preservation of the documents;
- Safeguard the “memory” of each Committee and ICOMOS as a whole;
- Allow individual members to deposit their own scientific output and to retrieve documentation for their research and projects. Their deposited publications will, in due course, be displayed also in the ICOMOS Membership Database.

Individual researchers and professionals will benefit from:

- Simple and quick access to technical and scientific literature in their field
- Easy exchange of information among professionals
- Increased visibility, dissemination and impact of their work.

Integrity of works and respect of copyright

The ICOMOS Open Archive guarantees authors the rights to their publications deposited within it.

Authors must make sure before starting the depositing process that they hold the rights to the documents they wish to deposit in the ICOMOS Open Archive or that the owner of these rights (e.g., publisher) allows them to do so.

The ICOMOS Open Archive allows contribution under a variety of [Creative Commons](#) licenses. They set up a standard framework for authors to define which rights they reserve and which rights they grant to the public, and allow to communicate their choice easily.

→ [Access the Open Archive](#)

→ For more information, contact [documentation\[at\]icomos.org](mailto:documentation[at]icomos.org).

Internal Deposit Guidelines for ICOMOS National and International Scientific Committees

Adopted by the Executive Committee at its meeting in October 2010

1. Mandatory deposit and responsibilities of the Committees

- Mandatory deposit aims at guaranteeing a comprehensive representation of ICOMOS' scientific production, both in terms of geographic and subject spread.
- National and International Scientific Committees are required to deposit all the scientific documentation they produce, and the associated metadata, into the ICOMOS Open Archive: Eprints on Cultural Heritage.
- Committees are responsible for depositing their scientific output within a reasonable timeframe, and at the latest six months after the document has been produced.
- Committees are advised to include provisions for uploading their scientific output into their event/conference planning and budgets and Strategic Plans.
- Committees are advised to appoint one or two specific resource persons, from their Secretariat or volunteer members, to carry out this task. Their names and contact details should be given in the Committee's annual report to the International Secretariat. To deposit documents, the resource persons just need to register in the Archive, like any other user, in order to obtain a User ID.
- ICOMOS Committees must raise awareness of their members to the existence of this Archive and encourage them to use it for their personal research and to deposit their own scientific output.
- Committees that have deposited documentation are listed in the "Browse by Committee" page of the Archive. National or International Scientific Committees that have deposited documentation and are subsequently closed down or suspended, for whatever reason, will remain visible in the "Browse by Committee" page, with a note mentioning their current status (suspended, under reconstruction, closed down etc.)

2. Follow-up reports and International Secretariat support

To raise awareness about the importance and benefits of depositing, as well as to support and encourage the Committees, the International Secretariat will provide Committees with individual annual follow-up reports, including appropriate statistics of documents deposited as well as global reports for the whole organization.

Committees who are unable, for whatever reason, to deposit their material in the Archive should inform the International Secretariat.

3. Benefits to Committees and members

Depositing their scientific output in the ICOMOS Open Archive: Eprints on Cultural Heritage will:

- Enhance the work and activities carried out by Committees and improve their impact;
- Increase the visibility of Committees and maximize dissemination of their scientific output;

- Facilitate access by Committee members, the entire ICOMOS membership and heritage community to this output, in particular through the “Browse by Committee” feature on the Archive interface;
- Support Committees in creating their own websites – as they can include direct links in their websites to their documentation in the Archive through the permanent and unique URL given to each document;
- Ensure the long-term digital preservation of the documents;
- Support Committees and the International Secretariat in producing the ICOMOS annual report;
- Safeguard the “memory” of each Committee and ICOMOS as a whole;
- Allow individual members to deposit their own scientific output and to retrieve documentation for their research and projects.

The ICOMOS Membership Database and the ICOMOS Open Archive will be linked in order to facilitate the registration procedures for ICOMOS members. The publications of the members available in the ICOMOS Open Archive will also be displayed in the ICOMOS Membership Database.

4. Documents to be deposited

- Proceedings and outcomes of conferences and meetings organised by the Committees including:
 - Full papers or, if these are unavailable, their associated PowerPoint presentations
 - Posters
 - Conclusions, statements, reports of rapporteurs, etc.
- Technical reports and dossiers
- Monographs
- Reports on World Heritage sites and other cultural properties (unless confidential or internal)
- Documents destined for for-profit or commercial publication:
 - Conference proceedings destined for printed for-profit publication should also be deposited. Only the metadata (bibliographic description) and abstracts are made available, but not the full-texts. In this way the scientific community is informed about the existence of this documentation and the Committee can sell the full-text publication. The Committee will decide when the embargo is lifted and the full-texts released for download.
 - Conference proceedings destined for publication through a commercial publisher should also be deposited. Committees must check the Publisher’s policy to ascertain whether the documents can be deposited immediately or whether there is an embargo period. In this case, the full-texts will be made available only once the embargo is lifted.
In both cases, the Committee can deposit the PowerPoints (.ppt) of each document, if available, until the embargo on the full-text versions is lifted.
- Other documents.

5. Type and format of documents accepted

Documents:

- Should be relevant to research in the heritage conservation field;

- Can be in any readable format (pdf, word, ppt, rtf, excel, jpeg, html, mpeg, xml, plain text, etc.);
- Do not have to be laid out in a particular way, but must be clean and easily readable.

6. Submission Procedure

For a step-by-step explanation on how to submit a document, consult the Submission Guidelines available on the ICOMOS Open Archive website.

7. Copyright issues

The ICOMOS Open Archive respects copyright and all deposited documents remain the property of their authors. For full information on copyright issues consult the page on the ICOMOS Open Archive website.

→ For more information, contact [documentation\[at\]icomos.org](mailto:documentation[at]icomos.org).

ICOMOS Open Archive: Criteria for setting up the Archive Editorial Group and its functioning

Adopted by the Executive Committee in October 2010

Please note that the following section is currently under revision and may contain outdated or inaccurately represented information.

Once a user has submitted a document, it will not automatically be made available online but placed with the status 'Under review' in the 'Manage Deposit' area. The documents deposited are manually checked by an editor before adding them to the ICOMOS Open Archive.

Who will be the editors? What they will do?

The ICOMOS Open Archive editors are users that are given additional rights within the archive. They will work on a voluntary basis.

Editors can be professionals of any discipline in the heritage field; they do not necessarily have to be ICOMOS members (see item on Partners below and other organisations).

Basic tasks of the editors

- Check if the document fits the ICOMOS Open Archive policy (subject, type of document etc.)
- Verification and validation of the quality of the metadata (abstract, bibliographic data, etc.) provided by the author. Editors are allowed to correct the metadata when necessary.
- In case of problems, editors can communicate with the authors/depositors.
- Following verification, the document will be approved by the editor and therefore made available online, or rejected or returned to the author for modifications and corrections in the metadata or for technical problems.
NB: this is NOT a peer-review for content.
- Editors, due to their particular knowledge of the ICOMOS Open Archive, could also be asked to promote the ICOMOS Open Archive in their countries, making presentations and encouraging their colleagues to deposit.

A specific set of Guidelines for editors on how to carry out their function will be developed by the Secretariat in due course.

Selection of the editors

The *Eprints* software allows us to restrict what the editors can or cannot do. Criteria can be set so that editors will only be able to approve and modify documents, which match the criteria previously established by the ICOMOS policies.

At this stage in the project it is difficult to establish the criteria by which to select the editors themselves. The Secretariat suggests allowing for an observation period of a few months following the launch of the ICOMOS Open Archive to gauge the reaction of ICOMOS Committees and the scientific community. During this period, ICOMOS will analyse how many deposits come in a day/week, who deposits (professions, subjects, and geographic regions/languages), how authors deposit, the difficulties they encounter, etc. These findings will allow refining of the draft criteria mentioned below, the number of editors needed and the

time commitment required from them and may also allow us to identify members/individuals particularly engaged/motivated by the project.

Initial draft criteria for selecting editors

- Geographic balance: people covering different regions of the World
- Language balance: people covering several languages
- Computer skills: editors must have IT skills and feel comfortable in a computer environment.
- Interest in the project: editors should be selected on the basis of their enthusiasm and commitment to the Open Archive project rather than strictly for heritage expertise or professional background. What is important in the “editorial work” is to understand the functioning of the ICOMOS Open Archive, the workflow, the metadata fields rather than being an expert in a discipline in the heritage field. The role of editor necessitates commitment to give time on a regular (weekly?) basis to verifying the documents deposited in the Archive.
- Partners: The idea of the ICOMOS Open Archive is to share the project with the international scientific community in our field. For that reason, ICOMOS should also approach partner organizations in order to involve them in the project. An idea would be to approach CIN (Conservation Information Network) partners or at least those CIN partners that work in the same field (immovable heritage) as ICOMOS, e.g. ICCROM or the Getty Conservation Institute. This would revitalize the CIN network, and involving our partners in the project would help to promote and give more publicity to the ICOMOS Open Archive.
- Organizations depositing their research production into the ICOMOS Open Archive: If there are institutions or organizations, such as universities, regional organizations, etc., willing to deposit all their scientific output in the Archive, we can require them to appoint an editor to deposit and control their own publications.

Benefits for the Editors

- Editors involved in the ICOMOS Open Archive will be part of an international project to disseminate scientific knowledge.
- Editors will be the link in their country between the ICOMOS Open Archive and the authors.
- Editors can promote the ICOMOS Open Archive by making presentations among their colleagues in their country. This gives visibility both to the Archive and themselves.
- Editors will be mentioned in the Annual Report.

→ For more information, contact [documentation\[at\]icomos.org](mailto:documentation[at]icomos.org).

The ICOMOS membership database

The ICOMOS membership database is an essential tool that contains a list of all ICOMOS members – present, past, active and inactive – and their contact details. Each member is registered into the database by its National Committee or the International Secretariat. Members can they access their profile online and choose to opt in or out of the ICOMOS newsletters, e-News and Info for Members, which are the main ways by which ICOMOS communicates with its members.

The National Committees use the membership database to add new members, update their Committees' and members' contact details and activate membership each year. This last action generates automatically membership cards orders, as well as invoices which are handled and processed by the International Secretariat.

It is important that the information registered in the database is correct (names, birthdates, postal addresses) as the membership fees can vary depending on the members' age, and to ensure that the membership cards do not contain any mistake. The database can also be used by National Committees and International Scientific Committees to list their members and export such lists for their own use. It is an important tool for the Secretariat and the Advisory Committee Officers as it helps track the ICOMOS membership in terms of numbers, origins, age and genders. Through an analysis of this membership, we can monitor the health of the organisation, its diversity and its evolution.

The ICOMOS membership database is accessible from the [ICOMOS website](#) by clicking on the "[LOG IN](#)" button located on the top-right corner of the home page.

A full instruction manual is available to each member once they are logged in (they can download it from the menu at the top-right corner). This manual fully explains how to use the database.

A specific manual for membership manager of National Committees and International Scientific Committees is available to help them manage their membership.

The membership database and ICOMOS Privacy Policy

As stated in the [ICOMOS Privacy Policy](#), "ICOMOS is fully committed to protecting personal data and respecting privacy in accordance with French Law no. 78-87 of 6 January 1978, Law no. 2004-801 of 6 August 2004, and European data protection regulations, including the General Data Protection Regulation (GDPR) which entered into force in 2018".

This Policy ensures that the personal data recorded in the membership database is fully protected. All Presidents of all ICOMOS Committees must also sign an engagement in which they commit to ensure that their Committees implement and follow this Policy, "in particular to:

- Ensure that any person, including [them]self, who has access to personal data in the context of the work of ICOMOS and [their] Committee, in particular the Committee's Membership manager, commits in writing to respect the ICOMOS Privacy Policy (during their mandate and after they have ceased to exercise their mandate) and to ensure the confidentiality and security of this personal data;
- Ensure that the password giving access to the data held for [their] Committee in the ICOMOS Membership database is kept secure and not given to unauthorized third

parties and that this password is immediately changed if this security may have been breached;

- Notify immediately the ICOMOS International Secretariat (secretariat@icomos.org) in writing of any data leak or breach which comes to [their] attention.”

→ For more information, contact documentation@icomos.org.

ICOMOS Privacy Policy and Compliance with the European General Data Protection Regulation (GDPR)

ICOMOS is located in France and therefore complies with French and European law. Its [Privacy Policy](#) and management of personal data comply with the European Union's General Data Protection regulation (GDPR).

Art. 4 of the GDPR defines personal data as “any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

The International Secretariat of ICOMOS implements a permanent Internal Action Plan to ensure its compliance with the GDPR:

- Appointment of an ICOMOS Coordinator for Personal Data Protection
 - Carrying out of an audits
 - Coordinating GDPR compliance actions
- Establishment of a Data Treatment Register for each unit at the International Secretariat
- Raising awareness of the International Secretariat Staff
 - Informing on security measures regarding emails, passwords, security breaches...
 - Storing all GDPR documents (consents, commitments by third parties...) in a specific folder.
 - Maintaining a GDPR manual for the staff.
- Human resources and Subcontractors
 - Updating of staff contracts: insertion of a clause of confidentiality (since November 2018)
 - Informing staff: letter explaining how / for what purpose their personal data are treated and kept by the International Secretariat (since November 2018)
 - Updating of experts' and consultant's contracts (since July 2018)
 - Identifying subcontractors and drafting contracts with the help of a legal advisor (ongoing).

Besides the measures introduced by the International Secretariat, it is also important that each National and International Scientific Committee carefully examines its own operations and identifies the measures it needs to put into place in order to ensure that it is compliant with the GDPR.

So as to support the ICOMOS Committees in their implementation of the GDPR, the International Secretariat has established a non-exhaustive check-list which was sent to the Committees in the ADCOM circular n°14/2018. National Committees established in the

European Union and the International Scientific Committees, who all manage data of European citizens, need to consider the full check list.

Committees were also provided with sample wording for disclaimers and clauses to insert in various supports (language to be adapted to the need of National or International Scientific Committees and taking into account circumstances).

All ICOMOS Committee Presidents have also been requested to sign an engagement committing them to respect and implement the ICOMOS Privacy Policy established in the framework of the GDPR.

→ [Read the ICOMOS Privacy Policy](#)

→ For more information, contact [documentation\[at\]icomos.org](mailto:documentation[at]icomos.org).

ICOMOS Documentation Centre

ICOMOS members, and all those interested in the conservation and restoration of cultural heritage, are reminded that the ICOMOS Documentation Centre makes its specialised collections and its research services permanently available.

The Centre was created in 1974 and, despite being entirely dependent on donations and exchanges, grew to be among the most important documentation centres specialised in the conservation and restoration of cultural heritage at the international level, along with the ICCROM library.

The collection focused on principles, techniques and policies for the conservation of monuments and sites and to date contains over 40,000 titles and 600 periodicals (130 current). Various bibliographic products were made available to researchers to facilitate their research (e.g. thematic bibliographies). It is also the primary repository for the original documentation (including images) of the cultural and mixed (natural and cultural) properties that have been inscribed on the UNESCO World Heritage list since 1978.

Considering the steady and drastic reduction in publication donations and exchanges, as well as in-situ visitors, and the available human/financial means, the ICOMOS Board decided at the end of 2021 to reposition the ICOMOS Documentation Centre. The Centre will discontinue its general collection policy and now focus on ensuring that ICOMOS' scientific and professional output, including and in particular that produced by its Committees, is fully collected, made available and given greater visibility. To ensure greater access to ICOMOS' publication and documentation and enhance their promotion, the accent will be put on digital means – especially the ICOMOS Open Archive. The Centre will also focus on the preservation of ICOMOS institutional memory for future generations.

→ The Centre is located at the ICOMOS International Secretariat in Charenton-le-Pont. Its full collection remains accessible to visitors but only by prior appointment with the Documentalist/Archivist. [Contact documentation\[at\]icomos.org](mailto:documentation@icomos.org).

→ [Access the online catalogue via the shared Bibliographic Database of the Conservation information network \(BCIN\)](#)

→ To purchase ICOMOS publications and access the information and numerous electronic documents provided, [visit the Documentation Centre's website](#).

Website, Social Media, and Electronic Mailing Lists

ICOMOS website

The website showcases and archives ICOMOS' work and provides a single access point to all of ICOMOS' web-based services (Membership Database, Open Archive, National and International Committee websites).

The Member Area tab (top right hand of the homepage) endeavours to provide members with quick access to information on the annual statutory meetings in particular.

Committee websites

ICOMOS Committee websites can be accessed via the [ICOMOS website](#). ICOMOS hopes that gradually all ICOMOS Committees will develop a web presence.

ICOMOS can offer Committees professional hosting of their site (including a subdomain name `committeename.icomos.org`) and IT support via Octopos, the IT provider that also hosts and maintains the main ICOMOS website. Octopos can set up a WordPress template (which uses the same graphic design and visual identity as the main ICOMOS site) – and you just have to fill it out and adapt it if necessary. If you have any questions – Octopos can answer these via an online project management tool (Gitlab).

In addition, the International Secretariat can provide Committees with up to three `@icomos.org` addresses

→ For more information on hosting services, contact [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org).

Social media

ICOMOS has an active presence on:

- Facebook: [@ICOMOSinternational](#)
- Twitter: [@ICOMOS](#)
- LinkedIn: [@icomos](#)
- Instagram: [@icomosofficial](#)

For statistics on website, social media and digital tool consultations and followers, please see the most recent [ICOMOS Annual report](#).

The International Secretariat follows Committee accounts and reposts items that are of international interest.

Electronic mailing lists

ICOMOS currently operates the following electronic mailing lists (listservs).

Interactive listservs

[board\[at\]lists.icomos.org](mailto:board[at]lists.icomos.org)

- Members: Board members
- Content: Used by the International Secretariat to communicate official messages to the Board and for Board members to communicate among themselves.

[natcom\[at\]lists.icomos.org](mailto:natcom[at]lists.icomos.org)

- Members: National Committee Presidents or their designated representative (up to 3 addresses for each Committee) and members of the Board
- Content: Used by the International Secretariat to communicate official messages (e.g. ADCOM Info) to all the National Committees, and for Committees to post information on their activities (e.g. Conference announcements), requests for advice on a particular topic, etc. Occasionally, debates will be moderated by the Advisory Committee President or Officers.

[isc\[at\]lists.icomos.org](mailto:isc[at]lists.icomos.org)

- Members: International Scientific Committee Presidents or their designated representatives (up to 3 addresses for each Committee)
- Content: Used by the International Secretariat to communicate official messages (e.g. ADCOM Info) to the International Scientific Committees, and for Committees to post information on their activities (e.g. Conference announcements), requests for advice on a particular topic, etc. Occasionally, debates will be moderated by the Scientific Council officers.

[academy\[at\]lists.icomos.org](mailto:academy[at]lists.icomos.org)

- Members: Members of the ICOMOS Academy
- Content: Used by the ICOMOS International Secretariat to communicate official messages to the Academy and for Academy members to communicate among themselves.

→ To update your address, contact [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org).

Listserv etiquette

- Only persons belonging to the abovementioned groups or duly designated by the Committee President can post on these listservs;
- You must post using the address that is included in the listserv – otherwise your post will bounce;
- When sending a private response to a post (e.g. congratulatory message, season's greetings, etc.), be so kind as to send the email directly to the person or Committee concerned, rather than using the reply button which will send your response to everyone on the listserv. This avoids cluttering your colleagues' inboxes and ensures the privacy of your response.

Distribution listservs

ICOMOS Membership Database: All ICOMOS members who have included their e-mail address in their online profile on the ICOMOS Membership database and who have signed-up for the e-News on their membership profile will receive the ICOMOS e-News and Info for Members electronically in the language of their choice. If you would like to change the language, please change the settings in the database (/Edit my file/Services). By default, the language is set to English.

ICOMOS website: non-members can sign up for the ICOMOS e-News through a new module added to the ICOMOS homepage. You will receive it in the language that was set at the moment of your subscription in your internet browser. To receive the e-news in the other working language, open the ICOMOS website in your internet browser in the language you no longer wish to receive and unsubscribe (you only need to enter your email). Change the language settings of the website to your preferred choice and subscribe again.

Website Templates for National and International Scientific Committees

The ICOMOS International Secretariat is pleased to offer you technical support should you be planning to update your website or setting up a new website for your Committee with an efficient content management system.

Upon request by the International Secretariat, the company [Octopooos](#) designed two templates on the CMS ("Content Management System") Joomla and WordPress. These two templates were created in accordance with the ICOMOS graphic charter in order to obtain a homogeneous set of Committee websites and to convey a better sense of belonging to the organisation. They are also "responsive", which means that their format is adapted to computer screens as well as tablets or smartphones.

Who will manage and update your Committee's website?

Although the International Secretariat is happy to provide you with this technical basis and further advice if needed, developing and updating the contents and CMS version will be the responsibility of the Committee's appointed webmaster.

We strongly recommend that you use the services of a professional webmaster to help you set up your website: even if the procedure is simple, it requires a minimal level of technical knowledge. A professional could also train you or an appointed member to update your website's contents, create new posts, add new menu items, etc.

Services: domain names, hosting, email addresses

You can obtain your website's domain name under icomos.org and ask for your website to be hosted by ICOMOS for free. Contact [secretariat\[at\]icomos.org](mailto:secretariat@icomos.org) and your request will be transferred to Octopooos.

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Multilingualism

French and English are the working languages of ICOMOS; in addition, Spanish and Russian are official languages.

The proliferation of bodies, Committees, projects and partnerships over the years has led ICOMOS to receive and generate a growing number of documents, most of which are produced in English. Specific funding for translations is only available for work in the context of specific projects or activities such as ICOMOS' World Heritage contract with UNESCO. All other translations are done internally by the staff of the International Secretariat. This requires specific skills and is a significant strain on the limited staff time available. To pay professional translators for all these translations would represent a prohibitive cost to ICOMOS.

Thanks to the support and commitment of our committees and members, we try to translate into other languages the key documents we produce, such as charters or doctrinal documents, guidelines (such as the recent ICOMOS European Quality Principles for EU funded interventions or the ICOMOS Policy Guidance for Heritage and Development Actors) or the ICOMOS annual report.

These translations rely entirely on the good will and voluntary efforts of our members, for which we are extremely grateful. Our special thanks go to our Committees and members, who in recent years have made it possible to provide translations in:

- French - Arabic - Hindi
- English - Chinese - Japanese
- Spanish - Danish - Persian
- Russian - German - Portuguese

Internships and Volunteering at ICOMOS

Internships

The International Secretariat does not run a specific programme for trainees but does periodically accept a limited number of students as interns in one (or a combination) of the following areas:

- The World Heritage Units
- General Administration and Projects
- ICOMOS Documentation Centre

Internships are subject to [strict regulation](#) in France.

Interns must therefore have obtained a “convention de stage”, appropriate insurance coverage, etc. Interns from outside the EU must allow sufficient time to obtain the necessary authorisation and internship visa (up to 3 months). Preference is given to internships lasting 4 months or longer.

Volunteering

The ICOMOS International Secretariat also calls on a limited number of volunteers and corporate volunteers to support the staff in one (or a combination) of the following areas:

- Documentation Centre (preference given to professionals in Information Management and Library Studies)
- The World Heritage Unit
- General Administration and Projects
- Preference is given to volunteers able to commit for 3 months or longer.

ICOMOS International is rarely involved in organizing hands-on restoration projects. Nonetheless, if you wish to volunteer in such projects, you can contact the ICOMOS National Committees in the countries that interest you, who may be able to give you addresses of local institutions likely to do so. In addition, some National Committees operate their own internship/volunteer programmes.

Applications

→ To apply for an internship or to volunteer, send your CV and a cover letter indicating your particular area of interest (Documentation Centre, World Heritage, or General Administration and Projects) in English and French, and your dates of availability by e-mail to [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org).

Due to the large number of applications we receive, please note that we are unable to respond to all speculative applications. If we have openings for internships or volunteer opportunities at a particular time, we will consult the most recent applications received.

Donate

Individuals, institutions and companies are encouraged to join ICOMOS as Sustaining Members or to support:

- the work of ICOMOS as a whole, or one of its international programmes;
- the [Victoria Falls/Mosi-oa-Tunya Fund](#), which facilitates the participation of members at institutional meetings;
- the [Raymond Lemaire International Fund](#), which provides scholarships for Young Professionals in the field of Conservation;
- an initiative of an ICOMOS National or Scientific Committee.

→ By Bank transfer

Contact us by phone + 33 (0) 1 41 94 17 59 or by email [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org)

→ By PayPal

To [secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org)

Please specify that it is a donation and, if applicable, the particular programme you wish to support).

Tax-Deductible Donations

ICOMOS is also a recognised general interest organisation in France, which entitles all donors domiciled in France for tax purposes to a tax reduction. Each donor will receive a tax receipt.

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Use of the ICOMOS Name and Logo

The ICOMOS name and logo under all circumstances remain the property of ICOMOS.

To this end, reference to the ownership of the ICOMOS name and logo was included in the new draft model statutes developed for National Committees: “In conformity with the ICOMOS Statutes, the ICOMOS Board accredits the National Committees and is the sole holder of the ICOMOS name and logo” (article 1 of the draft model statutes).

Article 3 of the ICOMOS Statutes spell out the role of ICOMOS as being “the international organisation concerned, at an international level, with furthering cultural heritage conservation [...] in its tangible and intangible aspects”. This role implies advocacy work by both our Committees and our members. The advocacy role of ICOMOS members is further detailed in the ICOMOS Ethical Principles. Whilst this is an essential function of the ICOMOS network, the use of the ICOMOS name and logo in this context must follow a coherent policy and not be used indiscriminately.

As an organization, ICOMOS has implemented its advocacy role through programmes such as the *Heritage at Risk* reports and the Heritage Alerts Process. Such advocacy work may further take the form of letters of concern sent to public authorities/owners/stakeholders/the press by Committees on the situation of a particular heritage site in their country or field of interest. Individual ICOMOS members can support this effort by forwarding information to their Committee or the International Secretariat on any issues they may see at heritage places they visit or are professionally involved with.

Whilst underlining the importance of all the various components and contributors to ICOMOS’ role as an advocate, the use of the ICOMOS name and logo in this context must follow a coherent policy of careful and regulated use. Their indiscriminate use can lead to misunderstandings and confusion, and adversely affect ICOMOS’ credibility as an advocate and the organisation’s professional reputation.

When communicating with third parties, ICOMOS Committees and members are therefore reminded of the need to make a clear distinction between a personal opinion and the opinion of ICOMOS as a global organisation. In their advocacy activities, Committees must make a distinction between whether the opinion given is the opinion of the Committee or an opinion endorsed by the organisation as a whole (i.e., through the Board, Advisory Committee or General Assembly). ICOMOS Committees and members must under no circumstance issue letters with the ICOMOS international letterhead or one which closely resembles it. Committees must use their own letterhead or arrange with the International Secretariat to have letters sent under the signature of one of the internationally elected officers. Members must respect Article 6. f. 5. of the Ethical Principles under which they “must not act or speak on behalf of ICOMOS or one of its Committees, without the authority of the relevant body and in such cases must strictly adhere to its institutional positions”.

All third parties wishing to use the ICOMOS name and logo (e.g. for conference brochures, etc.) must obtain prior permission from the ICOMOS International Secretariat. As stated in article 100 of the Rules of Procedure, “ICOMOS members, National Committees and International Scientific Committees authorised by the Board to make use of the ICOMOS logo must use it strictly in accordance with the graphic design and visual identity guidelines issued by the International Secretariat”.

→ To ensure a proper graphic presentation of the ICOMOS name and logo, any communication using the ICOMOS logo must be prepared or approved by the ICOMOS Communications team. For more information, contact [communication\[at\]icomos.org](mailto:communication[at]icomos.org).

Requests for patronage

ICOMOS patronage is non-material support that may be granted each year to a limited number of events/activities that correspond to ICOMOS' aims and objectives. It is granted to demonstrate the organization's moral endorsement of an exceptional activity. However, ICOMOS is neither financially nor legally responsible, and no financial undertaking nor any further commitment is linked to the granting of patronage.

ICOMOS patronage may be granted to a range of activities, such as producing cinematographic and audiovisual works, publishing books, organizing congresses, meetings and conferences, training courses, awarding prizes, competitions, festivals, specialist fairs or shows, and other national and international events.

→ Full details regarding the Requests for patronage are available in the [Rules of Procedure](#), articles 97, 98 and 99 (item 14: "Patronage and the protection of ICOMOS name and logo", in the chapter on the Board).

Useful contacts

ICOMOS International Secretariat

secretariat[at]icomos.org

Communication, Social media, Events, Press and media enquiries

communication[at]icomos.org

Documentation Centre

documentation[at]icomos.org

Contact list of ICOMOS National Committees

on the ICOMOS website

Contact list of ICOMOS International Scientific Committees

on the ICOMOS website

Contact list of ICOMOS International Working Groups

on the ICOMOS website