

**Eger-Xi'an Principles for
the International [Scientific] Committees of ICOMOS
PRE-FINAL / 14 October 2005
English (Official)**

**WORKING DOCUMENT ADOPTED BY THE 15TH GENERAL ASSEMBLY OF
ICOMOS TO BE FINALISED BY THE SCIENTIFIC COUNCIL**

I. OBJECTIVES OF THE INTERNATIONAL [SCIENTIFIC] COMMITTEES & THEIR ROLE WITHIN ICOMOS

1. The International [Scientific] Committees (ISCs) are the vehicles through which ICOMOS brings together, develops and serves its worldwide membership according to fields of specialized interest. ICOMOS expects the ISCs to be at the heart of scientific inquiry and exchange in their domains and to share knowledge among them to foster a multi-disciplinary approach to heritage protection and management, in fulfillment of the goals of ICOMOS as stated in Article 5.b. of its statutes: "Gather, study and disseminate information concerning principles, techniques and policies" related to heritage protection. ICOMOS expects its ISCs to actively pursue programmes that advance the field by defining research needs, stimulating and supporting research activity, increasing exchange and dissemination in order to promote greater understanding in the heritage field and guaranteeing the generational renewal of all heritage professions within and outside of ICOMOS.
2. ICOMOS further expects its ISCs to be accessible to all qualified individuals and groups with a capacity to contribute, democratic in their operations, and be concerned with increasing the impact of their programmes on standards of care in the field. ICOMOS also expects the ISCs to be a venue for mentoring members in their early careers who seek to advance their knowledge and develop their professional expertise.
3. **The Scientific Council will establish categories for the grouping of scientific committees according to their needs which can change over time. In general ISC's address materials, technology, heritage types or themes and management and conservation processes.**
4. These principles are meant to guide the individual activities of all the ISCs, as well as the cooperative work among them, and with affinity organizations **and external interested parties**. One primary responsibility of the ISC is to ensure the sharing and dissemination of knowledge and information among its members and with all ICOMOS bodies. The tools of the Scientific Committees should respond creatively and practically to the needs in the field. These include, but are not limited to doctrinal development; publications, periodicals and newsletters (both real and virtual); videos; public advocacy; training; conferences and workshops; discussion fora; professional exchanges; technical assistance / cooperation; etc.
5. The resources of ISCs should be shared among them as possible and appropriate.
6. The International Committees are established and operate according to the Statutes of ICOMOS. Consequently, their organisation, structure and proceedings may be required to evolve if and when such Statutes are amended. The International Committees are set up and dissolved by the Executive Committee under Article 14 for purposes or reasons that relate to the goals of ICOMOS.

II. GOVERNANCE AND OPERATING FRAMEWORK

A. The Scientific Council

1. The Scientific Council shall be the coordinating body of the ISCs. The Council will consist of the Presidents of all ISCs or his/her designated deputy, with the allowance that the specific statutes of an ISC may ordain a different selection process for its representative to the Scientific Council **as an advisory group**.
2. The Scientific Council shall elect three coordinators, one from each of the ISC activities groups who shall represent the interests of the ISCs in the Executive Committee of ICOMOS as co-opted members. Coordinators shall be elected to three-year periods, to coincide with the ICOMOS triennium.
3. The duties of the Scientific Council are:
 - a) Meet at least once a year, in conjunction with, and also separate from the annual meeting of the Advisory Committee of ICOMOS.
 - b) Prepare a summary annual report on ISC activities and progress made on the Scientific Plan.
 - c) Advise the Executive Committee on best practices and performances, as well as best use of the ISC resources, as they relate to the advisory and contractual duties of ICOMOS to UNESCO, the World Heritage Centre, ICCROM and any other international, regional or national heritage organization.
 - d) Develop and oversee the implementation of a 3-year Scientific Plan with a corresponding budget, and present it to the General Assembly for its adoption as part of the ICOMOS Work Programme required in Article 9 of the Statutes. The Scientific Plan shall be drafted in broad consultation with the ISC membership; it shall be multi-disciplinary in nature and will define areas and methods of inter-ISC cooperation as well as the internal tasks to be undertaken by each ISC.

The Plan / Program shall include clear objectives, a work plan, and a strategy for its completion; the budget will include the identification of existing and potential revenue sources.

- e) Identify gaps among the ISC fields of specialization, and make appropriate recommendations to fill them considering a **rotation in leadership for geographic distribution and expertise**.
- f) Look for ways to render more effective and available to all of ICOMOS the expertise of the ISC members and the overall work of the ISCs, especially in the conceptualization and organization of the triennial Symposium of ICOMOS.
- g) Adopt a process for the triennial performance evaluation of each ISC; carry out such evaluation; and convey its results and pertinent recommendations to the Executive Committee of ICOMOS as part of its annual report.
- h) Receive, evaluate and formulate appropriate responses to requests for technical assistance from the Executive and National Committees of ICOMOS.
- i) Receive and evaluate proposals for the formation of new ISCs and make recommendations concerning their approval to the Executive Committee of ICOMOS.
- j) Formulate its own recommendation, or evaluate recommendations from others, regarding the dissolution of existing ISC's.

- k) Investigate issues or complaints regarding the activities, governance, policies or performance of an ISC, and take the appropriate action to solve them, or refer them to the Executive Committee of ICOMOS.
- l) Work closely with the Secretary General, President, Treasurer Secretary-General of ICOMOS to coordinate the work of the ISCs with the ICOMOS Secretariat, and to disseminate it to the heritage community and the general public.

B. The Scientific Committees

1. While desiring to accord the ISCs the maximum of independence and flexibility in support of their objectives, the Committees are expected to work within the framework established by statutes, rules of procedure and budgets of ICOMOS, as well as by these Principles.
2. The ISCs shall adopt goals and objectives that reflect the needs expressed by its members; and be supported by appropriate statutes, budgets, rules of procedure and programmes.
3. In addition, each ISC is expected to integrate into its triennial work program training initiatives that address:
 - a) The enhancement and actualization of the professional competence of its experts, especially those related to World Heritage issues, and
 - b) The needs of new and junior members and young professionals in developing their specialization and competence in the specific field.
4. As a general rule, the work of the ISCs relies on the volunteer work of its members. In the rare occasion that funds are available or required to dispense honoraria to ISC members, the ISC shall present to the Scientific Council for its approval, a plan for the team selection and payment of honoraria to its members, to ensure that all work meets ICOMOS requirements for ethics and transparency.
5. Each ISC shall be free to establish its officer structure and governing mechanisms, but at a minimum, each ICS will have a President, Vice Presidents, a Secretary, and, for ISCs managing a monetary budget, a Treasurer. Officers should be from different countries, and when possible or appropriate, should represent at least three separate world regions
 - a) The Executive Committee of ICOMOS will appoint the first set of Officers of an ISC. The members of the ISC will elect subsequent officers according to its own statutes.
 - b) Officers will be elected to a period of three years, and may serve a maximum of two such consecutive terms in each office, but in no case shall any one serve more than fifteen consecutive years.
 - c) In accordance with article 12 of the ICOMOS statutes, the President of each ISC will be an ex-officio member of the Advisory Council of ICOMOS. The President may designate a Deputy to assume all pertinent responsibilities before the Advisory Council.
6. ISC Officers shall be responsible for the overall financial and programmatic management of the work of the Committee; and for establishing the appropriate sub-committee, task forces and/or working group structure to ensure its proper functioning.

7. Elections for officers shall be verifiable. In principal each Committee shall establish a voting system according to its needs and circumstances (including postal or electronic), and in consultation with its membership **that is fair, transparent and verifiable**. Regardless, of the mode, the results of all elections must be verifiable without sacrificing the **integrity** of the individual vote. **It is recommended that another party receives votes and provides results.**
8. Each ISC shall prepare and submit to the Scientific Council at least 45 days before the meeting of the Advisory Committee, an annual report should address the following:
 - a) A full list of all members, by category
 - b) Minutes of all its meetings
 - c) Work performed in the ICOMOS triennial Scientific Program / Plan, including an evaluation of the progress achieved.
 - d) Work done in cooperation with other ISCs
 - e) A list of permanent or temporary cooperative partnerships with affinity organizations and agencies; or with National Committees.
 - f) Suggestions for new initiatives or new work
 - g) Results of any elections for officers, if held that year, and to include a complete roster of all successful and unsuccessful candidates.
 - h) Consequences of not reporting shall be addressed. For example the failure to report may lead to dissolution.
 - i) If readily available, and to maintain proper files at the ICOMOS Documentation Center, provide the following:
 - i. Concise descriptive texts of conferences, symposia, etc, including a copy of the program, and lists of participants and funding sources.
 - ii. A list of the sources that will be approached in the following year to secure funding for programs and activities.
 - iii. Copies of Committee-sponsored publications
9. The establishment of an ISC Secretariat is strongly recommended for the proper functioning of the ISC. If no Permanent Secretariat exists, its duties should be specifically delegated to the ISC officers. The duties of the Secretariat shall include but not be limited to:
 - a) To maintain the archival record and institutional memory (in paper or electronic format) of the ISC. Changes of location in the Secretariat should include the transfer of the ISC archives.
 - b) Serve the Officers of the ISC.
 - c) Ensure the dissemination of information to all members of the ISC
 - d) Provide or secure, when necessary, meeting space for the Committee.
 - e) Be directly in charge of, or make provisions for, the development, maintenance and expansion of the ISC Website, and if pertinent, a List Serve.

III. FORMATION OF NEW INTERNATIONAL SCIENTIFIC COMMITTEES

A. Proposal

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

B. Incubation Period

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

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

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

IV. MEMBERS

A. General principles

1. The various membership categories in the ISCs shall be open to all members of ICOMOS, within the provisions stated below. It is the intention of ICOMOS that its ISCs continually gather a membership that will include the most recognized experts in its field of specialization, be representative of all of the world regions or pertinent regions, and recruit young or beginning professionals seeking such specialization; and that all be given ample opportunities and stimulus to become actively engaged in the work of the Committee. A structure of membership is recommended, as follows:
2. All members of the ISCs shall be familiar with the Statement of Ethical Commitment adopted by ICOMOS in Madrid in 2002, and abide by it at all times. Failure to behave accordingly may result in dismissal.
3. The categories of members for the ISCs will consist of the following, each with specific rights and responsibilities

B. Expert members

1. Expert Members are unlimited in number. **They shall have the right to vote in the election of the members of a Board of Directors of the Committee that will consist of 25-30 members, including officers.**
2. **Board of Directors: The Board of Directors will consist of the Officers of the Executive Committee and the members of the Board. The Board will consist of 25 to 30 Voting Members, from different countries and providing key regional representation, with the understanding that a Board may include more than one member from one country where that is shown to be expedient.**
3. There are no numerical limits to the number of Expert Members in an ISC. Any member of ICOMOS with proven or established expertise in the relevant field may be an Expert member of the Committee. It is up to each ISC to adopt minimum criteria and a transparent and well-understood methodology to assess and verify the individual competence and expertise of applicants
4. Experts members may be nominated by their National Committee, be self-nominated, or directly invited by the ISC.
5. If denied membership in the ISC, a candidate for Expert Membership may appeal to the Scientific Council, whose decision will be final.
6. Expert members shall have the right to participate in any aspect of the work of the committee, as a member or task force director.
7. All Expert Members shall have the right to vote.

C. Associate/Corresponding/Contributing Members

1. Members of ICOMOS who wish to gain knowledge and build up an expertise in a given field through active volunteer work may apply to be an Associate Member of an ISC.
2. The ISC will select Associate members from among the applicants. The ISCs will strive to incorporate Associate members in their work.
3. Contributing members are conditionally accepted for a period of three years, after which time, their contribution to the Committee will be evaluated, and their Associate membership will be:
 - a) Extended for another similar period of time, with a maximum of three such triennial extensions, or
 - b) Upgraded to Expert Member, or
 - c) Rejected on the basis of no participation or unsatisfactory performance.
4. When appropriate, an ISC may ask a National Committee to designate one or more Associate members to help build up the particular expertise in countries where such a need exists.

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

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

E. Honorary Members may be proposed for election by any group of at least 10 Voting and/or Expert Members of the Committee. Honorary members may participate in all activities of the Committee, except elections. Honorary members may use the title of: "Honorary Member, ICOMOS ***** Committee."

V. INSTITUTIONAL PARTNERSHIPS

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

VI. COMPLIANCE

1. The statutes of all ICOMOS ISCs shall comply with these Principles and with the Statutes of ICOMOS.
2. All existing ISCs are required to revise their statutes and to bring them into compliance with these Principles within three years of this document's adoption.
3. This document supersedes and replaces the following documents:
 - a) Directives for the International Specialized Committees of ICOMOS" (*Summa Vesuviana*), adopted 12 December 1982
 - b) Guidelines for ICOMOS International Committees, undated;
 - c) Guidelines for International Committees, Paris, 19-20 February 1985
 - d) The Eger Principles for International Scientific Committees, adopted in Colombo, August 1993

Resolution:

This meeting endorses the Eger Xi'an Principles for the ICOMOS International Scientific Committees as the Basic Brief for the ISC's and the Scientific Council to further determine the detail and make a resolution to the Advisory Committee and thence to the Executive Committee and to the General Assembly.

Approved, Unanimous of all attending, Xi'an 14 October 2005

Blue text indicates that the final wording or section requires clarification or further resolution.