



National Scientific Committee on Intangible Cultural Heritage Terms of Reference

Background

The purpose of National Scientific Committees is to engage Australia ICOMOS members who may not be members of an International Scientific Committee but who have an interest and/or expertise in a particular area.

All National Scientific Committee members are bound by the Australia ICOMOS *Code of Conduct for members of the EC & all sub-Committees & Groups*, the *ICOMOS Ethical Commitment Statement* and the Australia ICOMOS *Policy on an ISC Funding Program*.

Australia ICOMOS members work in accordance with The Burra Charter, Practice Notes and other guidance issued by Australia ICOMOS from time to time, including the *Code of Ethics of Co-existence in Conserving Significant Places* (Australia ICOMOS 1998).

Scope

The Australia ICOMOS National Scientific Committee on Intangible Cultural Heritage ('NSC-ICH') will provide a focus for professional development, building awareness and advancing practice in relation to the intangible cultural heritage associated with places and environments. The NSC recognises that intangible cultural heritage may be associated with natural and cultural environments.

Objectives

The objectives of the National Scientific Committee on Intangible Cultural Heritage are:

1. Provide a forum for informed discussion and development of theory, issues and practice related to intangible cultural heritage associated with place among Australia ICOMOS members and in Australian heritage practice generally.
2. Promote awareness and understanding of, and respect for, intangible cultural heritage associated with place in Australia and in our geographic region.
3. Facilitate engagement between Australia ICOMOS members, Australian heritage practitioners, local communities and the ICOMOS International Committee on Intangible Cultural Heritage (ICICH) by exchanging information, building expertise and sharing knowledge and approaches.
4. Support (and learn with) communities in the identification, conservation, management and interpretation of the intangible cultural associations attributed to place.
5. Promote interdisciplinary collaboration in the identification, conservation, management and interpretation of intangible cultural heritage.
6. Promote ethical approaches to the identification, conservation, management and interpretation of the intangible cultural associations attributed to place.
7. Support the participation of early career/emerging heritage professionals in ICH practice.

8. Connect with other organisations in Australia and overseas that are engaged in aspects of intangible cultural heritage, recognising that intangible cultural heritage intersects with many different knowledge domains and disciplines.

Our objectives address professional development (objectives 1, 6 and 7), building awareness (objectives 2 & 3) and advancing practice (objectives 1, 3, 4, 5, & 8).

Membership

Recognising the multi-disciplinary nature of intangible cultural heritage practice, people from a range of professional, disciplinary and community interest groups are expected to be interested in membership of the NSC. Relevant professional disciplines include: anthropology, archaeology, architecture, cultural studies, environment, geography, history, landscape, law, museology, planning, oral history, site management and other heritage disciplines.

Membership of the NSC will be open to all Australia ICOMOS members and others who have an active interest in, and/or professional experience/expertise concerning, intangible cultural heritage in relation to place. All Australian members of ICICH will be invited to be members of the NSC.

The minimum number of members required for the ongoing operation of the NSC shall be 10 and, with this trigger, the Australia ICOMOS Executive may consider removing its endorsement of the NSC.

Membership criteria:

There are two categories of membership:

- Full Member
- Affiliate

A **Full Member** of the NSC-ICH will be a member of Australia ICOMOS (or belong to an Institution that is a member of Australia ICOMOS). Full Members are expected to contribute to the activities and objectives of the NSC-ICH.

An **Affiliate** is a person who is not a member of Australia ICOMOS but who can contribute to the work of the NSC by bringing particular knowledge, expertise and/or experience to the NSC. Affiliates can participate in NSC meetings and activities and will be encouraged to apply for Australia ICOMOS membership where appropriate. Members of other ICOMOS national organisations (e.g. ICOMOS New Zealand) may be Affiliate members of the NSC.

Where an **Institution** is a member of ICOMOS, they may seek membership of the NSC-ICH for a suitably experienced or qualified staff member as a Full Member or an Affiliate.

Having a member of the AICOMOS EC on the NSC is desirable but not essential.

Application for membership:

Applications for membership as a Full Member or Affiliate will be via the membership application form developed by the NSC.

The NSC will determine its own membership. Applications will be considered by a Membership Committee comprising two NSC members, comprising one of the NSC Convenors and the Membership Secretary.

The NSC will issue an invitation to Australia ICOMOS members to join the NSC at least every 3 years.

The NSC may, at its discretion, establish a mailing list that includes Full Members, Affiliates, Institutions and others with a potential interest in the work of the NSC.

The NSC will provide its membership list to the Australia ICOMOS Executive Committee each year with the NSC's annual report.

Managing the NSC

At regular intervals but no more than every three years, at an annual meeting of the NSC, the members present will elect a coordinating group for the NSC comprising:

- Two co-convenors jointly responsible for overall co-ordination of the work of the NSC
- A membership secretary responsible for processing membership applications and maintaining a current members list.

The NSC will aim for at least one of the convenors to be an early- or mid-career professional, and for a staggered change-over of convenors. Convenors should be elected at least every 3 years and are limited to two terms.

NSC members may also appoint members to act in a number of other roles including:

- Meeting secretary: taking the minutes of NSC meetings
- Communications: coordination of communication between NSC members
- Budget: oversight to the NSC's expenditure, income and funds balance
- The role of coordinating an agreed NSC activity, project or working group.

NSC members may also be co-opted for specific roles and tasks on an annual or as needs basis.

The coordinating group will meet regularly to enable it to undertake the responsibilities outlined in these Terms of Reference.

Every 3 years, the NSC will submit its Terms of Reference for the approval of the Australia ICOMOS Executive Committee.

Annual Meetings:

An Annual Meeting of the NSC will occur once a year. Between meetings, communication will be by email, the Australia ICOMOS e-newsletter and other communication methods established by the NSC.

The Annual Meeting of the NSC may coincide with the Australia ICOMOS Annual General Meeting or National Conference or meetings of other Australia ICOMOS National Scientific Committees or ICOMOS International Scientific Committees or meetings of the Australia ICOMOS Executive Committee which may be in different states and territories. This will enable interested Australia ICOMOS EC members and Australia ICOMOS members to attend.

NSC Annual Meeting venues will be selected to provide the best opportunity to maximise participation. The NSC will endeavour to hold its meetings and other activities at a range of locations across Australia.

The minutes of Annual NSC Meeting will be made available to all Australia ICOMOS members after each meeting via the Australia ICOMOS website and should include a member list and program.

The NSC may hold other meetings, events, workshops and the like during the year to provide opportunities to:

- Share information on theory, issues and practice in the field of intangible cultural heritage.
- Provide updates and reporting on NSC-ICH activities and projects.
- Offer presentations on relevant topics, including field visits.

The NSC will aim to coordinate its activities with those of ICICH, intangible cultural heritage NSCs and professional groups in other countries, and other Australia ICOMOS National Scientific Committees.

Communication:

The NSC will establish the following communication media:

- A website accessed via the Australia ICOMOS website that provides information about the NSC including the Terms of Reference, membership application process, minutes of meetings, advance notice of upcoming activities
- An email list for communication to NSC members and other individuals and organisations with a likely interest in ICH and the NSC
- A regular newsletter, delivered via a posting from the website, to members and those who 'follow' the website
- A link on the international ICOMOS ICICH webpage and on the Australia ICOMOS ICICH webpage.

The NSC may adopt other methods of communication, including using the Australia ICOMOS newsletter and social media, and will develop internal protocols for vetting and managing the content of all electronic media, including website content, newsletters, etc.

All formal NSC publications eg letters requiring the signature of the AI President, promotional material using the AI logo and Practice Notes, will be subject to the approval of the Australia ICOMOS EC prior to publication. All publications will be in accordance with Australia ICOMOS policy. Day-to-day communications within the NSC and associated with the promotion of NSC activities and events will be subject to the NSC's internal content vetting protocols.

The NSC will not engage in any lobbying of International or Australia ICOMOS scientific committees, members or stakeholders without the approval of Australia ICOMOS although communication is encouraged.

Activities:

The NSC will develop a forward plan to guide its work, and update it annually (or more often if needed). Activities or projects initiated by the NSC will have regard to the current Australia ICOMOS Strategic Plan. The NSC's annual forward plan is expected to include:

- Meetings and events
- Communications
- Practice guidance
- Promotion and advocacy
- Networking
- Current projects.

The range of activities conducted by the NSC may include policy development; publications, periodicals and newsletters; videos; public advocacy; training; conferences and workshops; discussion fora; professional exchanges; technical assistance / cooperation; the identification of future areas of research; etc.

Funding

There will be no NSC joining fee. Members (Full Members and Affiliates) will self-fund their participation in NSC activities and events.

Funding may be sought from Australia ICOMOS to support particular activities. The NSC will comply with the requirements of Australia ICOMOS *Policy on ISC/NSC Funding*.

The NSC may seek in-kind and/or financial support by partnering with other like-minded organisations; for example, partnering with a university to present a seminar on intangible cultural heritage.

The NSC may from time to time seek to apply for grant funds to support particular activities; any such application would be provided to the Australia ICOMOS Executive Committee in advance for their approval as Australia ICOMOS would be the grant applicant and recipient.

As appropriate, and agreed by the Australia ICOMOS EC, the NSC may offer support to enable greater participation by tertiary students and Indigenous representatives at Australia ICOMOS events with ICH content.

Records and Reporting

The NSC will establish an electronic password-protected document archive on the NSC component of the Australia ICOMOS website. Access to this archive will be available to NSC members, the NSC coordinating group and Australia ICOMOS EC as appropriate, recognising the importance of maintaining the privacy of members' information.

The NSC will report annually to Australia ICOMOS Executive Committee on its activities and membership and quarterly to the Australia ICOMOS ISC/NSC Coordinator for each quarterly Australia ICOMOS EC meeting.

The NSC will report on its meetings and activities via its website which is embedded in the Australia ICOMOS website.

Endorsement, review and discontinuation

The NSC will review its Terms of Reference every 3 years and provide the revised version to the Australia ICOMOS Executive Committee for endorsement.

If over a 12-month period the NSC displays significant inactivity, the Australia ICOMOS Executive Committee may remove its endorsement of the NSC.

If the NSC is informed in writing by the Australia ICOMOS Executive Committee that it is not meeting the objectives outlined in the Australia ICOMOS Policy and Procedures Manual, and the NSC fails to take remedial action within one month, then the Australia ICOMOS Executive Committee may remove its endorsement of the NSC and discontinue its presence in Australia ICOMOS publications and on the Australia ICOMOS website.