

Working Group

HANDBOOK

1 October 2020

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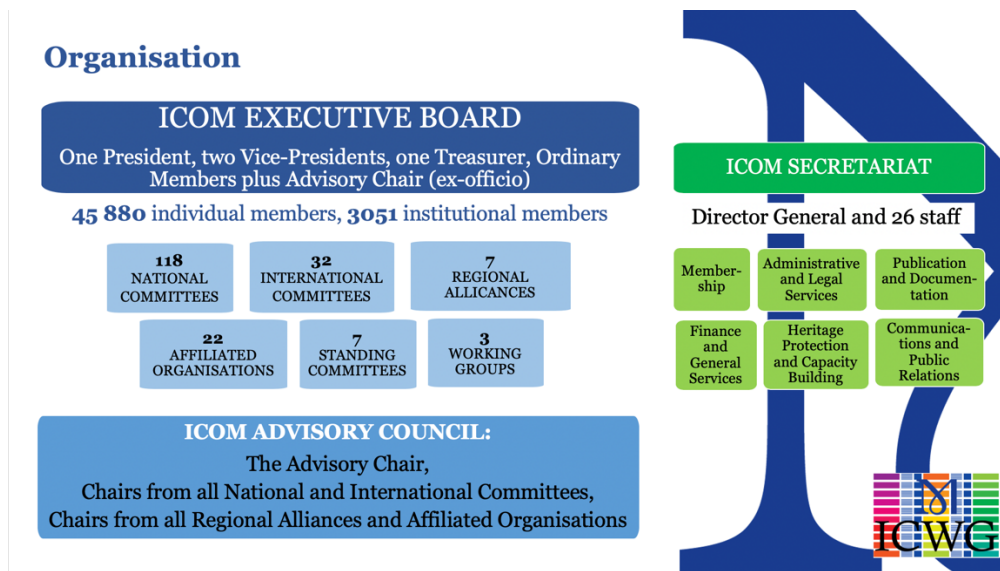
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1. ICOM-CC: Organisation

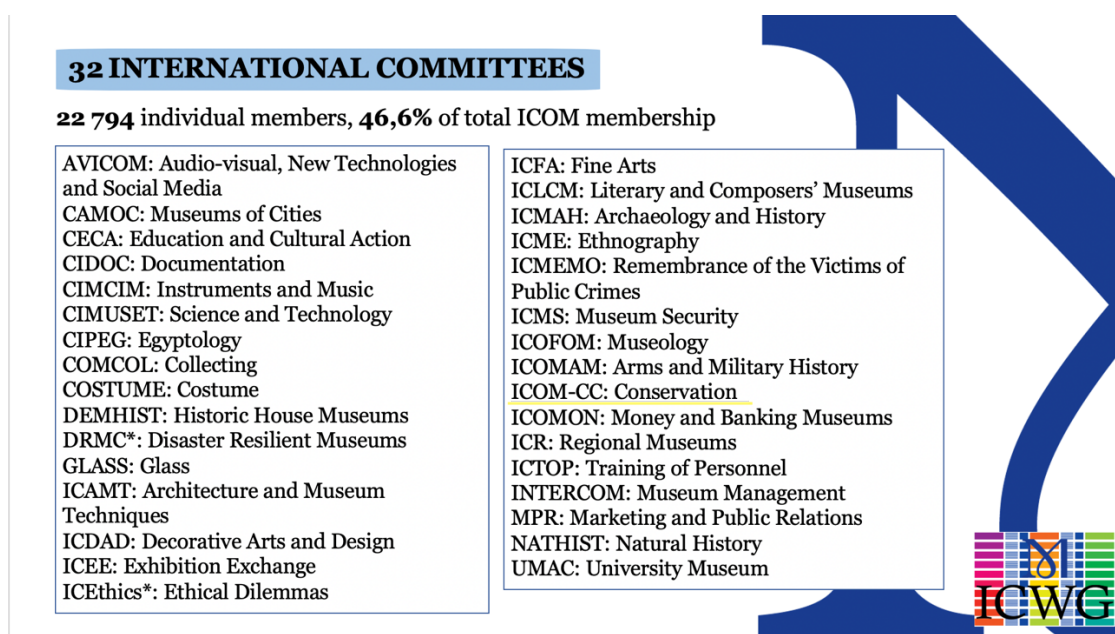
1.1 ICOM

[ICOM](#), the **International Council of Museums**, is the main international organisation representing museums and museum professionals and assisting the promotion and protection of the natural and cultural heritage, present and future, material and intangible.



ICOM is structured upon National and International Committees of which ICOM-CC, the Committee for Conservation, is one of the International Committees. All International Committees are subject to **the ICOM Statutes and Internal Rules and guidelines and cannot operate as separate legal entities from ICOM.**

The 32 [International Committees](#) are composed of ICOM members. Members of ICOM may choose to have voting rights in only one International Committee. All ICOM members agree to abide by the ICOM Code of Ethics for Museums.



- Activities with ICOM International Committees can be planned jointly together with a Working Group having similar interests.
- Be aware that International Committees have annual meetings and can be on different meeting schedule from ICOM-CC. Planning of such events need to take place early in the ICOM-CC triennial timeline.

The ICOM [Working Group on the future of International Committees \(ICWG\)](#)

The role of the ICOM Working Group on the future of International Committees (ICWG) is to follow-up on the Recommendations of ICOM’s International Committees (ICs), to discuss their functions, relevance and purposes, as well as to provide advice to the ICOM Executive Board, the ICOM Secretariat and the ICOM International Committees on a variety of matters.

ICOM [National Committees](#) and [Regional Alliances](#)

The **118 National Committees** organise ICOM’s members at a national level and ensure the interests of museums and museum professionals in their respective countries. They represent their members within ICOM and contribute to the realisation of the association’s programmes.

- The only membership path to ICOM is through the ICOM National Committees.
- Individuals and institutions join through the National Committee in the country where they live and work.
- Membership details are private and information cannot be shared.

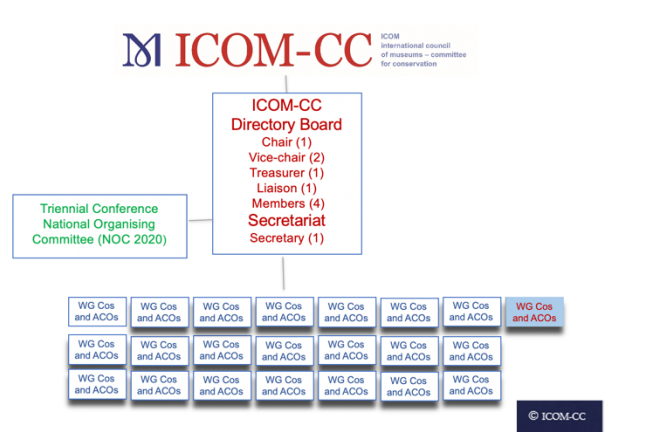
The ICOM National Committee always should be informed of any event in its country organised by an ICOM-CC Working Group.

The **6 Regional Alliances** are forums that promote dialogue and information exchange between the National Committees of a given geographical area.

1.2 ICOM-CC

ICOM-CC, the Committee for Conservation, is the largest of the ICOM International Committees. The ICOM-CC [By-laws](#) form the basis for the functioning of the Committee. ICOM-CC consists of Working Groups and is administered by the ICOM-CC Directory Board operating and prioritising the activities of the committee according to its strategic plan for the triennium.

ICOM-CC operates on a **triennial basis**. Election procedures and rules for duration of office refer to the ICOM-CC By-laws.



Sustaining Partners and Supporting Institutions of ICOM-CC

ICOM-CC has [Sustaining Partners](#) who provide both monetary and other support to help the Committee carry out its numerous activities. The support can be expressed in many ways. Many [other institutions](#) also contribute to ICOM-CC by supporting staff members who work on the Directory Board and as Working Group Coordinators.

1.3 The ICOM-CC Directory Board

- Represents and works for the entire Committee membership.
- Is elected every three years by the members of ICOM-CC by electronic voting according to ICOM-CC By-laws and prior to the conclusion of the triennium.
- Is traditionally composed of a Chairperson, two Vice-Chairpersons, a Treasurer, and a Liaison between the Directory Board and the Working Group Coordinators (Directory Board – Coordinator Liaison) and non-officer Board Members, for a total of up-to nine Board members.
- May designate former board members or other experts for consultancy or expertise tasks for a given period of time.

BE AWARE THAT:

- The Chairperson has an official delegation from ICOM Headquarters and is the only Directory Board member with signatory responsibilities. The **Chair is the only person** who can sign any contractual obligations; thus, all ICOM-CC activities must be approved by the Chair before implementation.
- Templates that require the signature of the ICOM-CC Chair are:
 - REQUEST for ACTIVITY APPROVAL
 - COOPERATION AGREEMENT STATEMENT

The Directory Board maintains close relations with ICOM Headquarters and Secretariat, the National and International Committees, Regional Alliances and Affiliated Organisations as well as with other international organisations operating in the field of cultural heritage conservation.

Responsibilities of the ICOM-CC Directory Board

The Directory Board is responsible for:

- Developing and monitoring of the **ICOM-CC Triennial Strategic Plans** and implementing projects and activities deriving from them.
- Planning and coordinating of **ICOM-CC programme** and participation in the **ICOM General Conference**.
- Representing ICOM-CC at the **ICOM Annual Meeting**, including the General Assembly and Advisory Council meeting.
- Managing all **ICOM-CC financial activities**, the final accounting of ICOM-CC finances and for ICOM-CC publications.
- Writing and submitting the **Annual Report** (narrative and financial) to ICOM.
- Organising and attending the **ICOM-CC Triennial Conference** (described in [section 6](#)).
- Overseeing the publication of the **ICOM-CC Triennial Conference Preprints** in collaboration with the National Organising Committee for the Triennial Conference and the Managing Editor (described in [Section 6.1](#)).
- Exploring and managing **grant applications** according to given guidelines.

- Exploring general fundraising opportunities on behalf of the Committee, in particular for projects that can be supported via **ICOM Special Projects**.
 - Publishing the Directory Board biannual newsletter *On Board*
 - Establishing and securing regular updates for the **ICOM-CC website** through the Secretariat.
 - Communicating to the membership on the Committee’s projects, activities, including information from the Working Group Coordinators on the Working Group activities and publications.
-
- Overseeing the general management of the **Working Groups**.
 - Ensuring that the Working Groups’ aims and programmes are in agreement with the overall policies and strategies of ICOM and ICOM-CC before posting to the website.
 - Managing the formation, re-organisation or dissolution of Working Groups.
 - Maintaining contact with and oversight for the Stichting ICOM-CC Fund
 - Managing the election processes (electronic voting).
 - Confirming the results of the election of Working Group Coordinators and the appointment of Assistant Coordinators.

1.4 ICOM-CC Secretariat

The ICOM-CC Secretariat is administered by a Secretary. The Secretary is not an elected position. The appointment of a Secretary is managed by the Directory Board. As manager of the Secretariat functions, the Secretary provides continuity in services that cross the triennia, giving continuity for each new Board and securing the organisation’s history and policies. The Secretary reports to the ICOM-CC Chair.

The Secretariat is a focal point for the collection and dissemination of information as well as for general ICOM-CC administration.

The function of the Secretariat is to:

- Monitor and maintain members’ status in ICOM and ICOM-CC databases, ICOM-CC web accounts and for all official ICOM-CC membership requirement initiatives.
- Maintain and manage the ICOM-CC website.
- Maintain and manage ICOM-CC archives and archival materials. The latest versions of all forms, manuals, logos, copyright agreements etc. are held in the Secretariat.
- Oversee the adherence to ICOM/ICOM-CC publication requirements including, but not limited to, verification of Author Copyright Transfer Agreements.
- Coordinate with ICOM Secretariat headquarters on all legal and ICOM procedural requirements.

All general inquiries and questions from Working Group Coordinators for the Secretary should be made **via the Directory Board – Coordinator Liaison**.

2. ICOM-CC Working Groups: overview

Each of the Working Groups constituting ICOM-CC is composed of members interested in a specific area of conservation and related research. Members join the Working Group via the home pages of the Working Group on the ICOM-CC website. Currently, these Working Groups are:

	Working Group
1	Archaeological Materials and Sites

2	Art Technological Source Research
3	Documentation
4	Education and Training in Conservation
5	Glass and Ceramics
6	Graphic Documents
7	Leather and Related Materials
8	Metals
9	Modern Materials and Contemporary Art
10	Murals, Stone, and Rock Art
11	Natural History Collections
12	Objects from Indigenous and World Cultures
13	Paintings
14	Photographic Materials
15	Preventive Conservation
16	Scientific Research
17	Sculpture, Polychromy, and Architectural Decorations
18	Textiles
19	Theory, History and Ethics of Conservation
20	Wet Organic Archaeological Materials
21	Wood, Furniture, and Lacquer

The core activity of the Working Groups is to be a **forum for presentation, discussion and dissemination of knowledge about conservation and material culture throughout the world and within the broadest field of museums and cultural heritage.**

Any member of ICOM, ICOM-CC or Friends of ICOM-CC can become a member of one or several ICOM-CC Working Groups.

3. Working Group Management

Each Working Group is coordinated by **one elected Working Group Coordinator** and up to six **appointed Assistant Coordinators**. The Coordinators liaise with the Directory Board through the designated Directory Board – Coordinator Liaison.

3.1 Working Group Coordinator: basic responsibilities and roles (what)

It is the responsibility of the **Working Group Coordinator**, assisted by the **Assistant Coordinators**, to manage the requirements of the Working Groups such as:

- Attending necessary **meetings**
- Programming Working Group **direction, projects and activities**.
- Creating an **annual Working Group Newsletter**.
- Producing an **Annual Report** outlining all Working Group activities, including financial overviews.
- Communicating with members via **newsletters, social media, group e-mail and digital platforms**.
- Stimulating communication with Coordinators of other Working Groups to collaborate on projects or activities.
- Planning, organising, following-through, annual reporting of Working Group activities

- Following-up with any **publications** related to Working Group interim activities.
- Contributing with personal expertise on **regional and/or international issues**.
- Participating in the **ICOM-CC Triennial Conference Preprints selection process**.
- Developing the **Working Group sessions** at the ICOM-CC Triennial Conference based on selected papers and posters.
- Organising a **Planning Session** at the ICOM-CC Triennial Conference during which members can discuss the direction of the Working Group and its future activities.
- Leaving recommendations on continuing projects and activities from the outgoing Coordinator to the new Coordinator.

ICOM-CC members who wish to stand for election as Working Group Coordinator should carefully consider whether they are able to make the necessary commitment of time and effort as described in roles and responsibilities of a Working Group Coordinator:

- Good communication within ICOM-CC is essential for its activities and continued development.
- In addition to fulfilling the tasks described above and in **Section 3**, Coordinators must be able to respond in a timely manner to inquiries and requests from the Directory Board, from fellow Coordinators, from Working Group members and from potential members.
- Anyone who would not be able to maintain regular electronic communication (i.e. via Working Group Newsletter, group e-mails facility on the ICOM-CC website etc.) should not take on the role of Coordinator.

Details of the above listed responsibilities and requirements are further described in **Section 3**. Consult the **timeline below** for the above described activities.

Triennial General Timeline

The timeline focuses on the main activities during the triennium. The major activities are described in this manual. The red text indicates important deadlines for Working Groups.

	ACTIVITIES YEAR 1			ACTIVITIES YEAR 2			ACTIVITIES YEAR 3			
	Oct-Jan	Feb-May	June-Sept	Oct-Jan	Feb-May	June-Sept	Oct-Jan	Feb-May	June-Sept	
Meetings and Conferences		DB 1+WG Cos joint meeting	June: ICOM GA+ICOM-CC Fund	DB 2 (next conference venue)	DB 3	June: ICOM GA+ICOM-CC Fund	DB 4	DB 5	June: ICOM GA+ICOM-CC Fund	DB 6+WG COs joint meeting
						ICOM General Conference				ICOM-CC TC
COs and ACOs activities	Update contact info on website	Newsletter		WG Annual report to DB	Newsletter		WG Annual report to DB	Newsletter	Identify CO candidates	
	WG programme.	Organise activities: symposia, interim, workshops and/ or joint meetings according to programme. Latest date for WG activity in TC year: 7 months before TC. Newsletters, website updates, internal communication.						Triennial WG report.		

	Disseminate info from Triennial Conference	Prepare input for ICOM GC		Call for abstracts of papers ICOM-CC Preprints.	Deadline abstracts. Evaluate, exchange and grade abstracts.	Notification of provisionally accepted papers.	Deadline provisionally accepted papers. Review and grade papers and posters.	Selection results to authors. Final editing of papers and posters	WG report for ICOM-CC Preprints.	
Directory Board	Evaluate Triennial Conference and preprints proc.	Preprints/publication strategy.	Prepare ICOM-CC Triennial Conference							
			Call for abstracts of papers ICOM-CC Preprints.		Selection Committee final selection of papers	Finalise publication and programme.				
	Publish On Board newsletter twice each year			Publish On Board newsletter twice each year			Publish On Board newsletter twice each year			
	Annual report to ICOM			Annual report to ICOM			Annual report to ICOM			
	Strategic Plan for the triennium.	Carry out projects according to strategy, report to ICOM.								
Approval WG Programme.	Collect input for ICOM GC from COs.	Prepare ICOM General Conference.			Follow up with ICOM.					
GA: General Assembly GC: General Conference TC: Triennial Conference SC: Selection Committee										

Suggested timing for Annual Reports, Triennial Report and Newsletters:

- Start Triennium (September/October Year 1)
- Triennial Programme (October – December Year 1)
- Newsletter 1 (February-March Year 1)
- Annual Report 1 (November-December Year 2)
- Newsletter 2 (February-March Year 2)
- Annual Report 2 (November-December Year 3)
- Newsletter 3 (February-March Year 3)
- Triennial Report (April-May Year 3)
- End Triennium (September Year 3)

Reviews of Activities should be sent (around April or November) to editor of On Board which is issued biannually.

Working Group branding and identity

The Working Groups come under the structure of ICOM-CC, which in turn, is under ICOM, an international non-governmental organisation.

- The Working Groups must clearly **maintain connection to institutional identity** in their individual identities/branding and follow the logo standards given in [Section 8.2](#)

- The **full name of the Working Group**, (not acronyms) should be used on all public postings, internal communications, newsletters, social media and on activity branding and communications.

Subgroups

Subgroups have been formed in the past when two or more Working Groups have shared interests in a material or an issue. Subgroups need to follow the same rules as Working Groups. Interest in forming subgroups should be addressed with Working Group Coordinators and be presented to the Directory Board – Coordinator Liaison and the Directory Board.

3.2 Election of Working Group Coordinator: candidacies and procedures

Potential candidates for Working Group Coordinator should be aware that there is no financial support from ICOM or ICOM-CC to cover expenses for travel, lodging and other costs incurred in connection with any activities attended on behalf of the Working Group.

Coordinators are elected every three years by electronic voting before the conclusion of each ICOM-CC triennium.

Only individual members of ICOM in good standing (current year membership payment completed) who have chosen the Committee for Conservation as the International Committee in which to vote are eligible for election as Coordinator. Current membership will be confirmed by the ICOM-CC Secretary before the candidacy can be announced and posted.

Based on a timetable established by the Directory Board that is communicated to all Coordinators, the outgoing Coordinator invites all members of the Working Group to **nominate candidates**. For duration in office, consult (eligibility) see [Section 3.5, Duration in Office](#).

- The in-office Coordinator is **responsible for the continuity of the management** of the Working Group and identifies the next Working Group Coordinator candidates, preferably from the Working Group membership.
- If no candidacy for the Working Group is posted, the voting **process goes on without** a candidate and the new Directory Board will appoint a new Working Group Coordinator if possible.
- In absence of a Working Group Coordinator the Working Group may go into **abeyance**.
- Candidates for ICOM-CC Working Group Coordinator should be mindful of the potential for **conflicts of interest** if they serve as a representative of other international bodies that share ICOM-CC's commitments and mission. Any potential conflict of interest should be discussed with the ICOM-CC Chair before submission of candidacy.
- In order to prepare the Coordinator candidates for the task, outgoing Coordinators should make sure that the candidates have been **introduced to this Manual** and, thus, are aware of the content of the work, the conditions, timelines and deadlines required of the Coordinator.
- Outgoing Coordinators should/will provide new Coordinator with recommendations for programming and activities.
- ICOM-CC members who wish to stand for election as Working Group Coordinator should carefully consider whether they are able to make the necessary commitment of time and effort as described above in *Working Group Coordinator - basic responsibilities and roles* ([Section 3.1](#))

The candidates for election are posted by the Secretary on the ICOM-CC website in advance of the end of the triennium in accordance with a communicated **timetable and established procedures**:

- A simple **majority of valid votes** will determine the result of the elections.

- The Directory Board **confirms the election** of the Coordinator.
- The out-going Coordinator thoroughly **informs** the in-coming Coordinator on key topics and/or issues in the Working Group, **hands over** key documents and leaves recommendations for continuing projects and activities.
- Before the triennium draws to a close the new Directory Board meets with the new team of Working Group Coordinators, traditionally on the final day of the Conference.
- When standing for election as a Working Group Coordinator the candidates should plan to attend this meeting.

If a Coordinator steps down during the period before the end of the triennium an Assistant Coordinator replaces him/her until the end of the triennium. If no Assistant Coordinator is available, the Directory Board will appoint a member of the Working Group as Coordinator and, if a Working Group Coordinator cannot be found, the Working Group may go into abeyance.

3.3 Assistant Coordinators: possible functions and roles (what)

Assistant Coordinators do not take on responsibilities until the approval of the proposed Working Group programme and the nomination of Assistant Coordinator(s) by the Directory Board.

Assistant Coordinators are given specific tasks by the Coordinator. Examples of areas that an Assistant Coordinator might contribute to are:

- **actively assisting** the Coordinator with Working Group direction and programming.
- **newsletter** preparation and publication.
- **social media** monitoring and administration.
- assisting the Coordinator with **the grading of contributions** to the Working Group for the Triennial Conference.
- planning and follow-through of **interim activities**.
- **publications** related to activities/meetings during the interim.
- preparing former Working Group publications for transfer to the ICOM-CC Publication Online Platform.
- contributing with personal expertise on **regional and/or international issues**.

Working Group Coordinators and Assistant Coordinators are asked to make sure that the ICOM-CC Secretary and Directory Board – Coordinator Liaison have **up-to-date contact information** for them. This information is sent to ICOM headquarters and posted on the ICOM-CC webpages. Annual ICOM and ICOM-CC membership must be maintained throughout the triennium.

3.4 Assistant Coordinators: appointment (how)

Coordinators nominate up to six (6) Assistant Coordinator(s) to help them to fulfil their responsibilities. The names of **nominated** Assistant Coordinators are submitted to the Directory Board for approval together with the **Working Group Triennial Programme**.

Nominations are approved by the Directory Board.

- Assistant Coordinator(s) is not an elected position but is/are selected from the Working Group members by the Coordinator.
- If the Coordinator fails to appoint at least one (1) Assistant Coordinator, the Directory Board will appoint a member of the Working Group as Assistant Coordinator.
- Assistant Coordinators must be voting members of ICOM-CC and a member of the Working Group and the membership status of the proposed Assistant Coordinator(s) must be confirmed by the ICOM-CC Secretary before the appointment can be announced or publicly posted.
- Assistant Coordinators should commit to their tasks for the full triennial period.
- Substitution of an Assistant Coordinator during the triennium should be avoided. If a substitution is required, the new Assistant Coordinator needs to be approved by the Directory Board.
- It is strongly encouraged that the Assistant Coordinator positions are diversified by country/region.
- The Coordinator should be aware of any potential conflicts of interest when selecting Assistant Coordinator(s), such as serving as a representative of other international bodies that share ICOM-CC's commitments and mission. Any potential conflict of interest should be discussed with the ICOM-CC Chair before submission of the nominee.

3.5 Duration in Office

The development and progress of the Working Group depends on a partnership of experience of the management teams as well as preparing and guiding for the succession and growth by bringing in new team members and building future management. The guidelines on duration in office aim at providing for continuity while making provision for new individuals to enter the management team.

THE WORKING GROUP COORDINATOR

- A Working Group Coordinator may serve a maximum term of six (6) consecutive years (two consecutive triennia) in one Working Group.
- After serving the maximum of 6 consecutive years as Coordinator, a period of two consecutive triennia (6 years) must pass before s/he can serve again as Coordinator in the same Working Group; a period of one triennium (3 years) must pass before s/he can serve as a Coordinator in a different Working Group.
- S/he may serve a maximum of six (6) consecutive years as Coordinator in this subsequent Working Group.
- The maximum number of cumulative years an individual may serve as on any Working Group management team is fifteen (15) years.
- A Coordinator for one Working Group may not serve concurrently as an Assistant Coordinator in a different Working Group. This is to encourage the widest possible participation across the Working Group membership and avoid diluting the Coordinator's focus on his/her main Working Group.
- During the period when an individual is not eligible for the Coordinator position, s/he may choose to stand and serve on the Directory Board.

THE ASSISTANT COORDINATOR

- An Assistant Coordinator may not serve on more than one Working Groups during the same triennium.
- An Assistant Coordinator may be re-appointed and re-approved and may serve a maximum of three consecutive triennia (nine (9) years) in the same Working Group and/or Working Group subgroup.

- After serving the maximum 9 consecutive years in in the same Working Group, an Assistant Coordinator is encouraged to stand and serve as Coordinator of the Working Group.
- After serving the maximum of three consecutive triennia (9 consecutive years) as an Assistant Coordinator, a period of one triennium (3 years) must pass before s/he can serve again as an Assistant Coordinator in the same or different Working Group.
- The maximum number of cumulative years an individual may serve as on a Working Group management team is fifteen (15) years.
- A rotating mix of experienced and new Assistant Coordinators facilitates the flow, development and renewal of individuals and expertise on the Working Group management team.

Coordinators and Assistant Coordinators may not serve concurrently on the ICOM-CC Directory Board.

4. General administration of the Working Group (what and how)

The Coordinator ensures the continued successful functioning of the Working Group by undertaking the following necessary administrative duties, in collaboration with the Assistant Coordinators.

4.1 Meetings between the Directory Board and the Coordinators

During the triennium, there are **three face-to-face meetings** between the Coordinators and the Directory Board. Coordinators commit to being present at these meetings:

1. Triennial Conference: One of the final days of the triennium, (normally the Friday of the Conference week) for all newly elected Coordinators for the new triennium.
2. During the first year of the triennium (venue to be announced): A joint Directory Board/Coordinator meeting.
3. Triennial Conference: One of the last days in the triennium (usually Sunday prior to the opening of the Triennial Conference) for all who have been Coordinators during the triennium.

4.2 Working Group Programmes

PURPOSE

Each Working Group must formulate a programme of activity and projects for the new triennium within two months of the beginning of the triennium. The purpose of the programme is to inspire, help and inform the Working Group members, the Directory Board and others who might take an interest in keeping abreast of the numerous Working Group activities. The Triennial Programme consists of themes (areas of interest, research projects) and activities (meetings, symposia, workshops etc) and strategies to communicate with Working Group members.

The programme creates a fundamental framework for Working Group activities and intent and should be discussed with the Working Group members and in the dedicated “planning session” at the Triennial Conference (see [Section 6.5](#))

PROCESS

- The initial steps for the subsequent Programme in the next triennium are taken during a planning session (usually at the Triennial Conference ending the triennium) where the outcomes of the current programme are evaluated with the Working Group members.
- Early in the new triennium, the Directory Board – Coordinator Liaison communicates the specific dates and deadlines for submission of the Working Group **Triennial Programme** together with the [Working Group Triennial Programme Template](#).
- Based on communication with the Working Group members, the Coordinator fills in the Triennial Programme Template and sends it to the Directory Board – Coordinator Liaison.
- Based on communication with the Working Group members, the Coordinator nominates – as part of the programme - a maximum of six Assistant Coordinators to be appointed and assigns them to specific tasks in the programme.
- The Directory Board – Coordinator Liaison forwards the programme including **names and assigned tasks** for Assistant Coordinators to the Directory Board for review and endorsement.
- Directory Board comments and provides feed-back on the individually proposed programmes for final adjustments and Assistant Coordinators are confirmed to the Coordinator.
- After approval of the Working Group Programmes and appointed Assistant Coordinators, the Directory Board will ensure posting of the programmes on the ICOM-CC website.
- Deadline for submission of the Triennial Programme is usually in December (Year 1).

ABOUT THE PROGRAMME

- The programme may contain information on planned specific actions carried out by the group (interim meetings, shared activities, membership goals, archival issues, communication, etc.), as well as present specific themes of research/investigations for the group, communication methods and group activities.
- Outgoing Coordinators should make recommendations to be included in the subsequent triennial period programme.
- At times, some types of Working Group activities may require scheduling or planning for an activity that will take place in the next triennial period. These activities may be anticipated in the Working Group Programme for the subsequent triennium, **but no major commitments should be confirmed** with venues or partners until the start of the triennium in which the activity will take place and the required templates and permissions for the activity in the triennium are completed and approved by the Directory Board. The [Working Group Request for Activity Approval](#) form with approval of the Chair must be finalized before any activities are planned.
- The programme may be updated during the triennium to reflect current activities and plans in the Working Group with approval from the Directory Board.
- “Relevance to the Working Group Triennial Programme” may be used as one of the criteria during the paper selection process for the Triennial Conference and thus the Working Group Conference session.

BE AWARE THAT:

- No Assistant Coordinator may be appointed until confirmation by the Directory Board.

- Please note: **Capitalisation standards:** “Working Group”, “Coordinator” and “Assistant Coordinators”, “Triennial Conference” and “Interim Meeting” are capitalised. Do not capitalise “newsletter”, “conservation science” or “heritage science”.
- **No** acronyms may be used when formulating or reporting on the Working Group activities or projects, especially with third parties.
- A programme template guide for submitting the **Working Group Triennial Programme** is available from the Directory Board – Coordinator Liaison, or in the Toolbox area of the website.
- Each individual activity must be approved by the Directory Board by using the template **Working Group Request for Activity Approval** (see **Section 5**)

4.3 Working Group Communication.

In order to encourage and motivate members of the Working Group to fulfil the planned Triennial Programme and generally foster discussion and debate concerning shared interests, Coordinators and Assistant Coordinators are encouraged to maintain contact with their members, and with other Coordinators/Assistant Coordinators during the whole term of office.

Coordinators communicate to Working Group members by:

- **using the Group e-mail** function on the Working Group membership page,
- posting information on the ICOM-CC Working Group page. The [ICOM-CC website](#) is further described in **Section 4.3.**
- using Facebook (Guidelines for social media are found in **Section 4.6.**)
- using digital meeting platforms. As a minimum, digital events must be announced and invited to using the Group e-mail function.

BE AWARE THAT:

- Working Groups should **not use acronyms** in their identification, especially in public communications and identities. The full name of the Working Group should be used on all newsletters, interim meeting communications, social media and internal Working Group communications. The Working Group should not be referred to by an acronym in any public postings, messages and/or activities.
- Mail Chimp (or similar) e-mails are used only by the Directory Board for informational e-blasts to the entire membership.
- Coordinators may create a personal e-mail account (such as a yahoo or google account) to be used as the contact e-mail for the Working Group Coordinator (in lieu of using a personal or professional e-mail). If the Coordinator chooses this option, the name of this e-mail account must begin: “icomcc” followed by the name (not acronym) of the Working Group; example: icomccphotomats@google.org.
- Please note that if a Working Group e-mail address is used as Coordinator contact, the e-mail may not be used to circulate general Working Group information. This function remains under the **Group e-mail function** from the website page.

4.4 Annual Working Group Newsletters

Coordinators /Assistant Coordinators will produce *at least* three (3) newsletters in a triennium. The newsletters are used to communicate general Working Group information to all members of the Working Group such as, but not limited to:

- Presentation of the Working Group Coordinator, Assistant Coordinator and Working Group Triennial Programme.
- Updates about upcoming activities and programme follow-ups.
- News on projects from members.
- Articles.
- ‘Tips and Tricks’, share your ideas.
- Publication reviews.
- Announcements that are limited in time (notification of activities, conferences, job postings etc).

TO REMEMBER FOR THE NEWSLETTER

- In order to enable archiving of the newsletter and for search purposes **the following must appear on the front page:**
 - The ICOM-CC logo (as specified in [Section 8](#))
 - The ISSN number (see [Section 7.4](#)).
 - The name of the Working Group written out in full
 - The year and issue number and/or month
 - The newsletter editor(s), (editors must be Working Group members).
- **Articles** in newsletters that are invited or submitted and published **must have an Author Copyright Transfer Agreement** signed by the author(s) prior to publishing in the Working Group Newsletter. See [Section 7.4](#) for how to complete the Author Copyright Transfer Agreement. The Author Copyright Transfer Agreements must be sent (electronically) to the ICOM-CC Secretariat for review and archiving.
- The Working Group newsletter must be copyrighted as follows: **Copyright © 20XX ICOM-CC.**
- Coordinators will post the newsletter (in pdf format) to the ICOM-CC website in open access and use the website group e-mail function and social media (with web link) to announce the publication.
- The pdf file for each newsletter should maintain the following naming convention: [name of Working Group_issue or month_year].

Working Group newsletters are part of the archives of a Working Group, they are also part of the ICOM-CC Annual Activity Report to ICOM.

4.5 Working Group webpage(s) **ON HOLD UNTIL NEW WEBSITE**

The ICOM-CC website (<http://www.icom-cc.org>) is the principal means for disseminating information about ICOM-CC, the Working Group Triennial Programmes and their development. The aim is to provide an interactive website where ICOM-CC members as well as potential members or bodies or individuals interested in the world's cultural heritage may seek and find relevant information on its safeguarding and interpretation.

The website is supervised by the Secretary/webmaster. The primary source of Working Group activities should always be ICOM-CC website *though links to these activities can be posted on social media Working Group pages.*

At the start of the triennium, the webmaster will provide Coordinator access to the Working Group “back office” pages on the website.

The Coordinators have access to post on their designated Working Group pages information such as; Information about activities, Research themes, Calendar events etc.

Coordinators should consult the **Tutorials** section in the back office for step-by-step procedures on sending **Group e-mails**, writing **Working Group webpages**, posting **Downloadable documents**, adding **News** and/or **Calendar items**-. The webmaster can be contacted for assistance when required.

Coordinators may not post to or modify the “Aims of the Working Group”, the “Contact” section containing Coordinator and Assistant Coordinator information, or the “Working Group Triennial Programmes”, which are posted and updated by the webmaster.

- **Managing and adding pages on the website**

For consistency with regard to the presentation of the different types of content on the website, ICOM-CC uses standardised pages for static information (Working Group homepage, aims, programme, contacts) and pages that can be uploaded and updated for more dynamic information (news, calendar, , downloads) On request to the webmaster, standard pages can be added for presenting specific Working Group projects.

- **Links on the website**

Coordinators can make links to other pages within the website (e.g. document download page or other Working Group page). Coordinators are encouraged to look at the possibilities in the text editor function when managing pages and to explore other Working Group pages.

- **News and calendar items on the website**

As a guideline, the actual news and/or calendar posting should be short and to the point. Longer documents such as flyers or pdf notices should be uploaded to the download section of the website as separate documents in standard formats: doc, docx or pdf. The news/calendar postings can then link to the fuller download section if necessary. ICOM-CC does not post job offerings or advertise positions on the website. This type of news can be communicated via Working Group e-mails and/or newsletters.

- **Downloadable documents on the website**

All documents on the website are searchable by Google. When naming a document for uploading, be descriptive and specific; include keywords and proper reference to the Working Group and Interim Meetings in documents such as PowerPoint presentations or papers. A standardised naming function for website documents is currently in preparation. Contact the Directory Board – Coordinator Liaison for assistance with this.

- **Consistency on the website**

Think logically about where certain information should be placed to ensure easy access for visitors to the webpage. As an example, a welcome letter from a new Coordinator is better sent by a mass e-mail application to Working Group members under the ‘members manage button’ in ‘my tools’, or placed in the coordinator’s column of a Working Group newsletter. If a document contains a news item, calendar item, project or a welcome of a temporary nature (e.g. best

wishes for the New Year), these items should not be put on the standard Working Group home page, which is meant for the description of the Working Group and the Working Group aims and activities.

- **Revision of published items on the website**

When modifying/updating a published news, calendar or download item, ask the webmaster to put the specific item back in pending status, which allows you to re-edit.

4.6 Social Media

Coordinators may choose to set-up Facebook Pages for their Working Group; Facebook Groups should not be used. Blogs, other social media platforms, including Twitter, Instagram and similar are not authorised.

The ICOM-CC website remains the centre of official Committee information, consequently, the ICOM-CC Working Group Facebook pages must link directly back to the ICOM-CC website. It is important that the high professional character and profile of ICOM-CC remain consistent on social media, this requires constant moderating of any social media pages that are created.

MODERATING AND RESPONSIBILITY

- The Coordinator may act as the moderator/monitor/owner for the Facebook page or may appoint an Assistant Coordinator for this task.
- The Coordinator, however, is responsible for what is posted on the social media pages whether s/he is the actual moderator or not.
- The responsibility for the Facebook page is passed on from one Coordinator to the next.
- The Coordinator should notify the ICOM-CC Secretariat as soon as a social media page is set-up.

TO REMEMBER FOR THE FACEBOOK PAGE

Working Group social media pages must:

- Have the full name of the Working Group (not shortened or acronym) as follows: “ICOM-CC [name] Working Group”.
- Have the proper ICOM-CC logo: the square one (will be supplied to the Coordinator after the **Logo Use On Working Group Media** template has been submitted).
- Link back to the ICOM-CC website. All announcements and official documents must first be uploaded on the ICOM-CC website before being published (as a link) on the social media page.

- Contain the following disclaimer:

The ICOM-CC ___(name)_____ Working Group provides the means to share information between a network of like-minded international professionals and encourages research, the exchange of ethical and technical ideas. The Working Group aims to promote and disseminate information through interim meetings, ICOM-CC Triennial Conferences, newsletters and the ICOM-CC on-line forum. The views, opinions, approaches and/or data found in individual posts are the responsibility of their authors, and should not be thought to represent the opinion or endorsement of ICOM-CC.

RULES FOR POSTINGS

- Users agree not to use any obscene or offensive language or to place any material that is defamatory, abusive, or hateful, constitutes junk mail or unauthorised advertising, invades anyone's privacy, or encourages conduct that would constitute a criminal offense, or otherwise violate any laws. The Coordinator will remove any such posts without notice, and remove from the media site any user who wilfully violates this rule.
- Users are responsible for ensuring that any material they post to the site (e.g. text, images, or other multimedia content) does not violate or infringe upon the copyright, patent, trademark or any other personal or proprietary rights of any third party, and is posted with the permission of the owner of such rights.
- In the case of abuse and/or improper use of social media and upon discretion of the Directory Board, a Working Group may be asked to remove any individual posting and/or the social media pages/site along with the ICOM-CC logo and Working Group name.
- A Coordinator may be requested to close a social media profile if not used or maintained on a regular basis or if used improperly.

4.7 Annual Reports

The ICOM-CC Chair is required to submit an Annual Report to the ICOM Headquarters. Annual reports from the Working Groups on their activities are essential content in this report. Coordinators are thus required to submit a **Working Group Annual Report** ([Section 4.7](#))

PROCESS

- The Directory Board – Coordinator Liaison will communicate the report deadlines and process to the Coordinators.
- The Coordinator gathers and maintains complete information on Working Group activities and finances
- The information is submitted using the **Working Group Annual Report** template and forwarded to the Directory Board – Coordinator Liaison.
- Deadline for submission is usually October/ November (see timeline page 9).

ABOUT THE CONTENT

Included in the annual report is:

- The summary of any Working Group activity or event, such as an interim meeting, roundtables, digital events with information about the attendees (number, membership, nationalities).
- All detailed financial information related to the activity, even if the finances are managed by a partner(s) institution.
- URL to the annual Newsletter.
- URL to Facebook page, number of likes and followers.

In order to gather the relevant information during the course of the year the Coordinator and Assistant Coordinators should familiarise themselves with the **Working Group Annual Report**.

4.8 Triennial Report

Prior to the Triennial Conference, the Coordinators submit a narrative review and synthesis of the Working Group activities over the triennial period to be published in the Triennial Conference Preprints.

- The Preprints Managing Editor supervises the process and contributions.
- The Directory Board – Coordinator Liaison communicates the report deadlines and process to the Coordinators.
- Deadline for submission is usually May year 3. Dates will be communicated to Coordinators by the Directory Board – Coordinator Liaison.

5. Working Group Activities

All Working Groups are expected to organise activitie(s) for their members during the triennium for members to meet and discuss new developments within the field. The Directory Board approval of an activity involves three elements:

- Inclusion of the planned activity in the [Working Group Triennial Programme](#) (if possible).
- [Working Group Request for Activity Approval](#)
- [Cooperation Agreement Statement](#) with third parties

After proposing an activity in the **Working Group Triennial Programme**, the plans are further developed by the Working Group and submitted for approval using the [Working Group Request for Activity Approval](#) template. The activity, if a third party is involved, is consolidated in the Cooperation Agreement Statement.

5.1 Conditions for being a Working Group Activity:

To be considered an ICOM-CC activity **all of** the following conditions must be present:

- the **Working Group Coordinator** plays a major role in organising the activity and attends the activity.
- the **Assistant Coordinator(s)** are included in discussions and decisions regarding the activity.
- the activity is officially **announced** to Working Group members via the Working Group Newsletter and/or the Working Group webpage/e-mail, and, if applicable, the Facebook page.
- the activity has been **approved** by the ICOM-CC Directory Board via the Directory Board – Coordinator Liaison and the ICOM-CC guidelines for activities are followed.

5.2 Types of interim activities:

The character, duration and size of the activity will vary according to each Working Group's needs, traditions and preferences. The Working Group activity should not diminish the content and quality of the Working Group session and contributions at the Triennial Conference. ICOM-CC encourages different formats such as, but not limited to:

- Conference-like meetings
- Seminars
- Workshops
- Sessions at other events
- Round table discussion
- Webinars or similar digitally based events

An activity can be a **single group** meeting or a **joint meeting** with other Working Groups or organisations. When deciding on the type of activity it is important to discuss **the purpose and expected outcome of the activity** and if relevant, to agree on a title/theme for the activity.

An ICOM-CC Working Group activity can also be **organised in cooperation** with

- ICOM-CC sustaining partners (such as the Getty Conservation Institute, GCI, and the Cultural Heritage Agency of the Netherlands, RCE) or
- other ICOM bodies (National Committees, International Committees, Regional Alliances, and Affiliated Organisations) or
- other institutions outside ICOM (universities, museums, archives, etc.) operating as a third-party host.

BE AWARE THAT:

- A Working Group activity that does not involve other entities, does **not** require a Collaboration Agreement Statement.
- Meetings that include ICOM-CC sustaining partners (GCI, RCE) must be addressed with the Directory Board (through the Directory Board – Coordinator Liaison) before undertaking planning negotiations.
- When a Working Group is planning activities that include collaborations with other ICOM bodies this should be flagged to the ICOM-CC Chair and Directory Board – Coordinator Liaison.
- The Directory Board, through the Directory Board – Coordinator Liaison, should be informed at the **start** of any negotiations with an entity that will share in an ICOM-CC Working Group activity, according to the **Cooperation Agreement Statement** procedures.
- **any** collaborative activity requires a **Cooperation Agreement Statement** .

5.3 Cooperation Agreement Statement procedures

A collaborative event requires a signed **Cooperation Agreement Statement**. The aim of the collaboration agreement statement is to have a formal document stating the roles and responsibilities of the partners. The collaboration agreement statement is completed after the activity has been approved by the ICOM-CC Directory Board (**Working Group Request for Activity Approval**).

A Cooperation Agreement Statement contains:

- The names and job titles of people and institutions responsible for the activity.
- Names and institutional titles of the authorised signatories.
- A preamble briefly introducing the cooperating organisations /institutions.
- Dates and venue for the planned activity.
- A brief description of the activity; theme and title for the activity.
- Specific responsibilities of each partner in the planning, execution and follow up of the activity.
- Expected outcome of the activity; publications, booklets, reports etc.
- Use of logo, promotion.

BE AWARE THAT:

- Agreements/contracts/statements pertaining to ICOM-CC and its Working Groups can **only** be signed by the Chair of ICOM-CC, who has delegated signatory responsibility from ICOM.
- Coordinators do not have legal standing to sign any agreement or contract with third parties related to Working Group activities.
- **Coordinators may not enter into any formal agreement with a sharing institution, this includes: *not signing contracts or entering into any binding verbal agreements*** with third parties for any event, publication, or similar agreements on behalf of the Working Group.
- In planning any event or meeting with third-party involvement, the Coordinator must contact the Directory Board – Coordinator Liaison before going forward on any of the arrangements.
- **Read the [Cooperation Agreement Statement](#) Template carefully **before approaching**** any third party for collaboration.
- The [Cooperation Agreement Statement Template](#) must be completed by the Coordinator and signed by a representative who has institutional signatory authority from all the collaborating entities before the Statement is forwarded to the Directory Board – Coordinator Liaison for signature by ICOM-CC Chair (see [Section 1.3](#)).
- No official announcement about the activity, call for papers, or use of the ICOM-CC logo may be made until the Collaboration Agreement Statement is fully executed.
- The text in the Collaboration Agreement Statement cannot be altered and falls under French law.

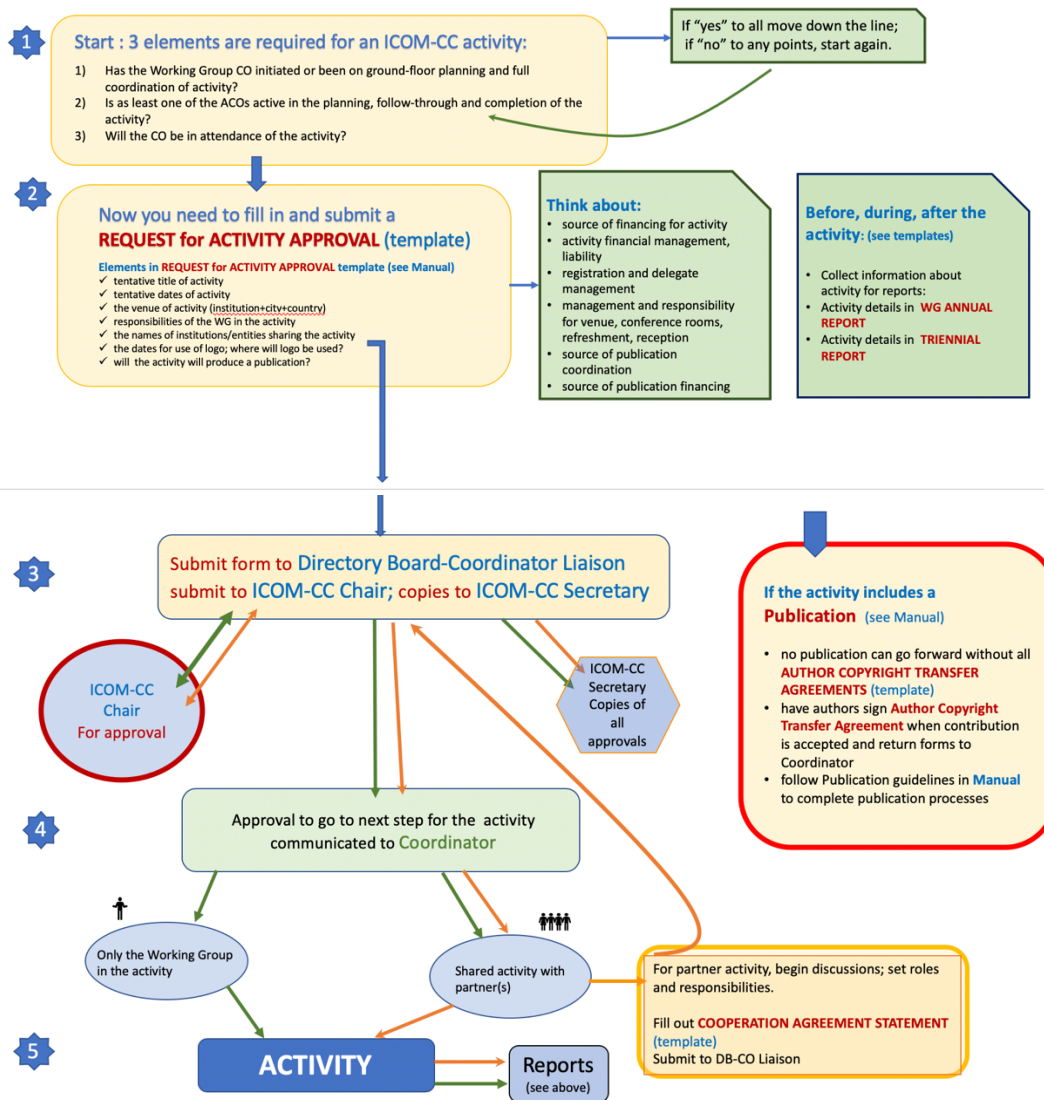
5.4 Organising a Working Group Activity or a Working Group Meeting

Pre-planning for an activity:

Below is a list of considerations when beginning to plan for **any** Working Group activity.

Early in the process, ask the Directory Board – Coordinator Liaison for guidance, (s)he is specifically assigned to collaborate with Working Groups on these activities. The Working Group Activity Decision Flow-
The following flow-chart may be used as a tool to assist in the Coordinator in determining the steps and procedures in planning and will serve as a basis for completing the [Working Group Request for Activity Approval](#).

Do you want to hold a Working Group activity: a meeting, a workshop, a webinar?



BE AWARE THAT:

- Optimally, the planned activity for the triennium should be included in the **Working Group Triennial Programme**.
- When **scheduling** the activity:
 - The activity should not coincide with ICOM-CC phases involving heavy work for the Coordinators, such as the periods when Preprints abstracts or papers are graded or shortly before or after the ICOM-CC Triennial Conference.
 - Avoid organising major activities during the seven (7) months prior to and the six (6) months after the ICOM-CC Triennial Conference.
 - Exceptions can be made for very specific purposes but **only in full agreement** with the ICOM-CC Directory Board.

- **The National Committee of ICOM in the organising country** (if applicable) **must be informed of the activity** and partnership or support from the National Committee should be explored. The ICOM-CC Secretariat may be contacted for any questions on ICOM National Committees.
- The Working Group organisers should **keep count** of ICOM-CC members, non-members and students attending the activity and seek to reduce fees for members attending.
- A Coordinator may not enter into **any** publishing negotiations without the supervision of the Directory Board – Coordinator Liaison (see [Section 7.2](#))
- No member of the Working Group that is organising a Working Group activity may receive compensation, monetary or other consideration for assisting in the activity organisation, implementation and/or follow-up from the Working Group or any partner/sharing entity in the activity.
- The activity may not be announced until the activity has been fully approved by the Directory Board.
- Any announcement of the activity must be made on the ICOM-CC website before social media platforms.
- If a separate website for the approved event is created, the information and a link must be posted at the ICOM-CC Working Group page. The Coordinator must **seek approval** from the Directory Board before this option is made live. The use of the ICOM-CC logo for activity websites is addressed in the [Working Group Request for Activity Approval](#), the logo format and colours may not be altered.
- Materials such as announcements, proceedings and reports must be available in **English**. It is also possible, but not required, to provide these materials in French and/or Spanish, the two other official ICOM languages, in addition to any other language desired by the organisers.
- If external funding for the event is necessary; do not seek funding that conflicts with ICOM and ICOM-CC funding policies – before exploring options, ask the Directory Board – Coordinator Liaison.
- The Working Group Activity Decision Flow-Chart should be consulted. The [Working Group Request for Activity Approval template](#) must be completed and sent to the Directory Board – Coordinator Liaison, and approved **prior to** announcing the activity, prior to using the ICOM-CC logo, or entering into agreements with an institution or entity that is sharing in the activity.

PROCESS - THE CHECK LIST

- **Identify necessary tasks and a timeline:** When and where will the event take place? How much time is required for planning?
- **Seek advice:** In addition to consulting the Directory Board – Coordinator Liaison, it is recommended to ask second term Coordinators of other Working Groups for advice during the development phase of a Working Group activity.
- **Share duties:** decide the individuals to be responsible for all parts of the event, such as WHO are:
 - Main contact persons?
 - Responsible for the budget?
 - Responsible for content/programme?
 - Takes care of logistical/practical aspects?
 - Responsible for communication?
 - Responsible for reporting?

- **Clarify requirements** for the [Cooperation Agreement Statement template](#) outlining responsibilities and for publishing/copyright requirements (see [Section 7](#)).
- **Programme.** Decide the level and the type of content for the activity. For instance, a scientific programme may require a scientific committee, call for papers and establishment of editorial procedures. A round table will require a moderator. A workshop will need a trainer or educator.
- **Budgets and funding.** Make a budget; consider expected number of participants, costs included in fee, level of participant fee, where and how to seek funding, student's participation and assistance. Publication (if any, and including abstract booklet) costs should be include within the budget.
- **Publication.** Will contributions (full articles, extended abstracts, abstract books for delegates) be published? Make sure ICOM publishing and copyright policies are observed (see [Section 7](#)). Printed or digital? Print on demand? Consult the Directory Board – Coordinator Liaison prior to making any commitment to publishing product.
 - The Directory Board encourages using [ICOM-CC Publication Online platform](#) for the publication. Consult the Directory Board – Coordinator Liaison for practicalities and costs
- **Recording.** Will parts of or the full event be recorded for streaming or sharing on social media? Secure full written permission from all individuals involved, this includes presenters and audience members.
- **Communication of the event.** How is the event announced and branded? How to supplement the obligatory communication channels (the ICOM-CC website and calendar, Working Group newsletter and/or the Working Group webpage/e-mail)? Is a dedicated conference website necessary? Will the event be advertised on Facebook? Check the rules for logo use ([Section 8](#)).
- **Logistics/practical aspects.** Decide how to organise registration and payment, preparation of participant materials, accommodation, meals and breaks.
- **Larger meetings** that use the services of a conference organising platform or a publishing platform to aid the flow of contribution selection, editing and costs must be included in the budget for the event.
- **Reports.** A detailed **financial** (even if the Coordinator/Working Group did not manage the activity finances) and **narrative report** on the Working Group activity is required for the Annual Report. Consult the [Working Group Annual Report template](#) for details. The event should be reported to the members in newsletters.

6. ICOM-CC Triennial Conference

ICOM-CC organises Triennial Conferences to bring together professionals from all over the world who are interested in conservation. The Conference represents the apex of the triennial activity of the Committee and of its [Working Groups](#).

Contributions to the Triennial Conference are published in the peer-reviewed Triennial Conference Preprints that constitute one of the most important publications in the field of conservation internationally.

The Triennial Conference consists of:

- [Working Group Technical Programme](#).
- Plenary sessions.
- General Assemblies.
- Technical Site Visits.

- Social events.

Additionally, meetings between Directory Board and Coordinators are held directly prior to and during the Triennial Conference.

The Coordinator commits to attending the meetings to close the triennium and the Triennial Conference. New Coordinators commit to attending the meeting to open the triennium held during the Triennial Conference.

The Directory Board is responsible for the full programme of the Triennial Conference. Working Group Coordinators provide the Directory Board with a programme for the Working Group sessions during the Triennial Conference based on selected papers published in the Preprints.

Principal overview of the 5-day programme for the Triennial Conference and the meetings for Directory Board and Working Group Coordinators.

Day One (-2)	Day One (-1)	Room	Day One	Day Two	Day Three	Day Four	Day Five		
			THEATRE	1 (L) 2 (M) 3 (M) 4 (S) 5 (S)	THEATRE	1 (L) 2 (M) 3 (M) 4 (S) 5 (S)	1 (L) 2 (M) 3 (M) 4 (S) 5 (S)		
Full day meeting DB (and NOC)	Full Day meeting DB and Cos	9 to 10:30	PLENARY ONE: Welcome and Opening Lecture		PLENARY THREE: Keynote/Discussions				
		10:30 to 11	Break	Break/poster sessions	Break	Break/poster sessions	Break/poster sessions		
		11 to 12:30	PLENARY TWO: ICOM-CC General assembly I		PLENARY FOUR: Keynote/Discussions				
			Lunch	Lunch	Lunch	Old/New DB meeting	Lunch	DB/CO meeting	
		Room	1 (L) 2 (M) 3 (M) 4 (S) 5 (S)	1 (L) 2 (M) 3 (M) 4 (S) 5 (S)	Out of Venue	1 (L) 2 (M) 3 (M) 4 (S) 5 (S)	THEATRE		
		13:30 to 15	3 pres 3 pres 3 pres 3 pres 3 pres		Technical visits		PLENARY FIVE: ICOM-CC General assembly II		
		15 to 15:30	Break/poster sessions	Break/poster sessions		Break/poster sessions	Break		
		15:30 to 17	3 pres 3 pres 3 pres 3 pres 3 pres				PLENARY SIX: Closing the Conference		
					WELCOME RECEPTION	POSSIBLE SOCIAL EVENT	POSSIBLE SOCIAL EVENT	POSSIBLE SOCIAL EVENT	POSSIBLE SOCIAL EVENT

L: Large room, M: Medium size room, S: Small room.

6.1 ICOM-CC Triennial Conference Preprints

The Triennial Conference is the venue for presenting the most relevant and highest-quality new research and work of the Working Groups in the **Triennial Conference Preprints**. The Triennial Conference, along with the publication of the Triennial Conference Preprints, are the Committee for Conservation’s predominant activities. It is essential that the Working Group Coordinator contributes fully to this process.

The ICOM-CC Triennial Conference Preprints are managed by a Managing Editor through a double peer review process shared by the Coordinators and external Peer Reviewers. A dedicated web platform is used to manage the flow during the Preprints process. Coordinators and Assistant Coordinators are provided with access to this web platform.

One of the most important responsibilities of Coordinators is to assist in reviewing, grading, selecting and editing papers and posters for publication and to work with authors on these contributions.

6.2 Roles and responsibilities in the Preprints process.

The **Directory Board** is responsible for the Preprints process.

- The Directory Board selects the **Managing Editor**, the **external Peer Reviewers**, the web platform for exchange of documents and the publisher (in collaboration with the National Organising Committee), and establishes a **Preprints Selection Committee**.

The **Managing Editor** is responsible for:

- guidelines, documents and timelines for use in the Preprints process.
- the exchange of information and material between Coordinators, external Peer Reviewers, the Selection Committee, the Publisher and the Author(s).
- coordinating the Peer Review process in collaboration with the Directory Board.
- coordinating the publication process in collaboration with the Directory Board.
- receiving the Working Group Triennial Reports that are published in the Preprints.

The **Working Group Coordinator**:

- is the key contact person for the Managing Editor.
- encourages Working Group members to submit contributions when calls for papers and posters are opened.
- reviews papers and poster abstracts in English.
- reviews and grades the abstracts of papers and posters submitted to the Working Group.
- involves the Assistant Coordinators (maximum of 6) in reviewing and grading abstracts of papers and posters.
- collates comments and feedback from Assistant Coordinators for both abstract and full paper, and poster submissions, to be communicated to authors via the Preprints web platform.
- posts the final grades and the feedback to the authors on the Preprints web platform.
- works with authors to make any necessary revisions to deliver a final paper ready for lay out to the publisher via the Preprints web platform.
- providing a Working Group Triennial Report to be included in the Preprints.

The **Assistant Coordinators**:

- are involved in the reviewing and grading process.
- provide the Coordinator with comments and recommendations as feedback for authors at abstract and full paper, and poster abstract, selection stage.

The External Peer Reviewers:

- are assigned to the Working Group of their individual expertise.
- grade and give feedback on abstracts of papers and on final papers as an element used in the decision for selection.

The Preprints Selection Committee:

- is made up of selected members of the Directory Board, the Managing Editor and one externally appointed expert.

- mitigates on conflicting grades between the Coordinator and the external Peer Reviewer.
- assists the Managing Editor in the final decision for selection of contributions for both papers and posters.
- holds one formal meeting session and maintains communication throughout the entire process.

6.3 The Selection Processes for Contributions to the Preprints

Coordinators should be aware of any conflict of interest in the selection process and should not review their own contributions or those of their Assistant Coordinators or close personal relations.

The selection process for choosing contributions for publication and presentation at the Triennial Conference is:

PAPERS

1. A call for abstracts for papers is announced on ICOM-CC communication platforms.
2. Authors submit abstracts for papers to a Working Group via the dedicated web platform.
3. Coordinators, in collaboration with Assistant Coordinators, manage the process by reading, reviewing, grading and providing feedback on the paper abstracts.
4. Coordinators can suggest reallocation of paper abstracts to other Working Groups.
5. External Peer Reviewers read, review, grade and provide feedback on the abstracts.
6. Grades and feedback provided by Coordinators and external Peer Reviewers are reviewed by the Managing Editor.
7. The Managing Editor consults with the Selection Committee on contributions requiring mitigation.
8. The Managing Editor communicates the initial selection results to the Coordinators for confirmation or any further comment.
9. The Managing Editor communicates the paper abstract selection results to all authors and invites selected authors to submit full papers.
10. Coordinators are responsible for working with authors in improving content leading towards a full paper were necessary.
11. Authors submit full papers.
12. Coordinators read, review, grade and select full papers for publication repeating the procedure described above (points 3 - 8).
13. Authors of abstracts not selected to submit a full paper may be encouraged to submit a new abstract for consideration as a poster.
14. Coordinators work with authors, where indicated, on any required revisions to finalise the paper prior to final layout.
15. Lay out proofs are returned to the authors for final corrections prior to publication.
16. The publication is completed in time to be available online to registered conference delegates prior to the conference.
17. The author(s) present the content of the final paper in a dedicated session as part of the technical program of the Working Group at the Triennial Conference.

POSTERS

Coordinators are solely responsible for poster selections on behalf of the Working Group. Peer Reviewers are not involved in this process.

1. A call for abstracts for posters is announced on ICOM-CC communication platforms, coinciding to the time when authors are informed about full paper invitation/selection results.
2. Authors submit abstracts for posters to a Working Group via the dedicated web platform.
3. Coordinators, in collaboration with Assistant Coordinators, manage the process by reading, reviewing, grading and providing feedback on the poster abstracts.
4. Coordinators can suggest reallocation of poster abstracts to other Working Groups
5. Grades provided by Coordinators, plus any recommendations, are reviewed by the Selection Committee.
6. The Managing Editor communicates the initial selection results to the Coordinators for confirmation or any further comment.
7. The Managing Editor communicates the poster abstract selection results to all authors and invites selected authors to submit poster.
8. Selected authors prepare a poster based on the abstract to be presented at the Triennial Conference.

Acceptance of a paper or poster for publication in the Triennial Conference Preprints commits **at least one author** to present the work by registering for and attending the Conference. Specific registration deadline for authors is communicated during the process.

6.4 The Working Group Technical Programme

The Technical Programme for the Conference consists of Working Group sessions assigned to specific days where selected authors present their work published in the Triennial Conference Preprints.

The organisation of the session is a primary responsibility of the Coordinator. Coordinators liaise with a Directory Board member specifically assigned to the production of the Triennial Conference Programme.

Scheduling for the Technical Programme specifics

Working Group Coordinators provide an order of presentations for the Technical Programme based upon **preliminary schedule of timeslots** circulated by the Directory Board.

- The rooms allocated to the Working Group are based on the expected number of participants at the Working Group sessions.
- The number of slots in the Technical Programme for each Working Group is equal to the number of papers from the Working Group accepted for publication in the Preprints.
- All paper contributions are allocated an equal time slot for presentation by the author(s).
- The Coordinator is responsible for appointing chairs to moderate the Working Group sessions. It is expected that Coordinators will moderate sessions, but they may also appoint Assistant Coordinators or active Working Group members who attend the Triennial Conference to chair sessions.

- An additional time slot in the Technical Programme is provided to each Working Group for their [Planning Meeting](#) during which members can discuss issues, themes, and events for the subsequent triennium.
- The completed schedule of the Technical Programme is included in the final Triennial Conference programme which is distributed to delegates.

Practical aspects for presentation:

Prior to the Triennial Conference:

- Coordinators must inform authors of the allotted time for presentation and strict adherence to this.
- The time allotted for oral presentation should primarily allow for the work to be summarised or updated.
- Coordinators should encourage their authors/presenters to present their work in a clear manner and not read the published paper.
- Coordinators must liaise with the authors/presenters about their individual audio-visual/technical requirements.
- If translation services are provided at the Working Group sessions, Coordinators must request copies of author presentations in due time prior to the Triennial Conference.

At the Triennial Conference:

- Coordinators should locate and familiarise themselves with the room allocated to their Working Group sessions as soon as possible on arrival at the Triennial Conference venue.
- Coordinators should confirm that all necessary audio-visual equipment has been provided and should contact the local logistics assistant, appointed by the conference organisers, if there are any questions or problems.
- Coordinators should make preliminary contact with session chairs and all authors as soon as possible after the Triennial Conference commences.
- Coordinators should ensure that their authors/presenters upload their presentations in advance of the allocated timeslot and session.
- Working Group sessions must adhere to the posted schedule and the order of presentations should not be changed, since delegates often move from room to room to hear specific talks.
- It is the responsibility of the session chair to ensure the smooth running of the session, including that authors hold strictly to the allotted time.
- Session chairs should be prepared to take an active role in leading and stimulating discussions.

Contributions that are not included in the Preprints are not allowed for presentation at the Triennial Conference.

6.5 Working Group Planning Session

A **Planning Session** is included in the Working Group sessions as part of the programme for the Triennial Conference. A planning session is equal to one programming slot of 30 minutes.

The Planning Session at the Triennial Conference is organised and moderated by the Coordinator and Assistant Coordinators of the current triennium. When possible, the Coordinator for the upcoming triennium should be involved in the process.

The planning session is open to all members and delegates and provides an opportunity to meet and discuss the progress of the Working Group in order to establish plans for activities and projects for the next triennium.

Prior to the Conference, the Coordinator should communicate the Planning Session timeslot in the Triennial Conference Programme to Working Group members by e-mail, newsletter or on social media and solicit input from members.

The discussions during the Working Group Planning Session should be noted and can be used to formulate the **Working Group Triennial Programme** (see [Section 4.2](#)), submitted two months after the start of the triennium.

Suggested topics:

- Discussion and evaluation of the closing triennium.
- Projects and research themes.
- Communication vehicles (newsletters, social media, web content).
- Proposed activity (meeting, round table, virtual meeting, workshop etc).
- Discuss publication plans for the activity (if any).
- Future management of the Working Group.

6.6 The Plenary sessions

The **Plenary Sessions** are organised by the Directory Board and the National Organising Committee.

Working Group Coordinators may be invited to be involved in parts of the planning. If this is the case, they will be directly involved in some of the sessions and are expected to be present.

The plenary sessions are;

- Day one, morning: Opening the Conference.
- Day one, morning: the ICOM-CC General Assembly.
- Mid-week, morning: A theme related plenary, usually with invited /selected speakers and a forum for discussion.
- Last day, afternoon: ICOM-CC business.
- Last day, afternoon: Closing the conference.

6.7 The Technical Visits

The technical visits offer the conference delegates the opportunity for a (guided) behind-the-scenes visit to the local conservation laboratories, storages or museums. The Coordinator may encourage his/her Working Group members to sign up early for specific visits of particular interest to the group as group sizes for the visits may be limited.

The visits will usually take place in the afternoon following the mid-week plenary session.

The technical visits are organised by the National Organising Committee in consultation with the ICOM-CC Directory Board.

6.8 The Social Events

The National Organising Committee may facilitate a number of social events during the Triennial Conference. These may include a Welcome Evening Event and/or a Conference Dinner. Additional events may be offered in the evening hours throughout the conference week.

7. Publications and Copyright

7.1 What constitutes a publication?

- Articles in Working Group newsletters.
- Booklets /programmes with abstracts or extended abstracts coinciding with or resulting from a Working Group activity.
- Papers and posters to be published coinciding with or resulting from a Working Group activity.
- Contributions in ICOM-CC Triennial Conference Preprints (all mechanisms are communicated during the Preprints Process).

7.2 Publications from Working Group Activities

ICOM-CC has created a [Publications Online Platform](#) with the goal of making papers and posters that are the products of ICOM-CC activity available to the general public in free and open access.

This Platform currently contains the ICOM-CC Triennial Conference Preprints and has begun to make available the vast publishing activity by the ICOM-CC Working Groups.

General Requirements

- ICOM-CC Working Group activities for which a publication(s) is produced comes under the auspices of ICOM-CC and thus must adhere to the ICOM copyright parameters.
- Publications from Working Group activities may be print or digitally-based.
- Working Groups are urged to use the Publications Online Platform as the main publication tool offered by ICOM-CC.
- Print-on-Demand publications such as Lulu, may be used. In this case, the volume must also be made available in open access on the Publication Online Platform.

Publication archival requirements

- Provisions must be made to supply four (4) copies of the print publication to the ICOM-CC Secretariat (contact Secretary for postal address).
- Copies of ICOM/ICOM-CC publications are required under ICOM guidelines for archiving at:
 - UNESCO-ICOM Museum Information Centre.
 - legal deposit to the Bibliothèque Nationale de France.
 - Documentation Centre of the Service des musées de France.
 - ICOM archives.
- There is no funding available for or postage/shipping of hardcopy publications or shipping print-on-demand copies; this is a Working Group responsibility and should be part of activity planning and funds management for the activity.
- Digital publications must also be made available to ICOM. Contact the ICOM-CC Secretariat for guidance on depositing digital publications.

Groundwork for a publication

The intent to publish should be stated in the:

- **Working Group Request for Activity Approval** and, if applicable, in the **Cooperation Agreement Statement**, if there is a collaborating institution(s) taking part in the activity,

When possible, any plans to publish content deriving from a Working Group activity should be referred to in the Working Group Triennial Programme.

Publication plans should be as specific as possible.

- For example:
 - Proposed type of publishing (ICOM-CC Publications Online platform, print-on-demand).
 - Is the publication a “pre” or “post” activity publication?
 - Proposed publication date.
 - Proposed format (digital/usb/other, hardcopy, abstract booklet).
 - Funding for publication: brief statement of how the publication will be funded (registration fees, grant, third-party contributions, etc.)
- As soon as contributions to the publication have been selected and authors are notified, it is imperative that **Author Copyright Transfer Agreement** templates are distributed and collected from all authors **prior to publication**. A contribution without the copyright formalities concluded prior to publication (in any format) **cannot** be published. Authors who use copyrighted material in their contribution, must obtain permission from the copyright holders. In these instances, the **Permission Request for Use of Copyrighted Materials template** must be submitted with the **Author Copyright Transfer Agreement**.

7.3 Preparing the publication

Requirements for front matter and reference to ICOM/ICOM-CC

All ICOM-CC publications, whether digital or print, need to include standard publication and ICOM/ICOM-CC-specific information.

- A standard order for preliminary information or front matter is:
 - **Half title page**: Page containing the publication’s title, coming after the cover and endpaper (blank page at beginning).
 - **Title page**: title, including editors’ names, **logos** (ICOM-CC, or others involved in the publication), publication year and place, layout/printer (if applicable).
 - **Copyright and legal notice**: publisher’s/ICOM-CC’s copyright, ISBN can be included on title page). (eg: © 20XX - International Council of Museums Committee for Conservation (ICOM-CC); the url of ICOM-CC (www.icom-cc.org) and ICOM (<http://icom.museum>))
- For published preprints/proceedings, reference to ICOM/ICOM-CC should be made as follows:
 - **On the back cover (if applicable)**: “The [Working Group name] is part of the Committee for Conservation (ICOM-CC), a committee of the International Council of Museums (ICOM) network.” The **ISBN number and barcode** should also appear on the back cover.
 - **On the half-title page**: “The [Working Group name] is part of the Committee for Conservation (ICOM-CC), a committee of the International Council of Museums (ICOM) network.”
 - **On the copyright page**: Copyright is held by ICOM-CC © 20XX.

- Use of the logo on ICOM-CC publications follows specific ICOM publishing guidelines. In general, colours, fonts and proportions of the logo must not be altered.
- For **LOGO** standards and position on publications, see [Section 8](#).

Getting the Publication on the ICOM-CC Publication Online Platform

These are the steps to follow in organising the product that will go on the ICOM-CC Publication Online Platform. The aim of these steps is to assist in putting together a preparation for publication “package” for the volume, which can be forwarded to the ICOM-CC Secretariat in a single, complete product.

The **publication preparation package** contains:

- All contributions in pdf format.
- All pdf contributions named using the convention: [Working Group_year_venue_art #]. Art #: This may be a sequentially assigned number to each contribution.
- Fully executed Author Copyright Transfer Agreements for all contributions + tracking file and (if applicable) Permission Request for Use of Copyrighted Materials.
- **Platform interface metadata** excel sheet for Online Publication Platform.

PROCESS

- All contributions (each paper and/or poster) should be in **final version and in pdf format**. The contributions, in their final format, should be consistent with one another (i.e.: have the same formatting elements, page set up, fonts, etc.).
- For each contribution there must be a fully completed and signed **Author Copyright Transfer Agreement**. See below.
- The Coordinator (or an Assistant Coordinator) should collect the **Author Copyright Transfer Agreements** from the authors. Setting up an excel file for copyright submissions may be a useful tool in monitoring the collection process.
- Fill out the **Platform interface metadata sheet**

This information is necessary to populate the interface data, the access to, and information about the contribution.

- Publication year.
 - Title of the full publication.
 - ISBN of the publication. [see below on how to request an ISBN number].
 - Venue of the activity.
 - Title of the specific contribution.
 - Publication type: **1** for paper; extended abstract; **2** for poster
 - Full name of Working Group.
 - Main author** by name, surname.
 - Other authors** by name, surname. All **other authors** names should be in the same cell, linear, and separated by commas. Please do not insert returns on the line.
[Ex: Lisa Pilosi, Jan Wouters, Janet Brigland]
 - Filename for each single pdf contribution. Each individual pdf contribution should be named using the convention: **Working Group_year_venue_art#**.
 - Keywords (if applicable).
 - Language of the contribution.
- Transfer all **contribution pdfs**, **Copyright Agreements**, and **completed interface metadata sheet** at the same time in a single package to the ICOM-CC Secretary. Do not send pieces of the package separately.

- Coordinate with the ICOM-CC Secretary on file transfer methods: Dropbox folder (or similar) may be used to upload all the **pdfs of final contributions**, all the **author copyright transfer agreements**, the **interface metadata sheet** and the **excel file** used to track the author copyright forms.

7.4 Copyright

Copyright for contributions in a volume(s) resulting from an **ICOM-CC activity** remains with ICOM/ICOM-CC and requires an **Author Copyright Transfer Agreement** to be signed.

The intent of the **Author Copyright Transfer Agreement** is to protect the interests of both ICOM/ICOM-CC and authors/employers and to specify reasonable rights for both parties related to publication and reuse of the material.

- All authors who personally own their work, are required to complete the ICOM-CC **Author Copyright Transfer Agreement**
- **Institutions** that retain copyright for the work produced and published by their employees, contractees, or others in relationships of work-for-hire will provide the copyright transfer.
- In the **Author Copyright Transfer Agreement** ICOM-CC grants back to the author many generic rights, including various rights to use and repost the work. The rights that are granted to authors are explicit in the **Agreement**. Any use outside the rights granted back to authors must be addressed with the ICOM-CC Secretary.
- Some articles in **Working Group Newsletters** may require an Author Copyright Transfer Agreement (see **Section 4.4**).
- **Licensing** of contributions is rare and may be possible with those **institutions** that cannot transfer copyright for work written by their employees. No licensing will be done with individual authors. If licensing is appropriate it will be done on a one-on-one basis with the appropriate institutional rights department and the ICOM-CC Secretariat. Licensing must be an institutional policy at the author's institution and this policy must be communicated by the author **at the time** the contribution is accepted for ICOM-CC publication. There is no standard template for this; please contact the ICOM-CC Secretary for information. **Please do not submit a license that has not been previously coordinated with the Secretary.**
- UK Crown copyright and US Government copyright are addressed on the **Author Copyright Transfer Agreement** and specific signature boxes are provided. Any questions should be directed to the ICOM-CC Secretary.

The Author Copyright Transfer Agreement

In signing the ICOM-CC **Author Copyright Transfer Agreement**, the author(s):

- guarantees that the work has not been published elsewhere under any format;
- that the author(s) is the principal owner of the work, or, that the author has the authorisation from his/her institution to publish the work.
- The author's employer, as copyright holder, will sign the **Author Copyright Transfer Agreement** along with the author(s). There is a box at the end of the **Agreement** for this.

BE AWARE THAT:

The text of this Agreement may not be altered by cross-outs or insertions. This Agreement is a legal document. If there are any questions on the text, please contact the ICOM-CC Secretary.

How to complete the [Author Copyright Transfer Agreement](#):

(The process described below does not apply to Triennial Preprint copyright agreements. The mechanisms for Preprint copyright transfers will be communicated during the Preprints Process).

PROCESS

- The title of the volume should be inserted on page one.
- The title of the contribution whether it is a paper, poster, or extended abstract should be inserted on page one.
- All authors names must appear on page one.
- Author(s) should fill in (legibly) and sign in the author boxes at the end of the form. The same form can be used to collect all the author signatures for the specific paper/poster.
- For contributions with more than one author, **all** authors must sign the **Agreement**. A corresponding or main author **may not** sign for a co-author(s).
- Authors who use copyrighted material in their contribution, must obtain permission from the copyright holders. In these instances, the [Permission Request for Use of Copyrighted Materials template](#) must be submitted with the **Author Copyright Transfer Agreement**.
- The complete **Author Copyright Transfer Agreement** includes **all pages**. A signature page alone or a partial form without all pages is not sufficient.
- The Coordinator makes sure all the **Author Copyright Transfer Agreements** are fully filled in and signed.
- The Coordinator forwards the entirety of finalised copyright agreements for a specific publication to the ICOM-CC Secretariat in digital [pdf] format **prior to publication**. The Secretary verifies each of the Agreements and will contact the Coordinator that the publication can proceed.
- Contributions without a properly completed and signed **Author Copyright Transfer Agreement** cannot be published under the ICOM-CC banner.

Copyright for Working Group Newsletters

- Articles in newsletters that are invited or submitted and published must have an **Author Copyright Transfer Agreement** signed by the author(s) prior to publishing in the Working Group Newsletter.
- The Author Copyright Transfer Agreements must be sent (electronically) to the ICOM-CC Secretariat for review and archiving (process as above)
- The Working Group newsletter must be copyrighted as follows: **ICOM-CC © 20XX**

ISBN and ISSN numbers

- **Working Group publications** coinciding with or resulting from an activity require an **ISBN number**. Please contact the ICOM-CC Secretary (secretariat@icom-cc.org) for requesting an ISBN number for the publication.

The basic information required to obtain an ISBN number is:

- Form (digital; print or both).
 - Title of the publication (exact wording).
 - Language of the publication.
 - Editors (as they appear in the publication).
 - Year of publication.
- An **ISSN number** for the **Working Group Newsletters** is requested from ICOM by the ICOM-CC Secretary. Some Working Group Newsletters have an ISSN number already assigned and can be found on existing Newsletters for the Working Group.
 - This number should continue to be used with the exact title of the Newsletter to which it is linked and therefore the title must coincide with the assigned ISSN and must remain standard over time.
 - ISSN numbers are only assigned to serial publications that show recent and continuous publication.
 - ICOM-CC is a French entity and so ISBN and ISSN numbers are assigned in France by ICOM.

Do not go directly to the ICOM Publications office. To request these numbers, please contact the ICOM-CC Secretary.

8. ICOM-CC Logo

The Working Groups come under the structures of ICOM-CC and ICOM. The Working Groups must clearly maintain these connections and their individual identities/branding. The ICOM-CC logo promotes the work and activities carried out by ICOM-CC.

In keeping with the ICOM branding policies, the logo should appear on:

- all materials for ICOM-CC Triennial Conferences.
- activities and meetings organised by ICOM-CC Working Groups.
- on Working Group newsletters
- on websites and publications related to the organisation of Interim Activities.
- social media platforms.

8.1 Logo Procedures

- Logo use for Working Group Newsletters and for social media web pages require a notification by completing the **Logo Use on Working Group template**.
- At the beginning of each triennium, the Coordinator will send the completed **Logo Use on Working Group Media** to the Directory Board – Coordinator Liaison.
 - This statement covers logo use for the triennium to be used on Working Group Newsletters and on the social media page.
 - The Secretary will send two logos to the Coordinator:
 - 1) **official** logo (long rectangular) for use on Newsletters;
 - 2) a square on for use **only** on social media (Facebook)
 - **Please do not “mix” logo use**

- The authorization (Template @) does **not confer logo use for specific ICOM-CC Working Group activities**, which is permitted only after the **Working Group Request for Activity** is approved.
- The use of the ICOM-CC logo for a Working Group activity is specific to that activity and may be used when the **Working Group Request for Activity** has been approved.
 - After the activity is officially approved, the ICOM-CC logo may be used in conjunction with the specific activity on brochures, badges, banners, bags, T-shirts etc. and temporary websites promoting the activity.
 - The official logo will be furnished to the Coordinator by the Secretary.
 - The use of the logo is granted only to the Coordinator of the Working Group.
 - S/he is responsible for the proper use of the logo in every situation, including monitoring its correct use in conjunction with Working Group activities and in conjunction with third-parties.
 - The logo may not be passed onto third-parties for use in advertising/disseminating an activity without a full description of when, where and how the logo will be used (full description in the **Working Group Request for Activity**).
 - Unauthorised or unmonitored use of the ICOM-CC logo will result in removal of the logo permission.

8.2 ICOM-CC Logo Standards

As an internationally recognised symbol, the ICOM logotype is an important element of the organisation's identity and branding. The ICOM Committees [ICOM-CC] may use the organisation's logotype, respecting the rules of use defined by ICOM.

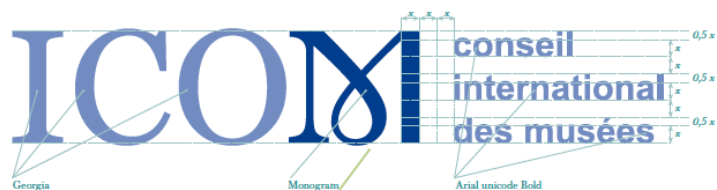
- **The ICOM logotype and the ICOM-CC logotype are the property of ICOM.**
- The ICOM-CC logotype **must be used** in the full format and designated colours unless specific permission is obtained.
- The name and logo of ICOM/ICOM-CC are registered trademarks. Thus, apart from specific contractual instances, the use or the affixing of the brand is prohibited. The ICOM-CC logo may **not** be:
 - used for products or services that are **not compatible with the image** of ICOM as an international organisation for museological education, research, and public service.
 - **altered, revised**, or used in association with other national or international institutions, companies, or organisations.
 - used for promotion of or in support of events organised by non-ICOM-CC entities.
 - used for purposes intended for personal or commercial gain.

BE AWARE THAT:

- Failure to comply with the above mentioned provisions may result in compensation for damages suffered by the owner of the brand and/or criminal penalties.

FULL FORMAT OF LOGO

Full format (spacing and font example given with ICOM logo)



FONTS:

The “M” font is MONOGRAM.

The font of the ICOM-CC acronym is GEORGIA.

The ARIAL UNICIDE BOLD font is used for the text name and title.

COLOURS:

The ICOM-CC logotype colours are:

“M” pantone 287

c: 100 %	r: 0
m: 84 %	g: 63
y: 0 %	b: 144
k: 0 %	

“ICOM-CC” pantone 18-1664 TCX (fiery red)

“name text” pantone 660

c: 60 %	r: 115
m: 40 %	g: 144
y: 0 %	b: 196
k: 0 %	

LOGO FOR SOCIAL MEDIA NETWORK

The logo used for **social media** networks is:



ICOM-CC

- The use of this logo requires a [Logo Use on Working Group Media](#) request.
- This logo may **not** be used for Working Group activities; **only on the approved social media sites.**

LOGO FOR PUBLICATIONS

LOGO position on publications:

- The ICOM-CC logo must be placed on **the front cover** of every publication.
- The minimum size should be 29.5mm by 33.0mm. with a space between the logo and the border of at least 100mm. The logo should also be on the **back cover** and the **half title page**.

Other uses of the logo:

The ICOM-CC logo must also appear on products resulting from Working Group activities (programmes, booklets, etc.), on Working Group newsletters and on social media (see Section 8.2).

- Questions about logo use can be addressed to the Directory Board-Coordinator Liaison.

BE AWARE THAT:

- The ICOM-CC (or ICOM) logo may be used in a different format or colour **only with permission from ICOM.**
- Use only the official logo received from the Secretary after the proper specific permissions are obtained.
- Do not cut/paste the logo.