

Manual
for
ICOM-CC Working Group Coordinators



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Appendices

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All Appendices can be downloaded in Word format from the Coordinator back office area on the ICOM-CC website under “Coordinator Toolbox”.

1. Introduction

The aim of this manual is to make it easier for Working Group Coordinators or prospective Coordinators to know what is expected of them during the triennium and how their role relates to the current structure of ICOM-CC and ICOM.

This version is based on the *Manual for ICOM-CC Coordinators and Assistant Coordinators 2010* and feedback from Working Group Coordinators, with subsequent modifications and updates.

The Coordinator and Assistant Coordinators provide a vital link to the Working Group members. The Working Groups have a pivotal role within ICOM-CC. The significance of the work of the Coordinator and Assistant Coordinator(s) in ensuring the effective functioning of the Working Group cannot be overstated. Without their dedication and professionalism, the work of ICOM-CC cannot be sustained at the high standard it has reached over the years. The aim of this manual is to serve as a tool for the Coordinators and Assistant Coordinators in carrying out this work.

2. Organisation

2.1. 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 immaterial. With around 38,000 individual members and approximately 2800 institutional members in 138 countries (figures as of ICOM 2017 report), ICOM is a unique network of museum professionals, whose missions cover a wide range of fields linked to museums and heritage.

ICOM is structured upon National and International Committees of which ICOM-CC, the Committee for Conservation, is one. The 30 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](#).

2.2. ICOM-CC

ICOM-CC, the [Committee for Conservation](#), is the largest of the ICOM International Committees. Guidelines for all International Committees are set out in the [Statutes of ICOM](#) and the [Internal Rules](#). The [ICOM-CC By-laws](#) form the basis for the work of the Committee.

2.3. ICOM-CC Directory Board

The Directory Board represents and works for the entire Committee membership. The [Directory Board](#) 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 Triennial Conference. The Directory Board is traditionally composed of a Chairperson, two Vice-Chairpersons, a Treasurer, and a Liaison between the Directory Board and the Coordinators (DB-CO Liaison) and non-officer Board Members, for a total

of up-to nine Board members. The Chairperson has an official delegation from ICOM and the only Directory Board member with signatory responsibilities.

The Directory Board maintains close relations with ICOM, its National and International Committees, Regional Alliances and Affiliated Organisations as well as with other international organisations operating in the field of cultural heritage conservation. The Directory Board is responsible for planning the Triennial Conference (see **Section 5**) and for strategic planning and policy decisions on behalf of ICOM-CC.

2.3.1. Responsibilities of the Directory Board

The Directory Board is responsible for participation in the ICOM Triennial General Conference, for representing ICOM-CC at the annual ICOM International Museum Meeting, including the General Assembly and Advisory Council meeting, for writing and submitting the Annual Report (narrative and financial) to ICOM, grant applications, and carrying out general fundraising on behalf of the Committee. The Committee's reports include information from the Working Group Coordinators on the Working Group activities and publications.

The Directory Board is responsible for generally overseeing the management of the Working Groups. It administers the election processes (electronic voting) and it confirms the election of Working Group Coordinators and the appointment of Assistant Coordinators. It is the responsibility of the Directory Board to ensure 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. The Directory Board is tasked with the formation, re-organization or dissolution of Working Groups.

The Directory Board is responsible for the establishment and regular updating of the ICOM-CC website through the Secretariat.

All ICOM-CC financial activities fall under the responsibility and oversight of the Directory Board.

The Directory Board is responsible for the organisation of the Triennial Conference and publication of the Preprints in collaboration with the National Organising Committee for the Triennial Conference. The Directory Board is responsible for the final accounting of ICOM-CC finances and for ICOM-CC publications.

2.4. ICOM-CC Secretariat

The Secretariat is a focal point for the collection and dissemination of information as well as for ICOM-CC administration. The Secretariat continually monitors membership status in ICOM and ICOM-CC. All Coordinator and Assistant Coordinator contact information and modifications should be communicated promptly to the ICOM-CC Secretary. The DB-CO Liaison will keep the Secretary informed of Working Group events and planned publications. Coordinators should contact the Secretary on all administrative issues and concerns, and especially on membership and the website. The Secretariat keeps the latest versions of all forms, manuals, logos, copyrights etc. and maintains the general ICOM-CC archives. The Secretary is not an elected position, thus providing a point of continuity for each new Board and the organisation's history and policies.

2.5. Sustaining Partners of ICOM-CC

ICOM-CC has [sustaining partners](#) who provide monetary and other support to help the organisation carry out its numerous activities. Many other institutions also contribute to ICOM-CC by supporting staff members who work on the Directory Board and as Coordinators. The Directory Board negotiates with the sustaining partners regarding project support and funding.

2.6. Working Groups

Each of the Working Groups within ICOM-CC is composed of members interested in a specific area of conservation and related research. The core activity of the Working Groups is to be a forum for presentation, discussion and dissemination of new knowledge about conservation and material culture throughout the world and within the broadest field of museums and cultural heritage.

ICOM-CC consists of [Working Groups](#). Members of an ICOM-CC Working Group must be members of ICOM or Friends of ICOM-CC. In order to participate in Working Group elections and/or management, Working Group members must be voting members of ICOM-CC. Each Working Group elects one Coordinator, who appoints Assistant Coordinator(s) as described in [Section 4.8](#). Coordinators and Assistant Coordinators liaise with the Directory Board through the appointed DB-CO Liaison, the Secretariat and the other Working Groups and bring important issues to their attention. The tasks and responsibilities of Coordinators and Assistant Coordinators are specified in [Sections 4–10](#).

2.6.1. Subgroups

Subgroups may be formed when two or more Working Groups have shared interests in a material, a region or an issue. Direct oversight of a subgroup remains the responsibility of the Working Group Coordinator. An Assistant Coordinator may be asked to manage the daily activities of a subgroup. The Coordinators have ultimate responsibility for subgroup activities.

A subgroup may have its own activities and newsletter. Subgroups, however, do not have separate webpages on the ICOM-CC website. To form or terminate a Working Group subgroup, the Working Group Coordinator(s) should contact the DB-CO Liaison to the Directory Board for approval. Subgroup members are comprised of members on the Working Group webpage who have chosen the principal Working Groups forming the subgroup.

2.6.2. Working Group branding and identity

The Working Groups come under the structures of ICOM-CC and ICOM, an international non-governmental organization. The Working Groups must clearly maintain these connections in their individual identities/branding. 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. The Working Group should not be referred to by an acronym in any public postings, messages and/or activities.

3. Working Group Coordinator

Coordinators are elected every three years by electronic voting before the conclusion of each ICOM-CC Triennial Conference. The in-office Coordinator is responsible for seeking Coordinator candidates,

preferably among the Working Group membership. 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. The out-going Coordinator is also responsible for fully briefing the incoming Coordinator on key topics and/or issues in the Working Group. 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.

3.1. Electing the Coordinator

Only individual members of ICOM in good standing who have chosen the Committee for Conservation as the 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.

- 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. Good communication within ICOM-CC is essential for its activities and continued development. In addition to fulfilling the tasks outlined in this document, 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 should not take on the role of Coordinator.
- 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. This may be done through the Working Group newsletter or by using the Group e-mail facility on the ICOM-CC website. The candidates for election are posted by the Secretary on the ICOM-CC website in advance of the Triennial Conference in accordance with a communicated timetable.
- Coordinators who have served one three-year term may nominate themselves for re-election for one further three-year term for a total of six (6) consecutive years as Coordinator of the same Working Group.
- A simple majority of valid votes will determine the result of the elections.
- If the outgoing Coordinator is unable to find a candidate to stand for Coordinator, the Directory Board will appoint a Coordinator.
- 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.
- The Directory Board confirms the election of the Coordinator.

Before the Triennial Conference draws to a close the new Directory Board meets with the new Coordinators, traditionally on the final day of the Conference. When standing for election as a Working Group Coordinator the candidates should plan for attendance at this meeting.

4. Responsibilities of the Coordinators

4.1. Working Group Programmes

Each Working Group must formulate a programme of activity for the new triennium. The programme may contain information on planned specific actions in the group (interim meetings, shared activities, membership goals, archival issues, communication etc.) as well as present specific themes of research/investigations for the group. 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. “Relevance to the Working Group programme” may be used as one of the criteria during the paper selection process for the Triennial Conference and thus the Working Group programme creates a fundamental platform for Working Group activities and intent. For practical and programming purposes, the activities of the Assistant Coordinator(s) for a Working Group is linked to the Working Group programme (see [Section 4.8](#)).

The programme is posted on the website after the Triennial Conference following approval by the Directory Board.

Please note: Capitalisation standards: “Working Group”, “Coordinator” and “Assistant Coordinators”, “Triennial Conference” and “Interim Meeting” are capitalized. Do not capitalise “newsletter”, “conservation science” or “heritage science”.

A programme template guide for submitting the **Working Group Triennial Programme** is available from the DB-CO Liaison, or in the Toolbox area of the website ([Appendix C](#)). Within two months of the closing of the Triennial Conference, the Coordinators are asked to send their planned triennial programme to the DB-CO Liaison. Specific dates and deadlines for submission of the Working Group programme will be communicated by the DB-CO Liaison. S/he forwards the programme to the Directory Board for review and endorsement. After approval, the Directory Board will ensure posting of the Working Group programmes on the ICOM-CC website. The programme may be updated during the triennium to reflect current activities and plans in the Working Group with approval from the Directory Board. As part of the Working Group programme approval process, the Assistant Coordinator(s) (see [Section 4.8](#)) are confirmed by the Directory Board; no Assistant Coordinator may be appointed until confirmation by the Directory Board.

4.2. Membership Issues

Members of a Working Group are those individuals who have created an ICOM-CC web account and joined the Working Group through the specific webpage. In order to maintain contact with the members of the Working Group, the Coordinator should encourage potential Working Group members to create an account on the ICOM-CC website. There is no restriction on the number of Working Groups a member can select. Joining a Working Group is done on each of the Working Group webpages. Only those individuals signed up on the webpage list of Working Group members are members of the Working Group. The names and contact information of the Working Group members are protected by confidentiality legislation, consequently, the Working Group list may not be circulated among the group, and the list or information on the list may not be supplied to anyone. It is the responsibility of the Coordinator and the Assistant(s) to protect and monitor the confidentiality of member lists. Any question on membership or membership issues should be addressed to the ICOM-CC secretary (secretariat@icom-cc.org)

4.3. Working Group Newsletters

Coordinators /Assistant Coordinators will produce *at least* 3 newsletters in a triennium period. The newsletters are used to communicate the Working Group programme, updates, provide original articles and general Working Group communications to all members of the Working Group. Other announcements that are limited in time, such as job postings, may be put in the newsletter. The ICOM-CC logo should appear on the front page. In order to enable archiving of the newsletter, the name of the Working Group, the year and issue number, ISSN number (see [Section 7.4](#)) should be stated on the front page as well as the name(s) of the responsible editor(s). Editors must be Working Group members. Coordinators will post the newsletter (in pdf format) to the ICOM-CC website in open access and use the website group e-mail function to announce the publication. 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, and thus all newsletters are posted on the ICOM-CC website. The Working Group newsletter must be copyrighted as follows: Copyright © 20XX ICOM-CC. Articles in newsletters that are invited or submitted and published must have an **Author Copyright Transfer Agreement (Appendix H)** 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 archiving.

4.4. Annual Report and Triennial Report

The Coordinator ensures the continued successful functioning of the Working Group by undertaking all necessary administrative duties, including fundraising for specific Working Group activities. Working Group activity and financial reports must be submitted annually by each Coordinator (usually in November) to be included as part of the ICOM-CC Annual Report prepared by the Directory Board. A vital part of the Working Group Annual Report is the summary of any Working Group activity or event, such as an interim meeting. The Coordinator should gather and maintain complete information on Working Group activities to be reported in the year-end Working Group Annual Report submitted to the Directory Board. This includes all detailed financial information related to the activity, even if the finances are managed by a partner(s) institution. The Coordinator and Assistant Coordinators should familiarize themselves with the **Working Group Annual Report (Appendix D)** in order to gather the relevant information during the course of the year. The DB-CO Liaison will communicate the report deadlines and process to the Coordinators.

Prior to the Triennial Conference, the Coordinators will be asked to submit a narrative review and synthesis of the Working Group activities over the triennial period to be published in the Preprints. The DB-CO Liaison will communicate the report deadlines and process to the Coordinators.

4.5. Financial Responsibilities

Working Groups may not hold any funds, whether it be in private bank accounts (es: in the Coordinator's name) or in Working Group bank accounts under the name of the Working Group. Working Group activities should aim for a zero-balance result. Nonetheless, there may be a need to "store" small amounts of funds for the Working Group after an activity has ended.

Any and all funds of the Working Group must be:

- reported in the financial report submitted by the Coordinator each year in the Annual Activity Report
- deposited in the ICOM-CC general account (in EUROS).

Any monies deposited by the Working Group in the ICOM-CC general account will be earmarked exclusively for use by that Working Group for a specific activity. These funds **do not** become part of ICOM-CC general working funds, and will be reflected in the periodic Report by the Treasurer. This is a requirement of the ICOM Financial Department and is tied to French non-profit laws and status of ICOM.

4.6. Communication within the Working Group

In order to encourage and motivate members of the Working Group to fulfil the planned 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. The [ICOM-CC website](#) is a tool for communication and dissemination of information and is further described in **Section 9**. Working Groups may set-up social media on only LinkedIn and/or Facebook. Guidelines for social media are found in **Section 10**.

Coordinators communicate to Working Group members using the Group e-mail function on the membership page. Mail Chimp (or similar) e-mails are used only by the Directory Board for informational e-blasts to the entire membership.

4.7. Communication within ICOM-CC

Coordinators liaise with the Directory Board through the Directory Board-Coordinator Liaison (DB-CO Liaison), with the Secretariat, and with other Working Groups. One member of the Directory Board is selected as primary liaison person for communication between the Directory Board and the Working Groups. The DB-CO Liaison will be the primary flow-through point for communication with the Directory Board on Working Group matters.

4.8. Meetings between the Director Board and the Coordinators

During the triennium, there are **three meetings** between the Coordinators and the Directory Board:

- the final day (usually Friday) of the Triennial Conference (for all incoming Coordinators);
- a joint Directory Board/Coordinator meeting held during the first year of the triennium;
- the day (usually Sunday) prior to the opening of the Triennial Conference (for all outgoing Coordinators).

Coordinators commit to being present at these meetings.

4.9. Assistant Coordinators

Coordinators must appoint Assistant Coordinator(s) to help them to fulfil their responsibilities, take responsibility for specific objectives as identified and described in the Working Group programme or to work in a particular cultural area, regional expertise or specialization within the Working Group. Assistant Coordinator is not an elected position; between one (1) and six (6) Assistant Coordinators is/are selected from the Working Group members by the Coordinator. Assistant Coordinators must be voting members of ICOM-CC. There must be at least one (1) Assistant Coordinator appointed to each Working Group. It is strongly encouraged that the Assistant Coordinator positions are diversified by country/region. The names of proposed Assistant Coordinators are submitted to the Directory Board for approval together with the Working Group programme. **Assistant Coordinators do not take on responsibilities until the approval of the proposed Working Group programme and the**

corresponding Assistant Coordinator(s) by the Directory Board. The membership status of the proposed Assistant Coordinator(s) must be confirmed by the ICOM-CC Secretary before the appointment can be announced or publically posted. 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.

Based on the needs of the Working Group and the Coordinator, specific areas in which Assistant Coordinators might contribute to Working Groups include, but are not limited to: newsletter preparation and publication, social media monitors/owners, interim meeting planning, organization and follow-through, interim proceedings publication, contribute with personal expertise on regional issues, actively assist the Coordinator with Working Group direction and programming. Assistant Coordinators also play an important role in the Triennial Preprints process by assisting the Coordinator with the ranking of contributions to the Working Group for the Triennial Conference. If a Coordinator steps down during the period between triennial conferences, an Assistant Coordinator replaces him/her until the next Triennial Conference. If no Assistant Coordinator is available, the Directory Board will appoint a member of the Working Group as Coordinator. Any replacement of a Coordinator must be approved by the Directory Board.

For practical and programming purposes, the total number of Assistant Coordinators for a Working Group is linked to the Working Group programme and **must be at least one (1) and may not exceed six (6) Assistant Coordinators.** 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.

Coordinators and Assistant Coordinators are asked to make sure that the ICOM-CC Secretary has up-to-date contact information for them. This information is sent to ICOM headquarters and posted on the ICOM-CC webpages.

Substitution of an Assistant Coordinator during the triennium follows the same procedure as outlined above.

4.10. Duration in Office

The development and progress of the Working Group depends a partnership of experience of the management teams as well as preparing and guiding for the succession and growth of a team 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.

- A 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 a Working Group management team is fifteen (15) years. 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. A Coordinator may not serve concurrently in a Working Group and on the Directory Board.

- 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. Similarly, an Assistant Coordinator may not serve on two or more Working Groups during the same triennium.
- An Assistant Coordinator may be re-appointed and re-approved and may serve a maximum of nine (9) years (three consecutive triennia) 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.

5. ICOM-CC Triennial Conference

The Triennial Conference along with the publication of the Triennial Conference Preprints are the Committee for Conservation's predominant activities.

The Directory Board is responsible for organising the scientific programme for the Triennial Conference. The selection of papers and posters for presentation at the Triennial Conference and for publication involves a number of individuals and groups.

5.1. Selection of Papers and Posters for Presentation and Publication (Preprints)

The Triennial Conference is the venue for presenting the most relevant and highest-quality new work by members of the Working Groups. One of the most important responsibilities of Coordinators is to assist in editing and grading papers and posters for publication and to work with their authors on these contributions. The Assistant Coordinators should be included in the grading process, but the Coordinator makes the final decision for the grade.

The Directory Board is responsible for the Preprints process. It selects the Managing Editor, the peer reviewers, the web platform for exchange of documents and the publisher (in consultation with the National Organising Committee), and establishes a Preprints Selection Committee. With the Managing Editor, the Directory Board produces those documents necessary for the Preprints process (procedures, guidelines, call for abstracts of papers and posters, etc.) and establishes the Preprints schedule.

The Coordinators are responsible for soliciting, reviewing and grading the abstracts of papers and posters proposed to the Working Groups. The Coordinators are also responsible for reviewing and grading the final papers submitted to their Working Groups by a deadline established by the Managing Editor. The evaluation of contributions is also done by anonymous peer reviewers and selection is

made in conjunction with evaluation provided by the Coordinators. Coordinators should be prepared to review papers and poster abstracts in English and it is strongly recommended that the Assistant Coordinator(s) be involved and assist in this process. Owing to administrative practicalities, six (6) Assistant Coordinators can participate in the on-line platform process.

The Managing Editor is responsible for the exchange of information and material between Coordinators, peer reviewers, the Selection Committee and the publisher as specified in the Managing Editor contract.

Paper selection is made through a review process of abstracts and subsequently full text submissions by authors. The selection is shared by the Coordinators and selected Peer Reviewers, and is managed by the Managing Editor.

The process of choosing contributions for publication and presentation at the Triennial Conference follows a number of steps:

- Authors submit abstracts for papers to the dedicated web platform according to Working Group.
- Coordinators read and rank the abstracts for papers according to guidelines from the Managing Editor.
- Peer reviewers then review and rank the abstracts in the Working Group(s) assigned to them.
- Both sets of grades plus the grade average (1:1 ratio) and any comments are reviewed by the Selection Committee, which determines those authors from whom full papers will be invited.
- The results are communicated to the Working Group Coordinators before being relayed to the authors.
- Invited authors submit full papers, which are reviewed, graded and selected for presentation/publication repeating the procedure described above.
- Poster abstracts will normally be submitted at the same time as full papers and undergo a similar review and grading process.
- Coordinators and peer reviewers may request clarifications, modifications and further editing of the full papers and poster abstracts.
- Accepted final papers and poster abstracts will be published in the Preprints and presented in the relevant Working Group session at the Triennial Conference.
- Acceptance of a paper or poster for publications commits **at least one author** to register for the Conference by the specified date and to attend the conference in order to present the work.

5.2. Triennial Conference and the Working Group Session

At a designated time prior to the Triennial Conference, in parallel with the Preprints process, the Directory Board will circulate a preliminary timetable with a room and time assigned to each Working Group. These considerations are based on the expected number of participants in the Working Group session and the number of papers from the Working Group accepted for publication in the Preprints. Comments and suggestions from the Coordinators are solicited during this process. Coordinators will be able to liaise with a Directory Board member specifically assigned to the production of the Triennial Conference programme.

The organisation of the Working Group session at the Triennial Conference is a primary responsibility of the Coordinator. The Coordinator commits to attending the Triennial Conference to moderate the presentation session and the Working Group business meeting. Working Group sessions are normally divided into fixed time slots according to the number of Working Group papers accepted for publication in the Preprints. All papers accepted for the Preprints are allocated an equal time slot for presentation by the author(s). Each Working Group will be given an additional time slot to hold a business meeting. If additional time is allocated to a Working Group in order to round out the session within the overall Conference programme, **the Coordinator may fill this time by inviting a poster presenter to speak or by holding a discussion, a round table, or extended business meeting, with the prior approval of the Directory Board.** Papers not accepted for publication in the Preprints are not allowed for presentation at the Triennial Conference. A schedule for the Working Group session will be requested from the Coordinator once the definitive list of papers has been selected.

Coordinators must liaise with the authors/presenters about their individual audio-visual/technical requirements and deal with all technical and logistical issues related to the running of the Working Group sessions. It is highly advised that Coordinators 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 encourage their authors/presenters to present their papers in a clear manner, and hold strictly to the allotted time. They should be prepared to take an active role in leading and stimulating discussions, keep their own comments to a minimum and remind authors/presenters that delegates are able to read their complete published work prior to the presentation. Authors/presenters should be discouraged from reading their papers. The time allotted for oral presentation should primarily allow for the work to be summarised or updated. Working Group sessions should 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.

The Coordinator chairs the Working Group business meeting and is responsible for keeping to the session's programme. This programme (published in the delegates' hand-out), plus other issues to be discussed during the Working Group session, should ideally also be circulated electronically in advance and/or posted on a notice board provided by the Conference organisers.

6. ICOM-CC Working Group Activities

To be considered as an ICOM-CC activity the following conditions must be present:

- the Working Group Coordinator plays a major role in organising the activity, and
- the Assistant Coordinator(s) are included in discussions and decisions regarding the activity, and
- the Coordinator attends the activity;

- the activity is officially announced to Working Group members via the Working Group Newsletter and/or the Working Group webpage/e-mail. The activity may not be announced on social media until the activity has been announced on the ICOM-CC website.
- 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.

Points to consider when contemplating or organizing a Working Group Activity are provided in the **Working Group Activity Decision Flow Chart (Appendix E)**.

An ICOM-CC Working Group activity can be organised in collaboration with ICOM-CC sustaining partners (such as the Getty Conservation Institute, GCI, and the Cultural Heritage Agency of the Netherlands, RCE) other ICOM bodies (National Committees, International Committees, Regional Alliances, and Affiliated Organisations) or other institutions outside ICOM (universities, museums, archives, etc.).

The Directory Board must be informed via the DB-CC Liaison about prospective Working Group activities with ICOM-CC sustaining partners and ICOM bodies early in the planning stage.

Cooperative events such as interim meetings and joint publications require an agreement specifying each of the shared responsibilities and addressing any publication and copyright issues. (**Section 6.3**)

In keeping with ICOM-CC's international status and by-laws, 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.

When planning an activity, care should be taken not to overlap with ICOM-CC phases involving heavy work for the Coordinators such as the periods when abstracts or papers are graded or shortly before or after the ICOM-CC Triennial Conference. Coordinators shall avoid organising Interim Meetings during the seven months prior to and the six-months after a Triennial Conference. For example, the latest month for a WG activity in a Triennial Conference year when the Conference is in September would be February of the Triennial Conference year. Second-term Coordinators should not plan or commit to major Working Group activities scheduled for the subsequent triennial period without prior consultation and authorisation from the Directory Board. **The National Committee of ICOM in the organising country (if applicable) must be informed of the meeting**, 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 Interim Meeting organisers should keep count of ICOM-CC members and non-members attending the meeting and seek to reduce fees for members attending the meeting. No member of the Working Group that is organizing a Working Group activity may receive compensation, monetary or other, for assisting in the activity organization, implementation and/or follow-up from the Working Group or any partner/sharing entity in the activity.

6.1. Organising a Working Group Activity

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

It is advisable to ask the DB-CO Liaison for guidance early in the process. The **Working Group Activity Decision Flow Chart (Appendix E)** may be used as a tool to assist in the Coordinator in determining the steps and procedures in planning a proposed Working Group activity.

- **Type of meeting.** Decide on the type of meeting: A seminar, workshop or conference-like event? A joint meeting with other Working Groups or a single group meeting? Collaboration and shared responsibilities with other institutions? What is the purpose and expected outcome of the meeting? Is there a title/theme for the meeting? Is it an ICOM-CC activity? (See **Section 6** and **Appendix E**.)
- **Planning and organisation.** Who organises the event? How much time is required for planning? Who is responsible for the budget, programme and logistical/practical aspects? Clarify requirements for the agreement outlining responsibilities and publishing/copyright requirements.
- **Programme.** Decide the level and the type of content for the meeting. A scientific programme may require a scientific committee, call for papers and establishment of editorial procedures.
- **Publication.** Will the contributions be published? As full articles or extended abstracts? Printed or digital? Print on demand? Make sure ICOM publishing and copyright policies are observed. A Coordinator may not enter into publishing negotiations without the supervision of the DB-CO Liaison.
- **Logistics/practical aspects.** Decide how to organise registration and payment, preparation of participant materials, accommodation, meals and breaks. Announcements and reports. A conference website? Who is responsible for overall planning?
- **Budgets and funding.** Expected number of participants. Level of participant fee, costs included in fee. Where and how to seek funding. Is it possible to get students to assist with logistics? Do not seek funding that conflicts with ICOM and ICOM-CC funding policies. Who will be responsible for financial accounting and collection/spending of the monies? **A detailed financial report from the Working Group interim activity must be included in the annual report from the Working Group to the Directory Board, even if the Coordinator/Working Group did not manage the activity finances (see Appendix D).**

The **Working Group Activity Decision Flow-Chart (Appendix E)** will serve as a basis for completing the **Working Group Proposed Activity Template (Appendix F)**. The Activity Decision Flow-Chart and the Proposed Activity Template must be completed, sent to the DB-CO 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.

NB: no announcement platform, including the approved ICOM-CC social media platforms (LinkedIn and Facebook), Conservation DistList, Forums, blogs etc. may be used until the activity has been fully approved. Shared/collaborative activities with other entities/partners are addressed **in Section 6.3**.

6.2. Working Group Interim Meetings

The Working Group may choose to hold an Interim Meeting on a specific topic or to focus on issues that are important to the Working Group. An Interim Meeting during the triennium is not compulsory and should not diminish the content and quality of the Working Group session and contributions at the Triennial Conference. The character of a meeting will vary according to the needs and the preferences

of each Working Group. If interim events are planned, the fundamentals described in this section **must be** included in the preparation process.

The ICOM-CC Working Group must be one of the leading bodies organising the content of the meeting and, when necessary, find appropriate sharing entities/partners to collaborate on the organisation of the event.

Meetings that include ICOM-CC sustaining partners (GCI, RCE) must be addressed with the Directory Board (through the DB-CO Liaison) before undertaking planning negotiations.

6.3. Activities with other entities and Cooperation Agreement procedures

A Working Group Interim Meeting can be organised by the Working Group on its own, with other ICOM-CC Working Groups, with other ICOM International Committees (with ICOM-CC Board approval) or in cooperation with a university, museum, archive or other institution/entity. The **Working Group Activity Decision Flow Chart (Appendix E)** should be consulted when proposing/planning shared activities and the **Working Group Proposed Activity Template (Appendix F)** completed and approved.

Cooperative activities such as meetings and joint publications will require separate agreements specifying responsibilities and, in the case of a publication, publishing and copyright issues.

Coordinators do not have legal standing to sign any agreement or contract with third parties related to Working Group activities. **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 may not enter into any formal agreement with a sharing institution.** The Directory Board, through the DB-CO Liaison, should be informed at the **start** of any negotiations with an entity that will share in an ICOM-CC Working Group activity.

6.3.1 Cooperation Agreements/Contracts

ICOM guidelines state that before International Committees enter into a contractual agreement with a third party, ICOM International Committees (ICOM-CC) must ensure that they are entitled to sign contracts through a delegation of authority from ICOM in Paris. The **only** delegated authority with signatory power for ICOM-CC is the Committee Chair.

*Coordinators **may not** sign contracts or enter 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 DB-CO Liaison before going forward on any of the arrangements.

The **Cooperation Agreement Statement Template (Appendix G)** 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 DB-CO Liaison for signature by ICOM-CC Chair.

No official announcement about the activity, call for papers, or use of the ICOM-CC logo may be made until the Statement is fully executed.

6.4. Publications from Working Group Interim Meetings

Working Groups may prepare publications from Working Group Interim Meetings under ICOM publication guidelines. Publications can include extended abstracts, printed preprints or proceedings and/or digital media. Publications can also be available as “print on demand” books. Digital publications will be posted in open access availability through the ICOM-CC website and/or Publication Online Platform.

Published materials generated by individual Working Groups, like those of ICOM-CC as a whole, fall under the copyright of ICOM (see [Section 7](#)) and should be noted as such in the publication (see [Section 7.2](#)). ICOM-CC has an obligation to provide copies of its publications to ICOM. New electronic and/or printed Working Group publications should be sent to the ICOM-CC Secretariat. Digital editions require **one (1) digital copy** sent to the ICOM-CC Secretariat, where additional 4 copies will be made. If the digital publication is copy-protected, please provide **five (5) separate digital files**. Print editions require **five (5) complementary copies of the printed volume** to be sent to the ICOM-CC secretariat 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 and ICOM-CC archives. For shipping information and postal address contact ICOM-CC secretary; secretariat@icom-cc.org

For Interim Meeting publications, ICOM-CC encourages self-publishing according to guidelines in [Section 7](#).

6.4.1. Co-publishing (ICOM-CC Working Group with third parties)

Often Working Group Interim Meetings and events include publishing proceedings with another institution or organization. The following points address specifics to consider when approaching this type of publishing formula.

Some Generic Considerations for Publishing:

***No publication negotiations or agreements may be entered into without the involvement of the DB-CO Liaison and ICOM-CC.**

Co-publishing vs. partnership

- The nature of the **co-publishing** contract will depend on the level of participation in terms of editorial and/or financial contribution. For instance, a co-publishing contract in the strict sense of the term will often mean a 50:50 split of tasks, expenditures and profits.
- A **partnership** often suggests a relationship with mutual benefits, including for instance, offering visibility on the cover in return for full or partial funding of the publication.

Discussion – negotiation – contract

Any co-publishing agreement should be approached and established in this order:

- Before any formal agreement, it is essential to first analyse the publication proposal in detail and determine the desired end result.
- Only when the objectives are clear should negotiations with a potential partner begin. The DB-CO Liaison must be contacted prior to any negotiations with third-party related to publishing.

- If the basis of an agreement has been reached orally, the contract must be drafted with the oversight of the Directory Board.

The Contract

- A generic co-publishing or partnership contractual template may be used as a basis, but new rules and agreement specifics need to be defined for each project.
- Each party should read through the contract thoroughly and raise any points that require discussion.
- To avoid delays, a deadline should be identified for the signature of the contract.
- Each party should hold original versions of all contracts involved in the partnership or co-publishing process, such as contracts with service providers, etc. for their records.

Language

- When wording the contract, be very specific with vocabulary; overly general wording could lead to misunderstandings later on.

There is no specific ICOM-CC template for partnership or co-publishing agreements. Each agreement will be customized to the specific undertaking. When considering a publication, the Coordinator must notify the DB-CO Liaison on the proposal before any publishing negotiations can begin.

7. Publications and Copyright

7.1 Publications

Publications under the auspices of ICOM-CC must adhere to the copyright parameters of ICOM. Interim Meeting publications and Working Group Newsletters come under the auspices of ICOM/ICOM-CC. In the **Author Copyright Transfer Agreement (Appendix H)**, ICOM-CC grants back to the author many generic rights, including the right to use and republish the work. The intent of the 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.

In signing the ICOM-CC **Author Copyright Transfer Agreement**, the author guarantees that the work has not been published elsewhere, that the author is the principal owner of the work, that all contributors to the work are credited, and that the author has the authorisation from his/her institution to publish the work. The author's employer, as copyright holder, will be asked to sign the **Author Copyright Transfer Agreement**. For contributions being published in the ICOM-CC Preprints with more than one author, the correspondent author has the responsibility to have all the co-authors sign an individual **Author Copyright Transfer Agreement (Appendix H)**. For Working Group Interim Meetings, the authors may sign in the author boxes at the end of the form. The text of this agreement may not be altered by the Coordinator or by an author without previous communication/discussion with the DB-CO Liaison and ICOM-CC Chair.

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 (Appendix I)** must be submitted with the **Author Copyright Transfer Agreement**. The Coordinator makes sure all the **Author Copyright Transfer Agreements** are fully signed and ensures the entire package of finalized copyright agreements are forwarded to the ICOM-CC

Secretariat in digital [pdf] format. Contributions without a properly signed **Author Copyright Transfer Agreement** cannot be published under the ICOM-CC banner.

If the publication is paid for by a joint organising institution with its own copyright policy, joint copyright might be an option. The Coordinator should contact the DB-CO Liaison or ICOM-CC secretary for guidelines on this possibility.

7.2 Copyright

- All authors/copyright holders must sign the **Author Copyright Transfer Agreement (Appendix H)** prior to publication of a contribution.
- For Working Group Interim publications, copies of the signed **Author Copyright Transfer Agreement** may remain with the Coordinator, but one copy of the fully signed agreement (in pdf format), by all authors for each contribution must be sent to the ICOM-CC Secretariat prior to publishing the contribution/proceedings. Please send the full pack of fully-signed agreements in one e-mail or set-up a Dropbox with the ICOM-CC Secretary.
- Joint or partnership publications must be addressed in a formal shared publishing agreement (see **Section 6.4.1**).
- Licensing agreements may be required by some institutions that retain institutional copyright. Please contact the ICOM-CC Secretary for information about Licensing agreements.
- UK Crown copyright and US Government copyright are addressed on the **Author Copyright Transfer Agreement**. Any questions should be directed to the DB-CO Liaison or the ICOM-CC Secretary.
- Procedures for submitting and filing Author Copyright Agreements for the Preprints publications are addressed specifically during each Preprint process.

7.3 Front matter/Prelims and reference to ICOM/ICOM-CC on publications

- All ICOM-CC publication, whether digital or print, will need to include standard publication and ICOM/ICOM-CC-specific information.
- The usual order for prelims 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 according, logos (ICOM, ICOM-CC, publishing house, if not ICOM/ICOM-CC), publication year and place, printer (if applicable).
 - Copyright and legal notice page: 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: "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.
- For LOGO position on publications, see **Section 8.1**.

7.4 ISBN and ISSN numbers

- Working Group publications ensuing from activities such as an Interim Meeting require an ISBN number. Please contact the DB-CO Liaison or the ICOM-CC Secretary (secretariat@icom-cc.org) for guidance.
- An ISSN number for the Working Group Newsletters will be provided to you by the ICOM-CC Secretary to be used on your Working Group Newsletters. The ISSN number is linked to the exact title of the Newsletter and therefore the title must coincide with the assigned ISSN and must remain standard over time.
- ICOM-CC is a French entity and so ISBN and ISSN numbers are assigned in France.
- Do not go directly to the ICOM Publications office.

8. ICOM-CC Logo

The ICOM-CC logo is to be used on materials promoting 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 and Interim Meetings organised by ICOM-CC Working Groups, on Working Group newsletters, and on websites and publications related to the organisation of Interim Meetings.

The logo should not be used to promote events organised by non-ICOM-CC entities.

At the beginning of each triennium, the Coordinator will forward the **Logo Use on Working Group Media (Appendix J)** to the DB-CO Liaison. This statement covers logo use for the triennium on Working Group newsletters and social media. It does not confer logo use for specific ICOM-CC Working Group activities, which is permitted only after the **Working Group Proposed Activity (Appendix F)** is 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. 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. Please refer to ICOM-CC Logo Standards (**Section 8.1**).

The use of the logo is granted 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 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 Proposed Activity Request (Appendix F)**).

Unauthorised or unmonitored use of the ICOM-CC logo will result in removal of the logo permission.

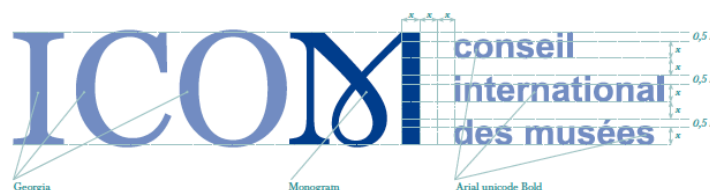
8.1 ICOM-CC Logo Standards

- 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.
- Names, titles, initials and logotypes used to identify the International Council of Museums (ICOM) and its different Committees cannot be employed for private, personal or commercial purposes without specific and prior written approval from the ICOM Director General.
- The ICOM-CC logo must be used on official Working Group publications, including newsletters, and for events, Interim Meetings, etc. Logo use for Working Group newsletters and for social media web pages require a notification at the beginning of the triennium using the **Logo Use on Working Group Media (Appendix J)**. 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 Proposed Activity (Appendix F)** has been approved. The official logo will be furnished to the Coordinator by the Secretary.
- 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 purposes intended for personal or commercial gain.
- 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. Failure to comply with these provisions may result in compensation for damages suffered by the owner of the brand and/or criminal penalties.

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.

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 %	

The logo used for social media networks is:



The use of this logo requires a **Logo Use on Working Group Media** request ([Appendix J](#))

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.

Please keep in mind that the ICOM-CC (or ICOM) logo may be used in a different format or colour *only with permission*.

Do not cut/paste or use the logo anywhere until the proper specific permissions are obtained.

9. ICOM-CC Website

The ICOM-CC website (<http://www.icom-cc.org>) is the principal means for disseminating information about ICOM-CC, the Working Group 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.

9.1. Coordinator responsibility for Working Group webpage(s)

The Coordinators have access to post information on Working Group meetings and activities to the website. 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. The photo used on the Working Group page may be changed. For assistance, please contact the webmaster. The website is supervised by the Secretary/webmaster (secretariat@icom-cc.org).

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

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 **Coordinator Toolbox** is also part of the back office pages. The webmaster can be contacted for assistance when required.

- **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, forum, 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. Please upload all Working Group events to the Calendar section.

- **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 DB-CO 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.

10. Social media

Coordinators may choose to set-up social media pages for their Working Group. The social media that best fit the brand and purpose of ICOM-CC are LinkedIn and Facebook; other social media platforms, including Twitter, Instagram and similar, and blogs are not authorized. The ICOM-CC website remains the centre of official Committee information, consequently, all social media pages set-up by Working Groups must link directly back to the ICOM-CC website. The primary source of Working Group activities should always be ICOM-CC website. The Coordinator may act as the moderator/monitor/owner for the social media pages 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.

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. The Coordinator should notify the ICOM-CC Secretariat and DB-CO Liaison as soon as a social media page is set-up.

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”; for example: Preventive Conservation 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; **Appendix J**);
- 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. 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 unauthorized 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.
- Postings should not contain purely political statements/announcements. Statements of support or censure on politically-charged issues or events in the world of cultural heritage are made by ICOM headquarters in Paris.

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.