

ICOMOS International Scientific Committee on CULTURAL ROUTES (CIIC)

STATUTES

**Text adapted to the Eger-Xi'an Principles approved by the 15th General
Assembly of ICOMOS (Xi'an, October 2005)**

INTRODUCTORY NOTE: The draft of these new Statutes was sent to all the CIIC members in June 2008 asking for their opinion. All the comments received were taken into account in the official meeting of our Committee held in Burgos, Spain, on 18 July of the same year where the new text was discussed and approved. Then, that version was distributed to all members. On 18 August it was sent to the ICOMOS Secretariat, with a copy to the president of ICLAFI, asking for submission to the ICOMOS Executive Committee or to whom it could be necessary. The CIIC bureau worked since then asking the members to fill a questionnaire that had been approved by them in order to elaborate a list of members by categories as established in the new text. After being reviewed by ICLAFI, some adjustments were made and ratified in the CIIC meeting held in Ise city, Japan, November 2009 . These Statutes are in harmony with the genuine characteristics of the field of specialisation related to Cultural Routes.

Article 1 - Establishment

The ICOMOS International Scientific Committee on C U L T U R A L ROUTES (CIIC), (hereafter referred to as "the Committee") was established in accordance with article 14 of the ICOMOS Statutes (adopted by the 5th General Assembly) and the Eger principles for international scientific committees (adopted by the 10th General Assembly). In 2008 the Statutes of the CIIC were adapted to the new Eger-Xi'an principles (approved by the 15th General Assembly).

Article 2 - Objectives

The objectives of the Committee are:

1. To promote, consistent with the aims of ICOMOS international cooperation, the identification, study and enhancement of cultural routes and their significance in relation to their main value as a whole, and in connection with the protection, maintenance and conservation of their monuments, groups of buildings, archaeological remains, cultural landscapes and sites, as they are connected through cultural values and historical links.
2. To establish work programs and training initiatives addressed to provide the necessary expertise to its members, specially young or beginning professionals seeking for specialization in the specific field of cultural routes, and further contributing to develop the professional competence of the new experts.
3. Receive, evaluate and formulate appropriate responses to request for expertise, scientific and technical assistance in its specific field from the Scientific Council, Executive, Advisory, National and International Scientific Committees of ICOMOS.

Article 3 - Activities

The activities to accomplish its objective shall be conducted in accordance with a triennial programme and shall include in particular but are not limited to

- Scientific conferences and workshops in conjunction with the meetings of the Committee;
- Study visits;
- Publications (both real and virtual);

- Any other activities aimed at achieving its objectives such as the following: To promote knowledge, social awareness and interest on cultural routes; to develop and disseminate doctrinal principles and methodology applicable to this specific field; to perform public advocacy and to provide technical advice to the existing needs; to encourage training, research and exchange of experience; to promote dialogue and professional exchanges, projects, programs and tools for cooperation among the responsible authorities, public and private institutions, stakeholders and experts at both a national and international scale;
- Cooperative activities with other ISCs, National Committees and affinity organizations.

Article 4 – Members

General Principles

The membership is open to ICOMOS members with professional background and substantial experience in different areas related to this field in order to ensure a multidisciplinary approach, such as specialists in history, geography, archaeology, architecture's conservation, law, administration, documentation, cultural landscapes, economics, specialized engineers and scientists. This way the Committee will be accessible to all qualified individuals and groups with a capacity to contribute to the accomplishment of its objectives. It will also be representative of all the world regions or pertinent regions and a venue for mentoring members in their early careers who seek to advance their knowledge and develop their professional expertise. It is the intention of the Committee to gather a membership that will include the most recognized experts in its field of specialization.

2. Nomination of members

Members are proposed by the National Committees, by members of the Bureau of the Committee or be self-nominated and are admitted by decision of the Bureau, who may consult the full Board of Directors described in article 7, and subject to the ratification of the majority of the Voting and Expert Members attending a meeting of the Committee or being consulted by email. Admission is also subject to the ratification of the Executive Committee of ICOMOS according to article 14 (b) of the ICOMOS Statutes. The approval may not be refused without justification.

3. Categories of members

A. Expert Members.

A. a) An Expert Member will be a member of ICOMOS with a recognized active professional involvement and relevant practical experience in the research, promotion, protection and conservation of cultural routes, who is interested and has participated actively in the work of the Committee and assisted it to achieve its objectives.

A. b) In the year 2009, as a result of the mandatory adaptation of the Statutes to the Xi'an Principles, the Bureau will be responsible for the establishment of a first list of the Expert Members existing to that date. In the future, Expert Members will be recommended for appointment by the Bureau of the Committee and such appointments will be confirmed if ratified by a majority of the existing Expert Members attending a Committee meeting or responding positively to email or postal communication on the matter between meetings.

A. c) For the purposes of paragraph a) and b), the Bureau of the Committee shall establish the criteria and a transparent and well-understood methodology to assess and verify the individual competence and expertise of each member as well as to terminate the membership of a given expert member.

A. d) Subject to paragraph A. e), Expert Members are unlimited in number and shall have the right to participate in any aspect of the work of the Committee and vote on all relevant

matters, according to the rules specified in article 5 of these Statutes. Notwithstanding, the election of members of the Committee's Bureau and all the Board of Directors described in article 5.7 as well as the amendment of the Statutes will correspond only to voting members designated by his/her National Committee as specified in paragraph A..e).

A.e) Voting for officers of the Bureau and all members of the Board of Directors is according to the principle of one vote per country, and only a voting member designated by his/her National Committee of ICOMOS may vote. These voting members can also become expert members according to paragraphs A. b) and A. d).

B. Associate Members.

B. a) Members of ICOMOS who wish to gain knowledge and build up an expertise in the specific field of cultural routes through active volunteer work may apply to be an Associate Member of the Committee.

B. b) The Committee will select Associate Members from among the applicants and will strive to incorporate them in its work.

B. c) Associate Members are conditionally accepted for a period of three years as members in training process, after which time their contribution to the Committee will be evaluated using a transparent and well-understood methodology to assess their contributions to the Committee. The Associate Membership shall be:

a) Extended for another similar period of time, with a maximum of three such triennial extensions, or

b) Upgraded to Expert Member, or

c) Rejected on the basis of no participation or unsatisfactory performance.

B. d) When it is appropriate, the Committee may ask a National Committee to designate one or more Associate Members to help build up the particular expertise in countries where such a need exists.

C. Non-ICOMOS Members.

Non-ICOMOS Members who can make an important contribution to the ISC may be invited to participate in committee meetings and activities and will be encouraged to apply for ICOMOS membership.

D. Institutional Members.

When in the interest of ICOMOS and of the Committee, and at the Committee's discretion, the optional category of Institutional Membership may be established as follows:

D. a) Institutional Members shall be institutions, academic programs, government agencies, or any other juridical entity whose work and mission are closely aligned to those of the Committee.

D. b) Acceptance of an Institutional Member shall be through ballots from Expert Members.

D. c) Institutional Memberships will be valid for one triennium, and may be renewed indefinitely for additional three-year periods.

D. d) An Institutional member may designate from its staff one person with the required qualifications to be its representative and spokesperson in the Committee. The

Committee may accept that individual as an Expert Member provided that this person meets the requirements established in article 4. 3. A. of these Statutes.

E. Honorary members.

Honorary Members may be proposed for election by Expert Members and appointed by decision of the Committee in recognition of the services they have rendered to the Committee and of their activities in favour of its objectives. If they are Expert Members shall be ex-officio members of the Board of Directors of the Committee and shall keep all their rights. If they are not Expert Members may participate in all activities of the Committee but shall not be ex-officio members of the said Board.

4. Membership's periodical review.

The status of each member will be reviewed every three years on occasion of the statutory election of the Bureau and the Board of Directors of the Committee. Failure to behave according to the statement of Ethical Commitment of ICOMOS or to participate actively in the work of the Committee for the last three years or more without having communicated in time to the CIIC's Secretariat that there is a due cause will result in automatic dismissal and the Bureau may nominate a new member from the same country or ask the relevant National Committee to do so.

Article 5 – Administration

1. Decision making

Expert Members may participate in the formal decision making processes of the Committee. The Committee takes its decisions by consensus or by majority vote of the expert members present at its meetings or through consultation by postal or electronic mail. Notwithstanding, prior to it and in order to avoid that the Committee becomes dominated by a few national or regional interests or groups, on occasion of the elections of officers held at the beginning of each term of three years, those Expert Members belonging to the same National Committee shall have to vote among themselves at a first stage in order to determine who will be the only expert member from their country entitled to act and vote as their representative in the Committee's common decision making process, excepting the election of the Bureau officers and the Board of Directors, and the amendments to the CIIC's Statutes which, according to articles 4.3.A.e. and 7.2, correspond to voting members designated by a National Committee, restricted to one by country.

In case less than the majority of the expert members are present at a meeting, an expert member can request that basic decisions be taken by electronic or postal vote.

2. Meetings

Meetings of the Committee should be held annually if possible or at least once every two years. It is mandatory to hold a full meeting every three years preferably at time of the ICOMOS General Assembly. During this meeting the Committee shall discuss: a) the elections of the officers, b) the active status of all members, c) the report of the activities of the past three years, d) the programme of work for the following three years, e) the items put on the agenda by the President. Other meetings may be convened if the majority of the voting and expert members or the President judges it necessary. A written invitation by the Bureau should reach all members at least two months in advance of the meetings.

3. Officer's structure and elections

Subject to article 4, paragraph 3 A. e, out of the expert members the Committee elects a President, three Vice Presidents and a Secretary who form the Bureau for a term of office of three years. There may also be a Treasurer if the Committee if deems necessary. The Bureau shall represent in an equitable manner the different cultural regions of the world and

its members will not belong to the same country or national committee. In case there were two or more candidacies from the same country who obtained enough votes only that candidate receiving more votes will be elected, and in case of equal number of votes the oldest one as a member of the Committee will be preferred.

If there are candidatures proposed by the members the election is held by postal vote in the election year and secret ballots will be scrutinized under the supervision of at least three expert members from very different regions appointed either by the Bureau or by the members present when there is a specific Committee's meeting where the votes are to be counted. Normally, postal vote is carried out by letter but if a voting member so decides his / her vote may also be sent by fax.

If no candidatures are submitted in time the election is held by secret ballot during the meeting of the Committee in the election year.

The members of the Bureau will be elected to a period of three years, and may normally not serve more than three consecutive periods in each office, but in no case shall any one serve more than fifteen consecutive years.

4. Duties of the Bureau

The Bureau shall meet at least once a year either physically or by holding an electronic discussion on relevant matters. The Bureau shall be responsible for the overall financial and programmatic management of the work of the Committee; and for establishing the appropriate sub-committees, task forces and/or working group structure to ensure its proper functioning. The Bureau is responsible for the preparation of the Committee's meetings, the implementation of the Committee's decisions, the preparation of the election process and the annual report as described in the next paragraph.

5. The annual report

The Bureau shall draw up an annual report and submit it to the Committee and to the Scientific Council each year by September 1st. This report shall include:

- a) A list of members by category
- b) The minutes of all its meetings.
- c) All scientific work performed by the Committee including work performed in the ICOMOS triennial Scientific Program / Plan, and also including an evaluation of the progress achieved and work done in cooperation with other ISC's.
- d) A list of permanent or temporary cooperative partnerships with affinity organizations and agencies; or with National Committees.
- e) Suggestions for new initiatives or new work.
- f) Results of any elections for officers, if held that year, and to include a complete roster of all successful and unsuccessful candidates.
- g) If readily available, and to maintain proper files at the ICOMOS Documentation Centre, provide the following:
 1. Concise descriptive texts of conferences, symposia, etc, including a copy of the programme, and lists of participants and funding sources.
 2. A list of Committee-sponsored publications
- h) A list of the sources that will be approached in the following year to secure funding for programme and activities.

6. *The triennial programme*

In the year of the ICOMOS General Assembly the Committee shall help the Scientific Council to draw up a triennial programme of activities which should include clear and precise objectives of the Committee accompanied by a work plan and a strategy for its completion. This will also include a budget with a financial plan if there is any existing or expected provision of funds or at least a mention to the indirect support to be received from external sources if this is the case.

7. *The Board of Directors.*

The Bureau will be assisted by a group of members which will help to guarantee equitable representation of the different cultural regions of the world. This will also bring the opportunity for all interested members to become familiar with the objectives and activities of the Committee and to get some expertise and training in the specific field of cultural routes. These members shall be elected by the voting members designed by a National Committee on the occasion of the elections of the Bureau for a term of three years, in keeping with the appropriate rules and procedure described in article 5. 3. The Bureau and its elected assistants shall form the Board of Directors with a maximum of 20 members.

8. *The Committee's headquarters*

The headquarters of the Committee shall be located in the country of which one of the members of the Bureau is a resident. The Committee may also elect a different and even permanent location when appropriate conditions and the necessary support for the activities of the Committee are provided by a National Committee.

9. *The official working languages*

English, French, Spanish and Russian are the official working languages of the Committee. Members shall help when necessary with the translation of written and oral documents into these languages.

10. *The Secretariat*

Functioning of the Secretariat requires the effective availability of the necessary personnel, equipment and financial sources. According to paragraph B. 9 of the Eger-Xi'an Principles the Permanent Secretariat of the Committee should comply with the following points:

- a) Maintaining the archival record and institutional memory (in paper or electronic format) of the Committee. Changes of location in the Secretariat should include the transfer of the Committee's archives.
- b) Serving the Bureau of the Committee.
- c) Ensuring the dissemination of information to all members of the Committee.
- d) Be directly in charge of, or make provisions for, the development, maintenance and expansion of the Committee's Website, and if pertinent, a listserv.

11. *Institutional partnership*

When it is in its own interest, the Committee may enter into temporary or permanent, bilateral or multilateral partnerships with any institution or agency whose work, mission and/or resources may help advance the goals of the ICOMOS Scientific Plan / Programme or the work of the Committee. This shall not restrain the independence of ICOMOS and / or the Committee.

Article 6 – Financing

1. The activities of the Committee shall be financed by funds allocated by ICOMOS from its annual budget, by funds obtained by the Committee on its own initiative, from international and national organizations including ICOMOS National Committees and by funds from any other source provided by way of gift, bequest, donation or sponsorship towards the achievement of the objective of the Committee.
2. The members of the Committee shall obtain themselves the funds necessary to ensure their own participation in the activities of the Committee, especially their presence at meetings.
3. The Committee shall draw up a budget and financial plan and shall maintain an appropriate record of all financial transactions when it has received and administered any funds or is expecting to be in such position. If this is the case it shall arrange for an audit statement of those transactions on an annual basis.

Article 7 – Miscellaneous

1. The Committee shall conform to the laws, administrative and financial requirements of the country where its headquarters are established. As it was decided by the 15th General Assembly of ICOMOS the Committee has revised its former Statutes and brought them into compliance with the Eger-Xi'an Principles, also respecting the genuine exigencies of specialisation and expertise in the new field of Cultural Routes. Out from this kind of mandatory rules, the Statutes may only be amended in accordance to the principle of one vote per country, and only a voting member designated by a National Committee of ICOMOS may vote.
2. Nothing in these Statutes shall be interpreted in a way which is inconsistent with the realization of the objective of the Committee. Any interpretation of these Statutes should be made in accordance with the Statutes of ICOMOS. Any disputes over the interpretation of the Statutes shall be arbitrated by the Executive Committee of ICOMOS.
3. The Statutes of the Committee enter into force with their approval by the Executive Committee of ICOMOS.

* * *