ICOMOS New Zealand: Our Structure

Introduction

1. ICOMOS New Zealand Incorporated (ICOMOS NZ) decided at its Executive Board meeting on 14 August 2021 to adopt the structure outlined below.

2. This structure allows the Board to focus on more strategic matters, leaving operational work to Committees and Working Groups, via agreed Terms of Reference and optional three year Action Plans and Annual Work Programmes. The Board also wishes to see greater, active engagement in the work of ICOMOS NZ by the wider membership through Committees and Working Groups.

3. The Board also wishes to encourage the wider membership to engage in the work of the International Scientific Committees (ISCs) and the establishment of National Scientific Committees (NSCs). These committees are part of the formal organisational structure of ICOMOS, whereas the structure of Committees and Working Groups adopted by the Board are established and disestablished at its discretion as necessary to achieve the work of ICOMOS NZ.

4. These operational guidelines are correct as at 14 August 2021 and will be periodically reviewed and updated as necessary.

Our Structure

International Scientific Committees – ICOMOS NZ representatives

5. ICOMOS currently has 29 International Scientific Committees (ISCs). ICOMOS NZ has authorised representatives on several ISCs (listed on the ICOMOS New Zealand website).

6. The following operational guidelines apply to ICOMOS NZ representatives to ISCs:
   - Annual call for ICOMOS NZ representatives to ISCs through the membership renewal form
   - ICOMOS NZ representatives to ISCs must be an ICOMOS NZ member
   - There can be more than one ICOMOS NZ representative to an ISC
   - ICOMOS NZ representatives require a letter of endorsement from ICOMOS NZ to join an ISC
   - Each representative reports either to a relevant Committee, Working Group, NSC or directly to the Board as identified in the ICOMOS NZ structure diagram
   - ICOMOS NZ representatives to ISCs should make ICOMOS NZ members aware of their role and the opportunity to form an NSC if practicable
   - Where there is more than one ICOMOS NZ representative to an ISC or a number of ICOMOS NZ members interested in an ISC's work, then ICOMOS NZ's ISC representatives may decide to establish a more informal Interest Group
   - Before preparing any formal, external submission, an ICOMOS NZ representative to an ISC must email Board members inviting them to provide input
   - All submissions should be circulated to the Board by email with urgent headers prior to lodgement if there are any unusual risks present. Any issues with the content of the submissions are to be resolved by the ICOMOS NZ Chairperson prior to lodgement
   - All submissions must be subsequently reported to and ratified by the Board at the next Board meeting

- ICOMOS NZ representatives must report back on relevant issues (including any Interest Groups), preferably in writing, to each Board meeting for inclusion in the agenda – one report per ISC
- ICOMOS NZ representatives to ISCs must report annually to the ICOMOS NZ AGM.

Interest Groups

7. Where there is more than one ICOMOS NZ representative to an ISC or a number of ICOMOS NZ members express interest in an ISC's work, then an ICOMOS NZ ISC representative may decide to establish an Interest Group. These are more informal than NSCs. There are no existing Interest Groups.

8. In the event that an ICOMOS NZ Representative to an ISC wishes to establish an Interest Group, the following operational guidelines will apply:
   - Annual call for Interest Group members through the membership renewal form
   - Interest Groups must be formed and led by an ICOMOS NZ representative to an ISC
   - Formation of Interest Groups must be ratified by the Board
   - Before preparing any formal, external submission, the Interest Group must email Board members inviting them to provide input
   - All submissions should be circulated to the Board by email with urgent headers prior to lodgement if there are any unusual risks present. Any issues with the content of the submissions are to be resolved by the ICOMOS NZ Chairperson prior to lodgement.
   - All external submissions must be subsequently reported to and formally ratified by the Board at the next Board meeting.
   - Interest Groups must report back on relevant issues, preferably in writing, to each Board meeting for inclusion in the agenda through their leading ICOMOS NZ Representative to an ISC.
   - Interest Groups must report annually to the ICOMOS NZ AGM through their leading ICOMOS NZ Representative.

National Scientific Committees

9. ICOMOS NZ is obliged to encourage the establishment of National Scientific Committees (NSCs) to operate in the same fields as the existing Scientific Committees (see Dubrovnik - Valletta Principles for the ICOMOS National Committees 2010). ICOMOS NZ has one NSC on Energy and Sustainability.

10. The following operational guidelines apply to NSCs:
   - NSCs will mirror the structure of the International Scientific Committees (ISCs) but focus on NZ issues
   - Annual call for NSC members by ICOMOS NZ through the membership renewal form
   - Minimum of three ICOMOS NZ members to form a NSC
   - NSCs must elect their own chairs, who must be ICOMOS NZ members
   - NSCs must define their Terms of Reference for ratification by the Board at the next meeting
   - NSC Terms of Reference can be reviewed periodically and updated with ratification by the Board
   - Each NSC may develop a three year Action Plan identifying prioritised tasks and timeframes (where appropriate)
   - Action Plans must be ratified by the Board but can be reviewed before their expiry and updated with ratification by the Board
   - NSCs may develop their own Annual Work Programme for ratification by the Board each year in order to progress the delivery of Action Plans (where appropriate)

- Annual Work Programmes should include both proactive and reactive tasks in order to progress the delivery of Action Plans
- NSCs are to meet as necessary to progress their work. Work can also be progressed via e-mail, telephone, video call or whatever other means works for that NSC
- Minimum of three as a quorum
- Before preparing any formal, external submission, the NSC must email Board members inviting them to provide input
- All submissions should be circulated to the Board by email with urgent headers prior to lodgement if there are any unusual risks present. Any issues with the content of the submissions are to be resolved by the ICOMOS NZ Chairperson prior to lodgement
- All submissions must be subsequently reported to and ratified by the Board at the next Board meeting
- NSC chairs must report back on relevant issues in writing to each Board meeting for inclusion in the agenda
- NSC chairs must report annually to the ICOMOS NZ AGM.

Committees:

11. ICOMOS NZ has six standing Committees that report to the Board:
    - Advocacy and Communications
    - Education and Professional Development
    - Heritage @ Risk
    - Legislation and Policy
    - Membership and Ethics
    - World Heritage

12. Information about committee membership, terms of reference, working group oversight, action plans and annual work plans is on the ICOMOS NZ website.

13. The following operational guidelines apply to all Committees:
    - Committees are established to undertake the core, perennial functions of the Board
    - Committees may establish Working Groups as necessary to progress their agreed work programme. A decision to establish a working group is to be ratified at the next Board meeting
    - Committees may have oversight of ICOMOS NZ representatives to ISCs, Interest Groups and Working Groups
    - Annual call for Committee members through the membership renewal form
    - Committee membership is primarily open to ICOMOS NZ members but non-members can be co-opted
    - Committees can undertake additional engagement activities to encourage wider internal or external membership
    - Committees must elect their own chairs, who should be Board members
    - Committees must define their Terms of Reference for ratification by the Board at the next available meeting
    - Committee Terms of Reference can be reviewed periodically and updated with ratification by the Board
    - Each Committee may develop a three year Action Plan identifying prioritised tasks and timeframes (where appropriate).
    - Action Plans must be ratified by the Board but can be reviewed before their expiry and updated with ratification by the Board

- Committees may develop their own Annual Work Programme for ratification by the Board each year (where appropriate)
- Annual Work Programmes should include both proactive and reactive tasks in order to progress the delivery of Action Plans
- Committees meet outside of Board meetings as necessary to progress their agreed tasks
- Minimum of three members for a quorum
- Before preparing any formal, external submission, Committees must email Board members inviting them to provide input
- Submissions prepared by Committees should be circulated to the Board by email with urgent headers prior to lodgement if there are any unusual risks present. Any issues with the content of the submissions are to be resolved by the ICOMOS NZ Chairperson prior to lodgement
- All formal, external submissions must subsequently be reported to and ratified by the Board at the next Board meetingCommittees must report back on progress and relevant issues in writing to each Board meeting for inclusion in the agenda
- Committees must report annually to the ICOMOS NZ AGM.

Working Groups

14. ICOMOS NZ has several Working Groups including:
    - AGM Working Group (reports to Advocacy and Communications)
    - IT Working Group (reports to Advocacy and Communications)
    - Charter Working Group (reports to Advocacy and Communications)
    - Technical and Materials Working Group (reports to Education and Professional Development)
    - Emerging Professionals Working Group
    - Sydney General Assembly Working Group

15. Information about Working Group membership, terms of reference, action plans and annual work programmes can be found on the ICOMOS NZ website.

16. The following operational guidelines apply to Working Groups:
    - Working Groups are established by the Board as necessary to progress its work, or by Committees as necessary to progress their agreed work programme with subsequent ratification by the Board
    - Number and subject matter of Working Groups will change over time as decided by the Board and/or an overseeing Committee followed by Board ratification
    - Working Groups must be formally disestablished by the Board
    - Working Groups may report to a Committee or directly to the Board
    - Committees may have oversight of ICOMOS NZ representatives to ISCs
    - Annual call for Working Group members through the membership renewal form
    - Working Group membership is open to ICOMOS NZ members but non-members can be co-opted
    - Working Groups may undertake additional engagement activities to encourage wider internal or external membership
    - Working Groups must elect their own chairs, who should be ICOMOS members
    - Working Groups must define their Terms of Reference for ratification by the Board at the next available meeting
    - Working Group Terms of Reference can be reviewed periodically and updated with ratification by the Board
    - Each Working Group may develop a three year Action Plan identifying prioritised tasks and timeframes (where appropriate).

- Action Plans must be ratified by the Board but can be reviewed before their expiry and updated with ratification by the Board
- Working Groups may develop their own Annual Work Programme for ratification by the Board each year (where appropriate)
- Annual Work Programmes should include both proactive and reactive tasks in order to progress the delivery of Action Plans
- Working Groups meet outside of Board meetings as necessary to progress their agreed tasks
- Minimum of three for a quorum
- Before preparing any formal, external submission, the Working Group must email Board members inviting them to provide input
- All submissions should be circulated to the Board by email with urgent headers prior to lodgement if there are any unusual risks present. Any issues with the content of the submissions are to be resolved by the ICOMOS NZ Chairperson prior to lodgement.
- . All formal, external submissions must be subsequently reported to and ratified by the Board at the next Board meeting
- Working Groups must report back on progress and relevant issues in writing to each Board meeting for inclusion in the agenda – this can be through an overseeing Committee where appropriate
- Working Groups must report annually to the ICOMOS NZ AGM – this can be through an overseeing Committee where appropriate.

Branches

17. There is also the option for informal, regional or local groups of ICOMOS NZ members to meet. These branches do not currently form part of the formal structure of ICOMOS NZ.