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# **INTERIM ACTIVITY REPORT**

*of*

# **THE ICOM SECRETARIAT**

***APRIL 2005 – MARCH 2006***

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## 1. MEMBERSHIP SERVICE

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This report covers the annual period from April 1, 2005 to March 23, 2006. It describes various activities pursued in line with the Strategic Plan (adopted by the General Assembly in 2004 and further developed by the Executive Council in 2004 and 2005).

### **ADMINISTRATION**

The Membership Unit of ICOM is composed of three full-time and one part-time permanent staff members. Due to the ever-burgeoning membership and to the perceived usefulness for improved communication with Spanish-speaking members, a temporary clerk proficient in Spanish (as well as in French and English) was hired early in 2005 to help the Unit with its work.

This new contract was made possible because of a French law promulgated in 2005 to assist organisations and non-for-profit associations in employing qualified persons who are registered for a certain period of time with the employment office of the Ministry of Labour (ANPE). In employing this person, ICOM receives monetary assistance and other benefits from the government.

The Membership Officer reiterates that feasible and permanent resources (specifically human) be urgently found to satisfy the expectations of the ever-growing active and paid-up membership as well as the needs of the other component bodies, task forces and working groups of the Organisation

### **MEMBERSHIP BENEFITS**

In line with strategic objective 2 (12), the Membership Officer negotiated with the following organisations to enable the active members of ICOM to benefit from reduced or preferential rates on their publications:

- Alta Mira Press (USA): 15 % discount on museum-related titles
- American Association of Museums (USA): 10 % discount on books from the AAM catalogue
- Interpol: 20% discount on the CD-Rom on *Stolen Works of Art*
- Oxford University Press: 20 % discount on the *Journal of the History of Collections*
- Routledge UK: discounts of up to 15 % on certain titles
- UNESCO: 30 % discount on their publications (including books, single issues of publications, CD-ROMs and scientific maps)

Contacts and ordering details can be found in the newly-revised edition of ICOM's *Welcome Brochure* (January 2006) as well as on ICOM's website. Furthermore, the websites of these organisations' are linked to that of ICOM.

The *Brochure* also describes other long-time benefits accruing to all active members (e.g. access to museums with the use of ICOM cards, membership in International Committees and Affiliated Associations, etc.).

### **INCOME**

The Unit is mainly responsible for the effective collection of annual membership dues from its members. In 2005 this comprised more than 60% of the Organisation's total budgeted income. Aside from income derived from National Committees and from members who do not belong to committees, the Unit also collects or solicits:

- Annual dues from the 'Friends' of the ICOM Foundation
- Subscriptions to ICOM News from non-members
- Contributions to the ICOM Fund

Details on these other sources of income can be found in the appropriate sections of this report. Moreover, exact figures can be found in the Organisation's Balance Sheet for 2005. It is to be noted that surplus income generated from annual dues replenish the so-called 'reserve fund' of ICOM.

### **ACTIVE MEMBERSHIP**

At report's writing, the Unit ensured that services and benefits were rendered to 21,000 active members resident or located in 138 countries.

In 2005 and during the first three months of 2006 (at report's writing), the Unit registered 2994 new members of which 2811 are individuals and 183 are institutions. 1255 members were reinstated, of which 1163 are individuals and 92 are institutions. However, during the same period, 3417 members were suspended mainly due to non-payment of membership dues; many also resigned. These were 3122 individuals and 295 institutions. Lapsed or suspended members no longer receive benefits (including publications) from the Secretariat.

The active National & International Committees, Affiliated Associations and Regional Organisations are listed in the Directory published with each number of ICOM News. The names and addresses (including telephone, fax and email if available) of the Chairpersons and Membership Secretaries of the National Committees are also available on ICOM's Website. Likewise, the email addresses of the Chairpersons and Secretaries of the International Committees, Affiliated Associations and Regional Organisations are indicated on the website. These lists are regularly updated with the aid of ICOM's Webmaster.

The Unit is in direct contact with more than two hundred members (who do not belong to committees or are not managed by the committees in their countries of residence) regarding their payments, renewals, and other services.

The following is a summary of membership figures for the annual period covered by this report:

- 21000 active members in 141 countries of which 8372 (or 39.87%) are members of International Committees
- 113 active National Committees of which 61 enjoy regular membership subsidies
- 26 countries where active members are resident but national committees do not exist
- 30 International Committees
- 15 Affiliated Associations
- 6 Regional Organisations of which two are under reorganisation
- 2994 new members enrolled
- 1255 members reinstated
- 3417 members lapsed or resigned
- 19390 payments recorded for 2005
- 1015 membership applications to International Committees processed

Section 4 of this report gives the number of paid-up members recorded for 2005 (at report's writing); they are classified according to their categories. The regional distribution of the paid-up members is also shown as well as a list of the 12 largest National Committees in terms of their paid-up members received by the Secretariat for 2005.

## **1. National Committees**

### 1.1 Establishment of New Committees

During the period covered by this report, a National Committee in Nicaragua was established and approved by the Executive Council. The National Committees in Armenia and Georgia were approved on the condition that they met all statutory conditions.

### 1.2. Reorganised National Committee

The National Committee of Niger held elections of new officers and regularised their membership situation during the period and is again considered active.

### 1.3 Committees Under Reorganisation

The National Committees of Chad, Jordan, Kyrgyz Republic and South Africa did not remit the minimum annual membership dues for 2005, nor did their officers communicate to the Secretariat by the dates due. They were therefore considered inactive and their unpaid members no longer receive benefits and services from the Secretariat. In line with the Membership Policy currently in force, the Membership Unit communicated with each member of these Committees, inviting them to pay their dues directly to the Secretariat and to reorganise their Committee.

The Permanent Delegation of Jordan was requested to assist the Secretariat in reorganising the committee in that country. The Membership Officer solicited the aid of the President of the South African Museums Association (SAMA) in the reorganisation of the National Committee. At report's writing, the Unit received a message from the Chairperson of the Committee in the Kyrgyz Republic, indicating that the March revolution and political instability in her country made it impossible for the Committee to pay its dues in 2005. However they promised to soon remit membership fees for 2005 and 2006.

### 1.4 Regular Membership Subsidies

In line with strategic objectives and previous decisions of Council, membership subsidies continue to be granted to ICOM's individual members (with or without a National Committee) who reside in countries that are considered by the World Development Indicators Database of the World Bank as low-income (\$ 735 GNI or less) and as lower middle income (GNI \$ 736-\$ 2935).

Thus, for 2006, an individual member living in any of these countries pays **27 Euros or US \$ 34**, which represents less than one-half of the annual dues fixed for regular individual members (58 Euros or \$ 72). In 2005, the rates for these subsidized members were € 26 or \$ 32. A list of these countries is enclosed as Annex A.

### 1.5 Annual membership dues for Institutional Members

To encourage institutional members to maintain their membership, Council, at the recommendation of the Unit, did not increase the institutions' annual dues for 2006. This is in line with strategic objective 2 (12).

## 1.6 Special Membership Subsidies

In 2005, three National Committees enjoyed special membership subsidies: Argentina, Botswana and Uruguay. This entitled their individual members to pay the same rates as those committees enjoying regular subsidies (cf 1.4 above). At its December 2005 meeting however, Council did not allow the continuation of these special subsidies for 2006 for Argentina and Botswana.

## 1.7 ICOM Fund

During the period, contributions for the ICOM Fund were received from the National Committees of France (€ 500 for 2004 and € 500 for 2005) and Switzerland (€ 968 for 2005). At its June 2005 meeting, Council approved an allocation of € 4100 from ICOM's budget for the Fund.

Council approved financial assistance from the Fund for members resident in the following countries: for 2005: Afghanistan, Bosnia & Herzegovina, Côte d'Ivoire, Mali, Zimbabwe; for 2006: Afghanistan, Nicaragua. As the Afghan Committee has benefited from assistance for several years running, it was requested to look for other sources of funding to enable it to pay its dues from 2007.

## 1.8 Meetings

In May 2005, at the invitation of the newly-reorganised National Committee of Ghana, the Membership Officer visited three principal cities of the country's Central Region to assist in the celebration of International Museums Day. Aside from meetings with museum professionals in Accra, Cape Town and Kumasi (Ashanti region), she appeared on national television and on local radio talk shows.

At Paris headquarters, the Membership Officer met with officers of the following Committees. Chairpersons of Afghanistan, Madagascar, Morocco, Niger and Senegal; Secretaries of Israel, Monaco, Moldova, Congo and Russia. She also met with the Director of the Meetings and Professional Education Program of the American Association of Museums and the Director of Museums of Nigeria. It must be noted that many members personally come to pay their annual dues directly to the Unit.

## **2. International Committees**

ICOM has 30 international specialised committees

### 2.1 Membership in International Committees

The Unit processed 1015 applications for membership in International Committees during the period. Moreover, the Unit continues to furnish the Committees with their updated membership lists in electronic form. At report's writing, only 39.87 % of ICOM's active members are members of International Committees.

### 2.2 Regular annual subsidies

Council approved the 2006 regular subsidies to International Committees as based on their active membership. A 3% increase from the 2005 subsidy was approved; this list (*Annex B*) was drawn up in September-November 2005. International Committees receive € 7.28 for each active member.

### 2.3. Meetings

In April 2005, the Secretary General and the Membership Officer were invited to attend the Constituent Assembly of the International Committee for Collections and Activities of Museums of Cities (CAMOC) held in Moscow, Russia. They assisted in the election of the Committee's officers and in the establishment of its By-laws in conjunction with the new minimal rules for International Committees.

The Secretary General and Membership Officer met with the newly-elected Chairperson of ICOM CC. The Membership Officer met with a Board member of CIMUSET (officer responsible for Latin America).

### **3. Regional Organisations**

Due to non-activity, two regional organisations were declared 'under reorganisation' by Council: CIAO (for West Africa) and ICOMAC (for Central Africa).

### **4. Membership Statistics**

The following table shows the number of **paid-up** members by category for **2005**. Numbers are valid at **March 15, 2006**.

#### **N° of paid-up members for 2005 by category**

<b><u>Individual</u></b>		<b><u>Institutional</u></b>	
<i>Regular</i>	<b>15737</b>	<i>Regular A</i>	<b>477</b>
<i>Associate</i>	<b>24</b>	<i>Regular B</i>	<b>307</b>
<i>Contributor</i>	<b>14</b>	<i>Regular C</i>	<b>494</b>
<i>Retired</i>	<b>1947</b>	<i>Sustaining</i>	<b>4</b>
<i>Supporting</i>	<b>29</b>	<i>Supporting</i>	<b>1</b>
<i>Students</i>	<b>273</b>		
<b>Total paid</b>	<b>18024</b>	<b>Total paid</b>	<b>1283</b>

#### **Foundation**

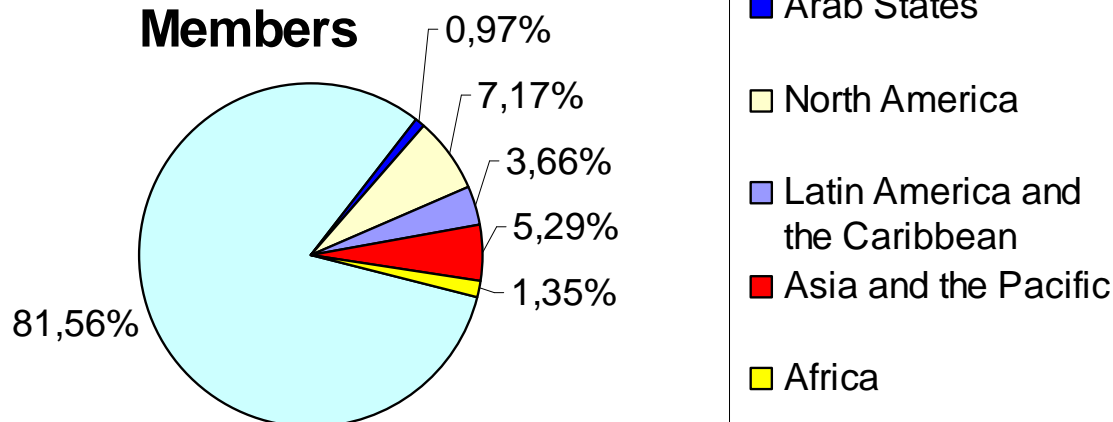
*Individual 'Friends'*    **83**

**Total n° of members recorded as paid-up for 2005 = 19390**

The following shows the regional geographical distribution of these paid-up members for 2005 (recorded at 15 March 2006):

<b>Europe</b>	<b>15814</b>
<b>Arab States</b>	<b>189</b>
<b>North America</b>	<b>1391</b>
<b>Latin America and the Caribbean</b>	<b>709</b>
<b>Asia and the Pacific</b>	<b>1026</b>
<b>Africa</b>	<b>261</b>
<b><u>Total</u></b>	<b><u>19390</u></b>

## Regional Distribution of Paid-Up Members in 2005, incl. Foundation Members

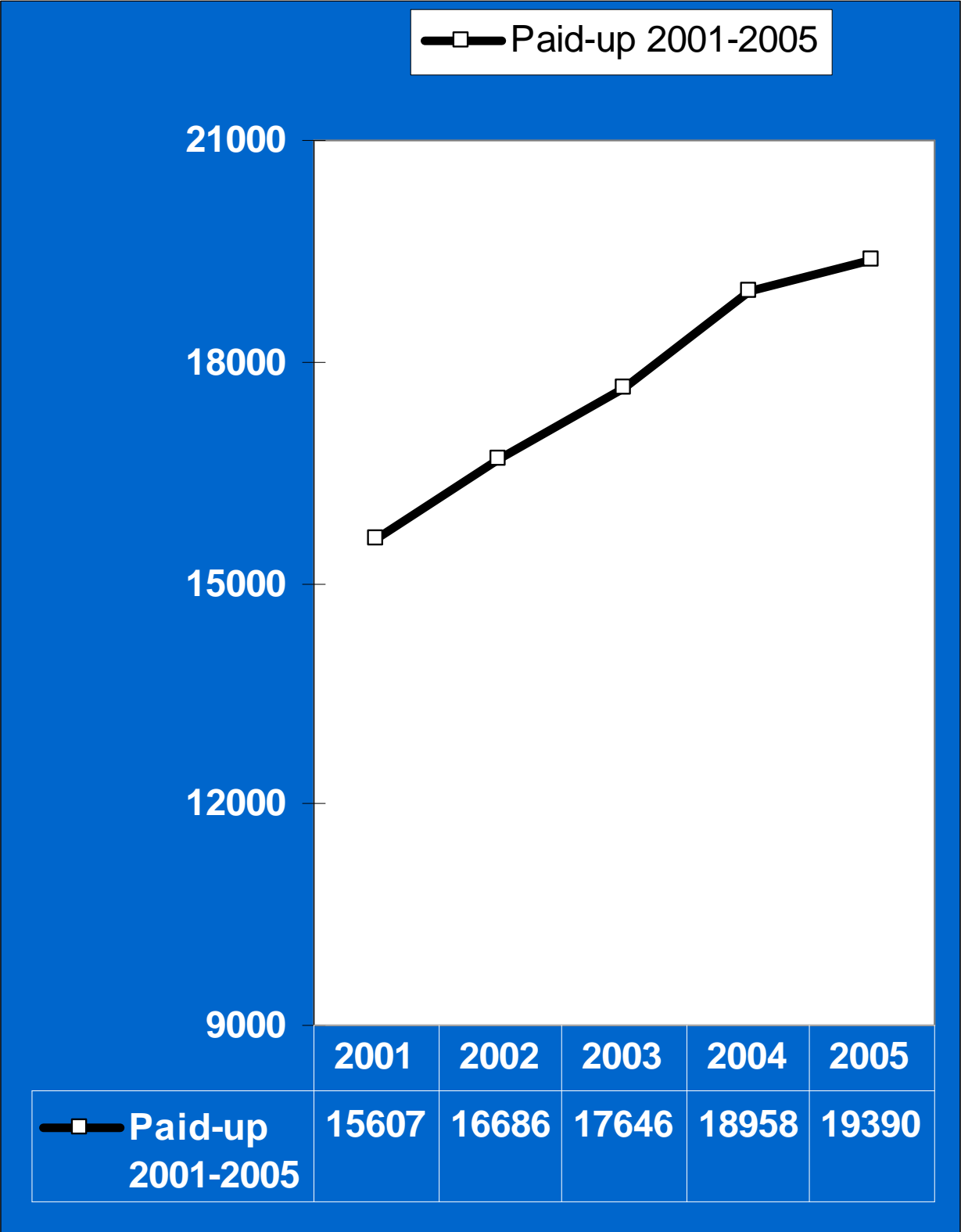


### Comments on the above numbers:

- Although the Unit received a list of paid-up institutional members from the National Committee of Italy, the payment that should correspond to the list was not received in due time, thereby causing a delay in the processing of the list.
- Despite assurances to the contrary by their Chairs and/or Secretaries, at report's writing the following National Committees did not remit the minimum membership dues for 2005: Cameroon, Dem. Rep. of the Congo, Qatar, Mauritania, Tanzania. The unpaid members of these Committees are now lapsed.
- Several Committees reported that 2005 payments they received late in 2005 or early in 2006 would be remitted in 2006 or together with their payments for 2006 (e.g. Barbados, Colombia, Greece, Korea, Iceland, Mexico, Romania, Spain, United Kingdom).

Moreover it must be noted that payments were always received from many Committees months after the calendar year had already ended. The following graph shows the evolution of paid-up members for the years 2001 to 2005 **recorded or corrected at report's writing.**

*N.B.* 15607 payments were recorded for 2001; this is an increase of 24.24 % between 2001 and 2005.



*A "HIT PARADE" OF NATIONAL COMMITTEES*

The following are the largest National Committees in 2005 (in terms of paid-up members for 2005 that were received and recorded at the Secretariat at March 15, 2006):

- Germany                    2871 (2753 individuals, 118 institutions)
- France                      2090 (1942 individuals, 148 institutions)

• Netherlands	1421 (1378 individuals, 43 institutions)
• Switzerland	1179 (1164 individuals, 15 institutions)
• U.S.A.	899 (866 individuals, 33 institutions)
• Denmark	878 (850 individuals, 28 institutions)
• Austria	783 (735 individuals, 48 institutions)
• Spain	634 (502 individuals, 132 institutions)
• U.K.	626 (581 individuals, 45 institutions)
• Finland	606 (569 individuals, 37 institutions)
• Israel	564 (550 individuals, 14 institutions)
• Sweden	557 (491 individuals, 66 institutions)

## **5. ICOM Foundation**

The Unit continues to manage the registration and collection of annual dues from the supporting members or 'Friends' of the ICOM Foundation. At March 15th, the Foundation counted 107 active individual members (up from 83 paid-up from 2005) of whom 101 already sent their contributions for 2006 directly to the Secretariat. This is an increase of 21.69% in the Foundation's paid-up membership!

There were 34 paid-up 'Friends' in 2001 and 2002; 50 in 2003 and 68 in 2004.

In return for their annual dues, these 'Friends' receive ICOM cards and official publications (*ICOM News*, *Study Series*). However as with all supporting members, they have no voting right nor can they hold elective office.

## **6. Honorary Members**

ICOM has twelve (12) honorary members from the following countries: Algeria, Brazil, France (2), Israel, Italy, Mali, Nigeria, Russia, United Kingdom (3). The Unit ensures that they receive all benefits from the Secretariat: ICOM card, publications

## **7. ICOM News**

The Membership Unit continues to handle non-member subscriptions to *ICOM News*: this task involves invoices, renewals, payments, distribution, claims, etc. There are 44 direct subscribers primarily libraries (both public and private).

The Unit also handles complementary distribution of the newsletter to a selective mailing list comprising mainly of ICOM's partners, UNESCO staff members, Permanent Delegations to UNESCO, UNESCO National Commissions, National Libraries and Documentation Centres. At March 15, 2006, this complementary list comprised 483 names and addresses.

To comply with French regulations, the Unit ensures that 4 copies of each language edition are regularly sent to the National Library of France.

## **8. Communication Tools**

In keeping with strategic objectives, the Membership Officer undertook the revision and production of several communication tools. These are:

*Information Leaflet.* Available in three languages (English, French and Spanish), the Leaflet serves as an information and recruitment tool for ICOM's component bodies as well as for the Secretariat.

Welcome Brochure As noted on the first page of this report, this document contains information on membership benefits and on procedures to be followed in applying for membership with International Committees and Affiliated Associations. It contains brief descriptions of the activities of these committees and associations to guide members in choosing their membership in a specialised committee or association.

Handbook on Administrative Procedures for ICOM's Component Bodies. This is an orientation guide and reference tool devised for newly-elected Chairs and Secretaries; it spells out their duties, responsibilities and benefits.

For More Information An accompanying document to the above Handbook, it describes the specific tasks and responsibilities of staff members; it aims to assist Chairs and Secretaries in identifying the staff they wish to address for specific questions.

All of the above materials were disseminated to the Chairpersons, Secretaries and Treasurers of National and International Committees and Affiliated Associations.

Note on the projected on-line Membership Directory: A law related to computerized databases and civil liberties was promulgated in August 2004. In the absence of an administrative decree that has not yet been diffused to the public, there is a need to clarify questions related to the management of computerized members' data bases, especially if the data base contained sensitive personal information regarding its members. In view of these developments, ICOM, as a French 1901 Association, would need to satisfy certain conditions before a projected membership directory could be made available on-line.

## **9. Working Groups**

As member of the Advisory's Nominations Committee, the Membership Officer participated in its work in June 2005. She drew up its calendar/time table leading to the election of a new Executive Council in 2007. This calendar was approved by the Committee and by the Advisory.

The Officer also actively participated in the work of the Selection Committee for Special Projects (2006), in the revision of the Statutes and with the work of ICOM 2007.

## **10. UNESCO General Conference**

During this Conference held in Paris in October 2005, the Membership Officer met with delegates from several countries to inform them of ICOM's activities. These included Chile, Ecuador, Netherlands Antilles, Nigeria, Cuba and the Philippines.

## Revised List of Membership Subsidies for 2006\_ (November 2004)

November 2005

<b>MEMBERSHIP SUBSIDIES FOR 2006</b>
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The Executive Council, at its session of October 2004, decided that membership subsidies are granted to ICOM's **individual members** (with or without a National Committee) who reside in countries that are considered as low-income (\$ 735 GNI per capita or less) and as lower middle income (GNI \$ 736-\$ 2935) by the 2004 World Development Indicators Database of the World Bank (13 April 2004). For **2006**, an individual member resident in these countries pays **27 Euros or US\$ 34**, which represents less than one-half of the annual dues fixed for regular individual members. These countries are the following:

AFGHANISTAN	GUATEMALA	PERU
ALBANIA	GUINEA	PHILIPPINES
ALGERIA	GUINEA-BISSAU	ROMANIA
ANGOLA	GUYANA	RUSSIA
ARMENIA	HAITI	RWANDA
AZERBAIJAN	HONDURAS	SAO TOME & PRINCIPE
BANGLADESH	INDIA	ST. VINCENT & GRENADINES
BELARUS	INDONESIA	SENEGAL
BENIN	IRAN	SERBIA & MONTENEGRO
BHUTAN	IRAQ	SIERRA LEONE
BOLIVIA	JAMAICA	SOLOMON ISLANDS
BOSNIA & HERZEGOVINA	JORDAN	SOMALIA
BRAZIL	KAZAKHSTAN	SOUTH AFRICA
BULGARIA	KENYA	SRI LANKA
BURKINA FASO	KIRIBATI	SUDAN
BURUNDI	KOREA DPR	SURINAME
CAMBODIA	KYRGYZSTAN.	SWAZILAND
CAMEROON	LAO PDR	SYRIA AR
CAPE VERDE	LESOTHO	TAJIKISTAN
CENTRAL AFRICAN REP.	LIBERIA	TANZANIA
CHAD	MADAGASCAR	THAILAND
CHINA	MALAWI	THE FORMER YUGOSLAV REP. OF
COLOMBIA	MALDIVES	MACEDONIA
COMOROS	MALI	TIMOR LESTE
CONGO	MARSHALL ISLANDS	TOGO
COTE D'IVOIRE	MAURITANIA	TONGA
CUBA	MICRONESIA	TUNISIA
DEM. REP. OF THE CONGO	MOLDOVA	TURKEY
DJIBOUTI	MONGOLIA	TURKMENISTAN
DOMINICAN REP.	MOROCCO	TUVALU
ECUADOR	MOZAMBIQUE	UGANDA
EGYPT	MYANMAR	UKRAINE
EL SALVADOR	NAMIBIA	UZBEKISTAN
EQUATORIAL GUINEA	NEPAL	VANUATU
ERITREA	NICARAGUA	VIET NAM SR
ETHIOPIA	NIGER	WESTERN SAMOA
FIJI	NIGERIA	YEMEN
GAMBIA, The	PAKISTAN	ZAMBIA.
GEORGIA	PAPUA NEW GUINEA	ZIMBABWE
GHANA	PARAGUAY	and members residing in WEST BANK & GAZA

**N.B.: INSTITUTIONAL MEMBERS FROM THESE COUNTRIES PAY THE REGULAR MEMBERSHIP RATES.**

## REGULAR SUBVENTIONS FOR INTERNATIONAL COMMITTEES FOR 2006

Committee	Members Sept-Nov 2005	Subventions 2006 at 3% increase
AVICOM	173	1 260,16 €
CAMOC	31	225,81 €
CECA	886	6 453,77 €
CIDOC	442	3 219,60 €
CIMAM	673	4 902,24 €
CIMCIM	108	786,69 €
CIMUSET	228	1 660,79 €
CIPEG	91	662,86 €
COSTUME	226	1 646,22 €
DEMHIST	167	1 216,45 €
GLASS	90	655,57 €
ICAMT	231	1 682,64 €
ICDAD	336	2 447,48 €
ICEE	213	1 551,53 €
ICFA	436	3 175,89 €
ICLM	138	1 005,21 €
ICMAH	573	4 173,82 €
ICME	283	2 061,42 €
ICMEMO	52	378,78 €
ICMS	113	823,11 €
ICOFOM	430	3 132,19 €
ICOMAM	88	641,01 €
ICOM CC	1448	10 547,46 €
ICOMON	97	706,56 €
ICR	229	1 668,07 €
ICTOP	107	779,41 €
INTERCOM	245	1 784,62 €
MPR	248	1 806,47 €
NATHIST	193	1 405,84 €
UMAC	136	990,65 €
<b>Totals</b>	<b>8711</b>	<b>63 452,32 €</b>



## **2. PROGRAMME ACTIVITIES SERVICE**

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During the period covered by this report, the Programme Activities Sector has undertaken the following activities, in keeping with ICOM's revised Strategic Plan 2005-2007 adopted in Paris in June 2005.

## **I. Production of basic museology training tools: a Handbook and a Trainer's Manual**

In the aftermath of the looting of the Iraq Museum and many other Iraqi cultural institutions in Baghdad and elsewhere in the country in April 2003, the urgency of the situation prompted UNESCO's International Coordination Committee for the Safeguarding of the Cultural Heritage of Iraq to request the preparation of a practical handbook to enable Iraq's museums to meet the challenges of preserving their cultural heritage. ICOM undertook the project by calling upon its network of expertise to produce this publication *Running a Museum*, that brings together twelve different themes into a single book. It was planned for use by trainers and trainees in a range of courses on as many museum subjects, as a useful tool and reference book for those already working in museums, as a reference source for more in-depth study of more specialised themes, and to inform non-specialists such as elected government members and officials about good practice and the basic needs of museums.

However, even before the first edition of *Running a Museum* was printed, it became clear that the publication would be of interest and value far beyond Iraq. Therefore UNESCO agreed to make it available to all museums in the Arabic-speaking world, as well as more widely in the case of the English edition; the enthusiastic reception of the initial versions has led UNESCO to fund the production of a French edition. Since then there have been approaches from other parts of the world to publish translations into other languages

### ***1.1. Training "package" proposal***

At UNESCO's General Conference in October 2005, UNESCO and ICOM collaborated on a "package" proposal submitted to UNESCO's Permanent Delegations for the organisation of training programmes in their countries. The "package", in addition to *Running a Museum: a Practical Handbook*, includes a *Trainer's Manual* which ICOM has produced (in English, French and Arabic) at the request of UNESCO, to assist and guide those who are using *Running a Museum* as a core textbook in museum training. Authored by Patrick Boylan and Vicky Woollard, it is currently being printed by UNESCO.

### ***1.2. Training Workshop in Museum Basics for Ethiopian Museum Professionals***

Ethiopia was the first country to respond to the proposal. Thus, on the 7<sup>th</sup> of November 2006, ICOM signed a contract with UNESCO Addis Ababa for the execution of a capacity building workshop for museum professionals of Ethiopia.

This programme, carried out under the supervision of the Programme Specialist for Culture in the UNESCO Addis Ababa Office, and in cooperation with the Africa and Arab States Museum Unit at UNESCO Headquarters, included the following components:

- The provision to the UNESCO Addis Ababa Office of copies of the English and Arabic versions of *Running a Museum: a Practical Handbook*.
- A survey based on a questionnaire to analyze the situation of museum services in Ethiopia, Djibouti, and if possible Somalia, and a report on the results of the above survey.
- The organisation of a two-week capacity building training workshop for museum professionals in Ethiopia, in March 2006.
- An assessment mission to a selection of museums in Ethiopia, with a view to organizing further training activities to address specific needs.

Based on *Running a Museum: A Practical Handbook*, ICOM prepared a Suggested Course Content and recruited trainers with the assistance of AFRICOM and ICCROM, the objective

being the identification of regional experts. Mr. Mubiana Luhila, of Zambian nationality, presently Programme Coordinator for the Centre for Heritage Development in Africa (CHDA, formerly PMDA), was selected to be the overall Workshop Coordinator and to teach the second week of the course. Ms. Elizabeth Ouma, of Kenyan nationality, and presently Project Coordinator for the Interactive Programmes Project at the National Museums of Kenya, was selected to teach the first week of the course. Upon the request of Ethiopia, it was also agreed that Dr. Hasen Said Erigte, from the Institute of Ethiopian Studies, would teach a session on the state of Preventive Conservation in Ethiopian Museums.

The list of participants was finalised by UNESCO Addis Ababa, and arrangements made for their attendance in the Workshop. UNESCO Addis Ababa also arranged for all the logistics of the workshop at the Institute of Ethiopian Studies in the country's capital.

In view of the lack of previous training of the participants, the workshop sessions were very hands-on and basic. (The course material and reports can be consulted in the Programme Activities offices.)

At the end of the workshop, certificates of attendance were distributed and the participants were requested to give their comments on the Workshop by means of a short questionnaire.

### **1.2.a. Mission to assess the needs of a selection of museums in Ethiopia, with a view to organizing further training activities.**

The mission team was composed of:

Mamitu Yilma, Director, National Museum of Ethiopia  
Fumiko Ohinata, UNESCO Office, Addis Ababa  
Anna Paolini, UNESCO, Division of Cultural Heritage  
Jennifer Thévenot, ICOM, Programme Activities Officer

This team undertook visits to the following museums and made a full assessment of their present situations and future possibilities for development and staff training:

In Addis Ababa:

National Museum  
Institute of Ethiopian Studies Museum  
Addis Ababa City Museum  
and near Addis Ababa: Entoto Church Museum

In Jinka:

Jinka museum

In Aksum:

Aksum Archaeological Museum and development site

In Harar:

Harari National Cultural Center  
Harari National Museum  
Abdela Sherif Private Museum  
Rimbaud House

This workshop for Ethiopian museum professionals, a pilot initiative, will be duplicated in other countries on the African continent and elsewhere.

## **II. UNESCO-ICOM Partnership Programme for Preserving Endangered Movable Cultural Properties and Museum Development**

As reported in the previous Activities Report, this programme consists of "Pilot Projects" in 12 developing countries, for which ICOM, under contract with UNESCO, is to organise consultant

missions if requested by the UNESCO field offices. The program also includes assistance in establishing smaller-scale, "Museum-to-museum partnership" projects.

### **II.1. Pilot Projects**

For the Pilot projects, the Programme provides on-the-job and in-service training opportunities in conservation, designed to upgrade the skills of national and local museum staff, especially in collection policies, registration, cataloguing and inventory, storage, conservation laboratories, display facilities, didactic techniques and public outreach, so as to make education and knowledge available to the local community. Of the 12 Pilot projects, ICOM has to date only been actively involved with the Project for the Preservation of Movable Cultural Assets of the Nomadic People of Mongolia in the development of the Zanabazar Museum in Ulaanbaatar. To this end, ICOM, in collaboration with UNESCO's cluster office in Beijing, has organised 3 missions of a German expert to Ulaanbaatar.

### **II.2. Museum-to-museum partnerships**

Beyond the pilot projects, other small-scale partnerships projects aiming to redress inadequacies in a variety of fields will promote exchange between museum professionals and universities of the "North" and counterparts in the "South". Grants of \$20-30,000 are available for each partnership for a period of two years. Ten of these projects have already been selected after an evaluation according to criteria developed jointly by ICOM and UNESCO. ICOM was to identify and propose "North" partners to the recipient museums.

The partners were identified for each selected project by taking into consideration the specificity of the projects. By now, official steps have begun, in particular for the following selected projects:

#### **GRENADA**

##### *Preservation of the Collections of the Grenada National Museum*

The Grenada Museum requested urgently for ICOM to provide a specialist for the museum roof repair.

A skilled Architect "museographer" from the Region (Cuba) with working experience in Grenada and with English knowledge was proposed to the UNESCO Kingston Office and to the Grenada National Museum.

The identified possible partner is the Texas Tech University – Department of Museum Studies, Lubbock, Texas. This institution has been contacted by ICOM and by the UNESCO field office. The contract of partnership is under way.

#### **HAITI**

##### *Preservation of the Collections of the Haiti National Museum*

Two francophone Institutions in Canada have been identified and proposed to the UNESCO Port au Prince Office and to the Haiti National Museum: Le Musée de la Civilisation au Québec and the Centre de Conservation du Québec (CCQ). Other institutions from Canada were also identified (Canadian Conservation Institute, etc.). The Haiti Museum itself had identified a possible partner in Brittany, France. Although both have been contacted, as well as the Museum in Brittany, the partnership is not yet concluded.

#### **MYANMAR**

##### *Preservation of Endangered Shan Movable Cultural Heritage*

Contact was made by the ICOM Programme Specialist in Bangkok, in August 2005, with Mr Rik Ponne of the UNESCO Bangkok office in charge of the Myanmar project in order to discuss the possibilities of identification of the partner museum for this project. Research on Shan collections preserved in other museums all over the world has been undertaken at the ICOM Secretariat. However, the project was suspended by the National Myanmar authorities.

In December 2005, the project was reactivated. The Permanent Burmese Delegation to UNESCO has approved the following museums as participants in the programme:

1. Mandalay Division Cultural Museum, Mandalay

## 2. Mon State Cultural Museum, Mawlamyaing

The partner institution identified is the Northern Illinois University, Center for Burma Studies. The contract of partnership is under way under the responsibilities of the UNESCO Bangkok field Office.

### LIBERIA

#### *Preservation of Endangered Museum Collections in the Liberia National Museum*

The ICOM Programme Specialist met with the officer in charge of the project, Ms Nilda Anglarill from the UNESCO Dakar field Office in October 2005. After Ms Nilda Anglarill's unsuccessful attempt to secure a partnership with Anacostia (Smithsonian), ICOM proposed and contacted another USA institution: Indiana University – Liberian Collections Project, Indiana University Archives of Traditional Music, Liberian Collections Project, Dept. of Folklore & Ethnomusicology. The partnership is under way.

In addition, Curricula Vitae of Specialists were requested from UNESCO.

The specificities/main issues of each project (Grenada, Haiti and Liberia) were identified in order to better focus the choice of the professionals' CVs.

### **III. Programme for the Protection of Cultural Heritage in Asia and the Pacific**

In 2003, the Swedish International Development Cooperation Agency (Sida) provided 438,700 US\$ for a series of activities to strengthen, enhance and complement existing capacities in different regions of the Asian continent, covering varied topics within the museums sector.

#### ***III.1. Workshop on the Use of New Technologies for Museums of the Pacific Islands Region***

The first of these activities was a Workshop on the Use of New Technologies for Museums of the Pacific Islands Region which ran from 11 to 15 July 2005 at Apia, Samoa. It was organized by ICOM with the collaboration of the Australian National University (ANU). The UNESCO Office for the Pacific States supported ICOM with local logistics. The Computer Laboratory of the National University of Samoa was used, with technical support from the university's ICT staff. The emphasis of the workshop was on developing skills for construction of a web site for museums. Broader use of the Internet as a marketing medium was also discussed, as was the use of web search engines as a research tool and the effective use of e-mail for collaboration between museums in the region and worldwide.

A questionnaire was administered to the workshop participants prior to their participation in the workshop, to identify ICT facilities and skills in their institutions.

Research on support tools and didactic material was carried out by ICOM and ANU.

As with the previous workshop in Curacao, Netherland Antilles (2001), the aim of this workshop was to include all island states, with a balance of small and large institutions. Participants required fluency in English and were expected to have some experience with computers and the Internet, particularly e-mail and web browsing.

##### **III.1.a. Objective**

The objective of the workshop was to develop the participants' knowledge of the web and other Internet technologies, to the point where they could design a basic web site for their institution. Emphasis was placed on web designs suited to the limited technical staff, equipment availability and telecommunication links of the region. Participants would then be expected to assist their directors in future regional meetings on coordination of museum ICT activities.

### **III.1.b. Participants**

The workshop was in English and brought together 13 participants from:  
American Samoa ( Jean P. Haydon Museum – 2)  
Cook Islands (Cook Islands National Museum)  
Federal States of Micronesia (Yap State Historic Preservation Office)  
Fiji ( Department of Culture and Heritage Fiji Arts Council -1- and Fiji Museum -1 - .  
Marshall Islands ( Alele Museum)  
Palau ( Belau National Museum Media)  
Samoa ( National Museum of Samoa -1 - and Ministry of Education, Sports & Culture - 1 -)  
Solomon Islands ( Solomon Islands National Museum)  
Tonga (Tonga National Cultural Centre - 1 - and the Ministry of Education - 1 -).

Local UNESCO Pacific Islander staff also participated in parts of the workshop.

The Vice President of ICOM, Prof. Amareswar Galla and the ICOM Programme Specialist, together with Ms Edwards of ANU and Ms Eteuati and Mr Voi of the UNESCO Office for the Pacific States, facilitated the implementation of the workshop.

### **III.1.c. Trainer**

The trainer was Mr. Thomas Worthington, a Visiting Fellow in the Department of Computer Science, Faculty of Engineering and Information Technology at the Australian National University (ANU).

### **III.1.d. Content**

The programme outline was based on that used for the previous workshop in Curaçao by ICOM and on new proposals suggested by the trainer.

Each of the five days of the workshop was devoted to one broad topic: Introduction to the Web, Internet and ICT, Internet services: Search engines, E-mail, Discussion forums, Designing web sites: Objectives, audience, content and function; Site structure; Hosting, domain name, maintenance, Designing Web Pages: Flexible Design; Preparation of text and images; HTML basics, Promoting Your Web Site and the Future: Metadata; Digital Archives; Online Meetings; Intranets.

The theory for each part of the program was introduced by the trainer, followed by a practical activity by participants.

### **III.1.e. Results**

- The participants created a brief design document for a web site, and built a small web page. The web sites were tested locally and copied to CR-ROM for distribution to the participants. Several participants will develop institutional web sites themselves, others will help modify existing ones or contract for new ones. An evaluation of the Workshop was undertaken at the end of the week. Suggestions and comments were made, which will be used for the development of the next Workshop on this subject.

## ***III.2. Museums, Cultural Mapping and Heritage Tourism in Southeast Asia: Bringing People and their Heritage Together***

The second activity under this Programme is a transborder capacity building workshop to be held consecutively in Phnom Penh, Cambodia, and Vientiane, Laos, from 31 July to 8 August 2006, on the theme of "Museums, cultural mapping and heritage tourism in Southeast Asia." The workshop will convene especially persons responsible for community liaison activities and content development in the Southeast Asian museums, as well as from the tourism sector. It will focus on human resource development through capacity building and skilling for cultural mapping. It will reinforce and further the action that ICOM has already taken in developing a

global strategy for heritage tourism and capacity building, which began in May 2000 in a workshop held in Trujillo, Peru, and La Paz, Bolivia.

The Programme Activities Officer and Professor Amareswar Galla undertook a preparatory mission to Phnom Penh and Vientiane, where they met with the local organising committees (set up by the National Museum Directors) with museum personnel, Government representatives and representatives of the local communities.

The list of participants was finalised and preparations are under way for their attendance in the workshop.

### ***III.3. Documentation of Traditional Knowledge: Museums and Intangible Natural Heritage***

The third activity under this Programme financed by the Sida, will be a capacity building workshop on the above theme. It is currently scheduled to be held in Jaipur, India, from 6 to 10 November 2006, with a preparatory mission for its organisation to be implemented in May 2006.

## **IV. Intangible Heritage**

### ***IV.1. Third Proclamation of Masterpieces of the Oral and Intangible Heritage of Humanity***

ICOM was again contracted by UNESCO for the technical and scientific evaluation of nominations for the Third Proclamation of Masterpieces of the Oral and Intangible Heritage of Humanity, which took place at UNESCO Headquarters in November 2005. It was entrusted with three dossiers (*Fujara musical instrument of Slovakia; Bark cloth making in Uganda; Lenka pottery of Honduras*) for which ICOM was required to find appropriate experts to evaluate the files presented by UNESCO Member States containing documentation, a video, and, in the case of the bark cloth of Uganda, samples. ICOM also served as resource NGO on the jury for the Proclamation.

In all cases, the jury followed the recommendations of ICOM. Now that the Convention for the Safeguarding of the Intangible Cultural Heritage is in force, an Intergovernmental Committee will be set up to monitor it, and ICOM will study and propose modalities for working with this new Committee, especially with regard to the proposed ICOM/UNESCO partnership for ICOM's Intangible Heritage Programme launched at the General Conference in Seoul.

## **V. Fight against Illicit Traffic**

### ***V.1. Red Lists for Iraq and Afghanistan***

The USA State Department's new Cultural Heritage Center requested a reprint of the **Emergency Red List of Iraqi Antiquities at Risk**, thus confirming the usefulness of this tool in limiting the illicit traffic of Iraqi antiquities as a result of the conflict in the region.

A supply of the reprint was provided to the Permanent Delegation of Iraq to UNESCO to distribute at its awareness-raising meeting held at UNESCO on 20 September 2005.

The ICOM Secretariat also followed very closely with the Iraqi Delegation, the sale of a 3<sup>rd</sup> century BC foundation nail from Iraq that was sold at the Drouot auction house on 28 November 2005. The Delegation has taken legal action for the return of this object to Iraq.

In view of continuing reports from various parts of the world on the importation of artefacts from Afghanistan and corresponding requests on the legality of their exportation, ICOM submitted a project request to the State Department's Cultural Heritage Office for funding the production of a much-needed **Red List of Afghanistan Antiquities at Risk**. The funds were forthcoming and the Editorial Committee held its first meeting on the 5<sup>th</sup> and 6<sup>th</sup> of July for the drafting of the Red List.

This Editorial Committee is comprised of:

Mr. Omara Khan Masoudi, Director, Museum of Kabul

Professor Zemaryalai Tarzi, Professor, University of Strasbourg

Dr. Osmund Bopearachchi, Professor, Ecole Normale Supérieure, Paris

Mr. Robert Knox, Keeper, Department of Asia, The British Museum, UK

M. Pierre Cambon, Conservateur en chef, Musée Guimet, Paris

Ms. Deborah Klimburg-Salter, Professor, Institut für Kunstgeschichte der Universität Wien, Austria

Mr. Gregory Possehl, Curator, Asia Section, University of Pennsylvania Museum

M. François Langlois, UNESCO, Cultural Heritage Division.

A second meeting of the Editorial Committee was held on 11 and 12 October 2005. The Red List categories were established, and the members of the Committee were assigned responsibilities for providing texts and photos to illustrate them. The Red List will be published in English and in French, and possibly in Dari. As with all of ICOM's Red Lists, the Afghanistan Red List will be widely distributed to auction houses, antique dealers, police, customs, museums and heritage institutions...

### ***V.2. One Hundred Missing Objects: Looting in the Arab States***

ICOM has raised 20,000 Euros from the Prince Claus Fund, and 6000 US\$ from UNESCO towards the implementation of this publication. Additional funds are being sought through ICOM-Arab to complete the budget necessary for this project.

### ***V.3. Relations with police and customs***

The Programme Activities Officer and Julien Adnet, Programme Activities intern, participated in the Sixth International Symposium on the Theft of and Illicit Traffic in Works of Art, Cultural Property and Antiques, which was held at the Interpol General Secretariat in Lyon, France, on 21 and 22 June, 2005. It was attended by police, customs officers and heritage officials from 42 countries, as well as representatives of 12 associations dealing in one way or another with illicit traffic issues. The Programme Activities Officer made a presentation on ICOM's role in the fight against illicit traffic: the workshops it has organised, and the tools it has produced to this end – especially the One Hundred Missing Objects series, and the Red Lists.

Recommendation 5 of this Symposium recommended that “all countries gather statistics on thefts from places of worship and make them known to appropriate institutions with a view to raising awareness of the problem and promoting inventories and increased security measures. ICOM is invited to study ways to collate and disseminate this information”.

The Third Meeting of the Interpol Expert Group on Stolen Cultural Property, also held at the Interpol General Secretariat, on 7 and 8 March 2006, was attended by ICOM's Programme Activities Officer and Anne-Sophie Autran, Programme Activities intern specialising in the field. This group was originally created to focus on the situation and needs of Iraq in the aftermath of the 2003 events in that country. This Expert Group has since met on a yearly basis, with a broader, international scope.

Case studies concerning recent restitutions were presented by the Italian Carabinieri and the US FBI; and the Programme Activities Officer presented and distributed the ICOM President's Statement on Promoting the use of Mediation in Resolution of Disputes over the Ownership of objects in Museum Collections.

Recommendation 5 of this meeting recommended that “INTERPOL, UNESCO and ICOM develop and disseminate to their respective member countries a common list of basic recommended actions to counter the increasing illicit sale of cultural objects through the Internet”. The Programme Activities Sector is currently working on this list with UNESCO.

### ***V.4. Dissemination of information***

ICOM continues to be solicited on a regular basis for assistance with the return and restitution of stolen or looted cultural property. We maintain regular contacts with Interpol for these actions and publish stolen objects notices when possible, in ICOM News.

#### ***V.5. Evaluation of ICOM's Role in the fight against illicit traffic***

The two interns mentioned above, Julien Adnet and Anne Sophie Autran, analyzed ICOM's involvement in the fight against illicit traffic, and produced a document which attempts to evaluate ICOM's role and success in this domain. It is available for consultation (in French only at the present time) in the Programme Activities offices.

CONCLUSIONS POSSIBLE?

#### ***V.6. Object ID Documentation Standard***

Upon the initiative of the J. Paul Getty Trust in 1993, Object ID was developed in collaboration with the international museum community, police and customs agencies, the art trade, insurance industry, and auction houses. It contains the internationally accepted essential categories required to identify an object, and as such, it is a recommended basic documentation tool, even beyond its role in combating art theft.

It was formerly housed at the Council for the Prevention of Art Theft (CoPAT), but on the 6th of October 2004, at the General Conference in Seoul, the J. Paul Getty Trust and ICOM signed an agreement whereby ICOM was granted world-wide administration and non-exclusive use of Getty's Object ID standard. The license requires anyone who wishes to use the Object ID trademark to obtain previous permission from ICOM.

The terms of the agreement require ICOM to manage and promote the standard by:

- Maintaining a Web site providing information on Object ID (<http://icom.museum/object-id>)
- Putting up online publications on Object ID in as many languages as possible and easy-to-use formats
- Handling queries about Object ID
- Increasing awareness of Object ID and facilitating its widespread adoption
- Seeking endorsements for Object ID including its use and further promotion within specialized communities
- Increasing its use through various programs and outreach activities

During the period covered by this report, ICOM has engaged in many activities in fulfilment of this agreement: promotion through ICOM publications, Web site and other activities. ICOM's Implementation Report to the Getty Foundation, describing all these activities, can be consulted in the Programme Activities offices.

## **VI. The International Committee of the Blue Shield**

ICOM is a partner to the International Committee of the Blue Shield (ICBS) (<http://www.ifla.org/blueshield.htm>).

The Blue Shield is the symbol specified in the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict ([http://www.unesco.org/culture/laws/hague/html\\_eng/page1.shtml](http://www.unesco.org/culture/laws/hague/html_eng/page1.shtml)) for marking cultural sites to give them protection from attack in the event of armed conflict. It is also the name of an international committee set up in 1996 to work to protect the world's cultural heritage threatened by wars and natural disasters.

The ICBS covers museums and archives, libraries, and monuments and sites. It brings together the knowledge, experience and international networks of the four expert non-governmental

organisations dealing with cultural heritage: ICA, ICOM, ICOMOS and IFLA. In addition, UNESCO has a working relationship with ICBS while ICCROM is an organisation with consultative status with ICBS.

The Mission of the ICBS is to work for the protection of the world's cultural heritage by co-ordinating actions to meet and respond to emergency situations.

ICOM is represented in the ICBS by the Secretary General and the Program Specialist.

The ICBS meets several times a year to monitor emergency situations and studies ways to coordinate the protection of cultural heritage. It acts as a clearing house for diffusing information on threats to heritage and coordinates its work with other agencies and institutions. It frequently issues press releases and statements on issues of vital and urgent concern.

During the period from 1<sup>st</sup> April 2005 and 30<sup>th</sup> March 2006, the ICBS met on: 4<sup>th</sup> April, 8<sup>th</sup> September and 16<sup>th</sup> December 2005, and 27<sup>th</sup> March 2006.

Since 2004 the ICOM Programme Specialist serves as the resource contact for countries that are in the process of setting up national or regional Blue Shield committees, and maintains updated information and the files of the national committees already established. During the reporting period new committees have been created in Australia, Chile and Cuba while new ones are under construction in Austria, Senegal, Portugal, Canada, United States of America and Spain.

Joan van Albada, Secretary General of ICA, will remain the President of ICBS until October 2006.

During the Meeting of ICBS on December 2005 it was decided to accept the CCAAA (Co-ordinating Council of Audiovisual Archive Associations) as the 5<sup>th</sup> partner NGO to the ICBS. The reason for this is that ICA is not dealing with audiovisual anymore, and with the incorporation of the CCAAA, ICBS will cover all the representations of cultural heritage.

As coordination at ICBS is needed to improve the visibility of ICBS and enforce its communication and activities, ICOM has identified, at least until September 2006, a volunteer *Chargé de mission/Coordinator*, Ms Carrie Farrell, to serve as a liaison between the constituting NGOs (ICA, ICOM, ICOMOS, IFLA, CCAA), the national committees of the Blue Shield and other related partners or organisations (UNESCO, ICCROM, ICRC, PCF & CER, etc...). The ICBS *Chargé de mission/Coordinator* is based at ICOM Headquarters for one day a week works under the guidance of the ICOM Programme Specialist.

### ***VI.1. First meeting of States Parties to the Second Protocol to the Hague Convention***

The Programme Specialist, the Secretary General and the Chair of the Legal Affairs and Properties Committee, Prof. Patrick Boylan, representing ICOM and ICBS, participated in the First meeting of States Parties to the Second Protocol to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict, held in Paris on 26<sup>th</sup> October 2005.

The most important achievement in the last six months is that ICBS and ICOM, as one of the partners to the ICBS, have been officially invited by the new elected committee, which will meet in October 2006 in Paris, to assist in its work.

It is to be noted that no Blue Shield Committee exists in the countries elected in the Committee. The presence of a National Committee in those countries will reinforce the role of the ICBS. ICBS will therefore lead a more active campaign on the creation of national committees and lobby with the Official National Delegations to UNESCO in order to maintain and increase its position as advisory body within the Committee.

## **VII. Museums Emergency Programme (MEP)**

The Museums Emergency Programme (<http://icom.museum/mep.html>), launched in 2002, is a long-term programme which responds to the global need for museums to develop expertise in the areas of disaster risk management. It emphasises training and collaboration within regional communities and at the same time intends to raise awareness on the vulnerability of museums, and create self-sustained regional networks equipped with basic tools and essential reference material.

### ***VII.1. Communication, information and awareness-raising for MEP***

#### **VII.1.a. MEP presentations**

MEP has been presented on several occasions and at the following international fora by the Programme Specialist:

- Workshop on “Cultural Heritage Protection in times of Conflict” organised by Euromed Heritage in Amman, Jordan from 15 to 17 April 2005.
- ICCROM-CCI Course on Preventive Conservation: Reducing Risks to Collections, Rome, Italy, 6-24 June 2005.
- Rohit Jigyasu, main instructor of the Teamwork for Integrated Emergency Management (TIEM) course -the training component of MEP- presented the methodology and the course curriculum on occasion of the Museum Forum on “Museums and Emergency Situations” during the ICOM-CC 14<sup>th</sup> Triennial Meeting, in The Hague, The Netherlands, 14<sup>th</sup> September 2005.
- ICTOP annual Meeting 19-23 October 2005 in Paris, France, with the presentation: Teamwork for Integrated Emergency Management course.

- General Assembly of the French National Committee of the Blue Shield in Paris on 21 October 2005.
- ICCROM Collections Unit Seminar “Harvesting and Sowing”, Rome, Italy, 5 - 6 December 2005 with a presentation in the section on “Partnership and Communities: Involving Professional Communities Outside our Own”.
- *Symposium on “Emergency Management in museums: collections, a pending chapter” organised by the Ministry of Culture of Spain in Madrid, Spain, on 16 February 2006*
- International Symposium “The 3-D’s of Preservation –Disasters, Display, Digitization” organised by the French National Library in Paris, France on 8 March 2006.
- Collection Management Seminar on Museums and Private Collections organised by the Yildiz Technical University, Faculty of Art and Design in Istanbul, Turkey, on 12-15 April 2006, with the presentation: “ICOM Activities for the Protection of Museums in the Emergency Situations”.

At the same time the MEP publication: Proceedings of the International Symposium on Cultural Heritage Disaster Preparedness and Response, Salar-Jung Museum Hyderabad, India, 23-27 November 2003, has been distributed to the participants of the above seminars, symposia, and meetings.

#### **VII.1.b. MEP on the Web**

MEP pages about *Module 4-Education Strategy* of the programme have been updated on-line on the ICOM Web site ([http://icom.museum/mep\\_module4.html](http://icom.museum/mep_module4.html)).

The MEP publication: Proceedings of the International Symposium on Cultural Heritage Disaster Preparedness and Response, Salar-Jung Museum Hyderabad, India, 23-27 November 2003, have been put on line at the following address: [http://icom.museum/disaster\\_preparedness\\_book/index.html](http://icom.museum/disaster_preparedness_book/index.html).

#### **VII.1.c. The MEP Bibliography**

The MEP project bibliography was initiated by ICOM to identify publications on various aspects of emergency preparedness and response that would be useful to those implementing activities associated with the different modules of the Museums Emergency Program.

Recognizing that the experts involved in the teaching or mentoring activities associated with MEP training courses could benefit from bibliographic information as well as abstracts and full text materials, the Getty Conservation Institute expanded the scope of the bibliography to reflect the type of information and resources necessary for planning MEP’s education activities.

This bibliography is regularly updated and available at (GIVE ADDRESS).

### **VII.2. Production of useful material and MEP data-bases**

#### **VII.2.a. Training and Conference data bases**

Extensive research was conducted on risk management all over the world. The Programme Activities Sector gathered existing information on past, present and future training activities and events concerning cultural heritage disaster preparedness and response, and included the data in a data base, which is regularly updated.

#### *VII.2.b. Information dissemination data base*

A data base of around 700 entries was developed to optimise the distribution of the MEP publication(s). The list includes the major libraries (University and Cultural Heritage Institutions); ICOM National Committees (116), International Committees (29), Regional Organisations (6) and Affiliated Organisations (15); the ICOM Executive Council; the ICOM partners -such as ICOMOS,

ICCROM, The Getty Conservation Institute, the World Federation of Friends of Museums, etc.- some journalists specialised in cultural heritage matters and specialists (including the authors) all over the world concerned by the subject of the publications. The data base is regularly updated.

#### VII.2.c. Support documentation

ICOM has put together and is updating Information on already existing institutions/associations operating in emergency preparedness and response; the professionals already trained for emergency preparedness and response; nature of the scientific materials available; bibliographies and existing web sites on disasters preparedness and response.

### **VII.3. MEP Network of professionals and institutions**

MEP creates a network of professionals and institutions which are continuously kept informed on the evolution of the MEP activities. This network is regularly updated

### **VII.4. MEP Fundraising strategy**

Several funding institutions have been contacted by ICOM during the reporting period to seek for financial support: the French Ministry of Foreign Affairs-May 2005; the Japan Embassy in Thailand, the Japanese Delegation to UNESCO, the Korean Delegation to UNESCO- May 2005; the Prince Claus Fund-June 2005; the Southeast Asia Regional Office of the Rockefeller Foundation in Bangkok-August 2005; the Ministry of Foreign Affairs of the Netherlands-September 2005 (that financed the previous activities of MEP); the Korea Foundation-March 2006;

### **VII.5. MEP Module 4 -Education Initiative “Teamwork for Integrated Emergency Management (TIEM) course”**

**THE TEAMWORK FOR INTEGRATED EMERGENCY MANAGEMENT (TIEM) IS A COURSE ORGANISED IN PARTNERSHIP WITH THE GETTY CONSERVATION INSTITUTE, AND ICCROMT.**

The course and related educational activities will focus on how to reduce risks from disasters including assessment and emergency preparedness, response and recovery— or integrated emergency management— for museums and other cultural institutions. The course will be offered as a strategic project lasting several years that aims to assist museum and other heritage personnel to assess, prepare for and respond to natural and man-made threats.

The TIEM course curriculum was developed through the research and the fundamental contribution of specialists such as Rohit Jigyasu, Architect, Planner and Conservation Consultant; Barbara Roberts, Conservator and Disaster Preparedness Consultant, Bryan Hanley, Manager Security Services-National Library of Australia and Earl Kessler, Asian Disaster Preparedness Centre. Such curriculum development followed research by the three partners of the available training activities on risk management and in particular those programmes addressing museums professionals.

ICOM, together with the MEP partners, was exploring the previous training experience also in the field of archives, libraries and monuments organised by ICA, IFLA and ICOMOS.

This brought the partners to develop the TIEM course.

#### VII.5.A. THE TIEM PILOT COURSE IN ASIA

The first Teamwork for Integrated Emergency Management course is being implemented in Asia in three phases over the span of an eight-month period of collaborative learning and capacity building from August 2005 to March/June 2006.

Phase 1: the two-week Introductory Workshop took place in Bangkok, Thailand, in August 2005.

Phase 2: Distance Mentoring and Practical Work at the participants' museums, from September 2005 to March 2006, during which an intranet web site was available for communication and as a learning tool to explore risk assessment at the museums and the design of an emergency plan.

Phase 3: one week Final Review Workshop in June 2006, in Seoul, Republic of South Korea, during which the evaluation process of the outcomes of the course will start.

The MEP education strategy has undergone continuous monitoring and evaluation by the partners to make sure it accords with the goals of MEP in general.

#### TIEM curriculum topics

The curriculum takes into account the fact that institutions have differences in resources, size, culture, traditions, etc. Teaching will therefore emphasize how museum teams can adapt approaches to integrated emergency management to their particular situations. These are the curriculum topics that have been considered for the first pilot course launched in Asia in August 2005, that, according to different context and regions, is intended to be adapted and modified: an introduction to the concept of integrated emergency management addressing the museum buildings, the collections and institutional operations; the terminology and definitions; the integrated emergency management process/cycle; the different types of risks and their nature; the risk analysis exercise; the methodologies for risk and vulnerability assessment; the risk perception; the creation of professional and technical alliances with local/ national/regional emergency preparation and response providers; the creation of local support and alliances: social, political, economic; the development and implementation of emergency plans and strategies before the emergency (prevention and mitigation), during the emergency (response actions) and after the emergency (recovery); the risk transfer: insurance consideration for museums; the building maintenance strategies; the techniques for handling the collections; the aids for emergency response planning; and the local tradition(s) for the mitigation of risks.

#### Participants

The number of participants of the pilot course is limited to institutional teams selected among 10 institutions (8 museums and 2 Universities with Museum Studies courses) in 8 countries in Asia. The following institutions are the participants for the Pilot course in Asia:

Cambodia	National Museum of Cambodia, Phnom Penh
India	National Museum of Mankind, Bhopal
Japan	National Museum of Ethnology, Osaka
South Korea	National Museum of Korea, Seoul
Philippines	National Museum of Philippines, Manila University of the Philippines Diliman
Sri Lanka	The Colombo National Museum, Colombo
Thailand	National Museum of Thailand, Bangkok
Vietnam	Vietnam Museum of Ethnology, Hanoi Hanoi University of Culture

#### Specificities of TIEM course

The partners tried to develop a course, which could offer something different and/or complementary to other training offers in the same subject. For the time being, some specificities have been identified, which give to the TIEM course its "raison d'être" towards the protection of cultural heritage:

#### *Two Universities participating in the course for a local development and diffusion of the training methodology*

In order to disseminate the TIEM course approach and methodology at national and regional level two Universities: the University of the Philippines Diliman and the Ha Noi University of Culture, Vietnam, have been invited to participate during the all duration of the course.

#### *Regional approach: South Asia, South East Asia and East Asia*

This pilot TIEM course has been launched in Asia, which as a very large and complex region, resulted to be a perfect ground for the TIEM approach testing. The language diversity has been

transformed from an expected difficulty in communication in an asset for the development of meta-communication tools such as: hands-on exercises, mock exercises, simulations, illustrated case studies, etc.

#### *Two Institutions participating from another country outside Asia*

The participation of two Institutions from another country outside Asia - the Canadian Conservation Institute, and the Hamilton Museum in Canada- has contributed to an extra-regional dialogue and confrontation.

#### *Diversities among the participating Museums*

The participants of the course are institutions rather than individuals in order to obtain a major local sustainable effect and to implicate the trained institutions in training other museums in the same region.

#### *Respect for local traditions*

The TIEM approach emphasises the importance of respecting local traditions in risk management. Throughout the whole course, traditional – and sometimes forgotten- mitigation measures to manage risks have been identified, collected and discussed. At the end of the course they will be disseminated at an international level.

#### *Teamwork in the participating museums*

Each participating museum creates a team of people who will act as the risk management committee. This committee is composed of people who cover the main functions of the museum.

#### *Team of instructors: multidisciplinary, intercultural, etc.*

Teachers for the workshops include professionals from the heritage and security/ risk management fields coming, especially but not exclusively, from the region where the training activity has been put in place. Instructors for the TIEM course are specialists drawn from the ICOM International Committees for Security and Conservation, with substantial experience in one or more of the topics covered by the curriculum. Instructors associated with the Asia Disaster Preparedness Center, a non-cultural risk management organisation, have contributed also to the course.

#### *Theory, case studies, hands-on exercises*

The Integrated Emergency Management curriculum is realized through a combination of classroom-based teaching, mock exercises and hands-on exercises with distance learning and practical work that will be carried out at participants' own institutions.

#### *A National Museum at disposal for mock exercises, handling, etc.*

The TIEM course has been conceived with the underlying idea of having a Museum, or part of it, available for use for the total duration of the training. During the distance mentoring phase, each participant has its own museum available for use in risk assessment and other activities. The Thai National Committee of ICOM has supported the local organisation of the Workshop of Phase 1.

#### *Course facilities during the course*

During the phase 1 workshop a "MEP Library" was at the disposal of the participants with specialised literature and examples of Emergency Plans from all over the world .

Instructors, mentors and participants have also had access to the MEP online project bibliography, The Teamwork for Integrated Emergency Management course web site – accessible to the partners, instructors and participants – has been set up to support the work of the second phase- distant learning- of the course.

#### *Duration: 8 months through a combination of workshops and distance-mentored learning*

The TIEM curriculum is realized through an eight-month course that combines two classroom-based workshops with a program of coordinated and mentored capacity-building activities that is pursued by participants within their own institutions.

### *Institutional commitment*

The participants of the course have been drawn from museums that have demonstrated a willingness to undertake risk assessments and emergency preparedness, and that have made a commitment to devote staff to this effort over an eight-month period. Agreements with the institutions' directors have been stipulated and the monthly reports are signed by the directors themselves.

### *Integrated approach*

The TIEM curriculum has been developed considering all the aspects that are associated to museum risk management, such as: the local landscape and environment, the building, the premises, the staff, the public, the stakeholders, the decision makers, and the collections.

### *Community involvement*

Whether in a museum or another site within a community, the protection and security of cultural heritage will be the responsibility of a diverse group of people both within and outside of the institution. These include personnel responsible for administrative, technical and support duties, as well as local, national or regional emergency responders (i.e., fire and rescue departments, regional emergency prevention units, the Red Cross, etc.), and various community 'stakeholders'.

## **VII.5.B. SOME TIEM COURSE RESULTS**

- § The training curriculum and methodology of the Pilot course
- § The support documentation tools (databases, inventoried and classified publications...)
- § The training support materials prepared by the instructors and the three partners
- § A on line bibliography related to integrated emergency management
- § A network and alliances with international, regional and local organisations for heritage and/or risk management
- § A group of advisors, instructors and mentors on integrated emergency management with a number of specialists coming from Asia
- § 10 institutions in the Asian region with improved skills in integrated emergency management
- § 8 institutional risk assessments (only for the museums)
- § 8 basic institutional emergency plans and preparedness strategies
- § The production of communication tools such as leaflets, posters, etc.
- § The diffusion of MEP results (related to the pilot course) in occasion of a number of activities (meetings, web sites ...)

## **VII.5.C. TIEM PARTNERS AGREEMENT**

An amendment to the initial Partners agreement has been signed among the three partner institutions to extend the collaboration until the end of June 2006 to be able to conclude the Pilot Course in Asia and undertake the final Evaluation of the TIEM course.

## **VII.5.D. TIEM EVALUATION**

The Evaluation of the Pilot course will permit the partners to improve the structure and contents of the present course.

## **VII.6. MEP FUTURE DEVELOPMENTS**

The training methodology and the tools developed in partnership with the GCI and ICCROM on Teamwork for Integrated Emergency Management could be adapted and translated into other languages. Some proposals have started to be explored by the partners:

- § In Spain by developing different options of training: same format as the Pilot Course in Asia (8 months with both workshops and distance learning); only workshops (two days, one week, two weeks,...); only distance learning in cooperation with the Universidad Nacional de Educación a Distancia (UNED);
- § in Latin America with the support of Agencia Española de Cooperación Internacional (AECI). The Ministry of Culture of Spain, and in particular, the Working Group for the protection of collections in emergency situations, could be our link with the AECI;
- § in South East Europe, Arab States and Africa in collaboration with UNESCO.

## **VIII. The Disaster Relief for Museums (DRFM) Initiative**

ICOM's participation in the international reaction to the tsunami of 26 December 2004 has resulted in the creation of the Disaster Relief for Museums (DRFM) Task Force, the DRFM Fund, and the DRFM Website. The Task Force is formed by a multidisciplinary group of experts from museums with its main objective to co-ordinate, via the DRFM Fund, international assistance to museums in areas affected by disasters. The knowledge acquired, the professional network created and the documentation collected through the Museums Emergency Programme over the past three years have allowed for rapidly and effectively establishing the DRFM Website.

### ***VIII.1. DRFM Web site***

Created in December 2004 specifically for the region affected by the tsunami and the Disaster Relief Web site is now devoted to the catastrophes happening all over the world: [http://icom.museum/disaster\\_relief/](http://icom.museum/disaster_relief/)

### ***VIII.2. DRFM Fund***

ICOM created a DRFM Fund to underwrite the costs of the most adequate assistance needs by disaster-stricken museums - through public awareness campaigns in the media, site surveys, relief projects, post facto capacity building programs, production of risk management tools, or any other action deemed necessary.

The amount of the DRFM fund is, as of March 2006: 48077,15 euros.

### ***VIII.3. DRFM Task Force***

A Task Force was established to promptly react and coordinate actions when a disaster (man-made or natural) affects museums. Its Chair is Mr Thomas Schuler.

## **IX. ICOM-CC**

(see the ICOM-CC Conference Newspaper: <http://www.icom-cc2005.org/Documents/ICOM-CC2005-Congress-Newspaper.pdf>)

After the positive experience of the first Museum organised in by ICOM-CC and ICOM Secretariat in Rio de Janeiro, Brazil, in September 2002, ICOM repeated the experience organising the Second Museum Forum on the occasion of the 14<sup>th</sup> Triennial Meeting of ICOM-CC held from 12 to 16 September 2005 in The Hague, The Netherlands. On this occasion, the Museum Forum was divided into parts: one dedicated to Museums and Emergency Situations (for which the Secretary General did the introduction and the Programme Specialist the moderation of the roundtable discussion ) and the other one to Public Involvement in Conservation (for which Nicholas Stanley-Price, ICCROM, did the introduction and Samuel Cane, UK, the moderation of the discussion of the roundtable).

In total 6 keynote speakers have been selected for the two parts of the Museum Forum, coming from India, Turkey, United Kingdom-Cambodia, the Netherlands and Mexico. The Museum Forum part dedicated to the Museums and Emergency Situations was organised by the ICOM Secretariat. The two speakers identified were: Mr Rohit Jigyasu and Ms Nevra Ertürk.

The Getty Foundation contributed to the ICOM-CC conference covering the participation of the bursaries (75.000 Euros) and part of the costs of the pre-prints (15.000 US\$ in 2005).

It is expected that the fruitful experience between the committee and the ICOM Secretariat on the occasion of the next ICOM-CC Meeting in September 2008 in New Delhi, India will continue.

## **X. Internship Programme and Temporary Staff**

### ***X.1. Interns***

The Programme Activities Services welcomes interns to assist with its work and to provide experience to budding museum professionals, in accordance with space availability. Thus, during this period the following persons were engaged for a limited period:

Julien Adnet, with a D.E.S.S. in heritage management and a D.E.A. in international law, to assist mainly with ICOM's activities for the fight against illicit traffic.

Anne-Sophie Autran, a second year student at the Institut d'Etudes Politique in Aix en Provence, specialising in the protection of the cultural heritage, in particular the fight against illicit traffic and the legal framework for protecting cultural property.

Aline Bodin, who has a Master's degree in Art History and is doing a Master's degree in Cultural Heritage - Master 2 IUP Métiers du Patrimoine. She worked until June 2005 on the Museums Emergency Programme, the Workshop for the use of new technologies in the museums of the Pacific Islands, and others.

Carrie Farrell, Completing a Master of Arts Degree in Museum Studies with the University of Leicester in England (2004-present) worked during August and September 2005 on the 14<sup>th</sup> ICOM-CC Triennial Meeting and on the Museums Emergency Programme. She will work for the International Committee of the Blue Shield until September 2006.

### ***X.2. Temporary Staff***

Isabelle Brioso worked from April to July 2005 on the Workshop for the use of new technologies in the museums of the Pacific Islands and other activities.

## **XI. Other activities and responsibilities**

Finally, the Programme Activities Unit also serves on the Special Projects selection committee, the Cross-cultural Task Force, the Working Group on National Committees and Regional Organisations, and the joint ICOM/WFFM initiative on cultural tourism.

ICOM was also asked to participate (June 2005) in the "Meeting on the topic of the role of risk management in ICCROM's future programmes and activities" together with all the professional staff of ICCROM and representative of other institution such as: ICN Netherlands, the Canadian Conservation Institute, the Canadian Museum of Nature, etc. The discussion was directed on how to encourage the integration of risk management, preventive conservation and maintenance strategies in the national policies for conservation.

ICOM will undertake research with the World Heritage Centre (WHC) at UNESCO about the World Heritage Sites to demonstrate that museums, and, more generally movable objects, are included in many World Heritage sites either as a museum itself, or as part of a complex, or as a content of a listed heritage. Movable objects require specific protection measures, methodologies and techniques. As ICOM could provide this expertise, a working collaboration and a partnership with the WHC could be envisaged.

ICOM collaborates also on drafting the “Strategy for Reducing Risks from Disasters at World Heritage Properties” of the WHC together with the International Committee of the Blue Shield.

ICOM has provided to the Council of Cultural Affairs and the National Center for Research and Preservation of Cultural Properties in Taiwan a list of international experts in Disaster Risk Management for the “International Symposium on Cultural Heritage Crisis Management”, 18-19 May 2006, in Taipei, Taiwan.

### 3. COMMUNICATION AND PUBLICATION SERVICE

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#### **Mission**

- Promote the Organisation within the museum community, as well as among ICOM's partners.
- Disseminate information inside and outside the Organisation.
- Support the activities of ICOM in general and participate in awareness-raising campaigns.
- Develop and maintain information tools and institutional communications, in particular *ICOM News*, the Website and the Distribution Lists.
- Manage and distribute the publications of the Secretariat and assist in creating and producing the publications of the Committees.
- Write speeches for the President and Secretary General

#### **Human Resources**

- Webmaster: Carla Bonomi
- Trilingual Editor: Lysa Hochroth

The Communication and Publications unit has been fulfilling the above-stated mission on a daily basis and through planned activities. In essence, the unit is responsible for internal and external communications of the Organisation, including online and print publications produced by ICOM. The Webmaster and the Publications Editor manage this work, in coordination with other members of the Secretariat, in an efficient, harmonious, autonomous and complementary manner.

The Webmaster is responsible for all matters concerning the website and Internet policy issues whereas the Publications Editor, all matters concerning print publications. Since hired on 21 March 2005, the new Publications Editor has been solely responsible for the production management of ICOM publications (collaborating, supervising, managing or being solely responsible for layout and design, editing, translating, revising, correcting, printing and distribution) of four issues of *ICOM News* (in English, French and Spanish, including thematic content and iconography), the *Study Series* No. 12 (INTERCOM), and the *ICOM Code of Ethics for Museums* (in English, French, and Spanish).

The relationship between the website and the print publications has been reinforced through weblinks, updated information regarding publications on the website (with the Publications List to be updated during the summer of 2006) and additional content strengthening the presence of *ICOM News* on the website in the *ICOM News* "Thematic Files" section of the website.

#### **Function and Duties of the "Communications Officer"**

It should be noted that the duties and responsibilities previously assumed by a "Communications or Publications and Communication Officer" (for a period of more than ten years) have been handled *in extenso* by the Webmaster and Publications Editor. Mainly, these duties involve responding to requests from the public and members via telephone and email (Public Relations), responding to requests and organising press and media coverage for the Secretary General and the President of ICOM (Press Relations), planning publications promoting and events. One key example of the above is the Editor's role as speech-writer for the Secretary General and the President of ICOM, where ICOM representation worldwide is in part defined by the thematic structure and timing of certain discourses.

#### **Temporary Staff**

During the one year period under review, the following temporary staff was recruited to assist the Unit and supervised by the Publications Editor or the Webmaster.

(Publications) Carmela Riposa (Assistant Editor, Study Series no. 12 - INTERCOM), P/T, from November 2005 to January 2006

(Website) Thibaud Defecques (Web Developer Assistant), F/T from May 2005 to July 2005

### **Short Term Interns**

Publications have benefited from the assistance of interns (first Clémence Latour-Perrier (f/t, July-September) and then Thibault Denisty (f/t, September-January), along with Carrie Farrell, (1 day a week, November-March)). Organisation, training, and supervision of this staff has involved meetings on thesis topics, background information regarding ICOM, teaching basic office skills, and an informal evaluation process. Other ICOM interns in addition to the specific Publications interns (i.e., Anne-Sophie Autran, Julien Adnet, Andrea Echtenkamper and Amy Longard) have also contributed to content and articles in *ICOM News* and helped prepare and organise the “Thematic Files” of research compiled by them and by the Editor for each and every issue.

### **Activities**

During this period, the Unit concentrated its activities on trying to fulfil its mission in accordance with the objectives of the **Strategic Plan 2001/2007** adopted in June 2005 in Paris (France).

### **Strategic Objective 1: ICOM generates and disseminates knowledge**

#### **The ICOM Website: a source of international professional information**

The Website has become a fundamental tool for communicating and for disseminating information about the Organisation. It enables ICOM members and the Chairpersons of Committees to participate actively in the life of the Organisation. The constant creation of new pages and regular updating of the site has led to regular consultations of the site which is now perceived as an essential working tool.

The constant growth of information to be made available has led to the need for a conceptual and architectural redesign of the website, now completed. The migration from the old site to the new one was completed at the end of 2005. Every National Committee, International Committee and Affiliated Organisation now has a single web page that includes the general information, contact information, website address and link to the publications page. Linking the main ICOM website to Committee’s websites provides members with greater access to key Committee documents and information.

In addition to the pages on the Organisation, its activities, functioning and Committees, the Website also provides professional information about museums. By including links to other professional sites and sources related to museums, it serves as a clearinghouse platform for information about museums.

The ongoing development of the site takes place, as usual, in collaboration with the ICOM’s Documentalist. Notably the section dedicated to Ethics has been enriched with useful links and the new *ICOM Code of Ethics for Museums* (2004 edition) is now available on-line in six languages. The English, French and Spanish versions of the recently published *Code* will soon be available online in the new 24-page publication format and design. The publication *Cultural Heritage Disaster Preparedness and Response* is now available for free, on the website.

Raising awareness of members on the use of the Website. During this period, steps were taken to promote our members’ use of the website through *ICOM News* and through ICOM-L. In *ICOM*

News, weblinks to various areas of the website were published to orient readers to specifically relevant additional information available. Additional texts and images on “Focus” subjects and “Museums of the World” including research, bibliographies, and weblinks are now regularly published on the website as an extension of *ICOM News*, attesting to the greater coordination of ICOM’s print and electronic publishing efforts.

### **Hosting Object ID, “satellite” website**

The ICOM Website is now also hosting a “satellite” website, dedicated to Object ID, the international standard for describing cultural objects (see Programme Sector Report). This tool is a complete website in English, Spanish and now in French, which presents the object ID check list but also publications, news and useful links. The Object ID Check list on our website is now available in six languages (English, French, Spanish, Arabic, Russian and Chinese)

### **Electronic communication: ICOM-L and ADCOM-L Discussion Lists**

ICOM-L is an electronic discussion list devoted exclusively to topics concerning ICOM and announcements about its activities. Subscription to ICOM-L is open and free. ICOM-L has about 1100 members.

ADCOM-L is a discussion list focused on topics of direct concern to the ICOM Advisory Committee, and it is reserved for its members. Members of ADCOM-L are automatically registered on ICOM-L.

The two distribution lists of ICOM are used regularly by the Communication Unit and ICOM ‘s administrative services to disseminate information about the Organisation.

### **Information media and communication tools**

#### **Press Relations**

Despite the reduction in personnel of the Unit a major effort was made to maintain relations with the press and to issue press releases regularly for the purpose of disseminating information about ICOM. A new teamwork scheme with the Administration Sector was developed for this purpose. The Communication Sector has continued to reply to requests from journalists, to organize interviews, and to collect press clippings. The following press releases were circulated to promote the activities of the organisation:

**Museums Bridging Cultures**, International Museum Day 2005

**Museums and Young People**, International Museum Day 2006

**Promoting the Use of Mediation in Resolution of Disputes over the Ownership of Objects in Museum Collections:** Statement by the President of ICOM Alissandra Cummins – February 2006

The Sector has finalised and had translated into ICOM’s three official languages a **press kit** on the organization , now available on our website.

The press and media coverage described below represent what Carla Bonomi and/or Lysa Hochroth and/or Joëlle Thibet and/or Margarida Ascenso have organised, mainly for the Secretary General, but also occasionally for Executive Council or other staff in terms of media coverage (radio/television broadcasts and articles/interviews/quotes in print).

#### **Media Coverage**

#### **In 2005:**

**April 2005** Chinese Press Agency, Liu Fang  
**May 2005** Brazil, Theago Reyez, Agencia Folha, interview with the Secretary General  
**June 2005** *Le Figaro Magazine*, quote from the Secretary General for article by Emilie Trévert (illicit traffic)  
**July 2005** *Deutschwelle*, Denis Stuta, interview with the Secretary General  
**Sept 2005** France 2, information/publications sent for programme « Compléments d'enquêtes »  
**Sept 2005** PBS/Washington, DC, sent *Looting in Angkor* for "Religion and Ethics News Weekly"  
**Nov 2005** France 5/TV, ICOM Italy info on privatisation (Daniele Jalla, President of ICOM Italy)  
**Nov 2005** Capital/France, phone interview with the Secretary General by Eric Watic  
**Nov 2005** *New York Times*, article by Alan Riding, quote from Geoffrey Lewis

**In 2006:**

**Jan 2006** 1244 Films/television interview with the Secretary General by Eric Mazer  
**Jan 2006** Bloomberg, interview with Bernice Murphy  
**Jan 2006** Expansion, Spanish press, interview with the Secretary General  
**Feb 2006** *Le Télégramme*, interview with Jennifer Thévenot  
**Feb 2006** BBC/Radio programme, interview with the Secretary General on stolen art  
**March 2006** *Publico (Portugal)*, phone interview with the Secretary General







## Study Series

The *Study Series* was launched in 1995 to disseminate information to the ICOM membership at large about the work carried out by International Committees. The *Study Series* provides insight and knowledge of the discipline in question and reflects the discussions of the Committees and working groups. The *Study Series*, which started out as a bilingual English/French publication, has been published in a trilingual version (English, French and Spanish) since April 2002 (No.10).

### **No.12 devoted to INTERCOM (Management) was published in March 2006.**

The out-of-print issues of the *Study Series* (nos. 1 to 9) have been put on-line in “pdf” format so that they are accessible to as many people as possible. The issues still in print are sold through the ICOM distribution network.

The following *Study Series* are now available on-line:

1. ICOM-CC (ICOM International Committee for Conservation)
2. CECA (ICOM International Committee for Education and Cultural Action)
3. CIDOC (ICOM International Committee for Documentation)
4. ICMS (ICOM International Committee for Museum Security)
5. AVICOM (ICOM International Committee for Audiovisual and Image and Sound New Technologies)
6. ICR (ICOM International Committee for Regional Museums)
7. NATHIST (ICOM International Committee for Museums and Collections of Natural History)
8. ICOFOM (ICOM International Committee for Museology)
9. ICMAH (ICOM International Committee for Museums and Collections of Archaeology and History)
10. ICTOP (International Committee for the training of Personnel)
11. UMAC (International Committee for University Museums and Collections)

### **Distribution & Promotion of the *Study Series*, No. 12 (INTERCOM-ICOM, 2006)**

At present, the Sector is reviewing working relationships with all distributors, pricing policy and methods regarding the diffusion of the *Study Series*, No. 12 (*INTERCOM-ICOM, 2006*), possibly to be priced and sold in various venues, and distributed for free to more than 20,000 members along with the *ICOM NEWS No. 1/2006* Mailing.

INTERCOM is handling the promotion of the recently received *Study Series* in coordination with the Publications sector. To start this off, the Publications sector is facilitating dissemination of the new publication at the “Leadership conference” in Austria (April 2006) and has sent INTERCOM's copies to that event for the promotion of ICOM and INTERCOM.

### **Strategic Objective 2: ICOM is proactive**

#### **Promotion of International Museum Day**

Every year since 1977, an International Museum Day has been celebrated around a theme defined by the Advisory Committee. This special day is an occasion for museum professionals to reach out to the public and raise awareness of the challenges faced by museums to be – according to ICOM's definition of a museum – “an institution in the service of society and of its development”. The Secretariat sends members information on the theme through *ICOM News* and the Website, as well as through a press release. Articles describing the different experiences of museums and debates are published in the section “Focus” of *ICOM News* and a bibliography as well as a list of useful links is also compiled. A report on the activities organised by the Committees and museums throughout the world also appears in *ICOM News* and on the Website. The archives of previous International Museum Days can also be consulted on the

Website. A list of activities carried out in the past few years by museums and ICOM members to celebrate International Museum Day has been compiled and the Unit has developed a list of suggested activities specially dedicated to 2006 theme.

- The Unit has created an International Museums Day logo which is being distributed to requesting museums and specialized press.

Information, images, texts and press clippings will be compiled for *International Museum Day 2006*.

### **Distribution & Promotion of the *ICOM Code of Ethics for Museums* (ICOM, 2006)**

At present, the Sector is reviewing working relationships with all distributors, pricing policy and methods regarding the diffusion of the *ICOM Code of Ethics for Museums* to be sold for 10 euros and distributed for free to all members along with the *ICOM NEWS No. 1/2006* Mailing.

The promotion of the *ICOM Code of Ethics for Museums* (ICOM, 2006) will be highlighted at the upcoming Advisory Committee meeting in May-June, at the 60<sup>th</sup> Anniversary celebration in November 2006, in particular at the planned Law & Ethics symposium.

The publication of the *ICOM Code of Ethics for Museums* (ICOM, 2006) is being sent to more than 20,000 ICOM members worldwide (March-April). Preparations are underway for it to be publicised via museum publications and online discussion lists and within the museum community at events, talks, lectures, and meetings (February-May). On *International Museum Day* the publication will be made available at specific events. Finally, on the occasion of ICOM's 60<sup>th</sup> anniversary, the *ICOM Code of Ethics for Museums* publication will be made available online in English, French, and Spanish in the exact format and design as published. The format will be downloadable so that new translations of the 2004 revised version can use the same layout. A corresponding Press Release and targeted media campaign (Summer of 2006/Fall 2006) will highlight the publication, the Law & Ethics symposium event, and the availability of the *Code* online to increase awareness of ICOM, its Code, and its mission.

### **Strategic Objective 3: ICOM is [inclusive]**

#### **Promotion and distribution of publications**

One of the responsibilities of the Unit is to inform ICOM members and the museum community about the new publications of ICOM and its Committees to ensure the greatest access possible to these. Enhancing access to ICOM publications means that ICOM is proactive about being inclusive in disseminating knowledge.

For example, every issue of *ICOM News* includes a section on new publications. A list of ICOM publications (Committees and Secretariat) on sale is available on the website and in a printed version. This list is sent to all new members. ICOM has set up an international network of distributors to facilitate distribution. These distributors handle sales in shops and by mail order. Since 2002, ICOM publications have a new distributor in England, the Bookshop of the University of Leicester. This university houses the largest department of museum studies in the United Kingdom.

The distributors of ICOM publications are:

AAM Bookstore, Washington D.C., United States (for the *ICOM Code of Ethics for Museums*)  
Archetype Books, London, United Kingdom  
Canadian Museums Association, Ottawa, Ontario, Canada  
Leicester University Bookshop, Leicester, United Kingdom  
Librairie du musée du Louvre, Paris, France  
Pórtico Librerías, Zaragoza, Spain

## **Institutional and internal communications**

**Institutional Communications:** ICOM representation worldwide in museum-related events, conferences, and celebrations has done a great deal during this period to promote the recognition of ICOM as the bearer of the message of inclusiveness. The geographic destinations visited influenced the specificity of a universal appeal to strengthen the protection of cultural heritage on all continents.

ICOM's public face is very much defined by the public discourse of the President and Secretary General as well as the Programme staff through activities and concrete engagement with partners and museum professionals. These activities have been a source of content for publications from this sector but also for *ICOM News* which actively promotes some aspect of Programme Activities in each issue, if possible.

During the period of this Activity Report, among the speeches on which the Editor actively collaborated with the Secretary General and the President, including writing drafts, researching background and/or suggesting ideas included themes such as ICOM's role in promoting ethics in the profession, in particular through the ICOM Code of Ethics, the fight against illicit traffic, bridging cultures through museum work, supporting professional development and capacity-building, establishing multicultural connections across continents, fostering understanding, and supporting the development of new museums.

### **Themes and Content of *ICOM News***

The Publications Editor researched the *ICOM News* themes, selected authors and edited texts in English, French and Spanish, thus generating knowledge and disseminating it to more than 20,000 *ICOM News* readers worldwide, four times a year. The "Thematic Files" available online on [icom.museum](http://icom.museum) provide access to additional information, images and research.

Geographic and cultural diversity of museums has been "included" (represented and promoted) by featuring authors, museum professionals and museums from at least four different regions in each issue. To achieve greater inclusiveness, outside contributors have been invited to pen articles for Focus themes and younger museum professionals have been called upon to contribute their views. Each issue is inclusive also in terms of the ICOM bodies' representation in that there is always space dedicated to a National Committee, an International Committee, and/or Standing Committees, the Executive Council or the Advisory Committee. *ICOM News* is proactively inclusive in terms of including the voices of the greater museum and heritage community through affiliated organizations (as an example, AFRICOM), partners (such as WFFM and UNESCO) and renowned museum specialists, artists or other professionals regardless of their present relationship to ICOM.

### **Form & Content of *ICOM NEWS***

Much care has gone into making the content of *ICOM News* more substantive. Contemporary art and photography have been used to constitute visual themes as well as purely verbal ones. The new turquoise blue, "Process Blue", color will make 2006 a year for rejuvenation with the theme "Museums & Young People".

## 4. UNESCO-ICOM INFORMATION CENTRE

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### **ICOM Web Site**

The new version of the ICOM Web site, recently placed on line, provided an excellent opportunity for the Centre to review and update certain sections under its responsibility.

The following items in the section on “Other Information Resources” were reviewed, completed and updated:

- list of national associations of museums;
- list of specialised regional and international associations;
- instructions on finding facts and figures about museums;
- list of museum directories.

A list of codes of ethics, adopted by national associations of museum and heritage professionals or by organisations working in areas or disciplines related to museums, was added to this section.

The electronic version of the bibliography of ICOM publications is completed on a regular basis by including the works of the Secretariat and ICOM Committees received at the Secretariat (see: <http://icom.museum/ilca.html>).

In the section on “Bibliographies”, the bibliographies on architecture and museography and on illicit traffic in cultural property were reviewed and completed. The Centre compiled a bibliography on the theme of the International Museum Day for 2005, “Museums Bridging Cultures, and for 2006, “Museums and Young People”. Anne-Sophie Autran, an intern attached to the Programme Activities Sector, helped the Documentalist in carrying out this latter task.

The Centre also updated the pages on the measures taken by ICOM to fight against illicit traffic (see: <http://icom.museum/measure.html>).

### **Calendar of ICOM meetings**

The Centre gathers information about meetings organised by National and International Committees and forwards them to the Editor of the newsletter and the Web Master for publication in the calendar of meetings of *ICOM News* and on the Web site: <http://icom.museum/calendar.html>.

### **ICOM News**

An inventory of new publications by ICOM and its Committees, received and kept at headquarters, is published in the quarterly newsletter of the Organisation, *ICOM News*.

### **Collections of the Centre**

The collections kept at the ICOM headquarters consist mainly of publications (monographs and newsletters) from ICOM's National and International Committees. They are catalogued and indexed in the Centre's bibliographic database. The Centre also keeps files containing documents related to the Committees and their activities.

In order to centralize dispersed archives of international committees and to complete the centre's records, the Secretary General initially asked members of the board of CIMAM and ICOM-CC to send to the ICOM Secretariat the archives in their possession. Thus the centre recently received from CIMAM's former chairperson and secretary a set of archives. They should be reviewed, sorted out and only relevant documents will be kept. For information, the centre keeps the documents related to the composition of the board, the activity reports, the annual meeting reports, the communications presented at annual meetings if available, the proceedings of annual meetings if published, the newsletters of the committee. We are inviting all international committees who wish to get themselves relieved of their archives to send them to the ICOM Secretariat.

Another part of the Centre's collections is housed at the Documentation Centre of the Direction des musées de France. It is composed of monographs and periodicals that are not published by ICOM, as well as catalogues of permanent museum collections. The UNESCO-ICOM Information Centre continues to build up this collection by sending monographs and periodicals of a general nature to the DMF. These publications are catalogued and indexed by the staff of the DMF Documentation Centre, and an electronic version can be consulted on the Web site of the Ministry of Culture and Communication: <http://www.culture.gouv.fr/> (select the data base entitled MUSÉES in the section entitled "Bases de données").

### **Database of the Information Centre**

The bibliographic database of the Information Centre functions through the WINISIS software. At present, this database is only available for internal consultations. During the period under review, in addition to new acquisitions, the Documentalist also catalogued and indexed old volumes of proceedings of ICOM's past General Conferences, articles published in back numbers of *ICOM News*, as well as issues from the *Study Series*.

### **Assistance to other Services of the Secretariat**

Elisabeth Jani helped the Membership Service by rereading on several occasions the proofs of the French version of the brochure *Welcome to ICOM*, updated at the end of 2005. She also gave regular assistance to Lysa Hochroth, Editor, and Carla Bonomi, Web Master.

### **Requests for information and consultations**

The Information Centre is open to the public from Monday to Thursday, between 2 p.m. and 5.30 p.m., by appointment. Members of ICOM and UNESCO staff may consult documents in the morning between 10 a.m. and 1 p.m., if required, after contacting the Documentalist.

The Centre also provides information by telephone, correspondence and electronic mail. Between April 2005 and March 2006, the Centre replied to 167 information requests sent by post or e-mail. This figure does not include replies given by telephone or rapidly on-the-spot.

The UNESCO-ICOM Information Centre provides information about activities carried out by the Organisation, ICOM documents and publications and, as far as it is possible, it directs users to other information sources if ICOM has not published any relevant document concerning the topic of the question.

As for requests for information and documentation on matters of a general nature concerning museology and museography, ICOM members may contact the Documentation Centre of the Direction des musées de France, enclosing a photocopy of their membership card bearing the stamp of the current year, or indicating their card number if the request is submitted by e-mail. The Documentation Centre at the DMF headquarters, 6 rue des Pyramides, 75001 Paris, is open for consultations on Tuesday, Wednesday and Thursday from 2 p.m. to 6 p.m., by appointment

(see <http://www.culture.gouv.fr/documentation/dmfdoc/pres.htm>).

### **Personnel**

The Information Centre consists of one staff member. During the month of February, a student following a Master's course in Information and Documentation at the University of Paris I Panthéon-Sorbonne, was assigned to the Centre.