

NOMINATION PROCESS FOR STANDING COMMITTEES AND WORKING GROUPS

July 2021

Introduction:

In July 2020, the National Committees made the following recommendation:

Call for the review of the Working Groups and Standing Committees' appointments, and to clarify its mandates and functions. More importantly, to guarantee the democratic cooperation of ICOM members, the Advisory Council elects the Working Groups, and the Executive Board and the Advisory Council select the Standing Committees jointly. If necessary, revise the Internal Rules and relevant documents.

The ICOM Executive Board discussed this recommendation in the context of the current Internal Rules, which state:

5.1 - Working Groups

The President of ICOM may, with the approval of the Executive Board, establish temporary Working Groups for special purposes; define their mission, term of office, membership, and duration. The Chair of each Working Group submits its report to the President of ICOM and the Executive Board.

5.2 - Standing Committees

5.2.1 General rules for Standing Committees

Standing Committees are appointed by the President after consultation with the Executive Board.

In September 2020, the ICOM Executive Board decided to establish a task force to review the nomination process for Standing Committees and Working Groups and to make recommendations about how this process could be made more democratic and transparent. They agreed that this updated nominations process could then feed into the Working Group which will review the Statutes and Internal Rules in detail and present recommendations at the upcoming General Conference in Prague in 2022.

The members of the task force were: Laishun An (Vice-President), Carlos Brandão (Executive Board Member), Nicholas Crofts (Executive Board Member), Muthoni Thangwa (Spokesperson of the National Committees), Regine Schulz (Chair of the Advisory Council), Kristiane Strætkvern (Spokesperson of the International Committees).

The process followed three steps:

- 1) to define the principles
- 2) to outline the process and a timetable
- 3) to consult with the National Committees, International Committees, and Regional Alliances for feedback.

In February 2021, the draft nominations process was circulated to the Chairs of the National Committees, International Committees, and Regional Alliances.

Fourteen (14) Committees responded:

- Eight (8) National Committees
- Four (4) International Committees
- Two (2) Regional Alliances

Four (4) of the committees said that they had reviewed the document but did not have any specific comments.

The feedback from the committees was very valuable to the process and some of the key issues raised that were discussed by the task force were:

- As the Nominations Process is a policy document, the language must be relatively formal and congruent with the language used in the Statutes and Internal Rules.
- The importance of having a balance of members who are more experienced on committees to ensure continuity within the organization, as well as new members that can bring fresh perspectives. At least one member of every Standing Committee and Working Group should not have served on such a committee or group previously, which will hopefully encourage younger members to apply to participate in Standing Committees and Working Groups.
- The members highlighted two aspects in relation to global representation: the need for diverse regional representation and the balance of representatives relative to the number of members in that region.
- The composition of any Standing Committee or Working Group should tend towards diversity.
- At present, the call for applications is sent to the Chairs of the NCs, ICs, and RAs but the option of additionally publishing the call in the Members Space will be explored.
- Any individual member in good-standing is eligible to serve, institutional members are not eligible because their representatives are nominated by the head of the institution and thus can change during a mandate.
- As part of the External Review and the new Working Group on Statutes and Rules, the role of Standing Committees and Working Groups and how they are created will be examined and updated if necessary.

The Nominations Process is now in a pilot phase and has been used to nominate representatives of the NCs, ICs, and RAs for the External Review Steering Committee and members for the new Working Group on Statutes and Rules. The Nominations Process will be reviewed further over the coming year based on the outcomes of using the process and in the context of the recommendations of the External Review and the Working Group on Statutes and Rules.

ICOM Appointments to Standing Committees and Working Groups:

Principles and objectives

Introduction

The procedures for the appointment of ICOM Standing Committees and Working Groups aim to respect the principles of *gender balance*, *inclusivity*, and *transparency* and to place *restrictions on the number of appointments* that can be held at any one time. The present document provides definitions of these principles and the criteria to be met.

The current document applies to the procedure or appointment to ICOM Standing Committees and Working Groups. It does not apply to appointments to other ICOM committees, notably to National Committees, International Committees, Regional Alliances, and Task Forces, etc.

Gender Balance

Principle

The composition of ICOM Standing Committees and Working Groups will be entirely gender-neutral.

Objectives

- The opportunity to stand for appointment for any position within any standing Committee of ICOM will be equal for all irrespective of gender.

Regional Balance

Objective

The members from all regions will have equal opportunities.

Inclusivity

Principle

The composition of ICOM Standing Committees and Working Groups will seek to be representative of the ethnic, cultural, and professional diversity of the ICOM membership.

Objectives

- ICOM members of all nationalities and cultures will have equal opportunity to stand for appointment to any position within ICOM Standing Committees and Working Groups.
- The composition of the group should favour diversity, with representatives from at least three continents.
- Each Standing Committee or Working Group should include at least one member, who has no previous experience of working with such a group.

Transparency

Principle

The process for appointment to the ICOM Standing Committees and Working Groups will be conducted in a manner that is both accessible and comprehensible to the ICOM membership.

Objectives

- Notice of appointments and details of the application process will be published to all ICOM members, allowing sufficient time¹ for applications to be made.
- The outcome of the appointments process will also be published to all ICOM members, along with explanations for measures taken to ensure respect of, and any derogations to, these principles and objectives.

Restriction on the number of appointments held

Principle

The process for appointment to the ICOM Standing Committees and Working Groups will ensure that individuals are neither overburdened by unreasonable workload nor given undue influence within ICOM due to an excessive number of appointments.

Objectives

- ICOM members shall not be appointed to more than two ICOM Standing Committees or Working Groups at the same time.
- ICOM members shall not be appointed *as Chair* of more than one ICOM Standing Committees or Working Groups at the same time.
- ICOM Executive Board Members, the Chair of the Advisory Council, and the Spokesperson for the National Committees and International Committees shall not be appointed as Chair of ICOM Standing Committees or Working Groups.
- These limitations include *ex officio* appointments.

Exceptions and Disputes

- In exceptional circumstances, it may not be possible to respect all of the principles and objectives set out in the present document. Exceptions must be approved by the ICOM Executive Board.
- Disputes relating to these principles and objectives will be dealt with by the ICOM Executive Board.

¹ Not less than 6 weeks for applications and linked to the date of the Executive Board meeting when the decision is to be taken.

Appointment process

Introduction

This policy has been drafted to ensure good practice guidance for making appointments to ICOM Standing Committees and Working Groups. This policy aims to ensure that the appointment process is fair, open, and transparent and that appointments to ICOM Standing Committees and Working Groups respect the principles of *gender balance*, *inclusivity*, and *transparency* and *restricts the number of appointments* that can be held at any one time.

The current document applies to the procedure for appointment to ICOM Standing Committees and Working Groups. It does not apply to appointments to other ICOM committees, notably to National Committees, International Committees, Regional Alliances, and Task Force groups, etc.

Process Outline

	Action/Milestone	Actor	Timeline
1	Decision to appoint	Executive board	0
2	Role description and appointment criteria	Secretariat	2 weeks
3	Approval of description and criteria	Executive Board	1 week
4	Call for nominations	Secretariat	1 week
5	Deadline for nominations		4 weeks
6	Checks on eligibility	Secretariat	1 week
7	Evaluation and selection	Executive Board	4 weeks
8	Appointment confirmed	Secretariat	1 week
	Total		14 weeks

1. Decision to appoint

A position in an existing Standing Committee or Working Group becomes vacant and needs to be filled, or the Executive Board decides to create a new Standing Committee or Working Group.

2. Role description and appointment criteria

The Secretariat revises or drafts, as needed, a description of the role and the appointment criteria, for existing Standing Committees and Working Groups for approval by the Executive Board. This task may take up to two weeks but may be completed more quickly if the role description and appointment criteria already exist. If the Standing Committee or Working Group is newly established, then the Executive Board should be involved in developing the role description and appointment criteria. The appointment criteria should state that preference will be given to candidates with knowledge and experience in a relevant field. Any individual member in good standing is eligible to serve, however, institutional members are not eligible as their representatives are nominated by the Head of their Institution and thus can change during a mandate.

Candidates may apply independently and do not need to be proposed by the Chair of a Committee.

3. Approval of description and criteria

The Executive Board revises and approves the description of the role and the appointment criteria.

4. Call for nominations

The Secretariat publishes the call for membership and sends it to the Chairs of all National Committees, International Committees, and Regional Alliances to ensure that it is widely communicated to the membership. Nomination proposals can also be made directly by members of the Executive Board. This call is accompanied by a description of the role and the appointment criteria.

5. Deadline for nominations

Date by which all nominations must be received (a minimum of four weeks from the date of the call for nominations). All nominations must be accompanied by a brief statement outlining the suitability of the nominee concerning the role and the appointment criteria.

6. Checks on eligibility

The Secretariat checks that the nominees are ICOM members in good standing, that they meet the appointment criteria (notably *restrictions on the number of appointments*), and confirms that they are willing to accept the appointment. The Secretariat also carries out due diligence checks and identifies any possible conflicts of interest. (This process can begin as soon as nominations are received). The Secretariat provides the Executive Board with a shortlist of eligible candidates and a brief report on checks carried out (including the reasons for any rejected nominations).

7. Evaluation and selection

The Executive Board approves the shortlist, evaluates the nominees, and makes its selection, following the general principles of *regional and gender balance, inclusivity, and transparency* and with reference to the merits of the nominees regarding the criteria for appointment. The Executive Board decisions are recorded in the minutes, which provide a clear explanation of the grounds for the decision.

8. Appointment confirmed

The Secretariat informs all the candidates and announces the appointments via ICOM news channels.