TERMS AND CONDITIONS OF THE ICOM AWARD FOR SUSTAINABLE DEVELOPMENT PRACTICE IN MUSEUMS (SECOND EDITION)

Approved by the ICOM Bureau on 4 November 2026 and ratified by the ICOM Executive Board at the 186th Session on 8 – 9 December 2026.

ARTICLE 1 – PURPOSE

With the aim of contributing to implementing the 2019 Resolution "On sustainability and the implementation of Agenda 2030, Transforming our World" adopted in Kyoto and addressing the priorities in the ICOM Strategic Plan 2022-2028, namely Global Positioning, Leadership and Climate Change, while recognising museum practices, promoting the role and responsibilities of museums and providing awareness-raising and learning opportunities across ICOM network related to sustainable development, the International Council of Museums (hereinafter "**ICOM**" or the "**Organiser**") is launching the second edition of the *ICOM Award for Sustainable Development Practice in Museums* (hereinafter the "**ICOM Award**").

Following the successful first edition of the ICOM Award, which was presented during the 27th ICOM General Conference in Dubai in November 2025, ICOM wishes to continue recognising and promoting outstanding museum practices contributing to sustainable development through the launch of a second edition of the ICOM Award, which shall be presented during the 28th ICOM General Conference to be held in Rotterdam in 2028.

For this second edition, ICOM has decided to expand the Award to five (5) categories, corresponding to the five "P's" of Agenda 2030: People, Planet, Prosperity, Peace and Partnership.

ARTICLE 2 – ORGANISER

The ICOM Award is organised by ICOM, a not-for-profit association governed by the French 1901 Law of Associations, with its registered office at 15, rue Lasson, 75012 Paris, France.

ARTICLE 3 – THE TERMS AND CONDITIONS

The present *Terms and Conditions of the ICOM Award for Sustainable Development Practice in Museums (Second Edition)* (hereinafter the "**Terms and Conditions**") are intended to set out the framework within which the second edition of the ICOM Award is granted and therefore are available on the ICOM Website https://icom.museum/en/(hereinafter the "**ICOM Website**").

The Terms and Conditions may be amended when required by the Organiser through a decision of its Executive Board without prior notice. The Organiser will inform the candidates of any amendment to the Terms and Conditions by publishing a new version on the ICOM Website. Any change to the Terms and Conditions will go into effect once they are published online on the ICOM Website.

In the event of amendments being made during a running edition of the ICOM Award, any rejection of the amendments by a candidate will result in his/her application being deemed ineligible for the ICOM Award.

ARTICLE 4 – PERIODICITY AND CALENDAR

The ICOM Award is expected to be awarded once every three (3) years as part of the program of the ICOM General Conference.

For each edition of the ICOM Award, a calendar (hereinafter the "**Calendar**") shall be adopted by the ICOM Secretariat.

The Calendar shall be annexed to the Terms and Conditions.

ARTICLE 5 – ICOM AWARD

For the second edition of the ICOM Award, up to five (5) projects shall be awarded based on the five entry categories, the 5 'P's of Agenda 2030 (People, Planet, Prosperity, Peace and Partnership).

Each of the Winners shall also receive:

(a) a trophy,
(b) the opportunity to participate in a capacity-building programme with a partner organisation, for each winning Project's Representative, in order to support the continuation of sustainable development practices within his/her institution,
(c) and the opportunity to be promoted through the various ICOM initiatives and channels (such as, but not limited to, ICOM social media, ICOM podcast, and/or ICOM Website).

The Project Representative of each of the Finalists, as specified in Article 11, will be invited with the financial support from ICOM, to attend the 28th ICOM General Conference to be held in Rotterdam in 2028 to present his/her project.
An ICOM Award publication shall be published a few months after the ICOM General Conference.

ARTICLE 6 – REQUIREMENTS FOR PARTICIPATION

6.1. General requirements

A call for applications (hereinafter the "**ICOM Award Call for Applications**") shall be open to legal entities and/or legal persons meeting the conditions set out in Articles 6.2. and 6.3. below (hereinafter collectively referred to as "**Candidates**" and individually as "**Candidate**").

Each Candidate's application shall relate to a project that shall illustrate the museum's contribution to Agenda 2030 through the Sustainable Development Goals (hereinafter "**Project**").

As part of the application, each Candidate shall designate a project representative (hereinafter the "**Project Representative**") to represent the Project vis-à-vis the ICOM Secretariat and

the Jury. The Project Representative shall act as the main point of contact for all communication relating to the application and the ICOM Award process. Where a Project involves several contributors, the Project Representative shall serve as the designated representative of the Project for the purposes of the ICOM Award.

The Project Representative shall be identified in the application form and will be the person designated to participate on behalf of the Candidate to the Award Ceremony and to benefit from the capacity-building programme, should the Project be selected as part of the Finalists.

A Candidate can only submit one (1) application in one of the five (5) categories. Should this not be the case, ICOM Secretariat and the Jury reserve the right to discredit at any stage of the process any Candidate or Candidates who have submitted more than one (1) application.

The Candidate shall be in good standing, as defined by Article 3 Section 4 of ICOM Statutes, of their ICOM annual membership fees throughout the whole process of the ICOM Award. Should this not be the case, ICOM Secretariat and the Jury reserve the right to discredit at any stage of the process any Candidate or Candidates who are not in good standing.

6.2. Conditions related to Candidates from National Committees belonging to Categories 1 and 2

When a Candidate is a Member of an ICOM National Committee belonging to Categories 1 and 2, as established by the ICOM Membership grid adopted by the 38th ICOM General Assembly held on the 9 June 2023, the Candidate shall meet all the compulsory requirements below:

i. The Candidate shall be an ICOM Institutional Member;
ii. The Candidate shall submit only one (1) Project;
iii. When fulfilling the Call for ICOM Award Applications, the Candidate shall be in good standing with its ICOM annual membership fees for the year 2026.
iv. In order to be longlisted or shortlisted and/or receive the Award, the Candidate shall be in good standing with its annual membership fees for the year 2027.

6.3. Conditions related to Candidates from National Committees belonging to Categories 3, 4 and 5

When a Candidate is a Member of an ICOM National Committee belonging to Categories 3, 4, and 5 as established by the ICOM Membership grid adopted by the 38th ICOM General Assembly held on 9 June 2023, the Candidate shall meet all the compulsory requirements below:

v. The application can be submitted by either an ICOM Institutional Member or, in the case that the museum is not an ICOM Institutional member, an ICOM Individual Member who was involved in the project can submit the application on behalf of the museum where he/she works, attaching a letter of support from their museum.
vi. In that case, the ICOM Award shall be attributed to the Museum, and not the Individual Member.
vii. The Candidate shall submit only one (1) Project;
viii. When fulfilling the Call for ICOM Award Applications, the Candidate shall be in good standing with its ICOM annual membership fees for the year 2026.

ix. In order to be longlisted or shortlisted and/or receive the Award, the Candidate shall be in good standing with its Membership fee for the year 2027.

6.4. Conditions relating to the Project

The Project submitted shall meet all the compulsory requirements below:

i. The Project shall have been carried out between December 2024 and December 2026. If the project is long-term, the submission must outline a specific activity as part of the project that took place during the above-mentioned period.
ii. The Project shall be endorsed by one (1) ICOM Body, such as defined by Article 6.5. of the Terms and Conditions
iii. Joint applications between different Candidates are not possible, however, Projects can mention partnerships within the Application Form.

6.5. Endorsement by one (1) of the ICOM Bodies

The Project shall be endorsed by one (1) of the following ICOM Bodies: one (1) ICOM National Committee or one (1) ICOM International Committee or one (1) Regional Alliances or one (1) Affiliated Organisation (hereinafter collectively referred to as "**ICOM Bodies**" and individually as "**ICOM Body**")

In order to be eligible to endorse projects, ICOM Body representatives should have followed the pre-recorded capacity-building session (see Article 7 of the Terms and Conditions).

Each ICOM National Committee shall be entitled to endorse Projects submitted by Candidates from their National Committee.

Each ICOM International Committee shall be entitled to endorse Projects from Candidates of their International Committee, but also from Candidates not belonging to the International Committee. However, the ICOM International Committee on Museums and Sustainable Development (hereinafter "**ICOM SUSTAIN**") shall not be entitled to endorse Projects.

Each ICOM Regional Alliance shall be entitled to endorse Projects submitted by Candidates from a National Committee of their Regional Alliance.

Each ICOM Affiliated Organisation shall be entitled to endorse Projects, as long as the applicant is an ICOM Member.

ARTICLE 7 – PRE-RECORDED CAPACITY BUILDING SESSION/ENDORSMENT PROCESS

In order to be eligible to endorse projects, ICOM Body representatives should have followed the pre-recorded capacity-building session (hereinafter the "**Pre-recorded Session**"). A digital certificate shall be distributed to ICOM Body Representatives that have completed the capacity building session.

The Pre-recorded Session shall be organised by the ICOM Secretariat and other relevant partners if necessary. The modalities for participation shall be communicated to the ICOM Membership in due course.

To validate the participation of an ICOM Body, each ICOM Body shall appoint one (1) of its members to follow the Pre-recorded Session and manage the endorsement process (hereinafter the "**ICOM Body Representative**").

The list of the ICOM Bodies that are entitled to endorse projects shall be made available to the applicants as part of the ICOM Award Call for Applications.

The Endorsement process shall take place directly on the dedicated application platform. Instructions shall be communicated to the ICOM Body Representative and Candidates in due time by the Organiser.

ARTICLE 8 – CANDIDATE PARTICIPATION

In order to participate in the ICOM Award and submit a Project, the Candidate shall respond to the Call for ICOM Award Application, on the dedicated platform, within the deadlines set by the ICOM Secretariat (hereinafter the "**Application Form**").

Candidates will be required to formally comply with the Terms and Conditions when submitting their application.

ARTICLE 9 – APPLICATION FORM

The Application Form shall be accessible in the three official languages of ICOM (English, French and Spanish) and requires, at least, the following information:

i. **Information on the Candidate**: name of the Candidate, ICOM Membership number, proof of payment of the Membership fees for the year 2026 and/or 2027.
ii. **Description of the Project**: description of the Project's contribution to Agenda 2030, the project outcomes, inclusion and the resources input and output throughout the project timeline.
iii. **Endorsement** by one (1) ICOM Body: The Project shall have been endorsed by an ICOM Body.

All elements sent by the Candidate in the Application Form will be made public if the Project submitted by the Candidate is selected in the Longlist (hereinafter referred to as the "**Public Content**").

ARTICLE 10 – THE JURY

10.1. Composition of the Jury

The Jury that will carry out the selection of the Longlist, Finalists and Winners shall be composed of seven (7) members consisting of Museum and Sustainable Development Experts, including four (4) ICOM Members and three (3) external experts.

The Jury shall be presided by a chair who shall be designated in accordance with Article 10.2. (referred to as the "**Chair of the Jury**").

Together, the Jury Members, including the Chair of the Jury shall be referred to as the "**Jury**".

In addition to the Jury, a designated member of ICOM SUSTAIN chosen by its Board shall act as Facilitator with no voting rights to ensure alignment on the criteria (referred to as the "**Facilitator**").

A member of the Secretariat shall act as Secretary and keep a record of the decisions after deliberations and shall have no voting rights for the project selection (referred to as the **'Secretary**").

10.2. Selection process

The Jury Expert Members shall be selected by ICOM following an *open call for applications for the Jury* (hereinafter "**the Jury Call for Applications**"). The rules applicable to the Jury Call for Applications and the selection process are defined and provided by the ICOM Secretariat with the Jury Call for Applications.

An expert consultant in sustainability practice for the museum sector, the Facilitator and the Secretary shall act as the selection Committee (hereinafter the "**Jury Selection Committee**").

The Jury Selection Committee shall review the candidacies and finalise the selection of the Jury in consultation with the ICOM President and the ICOM Secretariat.

The selection shall take into consideration the need for equitable geographical representation, balanced gender representation, the risk of possible conflicts of interest as well as practical expertise in museums and sustainable development.

10.3. Jury Terms of Reference

The organisation and the mandate of the Jury will be governed by Terms of Reference (hereinafter the "**Jury Terms of Reference**"). The Jury Terms of Reference will be published at the same time as the Jury Call for Applications on the Website.

ARTICLE 11 - REVIEW AND SHORTLISTING

Once the ICOM Award Call for Applications is closed, the ICOM Secretariat shall review if the conditions regarding the Candidates and the Projects, set out in Article 6 of the Terms and Conditions, are met. If a Project does not meet the compulsory requirements, it will be deemed ineligible for the ICOM Award.

Only Projects considered eligible by the ICOM Secretariat will be forwarded to the Jury. The Jury shall evaluate the eligible Projects on the basis of the Jury Terms of Reference and the Jury Guidelines sent by the ICOM Secretariat.

The Jury shall examine eligible Projects that have been submitted during the *ICOM Award Call for applications* and use their expertise and the evaluation tools provided in the Jury Guidelines by the ICOM Secretariat to assess eligible Projects according to the set criteria in three (3) phases:

- In a first stage, the Jury shall analyse the eligible Projects to select a maximum of fifty (50) Projects for a **Longlist**, thus up to ten (10) projects from each of the 5 P categories;
- In a second stage, the Jury shall designate up to ten (10) projects of the ICOM Award, thus up to two (2) projects from each 'P' category (hereinafter the "**Finalists**").
- In the final stage, the Jury shall select up to five (5) Winners, representing the People, Planet, Prosperity, Peace and Partnership categories.

ARTICLE 12 – ANNOUCEMENT OF THE FINALISTS

At least three (3) months ahead of the Award Ceremony, the Jury shall conclude the selection of the Finalists of the ICOM Award.

The Project Representative of each of the Finalists shall be invited, with financial support from ICOM, to attend the 28th ICOM General Conference to be held in Rotterdam in 2028 to participate in the Award Ceremony.

ARTICLE 13 – SELECTION OF THE WINNER

The Jury will select the ICOM Award winners (hereinafter the "**Winners**").

Under no circumstances may there be *ex aequos* in any ICOM Award category.

ARTICLE 14 – AWARD CEREMONY

The Winners will receive their prize during the Award Ceremony that shall be held at the 28th ICOM General Conference (hereinafter the "**Award Ceremony**").

The Award Ceremony shall be organised by ICOM Secretariat.

ARTICLE 15 – INTELLECTUAL PROPERTY

It is expressly agreed by the Candidate that the information related to the Project submitted during the Call for application will be an integral part of the Public Content.

Public Content may be used by the ICOM and its ICOM Bodies for purposes of presenting, announcing, and promoting the Award, its Candidates, and the Project.

ARTICLE 16 – LIABILITY

The Organiser shall not incur any liability in the event of force majeure (i.e. unforeseeable and irresistible act of nature) as defined by French courts harm the organisation and management of the Award.

ARTICLE 17 - SEVERABILITY

In the event that one or more of the provisions contained in the Terms and Conditions are, for any reason whatsoever, found to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of the Terms and Conditions.

ARTICLE 18 – LANGUAGES

The Terms and Conditions have been drawn up in English. In case of inconsistency between the English version of the Terms and Conditions and other available translations, the English version will prevail.

ARTICLE 19 – GOVERNING LAW

The Terms and Conditions shall be governed by and construed in accordance with French law, without regard to its conflict of law rules.

Participation in the Award implies acceptance of these Terms and Conditions without reservation or restriction.

In the event of a dispute between the Organiser and the Candidate, all concerned Parties undertake to settle the matter in good faith. In the event that a settlement proves impossible, any dispute arising from the present Terms and Conditions or related thereto concerning the interpretation, performance or termination of the Terms and Conditions or all matters in connection therewith or deriving from the same, the courts of France shall have sole jurisdiction if the dispute cannot be resolved by mediation.

ANNEX 1

CALENDAR OF THE ICOM AWARD

The provisional calendar for the Second edition of the ICOM Award, that will be granted during the 28th ICOM General Conference in Rotterdam in 2028, is as follows:

November 2026: Announcement of the second edition of the ICOM Award;

December 2026: ICOM Body participation in the pre-recorded Capacity Building sessions;

December 2026: Call for international Jury application;

January 2027 – June 2027: Call for ICOM Award project applications and information sessions;

May – June 2027: Jury onboarding;

July - August 2027: Eligibility and due diligence check by the ICOM Secretariat;

September 2027 – June 2028: Jury evaluation;

April 2028: Longlist is announced on the Website;

April – May 2028: Jury evaluation;

May 2028: Jury sends the list of Finalists to the ICOM Secretariat in order to organise logistics for General Conference attendance;

June 2028: Finalists announced on the Website;

July 2028: Final Jury deliberations to select the Winners

ICOM General Conference 2028: Announcement of the Winners and ICOM Award Ceremony

These dates are indicative. They may be changed at the discretion of ICOM Secretariat if circumstances so require. ICOM may also curtail, suspend, postpone, modify, or cancel the organisation of the ICOM Award without being held liable, and without any damage or lack of opportunity to the Candidates arising there from, even at the stages of Longlist, Finalist and Winner selection by the Jury.