



2007/IC.01

Report on the Standing Committee on International Committees, CIC/ICOM.

Vienna, August 2007-08-24

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1. Introduction: CIC in the last 18 months.

Yani Herreman. Chair, CIC.

It is not my intention, as Chair of the Standing Committee on International Committees, to make an elaborate and long presentation of CIC in this document. I have had the opportunity to do so in a rewarding meeting with the International Committees last year, as well as during the annual Advisory Meeting, held in Paris, May, 06. The results of such meetings were most valuable for CIC's work during the following months.

Before I begin with the report, I would like to invite anybody interested in CIC' s history, to look into appendix a) Rules, b) Terms of Reference and c) To become an international Committee. These documents were the starting point of our work. As letter d) of our annexed material is the unanswered survey, in case it needs to be consulted or answered.

Report

a) The Executive Council approved the creation of a Standing Committee on International Committees in 2005 and its members met for the first time in Vienna in December that same year. The following is the report of eighteen months of work.

b) CIC launched its activities by revising and updating its basic documents.

c) CIC met three times: Vienna, December 2005 and Paris, May and December 2006. CIC' s first discussions centered around the need to know more about the needs, operating systems, meeting places, objectives, internal structure and other characteristics of International Committees ICs. Members are:

Yani Herreman (Mexico) - Chair
Sandy Lorimer (Canada)
Ben Koevoets (Netherlands)
Martin Schaerer (Switzerland)
Per Bjorn Rekdal (Norway)
Pascal Makambila (Congo)
Lina Nagel (Chile)
Timothy Mason (Affiliated Organizations)

d) CIC' s members kept constant and permanent communication. Its work was carried out, as requested previously by the Executive Council, mainly via e-mail.

e) CIC members were asked to attend as many different International

Committees' s annual meetings as possible. Ben Koevoets attended ICOMAM and Yani Herreman ICAMT, where CIC's work was fully explained.

f) CIC' s Chair kept contact with the Secretary General and the President on different matters..

g) A survey was designed and implemented that aimed at knowing more about ICs. The survey was sent to all Chairs of International Committees. CIC received twenty answers out of the existing thirty International Committees. CIC wishes to thank the Secretariat in general and Membership Services for their invaluable help.

h) A first interpretative document, prepared by Sandra Lorimer, has been produced. Based on the results of this first interpretation, CIC aims to continue its work, with the International Committee's support, in order to find better ways to solve common problems and find more proactive solutions to long time requests. As CIC, Chair, I would like to take the opportunity to thank, Mrs Lorimer for her excellent work.

i) It is important to underline that the survey is a first step towards mapping International Committee's situation. CIC will continue working on this direction with International Committee's support and input.

j) A second survey was prepared by Timothy Mason and Ben Koevoets, focused on International Affiliated Organizations. It's interpretation will also guide CIC' s future strategies and will be, as the International Committee's available for anyone interested. It is important to point out CIC's appreciation of the support Mr. Mason received from the Commonwealth Association of Museums.

k) It is also necessary to underline the importance of these first steps, aimed at consolidating CIC' s role as an ICOM body that may advise the Executive Council on matters concerning International Committees, may offer support and advise to the International Committees, identify and promote issues and initiatives for the advancement of ICOM' s work through the International Committees, conduct an evaluation of International Committees and maintain an overview of the thematically based Affiliated Organizations and foster collaboration among International Committees and Affiliated Organizations.

l) The survey on International Committees has pointed out, in this first phase, several issues of especial and common interest, which will be commented by members of CIC as part of this document. Due to lack of time during the Advisory Committees meeting, CIC members have decided to present a brief opinion of these issues as part of this document. We do insist on inviting all International Committees, Chairs to analyze the issues and discuss them through ADCOM-L.

2. Standing Committee for International Committees (CIC)

Report on the Survey of International Committees
Sandra Lorimer, Secretary CIC

Executive Summary

This survey was undertaken in 2006-07 to develop a body of information about ICOM's International Committees (ICs). With this information, concrete proposals and recommendations about the role and functions of the ICs would be made to the Executive Council, based on realistic data.

This ambitious survey was revealing of the current status of the International Committees of ICOM. Evident in the painstaking efforts of the respondents was the dynamic enthusiasm of these groups of museum professionals. However, the pressures of new technologies and increasingly limited resources are creating new pressures on this enthusiasm. Innovations will facilitate the growth and contributions of this essential sector of the ICOM community.

The key recommendations from this survey are:

1. Providing reliable, accessible and up-to-date membership information for each International Committee is critical.
2. Web sites are very important to most ICs but they need more support in order to create and maintain them. Relying on institutional resources is no longer as viable as it once was.
3. A form of centralized banking for the ICs is a good idea.
4. New ways to fund the ICs are needed to satisfy their plans and innovative ideas.
5. The ICOM community should find ways to assist the many ICs who acknowledge that they need to reach out beyond Europe to be more inclusive.
6. A centralized archive for the ICs is supported but it may require more Secretariat resources to set up and maintain.

The information in this report was prepared from the responses received. Omissions and misunderstandings may have occurred but the CIC is confident that the important trends are faithfully captured here.

Survey Response

Surveys were sent to the chairs of thirty International Committees. As of mid-January, fifteen completed responses were received. One further response was received in February and another in early March. The last response was received from CIPEG in May 2007. A total of 20 committees provided responses.

One committee, ICMAH, wrote to the CIC to specifically refuse to participate in the process, citing the need for resolution of other issues prior to doing so.

The following committees responded:

CAMOC
COSTUME
DEMHIST
CECA
CIDOC
CIPEG
GLASS
ICAMT
ICEE
ICOMAM
ICOM-CC

ICMEMO
ICOMON
ICDAD
ICME
ICMS
ICLM
INTERCOM
MPR
UMAC

The 67% response rate for an ICOM survey is considered very good. To ensure more response for future surveys, contacting the secretaries as well as the chairs of the committees is recommended.

The responses themselves were generally thoughtful and comprehensive. The survey itself was extensive and demanded details that were sometimes difficult to provide. Future surveys would benefit from being more focused.

The Findings

1. Membership

Membership is a key issue for most committees. Membership numbers translate into subvention funding and information about members is essential for the ongoing operation of the committees.

There was no major objection to the membership numbers provided in the survey (usually only a matter of a few members) and no committee indicated that it had turned away any member.

The chief concern of many committees was their inability to access up-to-date membership lists that included e-mail addresses. As has been stated at the last two Advisory Council meetings in Paris, the IC chairs believe that resolution of this issue will be very important to their future success.

2. Committee Activities

2.1 Objectives

All committees reported using a three-year plan. Some committees review and modify the original objectives on a yearly basis.

Their objectives were indicative of their committees' priorities and activities. Most committees have similar objectives: build their membership, develop or maintain their Web site and provide services for their members. However, their tactics for meeting these key objectives are diverse and inventive.

- **Membership**

Attracting young professionals to their committees is a key tactic for increasing membership,. Offering travel bursaries for annual meetings or opportunities to do special projects are a couple of ways they attract young professionals.

Serving and building membership in developing countries is also an aspect of increasing membership. Once again travel bursaries, exchange programs and holding meetings in these countries are key techniques.

- Web Sites

A Web site is an important focus for the dissemination of information for committee members and for those who might become members. All committees believe that their web site is essential.

Achieving a good quality web site is therefore important. Partnerships with institutional web sites and other types of sponsorship and support are tactics that the ICs use to achieve their goal.

- Serving Members

The annual meeting is the major technique for serving members – providing a venue for sharing professional interests and networking for future collaboration. Other activities are also important, such as newsletters, publications and special studies. Some committees are developing databases about their field (e.g. DEMHIST).

- Administration

Many committees have an objective that relates to their constitution (Rules) and maintenance of their membership lists, minutes and reports.

- Other Objectives

Some committees have become active sponsors or advocates for social or museum-related legislation. Some committees believe they have a responsibility to their special interest group within the museum community and seek activities that will build and support that sector. Many committees also commit themselves to meeting the strategic objectives of the ICOM Strategic Plan.

2.2 Annual Meetings

The portion of the survey dedicated to annual meetings was the largest. The results of the survey confirm the diversity of activities, expenditures and participants is closely linked to the size of the committee. Despite this predictable observation, several other key points were noted.

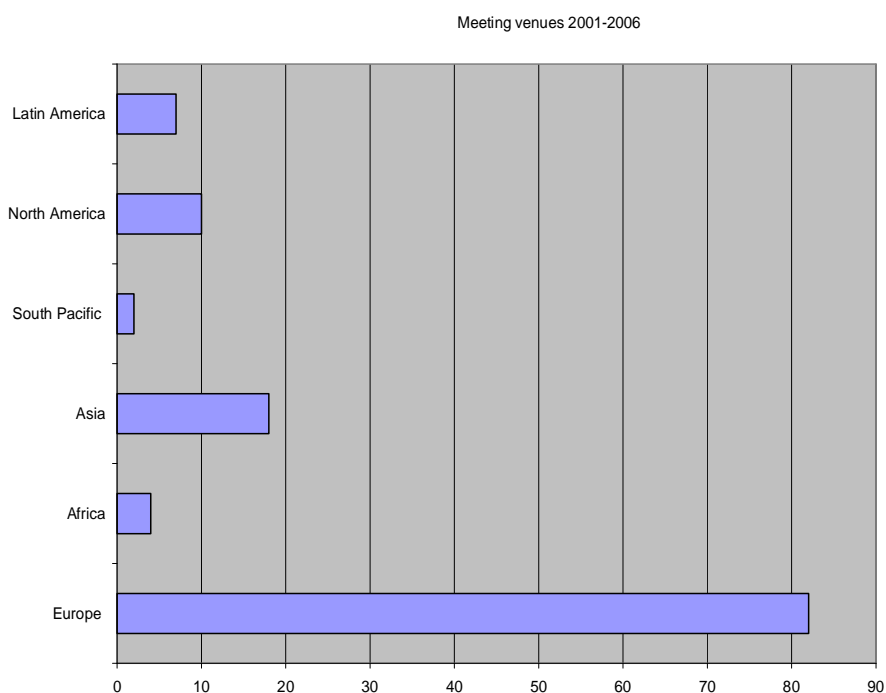
It is clear that meetings form a central part of the work of ICOM committees, a valuable opportunity for an exchange of information, for networking and through study tours, for broadening experience.

- Venues

In addition to the 20 returns, information was obtained from the web about meeting venues for AVICOM and CIMUSET, a total of 22 committees meeting 123 times over six years.

Of these 67% were held in Europe while at the other end of the frequency scale only 1.6% of Committee meetings were held in the South Pacific, two meetings held in Australia. The country hosting the most meetings, apart from Triennial venues, was Germany with seven.

The chart below shows the geographic spread of committee meetings since 2001.



This chart clearly illustrates a Euro-centricity in the choice of venues for Committee meetings. Three of the committees met only in Europe during the period 2001-2006. It is worth noting that while the figure for Asia looks comparatively strong with 14% of the Committee meetings being held in that continent, 80% of these were in Seoul around the 2004 General Conference.

All committees report their intention to attend the 2007 General Conference in Vienna and almost a third of the venues so far announced for 2008 and 2009 are in Europe. Nevertheless As the chart below indicates, there are some slight indications of a wider geographical spread than was the case in the period 2001-06. It should be noted, however, that about a fifth of committees have yet to announce their choice of venues for 2008 and a third for 2009.

Region	2007		2008		2009	
	Count	Percentage	Count	Percentage	Count	Percentage
Europe	22	100%	7	31%	7	31%
North America	0	0%	2	9%	2	9%
Latin America	0	0%	3	14%	0	0%
Asia	0	0%	2	9%	0	0%
Africa	0	0%	0	0%	2	9%
Middle East	0	0%	2	9%	0	0%
South Pacific	0	0%	1	5%	0	0%
Not Europe	0	0%	0	0%	1	5%
TBD	0	0%	4	18%	7	31%
No response	0	0%	1	5%	3	14%

Frequency of meetings

The vast majority of Committees meet annually. Of the 22 committees examined, 15 had met six times.

- Attendances

Unsurprisingly attendances at annual committee meetings varied considerably both between committees and from one meeting to another. Attendance is in part dependent upon the size of Committee membership, with ICOM-CC consistently attracting more than 1000 participants in its triennial meetings. Nevertheless, it is noticeable that, by and large, it is those with a smaller number of members which achieved a higher percentage of their members attending annual meetings. The three of the best attended meetings during this period, ICAMT in Washington DC and CIPEG in Alexandria, both in 2005, and ICOMON in Beijing in 2002, had approximately 250 delegates, although at all three more than 75% of these were non-members. In China this figure rose to 88%. The highest was 'almost 300' at a CECA meeting in Mexico where 53% of the delegates came from 24 different countries.

Approximately 5833 people attended the 79 meetings for which sufficient detail was provided by the 20 committees returning the survey. Of these about 2270 (51%) were ICOM members, clearly illustrating the value of ICOM committee meetings to the more local museum community.

In most cases the number of delegates from the host country outnumbers those coming from abroad, underlining the value of moving the conference venue, thereby enabling attendance by members and others for whom travel costs may be an inhibitor to attendance. Some committees are able to offer travel bursaries to delegates from developing countries who would be otherwise unable to attend.

- Working with others

All committees informed the national ICOM committee in the host country of their plans to hold a committee meeting and in a number of cases the national committee was a key partner in organising, and on some occasions, financing the meeting.

Other partners include national, regional and local museums, government departments (the ICOMAM meeting in Canada in 2005 received a subsidy of Canadian \$100,000 from the Department of Defence).

GLASS, ICOMAM, ICMEMO, ICDAD, ICEE, CIPEG, ICAMT, ICME, ICMS, ICTOP, and DEMIST have all been involved in joint meetings with other ICOM international committees but these occasions are relatively rare.

- Conference fees

Most committees offer a range of fee charges – for members, non-members, and students, with reductions for those who pay early. Fees for 2006 conferences vary from €80 for an advance booking by an 'economically disadvantaged' delegate to €325 for a late-booking non-member. The highest fee charged was €475 for non-members attending the ICOM-CC meeting in The Hague, although this included five lunches. The average full charge for members in 2006 was €238. Figures for 2001 are too sketchy to be of statistical value but a rough and ready comparison shows that

committees have managed to maintain their conference fees more or less at the same level since the beginning of the decade. Five out of six CIPEG conferences have been without charge with the conference host raising the necessary funding.

- Revenue and expenditure

In most case the conference fees make a significant contribution to the costs of the conference but some committees have been successful in obtaining grants and sponsorship toward the costs. These costs include what would be expected in organising an international conference – printing, venue hire, translating and interpreting and transport.

- Outcomes

All committees publish reports of their meetings on their websites; some publish printed reports. For all networking is a key result of the annual meetings and this includes not only between committee members themselves but also with representatives of museums in the host country – and sometimes when study tours extend to other neighbouring countries (as they have done on occasions in Scandinavia and the Baltic states), with museums further afield.

2.3 Triennial Meetings

Most committees meet at the Triennials. However, some committees who reported that they did not attend a triennial meeting noted that it was usually about the cost of travel. For example, participants in the 2003 meeting of the Glass committee agreed to not have a committee meeting because of the cost of travelling to Korea. ICDAD chose to meet in Germany in 2004 for similar reasons. Nevertheless, committee members were nevertheless encouraged to attend the Triennial and participate in other committee meetings. Some CIPEG members also found the costs of travelling to Seoul to be prohibitive and CIPEG has flagged up an early concern about Shanghai in 2010. .

2.4 Working Groups

Half of the committees identified working groups, two of which named their board and/or annual meeting organizing group as working groups. In most cases, the working groups are dedicated to the main interest of the committee. These working groups address special projects, such as the committee's history or ongoing research work, such as a bibliography or repatriation.

2.5 Communications

The reporting committees generally use e-mail for most of their correspondence with their members. Most also use surface mail at least once a year, although two committees are no longer doing so because of the cost. Their Web sites are considered the major instrument of communication for most of the committees. Two, however, reported problems because they lack a host or sufficient expertise to set up or maintain their site.

Of less frequent use is ICOM News, ICOM-L or other museum periodicals, although they are sometimes used. INTERCOM intends to set up its own INTERCOM-L in 2007.

The main topics to be communicated are announcements of annual meetings, newsletters, and proceedings from completed conferences.

Some committees (7) actively reach out to non-members of their committee through distribution of information by e-mail. This information is mainly announcements of their meetings. A few committees (4) report on their activities at other museum functions, such as at annual national meetings.

Several committees (9) noted that their Web page was accessible to anyone who looked at it, thereby providing universal access, although it is passive.

One committee denied any contact with non-members, but noted that it was preparing an information package about itself to be provided to those who expressed interest.

2.6 External Participants

Most committees include non-members in their committee activities. Fees are rarely charged for this participation, but some committees are considering this option. Several committees noted that their Web sites are easily visited by non-members of their committees.

Interactions with other organizations are common. Some are with those sharing professional interests - e.g. WIPO for ICME, World Conference of Peace Museums for ICMEMO, ICOMAM with regimental museums. ICOM-CC has a formalized relationship with ICCROM, The Getty Foundation and several others. CIPEG has extensive connections with other academic organizations involved with Egyptology.

Committees frequently noted that such external participants are the source of future members of their own organization.

2.7 Committee Archives

There is an even split between committees who do and don't have archives. Those that exist are usually placed with either the president or the secretary of the committee. The suggestion that the Secretariat take on this responsibility was strongly supported.

What should be in those archives was not addressed, except by one respondent who noted that e-mails and other electronic data are important parts of a committee's archives and will require special attention in any centralized archive.

3. Finances

3.1 Banking

Most committees currently trust their Treasurer, Chairman or Secretary to hold an account in their own country in the name of the committee. These accounts sometimes require the signature of two Board members, but not always. Sometimes the accounts are held by the responsible Board member's professional institution. Others are private accounts in the holder's name because that is the only way it can be done in their country.

The committees that do have an ICOM-managed account are very pleased with the arrangement. Others acknowledge that there is a great deal of trust involved with their current arrangement, but none reported any actual problems with it. As one put

it, "I know my current Treasurer but what if it were someone that I did not know. Could I trust? Should I?"

Twelve out of twenty committees indicated a preference for a banking system that could be centralized, probably run by ICOM Secretariat in Paris. Several committees want the bank accounts to be in Euros. The practice of changing countries and/or banking systems, when the accounts were transferred to either the Treasurer or Chairperson's location, was often a problem.

3.2 Expenditures

The top four areas of expenditure for the committees surveyed were:

1. Meetings/annual conferences
2. Web site creation and maintenance
3. Publications – proceedings, briefs, preprints, anniversary publication
4. Grants/Prizes/Scholarships – such as travel grants to attend annual meetings, prizes for publications.

For ICOM-CC, there was also spending on a secretariat. Others noted that administrative costs, including currency charges and postage, were significant.

The committees were evenly split on the question of whether there had been any change in their spending pattern. The changes noted were mainly increased publication costs, which have been moderated by electronic publication on Web sites or in simple electronic or modest hard copies. ICOMON noted that this change has been to the detriment of the committee because publication does not always take place.

3.3 Funding

For nearly all committees, the annual subvention is the main source of funding. Only two committees reported that they had not accepted sponsorship. One committee did not respond to this question. One claimed that as an IC, it was not allowed to secure sponsors. The remainder acknowledged the necessity of finding sponsorship for their key activities: annual meetings, publications, travel grants and web sites.

Sponsorship for meetings came in several forms, most often being hospitality, organizational support, provision of meeting spaces, etc.

Publications were supported through printing by host institutions or other sponsors.

Web site support is usually provided by a museum who agrees to host the IC's web page and perhaps provides some technical support. It appears that such arrangements are declining as the workload increases.

Travel grants have been found by some committees to use for new members, young professionals, guest speakers or those unable to cover their expenses from a developing country.

Only one IC reported receiving a Special Projects grant from ICOM.

4. ICOM's Role

4.1 Strategic Plan

Eight of the ICs start with the three main statements of the Strategic Plan – generate and disseminate knowledge, be proactive and be inclusive -- as the basis of their triennial plans. Several noted that these statements are very broad, so it is fairly easy to 'fit' their plans into the framework. Seven committees pointed out that they don't really use it because it gave them no guidance or it was not applicable to their own objectives. However, most confirmed that they generate and disseminate knowledge, are proactive and are inclusive.

4.2 Secretariat

Sixteen committees responded to this question concerning frequency of contact with the six sections of the Secretariat: The Secretary-General, Administration & Accounting, Membership, Program, Communications & Publications and the UNESCO-ICOM Museum Info Centre. The most frequently contacted units were Membership and Publications. The least frequently contacted were Program and the Museum Info Centre. Further research is needed in this area before recommendations can be made.

5. ICs' Role in the ICOM Community

One objective of the survey was to explore how the ICs fit into the ICOM community. This exploration looked at the relationship between the ICS and other entities in ICOM as well as their commitment to the rules and guidelines of the overall organization.

5.1 Interactions with Other ICOM Entities

Each IC was asked about the frequency of their interactions with other International Committees, National Committees, Regional Organizations and Affiliated Organizations. The frequency of these interactions was largely related to annual meetings. Nearly all committees reported contacting the national committees when they are meeting in their country. Some reported that they met with other international committees, often during the triennial conferences. Meetings with Affiliated and Regional Organizations were much less frequent.

5.2 International Committee Rules

Most of the committees did not express any concerns about the new Rules for International Committees. Only ICOM-CC had some issues, mainly because they do not hold their triennial meeting at the same time as ICOM because of the size of their committee. They also organize their board leadership differently by including the Director General of ICCROM. One committee did not seem to think that the Rules were finalized. This point should be clarified.

5.3 Code of Ethics

Many committees have assumed that their members know and adhere to the Code of Ethics, while some committees have had discussions or sessions on it in their meetings. The majority acknowledged the importance of the Code of Ethics, but fewer had undertaken active study or adherence to it. In one case, it was suggested that it was the responsibility of the national committees to promote the Code of Ethics.

Nevertheless, some committees are more proactive. In one committee, membership to the committee was revoked for those who no longer meet the criteria for ICOM membership as outlined in the Code. The Costume committee provides each new member of the committee with a small publication of Guidelines, which in part reflects the standards in the Code of Ethics. It is updated whenever changes have been made in the Code that impact on the terms of the Guidelines.

5.4 Language

Every committee reported English as the primary and often only language used. French was often included for papers or newsletters. Spanish was only rarely (2 cases) reported. Other languages – host country languages, usually – were used for meetings and proceedings. In the case of Spanish, three committees reported that they either had very few Spanish-speaking people in their committee or there were no requests for it.

5.5 Promotion

Most committees reported that they promote themselves as part of ICOM. In their websites, reports and promotion for meetings, ICOM is always noted. Several committees encourage new members to join ICOM in order to join their professional group.

Some committees are producing their own brochures to describe their activities and these brochures also explain their relationship with ICOM.

Promotion of ICOM in printed and other papers is primarily shown by use of the ICOM logo.

6. What Next: The Future

6.1 Identified Objectives

The objectives for the next period are very similar to those already described for the last reporting period. Among the most frequently cited are:

- Web site creation or maintenance
- Increase membership
- Hold annual conferences
- Publishing newsletters, proceedings and tools or case studies

Some of the new ideas included:

- Attracting young professionals
- Setting up an annual Lecture in memory of a deceased former member
- Expanding participation in committee activities outside Europe

Web site creation and maintenance is cited by all but two of the committees. Their problems in this area include the lack of a host for their site and the lack of a Webmaster or similarly enthusiastic and knowledgeable person to create and/or maintain their site. One respondent strongly suggested that the funds going to the current MUSEDOMA should be re-allocated to assist the international committees in hosting and maintaining their Web sites.

6.2 Potential Objectives

In response to a question of what would the IC do with additional funds, several ideas were frequently cited, including the following.

- Web site production and maintenance and publications of all kinds from proceedings to professional books were the main areas where additional spending would be put. However, there were also several suggestions for funds to be put into developing and supporting members, as well as adding to them. Travel grants and other kinds of assistance were suggested.
- It was frequently noted that Web production and maintenance requires a special kind of expertise and that human resources for this work was critical. "Web work must be done by a Web fan," was how one respondent put it. An underlying theme in many of the responses was the need to provide as much information as possible to members, usually with their Web site but also with publications, acknowledging that not all ICOM members have access to the Web yet.
- Improvements to annual meetings would be improved through having funds to bring in special speakers, assist members from under-developed areas to attend and supporting translation during the sessions.
- Building membership in the committees was also important. Attracting young professionals and students to their committees was important as was facilitating the participation of existing members in under-developed locations.

Another comment was, "As with all honorary work, there are less and less people who can find the time." Some committees acknowledged the need for administrative support for tasks such as organizing annual meetings and maintaining an up-to-date membership database.

6.3 What Can ICOM Do?

The responses to this question ranged from the predictable requests for more funding to some innovative and creative ideas.

Membership Assistance

Many ICs requested that ICOM maintain a reliable, accessible and up-to-date membership database.

It was also suggested that ICOM could facilitate connections between the ICs and the National Committees in order to provide local support as well as participation in annual meetings. It was also suggested that the National Committees should be urged to promote membership in the International Committees for their members.

Some committees also wanted ICOM to help in attracting new members. One committee focused on former East Block countries while another recommended that convincing museum institutions to join and support their staff's participation in ICOM activities would be a great advantage to both the ICs and ICOM itself.

ICOM could also help with the growth and development of the ICs by providing travel grants for attendance at IC meetings for participants who could not attend otherwise. Another suggestion was that ICOM should establish scholarships for younger members to attend the ICs' annual conferences.

Web Site

Nearly as important as the requests for help with membership issues were seven requests for assistance with Web sites. Server space and technical assistance for creation and maintenance were the main needs.

Financial

Financial concerns were also a major source of requests for assistance. Central banking through ICOM was one such request. Beyond a general request for more funds were requests for ICOM to facilitate the ICs' access to private funding for events, travel grants and publications. It was also suggested that ICOM could facilitate opportunities for ICs to raise more funds through undertaking special projects on behalf of ICOM.

Outreach

Several ICs asked that ICOM facilitate connections with bodies such as UNESCO where the expertise in the ICs could be used to help UNESCO and other international agencies meet their objectives in project work. It was suggested that ICOM could promote the ICs as valuable resources and facilitate their application for Special Projects work.

CIC

Within the general question of what ICOM can do for the ICs was a corollary question about what the CIC (Committee for International Committees) can do for the ICs. Suggestions included the following:

- o working on behalf of the ICs to increase subventions,
- o set up special funding available for IC use,
- o improve communications between the ICs, probably on the Web, and above all,
- o encourage more members of ICOM to join an IC.

It was also suggested that CIC could explore the liability of ICOM in relation to the ICs and investigate whether some kind of insurance is needed. Concerns were raised that the CIC should not be a drain on ICOM resources nor form a barrier between the ICs and the Executive Council.

The survey itself was seen as a useful project but perhaps too demanding for respondents and for CIC to analyze.

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This report is respectfully submitted to the Executive Council by the Chair of the Standing Committee on International Committees (CIC) on behalf of the members of that committee.

Yani Herreman, Chair

Prepared by Sandra Lorimer, with assistance from Timothy Mason

CIC Members:

Yani Herreman
Ben Koevoets
Sandra Lorimer
Timothy Mason

Pascal Mukambila
Per B. Rekdal
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3. Survey on ICOM Affiliated International Organizations

Timothy Mason and Ben Koevoets.

Introduction

As you will be aware, ICOM's Committee on International Committees (CIC) was established last year. Its tasks include advising the Executive Council on matters concerning International Committees and offering support and advice to International Committees. We have also been asked to maintain ICOM's 10 thematically based Aaffiliated International Organizations (AOs) in order to foster collaboration between them, with the International Committees and with ICOM itself. In order to understand more clearly these relationships, one of our first actions was to design a survey that would help us to know more about ICOM's International Committees and help them to know each other's activities; to inform the Executive Council, and ICOM in general, of the importance of their programs; and to offer insights into how this work can be encouraged and enhanced.

Having completed this work, we would now like to find out more about the work of the AOs and to learn from your experience. To do this we need your help in completing the survey that follows. Having learnt from the experience of the first survey, we have tried to make this one as simple and straightforward as possible.

The information you provide in the survey should be based on activities for the last 6 years (2001-2006 inclusive). If it is very difficult for you to find all the information we ask for, please send us what you have, rather than not responding at all. At the same time, please bear in mind that comprehensive answers will be a better tool for us in helping enhance the relationship between the AOs and ICOM.

Your organization's response should reflect the opinions of as large a segment of the organization possible. Therefore we suggest that the chair and board members should contribute to its completion.

The completed survey should be submitted to the CIC member *Ben Koevoets* (b.koevoets@planet.nl), by **August 1st 2007**.

It would be very helpful if your response could be an electronic one, using this form as the basis for your response. If you wish to use an alternative method, please check with Sandra for any clarification needed.

Thank you in advance for your help in this important task

Yani Herreman
Chair, Standing Committee on International Committees

Name of organization

Name and position of respondent

.....

First, some questions about your organization and its membership

A. History, governance and membership

A.1 History and governance

A.1.1 When was your organization founded?

A.1.2 What is its legal status?

A.1.3 In which country is it currently registered?

A.2 Number of Members

A.2.1 How many members does your organization have in total?

How many of these are individuals?

How many are institutions?

A.2.2 What percentage of your membership are museum professionals or museums?

If this figure is less than the 66.6% required for affiliated status by ICOM's *Statutes*, please tell us what steps are being taken to increase this figure to the minimum required percentage.

A.2.3 What percentage of your members are members of ICOM?

Again if this figure is less than 50%, as required by ICOM's *Statutes*, please tell us what steps are being taken to increase this figure to the minimum required percentage within one year.

A.2.4 What is your opinion of ICOM's affiliation requirements in relation to the percentage of your membership?

A.3 Geographical spread of membership

To give us some idea of the geographic spread of your membership, please analyse your current membership according to country and numbers.

Example:

Afghanistan 5

Albania 4

Algeria 8

... and now tell us about the work of your organization

B. Your activities

B.1 Objectives

B.1.1 What have been your objectives for the last 6 years? (You may use two 3-year periods for reporting if it works better for you.)

B.1.2 What have been the outcomes of these objectives?

B.1.3 What are your objectives for the next three years?

B.2 Annual Meetings

B.2.1 Please list the meetings that have been held by your organization in the last 6 years, including the information requested below.

2006

Dates

Location (City/Country)

Host:

It would be helpful to have information about the numbers attending these meetings

(Please give estimates if you do not have the actual figures)

Total number:

Number of members from your organization:

Number of other ICOM members:

Number of participants from the host country:

ICOM Partners

If this was a joint meeting with an ICOM International Committee, Affiliated or Regional Organizations, please identify your partner(s):

Did your organization notify the local ICOM National Committee? YES NO

What other organizations were involved with the meeting (e.g. sponsors, other AOs, museums, etc.)?

Results/Products (e.g. publication, Web report, networking, training, etc.)

Using same format as above, please tell us about

2004, 2003, 2002 and 2001

B.2.2 What role is played by the hosts of your meetings in financing the event or providing support in kind?

B.2.3 What plans (if any) do you have for future meetings (locations and dates)?

B.3 Activity Report

Please provide a brief summary of activities undertaken by your organisation beyond the annual meetings reported above, including the year of the activity.

B.4 Communications

Please describe the frequency and methods of communication (e.g. surface mail, email, Web site, Newsletter, promotions in trade publications, etc.) used to contact members of your organization.

B.5 Interaction and relationships

B.5.1 Does your organization have any regular interaction with other bodies besides ICOM? YES NO

B.5.2 If yes, please describe

B.6 Challenges and opportunities

B.6.1 What are the key challenges and opportunities facing your organization?

B.6.2 What could ICOM do to help you?

Next some questions about money

C. Financial Resources

C.1 Funding

C.1.1 How is your organisation funded?

C.1.2 Does your organization accept sponsorship or fees for special activities or services provided by the organization? If so, please describe.

C.2 Expenditure

C.2.1 What are the top four areas of spending for your organization?

- 1.
- 2.
- 3.
- 4.

C.2.2 Has there been a change in the pattern of your expenditure over the last six years?

C.2.3 Do you foresee any changes in this pattern in the future?
If yes, please describe.

C.3 Bank Accounts

Since the leadership of AOs can change from country to country, the location of bank accounts can represent a recurring problem. What is your solution to this problem?

... and now some questions about your relationship with ICOM

D. ICOM Participation

D.1 Participation in Advisory and General Conferences

D.1.1 Was the Chair or a representative of your organization able to attend the following ICOM meetings in the last 6 years? (If the participant was not the Chair, please indicate this):

	YES	NO	Represented by (name and role)
2006 Advisory Council Meeting (Paris)			
2005 Advisory Council Meeting (Paris)			
2004 General Conference (Seoul)			
2003 Advisory Council Meeting (Paris)			
2002 Advisory Council Meeting (Paris)			
2001 General Conference (Barcelona)			

D.1.2 Will you be represented at the Vienna General Conference? YES NO
If yes, who will be your representative?

D.2 Relationship with ICOM

D.2.1 What does your organization gain from its relationship with ICOM?

D.2.2 And what does it contribute?

D.2.3 Has your organization ever considered becoming an ICOM International Committee? YES /NO

If yes, how have you assessed the pros and cons of becoming an International committee?

D.3 Interaction with other ICOM Entities

Does your organization have activities with any of the following?

International Committees YES NO

Other Affiliated Organizations YES NO

ICOM Regional Organizations YES NO
ICOM national committees YES NO

If yes, please describe the activity and its frequency.

D.4 Promotion

Has your organization taken steps during the last six years to recognize or promote ICOM?

D.5 Ethics

How has your organization related to the ICOM Code of Ethics? Has it applied the Code in any specific activity undertaken by the organization?

D.6 Language

In the course of your activities, which of the three languages of ICOM (English, French and Spanish) does your organisation use?

D.7 Standing Committee for International Committees

How can the CIC assist your organization?

...and finally, your turn...

E. Additional Information

Please let us have any further comments on the relationship between ICOM and your organization that have not already been captured in this survey.

Thank you very much for your participation in this survey. The CIC will ensure that all AOs will have an opportunity to review the findings as soon as they have been compiled.

4. Further comments on outstanding issues resulting from the survey.

- **Subvention System for International Committees.**
Per Rekdal.

In the present subvention system allocation is based on the number of members in each International Committee.

The "winner" in the present system is a committee with a high number of members, but where most are not participating. This gives maximum payoff for the few active ones.

The "looser" in the present system is a committee that is small in number of members, but with a very high percentage of active ones.

It seems illogical to have a system that "punishes" a high activity level and high attendance at the yearly meetings.

The CIC has therefore discussed a new allocation system based on the following principles:

Basic Costs

It has been argued that certain expenses are common to all International Committees, independent of number of members, and that part of the allocation should be equal to all committees, irrespective of number of members.

Communication Costs

It can be argued that the number of members generates expenses connected to communication. Part of the subvention should therefore be allocated according to number of members.

Activity Costs

International Committees can undertake many types of activities, but not all are easy to measure in relation to an allocation system. A possibility is therefore to use the number of registered participants at the yearly meetings as a criterion for a part allocation based on activity. Note that we should include *all* participants, also those not ICOM members. Including only ICOM members would strengthen the tendency to hold the meetings close to where most members live, while an inclusion of *all* participants would function as an incentive to hold meetings where new recruitment to ICOM is needed.

If these or other principles are accepted, what should be the percentages allotted to each criterion? In the case above, one third to each criterion may seem the most reasonable. But there may be many other possibilities.

The CIC has not yet settled for a recommendation to the Executive Council and would like to discuss these and eventually other principles for allocation of subvention with the International Committees. The time in Vienna will probably be too short for a discussion at the Advisory session, but a debate on the ADCOM-L would be most welcome!

- **Other issues:**
Yani Herreman

- **Banking.**

Banking is still one of ICOM' s problems, especially in some developing countries. International Committees have tried different approaches but have not yet reached

a satisfactory solution. Nevertheless, as pointed out in the Executive Summary document, a high percentage of International Committees would prefer a centralized banking system.

The problem still exists, some trials have been made, CIC and the Executive Council hope to propose a concrete solution very soon.

- **Data base.**

As stated in the Executive Summary, many International Committees request an up to date reliable database.

The Executive Council has taken an initiative in this matter, which CIC greatly appreciates. CIC offers any help it may give and will follow the outcome of this much needed resource.

- **CIC' s position within ICOM**

As one of ICOM' s newest bodies, CIC is conscious of its role and has assumed the challenge of studying the International Committees present situation as well as the International Affiliated Organizations' in order to be able to fulfill its mission.

CIC is convinced, based on the results of the International Committee's survey, that it may fulfill its Terms of Reference and, indeed, be a useful resource to the Executive Council and the International Committees and International Affiliated Organizations.

CIC is now better prepared to continue its work, supporting and advising International Committees as well as assisting them in various ways which were suggested in the survey.

CIC wishes to enhance the importance of ICOM's Strategic Plan as the organization's general working policy and the convenience to use it as a organizational reference.

CIC is conscious of the International Committee' s need for a reinforcement of an outreach program that includes stronger relationships with UNESCO and other agencies that may help them achieve their goals and will look for initiatives.

CIC will continue working via e-mail and will not be an extra economical burden for ICOM.

5. Future plans

Having finished a first research stage, CIC will continue analyzing International Committees and International Affiliated Organizations activities, needs, requests and potential in order to better support them and their output within ICOM. CIC will now be able to make more concrete suggestions related to several of the most urgent issues mentioned in the survey.

CIC' s advice to the Executive Council will be based on a better knowledge of International Committees and International Organizations that will benefit the whole of ICOM. To be able to do so, CIC wishes to invite all Chairs of International Committees and International Organizations bodies to continue working closely with us, as in these last months, and help CIC achieve its goals.