

TERMS OF REFERENCE AND OPERATIONAL PROCEDURES FOR A REFERENCE GROUP OF AUSTRALIA ICOMOS

Heritage Skills Education Reference Group

1. Purpose

To advise Australia ICOMOS on matters concerning skills training and education relating to the protection, conservation and revitalisation of sites, built heritage, moveable forms of heritage and associated intangible aspects.

2. Roles and Responsibilities

All members of Reference Groups are bound by the Australia ICOMOS Code of Conduct for members of the Executive Committee, all sub-Committees & Groups.

The roles and responsibilities of the Heritage Skills Education Reference Group are as follows:

- A. Develop national cooperation in the field of skills training and education in the protection, conservation and revitalisation of sites, built heritage in general, and moveable forms of heritage and associated intangible aspects.
- B. Promote networking between interested parties and encourage knowledge and skill sharing in line with the stated purpose of the group.
- C. Promote the collection and dissemination of information about existing heritage training programs.
- D. Encourage further studies and development in skills training and education in subjects related to heritage conservation.
- E. Develop cooperation by creating links with schools, centres, committees and international organisations and agencies involved in conservation training and education.
- F. Develop strategies that provide a framework for action, and aligns stakeholders at the national, regional, and local levels to develop synergistic capacities in skills training with one another.
- G. To be available (together or individually) as a resource that may be consulted for advice by the Australia ICOMOS Executive Committee and Australia ICOMOS members, working groups or committees in relation to relevant issues.

3. Delegated Authority

The Heritage Skills Education Reference Group is a group of professionals with expertise in heritage, materials conservation, and technical building conservation¹. Its focus is on the role of conservation skills education as central to the advancement of Australia ICOMOS goals. the Group is established to provide advice on issues that arise from time to time to assist the Australia ICOMOS Executive Committee. The Reference Group has no delegated authority.

4. Active Term of the Working Group

This Reference Group has an ongoing active term, although membership will be refreshed at least every three years by the Executive Committee through a call for Expressions of Interest from members. The Convenor of the Reference Group will also be reappointed at least every three years or earlier if found necessary by the Executive Committee.

Convenors will be determined by the Group and approved by the Australia ICOMOS Executive Committee. Membership applications outside the three year refresh will be considered by the Convenor where the prospective member is able to bring high level, complementary expertise to the HSE RG.

5. Membership

The Heritage Skills Education Reference Group will comprise selected Australia ICOMOS members, typically reviewed and reconfirmed by the Executive Committee at its first meeting each year:

The Reference Group is to have broad geographic representation across Australia and also represent a broad range of expertise in the area of Heritage Skills Education.

There is no limit on the number of members that the Heritage Skills Education Reference Group may have, but for practical (largely communications) purposes, it is considered desirable to have no more than 12-15 members.

6. Roles of members

The duties of the members are to:

- Respond and provide advice or an opinion to particular heritage issues as requested by the Executive Committee.
- Work co-operatively with other members of the Reference Group in achieving the required advice and support to the Executive Committee.
- Contribute to advice, ideas and suggestions relating to issues when required.
- Produce a brief annual report for the Australia ICOMOS Annual Report. The Convenor is responsible in making sure this report is provided in a timely manner to the Annual Report Coordinator.

¹ For the purposes of HSE-RG, training is defined as: vocational, technical training and craftsmanship, professional skills training at university level, training at postgraduate - specialist level, and education of the general public, decision makers and others (in)directly involved with heritage conservation.

7. Insurance

The Reference Group is covered under Australia ICOMOS insurance policy when carrying out particular tasks for the Executive Committee.