

TERMS OF REFERENCE AND OPERATIONAL PROCEDURES FOR A JOINT SCIENTIFIC COMMITTEE OF AUSTRALIA ICOMOS AND ICOMOS NEW ZEALAND

ANZ Scientific Committee on Risk Preparedness (ANZCORP)

***Introduction:** This Joint Scientific Committee (JSC), which is equivalent to a National Scientific Committee (NSC) that extends across two national jurisdictions, is being established to assist both Australia ICOMOS and ICOMOS New Zealand in promoting the protection of cultural heritage in times of disaster (both natural or human made, fast and slow onset). These Terms of Reference (ToR) have been drafted with input from members of both Australia ICOMOS and ICOMOS New Zealand, including input from the Australia ICOMOS Executive Committee and the ICOMOS New Zealand Board.*

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1. Goals of ICOMOS-ICORP

The goals of the International Scientific Committee ICOMOS-ICORP are to enhance the state of preparedness within the heritage institutions and professions in relation to disasters of natural or human origin, and to promote better integration of the protection of heritage structures, sites or areas into national, local and international disaster management, including mitigation, preparedness, response and recovery activities. Through the sharing of experience and the development of a professional network, the Committee aims to stimulate and support activities by ICOMOS National and International committees for enhancing disaster risk management of cultural heritage. ICORP also supports ICOMOS in its role as the founding partner of the Blue Shield.

2. Goals of the ANZCORP

The ANZ Scientific Committee on Risk Preparedness (ANZCORP) supports the goals of ICOMOS-ICORP and applies them to the local Australian and New Zealand context.

The purpose of the ANZCORP is to assist Australia ICOMOS and ICOMOS New Zealand to:

- promote the protection of cultural heritage in times of disaster, whether natural or human made, fast or slow onset;
- promote cooperation with government, emergency services and civil defence and the inclusion of cultural heritage in emergency plans at local, regional, state and national levels;
- build the capacity of heritage professionals in disaster risk management planning and emergency response for cultural heritage; and
- establish a network of professionals that can respond responsibly to emergencies as they arise in the Australian and New Zealand context.

3. Objectives of the ANZCORP

The objectives of the ANZCORP are as follows:

- a. To provide advice to Australia ICOMOS and ICOMOS New Zealand on disaster risk management for cultural heritage in accordance with the principles of the Australia ICOMOS Burra Charter and the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- b. To promote the identification, protection and management of cultural heritage before, during and post-disaster (both natural and human made, including fast and slow onset and the effects of climate change).
- c. To contribute to the national promotion of risk preparedness for cultural heritage and inclusion of cultural heritage in the broader emergency management framework in Australia and New Zealand, in accordance with Australia and New Zealand's commitments to the UNISDR Sendai Framework for Disaster Risk Reduction.
- d. To promote the inclusion of cultural heritage in emergency planning at local, regional, state and national level and in the operational guidelines and manuals for emergency responders and civil defence forces.
- e. To identify, undertake and review scientific research into disaster risk reduction and the economic impact of disasters to facilitate the promotion of disaster risk management for places of cultural significance.
- f. To develop and promote quality benchmarks or standards for disaster risk management planning for heritage places.
- g. To promote skills and training opportunities for heritage professionals, as well as heritage property owners and managers, in risk assessment, disaster risk management planning, development of mitigations strategies, preparedness, emergency response, damage assessment, salvage, emergency stabilisation, and recovery planning that enables and promotes recovery of heritage values.
- h. To work with relevant partners (e.g. ICOMOS-ICORP, Blue Shield Australia, other ICOMOS ISCs, NSCs and Working Groups (WGs), Engineers Australia and Engineering New Zealand, Australian and New Zealand Institutes of Architects, Australian Commonwealth Department of Home Affairs Emergency Management, New Zealand Civil Defence, and various local, state and Commonwealth government departments in Australia and local and central government departments in New Zealand responsible for heritage and civil defence, to further the aims of the ANZCORP.
- i. To raise awareness and promote the involvement of local and indigenous communities (in line with the objectives of the Sendai Framework for Disaster Risk Reduction) in identifying, managing and protecting their cultural heritage, recognizing the importance of local and traditional knowledge to the successful implementation of local risk management strategies and resilience building.
- j. To establish a network of heritage professionals with expertise and experience in disaster risk management and post disaster recovery.

4. Communications

4.1 Within the JSC membership

The ANZCORP membership communicates regularly via a closed email group.

Email is used for notifying members of relevant meetings and conferences, sharing relevant papers, guidance and case study information, discussing issues as they

arise and seeking comment on draft minutes and reports.

4.2 Within Australia ICOMOS and ICOMOS New Zealand

The ANZCORP reports to the Executive Committee of Australia ICOMOS, the board of ICOMOS New Zealand, and liaises with Blue Shield Australia and ICORP.

Meeting minutes are to be shared with the Australia ICOMOS executive committee and with the ICOMOS New Zealand Board through their representatives on the committee.

The committee provides a brief summary report on JSC activities to Australia ICOMOS and ICOMOS New Zealand for their EC/board meetings and for inclusion in their annual reports.

The ANZCORP will coordinate with other relevant Australia ICOMOS and ICOMOS New Zealand NSCs and working groups in its activities where relevant.

The ANZCORP may contribute to activities with Australia ICOMOS and ICOMOS New Zealand, particularly in regard to advocacy or political issues, although it will not engage independently with such issues. Any representation in the jurisdiction of Australia ICOMOS or ICOMOS New Zealand by any member of the group is to be endorsed by the relevant Australia ICOMOS or ICOMOS New Zealand Presidents.

4.3 With Blue Shield Australia

The ANZCORP has a close working relationship with Blue Shield Australia, particularly in regard to its advocacy role relating to the protection of cultural heritage in times of crisis and promoting Australia's obligations under the 1954 Hague Convention and its protocols. This involves contributing submissions to Government Inquiries and Royal Commissions relating to the protection of cultural property and emergency response activities.

The ANZCORP representatives contribute to discussions and information sharing as relevant to the protection of heritage places of cultural significance. Information brought to Blue Shield by its member organisations is also shared with the ANZCORP membership.

The ANZCORP provides summary reports and a copy of the annual report on JSC activities to Blue Shield Australia via its representatives on the Blue Shield Australia national committee.

4.4 With ICOMOS-ICORP

ANZCORP members of ICORP will share the information circulated by ICOMOS-ICORP.

The ANZCORP will contribute to ICORP projects, sharing our knowledge and experiences, as we work towards common goals.

The ANZCORP provides a copy of the annual report on JSC activities to ICOMOS-ICORP via the nominated ICORP representative on the ANZCORP.

4.5 Websites and Newsletters

ANZCORP publications and news on ANZCORP activities are made available through the Australia ICOMOS and ICOMOS New Zealand newsletters and websites.

The ANZCORP will contribute material such as policy and guidance documents and manuals on disaster risk management planning for cultural heritage and first aid for cultural heritage, to the Australia ICOMOS Heritage Toolkit, which is housed on the Australia ICOMOS website.

The ANZCORP also contributes relevant guidance material to the Blue Shield Australia website.

5. Activities

The ANZCORP will continue the activities of the Joint Australia ICOMOS and ICOMOS New Zealand Cultural Heritage Risk Preparedness Working Group. This includes developing and producing projects (such as case studies, tools and guidance documents) that will assist the protection of vulnerable and disaster prone cultural heritage in Australia and New Zealand, as well as have a direct benefit to ICOMOS and its Australian and New Zealand members.

The ANZCORP will develop and maintain contact with organisations, institutions and professions outside ICOMOS that are involved in research and development in the fields of disaster risk reduction and management, post disaster recovery and resilience building. Such contact will not be portrayed as representing Australia ICOMOS or ICOMOS New Zealand unless specifically authorised in accordance with 4.2.

The ANZCORP will continue to develop a bibliography of relevant resources for upload to the Australia ICOMOS Heritage Toolkit. These will be updated at regular intervals.

The ANZCORP will continue to contribute Australian and New Zealand case studies to ICOMOS International, ICORP and ICCROM to build the body of knowledge available for sharing globally on disaster risk management and post disaster recovery.

6. Membership

6.1 Eligibility Criteria

Full Membership

Membership of the ANZCORP will include full members of Australia ICOMOS and ICOMOS New Zealand with an active interest in promoting the protection and risk management of cultural heritage vulnerable to disaster (both natural and human made, fast and slow onset), including young and emerging professionals.

Affiliate Membership

Affiliate membership will be open to those that are not members of Australia ICOMOS or ICOMOS New Zealand, but who can contribute their specialist expertise to fulfilling the ToR of the ANZCORP (such as engineers, disaster and emergency management specialists, anthropologists and conservators). Affiliates can participate in ANZCORP meetings and activities and will be encouraged to apply for Australia ICOMOS/ICOMOS NZ membership where appropriate.

6.2 Role of members

The role of the members is to:

- Attend and participate in meetings.
- Work co-operatively with other members of the ANZCORP in achieving the objectives of the JSC.

- Contribute to the meeting agenda and discussion of items on the agenda.
- Work in small working groups to achieve particular JSC tasks (e.g. contribution to advocacy [the JSC has no authority to undertake advocacy on its own account], review research, develop case studies, draft guidance documents or practice notes, develop training materials, organise talks).
- Work cooperatively with other NSCs, ISCs and WGs.
- Respond to requests from the Australia ICOMOS Executive Committee and the ICOMOS New Zealand Board.

6.3 Application for Membership

It is estimated that a minimum of eight members are required for the ongoing operation of this JSC.

A call for expressions of interest to become members of the committee will be made at least every three years, although application for membership to the committee can be made at any time. EOIs should be forwarded to Australia ICOMOS or ICOMOS New Zealand as relevant to the applicant. Applicants are asked to provide a statement of their expertise, experience, and interest in the area of disaster risk management for cultural heritage and meet the requirements of the Australia ICOMOS and ICOMOS New Zealand application processes.

Selection to membership of the ANZCORP will be made by a committee comprising the JSC Convenors and the NSC Coordinators from the Australia ICOMOS EC and ICOMOS New Zealand Board (not a member of the JSC).

6.4 Representation from Other Committees

Australian and New Zealand members of **ICOMOS-ICORP** are invited to join the committee to facilitate knowledge sharing and communication between the JSC and the ISC.

The **Australia ICOMOS Executive Committee** will appoint a member as its representative to the ANZCORP. Representatives from the **ICOMOS New Zealand Board** are also invited to become members of the ANZCORP to facilitate communication between the JSC and the executive of the Australian and New Zealand national committees of ICOMOS. Having a member of the ICOMOS New Zealand Board on the JSC is desirable but not essential.

Australia ICOMOS appoints two representatives of the ANZCORP to **Blue Shield Australia**. Other members of the ANZCORP are encouraged to work with Blue Shield Australia to facilitate collaboration, knowledge sharing and communication between the JSC and Blue Shield Australia.

6.5 Membership Commitments

Members are expected to be active participants in ANZCORP and contributors to the discussions, research, publications and other committee activities.

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

Membership of the ANZCORP may be terminated by the JSC and its Convenors for the following reasons:

- Failure to comply with ICOMOS Ethical Principles and the Australia ICOMOS Code of Conduct for members of the Executive Committee, all sub-Committees & Groups;

- Failure to attend meetings (at least one every six months); and
- Failure to actively contribute to the group discussions and activities.

7. Office Holders

7.1 Convenors of ANZCORP

The committee is to be convened by two Co-Convenors, one a member of Australia ICOMOS and the other a member of ICOMOS New Zealand.

The role of the convenors is to:

- Organize and convene meetings, setting agendas, dates and times;
- In collaboration with the members of the committee, organize small working groups for particular tasks; and
- Report activities to the Executive of Australia ICOMOS and ICOMOS New Zealand, ICORP and Blue Shield Australia.

For the establishment of this JSC, Catherine Forbes will be the acting Australian Convenor until the JSC is in a position to make its own appointment and Amanda Ohs will be the acting New Zealand Convenor.

Full members of the ANZCORP are eligible for the role of Convenor/Co-Convenor.

Convenors may self-nominate or be nominated by the membership of the ANZCORP. If more members nominate than positions available, the ANZCORP membership should select the Convenors through democratic processes to be agreed by the JSC.

A Convenor may hold the position for up to two terms of three years each.

7.2 Other Office Holders

The ANZCORP may introduce other roles and positions (e.g. secretary, treasurer, etc.).

Positions will be vacated and re-filled at least every three years. If there are more candidates than required to fill the positions available, office bearers will be selected by email vote of the members of the JSC.

8. Meeting procedures

8.1 Meeting Schedule

The Working Group will meet at least once every four months except for January, when there will be no meeting. Additional meetings may be held as required.

8.2 Meeting Method

In order to enable member to attend from New Zealand and all parts of Australia, the meetings will be held via teleconference, the specific method to be confirmed by the JSC members. Meetings are currently scheduled and held through the Australia ICOMOS Zoom account.

8.3 Distribution of Meeting Agenda and Minutes

JSC meeting agendas, dates & times will be forwarded to all JSC members two weeks before the meeting.

8.4 National Scientific Committee Quorum

A quorum for a JSC meeting will comprise three members (including one Co-Convenor or a nominated Chair in the absence of a Co-Convenor).

8.5 Decision Making

The JSC will make the decisions by consensus.

8.6 Out of Session Items

The JSC can deal with items out of session by telephone, email or teleconference.

8.7 Recording of Meeting Minutes

The Convenor/Chair or nominated secretary will be responsible for ensuring that full and accurate minutes of the proceedings of each meeting are kept. The delegated member will prepare and circulate draft meeting minutes for review of the Convenor and then further circulate them to the other members. Any questions by members regarding the minutes are to be referred to the delegated member and if any error in the minutes is confirmed, the delegated member shall arrange to make the appropriate changes.

Minutes should be completed within 2 weeks of the JSC meeting and then reported to the next JSC meeting for endorsement.

The minutes must record:

- The date and time of the meeting;
- The venue/method of the meeting;
- The names of the members present at the meeting;
- Any conflicts of interest declared by a member and the reason for that declaration;
- The items for discussion;
- Details of any recommendations made by the Group in relation to an agenda item; and
- Actions to be taken and the member responsible.

9. Funding

Support from Australia ICOMOS Executive Committee may be sought as needed to sustain its activities in line with the Australia ICOMOS Policy on ISC / NSC Funding.

Funding from other potential sponsors may be sought only with the approval of the Australia ICOMOS and ICOMOS New Zealand Presidents.

10. Insurance

The Working Group activities in Australia are covered under Australia ICOMOS insurance policy.