

**EXTRAORDINARY SESSION
OF THE
EXECUTIVE COUNCIL
16–18 April 2007
Paris (France)**

DRAFT MINUTES

TO BE ADOPTED BY THE EXECUTIVE COUNCIL DURING ITS 111th SESSION ON SATURDAY, 18, AUGUST 2007

- Annex 1: Report on ICOM Archives*
Annex 2: Treasurer's report
Annex 3: Proposed changes to the revised ICOM Statutes
Annex 4: List of participants

Alissandra Cummins, welcomed the Executive Council members and other participants, in particular Clara Arokiasamy, Chair of the Mayor of London's Heritage and Diversity Task Force (United Kingdom), Ben Koevoets (Netherlands), who was attending the meeting to present the report of the Standing Committee on International Committees, and Sid Ahmed Baghli (Algeria), Honorary Member of ICOM. She informed the members that Jongsok Kim (Korea) apologised for his absence to the other Council members. She re-emphasised that this meeting was a vital preparation for the General Conference.

0. Adoption of the agenda

The agenda was adopted by the Executive Council.

1. Executive Council work session

The Executive Council met for a work session on Monday 16 April 2007, at which it made the following decisions:

1.1. Secretary General

After due consideration, the Council:

- **Ratified** the decision to terminate the appointment of John Zvereff as Secretary General;
- **Decided** to rename this post "Director General" as this title more correctly reflects the level of responsibility for the position;
- **Established** a Search Committee under the Chairmanship of Rick West, amongst whose members are as follows: Amareswar Galla, Martin Schärer, Teresa Scheiner and Michel van Praët. A shortlist of no more than three persons will be drawn up from amongst the applications received.
- **Authorized** the identification and consultation of an international search firm to assist with the activity, if so desired by the Search Committee.

1.2. Social audit

Given the concerns about the form of Altédia's report, the Council decided to:

- **Establish** a Working Group to define the scope of an organizational review of ICOM – which should focus, amongst other things, on the issue of pay – under the Chairmanship of Martin Schärer. Its members are Gary Edson, Teresa Scheiner, Per Rekdal and Rick West, who will liaise between the Group and the Search Committee, which he chairs.
- **Draft** Terms of Reference for such a study and, following consultation with the Bureau, to identify and consult a professional expert to carry out this assessment.
- **A report will be presented to Members of Council by July 1st, 2007.**

1.3 Declaration

To ensure the transparency and integrity of the Search process, the Council:

- **Determined** that any member of the Executive Council wishing to apply for the post of Director General must declare his or her candidacy at the outset of the meeting and resign from their office forthwith.
- **Confirmed** to their satisfaction that no such candidate had declared any such intent by the close of the meeting on 18 April 2007.

2. Minutes of the 110th session of the Executive Council [2006/EX.11]

The Executive Council approved the minutes of its 110th session held in Paris (France) from 4 to 6 December 2006, with the following amendments:

- point 6 (para. 4, English version) to read: *the composition of “open” discussion groups within ICOM.*
- point 4.3 (F, para. 3): replace Gadi M Gomezulu by *Gad* M Gomezulu

3. Activities of the Secretariat

3.1. Secretariat's Report

a) International Heritage House Project (IHH)

Piet Pouw informed Council that a meeting took place on 4 April 2007, between ICOMOS, ICOM France, ICOM and the two architects, Nicolas Gilliland and Anne Durand, who had been asked to outline plans for an International Heritage House (IHH).

The members reflected on how to proceed as regards the IHH, which would bring ICOM, ICOMOS, ICOM France and ICOMOS France together in a single building. Their primary concern was to house the Secretariat in a single building as soon as possible. In their view, all means of achieving this aim should be considered, including the option of looking for premises solely for ICOM. This could serve the dual purpose of facilitating the work of the Secretariat and allowing the Organisation to wait calmly until conditions for the creation of an IHH are met. Moreover, given that French local elections are scheduled for March 2008, the Paris city authority is unlikely to commit itself to a project on this scale at this juncture. Council members studied a document setting out the various long-term possibilities.

Having duly noted the contents of the draft final report from the consulting architects for IHH-MIP in conjunction with ICOMOS and ICOM-France, the Council decided:

- **To consider** the architects' final proposal, to be received by 15 May 2007, prior to any commencement of action ;
- **To authorize** an investigation of other viable options for bringing the Secretariat and the Documentation Centre under one roof at the earliest possible time.

b) Database

The President of ICOM reminded those present that plans for the new database have been in abeyance since 2004. Following the recent report; which was not specific enough, the Secretariat decided to re-examine the whole process. In particular, it has explored the subject with relevant International Committees, notably AVICOM and CIDOC. The Executive Council members explained that the International Committees are very keen to collaborate on this project and more specifically wish to be absolutely certain that the database is compatible with the system they use and that they will be able to extract all the information they need from it.

Having taken note of the report on the outcomes of an initial consultation meeting with representatives of National and International Committees and the Secretariat of ICOM, and outline proposals for initiation of the first phase of this project, the Council decided:

- **To develop** Terms of Reference for the creation of a prototype database.
- **To recruit** a professional consultant for the creation of the prototype database to be ready for presentation at the General Conference in Vienna.
- **To accelerate** planning for the development of the comprehensive database, following satisfactory testing and evaluation of the prototype database.
- **To invite** proposals based on the Terms of Reference for the prototype database from several professional consultants.

c) ICOM Archives

Piet Pouw reminded those present of the Council's December 2005 decision to put the Organisation's archives in order. He informed the members that an archivist had been appointed for a period ending in March 2007. She wrote an initial report with a plan for classifying the archives, and produced a directory and a management chart for the ICOM General Secretariat, plus an overall explanation and specific advice on how to archive the Organisation's documents. Michel van Praët provided input on archive management within an Organisation [*see Annex 1*]

On the basis of the initial report on the planned restructuring of ICOM's archives, Council decided:

- **To recruit** a professional archivist to complete the study of ICOM's archives.
- **To examine** and consider various options for the permanent, accessible storage of ICOM's archives, on the basis of the recommendations of the final report.
- **To investigate** the extent and scope of archival holdings within the International Committees to determine the requirements for their eventual storage with ICOM's administrative archives.

d) MuseDoma

Nancy Hushion reminded the members that the Association MuseDoma (Museum Domain Management Association) was founded in 2000, in the USA. It is a non-profit Organisation with tax status 501c3, equivalent to the French 1901 Law on Associations. While the two founding partners are the Getty Foundation and ICOM MuseDoma has received invaluable support and financial assistance from the Swedish Natural History Museums (NRM) throughout. Nancy Hushion reminded Council of the initial purpose of MuseDoma, which was to offer museums all over the world an immediately recognisable presence on the web and to enable the general public to consult museum collections on line. However, the rapid growth of Internet and museums' use of it meant that MuseDoma was unable to develop fast enough to play the federating role for which it was intended. However, she stressed that the ".museum" top-level domain name is essential to museum –for example, Google listed over 87,000 addresses that use ".museum" in their address – as well as to ICOM's Strategic Plan. As the Treasurer of MuseDoma she submitted draft founding Statutes of an Association which would be governed by the French 1901 Law on Associations for approval by Council members.

Based on the proposal and draft Statutes submitted by the MuseDoma Board, the Council:

- **Approved** the continuation of ICOM as a founding partner of the Museum Domain Management Association (MuseDoma International) for the term of the renewed dot. Museum Sponsorship.
- **Confirmed** ICOM's responsibilities in relation to MuseDoma as articulated in the relevant Memorandum (11 April 2007).
- **Approved** the provision of the relevant sum (€26,000), to be included in ICOM's operating Budget.

3.2. *Implementation of the Strategic Plan 2005–2007*

a) Standing Committee on International Committees (CIC)

In the absence of Yani Herreman, the Chairperson of the Committee, Ben Koevoets (Netherlands), presented and commented on the report of the Committee on International Committees (CIC), which met in December 2006, in Paris (France). He explained a report on the findings of the CIC's survey of International Committees' activities is in the process of being written and will be forwarded to Executive Council members as soon as it is completed. A similar survey is being conducted for the Affiliated Organisations. Ben Koevoets was able to provide members with immediate feedback on the Committees' wishes as shown by the survey responses. They would like members to be able to access information more easily and would like support from ICOM in setting up and maintaining their websites. They requested that ICOM keep their archives so that these are all centralised, and would like a system of grants to enable more young professionals to attend meetings of the Committees to be studied. The Committees would also like their bank accounts to be administered by ICOM.

Having taken note of the report submitted by the CIC on the survey of International Committees, the Council decided that:

- **The practice** of annual reports by International Committees should be reinstated. These reports will be presented during the Advisory Committee, on the basis of a rota drawn up with the Chairperson of the Advisory Committee.
- **The format** for these reports and the Triennial Report should be revised in line with ICOM's Strategic Objectives. A financial report should be attached to the activities report.

Taking further note of the report from the Secretariat on its assessment of a successful trial of a Paris-based bank account administered by the Accountant, for three International Committees, the Executive Council decided:

- **To instruct** the Secretariat to investigate viable sustainable mechanism for the extension of the system to all International Committees.

Alissandra Cummins thanked Ben Koevoets for kindly agreeing to present the Committee's work and asked him to convey the Executive Council's thanks to Yani Herreman for the work already done and further work planned.

b) Publications

Michel van Praët presented the work of the recently constituted Publications Group. He reminded Council that the purpose of the Working Group was to set overall orientations for publications, not to act as an Editorial Board for them.

He stressed that it was important that *ICOM News* reflect the publications of National and International Committees. This begged the question of how the sector concerned should disseminate the output of the International Committees. Michel van Praët expressed satisfaction with the standard of the ICOM website, and said that in his view, the publications of the International Committees could be added (in the form of PDF files) to the list of publications already on line. By doing this ICOM would be centralising and providing a genuine showcase for the activities of the International Committees.

He regretted the lack of interest in the *Study Series* on the part of International Committees, due to lack of time and means. In his view, the *Study Series* should be a

high-level academic publication. He suggested studying the possibility of making it a purely on-line publication.

The Working Group has decided to use the forthcoming General Conference as a laboratory/workshop on publications by launching a fully-fledged debate on the topic of publications. The members of the Group also reflected on the possibility of working with publishers when the opportunity arises for joint publications of works likely to interest museum professionals and other readerships.

Following the oral report on the meeting of the Advisory Group by the Chairman, Council:

- **Decided** to rename the Group "Publications Working Group" in line with ICOM's Operating Policy.
- **Revised** its Terms of Reference, including the scope of its mandate.
- **Endorsed** the proposal for a workshop on Publications during the General Conference in Vienna.

Alissandra Cummins thanked Michel van Praët for his searching reflection on the Organisation and publications.

c) Standing Committee on Finance and Resources

The members of the Executive Council studied the minutes of the Finance Committee meeting on 28 February 2007 in Paris (France). Robert Spickler, the Chairperson of the Committee had been unable to attend the meeting so the Treasurer of ICOM, Nancy Hushion, presented key points in the Committee's report. The Committee debated the legal status of the Organisation in the aspects that are, closely linked to its financial policy. In addition, legal advice obtained from a lawyer has provided the Committee with vital elements for improving and diversifying its investment policy. The Chairman of the Committee will draft a document on setting up an investment policy. The Committee also strongly recommended that ICOM recognise the vital necessity of drawing up a three-year funding and action plan, to be reviewed annually and implement the same accordingly.

Having noted the recommendations of the Finance Committee, Council:

- **Approved** the Committee's proposal to draw up an Investment Policy and to explore potential investment advisers.
- **Requested** the Treasurer to redraft the Reserve Fund policy to reflect the legal advice received.
- **Approved** the establishment of a policy book, to reflect all ICOM's existing policies pertaining to management of ICOM's resources and assets, including the recent legal opinion on ICOM's legal status. This decision will be implemented by the Secretariat, under the direction of the Committee;
- **Endorsed** the invitation to the President of the ICOM Foundation to serve on the Finance and Resources Committee.

4. Financial reports

Nancy Hushion's report as Treasurer of the Organisation analyses the Financial Statement as at 31 December 2006 and presents a memorandum on initial indications of the Triennial Budget for 2007–2010, based on the development of ICOM's Strategic Plan for 2008–2010 [*Annex 2*].

Jack Dhennequin, the certified accountant, explained that the *Commissaire aux comptes* (external auditor) now has to make a declaration of principle to say that he has checked the accounts and found them to be accurate. This requirement is in line with internationally recognised rules. This declaration formally certifies that no errors have been found in the accounts.

In response to a request of clarification from Executive Council, the accountant stipulated that ICOM, which is governed by the French Law of 1901 on Associations, could only consider investments in property if they were to be used solely for their own purposes and not for rental/income generation. This coincides with the advice received from ICOM's legal counsel.

Commenting on the document comparing the actual 2005 Budget and the 2006 Budget, the Treasurer noted that the amount shown for the Programmes sector included a projection of €190,000 for MuseDoma, from the Getty Foundation, which was not successful. She also explained that the reason why expenditure under the heading "Professional services" had increased was because ICOM had employed additional consulting services in 2006, e.g. for the Audit Social, ICOM's archives, plans for an International Heritage House (MIP-IHH) and setting up a prototype database.

In response to a query as to whether it would be useful to have the Budget broken down into the geographical distribution of expenditures, so that none of the regions represented within the Organisation are overlooked, the Treasurer replied that such a suggestion merits further study – perhaps with a sample budget – and that further consultation with the Secretariat would be necessary. She added that, given the structure for the 2008 – 2010 Budget based on the Strategic Plan, she hopes that such information will emerge naturally.

The two members of the Programme Activities sector, Jennifer Thévenot, the Programme Activities Officer, and Cristina Menegazzi, the Programme Specialist, explained that fund-raising is or will be carried out for almost all the programmes envisaged. They reminded Council of the at-times uncertain situation of the Programmes service, as there is no certainty that it will be able to carry out its planned activities unless adequate funds are raised.

Cristina Menegazzi explained the stratagems by which she funds her Museum Emergency Programme (MEP) activities.

Having received the Treasurer's reports, Council:

- **Decided** to study the Secretariat's proposals for using the 2006 surplus, in line with the objectives of the Strategic Plan 2004–2007. Piet Pouw, who is acting as consultant to the Secretariat, will forward these proposals to the members of the Bureau of the Executive Council.
- **Approved** the Financial Statement as at 31 December 2006 [2007/SEC.03] showing a positive balance of €111,999 – and the Audit for 31 December 2006, submitted by François Bensa, the external auditor.
- **Endorsed** the framework for the Triennial Budget 2008–2010, with the expectation that it will further reflect the directions of the Strategic Plan for 2008-2010.

5 Legal status of ICOM

Piet Pouw, who is working with the Secretariat as a consultant, explained that as an Organisation governed by the French Law of 1901 on Associations, ICOM's registration as an Organisation with the Paris Prefecture of Police has lapsed. To bring itself into line with the law concerned, it is therefore incumbent on the Council to formally adopt a number of modifications mentioned by the accounts department.

For the purpose of formal registration of certain modifications of ICOM's Statutes, the Council:

- **Formally adopted** the proposed changes to the name, address and mission of the members of the Executive Council and the Bureau of the Association.

- **Approved** ICOM's formal registration with the Prefecture of Police in Paris (France).
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6. ICOM Statutes [2005/DIV.03rev.04]

Gary Edson, who chairs the Group, reminded those present that the draft revised Statutes were presented to the members of the Advisory Committee in June 2006. Following this presentation, the Standing Committee for Legal Affairs studied the proposal and suggested a number of changes, which were submitted to the Executive Council for discussion during the extraordinary session.

Having taken note of the recommendations of the Legal Affairs Committee, as well as the discussions by Council at this meeting, regarding the reconfiguration of the ICOM Statutes, Council:

- **Adopted** the majority of the changes affecting articles 1(4), 3(2), 4(1), 6(2 & 3), 102 & 3), 14(5), 21, 22 and 26(4) of the draft revised Statutes [see Annex 3].
- **Decided to circulate** this revised draft for consideration by the Advisory Committee before final ratification by the General Assembly in Vienna, in August 2007.

7. Operating Policies

Gary Edson, the Chairman of the Working Group on the Statutes, presented the following documents:

2007/DIV.01: *ICOM Fellows*: The Council members debated whether such a category was necessary. Some members had doubts as to its appropriateness and expressed fears that it might seem to endow this new category with a privileged status within the Organisation. Others explained that it should be seen as a platform or forum of individuals ICOM wished to honour.

In particular, there was debate concerning the recruitment procedure. In addition, some members felt that in the interests of a dynamic organisation it would be preferable for this category of members to be appointed not for life but for a limited, non-renewable term.

The Council is clearly divided on this issue and wishes to seek the advice of the Advisory Committee during its 69th Session, which will take place in Vienna (Austria) on Friday 17 August 2007.

2007/DIV.02: *Advisory Committee*: The Executive Council members discussed the role of the Committee. It was their view that it acts as a forum for exchanges between ICOM's various bodies.

2007/DIV.03: *Nomination and selection of Honorary Members*: Gary Edson explained the difference between Honorary Members and ICOM Fellows. Honorary Members cannot stand for election and do not pay membership fees.

2007/DIV.04: *Director General*: The Executive Council members decided to cease using the title of Secretary General, which should in theory refer to an elected member, according to the French Law of 1901 on Associations. The appointment and/or termination of the appointment of a Director General will be in line with French law. However, the members specified that the person appointed will have a very pro-active role in the Organisation.

2007/DIV.05: *Regional Organisations*: The Executive Council members debated the continued utility of Regional Organisations in their current format. They decided to replace the term "Regional Organisations" by "Regional Alliances", which more accurately

reflects the current situation, in particular by covering the all-encompassing relationships entered into by some countries on account of shared interests or for any other reason.

2007/DIV.06: Charters, declarations and proclamations: The principle of this document was approved without alterations.

Following examination of various draft operating policies, Council:

- **Decided** to revise these draft documents for final review by Council.
- **Decided** that, following this final revision, the Policies will be forwarded, with appropriate introductions and explanations, for consideration by the Advisory Committee before dissemination to the General Assembly for ratification.

8. Reports on the Strategic Plan

8.1 *Report by the Committee for Evaluation of the Strategic Plan for 2004–2007 [2007/DIV.07]*

Jack Lohman, the Chairman of the Committee, who served on the Working Group for the Strategic Plan for 2008–2010, spoke on behalf of the Committee. The recommendations made in the report have been forwarded to the Working Group chaired by Elisabet Olofsson.

Alissandra Cummins thanked Jack Lohman for his work and **specified that the full report will be presented to the Advisory Committee at its 69th Session during the General Conference.**

8.2 *Report by the Working Group on the Strategic Plan for 2008–2010*

Elisabet Olofsson, the Chairwoman, presented the working document drafted on 14 April 2007 and revised by the Committee on 16 April 2007 during the Executive Council meeting. She asked the Executive Council for permission to continue the work until 15 May 2007. In the meantime, consultations will take place with members of staff, who should also be involved in drafting this document, which they will use as a basis for the operational plan to be developed by the Secretariat.

The Executive Council debated the Strategic Plan and it was suggested that ICOM's "mission" will remain worded as in the Statutes. The growing importance of intangible heritage in museums should be mentioned in this section.

Having taken note of the draft Strategic Plan for 2008–2011 and recommendations and proposals, Council:

- **Decided** to alter the term of the Strategic Plan to 2008–2010 (instead of 2008–2011).
- **Approved** the main orientations of the draft Plan with a view to its presentation and endorsement at the General Assembly in Vienna.
- **Approved** the extension of the mandate of the Committee until 2008, to ensure satisfactory follow-up to the process.

9. Curricula guidelines [ICTOP]

The members of the Executive Council examined the draft submitted by ICTOP (International Committee for Training of Personnel). They thanked the Committee for its work but noted that a number of improvements still needed to be made.

Having considered the proposals of ICTOP with respect to the preparation of ICOM Curricula Guidelines, Council:

- **Thanked** ICTOP for its commitment and efforts to fulfil the resolutions of the General Conference.

- **Decided** that the current draft was still not in a format which could be adopted by ICOM.
- **Agreed** to work in conjunction with ICOM's International Committees to identify other appropriate alternatives.

10. General Conference

10.1. Report on preparations for ICOM 2007

In the absence of Armine Wehdorn, Project Manager for ICOM 2007, Günther Dembski, Chairperson of the Advisory Committee, presented the report on the ICOM General Conference scheduled to take place from 19 to 24 August 2007 in Vienna (Austria).

He reported that good progress had been made with practical arrangements. The work has been shared out between the five members of the team. The Committee is working with *Austropa Interconvention* for registration at the Conference.

The members already registered have also registered to take part in the post-Conference tours, especially those taking place in Budapest (Tour G) and Salzburg (Tour E).

Many members registered before 31 January 2007 and so were able to take advantage of the special reduced rate (€230 for members and €110 for their guests). To date, 1,000 members had registered.

Günther Dembski informed Council members that 51 grants had been awarded by ICOM 2007, thanks largely to the ICOM Foundation's contribution. The Fair will provide an opportunity for members to discover the latest innovations in museum administration, archiving software, new technologies and so on.

He informed members of the various events which will be organised during the Conference, all of which are covered by members' registration fees.

Lastly, he thanked the Federal Ministry of Education, the Arts and Culture and the City of Vienna, which are helping to fund the Conference. The Committee is currently negotiating sponsorship for the organisation of the Conference with other bodies.

The Executive Council discussed ways of increasing the number of grant recipients. Alissandra Cummins asked Günther Dembski to indicate to any interested European country that a list of people wishing to take part in the Conference who meet the criteria set for recipients of grants is at their disposal if they wish to provide financial help.

Having taken note of the comprehensive report on preparations for the 2007 ICOM General Conference, Council:

- **Approved** the proposal of the Grace Morley Trust to request a waiver of registration fees for its five awardees, as had been done for the last two General Conferences.
- **Supported** the request of the Macedonian National Committee to seek waivers for members attending the General Conference.

Alissandra Cummins thanked Günther Dembski and asked him to convey the best wishes of the Council as a whole for the success of the Conference to the Organising Committee.

10.2. Position paper on the General Conference

Elisabet Olofsson explained to members that she would like to link this project to the Strategic Plan for 2008–2010. She reminded Council that the planned Conference handbook is the responsibility of the Secretariat, which has all the material needed to compile it at its disposal. Her own task would be to draft a reference document on ICOM's conception of a General Conference. For this reason, in her view, this is closely linked to the Strategic Plan and the orientations to be given to the Conference. The Council members expressed the wish that the text emphasise the context of the Conference, the

choice of a theme, the choice of speakers, how to work with the Organising Committee and so on. **It will also be necessary to consider an assessment procedure for General Conferences.**

Having taken note of the draft position paper on the concept, purpose and scope of ICOM's General Conferences, the Council :

- **Decided** to continue the preparation of this document within the context of the 2008–2010 Strategic Plan.

10.3.2 Resolutions Committee

Alissandra Cummins reminded Council that the task of this Committee, which was created before the Conference, is to work on the Resolutions to be adopted by the General Assembly. Its members are likely to be: Corazon Alvina (Philippines), Ian Galloway (Australia), Pavel Jirásek (Czech Republic), Regina Schulz (Germany) and Carol Vitagliano (Argentina). This ad hoc Committee will be dissolved at the end of the 2007 General Conference.

Having considered the proposed Terms of Reference and membership of the Committee, Council:

- **Adopted** the Terms of Reference with some modifications.
- **Decided** to invite a member to chair the Committee.
- **Identified** a Spanish-speaking candidate to join the Committee.
- **Approved** the start-up of the Committee's work, along the lines of ICOM's Strategic Objectives for 2008–2010.

10.4. Mentoring Grants for Young Museum Professionals

The Council studied the list of candidates selected by National Committees to receive a grant and therefore attend the General Conference. It noted that not enough members from developing countries had responded to the call for applications, despite several reminders. At this stage, it will be necessary to adopt a pro-active approach and seek out potential recipients of grants by directly contacting the Chairpersons of Committees.

Having considered the report of the Secretariat on the 60th anniversary mentoring grants, the Council:

- **Decided** to allocate an additional sum of €20,000 within the context of possible overall 2007 Budget adjustments to ensure participation of young members from under-represented regions.
- **Approved** prioritisation of applications from Africa, Latin America, the Caribbean and Asia.

The Executive Council thanked Margarida Ascenso, who administered the programme within the Secretariat with the help of Sylvie Délice, the accountant.

10.5. ICOM 2010

Xiangyi Li presented the preparations made by ICOM 2010 for hosting the 22nd General Conference and 23rd General Assembly of ICOM, from 7 to 13 November 2010, in Shanghai (China) to the Executive Council members. Since the 110th Session of the Executive Council in June 2006, ICOM 2010, the Ministry of Culture and the Deputy Mayor of Shanghai have been appointed Vice-Presidents of the Organising Committee of ICOM 2010.

The Organising Committee has two offices, one in Beijing and one in Shanghai. To date, 14 people had been appointed as organisational contacts for International Committees. The Committee is endeavouring to ensure that each Committee has a Chinese contact very soon.

A meeting chaired by the Minister of Culture will be held in Beijing on 28 April 2007 to discuss preparations for ICOM 2010.

A delegation of Chinese members will be travelling to Vienna to observe the Conference and draw inspiration from it if need be for ICOM 2010. The Committee also intends to have display cases at the Vienna Conference and to screen a film about Shanghai to promote the 2010 Conference.

Lastly, **Xiangyi Li invited the Executive Council to meet in either Shanghai or Beijing, whichever it prefers, in December 2008.**

Having received the report on recent developments in respect of ICOM 2010 in Shanghai, Council:

- **Approved** consideration of the invitation of the ICOM China National Committee to host a meeting of the Executive Council in Beijing or Shanghai in December 2008.
- **Requested** the Treasurer through the Interim Secretary General to ensure the necessary provisions for Secretariat presence in Beijing/Shanghai in the Budget for 2008.

11. Various

11.1. HANDS ON

Following the recommendation of the CIC, Council decided to accept the Organisation of museums and children and young persons "HANDS ON Europe" as an Affiliated Organisation, provided that the term Europe was taken out from the name of the Organisation. ICOM Secretariat was requested to follow-up on this. In its application for affiliated status, HANDS ON confirmed that it has a global distribution of members and a wide scope of work.

11.2. Request for sponsorship of the 7th Communicating in the Museum Conference (4–7 July 2007, Madrid, Spain)

The 7th edition of this international conference will be held in Madrid (Spain), in July 2007, on the theme "New Media: Reach new audiences, improve the visitor experience." The members of the Executive Council noted that the commercial aspect of the company which made the request incompatible with ICOM's non-profit-making objectives.

The Executive Council:

- **Decided** not to approve the request for sponsorship of the conference from the marketing company Agenda.

11.3. Request for representation on the Editorial Board of the Museums and Diversity Series

The Executive Council:

- **Approved** the proposal from Jack Lohman (ICOM-United Kingdom) for ICOM to be represented on the Editorial Board of the Museums and Diversity Series.
- **Approved** the nominations of Amareswar Galla (as Chair of the Working Group on Cultural Diversity) and Teresa Scheiner (as a member of the Working Group on Cultural Diversity) as ICOM's representatives on the Editorial Board.

12. Executive Council Meetings

Times and places of forthcoming Executive Council meetings are as follows:

111th session: Saturday 18 August 2007, in Vienna (Austria).

The Executive Council elected for 2007–2010 will meet on Friday 24 August 2007 for lunch followed by a short work session. This is intended as an opportunity to make contact and discuss the organisation of work for the ensuing three-year period.

112th session: 3–5 December 2007, Paris (France)

The Executive Council members noted the dates of meetings of Advisory Committee:

69th Session: Friday 17 August 2007, Vienna (Austria)

70th Session: Friday 24 August 2007 (3.45 p.m.–5.00 p.m.), Vienna (Austria)

71st Session: 2–4 June 2008, Paris (France)

On behalf of the members of the Executive Council, Alissandra Cummins, the President of ICOM, thanked the members of the Secretariat for the work carried out since December 2006, and offered them her encouragement for the coming months.

The members of the Executive Council thanked Alissandra Cummins for enabling them to engage in genuine debate about the Organisation, in an atmosphere that was both friendly and hard-working.

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Paris (France)

There was some confusion during the discussions concerning the archives at the meeting of 17 April. Here are some suggestions for discussion between the Executive and the Secretariat.

1) The possibility of depositing archives in the National Archives concerns only the “archives” proper (once they have been packaged in line with National Archives standards). This procedure is inexpensive, but it is not free, and the cost needs to be evaluated.

These archives represent a small volume (to be evaluated by Anne-Laure Donzel or her successor) and consist of:

a) items the organisation is legally required to keep.

b) items of historical value (to be defined by ICOM).

These documents are used on very rare occasions, by lawyers and historians.

2) “Intermediate archives”

These are documents covering several years corresponding to activities which have been ongoing for a number of years, or have been archived for a number of years, but which may be used as a reference for new operations (e.g. the process of creating a new International Committee, or book-keeping vouchers which have to be kept for 10 years).

These should not be deposited in the National Archives, but kept on accessible premises, which may or may not be shared with the Museum Information Centre, bearing in mind that they are more likely to be consulted by staff and experts than ICOM members.

The volume should be evaluated.

These documents are fairly frequently used. If it becomes apparent that they are being used less and less frequently, the possibility of depositing them in the National Archives (after sorting) should be considered. Arrangements should therefore be made for regular updates and sorting (elimination of book-keeping vouchers from more than 10 years ago, documents to be transferred to the National Archives etc.).

3) “Current archives”

Documents on ongoing matters. These are kept in the Secretariat (I suggest, for matters being dealt with by the Ethics Committee, in a safe), with the possible exception of the archives of ICOM publications, which could be kept in the Museum Information Centre, but should not be confused with publications for consultation.

Awareness needs to be raised amongst Secretariat staff of the need to archive and to transfer their working documents to the “intermediate archives”.

All this should be distinguished from “reference material”, which is managed as a resource for consultation, including by non-specialists, and has to be accessible. What some International Committees call “archives” may be a mixture of “intermediate archives” and “reference material”, which should be sorted when deposited with ICOM.

Michel van Praë
17 April 2007

Questions:

Are the present “intermediate archives” assembled in one place? Has the storage space in the garage of the Miollis building been emptied? If not, can it be emptied quickly and the archives assembled in one place?

TREASURER'S REPORT

ICOM EXECUTIVE COUNCIL
APRIL 16 – 18, 2007
Paris (France)

Over view

- **Review and Approval in Principle of Balance Sheet : Balance Sheet and Financial Statement**
- **Review and Approval of 2006 Audit (Exercise at December 31, 2006)**
- **New approaches to the Triennial Budget**
- **Setting goals for 2007**

	2006	2005
Assets (Net total)	2 161 420	1 895 872
Liabilities (Net total)	2 161 420	1 895 872

Comments on variance between ICOM 2007/SEC.03 and Audit

<i>End result is identical: surplus of 111 399 €</i>	
Variance in Operating Results:	
Audit Revenues	2 169 547
ICOM Revenues	2 141 479
Audit Expenditures	2 058 148
ICOM Expenditures	2 025 782
<i>Due to the way in which Financial Results are reported</i>	

Attention needs to be directed toward better coordinating these results, by bringing ICOM's reporting closer to that required by the Auditors

Analysis 2006 Financial Statement / Budget 2006 / Actual 2005

- Real comparison for ICOM generated income (line 5) is Actual 2005/Actual 2006 as Budget never includes past dues – 8%
- If 180 000 € Getty removed (C7), total is 91 000, and -66% for E7
- Total revenues are -8% of Budget but +10% on 2005

Expenditures:

- Major increase in professional services – breakdown (D16)
- Remove Getty €180 000 from C27 – 445 303 or -15% over Budget (E27)
- Increase in Expenditures of 19% over 2005

Tendency seems to have been to be very positive with Budget projections however shortfalls in revenue have not produced deficits – programs and projects simply do not occur.

Implications

For second year in a row, ICOM has a major surplus:

- 2005 311 308 €
- 2006 111 399 €

Options for “use” of surplus

- Assign to Reserve Fund (*current balance 1 588 177 €*)
- Dedicate to high priority projects: accelerated data base and/or organizational review

(2006 Surplus was assigned to 3 initiatives: extra Special Project funds; Mentorship Grants and Implementation of data base for committees – 220 000 €)

**ANAYSIS
2007 BUDGET / 2006 ACTUALS**

REVENUS:

- Drop in 5% for ICOM generated is not real due to anticipated addition of back dues
- Project income is to increase by 92%, however by beginning of 2nd quarter, 58% of this is not confirmed nor has any work been done on securing these funds. Real total is 227 028 € or -20% over 2006 Actual.

EXPENDITURES:

- General Administration increases by 20% over 2006,
- Based on confirmed revenues, project expenditures decrease to some 232 000 or a drop of -28% over 2006 Actuals

GOALS FOR 2007:

- A. Determine appropriate allocation of 2006 surplus, based on clear Terms of Reference
 - B. Begin work of converting to Triennial Budget based on SP 2008/10, if approved,
 - C. Develop 3 year program and financial plans, as per F & R Committee,
 - D. Adjust financial management systems to fit needs,
 - E. Secure/circulate monthly financial reports,
 - F. Diversify revenue through development/fundraising plan.
-

Annex 3: Proposed changes to the revised ICOM Statutes [2005/DIV.03rev.04]

Based on the recommendations from the Chair of the Legal Affairs Committee the following changes to the Statutes (final draft 2005/div.03 rev4, date 20th January 2007) were approved by the Executive Council during its Extraordinary Session held in April 2007 :

Article 1, Section 4. Duration of the Mandate.
The duration of ICOM shall be indefinite.

Article 4, Section 1. Membership "...that they wish to become members, that they accept and will comply with the ICOM Code of Ethics for Museums, and shall complete the application form..."
(New) Section. "Membership in ICOM shall not be available to any person or institution (including its employees) that is dealing (buying or selling for profit) in cultural property including works of art, natural and scientific specimens taking into consideration national legislations and approved international conventions. the same disqualification applies to persons or institutions that are engaged in an activity that could cause a conflict of interest."

Article 6, Section 2. Right to seek election and section 3.
Designated representatives (Reverse order of the two sections)

Article 10, Section 2 members (Delete existing and insert the following)
"The General Assembly consists of all individual, student, supporting and honorary members and the designation representatives of institutional members. only individual members or representatives of institutional members who have been designated as voting delegates by National Committees, International Committees, and Affiliated Organisations in accordance with sections 1, 2 and 3 of article 7 have the right to vote at the general assembly of ICOM."

Article 10, section 3. meetings revise text to be clear about General Assembly making decisions on recommendations from the Executive Council concerning changes in membership subscriptions and the adoption of internal rules and regulations.
(New) Section. Internal rules The Executive Council may decide on the establishment of internal rules, which shall be submitted to the General Assembly for approval.

Article 14. Section 5. Candidates for the Executive Council
Revise text to require endorsement by a second officer or board member on behalf of the nominating committee for the nomination of candidates for the Executive Council.

Article 21. Operational Secretariat
Revise text and title from Secretary General to Director General

Article 22. UNESCO-ICOM Museum Information Centre
Delete the words "and housed within ICOM's offices."

Article 26. Section 4. participation of other organisations
At the end of the section add "...and other meetings."



**LISTE DES PARTICIPANTS
LIST OF PARTICIPANTS**

*Session extraordinaire du Conseil exécutif
Extraordinary Session of the Executive Council*

*16 – 18 avril / April 2007
Paris (France)*

EXCUSÉ / EXCUSED

Jongsok Kim (République de Corée/*Republic of Korea*)

PRESIDENT :

Alessandra Cummins (Barbade/*Barbados*)

VICE-PRESIDENTS :

Amareswar Galla (Australie/*Australia*)

Martin R. Schaerer (Suisse/*Switzerland*)

TRÉSORIÈRE/TREASURER :

Nancy Hushion (Canada)

MEMBRES/MEMBERS :

George O. Abungu (Kenya)

Gary Edson (Etats-Unis/*United States*)

Hans-Martin Hinz (Allemagne/*Germany*)

Elisabet Olofsson (Suède/*Sweden*)

Per Bjørn Rekdal (Norvège/*Norway*)

Tereza Scheiner (Brésil/*Brazil*)

Marie-Christine van der Sman (Pays-Bas/*Netherlands*)

Michel van-Praët (France)

Li Xiangyi (Chine/*China*)

W. Richard West, Jr. (Etats-Unis/*United States*)

EX-OFFICIO :

Günther Dembski (Autriche/*Austria*)

OBSERVATEURS/OBSERVERS :

Clara Arokiasamy, (Royaume-Uni/*United Kingdom*),

Sid Ahmed Baghli (Chine/*China*)

Wang Dan (Chine/*China*)

M^e Etienne Joulie (France)

Ben Koevoets (Pays-Bas/*Netherlands*)

Pascal Makambila (Congo)

Lina Tahan (Royaume-Uni/*United Kingdom*)

SECRETARIAT DE L'ICOM/ICOM SECRETARIAT :

Margarida Ascenso (Employé de bureau – Administration/Clerk – *Administration*)

Carla Bonomi (Webmestre/*Webmaster*)

Tito Chan (Secrétaire – Service des membres/*Secretary – Membership Service*)

Sylvie Delice (Comptable/*Accountant*)

Lysa Hochroth (Rédactrice trilingue/*Trilingual Editor*)

Elisabeth Jani (Documentaliste/*Documentalist*)

Cristina Menegazzi (Spécialiste du programme/*Programme Specialist*)

Jennifer Thévenot (Responsable des activités de programme/*Programme Activities Officer*)

Eloisa Zell (Responsable du Service des membres/*Membership Service Officer*)

Piet J.M. Pouw (Consultant expert/*Expert Consultant*)

