

## **ICOMOS Ireland Protocol for Communication.**

*Background to the protocol:*

*ICOMOS Ireland is an advisory body to the State Party on World Heritage matters. In addition, it is a voluntary NGO, whose members, from public, private and institutional backgrounds, are engaged in conservation of our cultural heritage. It has been established and agreed that due to the complexity of our membership, ICOMOS Ireland would refrain from becoming involved in individual (planning) cases, other than where these have an impact on our World Heritage.*

*In other instances, ICOMOS Ireland has acted in lobbying Government to support our heritage in a number of ways and has responded in support of heritage to a range of consultation documents issued by Government Departments. It has written to Government Ministries to highlight issues that have emerged and has made submissions in respect of a range of (urban and rural development) programmes.*

*Despite the ongoing efforts of the National Committee, it is not uncommon for members to become aware of consultation documents only at the last moment, leaving little time for circulation, identification of respondents, preparation and circulation to the Executive of response, approval of same and final issue. Notwithstanding the importance of responding to as wide a range of consultation policy documents affecting heritage as possible, the Executive has deemed it appropriate to prepare a protocol for the preparation and issue of such communication through the Executive only.*

*In other instances, members may be invited to represent ICOMOS at events. In such circumstances, it is important that members convey an agreed position, either by agreeing this in advance with the Executive, in some cases through the channels of the NSCs, or that they declare any views not so cleared, as theirs alone, thus dissociating them from ICOMOS.*

*With the range of submissions escalating in line with the expansion of heritage issues, communications, both verbal and in writing are increasing exponentially. ICOMOS Ireland Executive committee members are also increasingly engaging in discussion at an international as well as a national or local level. For this reason it is important that they are fully briefed and made aware of any considerations and submissions prepared by and with the assistance of the NSCs. For this reason also it is imperative that all communications are issued through the Executive or the Executive is fully informed of any alternative process.*

*By submitting to the election process, as well as through their ongoing commitment and attendance at meetings, Executive committee members build on their base knowledge to inform their decision making process.*

### **Use of ICOMOS Letterheads and Branding Material**

All communications made on behalf of ICOMOS Ireland shall be issued through the Executive committee, on current National Committee letterhead, which itemises the constituent members of the Executive committee.

The ICOMOS Ireland banner should be displayed at events where members are representing ICOMOS Ireland, if appropriate and acceptable to host organisations.

ICOMOS Ireland brochures, outlining the structure, goals and objectives of the organisation, are available for display and distribution at such events and members should be encouraged to promote their distribution.

**Notifying the Discussion Document/Call for Responses to Consultation Document:** Where an individual member is made aware of a 'Call for Submissions/Responses' and wishes ICOMOS Ireland to make a response, they should raise this at the next meeting of the National Committee (NC), providing documentation where available / this is in their possession. Where the deadline for the response will be

less than a calendar month after the meeting at which this is notified to the NC, they should by email or otherwise in writing, advise the President and the Administrator, who will circulate the documentation as appropriate to the Executive Committee for their consideration.

Where the matter relates to the subject expertise of a National Scientific Committee (NSC), the member can forward this direct to the NSC, but shall copy the President and Administrator in, notifying them of his/her intention to prepare a response. Alternatively, where this has not already been sent to the Chair of the NSC, the President will ensure this takes place. It is normal for the President when forwarding calls for responses and other documentation, to request a comment from the Chair of the NSC. Acknowledgement of this request, together with an anticipated timescale for a response, where deemed appropriate, should be provided by the Chair of the NSC on receipt.

#### **Preparing and issuing responses, submissions, etc.**

Following preparation, the draft response shall be issued to the Executive Committee a minimum of one week before the deadline, to enable any amendments, additions, alterations. Where, for reasons of late notification, this timescale is not available, the person responsible for preparing the submission shall agree with the President in advance whether this timetable may be reduced. In cases where such agreement has been reached, the President will notify Executive members of the suggested deadline and request their urgent response.

It shall be the decision of the President whether a submission can be made where inadequate time exists for circulation to and approval of the draft by the Executive. In such cases, the draft response will be submitted for the approval of the President who may sign and issue on the current letterhead. Where inadequate time exists to respond, this fact should be noted to the originator of the call on behalf of ICOMOS Ireland.

Where the chair of an NSC is of the opinion that a submission should be made, regardless of the inability to adhere to the above procedure, it should be made clear to the receiving body, that the sentiments expressed are made independent of the Executive and are made on behalf of the NSC in question only. In this case, the president of ICOMOS Ireland shall be copied, not blind copied, in to the correspondence, and this shall be noted as appropriate after the signature of the writer in the communication, including citing the email contact address of the President.

The signatory to the letter (President or NSC Chair as appropriate) should notify this to members at the next Executive/main meeting.

Prepared by

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