

## **ICOMOS Ireland Protocol for Expenditure.**

### *Background to the protocol:*

*ICOMOS Ireland currently receives a limited and diminishing amount of Government support, on an annual basis, in response to a structured programme of collaboration and activities. It has become the practice to prepare a triennial business plan, which outlines objectives and sets and monitors targets and a programme of actions. These actions are summarised in the business plan and an outline cost provided. This business plan is prepared and approved by the Executive and presented to the membership at the AGM for ratification / amendment as appropriate. A one year extract is reviewed and presented to the AGM annually and submitted in support of any funding application to DAHG.*

- *Currently, support is voted for the attendance of the President to attend the annual Advisory Committee (ADCOM) meeting and to attend an intermediate Europe Group Meeting (EGM).*
- *Since 2011, following his election, support has also been voted to assist the Irish member of the International Executive Committee.*
- *In addition, assistance has been voted to support members of National Scientific Committees (NSCs) to attend their equivalent relevant International Scientific Committee (ISC) meetings. It has been the practice to also support members attending conferences on topics of professional interest. Such allocations have been made on a first-come-first-served basis, where funds permit.*
- *Each three years, on the occasion of the General Assembly, additional funds are allocated to provide some support for members to attend this important event in the international ICOMOS calendar.*
- *In addition, support is allocated to annual activities, including the Annual Maura Shaffrey Memorial Lecture, the Annual Outing and miscellaneous other one off events, such as the recent Rural Landscape Photography Competition, run by the Cultural landscape NSC.*
- *Calls for block allocation of funds have also been received by the Executive from a number of NSC chairs.*

*Due to the reduction of funding over the past three years, as well as the frequency and number of requests for reimbursement of travel expenses, the Treasurer has requested that anticipated expenditure should be estimated and notified annually, to guide drawdown and reimbursement.*

*In response to these and to ensure equitable access to the limited funding available, the Executive have deemed it appropriate to draw up a protocol for the drawdown of funds as follows:*

### **Support for activities:**

Support for activities is dependent on adequate funding being received by ICOMOS Ireland. Routine activities such as the National Committee President's attendance at ADCOM and EGM are anticipated events which need approval only on an annual basis.

Where alternative funding potential exists or emerges, such as for International EXCOM, it will be the responsibility of the individual seeking funding support, to apply for this and only on exhaustion of this process, should an application for support be made to the National Committee. Such applications should be made annually at the AGM and presented to the members and discussed in the context of the annual budget.

Drawdown of support by individual ISC or NSC members will be approved on an ad-hoc basis and will be awarded on a first come first served basis or on individual merit. No obligation exists on the Executive to approve an application.

Where an allocation is intended to cover a range of committee activities, or persons, no one individual should be entitled to disproportionately drawdown from that allocation. The allocation of support for ISCs is unlikely under the current economic circumstances to allow for meaningful and equal support for all members of ISCs on an annual basis.

Therefore, where any one applicant seeks a share greater than 25% of the total category allocation, s/he must have identified this before the start of the year and have outlined proposals for funding this activity. It should be noted that support is likely to cover only a proportion of the total cost of the activity.

**Reporting on Activity:** A written report, outlining the event, its value to the individual, its potential importance to the equivalent NSC and identifying any likely ongoing commitment, should be prepared and submitted, within a month of return, or as otherwise agreed. This should be available to members on the 'members only' section of the website, or on the general site, by agreement with the individual concerned. The individual should be prepared on request, to present a summary report to the membership at the next appropriate meeting.

It is expected that all members will be conscious at all times of the limitation of available funding and when booking flights and accommodation, shall be mindful and avail of the potential economies that may be had from an early response.

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