

## ICOMOS-UK Wood Committee

### Terms of Reference

June 2017

#### 1. **Introduction:**

ICOMOS-UK is the UK National Committee of ICOMOS (the International Council on Monuments and Sites). ICOMOS-UK's aim is to promote appreciation and understanding of cultural heritage in the UK and worldwide and it does this by focusing on policy and practice, information and opportunities.

At an international level ICOMOS develops best practice in the conservation and management of cultural sites, and has a special role as adviser to the UNESCO World Heritage Committee on cultural World Heritage sites. Active in over 130 countries, ICOMOS is one of the most highly regarded conservation organisations in the world.

ICOMOS-UK does much of its work through sub-committees, made up of ICOMOS-UK members, who operate on a voluntary basis.

ICOMOS-UK is an independent charity, set up in 1965.

The use of 'wooden built heritage' in this document refers to "all types of wooden buildings and other wooden structures that have cultural significance or are parts of historic areas, including temporary, movable and evolving structures" (draft ICOMOS Principles for the Conservation of Wooden Built Heritage 2016).

#### 2. **Objectives and scope:**

The objectives of the ICOMOS-UK sub-committee on wood (the 'Committee') will be to:

- Promote understanding and cooperation in the field of conservation of wooden built heritage.
- Advise on and develop ICOMOS-UK programmes in this field.

The Committee will accomplish these objectives by:

- Providing a multidisciplinary forum for the interchange of experience, ideas, knowledge, and the results of research between administrators, archaeologists, architects, conservators, engineers, wood scientists, legislators and other professionals;
- Extending technical cooperation and establishing links with other ICOMOS-UK committees, government agencies and authorities, public and private specialised institutions and industrial organisations in appropriate fields;
- Promoting and (where appropriate) coordinating studies, research activities and training programmes.

3. **Membership:**

The Committee will bring together individuals from a broad range of backgrounds in the UK who have experience, knowledge, or particular interests in the conservation of wooden built heritage. The Committee will be open to membership from all existing members of ICOMOS-UK and to others who will be required to join ICOMOS-UK. New membership and participation will also be encouraged from students.

Appointment to the Committee will be for a renewable three year term. The membership will be kept under review in order to identify and remedy any perceived gaps in geographical representation, backgrounds, professions, expertise and skill sets.

4. **Committee Governance:**

Membership, management and governance of the Committee will be in accordance with ICOMOS and ICOMOS-UK statutes of association and governance.

The Committee will have a Chair person and a Vice-Chair who will be confirmed by the ICOMOS-UK Executive Committee.

5. **Meetings:**

Committee meetings will be held quarterly. Generally, meetings will be held at ICOMOS-UK's offices at Cowcross Street in London; at least one meeting per year will include a visit to a heritage site somewhere in the UK subject to the venues being free of charge.

Meetings will be arranged by the Chair (or Vice-Chair) through the ICOMOS-UK secretariat.

Reports (minutes) of the meetings will become part of the public record. They will be taken/ prepared by the committee Chair (or Vice-Chair) and sent to the Secretary of ICOMOS-UK for review and adjustment before being made public. Meeting reports will be distributed to members of the Committee, the Secretary and the Executive Committee.

6. **Activities:**

The activities of the Committee will be consistent with the goals and objectives of ICOMOS and may include:

- Regular meetings of the membership;
- The organisation of regular talks, scientific conferences, workshops and study visits. At least one conference or workshop per year should be a minimum goal.
- The organisation of or participation in a major international conference every three years.
- Promoting the activities of the Committee by increasing it's visibility on the web: the Committee will ask the Executive Committee to set up and manage a dedicated page for the wood committee on the ICOMOS-UK website.
- Establishing and maintaining links with other organisations to promote and coordinate themed studies and research projects.

- Establishing and maintaining links with educational institutions and training organisations to promote understanding and cooperation in the field of conservation of wooden built heritage.
- Participating in the preparation of publications (printed or on the ICOMOS-UK website), and the gathering and dissemination of information.
- Promoting and maintaining active links with the ICOMOS International Wood Committee (IWC). The IWC is one of the specialised scientific committees of ICOMOS. It IWC was established in 1975.

Participation in the activities of the Committee will be encouraged from schools, further education and higher education institutions.

7. **Resources:**

The Committee will operate on a voluntary basis.

ICOMOS or ICOMOS-UK will not reimburse any costs incurred from venue hire for committee meetings or visits.

ICOMOS-UK's secretariat will provide supporting services.

8. **Agreement, review and publication of these Terms of Reference:**

The Committee's Terms of Reference will be agreed in draft form by the Committee before they are sent to the Executive Committee for agreement and ratification.

Once ratified, the Terms of Reference will be posted on the ICOMOS-UK website.

These Terms of Reference will be reviewed periodically including making an assessment of how the wood committee relates to and interacts with other sub-committees and the overall work of ICOMOS-UK.

9. **Links:**

- ICOMOS, International Council on Monuments and Sites: [www.icomos.org](http://www.icomos.org)
- IWC, ICOMOS International Wood Committee: <http://iwc.icomos.org/index.html>
- UNESCO: [en.unesco.org](http://en.unesco.org)
- UNESCO World Heritage Centre: [whc.unesco.org](http://whc.unesco.org)
- ICCROM, International Centre for the Study of the Preservation and Restoration of Cultural Property: [www.iccrom.org](http://www.iccrom.org)
- ICOM, International Council of Museums: [icom.museum](http://icom.museum)
- ISCARSAH, ICOMOS International committee on Analysis and Restoration of Structures of Architectural Heritage: [iscarsah.org](http://iscarsah.org)
- TICCIH, ICOMOS International Committee for the Conservation of the Industrial Heritage: [ticcih.org](http://ticcih.org)

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