



**TERMS AND CONDITIONS
OF THE ICOM AWARD FOR SUSTAINABLE
DEVELOPMENT PRACTICE IN
MUSEUMS**

Approved by the ICOM Executive Board at its 169th Session (held on the 29 February – 1 March 2024).

ARTICLE 1 – PURPOSE

With the aim to contribute to implementing its [2019 Resolution “On sustainability and the implementation of Agenda 2030, Transforming our World” adopted in Kyoto](#), as well as recognising museum practices for Sustainable Development at a global level, providing awareness-raising and learning opportunities across ICOM network related to Sustainable Development, promoting the roles and responsibilities of museums in Sustainable Development and addressing the priorities in the [ICOM Strategic Plan 2022-2023, namely Global Positioning, Leadership and Climate Change](#), the International Council of Museums (hereinafter “**ICOM**” or the “**Organiser**”) is launching the *ICOM Award for Sustainable Development Practice in Museums* (hereinafter the “**ICOM Award**”).

ARTICLE 2 – ORGANISER

The ICOM Award is organised by ICOM, a not-for-profit association governed by the French 1901 Law of Associations, having its registered office at 15, rue Lasson, 75012 Paris, France.

ARTICLE 3 – THE TERMS AND CONDITIONS

The present *Terms and Conditions of the ICOM Award for Sustainable Development Practice in Museums* (hereinafter the “**Terms and Conditions**”) are intended to set out the framework within which the ICOM Award is granted and therefore are available on the ICOM Member space <https://icom.museum/en/member/> (hereinafter the “**ICOM Member Space**”).

The Terms and Conditions may be amended from time to time by the Organiser through a decision of its Executive Board without prior notice. The Organiser will inform the Candidates of any amendment to the Terms and Conditions by publishing a new version on the ICOM Member Space. Any change to the Terms and Conditions will go into effect once they are published online in the ICOM Member Space.

In the event of amendments being made during a running edition of the ICOM Award, any rejection by a Candidate of the amendments will result in his/her application being deemed ineligible for the ICOM Award.

ARTICLE 4 – PERIODICITY AND CALENDAR

The ICOM Award is expected to be awarded once every three (3) years as part of the program of the ICOM General Conference.



For each edition of the ICOM Award, a calendar (hereinafter the “**Calendar**”) shall be adopted by the ICOM Secretariat.

The Calendar shall be annexed to the Terms and Conditions.

ARTICLE 5 – ICOM AWARD

The Winner of the ICOM Award shall receive a (1) unique reward specifically designed for the ICOM Award. The Winner of the ICOM Award will also have the opportunity to be promoted through the various ICOM media (such as, but not limited to, ICOM social media, ICOM podcast, and/or ICOM Website).

The Finalists will be invited, with the financial support from ICOM, to attend the 27th ICOM General Conference to be held in Dubai in 2025. They shall also receive an Award certificate for their Projects.

An ICOM Award publication featuring the Winner, the Finalists, and outstanding Projects, that are part of the Long-List selected by the Jury, shall be published a few months after the ICOM General Conference

ARTICLE 6 – REQUIREMENTS FOR PARTICIPATION

6.1. General requirements

A call for applications (hereinafter the “**Call for ICOM Award Applications**”) shall be open to legal entities and/or legal persons meeting the conditions set out in Articles 6.2. and 6.3. below (hereinafter collectively referred to as “**Candidates**” and individually as “**Candidate**”).

Each Candidate’s application shall relate to a project that shall illustrate the museum’s contribution to the Agenda 2030 through the 5Ps (hereinafter “**Project**”). A Candidate can only submit one (1) application. Should this not be the case, ICOM Secretariat and the Jury reserve the right to discredit at any stage of the process any Candidate or Candidates who have submitted more than one (1) application.

The Candidate shall be in good standing, as defined by Article 3 Section 4 of ICOM Statutes, of their ICOM annual membership fees throughout the whole process of the ICOM Award. Should this not be the case, ICOM Secretariat and the Jury reserve the right to discredit at any stage of the process any Candidate or Candidates who is not in good standing.

6.2. Conditions related to Candidates from National Committees belonging to Categories 1 and 2

When a Candidate is a Member of an ICOM National Committee belonging to Categories 1 and 2, as established by the [ICOM Membership grid](#) adopted by the 38th ICOM General Assembly held on the 9 June 2023, the Candidate shall meet all the compulsory requirements below:

- i. The Candidate shall be an ICOM Institutional Member;
- ii. The Candidate shall submit only one (1) Project;
- iii. When fulfilling the Call for ICOM Award Applications, the Candidate shall be in good standing with its ICOM annual membership fees for the year 2024.



- iv. In order to be short-listed and/or receive the Award, the Candidate shall be in good standing with its annual membership fees for the year 2025.

6.3. Conditions related to Candidates from National Committees belonging to Categories 3, 4 and 5

When a Candidate is a Member of an ICOM National Committee belonging to Categories 3, 4 and 5, as established by the [ICOM Membership grid](#) adopted by the 38th ICOM General Assembly held on the 9 June 2023, the Candidate shall meet all the compulsory requirements below:

- v. The Candidate shall be either an ICOM Institutional Member or an ICOM Individual Member if their museum is not an ICOM Institutional Member. In that case, the ICOM Individual Member carries out the application process on behalf of the museum where he/she works, attaching a letter of support from their museum.
- vi. The Candidate shall submit only one (1) Project;
- vii. When fulfilling the Call for ICOM Award Applications, the Candidate shall be in good standing with its ICOM annual membership fees for the year 2024.
- viii. In order to be short-listed and/or receive the Award, the Candidate shall be in good standing with its Membership fee for the year 2025.

6.4. Conditions relating to the Project

The Project submitted shall meet all the compulsory requirements below:

- i. The Project shall have been carried out between January 2022 and August 2024.
- ii. The Project shall be endorsed by one (1) ICOM Body, such as defined by Article 6.5. of the Terms and Conditions
- iii. Joint applications between different Candidates are not possible, however, Projects can mention partnerships within the Application Form.

6.5. Endorsement by one (1) of the ICOM Bodies

The Project shall be endorsed by one (1) of the following ICOM Bodies: one (1) ICOM National Committee or one (1) ICOM International Committee or one (1) Regional Alliances or one (1) Affiliated Organisation (hereinafter collectively referred to as “**ICOM Bodies**” and individually as “**ICOM Body**”)

In order to be able to endorse a Project, the ICOM Bodies shall have taken part in one (1) of the mandatory online Capacity Building session (see Article 7 of the Terms and Conditions) organised by ICOM.

Each ICOM National Committee shall be entitled to endorse Projects submitted by Candidates from their National Committee.

Each ICOM International Committee shall be entitled to endorse Projects from Candidates of their International Committee, but also from Candidates not belonging to the International Committee. However, the ICOM International Committee on Museums and Sustainable Development (hereinafter “ICOM SUSTAIN”) shall not be entitled to endorse Projects.



Each ICOM Regional Alliance shall be entitled to endorse Projects submitted by Candidates from a National Committee of their Regional Alliance.

Each ICOM Affiliated Organisations shall be entitled to endorse Projects.

ARTICLE 7 - MANDATORY ONLINE CAPACITY BUILDING SESSION

In order to be able to endorse a Project, each ICOM Body shall register and participate in one (1) of the mandatory online Capacity Building session organised by ICOM Secretariat (hereafter the “**Capacity Building Session**”).

The Capacity Building Session shall be organised by the ICOM Secretariat and other relevant partners if necessary. The date(s) and the conditions for registration shall be communicated to the ICOM Membership in due course.

When registering for one (1) of the Capacity Building Session, each ICOM Body shall appoint one (1) of its members to manage the endorsement process (hereinafter the “**ICOM Body Representative**”).

To validate the participation of its ICOM Body, the ICOM Body Representative shall attend the Capacity Building Session. The ICOM Secretariat shall check and validate the participation of each ICOM Body Representative.

The list of the ICOM Bodies that are entitled to sign the Award endorsement letter shall be published by the ICOM Secretariat before the opening of the Call of ICOM Award Applications.

A template for the ICOM Award endorsement letter shall be provided by the ICOM Secretariat to the ICOM Bodies. Potential Candidates can contact the authorised ICOM Bodies listed on the Website for an endorsement.

ARTICLE 8 – CANDIDATE PARTICIPATION

In order to participate in the ICOM Award and submit its candidacy, the Candidate shall duly respond to the Call for ICOM Award Application on the Website within the deadlines sets out by the ICOM Secretariat and complete the Application Form issued by the ICOM Secretariat (hereinafter the “**Application Form**”).

Candidates will be required to formally approve the Terms and Conditions when submitting their application.

ARTICLE 9 – APPLICATION FORM

The Application Form shall be accessible on the Website in the three official languages of ICOM (English, French and Spanish) and requires, at least, the following information:

- i. **Information on the Candidate:** name of the Candidate, ICOM Membership number, proof of payment of the Membership fees for the year 2023 and/or 2024.
- ii. **Description of the Project:** description of the Project objectives (the ways the one or more criteria (5Ps) are addressed within the Project), and results achieved.



- iii. **Endorsement** by one (1) ICOM Body: The Project shall be supported by the ICOM Award endorsement letter signed by the ICOM Body Representative and the Chair of the ICOM Body.

All elements sent by the Candidate in the Application Form will be made public if the Project submitted by the Candidate is selected in the Long-list (hereinafter referred to as the “**Public Content**”).

ARTICLE 10 – THE JURY

10.1. Composition of the Jury

The Jury, that will carry out the selection, shall be composed of seven (7) members consisting of four (4) Museum Experts and two (2) Sustainable Development Experts (collectively referred to as the “**Jury Expert Members**”). In addition to the Jury Expert Members, the Jury shall be chaired by the Chair of ICOM SUSTAIN (referred to as the “**Chair of the Jury**”).

Together the Jury Expert Members and the Chair of the Jury shall be referred to as the “**Jury**”.

10.2. Selection process

The Jury Expert Members shall be selected by ICOM following an *open call for applications for the Jury* (hereinafter “**the Jury Call for Applications**”). The rules applicable to the Jury Call for Applications and the selection process are defined and provided by the ICOM Secretariat with the Jury Call for Applications.

The ICOM Secretariat, together with the Chair of ICOM SUSTAIN and an external Expert Advisor shall review the candidacies and select the Jury in consultation with the ICOM President, the Director General, and the Chairperson of the Advisory Council.

The selection shall take into consideration the need for equitable geographical representation, balanced gender representation, the risk of possible conflicts of interest as well as practical expertise in museums and sustainable development.

10.3. Jury Terms of Reference

The organisation and the mandate of the Jury will be governed by Terms of reference (hereinafter the “**Jury Terms of Reference**”). The Jury Terms of Reference will be published at the same time as the Jury Call for Applications on the Website.

ARTICLE 11 - REVIEW AND SHORTLISTING

Once the Call for ICOM Award Application is closed, the ICOM Secretariat shall review if the conditions regarding the Candidates and the Projects, set out in Article 6 of the Terms and Conditions, are met. If a Project does not meet the compulsory requirements, it will be deemed ineligible for the ICOM Award.

Only Projects considered eligible by the ICOM Secretariat will be forwarded to the Jury and will be published as the **Long-list**. On the basis of the Jury Terms of Reference and the Jury Guidelines sent to it by the ICOM Secretariat, the Jury shall evaluate the eligible Projects.

The Jury shall examine eligible Projects that have been submitted during the *ICOM Award Call for applications* and use their expertise and the evaluation tools provided in the Jury



Guidelines by the ICOM Secretariat to assess eligible Projects according to the set criteria in four (4) phases:

- In a first stage, the Jury shall analyse the eligible Projects on the Long-list in order to select up to twenty-five (25) Projects for a **Short-list**;
- In a second stage, the Jury shall designate up to five (5) Finalists of the ICOM Award (hereinafter the “**Finalists**”).
- In the final stage, the Jury shall determine the (1) Winner.

ARTICLE 12 – ANNOUNCEMENT OF THE FINALISTS

At least two (2) months ahead of the Award Ceremony, the Jury shall conclude the selection of the Finalists of the ICOM Award.

The Finalists shall be invited, with the financial support from ICOM, to attend the 27th ICOM General Conference to be held in Dubai in 2025 in order to participate in the Award Ceremony.

ARTICLE 13 – SELECTION OF THE WINNER

The Jury will select the Award winner (hereinafter the “**Winner**”).

Only one (1) Project can obtain the ICOM Award. Under no circumstances may there be an *ex aequo* ICOM Award.

ARTICLE 14 – AWARD CEREMONY

The name of the Winner will be announced during the Award Ceremony that shall be held at the 27th ICOM General Conference (hereinafter the “**Award Ceremony**”).

The Award Ceremony shall be organised by ICOM Secretariat.

ARTICLE 15 – INTELLECTUAL PROPERTY

It is expressly agreed by the Candidate that the information related to the Project submitted during the Call for application will be an integral part of the Public Content.

Public Content may be used by the ICOM and its ICOM Bodies for purposes of presenting, announcing, and promoting the Award, the Candidates and the Project.

ARTICLE 16 – LIABILITY

The Organiser shall not incur any liability in the event of force majeure (i.e. unforeseeable and irresistible act of nature) as defined by French courts harm the organisation and management of the Award.

ARTICLE 17 - SEVERABILITY

In the event that one or more of the provisions contained in the Terms and Conditions are, for any reason whatsoever, found to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of the Terms and Conditions.



ARTICLE 18 – LANGUAGES

The Terms and Conditions have been drawn up in English. In case of inconsistency between the English version of the Terms and Conditions and other available translations, the English version will prevail.

ARTICLE 19 – GOVERNING LAW

The Terms and Conditions shall be governed by and construed in accordance with French law, without regard to its conflict of law rules.

Participation in the Award implies acceptance of these Terms and Conditions without reservation or restriction.

In the event of a dispute between the Organiser and the Candidate, all concerned Parties undertake to settle the matter in good faith. In the event that a settlement proves impossible, any dispute arising from the present Terms and Conditions or related thereto concerning the interpretation, performance or termination of the Terms and Conditions or all matters in connection therewith or deriving from the same, the courts of France shall have sole jurisdiction if the dispute cannot be resolved by mediation.



Adopted by the ICOM Secretariat
05/02/2024

Annex 1: CALENDAR OF THE ICOM AWARD

The estimated calendar for the First edition of the ICOM Award, that will be granted during the 27th ICOM General Conference in Dubai in November 2025, is as follows:

December 2023: Announcement of the Award

February 2024: Participation in one (1) of the mandatory Capacity Building sessions

March 2024 – April 2024: Call for international Jury application

March 2024 – September 2024: Call for ICOM Award application

October - November 2024: Eligibility check by the ICOM Secretariat

December 2024: Long list of Projects is announced on the Website;

June 2025: Short list of Projects is announced on the Website;

September 2025: Announcement of the Finalists

November 2025 (ICOM General Conference): Announcement of the Winner during the 27th ICOM General Conference.

These dates are indicative. They may be changed at the discretion of ICOM Secretariat if circumstances so require. ICOM may also curtail, suspend, postpone, modify, or cancel the organisation of the Award without being held liable, and without any damages or lack of opportunity to the Candidates arising therefrom, even at the stages of Short-listed selection by the Jury or in the process of the Winner selection.