



JURY TERMS OF REFERENCE

ARTICLE 1 – GENERAL INFORMATION

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](#), ICOM is launching the ICOM AWARD FOR SUSTAINABLE DEVELOPMENT PRACTICE IN MUSEUMS (hereinafter the “**ICOM Award**”).

In the framework of this project, the ICOM Award is governed by the *Terms and conditions of the ICOM Award for Sustainable Development Practice in Museums* (hereinafter “**Terms and Conditions**”).

The organisation and the mandate of the Jury is be governed by the Jury Terms of reference (hereinafter the “**Jury Terms of Reference**”).

ARTICLE 2 – COMPOSITION

The Jury 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 the International Committee on Museums and Sustainable Development (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**”.

2.1. 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.

2.2. Eligibility

Museum Experts (i) shall be ICOM Individual members in good standing with their ICOM annual membership fees for the year 2024 and (ii) shall demonstrate knowledge, practical expertise and documented experience in the application of the SDGs to museums.



Sustainable Development Experts shall demonstrate knowledge and documented practical expertise in Sustainable Development (Agenda 2030 and the SDGs) and preferably some experience of culture-driven actions in at least one (1) of the related dimensions: People, Planet, Peace, Prosperity and Partnership.

2.3. Restrictions

In order to guarantee independence and impartiality of the Jury Expert Members the following restrictions shall apply.

Any Member who has been appointed as an ICOM Body Representative or has been involved in the endorsement process of a Project submitted during the *ICOM Award Call for applications* shall be deemed ineligible as a Jury Expert Member.

No member of the Jury may submit Projects during the *ICOM Award Call for applications process*.

Moreover, Chairs of ICOM National Committees, International Committees, Regional Alliances and Affiliated Organisations as well as Chairs of Standing Committees and Working Groups of ICOM cannot be appointed as Jury Expert Members.

The ICOM President, the ICOM Director General, Executive Board members, the Chairperson and Vice-chairperson of the Advisory Council, and staff of the ICOM Secretariat as well as consultants and partners working on the ICOM Award cannot be appointed as Jury Expert Members.

2.4. Role of the Chair of the Jury

The Chair of the Jury shall be responsible for ensuring that the examination and evaluation process is followed according to the instructions provided by ICOM Secretariat.

ARTICLE 3 – MANDATE

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 by the ICOM Secretariat to assess eligible Projects according to the set criteria and the Terms and Conditions.

At the beginning of their mandate, the Jury shall participate in a capacity-building session organised by ICOM.

During its mandate, the Jury shall commit to participate in all the work sessions, meetings and interviews (if applicable) related to the ICOM Award.

3.1. Working method of the Jury

3.1.1. Jury Guidelines

At the beginning of their mandate the Jury shall receive and acknowledge the Jury Guidelines.

These Jury Guidelines are prepared by the ICOM Secretariat in collaboration with an external Expert Advisor. They aim to provide the Jury with evaluation tools for assessing the Project at each stage of the reviewing and shortlisting process as well as ensuring that the ICOM Prize procedure runs smoothly.



The working language for the meetings and/or deliberations of the Jury shall be English.

3.1.2. Reviewing and shortlisting process

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.

3.2. Announcement of the Finalists

At least two (2) months ahead of the Award Ceremony, that will be held during the 27th ICOM General Conference in Dubai in 2025, the Jury shall conclude the reviewing and shortlisting process and shall select the Finalists.

3.3. 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 4 – INDEPENDENCE OF THE JURY’S DELIBERATIONS

In order to guarantee the impartiality, secrecy of deliberations and independence of the Jury, the Jury deliberates and decides throughout the reviewing and shortlisting process under its sole responsibility, without ICOM or any other third party being involved in any way whatsoever. The Secretariat shall act as secretary during the deliberations but shall not participate in the discussions or hold any voting rights.

ARTICLE 5 – REMUNERATION

The Jury shall receive no remuneration for their work.

However, as part of their mandate and to attend the Award Ceremony that will be part of the program of the 27th ICOM General Conference in 2025, Jury members may be entitled to travel and accommodation allowances. These allowances will be allocated in accordance with ICOM's general principles concerning travel and accommodation allowances



ARTICLE 6 – TERM OF MANDATE OF THE JURY

The Jury members shall be appointed for the full term of the First edition of the ICOM Award.

ARTICLE 7 – VACANCIES

In case of vacancy in the Jury Expert Members for any reason whatsoever (impeachment, resignation, unavailability, infringement of the terms and reference, conflict of interest), ICOM Secretariat shall replace the Jury Expert Member in question as soon as possible.

In case of vacancy of the Chair of the Jury's position for any reason whatsoever (impeachment, resignation, unavailability, infringement of the terms and reference, conflict of interest), the Vice-chair of ICOM SUSTAIN shall assume the chairmanship of the Jury until the Chair of ICOM SUSTAIN is again in position to do so.

Adopted by the ICOM Secretariat
March 2024