



## **Guidelines of the International Network for the Conservation of Contemporary Art (INCCA) & its Groups**

INCCA is a network of professionals connected to the conservation of modern and contemporary art and was established to meet the need for an international platform for knowledge and information exchange. Conservators, curators, scientists, registrars, archivists, art historians and researchers are among its members.

To coordinate member contribution to the database and stimulate international collaboration, INCCA welcomes the formation of regional groups. Examples are: INCCA North America and INCCA Scandinavia. Large groups may have (national) sub-groups; for example INCCA-North America is divided into INCCA-USA, INCCA-Canada and INCCA-Mexico & Caribbean.

Depending on its size and scope, a group may form a steering committee to provide guidance on group activities. Group steering committees may form their own organisational governance. Their organisation and governing structure may differ from that of INCCA as a whole, but should not be in conflict with INCCA's governing values.

### **Benefits of INCCA groups**

- Use of the INCCA name and logo for group projects, funding applications etc.
- Being part of an established international network of professionals.
- Having access to the entire INCCA membership for event posting and publication notification, via the INCCA website and INCCA Updates - the INCCA website posts a directory of regional groups, including regional news and contact information.
- The possibility of placing a direct link to their website from the main INCCA website. Please note that although English remains the working language of INCCA, links to regional pages or websites published in other languages are permitted.

### **Responsibilities of INCCA groups**

- To ensure that all group members become members of INCCA, and abide by the organisation's membership requirements. Membership is free and can be done online.
- To contribute to the INCCA database and to the website with news and results of their regional activities, using English as the working language of the network.
- To help promote the INCCA network by translating the INCCA flyer (or equivalent) into regional languages and distribute among group members and colleagues in the region (it is recommended that groups make use of a professional translator).

**In addition, group coordinators should endeavour to do the following:**

- Be an ambassador for the INCCA network; to promote the network's activities and encourage new membership.
- Encourage local members to contribute records to the INCCA database.
- Facilitate this process by offering assistance in the creation of records, for example in workshops or on an individual basis.
- Answer any questions local members may have on INCCA activities, or refer them to the Central Coordinator.

**Application process**

To establish an INCCA group, a Group Coordinator should be designated, who will then need to submit a brief application for Group affiliation to the INCCA Central Coordinator for review by the Steering Committee. Included in the application should be:

- Group coordinator's name and contact information.
- Description of the geographic region.
- Description of the group's membership, governing structure, and aims.

The INCCA Central Coordinator will communicate the steering group's comments to the Group Coordinator.

**Termination of affiliation**

INCCA reserves the right to end affiliation with an INCCA group if:

- The group's activities do not coincide with INCCA's stated mission, objectives, and governing values.
- The group's members do not meet criteria for membership or do not contribute to the network.
- The group becomes inactive over time.

These guidelines for INCCA Groups were adopted on November 2 2007.