

**ICAHM Bureau meeting**

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| **Date:** | 2023.06.20 |
| **Time:** | 03:00 EDT, 04:00 CLST, 08:00 UTC, 09:00 UK, 16:00 PHT, 17:00 JST, 19:00 AEST  |
| **Location:** | Online Zoom meeting |
| **Present:** | *Elected members (voting)*John Peterson (President) [JP]Adrian Olivier (Secretary-General) [AO]Matt Whincop (Administrative Secretary) [MW]*Appointed members (non-voting)*Sam Makuvaza (Africa Initiative Coordinator) [SM]Cynthia Dunning ICAHM Disbilities/Universal Access WG [CD]Monique van den Dries 2021 Annual Meeting Publication [MvdD]*Other*Regina Yoma ICAHM Support [RY] |

**AGENDA**

**Ordinary business**

1. Apologies
2. Minutes of the ICAHM Bureau meeting 2023.02.28
	1. Approval of Minutes
	2. Matters Arising (not otherwise on the Agenda)
3. President’s update
4. ICAHM Membership update
5. ICAHM Comms update (Email distribution / Website / Digital media)
6. ICAHM Finances update
7. ICAHM Webinars update
8. ICAHM Publications update
9. ICAHM Annual Meeting 2021: Publication update
10. ICAHM Annual Meeting 2022: Publication update
11. ICAHM Photographic competition
12. EPWG - Mentoring/Internships: update
13. ICOMOS Annual report for 2022
14. ICAHM Annual meeting: 2023 Sydney
15. Developing ICAHM Strategic Plan for the Triennium

**Activity updates**

1. ICAHM Reports: updates
	1. ICAHM African Archaeological Heritage Management Network
	2. ICAHM Illicit Trafficking Initiative
	3. ICAHM National Committees
	4. ICAHM Disabilities and Universal Access
2. ICOMOS Reports: updates
	1. EP Working Group
	2. SDG Working Group
	3. Climate Change & Cultural Heritage Working Group
	4. Water & Heritage ISC

**Close of meeting**

1. Next meeting of ICAHM Bureau
2. Any Other Business

**MINUTES**

1. **Apologies**

Yumiko Nakanashi (Treasurer)

Sam Makuvaza (ICAHM Africa Initiative Coordinator)

Assad Seif (ICAHM Publications Coordinator)

Andrew Mason (SDG Working Group)

Will Megarry [Climate Change & Cultural Heritage WG]

* 1. **Minutes of the ICAHM Bureau meeting 2023.02.28**

The Minutes were approved

 All matters arising from the previous meeting are included in the agenda

* 1. **Open Actions from previous ICAHM Bureau meetings:**

**ACTION: MW & AO to draft suggested membership categories [OPEN]**

**ACTION: ALL to send ideas for Webinars to MW [OPEN]**

 **MW & NF to draft proposals for future Webinars [OPEN]**

**ACTION: NF to draft a communication about mentoring and internships
to send out to ICAHM members [OPEN]**

**ACTION: ALL to send ideas/concepts for leaflet about National Committees
to SM by email; SM to produce first draft in between meetings of
the Bureau [OPEN]**

1. **President’s update**

The President reported that there had been little activity since the last meeting with efforts concentrated on planning for the 2023 meeting in Sydney.

1. **ICAHM Membership**

ICAHM continues to attract a small but regular number of high quality applications

1. **ICAHM Communications (Email distribution / Website / Digital media)**

AW has indicated that she wishes to relinquish her role but will continue to maintain the ICAHM website and keep it up to date until her successor is found.

Currently AW and MW have administrator rights for the website but this will need to to be extended.

It was agreed that the website was in need of a refresh (and possible restructuring) to reflect current approaches and good practice.

**ACTION: AO to discuss with AW and explore the possibility of commissioning
a suitable external consultant (JB?) to carry out a small options
appraisal with a statement of potential aims and a list of tasks
that are needed to achieve this with options [CLOSED]**

1. **ICAHM Finances**

The modest financial surplus from the 2022 Dublin conference has now been transferred to the general ICOMOS account as an ICAHM Analytical Account earmarked for the sole use of ICAHM (at the direction of the ICAHM Bureau).

A full statement/printout of the ICAHM analytical account has been requested, and when this is available responsibility for administering the account will be transferred to the ICAHM Treasurer (YN)

The Bureau will discuss appropriate ways of deploying these funds at a future meeting.

In the meantime the Bureau has already approved very modest expenditure on the production of some publicity materials for the 2023 Annual Meeting.

It was also agreed to support the proposed website review (cf Action above) and pay the ICAHM President’s registration fee for the ICOMOS General Assembly in Sydney so that ICAHM is officially represented at that event (without establishing a precedent).

1. **ICAHM Webinars**

 No progress

1. **ICAHM Publications**

 AS submitted a written progress report:

The director of Publications at Taylor and Francis and the Editor of CMAS have been informed that the contract with Springer has now been terminated without any prejudice or cost.

The Bureau discussed and agreed some principles of good practice with regard to future publication regarding the quality of proposed submissions. CMAS should only be approached once the requisite number of articles of a necessary standard has been reached.

1. **ICAHM Annual Meeting 2021 Publication**

MvdD reported that progress with the volume had been rather unsatisfactory: there have been a number of difficulties and only 4 of the original 12 intended papers had been submitted. It is possible that the overall coherence of the contributions may not be sufficient to make up dedicated volume of CMAS.

MvdD would continue with her efforts over the summer but warned that it may be necessary to other publication options including individual publications in different vehicles (CMAS, the volume under preparation by CD, on the ICAHM website etc)

**ACTION: MvdD to report on progress and possible alternatives at the end
of summer 2023 [OPEN]**

1. **ICAHM Annual Meeting 2022 Publication**

Work continues on the development of the proposed volume on *Notions of Integrity.*

Consideration will be given to the format of the publication when its shape is clearer and it is nearer to completion

**ACTION: AO to contact MG for progress report [COMPLETED]**

MG Reports that there have been some delays in progressing this but that she hopes to make some progress after the holidays.

1. **ICAHM Photographic competition**

The deadline for entries has been extended to the end of June in the hope of attracting more submissions.

1. **EPWG - Mentoring/Internships: update**

NF reported (post meeting) that the pressure of work on her new ICCROM role meant that she has not been able to devote any time recently to ICAHM matters, and that, reluctantly she has decided to step down from her role.

The Bureau will now start the process of recruiting a new EP representative to sit on the Bureau.

1. **ICOMOS Annual report for 2022**

The Annual Report process for NCs and ISCs has been simplified by ICOMOS using Google Forms.

The ICAHM Annual Report for 2022 has now been submitted to ICOMOS

1. **ICAHM Annual meeting: 2023 Sydney**

ICAHM will co-host a one day joint meeting (with ASHA). It had been decided that this should be a free ISC side event additional to the ICOMOS General Assembly in Sydney open to all participants not just attendees at the ICOMOS GA.

As there will be no registration fee there will be no income and any costs will have to be covered through sponsorship (to date from Whincop Archaeology and ASHA).

Submissions for the meeting have been a little slow, but the number of contributions received together with firm commitments should be sufficient to fill the programme.

1. **Developing ICAHM Strategic Plan for the Triennium**

 JP has produced a draft ICAHM Strategic Plan for the Triennium. This has already been submitted to ICOMOS as part of the ICAHM Annual Report.

 People-centred approach and accessibility need to be incorporated into the Plan

**ACTION: AO to circulate draft Strategic Plan to Bureau for comment
and to adopt [COMPLETED]**

1. **ICAHM Reports**

**16.1 African Archaeological Heritage Management Network**

The constitution of the network has now been drafted and will be adopted at a forthcoming meeting of the network. The most important task is to expand the membership pf the network and to find partner organisations to help it achieve its goals.

Any ICAHM members interested in being a part of the AAHMN should contact Sam Makuvasa directly (makuvazas@yahoo.com).

**16.2 ICAHM Illicit Trafficking Initiative**

No report

**16.3 ICAHM National Committees**

No report

**16.4 ICAHM Disabilities and Universal Access**

CD reported that there was good progress in compiling the publication of the Xanten conference. 4 out of c12 articles have already received.

Publication as a Springer volume is intended at the beginning of 2024.

The next meeting of the group will take place in the autumn.

1. **ICOMOS Reports**

**17.1 EP Working Group**

No report

**17.2 SDG Working Group**

AM reported that ICOMOS-GHF phase one report has been finalised, but that all other activities are on hold as GHF is undergoing a restructuring.

**17.3 Climate Change & Cultural Heritage Working Group**

ICAHM is contributing to the National Geographic training course and is actively participating in many of the initiatives that are underway.

ICAHM members have been involved in the IPCC UNESCO meeting focussed on the role of past in framing future climate conversations

**17.4 Water & Heritage ISC**

No report

1. **Next meeting of ICAHM Bureau**

The next full meeting of the Bureau will be after the Sydney meeting. Date TBA

1. **Any Other Business**

**2024 Annual Meeting**

CD is exploring the possibility of holding a meeting in Sharjah during 2024 possibly in conjunction with ICROM

NR has suggested having an annual meeting in Wahaca (2025) and is exploring the possibility of some sponsorship