

## **COMOS POLICY FOR NOMINATIONS AND ENDORSEMENT OF COMOS MEMBERS**

**Version .....: ...../...../2018**

**Proposed by:**

**Approved by:**

### **1. INTRODUCTION:**

COMOS is often asked to nominate suitable members to be considered for external advisory bodies, statutory authorities and committees. COMOS is committed to making transparent decisions which are equitable and provide members with access to opportunities for which they hold relevant qualifications and experience.

### **2. APPLICABILITY:**

The policy applies to all the members at all levels. Circumstances may arise where some of the points below are not appropriate or possible and need to be varied. In all such cases, any deviation from this policy will be agreed by the Executive Committee and, for transparency, the rationale for such action to be properly recorded at the meeting of the Ex com.

### **3. POLICY GUIDELINES:**

- **Potential nominees:** All nominees should be advised that selection as a nominee endorsed by India COMOS does not necessarily ensure that the Authority/Agency will appoint them. They will also be advised that they do not necessarily speak for COMOS unless specifically authorized by Ex Com. Rather India COMOS endorsed nominees are expected to uphold sound conservation principles and operate in accordance with our Code of Conduct and other applicable guidelines. To ensure the Secretariat has a record of the India COMOS representatives on Statutory Authorities & Community Committees, candidates will be requested to notify the Secretariat if successfully appointed.
- **Selection of nominees:** Selection will be based on criteria established for nominees to ICOMOS's International Scientific Committee. The criteria may be varied with the approval of the Executive Committee to cater to the specifics of the committee.
  - Essential Criteria:
    - ✓ Nominees will be full COMOS member.
    - ✓ Nominee has completed significant work relevant to the work of the committee or the agency concerned.

- ✓ The nominee has given an informed commitment in writing to participating fully in the committee.
- Desirable Criteria
  - ✓ Nominee has made a significant contribution to India COMOS in the relevant area;
  - ✓ Nominee has written and been published in the relevant area;
- **Responsibilities of the Executive Committee:**
  - The Executive Committee will establish the subcommittee to prepare the call for nominations and to consider the nominations that are received.
  - Following a call for nominations from the membership, nominations will be made by the President after recommendation by a subcommittee of the Executive Committee appointed for the purpose.
- **Responsibilities of the Secretariat:**
  - To ensure a timely response to requests for nominations, immediately upon receipt of nominations, the Secretariat is to fax or email them to Executive Committee members.
  - The Secretariat will make record of the successful appointees.
  - The Secretariat maintains a list of all bodies to which COMOS nominates representatives - either through official requests or those initiated by India COMOS. This list may be published in the Annual Report and on the India COMOS website, if any.
- **Responsibilities of the nominee:**
  - Nominees should be aware of relevant policies and guidelines of COMOS.
  - All nominees who are appointed are encouraged to liaise regularly with the Executive Committee and provide a written report annually for inclusion in the Annual Report.
- **Financial assistance** toward costs to participate in meetings is not available.