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8. General Assembly 27-28. September at Akademie der Bildenden Künste, Wien  
Lisa Rastl ©

*E-NEWSLETTER 4/2010  
General Assembly-Issue*

Publisher:  
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European Network for Conservation - Restoration Education

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# List of Participants

## Austria

Akademie der Bildenden Künste  
Wien

Mandates:

Wolfgang Baatz  
Gerda Kaltenbrunner

Students:

Doris Hassler  
Lea Huck

Universität für Angewandte Kunst  
Wien

Mandates:

Gabriela Krist  
Martine Griesser-Stermscheg

## Belgium

Artesis University College,  
Hogeschool Antwerpen  
Antwerp

Mandates:

Carolien van der Star  
Joost Caen

## Denmark

School of Conservation  
Copenhagen

Mandates:

René Larsen  
Karen Borchersen

Students:

Signe Michelsen  
Mette Rune Sørensen

## Finland

Helsinki Metropolia Institute of Applied  
Sciences  
Vantaa

Mandates:

Tuula Auer

## France

INP

Saint-Denis La Plaine

Mandates:

Roch Payet

## Germany

Fachhochschule Erfurt  
Erfurt

Mandates:

Sabine Maier

Fachhochschule für Technik und  
Wirtschaft Berlin  
Berlin

Mandates:

Beatrix Alscher

Fachhochschule Köln  
Köln

Mandates:

Friederike Wäentig

Fachhochschule Potsdam  
Potsdam

Mandates:

Werner Koch

HAWK Hochschule für angewandte  
Wissenschaft und Kunst, Fakultät  
Erhaltung von Kulturgut  
Hildesheim

Mandates:

Ursula Schädler-Saub

Hochschule für Bildende Künste,  
Dresden  
Dresden

Mandates:

Ulrich Schießl  
Ursula Haller

## Greece

Technological Educational Institution of  
Athens

Egaleo

Mandates:

Vasilike Argyropoulos

## Hungary

Hungarian Academy of Fine Arts

Budapest

Observer:

Bóna István

## Malta

University of Malta

Msida MSD 2080

Mandates:

Jo Ann Cassar

## Netherlands

Stichting Restauratie Atelier Limburg

Maastricht

Mandates:

René Hoppenbrouwers

Observer:

Kate Seymour

University of Amsterdam

Amsterdam

Mandates:

Suzanne Maarschalkerweerd

## Norway

University of Oslo, Institute of  
Archaeology, Conservation and History

Dept. of Conservation Studies

Oslo

Mandates:

Douwtje van Meulen

Students:

Benedicte Nilsson

## Poland

Academy of Fine Arts

Warsaw

Mandates:

Marzenna Ciechanska

Students:

Anna Selerowicz

Akademia Sztuk Pięknych, Krakow

Krakow

Mandates:

Grzegorz Kostecki

## Portugal

Universidade Nova de Lisboa

Caparica

Mandates:

Leslie Carlyle

## Sweden

Göteborg University, Institute of  
Conservation,

Gothenburg

Mandates:

Margareta Ekroth-Edebo

# Switzerland

Hochschule der Kuenste Bern  
Bern

Mandates:

Stefan Wülfert  
Sebastian Dobrusskin

SUPSI

Canobbio

Mandates:

Giacinta Jean

# United Kingdom

Hamilton Kerr Institute  
Cambridge CB2 4NE

Mandates:

Rupert Featherstone

Students:

Victoria Sutcliffe  
Eleanor (Nelly) von Aderkas

# Applicants.

Departamento de conservacion y  
restauracion de Bienes Culturales,  
Valencia

Valencia, Spain

Mandates:

Laura Fuster-Lopez

# Guests:

E.C.C.O.

Observer:

Jeremy Hutchings

NET heritage

Observer:

Lukasz Bratasch



# Agenda - 8th General Assembly 27-28. September 2010 – at the Akademie der Bildenden Künste, Vienna, Austria

## Monday 27th September

- 9.00 – 9.30 Registration of Members  
9.30 – 10.15 Welcome and presentation  
10.15 – 11.00 Meeting:  
- Opening by the Chairman of the Board  
- Approval of the Agenda  
- Election of Auditors  
- Report of the Board, René Larsen  
11.00 – 11.30 Coffee/tea Break  
11.30 – 13.00 Meeting:  
- Discussion on items brought in by members  
    Report from the joint working group meeting ICOM-CC WH on Education and  
    Training and Modern Art and Materials in Maastricht  
- Changing the Statutes  
- Admission of new Members and Partners  
- Transfer of Memberships  
- Termination of memberships  
13.00 – 14.00 Lunch  
14.00 – 15.30 Meeting:  
- NET-Heritage presented by Lukasz Bratasz: Model Framework for Advance Education  
in Conservation and Science for Conservation  
15.30 – 16.00 Coffee/tea Break  
16.00 – 17.00 NET-heritage (Continued)  
17.00 – Reception by Rector Prof.Dr. Stephan Schmidt-Wulffen  
20.00 > Dinner for participants of the ENCoRE GA

## Tuesday 28th September

- 8.30 – 11.00 Visit studios  
8.30 – 9.30 University of Applied Arts, Salzgies 14, 1010 Wien  
10.00 – 11.00 Academy of Fine Arts  
11.00 – 11.30 Coffee/tea Break  
11.30 – 13.00 Meeting:  
- The E.C.C.O. paper: "Competences for Access to the Conservation-Restoration  
Profession "  
- Report on the survey on status of education program structure and level  
- EQF  
- Report on the Oranienbaum meeting  
13.00 – 14.00 Lunch  
14.00 – 15.00 Meeting  
- Accounts (Treasurer's report, Auditors report, Approval of the Accounts )  
15.00 – 15.30 Coffee/tea break  
15.30 – 17.00 Election of Board Members  
- Next General Assembly  
- Wrapping of Meeting  
- Closing

# Suggested changes to the Statutes

## §6 Termination of Membership

- (1) bullet 2  
for non-payment of the subscription of  
payment after a lapse of eight months

changes to

for non-payment of the subscription, after  
a lapse of 24 months previous to the  
beginning of the current calendar year.

New point 4:

- (4) If a membership has been terminated due  
to non-payment, membership cannot be  
reinstated until all missing payments have  
been received.

Point 4 becomes point 5

## §9 General Assembly

- (8) Every Full Member has one vote.

Changes to

- (8) Every Full Member has one vote.  
If a membership fee has not been paid  
for the year previous to the meeting, the  
member cannot vote or stand for the board.



# Received applications for membership

4 institutions have applied for full membership:

## École supérieure des beaux-arts de Tours (ESBAT)

B.P.31152  
F-37011 Tours cedex 1  
France

supported by:  
Institut National de Patrimoine (INP), France  
Universite 1, Pantheon, Sorbonne, France

## Universidad Politecnica de Valencia

Dpt. Conservación y restauración de bienes culturales  
Camino de Vera S/N  
46022 Valencia  
Spain

supported by:  
School of Conservation, Denmark  
Schola Universitaria Professionale Della Svizzera Italiana (SUPSI), Switzerland

## ESA (Ecole Supérieure des Arts) Saint Luc

41 Boulevard de la Constitution  
4020 Liege  
Belgium

Supported by:  
Artesis University College, Antwerp, Belgium  
University of Amsterdam, Netherlands

## The Academy of Fine Arts and Design Bratislava

Drotárska cesta 44  
811 02 Bratislava  
Slovak Republic

Supported by:  
Akademie der Bildenden Künste, Wien Austria  
Academy of Fine Arts Prague, Czech Republic

1 institution has applied for partnership:

## Sinop Arkeoloji Müzesi (Sinop Museum of Archaeology)

Okullar Caddesi No 2  
5700 Sinop  
Turkey

## APPLICATION FOR FULL OR ASSOCIATE MEMBERSHIP

Full member

Name of Institution: **École supérieure des beaux-arts de Tours - ESBAT –**

Postal Address: **B.P. 31152  
37011 TOURS CEDEX 1**

Name of Person to whom correspondence should be addressed: **Alain Coulange, director, Brigitte Voisin**

Tel. No: **33 (0)2 47 66 26 86**

Fax no: **33 (0)2 44 66 27 34**

E mail : **[esbat-pedagogie@ville-tours.fr](mailto:esbat-pedagogie@ville-tours.fr)**

Names of Full Members supporting this application:

1. **Dr. Astrid Brandt-Grau, Director of studies, INP – Institut national du patrimoine – 150 avenue du Président Wilson – 93210 Saint-Denis La Plaine**
2. **Pr. Thierry Lalot, Université Paris 1 – Panthéon – Sorbonne, Director of studies Licence « Préservation des biens Culturels », Master « Conservation-Restauration des Biens Culturels » - 17 rue de Tolbiac – 75013 Paris**

## Application for Full or Associate Membership

There are four categories of Membership for ENCoRE, **Full Membership, Associate Membership, Supporting and Honorary Membership**. The criteria for Membership are described in the ENCoRE Statutes. **Partnership** criteria are also described in the Statutes.

**Please use this form only if you wish to apply for Full or Associate Membership.** Subscription rates for Full Members are 300 EUR per annum, and 150 EUR per annum for Associate Members. Please indicate below by ticking the appropriate box which category of Membership you wish to apply for.

Full Member

Associate Member

Name of Institution: UNIVERSIDAD POLITÉCNICA DE VALENCIA -  
DPT. CONSERVACIÓN Y RESTAURACIÓN DE BIENES CULTURALES

Postal Address: CAMINO DE VERA S/N  
46022 VALENCIA (SPAIN)

Address for Correspondence (if different from above): .....

Name of Person to whom correspondence should be addressed: .....

Laura FUSTER - LÓPEZ

Tel. no: +34 963877310 Fax no: +34 963877319 E mail: lufvslo@crbc.upv.es  
(cell.) +34 617739141 laurafuster@ono.com

Names of Full Members supporting this application

- 1 ..SCHOOL OF CONSERVATION (DENMARK).....
- 2 ..SCHOLA UNIVERSITARIA PROFESSIONALE DELLA JIZZERIA ITALIANA (SUPSI)  
..(SWITZERLAND.).....
3. (PARTNER) ASSOCIAZIONE GIOVANNI SECCO SUARDO (ITALY)

**Please enclose the following supporting documentation with this form**

1. Documentation confirming the legal status of the institution e.g. Act of Education, Statutes, Academic Regulations. (Please supply these in your own language and in an English translation).
2. A short description of the structure of the institution.
3. A copy of conservation related study programmes, if possible please supply this information in a form which relates to the European Credit Transfer System (ECTS).
4. Information on conservation related research activities
5. Letters of recommendation from two Full Members of ENCoRE

Please send the completed application form together with supporting documentation to the Chairman of the Board, ENCoRE, The Royal Academy of Fine Arts, School of Conservation, Esplanaden 34, 1263 Copenhagen K, Denmark.

*Please do not send subscription until you have been notified that your application has been accepted.*

## Application for Full or Associate Membership

There are four categories of Membership for ENCoRE, **Full Membership, Associate Membership, Supporting and Honorary Membership**. The criteria for Membership are described in the ENCoRE Statutes. **Partnership** criteria are also described in the Statutes.

**Please use this form only if you wish to apply for Full or Associate Membership.** Subscription rates for Full Members are 300 EUR per annum, and 150 EUR per annum for Associate Members. Please indicate below by ticking the appropriate box which category of Membership you wish to apply for.

Full Member

Associate Member

Name of Institution: E.S.A. (Ecole Supérieure des Arts) Saint-Luc  
.....

Postal Address: 41 Boulevard de la Constitution  
4020 LIEGE  
BELGIQUE  
.....  
.....

Address for Correspondence (if different from above): .....  
.....  
.....  
.....

Name of Person to whom correspondence should be addressed: .....

- ① Rousseau Valérie
- ② BROERS Nico (artbee@gmail.com)

① Tel. no: 0485/51.09.69 Fax no: 04/233.58.15 E mail: valerousseau@gmail.com

Names of Full Members supporting this application

- 1 ..ARTEENS Koninklijke Academie voor Schone Kunsten, Antwerpen
- 2 FACULTEIT DER GEESTESWETENSCHAPPEN, Universiteit van Amsterdam

**Please enclose the following supporting documentation with this form**

1. Documentation confirming the legal status of the institution e.g. Act of Education, Statutes, Academic Regulations. (Please supply these in your own language and in an English translation). OK
2. A short description of the structure of the institution. OK
3. A copy of conservation related study programmes, if possible please supply this information in a form which relates to the European Credit Transfer System (ECTS). OK
4. Information on conservation related research activities OK
5. Letters of recommendation from two Full Members of ENCoRE OK

Please send the completed application form together with supporting documentation to the Chairman of the Board, ENCoRE, The Royal Academy of Fine Arts, School of Conservation, Esplanaden 34, 1263 Copenhagen K, Denmark.

*Please do not send subscription until you have been notified that your application has been accepted.*

Bratislava, September 10, 2010

APPLICATION FOR A FULL MEMBERSHIP

Dear colleagues,

this is our application form for a full membership in the European Network for Conservation – Restoration Education.

Name of Institution:

Vysoká škola výtvarných umení v Bratislave ( VŠVU )

The Academy of Fine Arts and Design, Bratislava ( AFAD )

Postal address:

Hviezdoslavovo nám. 18  
814 37 Bratislava  
Slovak Republic

Drotárska cesta 44  
811 02 Bratislava  
Slovak Republic

Address for correspondence:

Drotárska cesta 44  
811 02 Bratislava  
Slovak Republic

Name of person to whom correspondence should be addresses:

Asst. Prof. Mgr. art. Lucia Gregorová

tel. no. 00421 907 773 800, fax: 00421 2 68299521  
lucia.gregorova@gmail.com

Prof. Karol Weisslechner  
Rector of the Academy of Fine Arts and Design

Prof. Boris Kvasnica  
Head of the Department of Restoration



## Application for Partnership

*Please note that there is no subscription fee for Partnership*

Name of Institution: Sinop Arkeoloji Müzesi (Sinop Museum Of Archaeology).....  
.....

Postal Address: .....  
Okullar Caddesi No:2 5700 Sinop TURKEY.....  
.....  
.....

Address for Correspondence (if different from above): .....  
.....  
.....  
.....

Name of Person to whom correspondence should be addressed: .....  
Mr Fuat DERELİ.....

Tel. no: 0090 368 261 19 75 Fax no: 0090 368 261 61 63 E mail: sinopmuzesi@hotmail.com  
Projects for Partnership may include

- Research projects undertaken with one or more ENCoRE Members
- Student work experience placements
- Post graduate internships
- Participation in teaching programmes, e.g. seminars, workshops, lectures etc.
- Participation in Continuous Professional Development (C.P.D.) programmes, e.g. lectures, seminars, workshops etc.

Please give a brief description below if you have a Partnership proposal.

Dear Madam or Sir,.....  
I am writing to you on behalf of Sinop Archeological Museum, located in Sinop, which is on the northernmost tip of Turkey on the Black Sea coast. We won't feature any detailed information about the museum here in the letter. If you want to learn more about it, please go to <http://www.kultur.gov.tr/EN/Genel/BelgeGoster.aspx?17A16AE30572D3137EE1F1486EE5030E3FB36B5C02E7607F> .Or if you need any further information, please do not hesitate to contact us.  
In Turkey, a new grant programme on "EU-Turkey Intercultural Dialogue – Museums" ([http://www.cfcu.gov.tr/tender.php?lng=en&action=tender\\_search](http://www.cfcu.gov.tr/tender.php?lng=en&action=tender_search)) has been opened. We would like to apply for the programme with a project targeted at improving the quality of the technical staff working in Archaeological Museums in Sinop and Kastamonu in the conservation and restoration of historical and archeological works.  
We are in search for a partner to participate in the design and implementation process of the project. Please let me know if you are eager to participate.

# Transfer of Memberships

2 members have asked for transfer of membership to another institution:

[Heritage Malta](#)

want to transfer the membership to:

[University of Malta](#)

[Textile Conservation Centre at  
University of Southampton](#)

want to transfer the membership to:

[Centre for Textile Conservation and  
Technical Art History at the University  
of Glasgow](#)

# Proposed Declaration of Support

The recommendations forming the Framework for Advanced Education in the field of conservation-restoration and science for conservation developed within the NET-HERITAGE project are essential to encourage opportunities to carry out advanced study and research in a broadest possible range of disciplines of the heritage field and thereby to meet better the many challenges to the long-term preservation of European cultural heritage. The framework will improve opportunities of advanced study and research, enable the development of a more effective cadre and ensure sustainable public access and protection of cultural heritage. It is also essential for the competitiveness of the European heritage sector, knowledge export and the leadership of Europe in this area.

To complement the appendices of the report, ENCoRE points to its members as a rich potential of additional institutions offering opportunities in advanced education in conservation-restoration and science for conservation in Europe.

The members of the ENCORE declare the support for the Net-Heritage initiative as the basis for future initiatives such as JPI CulHer and the development in general in this area of the cultural heritage field.

This declaration is connected to the document "Report on the opportunities in advanced education in conservation-restoration and science for conservation in Europe" (see attached file)

# Report from the E.C.C.O. GA 13.6.2010

*By Wolfgang Baatz*

(only selected issues / issues of interest to ENCoRE)

## EQF

The most important issue for ENCoRE was the report of the EQF working group and the subsequent discussions. The document distributed at the GA differed insofar from the version of 26.3.2010 sent around, as the glossary was left out.

In the explanations of Susan Corr and Jeremy Hutchins it was pointed out, that the whole document was thought over again from zero, after trying to specify in detailed practical manner the knowledge, skills and competences and coming to no conclusion.

The document is now rather seen as a "decision making narrative" for C-R processes. The paper uses the same language as EQF, but the scheme (the "map") is not linked to concrete contents. It is a scheme of Professional Competences. In particular, what is described is "knowingness" (i.e. awareness) but not knowledge, it is a description of conservation-restoration in a generic sense, but not in a specialist sense (e.g. paintings conservation).

Also the title changed from "Proposed Competences for the Profession and Practice of Conservation-Restoration"

to "Competences for Access to the Conservation-Restoration Profession" (see attached file)

On behalf of ENCoRE I congratulated the working group to the paper, which marks another important step in the development of the profession.

There was a discussion on a future definition of level 6 (BA). As there is a wide range of different BA programs, making a homogeneous definition difficult, this point was not really resolved and will have to be discussed also by ENCoRE.

Concern was being expressed by some representatives present that there are BA programs not dealing with practice at all, leading to "stand alone" MA programs of 1 or even 2 years. These programs yield graduates not sufficiently prepared for professional practice.

The question was put to ENCoRE how it deals with such programs. My answer / comment was a hint on the joint paper ECCO/ENCoRE which clearly

states a position on this ("... a totals of at least 5 years ...") and also that at a certain point, when more detailed definitions are made (EQF), an evaluation of the programs would probably have to be launched.

Discussion on level 8 (PhD) gave the unanimous feeling, that a specification of knowledge/skills/competences would not be possible, PhD studies being research potentially covering all thinkable fields. It was felt that the definition for access to the profession – level 7 – is the crucial point. Anyway, all academic degrees and in particular a PhD have to be defined, evaluated and awarded by universities.

ECCO want to publish a small booklet on the work done for making the results visible. Details are being discussed but nothing has been concluded.

A short discussion on CPD (continuous professional development) followed: some CPD courses are specified with ECTS points (e.g. the wood conservation course in Norway given by ICCROM). The document was accepted by unanimous vote.

The EQF working group, in particular Jeremy and Susan, want a meeting with ENCoRE. My answer was that we should definitely plan such a meeting, but we ourselves (Board) would have to meet before that.

## ECROP

European Conservation-Restoration Open Platform: a communication forum to be installed on the ECCO homepage, to have a basis with the Eastern European countries as agreed upon on the ECCO GA last year in Sofia

## Council of Europe Document (Recommendations)

The document has not yet been approved, the Council signed a contract with ICCROM to do further work on the document.

## Next GA

(20<sup>th</sup> anniversary of ECCO!) in Barcelona, probably Monday 4.4.2011

# Accounts of ENCoRE 2008-2010

## Accounts of ENCoRE 2008-10

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>total</b>
Old Subscriptions	900,21	600,15	3.594,64	5.095,00
Subscriptions 09	0,00	2.086,34	5.681,24	7.767,58
Subscriptions 10	0,00	0,00	5.959,54	5.959,54
Charges	4,03	116,92	0,00	120,96
Prints	0,00	0,00	0,00	0,00
GA Paris	-1.152,83	0,00	0,00	-1.152,83
students Paris	152,53	0,00	0,00	152,53
GA Vienna	0,00	0,00	0,00	0,00
students Vienna	0,00	0,00	0,00	0,00
Board meetings				
Copenhagen 2009	0,00	1.567,51	0,00	1.567,51
Vienna 2010	0,00	0,00	1.294,55	1.294,55
Other Meetings				
ECCO GA 2009	0,00	747,54	0,00	747,54
ECCO GA 2010	0,00	0,00	0,00	0,00
Other meetings with ECCO	0,00	798,22	0,00	798,22
phd-seminar Oranienbaum	0,00	0,00	210,84	210,84
Website	0,00	0,00	0,00	0,00
<b>income total</b>	<b>900,21</b>	<b>2.686,49</b>	<b>15.235,42</b>	<b>18.822,12</b>
<b>expences</b>	<b>-996,27</b>	<b>3.230,19</b>	<b>1.505,39</b>	<b>3.739,32</b>
<b>total</b>	<b>1.896,47</b>	<b>-543,70</b>	<b>13.730,03</b>	<b>15.082,80</b>

GA's total (including old accounts)	1.015,83	0,00	0,00
Board meetings total	0,00	1.567,51	1.294,55
other meetings total	0,00	1.545,76	210,84

Bank accounts:	Primo	ultimo	
A (in DKK) amount in EUR	30.774,03	24.153,65	
B (In EUR)	0,00	21.703,19	
total	30.774,03	45.856,84	15.082,80

# Statutes of the Association called European Network for Conservation-Restoration Education - ENCoRE

## §1 Establishment

- (1) There shall be established on 23 May 1998, by the undersigned parties as founding Members and in accordance with the free right of association as stated by the Danish Constitution an international non-profit network association called European Network of Conservation/Restoration Education **ENCoRE**.
- (2) **ENCoRE** shall be registered in "Erhvervs- og Selskabsstyrelsen" (Danish Commerce and Companies Agency).
- (3) The registered address of the **ENCoRE** shall be The Royal Danish Academy of Fine Arts, School of Conservation, Esplanaden 34, 1263 Copenhagen K, Denmark.

## §2 Purposes

The objectives of ENCoRE are to promote research and education in the field of conservation/ restoration of cultural heritage, based on the directions and recommendations given in the E.C.C.O. Professional Guidelines (Annex 1) and The Document of Pavia (Annex 2).

### (1) Research:

ENCoRE will

- instigate, establish and promote research within the discipline of conservation/restoration
- instigate, establish and promote collaboration in research between academic institutions of education in conservation/restoration in Europe and other institutions active in research
- it will provide the academic end users responsible for the preservation of cultural heritage in Europe with research results and amplify the impact of research on academic conservation/restoration study programs in Europe.

ENCoRE will meet these purposes

- by disseminating the results of research projects
- by disseminating information relating to research activities
- by promoting the opportunity and increasing the efficiency of collaborative research in conservation/restoration

- by furthering integration of research into conservation/restoration education
- by establishing and publishing a multilingual glossary of terms in conservation/restoration

### (2) Education:

ENCoRE will

- advance and develop academic education in conservation/restoration in Europe to the highest level
- instigate, establish and promote collaboration in education between institutions in conservation/restoration in Europe and with other institutions providing a high quality of conservation/restoration activities

ENCoRE will meet these purposes

- by encouraging the application of the European Credit Transference System (ECTS) to facilitate the comparability of academic institutions for conservation/restoration education
- by encouraging the application of ECTS to facilitate the mobility of students of academic institutions for conservation/restoration education
- by promoting the exchange of students and teachers of conservation/restoration
- by promoting study visits by staff and students from institutions providing high quality conservation/restoration activities

(3) The aims of ENCoRE shall be pursued without political, linguistic or ethnic discrimination.

(4) ENCoRE shall not be party to any dispute involving its Members

## §3 Membership

ENCoRE shall have four categories of Membership.

(1) Full Membership: any academic institution within Europe which provides education and research in conservation/restoration as the core subject leading to a university degree or a recognised equivalent, and which recognises the purposes of ENCoRE.

(2) Associate Membership: any institution

in Europe which provides education and research and on the basis of academic qualifications provide a full study programme in conservation/ restoration, and which recognises the purposes of ENCoRE

- (3) Honorary Member: any individual having served to an extraordinarily high extent the purposes and aims of ENCoRE
- (4) Supporting Member: any individual or institution who by financial or other means supports ENCoRE to fulfill its purposes and reach its aims

#### §4 Application for Membership

- (1) An institution wishing to become a Full Member or an Associate Member must submit to the Board of ENCoRE a written application for Membership, accompanied by the following documents:
  - complete documentation of the legal status of the institution (such as Act of Education, statutes, examination regulations and study rules) in the original language
  - an official letter certifying the legal status of the institution in English
  - a short description of the structure of the institution in English
  - information on the research activity of the institution in the field of conservation/restoration if available
  - a copy of its detailed study program, according to the European Credit Transfer System (ECTS), if available
  - letters of recommendation from two Full Members of ENCoRE
- (2) The application has to be authorised by the institution. After considering the acceptability of the applicant the Board shall present it to the next General Assembly for approval
- (3) Applicants wishing to become Supporting Member must submit to the Board a written application for Membership.

#### §5 Membership Subscriptions

- (1) Acting on a proposal from the Board, the amount of the subscriptions shall be decided by the General Assembly.
- (2) Changes in the amount of the subscriptions are decided by the General Assembly.

#### §6 Termination of Membership

- (1) Membership shall be terminated:
  - by resignation following a written request to the Board
  - for non-payment of the subscription after a lapse of eight months

- by the merger, absorption or abolishment of the Member institution, unless the Board however recognises the maintenance of the Membership status under the new conditions
- (2) the loss of one of the conditions of Membership.
  - (3) insolvency of a Member
  - (4) Members which resign or are expelled shall have no claim on the assets and resources of ENCoRE and may not claim reimbursement of their subscriptions.

#### §7 Partnership

- (1) Partnership is open to European or other institutions providing a high quality of conservation/restoration activities and/ or research and which are willing to cooperate with ENCoRE or want to further the purposes of ENCoRE. There is no subscription fee for Partnership.
- (2) Institutions wishing to become a Partners in ENCoRE are invited to submit to the Board a written application for partnership and information on the institution.

#### §8 Assets

The assets of ENCoRE shall comprise the subscriptions of the Members, gifts, bequests and European, national or regional grants, as well as any other means of funding.

#### §9 General Assembly

- (1) The Ordinary General Assembly shall be held at least every two years at the time and place designated in the notice of the meeting which will be sent to all Members at least two months before the appointed date and which will contain the draft of the General Assembly agenda.
- (2) Any Full Member may request in writing at least one month in advance that an item be placed on the agenda of an Ordinary General Assembly. The General Assembly shall vote only on items appearing on the definitive agenda. The definitive agenda shall be sent to all Full Members convened to the General Assembly at least two weeks before the meeting date.
- (3) An Extraordinary General Assembly may be convened either by the Board at its discretion, or by written request from at least one-third of the Full Members sent by registered post to the Board.
- (4) Each Full Member and Associated Member shall only be represented by a maximum of two mandated delegates and one observer.
- (5) Honorary Members are appointed by the



General Assembly after a proposition through the Board by two Full Members.

- (6) The General Assembly shall be chaired by the Chairman of ENCoRE.
- (7) The General Assembly will decide on:
  - proposal and discussion of projects and policies
  - modification of the statutes
  - admission and expulsion of Members and Partners
  - appointment and dismissal of Board Members
  - the approval of the report of activities and accounts for the previous period and the budget for the following period year
  - the subscription
  - the dissolution of ENCoRE
- (8) Every Full Member has one vote.
- (9) Modification of the statutes, expulsion of a Member and dissolution of ENCoRE require two - thirds of the delegates entitled to vote to be physically present at the General Assembly; decisions require a two-thirds majority in terms of votes.
- (10) Except where otherwise provided for in these statutes or under existing laws, decisions shall be made by an absolute majority vote of the Full Members present or represented by written proxy.
- (11) In the absence of a quorum (50%), an Extraordinary General Assembly shall be convened at least thirty minutes after the time initially set up for the General Assembly and shall take decisions by a two-thirds majority of voting delegates physically present.

## §10 Board

- (1) ENCoRE shall be administered by a Board of between six and eight Members elected by the General Assembly from among the delegates of the Full Members.
  - (2) The Board shall have the sole responsibility for management and administration in all matters outside the powers assigned to the General Assembly.
  - (3) If nominations permit, candidates should come from different countries of the European Union.
  - (4) Elected Board Members shall elect from among their number a Chairman, a Vice-Chairman, a Treasurer, a Secretary and a Vice-Secretary
  - (5) If a Board Member loses her/his mandate as a delegate, she/he loses her/his Chair in the Board
- (6) Should a vacancy arise for the office of a Board Member, the General Assembly shall provide for a substitute at its next meeting.
  - (7) If one or more Board Members fail to discharge their duties, the remaining Members of the Board may convene an Extraordinary General Assembly to replace them, one month after having invited the Chairman to place the matter on the agenda of the Board.
  - (8) The Board has the mandate to
    - delegate day-to-day management to its Chairman or a Member of the Board
    - on its responsibility in addition confer clearly-defined special powers on individuals representing a Full Member or an Associate Member
    - prepare and decide upon the draft and definitive agenda of the General Assembly
    - decide and announce the time and place of the General Assembly
  - (9) To be quorate, meetings of the Board must be attended by a simple majority of its members.
  - (10) Minutes shall be drawn up after each meeting.
  - (11) Except where otherwise provided in these Statutes decisions and resolutions of the Board shall be adopted by a majority vote of Members present, with the Chairman having a casting vote.
  - (12) Except in the case of special proxy arrangements, any decision which binds ENCoRE shall be signed by the Chairman and the Secretary of Board who shall not be answerable to third parties as regards the powers to this end.
  - (13) The Board, represented by its Chairman or a Board Member appointed for this purpose by the Chairman, shall represent ENCoRE to the community/public.
  - (14) The Board, represented by its Chairman or a Board Member appointed for this purpose by the chairman, shall monitor legal proceedings in its capacity either as a plaintiff or defendant.
  - (15) ENCoRE shall be responsible for faults attributable to those acting as its agents. Board Members shall not incur any personal liability as a result of commitments entered by the ENCoRE. Their responsibility shall be limited to the faults committed during their administration. Full Members or Associate Members shall not be liable to faults committed by ENCoRE.

- (16) The financial liabilities of ENCoRE are limited to its assets.
- (17) The Board is obliged to ensure that the full name of ENCoRE is cited when entering into agreements on behalf of ENCoRE, and it must be stated that ENCoRE is a non-profit association.
- (18) The Board is obliged to report on its activities to the Members at the General Assembly.

#### §11 Auditors

- (1) Two auditors shall be appointed on the occasion of each Ordinary General Assembly. They shall report to the subsequent Ordinary General Assembly and audit the accounts for the Board on an annual basis.
- (2) One of the auditors may convene an Extraordinary General Assembly.

#### §12 Dissolution and distribution of assets

- (1) In the case of dissolution of ENCoRE, any balance remaining after settlement of its debts shall be transferred to an Organisation or Foundation with objectives similar to those of ENCoRE.
- (2) On dissolution no part of the assets of ENCoRE may be allotted to the Members of ENCoRE.

#### §13 Language

- (1) The language of ENCoRE shall be English. Official documents such as minutes of meetings, budgets and convening notices shall be published in English.
- (2) Each Full Member or Associate Member is allowed to translate the ENCoRE statutes and other relevant documents of ENCoRE if it is considered necessary.
- (3) All translations shall be marked "translation" and make reference to the original text, which shall have sole validity.
- (4) It shall be possible in the languages of the European Community to call the Network by any name consistent with its main title, provided that the acronym "ENCoRE" is not changed.

#### §14 Communications

All communications must be received by the deadlines established by the Board. Communication by fax is accepted with equal validity as mail.

Approved by the fifth General Assembly of ENCoRE 24 February 2005.