



**ICOMOS**  
**INDIGENOUS HERITAGE**  
**WORKING GROUP**  
**Communication Protocol**  
**2024**



## Introduction

### Purpose of this document

The purpose of this Communications Protocol is to establish clear guidelines for engagement and communication for other parties with the IHWG, including other parties within ICOMOS. This protocol will define an efficient process for engagement and sharing of information between both parties to build positive working relationships.

This includes any exchange of information and direction through:

- Personal interactions (in-person meetings)
- Electronic media (emails, online meetings).
- Written documentation (letters, reports, briefing papers, council papers); and
- Policies, programs & assessments

### Engaging IHWG

ICOMOS members or others seeking advice from IHWG should acknowledge the following protocol:

- **Requests** - To request assistance, support, or advice on the engagement, complete the advice request form in the appendix, see clause 3.1- Advice request form template. **All Forms are to be emailed to [ihwgsecretariat@icomos.org](mailto:ihwgsecretariat@icomos.org)**
- **Delegation** – IHWG will review and respond to the request, including liaise with the requestor. Upon consideration of IHWG members' capacity and confirmation of approvals, the requestor will be contacted directly.
- **Timing** – To facilitate effective engagement, business units should consider realistic and respectful time frames for collective feedback. Consider that the IHWG may have other obligations. Given IHWG's quarterly meetings schedule, the greatest likelihood is for requests to be received 2-3 months before any substantial work can be completed and approved by IHWG.

### IHWG Response

The IHWG will seek to acknowledge your request and provide a timeframe for a full response within a fortnight. IHWG may need to discuss the full response at one of its upcoming meetings and ratify it before providing it to you.



# COMMUNICATION ADVICE REQUEST FORM

**ICOMOS INDIGENOUS  
HERITAGE WORKING GROUP**

**EMAIL: IHWG Secretariat  
ihwgsecretariat@icomos.org**

|  |  |
|--|--|
| Name of requestor  |  |
| How is this request significant for Indigenous Peoples and their Heritage?             |  |
| Is the project associated with this request primarily directed at Indigenous Heritage? |  |
| Dates and timeframes   |  |
| Details of the project<br>(and description of engagement required)                     |  |
| Level of support required from the IHWG to assist                                      |  |
| <b>IHWG USE ONLY</b>   |  |
| Date request received  |  |
| Date IHWG co-chairs and Comms officer advised  |  |
| IHWG member(s) assigned  |  |
| Project completed  |  |
| Date completed   |  |