

Conservation Register Steering Group - Terms of Reference

Membership

The Steering Group will report to the Practice and Profession Committee (PPC) and will consist of six or more people up to a maximum of twelve, including where possible members of the Conservation Register, senior RIBA members (including one Council member) and one member of the RIBA Conservation Group. Members should also include:

- Members representing the diversity of the profession.
- Members representing the three categories of the Register.
- Members representing RSAW and RSUA.
- Members representing other relevant interests

Members of the Steering Group are invited to serve for a maximum of three two-year terms. A break of two years would then be required before a member can re-join the Steering Group. New members of the Steering Group will be agreed by the Chair of the Steering Group in discussion with staff and confirmed by PPC.

Appointment of Chair:

- If the role of Chair becomes available, all Steering Group members will be invited to submit a statement and CV to RIBA staff if they wish to stand for Chair.
- The VP of the PPC and the outgoing Chair will consider all candidates (including from outside the Steering Group) and approve a preferred candidate for ratification by PPC.
- Chairs are appointed for a period of two years. If they have been a regular Steering Group member for more than four years at the time of appointment, they may exceed six years of maximum consecutive membership to complete their two-year term of service.
- Chairs may be reappointed for a second or third term (maximum of six years in total).

Staff

- The Conservation Registrar will act as the Secretary to the Steering Group.
- The Head of Professional Standards will be entitled to attend all meetings.
- Other RIBA staff will be invited to attend by the Steering Group or the Practice and Profession Committee as appropriate.

Terms of Reference

- Define and review the core skills and qualities of conservation architects based on ICOMOS principles.
- Develop and oversee the RIBA Conservation Register for Architects, including a transparent application process, assessment and training programme.
- Approve syllabus of four-day RIBA Conservation Course and other relevant CPD/courses.
- Actively promote professional development through the three stages of the Register.
- Advise on the marketing of the Conservation Register to architects and clients.
- Set up, train and monitor the Assessment Panel and assessment process.
- Represent the RIBA with regard to matters of conservation accreditation on relevant Conservation bodies (eg HEF, Heritage 2020).

February 2017