NGORONGORO CONSERVATION AREA AUTHORITY

CULTURAL HERITAGE DEPARTMENT

CULTURAL HERITAGE ADVISORY COMMITTEE.

2022

INTRODUCTION.

The Cultural Heritage Advisory Committee has been established to provide NCAA with strategic advice on management of cultural heritage related matters to achieve its cultural heritage objectives. The main roles of the Advisory Committee are to:

- To advise and make recommendations on matters related to core activities such as conservation, development, identification and recognition of cultural heritage assets with in NCA;
- To support and participate in awareness raising of cultural heritage activities authorized by NCA that contribute to the promotion, appreciation, understanding, and advancement of cultural heritage conservation within NCA
- To advise and support policy development and legislation in areas relevant to Cultural heritage
- To provide timely input as requested on heritage resources and areas impacted by development.
- To advise and make recommendations to NCAA on benchmark standards of Cultural Heritage practice.
- To advise and make recommendations to NCAA on strategic projects to advance Cultural Heritage conservation and promotion.

TERMS OF REFERENCE

These terms of refence describe the purpose, structure and administrative activities of the Ngorongoro Cultural Heritage Advisory committee.

1. **COMPOSITION.**

The Cultural Heritage Committee members were selected by NCAA based on their skills and experience in cultural heritage practice and strategic capacity. The committee is comprised of;

- Two (2) members who have an expertise and understanding of cultural heritage managements issues.
- One (1) member nominated by the department of Antiquities
- One (1) member that represent the broader community
- Two (2) members from the department of Cultural heritage, NCAA

2. MEETINGS

- Advisory committee meetings will be conducted every three months or as required.
- Appointed committee will hold office for a period of 5 years
- A quorum will be a majority of the Committee membership including: appointed members and the members from the department of the Cultural heritage
- Should a committee member not attend three consecutive Committee meetings, without seeking prior approval for a leave of absence from the Committee, the member will automatically relinquish their position as a member of the committee.
- A Committee member who has a conflict of interest in a matter being considered in an Advisory Committee meeting at which he or she is present must: disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered.

3. DELEGATIONS

- The Advisory Committee has no delegated authority enter into contracts.
- The Advisory Committee members cannot speak on behalf of NCAA.
- The Committee has no other delegated authority.

4. REPORTING

- The Secretary of the Committee will forward the minutes, recommendations for Conservation Commissioner's comments and for reporting to the next practicable Ordinary Meeting of NCA.
- A representative of the Committee will present to Conservation Commissioner (CC) in a briefing format once every 12 months to obtain strategic direction from NCAA and to agree the committee's work plan for the upcoming year.

5. CONDUCT REQUIREMENTS FOR MEMBERS

- Attend Advisory Committee meetings and provide apologies in advance when attendance is not possible;
- Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of the project;
- Contribute in a positive way to finding solutions to issues or concerns;
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate;
- Not disseminate confidential information that is discussed at the Advisory Committee meetings
- Not make any media comment on behalf of the Advisory Committee in relation to the project unless approved by the Advisory Committee Chair.