Cymru yn Fenis /Wales in Venice Advisory Committee

**Terms of Reference**

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1. The Terms of Reference for *Cymru yn Fenis Wales in Venice* Advisory Committee are reviewed and approved by Council on an annual basis.
2. These terms here reflect the latest approach established for *Cymru yn Fenis Wales in Venice* following agreement of Council in December 2015 to the selection process for future exhibitions at the Venice Biennale.
3. Further updates and amendments were agreed by Council in March 2018 following the *Venice* Advisory Committee review of the process for selecting *Cymru yn Fenis Wales in Venice* 2019.
4. This version was approved by Council in March 2019

 **Role of the Committee**

1. The Advisory Committee chaired by a member of Council is to be made up of National Advisers (a minimum of 2) and representatives from Artes Mundi and from the National Museum Wales’ Art Department of the National Museum Cardiff.
2. In their capacity on the Advisory Committee Artes Mundi and National Museum Wales will not instigate, support or contribute to specific proposals during the open bidding process.
3. The Committee has an advisory capacity and is not a reporting committee of Council. A member of Council acts as Chair and there is executive representation.
4. The Executive representation is formed by the lead Commissioner for *Cymru yn Fenis Wales in Venice* (Portfolio Manager Visual and Applied Arts) and by the Project Sponsor, who is a member of SLT. Representatives of British Council are invited to attend as observers.
5. The Executive will organise an open call to the sector for proposals for *Cymru yn Fenis Wales in Venice*. The call reflects an expanded process open to independent and gallery based curators and Artistic Directors working in the visual arts in Wales and internationally.
6. A minimum of three Members of the Advisory Committee working with at least one member of the Executive and joined by observers and in addition, where agreed, may include an invited representative from British Council Visual Arts and/or an artist previously representing *Cymru yn Fenis Wales in Venice*, to make up the ‘Selection Panel’.
7. The ‘Selection Panel’ will shortlist a maximum of 5 proposals, minimum of 3 from the ‘Expressions of Interest’ stage for invitation to present a project proposal. The ‘Selection Panel’ will determine the project to represent *Cymru yn Fenis Wales in Venice* following assessment of the project proposal stage.
8. In the assessment of the proposal stage, the ‘Selection Panels’ role will be to ensure that the selected project has a rationale that will best represent Wales on this significant international platform for the visual arts and in the particular context of the Venice Biennale of Art. The selected project should be one that offers the best possibilities for fulfilling the selection criteria and the Arts Council’s declared objectives for the Wales presence at the Biennale outlined here.

*Cymru yn Fenis Wales in Venice* partnership aims to:

Present the most exciting and creative artists associated with Wales.

Focus international and national attention on the diverse range of critically valued work in, from and to do with Wales.

Create international experiences and connections for galleries, curators and artists that will develop the visuals arts in Wales.

Celebrate Wales in the World as dynamic, culturally engaged and forward-looking.

This purpose of the partnership statement is to provide a clear rationale for all stakeholders to communicate why Wales presents at the Venice Biennale and what it seeks to achieve.

The selection criteria for Cymru yn Fenis/Wales in Venice 2019 is:

1. To celebrate the diverse and critically valued work of artists associated with Wales;
2. Offer career opportunities at a significant juncture for participants;
3. Attract and focus attention and debate about art in, from and to do with Wales to deepen critical discourse nationally and internationally;
4. Focus curatorial interest on art being produced in Wales, leading to greater exposure of artists from Wales;
5. Give experiences, aspiration and context to artists in early career (through experience of the Biennale, invigilator programmes, live guides, education work and networking possibilities);
6. Support the developmental context for gallery enterprises in Wales;
7. Promote Wales’ visual culture to the Welsh public, pointing up the value of placing contemporary Welsh art in an international context and ensuring the dissemination of the Wales presence in Venice either through a complementary exhibition or other allied activity.
8. The Advisory Committee members (minimum of three) working with the Executive and invited observers and where agreed, additional members noted that comprise the ‘Selection Panel’ will determine the final choice.
9. In the event of the ‘Selection Panel’ not reaching unanimous agreement on any committee decision, a vote will be taken with a simple majority being required. The Chair will have a casting vote. In all matters the ‘Selection Panel’ should seek to reach agreement by discussion.
10. Once a decision on the selection of the artist/artists has been made by the ‘Selection Panel’ , the panel members will accept the decision as the decision of the ‘Selection Panel’ and will not enter into public discussion about the preferred choice of artist of any individual member of the panel. Once the selection has been made the ‘Selection Panel’ has no further role and all matters will be referred to the Advisory Committee.
11. In the event of any amendment to the curatorial selection, the changes will be formally brought back to the Advisory Committee for discussion and ratification. The Committee will receive updates at each meeting.
12. Committee members will be at liberty to raise and discuss broader issues related to *Cymru yn Fenis Wales in Venice* presence at the Venice Biennale of Art.
13. The Commissioner, with support from the Project Sponsor, will be the budget holder and responsible for the overall management of the totality of the project.
14. The Committee will take broad budgetary information into account in advising on decisions, but does not take budgetary decisions.
15. Any developments of the project which in the judgement of the Commissioner would benefit from Advisory Committee members in-put will be communicated by use of e-mail between Committee sessions. Advisory Committee will receive regular updates and copies of any press and PR communications.

**Chair:** A member of Council

**Appointed by:** Council

 In other circumstances and in the absence of a Council member, a temporary chair from the Advisory Committee external membership can act as chair at the request of the meeting.

**Members**

The Committee will consist of a minimum of seven members. Council will also reserve the right to request other members from Council with visual arts expertise join the Committee as and when.

As the Exhibition runs every two years, members will be recruited in rotation for a cycle of two Biennales to ensure a core membership with continuity between two successive Biennales with only a part of the committee stepping down at any one time after the two Biennales cycle.

Members are recruited to represent access to different expertise, including: knowledge of international contemporary visual arts practice and its networks and arenas, the visual arts in Wales, education and development, marketing and PR, fundraising and partnership working. Members are considered to have an ambassadorial role for *Cymru yn Fenis Wales in Venice*.

Artist Members of the Committee cannot propose or be proposed in the current process of selection adopted by the Arts Council of Wales for *Cymru yn Fenis Wales in Venice* for the whole term of their membership once they have joined the Committee.

There is no remuneration for members of the Committee but out-of-pocket expenses will be paid on submission of expenses claim forms.Members will be given a contribution to expenses to assist them to attend the opening of the Venice Biennale in respect of acting as an ambassador for *Cymru yn Fenis Wales in Venice* and reporting back to the Committee for evaluation purposes.

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| **Name** | **Capacity** | **Membership from** | **Membership to** |
| Iwan Bala | Council MemberChair | March 2018March 2019 | March 2021 |
| Louise Wright | Portfolio Manager, Commissioner |  |  |
| Nick Capaldi | Project Sponsor |  |  |
| To be appointed | Independent Member  |  |  |
| To be appointed  | Independent Member  |  |  |
| To be appointed | Independent Member  |  |  |
| Nigel Prince | Artes Mundi  | July 2019 |  N/A |
| Nick Thornton | National Museum Wales | February 2012 |  N/A |

 **Quorum** The Committee is quorate if three members are present and one

 member of the Executive

**Accountability** The Committee is bound by the Council’s ethical code as outlined in the Code of Best practice. Members are required to complete annually updated declaration of interests form.

Individual members of the Committee are requested to inform and update the Executive of any information on projects which affect the planning of the Wales at Venice event.

 **Meetings** The Committee will hold such meetings as necessary to arrive at the selection of artist/artists. After the selection the meetings will be held quarterly.

Members will be given written/emailed confirmation of meeting dates, times and venue once a date has been agreed by the committee through emailed consultation or as agreed at previous meetings or circulated in an advance schedule.

 **Papers** Papers will be generated by the Executive and the appointed Project management team for *Cymru yn Fenis Wales in Venice*. The Committee will receive a written/emailed agenda for each meeting.

 **Reporting** The Chair of the Committee will provide reports at critical milestones of the project to the Council of the Arts Council of Wales, with relevant written reports supplied by the Commissioner.

**Meeting Records** The Chair will summarise decisions taken at each meeting and the Commissioner, or Arts Director in their absence will provide an action list and make a note of those decisions. Minutes and actions will be circulated to members within five working days of the meeting and kept on record with the Arts Management Team in the Arts Council of Wales.

**Review** In each exhibition cycle, the Advisory Committee will review the workings of the Committee and offer advice on modifications of our practice in respect of selecting an artist for *Cymru yn Fenis Wales in Venice* and aspects of the presentation. This generally will be undertaken from September of an exhibition year.

**Update** This document is reviewed for accuracy on an annual basis and this version was approved by Council in March 2019.