



REPUBLIC OF GHANA

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**GHANA HERITAGE COMMITTEE**

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**SEPTEMBER 2020**

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## 1. PREAMBLE

The Ghana Commission for UNESCO;

- I. **Recognizing** that cultural and natural heritage are among the priceless and irreplaceable possessions, not only of the Republic of Ghana but of humankind as a whole;
- II. **Acknowledging** that loss, through deterioration, neglect, disappearance or damage through inappropriate development and/or poor management practices of these most prized possessions, constitutes an impoverishment of the heritage of all the peoples of the world and, in particular, the people of Ghana;
- III. **Further recognizing** the need for the Ghana Commission for UNESCO to exercise oversight responsibility as well as facilitate the implementation of UNESCO and other relevant conventions with the view to protect Ghana's cultural and natural heritage;
- IV. **Desirous** to establish under the auspices of the Ghana Commission for UNESCO, a National Heritage Committee to manage, preserve and promote the country's heritage, taking into consideration the best scientific evidence and in compliance with relevant domestic laws;
- V. **Decides** to adopt this statute to govern the work of the Committee as follows:

## 2. NAME OF THE COMMITTEE

An inter-ministerial multi-stakeholder committee under the auspices of the Ghana Commission for UNESCO is hereby established under the name Ghana Heritage Committee, designated by the initials GHC.

## 3. DEFINITIONS

- I. **"Monument"** shall include all structures (together with their settings and pertinent fixtures and contents) which are of value from the historical, artistic, architectural, scientific, or ethnological point of view. This definition shall include works of monumental sculpture and painting, elements or structures of an archaeological nature, inscriptions, cave dwellings, and all combinations of such features.
- II. The term **"group of buildings"** shall include all groups of separate or connected buildings and their surroundings, whether urban or rural, which, because of their

architecture, their homogeneity, or their place in the landscape, are of value from the historical, artistic, scientific, social or ethnological point of view.

- III. The term "**site**" shall include all topographical areas and landscapes, the works of humans, or the combined works of nature and humans, including historic parks and gardens, which are of value from the archaeological, historical, aesthetic, ethnological, or anthropological point of view.
- IV. The terms "**monument**", "**site**", and "**group of buildings**" shall not include: - museum collections housed in monuments, - archaeological collections preserved in museums or exhibited at archaeological or historic sites, museums, - open-air museums.
- V. "**Museum**" shall mean a location or a spatial configuration at which objects of historical, scientific, artistic, or cultural interest are stored and exhibited.
- VI. "**Illicit Transfer**" shall mean the illegal movement of cultural materials across frontiers.
- VII. "**Armed Conflict**" shall mean a contested incompatibility that concerns a government or a group of people where the use of armed force between two parties results in battle-related deaths.
- VIII. "**Underwater Cultural Heritage**" shall encompass all artefacts traces of human existence that lie or have lain underwater and have a cultural or historical character and significance.
- IX. "**An Intangible Heritage**" shall mean a practice, representation, expression, knowledge, or skill considered to be part of a peoples'/community's cultural heritage that encompasses nonphysical intellectual property, such as folklore, values, customs, values, beliefs, traditions, knowledge, and language in contrast to tangible heritage.
- X. "**Natural Heritage**" shall mean natural sites, features, physical formations, or precisely delineated natural areas of outstanding universal value for science, conservation, aesthetics, and local community use.

#### **4. PURPOSE**

The overall purpose of the GHC shall be to provide technical advice to the Government of Ghana through the relevant ministries, departments, and agencies responsible for the protection of the country's heritage and the implementation of the various UNESCO and other relevant conventions ratified by the Republic of Ghana.

## **5. COMPOSITION AND MEMBERSHIP**

The Ghana Heritage Committee shall be composed of:

- I. The Steering Committee;
- II. The Technical Committee;
- III. The Secretariat.

### **5.1. The Steering Committee**

The Steering Committee shall comprise the underlisted chief directors and heads of agencies.

- I. The Chief Director, Ministry of Tourism, Arts and Culture;
- II. The Chief Director, Ministry of Finance;
- III. The Chief Director, Ministry of Planning;
- IV. The Chief Director, Ministry of Education;
- V. The Chief Director, Ministry of Environment, Science, Technology, and Innovation;
- VI. The Chief Director, Ministry of Trade and Industry;
- VII. The Chief Director, Ministry of Land and Natural Resources;
- VIII. The Chief Director, Ministry of Justice and Attorney General;
- IX. The Chief Director, Ministry of Chieftaincy and Religious Affairs;
- X. The Executive Director, Environmental Protection Agency;
- XI. The Chief Director, Ministry of Local Government and Rural Development;
- XII. The Chief Director, Ministry of Energy;
- XIII. The Chief Director, Ministry of Roads and Highways;
- XIV. The Chief Director, Ministry of Food and Agriculture;
- XV. The Chief Director Ministry of Health;
- XVI. The Executive Director, Ghana Museums and Monument Board;
- XVII. The Executive Director, National Commission on Culture;
- XVIII. The Chief Executive Officer, Ghana Tourism Authority;
- XIX. The Chief Executive, Ghana Tourism Development Company;
- XX. The Chief Executive, Forestry Commission;
- XXI. The Chairperson;
- XXII. The Secretary-General, Ghana Commission for UNESCO;
- XXIII. The President, National House of Chiefs;
- XXIV. Representative from the Office of the President;
- XXV. Representative from the Private Sector;
- XXVI. Representative from the CSOs.

**5.1.1.** To facilitate reporting to the Steering Committee, the Chairperson and Secretary of the Technical Committee as well as a representative of the Secretariat of the GHC shall be members of the Steering Committee.

### **5.1.2. Functions of the Steering Committee**

The Steering Committee shall:

- I. Be the highest decision-making body with oversight responsibility for the GHC;
- II. Approve the programs, budget, and corresponding Workplan of the GHC;
- III. Provide the needed platform and guidance in addressing issues relating to the country's heritage;
- IV. Coordinate the activities of relevant state and non-state actors in the area of heritage preservation and promotion for the benefit of the country;
- V. Receive reports on the implementation of the UNESCO and other relevant conventions and further make recommendations to the Government of Ghana;
- VI. Advise the relevant ministries, departments, and agencies responsible for heritage and cultural matters in Ghana;
- VII. Recommend to the Government of Ghana those properties which meet the criteria for inscription on Ghana's Heritage List and the Tentative List of the World Heritage Convention;
- VIII. Make recommendations to the Government and the relevant authorities and owner(s) relating to the deletion of properties from Ghana's Heritage List and the Tentative List of the World Heritage Convention;
- IX. Seek innovative ways to assist potential and existing World Heritage Sites in the Republic of Ghana with financial and technical assistance;
- X. Advise the Government of Ghana to adopt policies and programs that will make the country's intangible heritage viable, in particular those that risk going extinct.
- XI. Any other functions that may be considered relevant

### **5.2. The Technical Committee**

Members of the Technical Committee shall comprise experts drawn from the underlisted institutions.

- I. Representative from Environmental Protection Agency (EPA);
- II. Representative from National Commission for Civic Education;
- III. Representative from the Department of Archaeology and Heritage Studies – University of Ghana;
- IV. Representative from Forest Services Division;
- V. Representative from Wildlife Division;
- VI. Representative from Man and Biosphere (MAB) National Committee;
- VII. Representative from Ghana Culture Forum;
- VIII. Representative from Ministry of Local Government and Rural Development;
- IX. Representative from Ghana Academy of Arts and Sciences (GAAS);
- X. Representative from Ghana Geological Survey Authority;
- XI. Representative from Ministry of Tourism, Arts and Culture – Culture Department;

- XII. Representative from the Ministry of Tourism, Arts and Culture – Heritage & Tourism Department;
- XIII. Representative from National Commission on Culture (NCC)
- XIV. Representative from Ghana Museums and Monuments Board – Museum Division;
- XV. Representative from Ghana Museums and Monument Board – Monument Division;
- XVI. Representative from Ghana Commission for UNESCO;
- XVII. Representative from National Folklore Board;
- XVIII. Representative from Bureau of Ghana Languages;
- XIX. Representative from Ministry of Information;
- XX. Representative from Ghana Tourism Authority;
- XXI. Representative from Ghana Tourism Development Company;
- XXII. Representative from National Development Planning Commission;
- XXIII. Representative from Ministry of Lands and Natural Resources;
- XXIV. Representative from Creative Art Council;
- XXV. Representative from Ministry of Chieftaincy and Religious Affairs;
- XXVI. Representative from Customs Division;
- XXVII. Representatives from Academia;
- XXVIII. Representative from Ministry of Justice and Attorney-General’s Department;
- XXIX. Representative from Heritage and Cultural Society of Africa (HACSA);
- XXX. Representative from Ministry of Environment, Science, Technology and Innovation.

### **5.2.1. Functions of The Technical Committee**

The functions of the Technical Committee shall among others include the following:

- I. Develop, in consultation with the relevant ministries, departments, and agencies a Strategic Plan in line with Ghana’s Medium-Term National Development framework, the Sustainable Development Goals, and the Africa Agenda 2063 – The Africa We Want;
- II. Assist in the preparation of reports on the implementation of the UNESCO and other relevant conventions;
- III. Submit annual and emergency reports to the Steering Committee on its activities concerning the protection and management of the country’s heritage;
- IV. Identify, coordinate and assess, based on proposals submitted by any person or institution, cultural and natural properties of potential Outstanding Universal Value (OUV) which are intended to be protected under the Conventions;
- V. Assist in the review and preparation of Nomination Dossiers on heritage sites to be submitted to UNESCO;
- VI. Assist in the preparation of State of Conservation Reports on the World Heritage Sites in Ghana;
- VII. Examine and undertake condition assessment of the State of Conservation of heritage properties in the Republic of Ghana, in particular, those on the National Register;
- VIII. Review Ghana’s Tentative List regularly as is required in the Operational Guidelines for the implementation of the World Heritage Convention in the country;
- IX. Make recommendations to the Steering Committee on the deletion of properties from

- Ghana's Tentative List;
- X. Develop and, where necessary, review the national guidelines by which requests for International Assistance through the World Heritage Fund are made;
  - XI. Assist with the review of and provide advice on the preparation of Management Plans for Heritage Sites in Ghana;
  - XII. Annually review and evaluate reports on the implementation of UNESCO and other relevant conventions Ghana has ratified or acceded to;
  - XIII. Initiate and manage the development of a national strategy to facilitate the implementation of the Conventions;
  - XIV. Assist with the promotion and raising of public awareness of Heritage Sites of national and international importance;
  - XV. Develop policies and measures to help effectively regulate the illicit trafficking of cultural properties from the country in line with the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership Cultural Properties;
  - XVI. Develop a framework for the protection of the country's heritage in the event of an emergency and Armed Conflict;
  - XVII. Develop Policies and Measures to help in the Restitution of Ghana's Cultural Properties in line with UNIDROIT Convention of 1995;
  - XVIII. Assist cultural and heritage institutions to review their bye-laws.

#### **5.2.2 Terms of Office for the Members of the Technical Committee**

The term of office for the Technical Committee Members shall be four (4) years and may be renewed for another term of four (4) years.

### **5.3. The Secretariat**

The Secretariat shall be hosted at the Ghana Commission for UNESCO.

#### **5.3.1. Functions of the Secretariat**

- I. The Secretariat shall be responsible for the preparation, translation, and distribution of official documents of the GHC;
- II. The Secretariat shall take care of collecting, archiving, and providing basic documentation materials relevant to the activities of the GHC;
- III. The Secretariat shall, in consultation with the Chairpersons of the Steering and Technical Committees, prepare the agenda of meetings of these bodies;
- IV. The Secretariat shall be responsible for recording proceedings of meetings as well as handling all administrative matters of the GHC;
- V. The Secretariat shall undertake any other function that the GHC may assign to it;
- VI. The Secretariat and the Ministry Responsible for Culture shall on annual basis make budgetary provisions for the programs and activities of the Committee.

5.3.2. In performing the above functions, the Secretariat shall be assisted by a six (6) member Group of Experts in the following fields of expertise:

- I. Built Heritage / Monuments and Sites;
- II. Museums and Archeology;
- III. Intangible Cultural Heritage;
- IV. Natural Heritage;
- V. Underwater Heritage;
- VI. Artistic Creation and Expression;
- VII. Sustainable Tourism.

5.3.3. The Group of Experts who will sit ex- officio at the Technical Committee shall be appointed by the Secretary-General of the Ghana Commission for UNESCO

## **6. RULES OF PROCEDURE FOR MEETINGS**

### **6.1. Convening a Meeting**

- i) All meetings of the Steering and Technical Committees shall be convened by the chairpersons of respective Committees in consultation with the Secretary-General of the Ghana Commission for UNESCO and the Secretaries to the Ghana Heritage Committee.
- ii) The Steering and Technical Committees shall elect their own Chairpersons, Vice-Chairpersons, and Secretaries. They shall have a two (2) year Tenure of Office renewable once.
- iii) The Technical Committee may meet four (4) times in a year. They may also meet in an extraordinary session if convened by the Chairperson of the Ghana Commission for UNESCO.
- iv) The Steering Committees shall have two meetings each in a year. They may also meet in an extraordinary session if convened by the Chairperson of the Ghana Commission for UNESCO.
- v) The Agenda of the meetings of the Steering and Technical Committees shall be drawn by the Secretariat in consultation with the chairpersons.
- vi) The Steering and Technical Committees shall set up special committees and other subsidiary bodies as may be necessary to assist their work.

## 6.2. Notice of Meetings

All formal meetings of the GHC must be properly convened in accordance with the Statutes of the GHC. All members must be notified in writing at least fourteen days (14) of:

- (i) The type of meeting to be held
- (ii) The place, date, and time of the meeting
- (iii) The Agenda to be considered at the meeting

## 6.3. Quorum

A meeting of the Steering and Technical Committees shall be constituted with a quorum of at least half the membership (50%) of the respective Committee. If a quorum is not present, the meeting may:

- (i) be reconvened at another date; or
- (ii) continue, with the chairperson declaring (and the minutes show) a quorum is not present. The decisions made at the meeting then carry the weight of recommendations to be ratified;
  - later during the course of the meeting (e.g. if another member arrives and a quorum is achieved; or
  - at the next convened meeting where a quorum is formed.

## 6.4. Chairperson

All meetings of the Steering and Technical Committees shall be chaired by the respective chairpersons of the Committees. In the absence of the chairpersons a meeting shall be chaired by the following persons in this order respectively;

- (i) The Vice-Chairperson
- (ii) The Secretary-General, Ghana Commission for UNESCO
- (iii) Any other member designated by the Chairperson of the respective Committee.

### 6.4.1. The chairperson at a meeting has the task of:

- (i) making sure proper notice is given and there is an agenda listing all items needing to be covered;
- (ii) checking and signing the minutes of previous meetings;
- (iii) keeping time to ensure the meeting gets through its business in the allocated time;
- (iv) dealing with the order of business;
- (v) facilitating discussion;
- (vi) keeping order deciding the order in which members are called to speak;

- (vii) advising and/or admonishing a member whose speaking is irrelevant to the subject under discussion or whose conduct impedes the fair and orderly process of discussion;
- (viii) ensuring everyone has an opportunity to speak;
- (ix) receiving motions and putting them to vote;
- (x) declaring the result of any votes for the motions;
- (xi) making sure decisions are reached on issues discussed and that everyone understands what the decisions are; and
- (xii) declaring the meeting closed.

### **6.5. Apologies**

All members are expected to attend meetings. Members who are unable to attend for good and sufficient reason should send their apologies and reason(s) for absence, in writing, to the Secretary of the GHC, as early as possible, and in any event no later than 24 hours before the meeting.

- (i) The Chairperson and Secretary are responsible for deciding which apologies to accept. Those apologies which are accepted will be reported to the meeting and recorded in the minutes. Only in exceptional circumstances will the Secretary accept apologies which are received less than 24 hours before the meeting.

### **6.6. Attendance of Observers**

- (i) In a bid to encourage openness and inclusiveness in its decision making, the Chairperson of the Technical Committee may admit co-opted members or observers to attend its meetings. Any observer wishing to attend a Technical Committee meeting should contact the Secretary in advance of a meeting.
- (ii) Subject to practicalities, every effort will be made to accommodate observers at meetings. The Chair, on the advice of the Secretary, has the power to limit the maximum number of observers at any meeting.
- (iii) The right to observe meetings does not confer on observers any entitlement to speak, vote, or otherwise participate in meetings.
- (iv) The Chair may, on the advice of the Secretary, require an observer or observers to withdraw from a meeting in the interest of the proper conduct of the meeting. Observers will normally be required to withdraw from a meeting during the discussion of confidential and/or sensitive business.

## 6.7. Conduct and General Procedures at Meetings

- (a) The Chairperson is responsible for the orderly conduct of the meeting and is entitled to the cooperation of members in ensuring the fair, effective, and expeditious transaction of business and the observance of the courtesies of debate. All meetings of the GHC shall be guided by the following rules:
- (i) When speaking, members and those in attendance should address the Chairperson.
  - (ii) The business of the meeting shall be conducted in the order of the agenda unless the meeting determines to take the items in some other order.
  - (iii) No discussion shall be permitted or entered into at a meeting unless there is a motion on the matter tabled before or at the meeting.
  - (iv) All Members are required to submit to the Secretary motions for inclusion in an agenda at least **two weeks** before the meeting.
  - (v) Discussion shall be relevant to the matter before the meeting whether it be a motion, an amendment, or a personal explanation.
  - (vi) A previous speaker to a motion may speak on an amendment, on a motion for the adjournment of the debate, on a point of order and by permission of the Chair, in the personal explanation of his or her previous remarks.
  - (vii) A speaker at a meeting shall raise her or his hand for the attention of the chair and can only address the meeting after permission has been so granted by the Chair.
  - (viii) The speaker may rise to address the meeting or sit with the permission of the Chair.
  - (ix) The Chair may at any time address the meeting and any person then speaking shall resume his or her seat (if on their feet) and remain quiet until the chair has finished speaking.
  - (x) No person shall speak more than once to a motion, the proposer of a substantive motion however is entitled to a reply. (This procedure may be relaxed at the Chair's discretion).
  - (xi) The chair may at any time call the meeting to order if in their opinion the discussion on a particular subject has been exhausted.

(xii)The Chair shall decide which speaker is entitled to priority.

(xiii) All speakers to a motion shall be allocated a maximum of 2 minutes to speak on any subject on the agenda for the meeting and 3 minutes to move, respond to, or amend a motion. (The chair may at his discretion extend the time allocated to a speaker.)

(xiv) The Chair may terminate a debate after a reasonable discussion and put the motion to the meeting for voting. Not all speakers wishing to be heard may be given a chance to speak.

(xv)The Chair determines a motion lost or won.

#### **6.8. Limitation of Business**

(a) The Chair may refer for consideration at another meeting any matter raised by a member which is not specified in the agenda for the meeting. In the case of an urgent matter, the Chair may, at her or his sole discretion, permit the matter to be discussed and / or decided upon.

#### **6.9. Motions and Resolutions**

(a) If a motion is passed it becomes a resolution. Resolutions are binding and should be recorded in the minutes.

(b) Members' motions which have the effect of changing or amending a written resolution or document of the GHC shall be submitted to the Secretary for inclusion in an agenda.

(c) The following motions may be moved without notice:

(i) motion relating to the closure, or adjournment of the meeting, the order of business, or to note next business;

(ii) reference to a committee, working group, or officer;

(iii) receipt of reports and/or adoption of recommendations of committees, working groups, or officers and any consequent resolutions

(iv) leave to withdraw a motion;

(v) amendments to motions

(d) A motion will not be discussed unless it has been proposed and seconded.

(e) In debate, the mover of a motion has the right of reply and is entitled to be the last speaker on the motion, but in her or his reply must confine herself or himself to answering previous speakers and must not introduce any new matters. If an amendment is moved, the mover of the original motion also has the right of reply at the close of debate on the amendment. The mover of the amendment does not have the right of reply on the amendment.

(f) When a motion is under debate, no other motion may be moved except the following:

- (i) that the motion be amended;
- (ii) that consideration of the motion be postponed;
- (iii) that the meeting be adjourned;
- (iv) that the debate be adjourned;
- (v) that the question now be put;
- (vi) that the matter under discussion be referred back to the responsible committee or officer.

(g) Any member may move an amendment to a motion provided it is relevant to the motion upon which it is moved.

(h) If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried, the motion as amendment becomes the substantive motion upon which any further amendment may be moved.

(j) A further amendment may not be moved until the meeting has disposed of every amendment previously moved.

(k) Upon the resumption of an adjourned debate, the member who moved the adjournment is entitled to speak first.

(m) A motion or amendment may be withdrawn by the proposer with the concurrence of the seconder and the consent of the meeting.

(n) Any member may, during a debate, raise a point of order specifying the standing order which maybe alleged to have been breached. A discussion of points of order is not permitted. The Chair, with the advice of the Secretary, has sole responsibility for deciding whether a breach of order has occurred.

#### **6.10. General guidelines for putting forward and voting on a motion**

- (1) (a) A member of the meeting puts forward a clear and concise proposal for a decision or action to the meeting via the Chairperson. This is called a motion. For example, 'I move that the GHC includes institution 'A' as member of its Technical Committee'.

- (2) A second person agrees to '**second**' the motion. This is not a vote in favor of the motion but a vote to have the motion put before the meeting. If a motion is not seconded, it lapses.
- (3) The Chairperson then opens up a debate on the motion, often by saying 'does anyone wish to support/speak against the motion?'
- (4) The mover of the motion can then speak to the motion – outlining why he or she thinks the motion should be passed.
- (5) Discussion follows, generally in the format of alternating speakers for and against the motion.
- (6) The person who originally moved the motion has a right to reply.
- (7) After sufficient debate the motion is read aloud and voted on.
- (8) If the motion is passed, it becomes a resolution.
- (9) The resolution shall be formally documented in the minutes along with the names of mover and seconder.
- (10) Resolutions become binding on the GHC as long as the people making the decision have the authority to pass them.

#### **6.11. Amending a motion or resolution**

- (a) The mover with the agreement of the meeting can amend a motion. Alternatively, someone may wish to move an amendment to the original motion, which if successful creates a second motion.
- (b) Motions to amend motions can create confusing discussion if everyone is not clear on exactly which motion is being debated – whether it is the original motion, the amended motion, a motion to amend, or a motion to amend an amendment.

- (c) It is important therefore that the Chairperson keeps proceedings as simple as possible. If a motion does not fully express the view of the meeting, it is sometimes easier to simply vote on it and let it be defeated.
- (d) Resolutions can be withdrawn or cancelled at the same meeting by following the same procedure that applies for moving and adopting a resolution.

## **6.12. Minutes**

- (a) It is considered essential to keep accurate minutes of all Technical and Steering Committee meetings. Apart from being a record of what transpired, the minutes are also evidence and can provide protection for individuals who act on the decisions of the GHC.
- (b) The Secretary, or someone nominated by the Chairperson shall take accurate minutes at all meetings and shall:
  - (i) Ensure that attendance and any apologies are noted;
  - (ii) Be responsible to the Chair for recording accurate minutes of a meeting;
  - (iii) Present previous minutes for approval;
  - (iv) Circulate minutes for the previous meeting in advance of the next meeting. This is to give people time to consider whether the minutes accurately reflect their recollection of that meeting;
  - (v) Present previous minutes for approval at the next meeting of a similar kind;
  - (vi) Members shall be given the opportunity to propose corrections to the minutes or to seek to have additional details of what occurred and what was recorded;
  - (vii) Minutes should be approved on the basis that they are a correct record of the meeting;
  - (viii) After any approved changes to the minutes have been noted, the Chairperson shall sign the minutes as the approved minutes of the meeting together with the Secretary / Recorder.

### 6.13. DISSOLUTION OF THE GHC

The Chairperson of the Ghana Commission for UNESCO shall dissolve the GHC if it does not responsibly carry its mandate or if it has been consistently incapable of providing advice that meets the requirements of UNESCO and the laws of Ghana.

Organogram of the Ghana Heritage Committee

