



# SLOVENSKI STANDARD

## oSIST prEN 17429:2019

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### Ohranjanje kulturne dediščine - Naročanje konservatorskih storitev in del

Conservation of cultural heritage - Procurement of conservation services and works

Erhaltung des kulturellen Erbes - Beschaffung von Konservierungsarbeiten

Conservation du patrimoine culturel - Acquisition de services et de travaux de conservation

**Ta slovenski standard je istoveten z: prEN 17429**

#### ICS:

97.195	Umetniški in obrtniški izdelki.	Items of art and handicrafts.
	Kulturne dobrine in kulturna dediščina	Cultural property and heritage

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## Conservation of cultural heritage - Procurement of conservation services and works

Conservation du patrimoine culturel - Acquisition de  
services et de travaux de conservation

Erhaltung des kulturellen Erbes - Beschaffung von  
Konservierungsarbeiten

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Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

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EUROPEAN COMMITTEE FOR STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
EUROPÄISCHES KOMITEE FÜR NORMUNG

**CEN-CENELEC Management Centre: Rue de la Science 23, B-1040 Brussels**

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## European foreword

This document (prEN 17429:2019) has been prepared by Technical Committee CEN/TC 346 “Conservation of cultural heritage”, the secretariat of which is held by UNI.

This document is currently submitted to the CEN Enquiry.

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## Introduction

While the conservation of cultural heritage is often carried out by individuals within institutions, it frequently calls for the engagement at an agreed price of conservators, conservation organisations or businesses or other contractors (e.g. scientists) to carry out the work or part of the work. The selection of contractors, especially for larger conservation projects can be a complex matter and is a skilled process which is used to ensure the best outcomes for the heritage and its significance at an affordable price. The process of acquiring conservation services and works is here called procurement.

The procurement of conservation services and works requires relevant technical and procedural know-how. Although frameworks, regulations, standards, procedures and regimes for public procurement do exist institutionally, nationally and internationally, they are rarely sufficient to guide clients to the informed decisions particular to the often complex challenges presented by cultural heritage objects. The aim of this document is to offer recommendations based on best practice to augment existing procurement frameworks. Together with EN 16853, this document outlines the important stages of procurement leading to outcomes which respect both the significance of the objects and the needs of stakeholders.

This document is intended to achieve fairness in procurement by ensuring that requirements are clearly and accurately defined and specified and by encouraging transparency of decision-making, particularly in competitive situations. As well as benefiting the personnel and enterprises involved, it will ensure the optimum conditions for the conservation of tangible cultural heritage.

Since it is the responsibility of an organization to identify relevant guidelines or requirements and to apply them correctly, this document does not offer an overview on national or European requirements. It simply reminds the reader at selected points to consider whether relevant guidelines and regulations exist.

Another factor which is rather special to conservation procurement is the intellectual property rights of the conservator, especially when a prior report of the work proposed is undertaken which is used as a basis for inviting tenders. The procedures recommended are designed to ensure that those rights, as well as non-disclosure agreements, confidentiality and copyright are protected.

Generally speaking, there is a spectrum of procurement methods. At one end, there could be a decision by an individual owner of a damaged object who wants to ask a conservator to assess, define and quote for work to remedy or protect it. At the other, there is a large institution bound by procurement regulations for large contracts that wishes to open up a competitive process for proposals and quotations for works. This document presents the various methods appropriate to that range of circumstances.

## 1 Scope

This document outlines the principles, processes and best practice for procuring conservation services and works for cultural heritage. This can embrace any conservation action or measure, whether it be a preventive measure, a remedial treatment, investigation, planning, policy, or project management, etc. The means of procuring such work will vary depending, among other things, on the scale of the work envisaged.

This document is not intended to override or conflict with European and national legislation covering procurement. Rather, it is intended to be read alongside relevant regulations covering procurement and is technically specific to the conservation of cultural heritage.

This document is intended to be used

- by buyers or commissioners of conservation work (e.g. custodians, public or private individuals, collecting institutions, conservation specialists, conservation funding organisations etc.), and
- by those individuals and enterprises seeking to carry out conservation work.

It is not intended to be used by institutional custodians as a means of directing work to their own staff.

NOTE In this document, the term “object” is used for object, objects and collections.

## 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 15898:2011, *Conservation of cultural property — Main general terms and definitions*

EN 16095, *Conservation of cultural property — Condition recording for movable cultural heritage*

EN 16096, *Conservation of cultural property — Condition survey and report of built cultural heritage*

EN 16853:2017, *Conservation of cultural heritage — Conservation process - Decision making, planning and implementation*

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 15898 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

## prEN 17429:2019 (E)

**3.1 General terms****3.1.1****conservation**

measures and actions aimed at safeguarding cultural heritage while respecting its significance, including accessibility to present and future generations

Note 1 to entry: Conservation includes preventive conservation, remedial conservation and restoration (see [20]).

Note 2 to entry: The term “conservation-restoration” is mainly used in the field of movable cultural heritage.

Note 3 to entry: The term “preservation” is also used, e.g. in libraries and archives.

Note 4 to entry: All conservation actions are based on documentary and/or material evidence (see [9]).

[SOURCE: EN 15898:2011, 3.3.1]

**3.1.2****cultural heritage**

tangible and intangible entities of significance to present and future generations

[SOURCE: EN 15898:2011, 3.1.1]

**3.1.3****value**

aspect of importance that individuals or a society assign(s) to an object

Note 1 to entry: Values can be of different types, for example: artistic, symbolic, historical, social, economic, scientific, technological, etc.

Note 2 to entry: The assigned value can change according to circumstance, e.g. how the judgement is made, the context and the moment in time. Value should always be indicated by its qualifying type.

[SOURCE: EN 15898:2011, 3.1.5]

**3.1.4****significance**

combination of all the values assigned to an object

[SOURCE: EN 15898:2011, 3.1.6]

**3.1.5****object**

single manifestation of tangible cultural heritage

Note 1 to entry: The term “object” is used in this standard for cultural heritage, both immovable and movable. In specific professional contexts, other terms are used: e.g. “artefact”, “cultural property”, “item”, “ensemble”, “site”, “building”, “fabric”.

[SOURCE: EN 15898:2011, 3.1.3]



## 3.2 Terms related to procurement

### 3.2.1

#### **procurement**

process of acquiring conservation services and works

### 3.2.2

#### **buyer**

#### **commissioner**

individual or organization responsible for cultural heritage seeking the services of a specialist individual or enterprise to provide conservation services

Note 1 to entry: This can include custodians, public or private individuals and institutions or conservation specialists, conservation funding organisations, etc.

### 3.2.3

#### **contractor**

person or enterprise that provides the services or works

Note 1 to entry: In some nations or languages, the word contractor is used for both sides of a contract (buyer and provider). For the purposes of this document, 'contractor' refers to the party providing the works or services.

### 3.2.4

#### **specification**

document describing a buyer's requirements

### 3.2.5

#### **tender notice**

document that alerts prospective contractors to the nature of the services or works required by the buyer and contains sufficient information to justify a response

### 3.2.6

#### **tender document**

document which the commissioner makes available to candidates and tenderers in a procedure for the award of a contract. This includes, among other things, the invitation to submit a tender, the application conditions and the contractual documents consisting of the specification and the contractual conditions.

### 3.2.7

#### **tenderer**

person or organization that submits a tender offer

[SOURCE ISO 10845-1:2010, 3.47]

### 3.2.8

#### **tender offer**

written proposal to carry out services or works in accordance with the conditions and criteria specified in the invitation to tender, usually at a stated price, and which is capable of acceptance and conversion into a binding contract

### 3.2.9

#### **method statement**

document that details the way a work, task or process is to be completed

## 3.2.10

**condition report (en)****constat d'état (fr), rapport d'évaluation de l'état<sub>10</sub> (Syn.) (fr)****Zustandsbericht (de)**

record of condition for a specific purpose, dated and authored

Note 1 to entry: A condition report normally results from a condition survey.

[SOURCE: EN 15898:2011, 3.6.5]

## 4 Overview/General – Procurement process

The procurement process described in this document follows the overview given in Table 1.

**Table 1 — Steps of the procurement process**

Steps of the procurement process	Major input	Major output	Clause in this document
1) Expression of need	General identification, investigation, diagnosis (basic) of object to be conserved	Definition of project aims	5
2) Selection of procurement method	Context, resources, restrictions for the project	Selected method	6
3) Draw up specification	Detailed identification, investigation, diagnosis of object to be conserved and method statement	Specification document, tender notice	7
4) Share tender notice, call for expression of interest	Tender notice	Expression of interest from potential contractors	8
5) Pre-selection	Eligibility screening against criteria	Decision to progress, Identified tenderer(s)	9
6) Invite tenders	Detailed specification against project aims	Received tenders	10
7) Evaluate	Selection criteria	Scoring against selection criteria, identified preferred contractor	11
8) Commission the work	Issued contract	Signed contract	12
9) Documentation of procurement process		Specification, Scoring including price comparisons, contract	13

## 5 Expressing the need

### 5.1 Decision making

When it is perceived or asserted that an object requires conservation, a decision to take action should be made where:

- conservation will retain or enhance the significance of an object, e.g. for display or exhibition or research, and/or
- conservation prevents the object or its significance from being lost.
- To guide this decision, information about the object shall be gathered and evaluated, including identification, characterization of materials and construction as well as the significance of the object (see EN 16853:2017, Clause 6). In order to maintain significance, it is important to consider which stakeholders should be involved.

When a decision has been made to undertake conservation, the project aims shall be defined and recorded and should include the following:

- a statement of the significance of the object;
- a description of the object's intended use following conservation, including its anticipated location and environment;
- the extent of any conservation measures appropriate to its subsequent use or setting;
- where appropriate, whether there is or will be a copy made for surrogate access.

Where any of the above is not known, advice shall be sought (e.g. as to the, significance of the object and the most appropriate extent of conservation etc.) before defining the project aims (see 4.2).

The defined project aims will inform all subsequent steps in the procurement process.

### 5.2 Expertise required

To be able to procure conservation effectively it is necessary to have the appropriate expertise. The essential expertise required involves the production of a condition report and conservation method statement.

A buyer shall select from three approaches to drawing up a conservation report and method statement, as follows:

- a) the buyer draws up the condition report and method statement themselves;
- b) the buyer requests that a third-party expert draws up the condition report and method statement before issuing the specification;
- c) the buyer asks each potential contractor to provide a condition report and propose a method statement as a part of their tenders. The buyer will then need to choose between different reports and proposed methods and to evaluate these.

In cases where advisory expertise is brought in the proposal, it is the intellectual property of the proposer. If the proposal is to be used by the buyer to seek quotations, a fee should be agreed in advance. In any case, it shall be agreed in advance whether the contractor, having privileged insights, will be eligible to bid for the work if it is put out to tender.