



2025

CONSORTIUM COLLECTIONS CARE MEMBERSHIP PACKAGE



HERITAGE COLLECTIONS CARE CONSORTIUM

	Level 1	Level 2	Level 3
Collections Care	<p>Collections Care Assessment. Annual assessment of your preservation and collections care practices, followed by a written <i>Collections Care Report</i> featuring actionable recommendations. The report is written in a way to support collection care and fundraising efforts for additional resources.</p> <p>Based on the report's findings, we will help you develop a <i>Collections Care Action Plan</i> outlining steps for effective collections care.</p> <p>You will receive one report for each year of your subscription.</p> <p>Annual Collections Care Plan Review. We will periodically review your Collections Care Action Plan (as agreed) to identify new improvement opportunities and offer guidance on implementation.</p> <p>Ongoing support. Scheduled check-ins and consultations (as agreed) to offer ongoing assistance and expert advice.</p> <p>Annual Practical Course in Collections Care. Each year, we will deliver one tailored practical preventive conservation course on specific collections care topics, such as housekeeping, environmental monitoring and control and pest management.</p>	<p>Comprehensive Collections Care Assessment. We will conduct an annual comprehensive assessment to evaluate your preservation and collections care practices, including funding, staffing, and resource allocation. The assessment includes preventive conservation strategies, staff training programs, improved emergency preparedness plans, and sustainable collections care practices.</p> <p>You will receive one detailed <i>Collections Care Report</i> with recommendations for each subscription year.</p> <p>We will help you create a <i>Collections Care Action Plan</i> based on the report's recommendations. The action plan outlines prioritized steps for effective collections care, including milestones, required funding, staffing and other resources. We will periodically review your <i>Collections Care Action Plan</i> (as agreed) to identify new improvement opportunities and offer guidance on implementation.</p> <p>Advocacy for Additional Resources. We can advocate on your behalf for additional resources for collections care, such as funding or staffing, with senior management or the board of trustees. This advocacy can be a feasibility report or a data-driven presentation to stakeholders.</p> <p>Ongoing Support. Scheduled regular consultations (as agreed) to review progress, provide advice and guidance, and address challenges.</p>	<p>Strategy for Collections Care. We will work with you and your team to create a five-year <i>Strategy for Collections Care</i> tailored to your institution's unique goals and challenges. We can assist you in:</p> <ul style="list-style-type: none"> • Better positioning your collections care and/or conservation department within the broader organisational framework • Articulating the vision and mission of the conservation and collections care department • Establishing clear and measurable goals for collections care • Developing strategies to mitigate the highest priority risk for your collections • Optimising resources and budget allocations and identifying opportunities for reallocating resources to high-need areas. <p>Annual Strategic Collections Care Review. We will assist you in evaluating your five-year Strategic Collections Care Plan annually to ensure alignment with evolving goals and identify new improvement opportunities.</p> <p>Advocacy for Additional Resources. We can help you develop and present feasibility reports or presentations to stakeholders, advocating for necessary internal and/or external funding, staffing, and other resources for collections care.</p> <p>Ongoing support. Scheduled regular consultations (as agreed) to discuss ongoing progress, emerging challenges, and necessary adjustments, ensuring a proactive approach to managing collections care initiatives.</p>

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<p style="text-align: center;">Risk Management for Collections</p>	<p>Basic Risk Management for Collections. We will conduct a basic risk assessment of your collections. Following the assessment, you will receive a <i>Risk Management Report</i> outlining the key risks for your collection. The report will inform your conservation and collections care practices and policies.</p> <p>The risk assessment results are incorporated in the <i>Collections Care Report</i> and <i>Collections Care Action Plan</i> documents, outlining actionable steps for implementing effective mitigation strategies to address the highest risks identified for the collections.</p>	<p>Quick Scan Risk Assessment for Collections. This rapid risk assessment provides a brief overview of potential risks, forming the basis for proactive strategies in collections care. We will help you identify key risks and vulnerabilities within your collections while prioritising effective mitigation strategies. By actively involving key stakeholders throughout the assessment process, we ensure a thorough understanding of the associated risks. This approach effectively addresses the highest risks and most pressing challenges in collections care.</p> <p>Based on the risk assessment results, we will create a <i>Risk Management Report</i> for your collections, detailing actionable recommendations for immediate implementation.</p> <p>We will train your team on practical and effective strategies for adopting a risk-based approach to collections care.</p> <p>We provide ongoing support for your risk mitigation efforts.</p>	<p>We will help you establish a risk-based approach to collections care.</p> <p>Risk Management for Collections. We will train you in risk management and help you conduct a risk assessment for your collections. We will provide you and your team with comprehensive training in managing risks to collections. You will learn to apply the <i>Risk Management in Heritage (ABC methodology)</i> developed by the Canadian Conservation Institute and ICCROM with other partners.</p> <p>Based on the risk assessment results, we will write (or help you write) a <i>Risk Management Report</i> for your collections. The report will provide information to feed into your collections care strategy, five-year Collections Care Plan, Emergency Plan, and Collections Management Plan. The report will also inform your conservation and collections care practices and policies.</p> <p>Ongoing support. We will provide you with ongoing support in managing risks to your collections. This includes evaluating new risks to your collection, including the associated organisational risks such as reputation, health and safety, financial and legal impacts. We will work collaboratively to assess vulnerabilities, suggest practical measures to address these risks, and help you develop cost-effective solutions that fit your institution's budget and operations.</p>

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Emergency Management	<p>Creating an Emergency Plan for Collections. If you do not have an emergency plan for collections, we will assist you in creating one during the first year of your subscription.</p> <p>Practical Courses on Emergency Management. We will deliver a tailored practical course each year for your team on topics such as:</p> <ul style="list-style-type: none"> • Basics of emergency management • Developing a meaningful emergency plan • Risk assessments to identify vulnerabilities • Common types of emergencies and their impact • Salvaging collections in practice • Documenting disasters 	<p>Annual Emergency Plan Review. A complete review of your emergency plan, providing insights and recommendations for strengthening preparedness and response strategies.</p> <p>Emergency management and recovery. We provide in-person or virtual guidance for emergency response and collection salvage. We will help you develop a recovery plan for your collections and provide practical advice for its implementation. We can also help you estimate costs and timelines, identify key personnel, and recommend effective salvage practices, equipment, and materials to ensure a successful recovery.</p> <p>Annual Practical Course on Emergency Management. We will deliver a tailored practical course each year on topics such as:</p> <ul style="list-style-type: none"> • Emergency management and working with emergency services • Emergency Response Procedures • Implementing and practicing emergency drills • Evaluating and refining response strategies post-incident or <p>Plus, any of the courses listed in Level 1, as required.</p>	<p>Evaluation of Emergency Plan for Collections. We will evaluate your current Emergency Plan for Collections against best practices and industry standards annually. This review will identify areas for improvement and involve a general risk analysis of potential threats to your collections. The evaluation encompasses structuring your emergency response team for effective response and recovery. We will also help you integrate your collections care and conservation response team with the broader organizational emergency teams. Additionally, we will work with you to develop leadership and communication skills in crisis, learn how to look after the well-being of your team and stay resilient in emergency response and recovery.</p> <p>Annual Practical Course in Emergency Management. A tailored practical course each year on the following topics:</p> <ul style="list-style-type: none"> • Emergency management • Leadership and communication in a crisis • Communication in crisis • Leading and facilitating tabletop exercises (TTE) • Well-being and resilience training for emergency responders. • Developing and implementing recovery plans <p>Or any of the courses listed in Level 1 and Level 2, as required</p>

Joining Process

Step 1: Select Your Package

Choose the specific aspects of collections care where you need support. Based on your needs, you can mix and match elements from different tiers. If you are unsure where to begin, we are here to assist you in creating a customized package. Contact Andor Vince at andor@heritagecollectioncare.com to arrange an initial consultation.

Step 2: Initial Consultation

After you reach out to us, we will set up a meeting—either online or in-person—to discuss your specific needs in detail. This consultation will help us understand your current collections care practices. Following our discussion, we will provide a written proposal outlining a tailored package and associated costs. Once you approve the proposal, we will send you a work agreement detailing our deliverables and a contract for your organization to review and sign.

Step 3: Finalize the Agreement and Plan.

After signing the contract and processing the annual fee, we will meet with you and your team to establish a timeline for our support. During this meeting, we will outline strategies for effective collaboration throughout the process.

Step 4: Annual Review and Membership Renewal

At the end of the membership year, we will conduct an annual review to evaluate the progress made and the impact of our support. This review will help identify any new needs for the upcoming year. Following the review, you can renew your membership and adjust your package as necessary to continue receiving tailored support.

For membership inquiries, please contact Andor Vince at andor@heritagecollectioncare.com.

Expertise

The Consortium benefits from a pool of collections care and conservation specialists. These experts contribute in various capacities, offering courses and expert advice as needed, allowing members to tap into their vast knowledge and expertise.

Andor Vince is responsible for managing the daily operations of the Consortium, organising and delivering workshops, gathering and providing expert advice and ensuring that all aspects of the collections care package contracts are fulfilled.

Andor is a Collections Care Advisor and a Positive Organizational Psychology Practitioner at the Heritage Collections Care Consortium. He has worked in the heritage sector since 1998, including the Institute of Archaeology in Serbia, the Norfolk Museums and Archaeology Service (UK), the Fitzwilliam Museum in Cambridge (UK), and the University of Cambridge Museums (UK).

Andor has a Master of Arts degree with Distinction in Preventive Conservation from Northumbria University (UK) and a Bachelor's degree in Archaeology (Belgrade University). He holds a diploma in Positive Organisational Psychology (Positive Psychology Guild, UK) and a Post-Graduate Diploma in Furniture Conservation and Restoration (West Dean College, UK).

Andor has been a visiting lecturer at University College London, Camberwell College of Arts, and is a visiting lecturer at West Dean College, UK.

Andor's expertise in collections care includes creating collections care strategies and plans, policies and procedures, emergency and risk management, and developing cost-effective projects and strategies in care for collections. He has a specific interest in cultivating positive organisational cultures, strength-based leadership, building positive teams, and applying the principles of positive psychology in the workplace, especially in emergencies and disaster management.