

Comité scientifique international pour la pierre  
International Scientific Committee for Stone

**ICOMOS-ISCS 14<sup>th</sup> Meeting  
27 – 1 October 2008, Montreal & Quebec City**

Our host: Tamara Anson Cartwright, within the frame of the 13<sup>th</sup> ICOMOS General Assembly, held in Quebec City, **September 29<sup>th</sup> 2008 to October 3<sup>rd</sup> 2008**

**Next meeting:**  
To be defined

## Report

### Content

Overview of the tours organised prior to the business meeting / report of the business meeting / annex 1: the Torun Guidelines / annex 2: draft statutes conform to Eger-Xian / Annex 3: ICOMOS-ISCS Glossary launching leaflet

**Special thanks to Istvan and Tamara !**



*Left : Istvan on Montreal Tour, right : Tamara and our guide on Ile d'Orleans Tour.*

## 1. Overview

### Saturday September 27<sup>th</sup>

#### Montreal

**Meeting point - Queen Elizabeth Hotel (Foyer), 900 Rene Levesque Blvd. W,**

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**09:30**

- Optional Architectural tour of Montreal hosted by Istvan Kovacs

A walking tour of the historic downtown with an explanation of the various historic building stones

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**15:00**

- End of the tour
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*Note: If you wish to visit Montreal, you may be able to ask your airline to include 1 or 2 night stop in Montreal at no additional fee since all international flights to Quebec City will fly via Montreal or Toronto.*

*Rail transportation to Montreal to Quebec City (3 hour train ride). Departs Sunday morning 8:20 AM. To reserve ticket ....[www.viarail.ca](http://www.viarail.ca) - Recommended hotels in Montreal – Queen Elizabeth (Fairmont) or Hotel du Fort (more affordable)*

### Sunday september 28<sup>th</sup>

#### Quebec city

**13:30**

- Quebec City, Quebec : Optional bus tour (You must reserve with Tamara)

*Tour is a relaxed visit outside Quebec City to see historic villages and countryside and the autumn colours (trees). Tour will include a visit to traditional farm to sample cider. Hosted by ICOMOS Canada, this tour will be open to members of other International Committees to foster exchange with the Fortification Committee and ISCARSAH members. ISCS guests are welcome to join this tour. Tour is limited to 24 people. Cost \$40CDN per person.*

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**18:00**

- End of the tour
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### Monday september 29<sup>th</sup>

#### Quebec city

**09:00**

- Quebec City, Hotel Laurier  
ISCS Meeting detailed agenda to be provided
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**12:00**

- Lunch with ICO Fort at the Officer's dining room, Citadel

**14 :00**

- Afternoon tour of the Quebec Fortifications (including experts from Quebec and Parks Canada) along with ICO Fort, ISCARSAH and Traditional Routes committee

**16:30**

- Tour concludes with refreshments (4:30pm).

**17:30**

- ISCS Dinner (5:30pm), restaurant « Aux Anciens Canadiens » \* 34, rue Saint-Louis
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*A tradition Quebecois dinner at the historic Maison Jacquet, one of the largest houses in upper-town in its day and the oldest in Quebec, was built in 1675-76. <http://www.auxancienscanadiens.qc.ca/>. Compliments of the ICOMOS Canada Stone Committee. Guests welcome \$50 pp.*

### Wednesday october 1<sup>st</sup>

#### Quebec city

**11:45**

Quebec City / Lunch hour tour (time to be confirmed)  
Guided tour of the historic centre of Quebec City with Professors of Geology, Laval University. Tour departs from the foyer of the Quebec Congress Centre (tour 1.5 hours)

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## 2. Business meeting, Monday, September 29<sup>th</sup>

List of participants:

Anson-Cartwright	Tamara	Vice-president	Ontario Ministry of Culture, Canada	416-314-7133	<a href="mailto:tamara.ansoncartwright@ontario.ca">tamara.ansoncartwright@ontario.ca</a>
Arsenault	Claude		Société pour la Sauvegarde du Patrimoine, Canada	514-693-9114	<a href="mailto:Claudepatrimoine@hotmail.com">Claudepatrimoine@hotmail.com</a>
Chhem	Remy	Representing C. Grisé	Ministère de la Culture, Canada		@mccf.gouv.qc.ca
Côté	Marc		pwqsc, Ottawa	819-775-7158	<a href="mailto:Marc@heritagemasonry.ca">Marc@heritagemasonry.ca</a>
Gillis	Tony		pwqsc Halifax, Canada	902-496-3807	<a href="mailto:Tony.gillis@pwgsc.gc.ca">Tony.gillis@pwgsc.gc.ca</a>
Khalaf	Roha W.		Carleton Immersive Media Studio, Ottawa, Canada	(613)-263 5504	<a href="mailto:Roharosa@hotmail.com">Roharosa@hotmail.com</a>
Kovacs	Istvan		DFS inc. Architecture & Design, Canada	514-879-1708	<a href="mailto:Kovacs@dfsarch.com">Kovacs@dfsarch.com</a>
McMillan	Andrew		British Geological Survey, Scotland	44(0)131 667 1000	<a href="mailto:Aamc@bgs.ac.uk">Aamc@bgs.ac.uk</a>
Myers	Susann		PWGSC-Government of Canada	902-496-3814	<a href="mailto:Susann.myers@pwgsc.gc.ca">Susann.myers@pwgsc.gc.ca</a>
Paradis	Isabelle		Centre de Conservation du Québec	418-643-7001	<a href="mailto:Isabelle.paradis@mccf.gouv.qc.ca">Isabelle.paradis@mccf.gouv.qc.ca</a>
Prince	Alain		Technipierre-heritage	514-875-7952	<a href="mailto:Aprince@technipierreheritage.com">Aprince@technipierreheritage.com</a>
Simon	Stefan		Rathgen Research Laboratory, Berlin, Germany	+4 9303267490	<a href="mailto:s.simon@smb.spk-berlin.de">s.simon@smb.spk-berlin.de</a>
Vallet	Jean-Marc	Secretary	CICRP, France	+33 6 16 55 19 40	<a href="mailto:Jean-marc.vallet@cicrp.fr">Jean-marc.vallet@cicrp.fr</a>
Vergès-Belmin	Véronique	President	LRMH, France	+33 1	<a href="mailto:Veronique.verges-belmin@culture.gouv.fr">Veronique.verges-belmin@culture.gouv.fr</a>
<i>Bradt</i>	<i>Bernice</i>		<i>ICOMOS Canada</i>		
<i>Hossack</i>	<i>Deborah</i>		<i>Ontario Ministry of Culture, ICOMOS Canada</i>		<a href="mailto:Deborah.hossack@ontario.ca">Deborah.hossack@ontario.ca</a>
<i>Lizotte</i>	<i>Sylvain</i>		<i>Quebec, HPI</i>		

Regrets : Nan Gutterman (US ICOMOS), Grise Chantal (Ministère de la Culture, Canada, [chantal.grise@mccf.gouv.qc.ca](mailto:chantal.grise@mccf.gouv.qc.ca)),

Excused members : Clifford Price, Apy Elena Charola, Ewan Hyslop, Ingval Maxwell, Isabelle Pallot-Frossard, Jean-Didier Mertz, Jo Ann Cassar, Kyle Normandin, Marisa Tabasso, Dagmar Michoinova, Per Storemyr, Rob Van Hees, George Scherer,

### **1. Introduction- Presentation of participants- secretaries to be selected**

V. Vergès-Belmin (VVB) welcomes the participants. Tamara Anson-Cartwright (TAC) and Jean-Marc Vallet (JMV) take notes for the report.

### **2. Report on last meetings (13<sup>th</sup> meeting, Torun, Poland ; 15 & 19<sup>th</sup> of September)**

presented by V. Vergès-Belmin:

- During the 11<sup>th</sup> International congress on deterioration and conservation of stone, held in Torun Poland, september 15-19<sup>th</sup> 2008 : guidelines on the organisation of congresses on stone conservation have been set up by a joint committee ICOMOS-ISCS and Scientific committee of Stone conferences (see annex 1). The idea was to propose a set of recommendations on how to manage the schedules of different congresses and improve the quality of papers. The guidelines were discussed during a round table. (see annex 2)

- presentation of the ICOMOS-ISCS Glossary on Stone deterioration Patterns, published since september 12 2008, which had also been presented to the advisory committee (27<sup>th</sup> of September) and the scientific council (28<sup>th</sup> of September) of ICOMOS. The book is sold by ICOMOS International Secretariat (Paris). See attached PDF document. Will be downloadable from ICOMOS International website from October 30<sup>th</sup>, 2008.

- presentation of the project to organize an international conference on conservation of stone in parks, garden and cemeteries (2010). Sessions foreseen:

- Conservation challenges on sculptures having had multiple treatments over time,
- Management / monitoring of collections of stone sculptures/tombstones
- Vandalism
- Preventive conservation
- Maintenance

questions- comments:

- A. McMillan: add good illustrations coming from around the world in addition of new translations?

VVB: there should be addition maybe replacement of illustrations coming from Asia etc.

Illustrations should be adapted to cultural background; the needs have to be expressed by concerned colleagues.

TAC: the framework is organised but the versions can be adapted to the countries/ cultures

VVB: the template can be kept for European countries (only put the translations). We have to see with other countries

- TAC: how do we use it in Canada (etc.)? 10 copies : to give to training institutions?

Authors of the glossary: they will be asked to disseminate the glossary

To do some proposal by email (in Canada)?

- VVB: Scottish heritage? AMM will contact the successor of I. Maxwell about the 10 copies

British Geological survey employed the Glossary terminology in Glasgow to describe the stone deterioration of the façades

JMV: It was also used also in North Africa, to describe deterioration patterns within the frame of the EC funded project "MEDISTONE".

- VVB to the audience: What do you expect from ISCS? What are your problems?

S. Myers: very minimal researches in Canada. Problem to select products (ancient, news). Informations are hard to get or do not exist.

VVB: some conferences exist to give informations (Lisbon / may 2008 conference for example)

SSN: Problem of discussions between different professionals

SM: difficulty to get information on stone conservation. Would be ideal to get them from a website

SSN: gives the example of historic mortars (RILEM group) where collaborations with the Canadian expert are very fruitful (pb: expensive price (1.5k€ to be member of RILEM), although open to everybody).

Caspar Groot (TNO, Delft NL) is the RILEM contact

AMM: also problem of insufficient training and knowledge among contractors are big issues in the use of mortars in Canada

TAC: situation of Canada (research is sponsored; problem of dissemination of informations; only informal (training) groups permit to disseminate informations); and what is the situation in Quebec?

I. Paradis: in CCI (Canadian Conservation Institute); research results are published and available but there are only few researches, mainly on preventive conservation;

A. Prince: pb lack of training; his Company proposes training in situ, for contractors when they are faced to a particular issue on site. Education and training on stone/masonry related conservation techniques should be developed in Canada.

VVB: good training level in France; ISCS can give names of good teachers (much expertise within ISCS experts recently retired may be available for teaching)

TAC: ISCS should create a forum on the web

VVB/SSN: there is one (conservation-on-line)

SSN: separation between movable and non movable cultural heritage, is not anymore useful. CCI is very famous but only work on museums problematics.

I. Kovacs: problem also of mortar (there is no mortar committee): give ISCS a new name: "masonry" instead of "stone"?

T. Gillis: notion of envelop of building. Interested in exchanges between architects, scientists, conservators (the important thing is that these people meet)

JMV: proposes to create subcommittees on mortars and other important topics

A. Prince: agrees to create subcommittee on mortars

R. Khalaf : importance of dissemination ;her institution is looking for accessible informations on 19<sup>th</sup> century construction techniques, and is proposing ISCS and ICOMOS Canada to join a project on dissemination for practioners and students (ex. What type of mortar for what type of construction). How do you disseminate? Information accessible to bigger public etc.

SS: totally agrees.

AMM: gives the example of scottish published book. But the web is clearly important; gives example of networking in United Kingdom

3. **Presentation of R. Khalaf** (Carleton University): "cultural diversity and material imagination in Canadian Architecture" (SSHRC Community- University Research Alliance (CURA))

See abstract

TAC: OK to participate (ICOMOS Canada)

RK: Not only training, construction but approach of materials and their good use (mortar/ kind of stone...), degradation aspects

AMM: include movies on practices archive, to be found in archives.

TAC: would like to see the glossary more interactive

SSN: the project is very original, virtual aspect is very important

4. **New statutes**

SSN: Difference between new statutes and previous?

VVB: changes are in the introduction and article 4 (membership).

TAC: problem of vote (one for a country). Board: only 1 representant per country; to be added in ISCS statutes.

VVB: there can be exceptions to this rule if activity of the group needs this for a limited time.

AMM: flexibility is needed

SSN: why don't we copy-paste Eger/Xian Principles?

VVB: Eger/Xian principles have to be adapted to the situation of our own committee.

SM: Article 3: Aims of the committee to be broadened. Necessity to promote dissemination, give more flexibility, and sharing of information

AMM: encourage relationships with connection etc (cf modification of statutes)

SSN: Include connections with ICOM Stone committee in the next version?

End of the meeting

Jean-Marc Vallet, Secretary, Tamara Anson Cartwright, Vice president, Véronique Vergès-Belmin, President

## ANNEX 1

**THE TORUN GUIDELINES****FOR CONFERENCES IN THE FIELD OF STONE CONSERVATION****INTRODUCTION**

In an era of increasing information and changing dissemination technology it seems an appropriate moment to reflect on ways to improve the quality and accessibility of knowledge in the field of stone conservation.

As knowledge increases rapidly, teams working on stone conservation have become more specialised and often present their results at specialist meetings. This trend may increase the potential for isolated perspectives and the risk that knowledge may not reach its intended goals.

The general congresses on stone deterioration and conservation, organised every 4 years since 1972 give a useful snapshot of the different trends of stone conservation and provide a multidisciplinary forum for discussion, complementing the specialist meetings. However, it can be difficult for them to encompass all the different trends and fields of stone conservation.

In recent decades there have been a number of calls to improve the quality and impact of knowledge in the conservation field. In response, there have been a number of improvements, such as more review articles and multi-author textbooks which give new researchers some of the background needed. Electronic publication of full text articles from most journals makes the peer-reviewed literature more readily available. Nevertheless, most conference proceedings still have limited electronic distribution.

With the aim of improving the quality and the dissemination of knowledge through congresses in the field of stone conservation, the 11<sup>th</sup> International Congress on Deterioration and Conservation of Stone, and the 13<sup>th</sup> meeting of the ICOMOS International Stone Committee, which met in Torun on September 15<sup>th</sup> to 20<sup>th</sup> 2008, adopted the following text.

**THE GUIDELINES****1 Planning**

When planning conferences organisers should review other conferences already scheduled in the field, in order to separate their own conference from others by at least six months. The aim is to increase the potential pool of participants and to increase the likelihood of original research being presented.

**2 Selection of papers**

The selection of papers for formal conferences should be based on a thorough review by at least two experts. Organisers, assisted by their scientific committees, should check for and refuse 'doublons', i.e. papers that have been, or are about to be, published in proceedings of another conference. Published papers (whether oral or poster) should meet minimum standards, including:

- precisely defined research methodologies
- appropriate reference citations
- advancing knowledge in the field.

**3 Communication among participants**

Organisers should encourage formal and informal communication among conference participants. These may include discussion sessions, panel discussions and workshops.

**4 Seeking quality and measuring outcomes**

Organisers, assisted by their scientific committees, should ensure good quality papers. In addition, organisers should measure the outcomes of their conference. Measures adopted may include reviews of the conference and opportunities for user feedback, such as a web page for participant responses, and quality rankings.

**5 Dissemination strategy**

To facilitate rapid dissemination of the ideas presented at the conference, organisers should plan for electronic dissemination of the proceedings. This should be arranged within a short period of time (e.g. a year) to ensure that the results achieve a wide and long-lasting distribution.

## Annex 2

CONSEIL INTERNATIONAL  
DES MONUMENTS ET DES SITES



INTERNATIONAL COUNCIL  
ON MONUMENTS AND SITES

30.10.08

## Statutes

### International Scientific Committee for Stone

#### Article 1 - Constitution

The ICOMOS international scientific committee for Stone (hereafter referred to as « the Committee ») was created in 1967. The new statutes which follow, drawn up according to the Eger/Xian Principles for international scientific Committees (decision of the 12th general meeting), were drafted by the Committee during its meeting on September 29<sup>th</sup> 2008 and approved by the executive Committee on XXXXX.

#### Article 2 - Objectives

The Committee's purpose is to promote the knowledge and the preservation of inorganic porous building materials (IPBM), such as natural and artificial stones, further detailed in Article 7.4.

Employing a multidisciplinary approach, it aims to identify research gaps, stimulate and support research activities and increase exchange and dissemination of knowledge and skills in order to promote greater understanding in the heritage field.

ISCS fosters collaborations with the other ICOMOS scientific committees to reach common goals.

#### Article 3 - Activities

In order to reach its objectives, the Committee will develop activities in support of the ICOMOS triennial action plans and in agreement with the ISCS work program and will include in particular :

the promotion of dissemination and sharing of information on IPBM conservation both nationally and internationally, for both professionals and the public

both the real and virtual production of information documents, as publications, newsletter, Web site

the organisation of scientific conferences or workshops in relationship with the Committee meetings, and in partnership with expert institutions in the field

the participation and promotion of training and education activities

the provision of a technical assistance

#### Article 4 – Membership

Membership is open to ICOMOS members competent in the area of IPBM conservation. There are four categories of members, whose profiles are described in articles 4A, 4B, 4C, 4D. The membership evaluation process is described in article 4<sup>E</sup>. The exclusion or reassignment of members is described in article 4F.

##### (A) EXPERT MEMBER

Expert Members are defined as individuals with proven professional and / or scientific experience in the field of analysis and conservation in the field of IPBM.



Expert Members may be oriented to either practice (practitioners) or research (scientists), or both. It is recognized that a combination of practitioners and scientists is important and consistent with the aims of the committee.

Expert Members are required to fulfill one of the following conditions: : (A) A minimum of ten years of experience in the field of IPBM conservation, and a minimum of ten case studies or practical experiences, involving the conservation of IPBM. The cases must have been analyzed by him/her or under his/her direct supervision and have demonstrated a depth of understanding and knowledge to be acknowledged by his/ her peers to be a leader in the field of IPBM conservation.

. (B) A minimum period of 10 years of experience in the following fields:

- Monumental IPBM, deterioration, conservation, and analysis

Monumental IPBM identification,

Stone extraction, quarrying, production

- Archeology related to IPBM, and

a minimum of ten relevant publications in the fields described above These publications must demonstrate a depth of understanding and expertise acknowledged by his/her peers.

(4) Members showing education, training, knowledge, experience and skills in the field, but not complying with the profiles and requirements of Expert Members items (3) and (4), may also be considered. The Committee will carefully review each application / request for membership and applicant will only be accepted in well founded cases. The candidates must show a combination of merits relevant to the field. The Committee shall evaluate the potential contribution of the candidate to be important for its aims and activities.

(5) Expert Members may be proposed by their National Committee, be self-nominated or directly invited by the Committee. Nomination may be accepted at any time. Membership will be accepted after the evaluation process described in section (E).

(6) Expert Members can be of unlimited number and the Committee strives to have representatives from all regions of the world. They have the right to participate to any aspects of the work of the committee.

(7) All expert Members have the right to vote on all matters before the Committee, but only one expert member per country designated by the National committee can vote to select board members (President, Vice President, Secretary and Treasurer) or to amend the ICOMOS statutes.

(8) Only expert members can be proposed by the committee to ICOMOS World Heritage missions.

## (B) ASSOCIATE MEMBERS

Members of ICOMOS who wish to gain knowledge and build up an expertise through active volunteer work may apply to be associated members. The Committee will select associate members among the applicants who express interest in participating in committee activities. The ICOMOS committee will strive to incorporate associate members in its work.

Associate members are conditionally accepted for a period of three years, after which time their contribution to the committee will be evaluated according to the process described under E to assess their contribution to the committee. The associate member shall be:

extended for another three years with a maximum of three such triennial extensions, or

upgraded to expert member, or

rejected on the basis of no participation or unsatisfactory performance.

When appropriate, the committee may ask a national committee to designate one or more associate members to help building up expertise in the field of IPBM conservation in the respective countries.

Associate members are accorded no voting rights.

## (C) CORRESPONDING MEMBERS

A Correspondent Member is an expert who contributes to the committee mostly through written media (e-mail, etc.) and who does not consider regularly attending the meetings. They do not have the right to vote. Corresponding Member is circulated on committee activities/ reports and supports the ISC as follows

Contributing to the discussions and work of any working group;

Working actively as a promoter or coordinator of ISCS related activities at the national level (disseminating ISCS documents, organizing seminars, etc.

Contributing to the connection and cooperation of ISCS with private or public institutions involved in the restoration of historical heritage or contributing to involve ISCS in large-scale projects related with conservation.

## (D) HONORARY MEMBERS

Honorary Members may be proposed for election by Expert Members of the Committee. Honorary Members may participate in all activities of the Committee, except elections. Honorary Members may use the title of: "Honorary Member, ICOMOS ISCS Committee."

## (E) EVALUATION PROCESS

The competence and expertise of applicants will be assessed by a "membership subcommittee (MS)" nominated by the Committee and composed of at least 3 expert members and the Committee Executive.

The MS will evaluate the merits of applicants based on the CV and references provided and the criteria and priorities adopted by the committee. As a result, the MS will provide a final recommendation on acceptance to the committee.

The MS will also review the activity of expert members and recommend to the Committee the extension or recommend on the reassignment of categories or termination of membership (see conditions on chapter F) e.g. experts having been inactive for more than three years could be reassigned to Corresponding Members).

The experts' members of the membership subcommittee take the final decision on acceptance of new membership, or extension and termination of membership, in the occasion of the statutory meetings.

## (F) TERMINATION

A member of the committee can be excluded from the committee if he/she is non responsive for three consecutive years. The decision is taken by the membership subcommittee and proposed to the executive board. The member has right of appeal to the board.

### Article 5 - Administration

5-1. The Committee reaches decisions with a majority of 51% of voting Members present at the meetings. Present members can vote by proxy for absent voting Members. A voting Member cannot represent more than two absent voting Members. Should the number of voting Members present at the meeting be insufficient to reach a majority of votes, a postal vote must be organised.

5-2. Committee meetings will be held at least once every three years. A written invitation from the Board will be sent to each Member at least two months prior to the meeting.

The Committee elects a board: a president, a vice-president and a general secretary, when possible from three separate countries and a treasurer for a three year period. Only expert members can be part of the board. Only one active expert member per country can participate to the election. The expert designated to participate to the election of the board is proposed by national committees. In order to reach the quorum, in case this expert does not show up or give his/her proxy, he/she can be replaced for the

election process by an expert of the same country, selected by the leaving board. The election is carried out either through a secret vote during a Committee meeting, by postal vote or by e-mail

Board members cannot hold office for more than three consecutive periods. These periods are considered independently of any period spent as Committee Member. The board will meet at least once a year and will have to submit an annual report to the Committee members and to the ICOMOS executive committee. The board is responsible for the preparation of Committee meetings and for the implementation of committee decisions.

The Committee can constitute workgroups ruled by these Statutes. The president of a workgroup is responsible for the activities of that workgroup which will be approved by the Committee every year.

The Committee headquarters are in the same location as the office of one of its board members. Each member of a newly elected board receives from the preceding president a copy of all previous documents.

The work languages used by the Committee are English and French.

Every three years, during the year when the ICOMOS General Assembly is held, the Committee has to determine an activity program for the next three-year period. This program clearly and precisely states a series of objectives, a work program, a strategy for its realisation, a budget and a funding plan. This program has to be sent to the ICOMOS executive Committee prior to the ICOMOS general Assembly date.

A yearly report prepared by the Board will be sent to the Members and executive Committee on the 31<sup>st</sup> of March of every year. This report will include a list of members, the minutes of the Committee and Board meetings and the progress status of the triennial work program.

## Article 6 - Finances

It is anticipated that the activities of the Committee will be financed through funds allocated by ICOMOS in its annual budget, through funds collected from international and national organisations and through funding from any other source (donations, legacies, sponsorship) towards the realisation of the Committee tasks.

6-2 The treasurer will prepare an annual budget based on the decisions of the committee and will provide a detailed statement of accounts of its execution.

6-3. Committee Members will themselves meet the necessary expenditures towards their own participation to Committee activities and more specifically towards their participation to meetings.

## Article 7 - Miscellaneous

7-1. The Committee will have to conform to the administrative and financial requirements of the country where its headquarters are installed.

7-2. The Statutes can only be amended by a resolution from a majority of designated voting members. The vote will take place during a Committee meeting or through postal vote. The modification will have to be validated by the ICOMOS executive Committee.

These statutes will come into effect with the agreement of the ICOMOS executive Committee.

Inorganic porous building materials (IPBM) mentioned in the article 2 may include mortars, concrete and brick in addition to stone.

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ANNEX 3 : Glossary info leaflet (PDF file)