

Code of ethics and professional conduct for members of the Kultur | lx Selection Committees

Kultur | lx – Arts Council Luxembourg seeks to support the career development of professionals in the arts and culture sector in Luxembourg and to distribute and promote the work of Luxemburgish creatives at national and international level.

Kultur | lx carries out these tasks in cooperation with bodies and professional artists in the 6 sectors it supports:

- Architecture, design, crafts
- Digital and multimedia arts
- Visual arts
- Literature & Publishing
- Music
- Performing arts

Recognition of artistic excellence by peers through, rigour, and transparency when awarding grants and support are a few of the values that drive Kultur | lx. The members selected for Selection Committees must therefore respect these values in order to retain the trust of professional artists and other stakeholders in the cultural sector.

Purpose and scope of application

The purpose of this Code is to protect and strengthen the trust between professional artists and stakeholders in the cultural sector in the integrity and impartiality of Kultur | lx and to promote transparency.

This Code aims to lay down the values, ethical standards, and rules of conduct that apply to individuals appointed by Kultur | lx to act as members of a Selection Committee.

It lays down their duties and obligations with regard to the protection, dissemination and use of confidential information or in the event of conflicts of interest.

Article 1

Kultur | lx's mission is of public interest because the services it provides to professional artists and stakeholders in Luxembourg's cultural sector are financed by the Ministry for Culture. Kultur | lx must complete its mission in an efficient, professional, transparent and impartial manner and respect the public interest.

Article 2

A member of the Selection Committee, hereafter called 'the member', shall carry out his or her mandate in a professional, neutral and objective manner by contributing his or her expertise, skills and experience. He or she shall make recommendations in line with the rules and procedures, giving careful consideration to the information at his or her disposal.

The member shall show due consideration to everyone with whom he or she interacts in the course of his or her duties. The member shall be courteous to, listen to, and show discretion towards the people with whom he or she comes into contact while carrying out his or her duties.

The member shall treat every application in a fair manner and carry out his or her duties in an unbiased manner avoiding any form of discrimination.

The member shall avoid situations that would make him or her indebted to anyone who could influence their assessment. He or she shall conduct themselves in a fair and honest manner.

Article 3

The member undertakes to respect the confidential nature of his or her appointment. Moreover, during his or her appointment, the member shall declare that they do not have any conflict of interest in any of the applications submitted.

Article 4

The member undertakes to respect all of the ethics and confidentiality rules provided for in this Code. He or she shall act with discretion and undertakes to not divulge information received during the period of appointment.

The member shall act with discernment in line with the values, ethical standards and rules of conduct contained in this Code.

Article 5

The member shall bear in mind the objectives and guidelines for support and grants corresponding to the applications he or she shall be asked to assess and follow the guidance and respect the decisions taken by the Kultur | lx bodies.

The member shall respect the confidential nature of the Selection Committee's deliberations and recommendations, as well as the content of the applications submitted to request financial support.

The member agrees that his or her role as a member of the Selection Committee shall be announced and made public by Kultur | lx.

Article 6

The member undertakes to inform Kultur | lx of any conflict of interest, either direct or indirect, before signing the agreement. Should a conflict of interest arise, the individual shall remain on the list of members but shall not take part in the assessment of any applications involved in the conflict of interest.

Article 7

The member shall avoid entering into a conflict of interest that would harm the objectives of Kultur | lx; public interest must take precedence in the event that a member's interests conflict with his or her duties.

A conflict of interest is any actual, apparent or potential situation that may compromise the independence and impartiality required to perform the duties of a member of the Kultur | lx Selection Committee, or in which the member uses or seeks to use his or her position to gain an undue advantage or to obtain an undue advantage for a third party.

A direct interest is when the member submits an application to Kultur | lx for financial support, in their own name, on behalf of, or through the intermediary of an eligible body or an artist known to be linked to the member.

An indirect interest for a member is when an application for financial aid is submitted by an individual linked to the member via an eligible body or an artist with whom he or she has, or is likely to have, business ties concerning the application for financial aid under consideration.

A 'linked individual' is any individual linked to a member through: blood ties; marriage; civil partnership; common-law union; adoption. Under the provisions of this code, 'linked' also includes any individual that the member may be led to favour due to their relationship with said individual or a third party due to their status, title, or other reason.

Article 8

Provision concerning Selection Committees and members representing professional associations and federations in the cultural sector.

With regard to the request of associations and federations representing professionals in the cultural sector to have a member on the various Selection Committees, on the one hand, and

the difficulty and inequality that this provision could represent for the chosen members in not being able to benefit from any Kultur | lx support during their period of appointment, on the other hand, one or two substitutes shall be appointed for each of the aforementioned associations and federations in order to allow the member to apply for support for which he or she would be eligible without causing a conflict of interest.

Article 9

The members shall be appointed and dismissed by the Board following a proposal from the Direction Team after having asked the opinion of the federations and associations representing Luxembourg's cultural sector. Their two-year appointment shall be renewable once.

Article 10

For each Selection Committee working session under the provisions of Article 13 and 14 of the law establishing the public body known as 'Kultur | lx - Arts Council Luxembourg' each member shall receive a payment of 110 euro.

This sum corresponds to the index number 100 of the weighted index for cost of living on 1 January 1948 and shall be adjusted on 1 January each year in line with variations in the sliding pay scale using the new index applicable on that date.

The sums shall be paid at the end of each calendar year upon presentation of a joint statement indicating the sums due for each member. This statement shall be certified as correct by the Chair of the Board of the public Institution, or by the individual replacing him or her.

Article 11

At the end of his or her period of appointment, the member must not benefit from their involvement. They may not use the confidential or privileged information received for their own purposes.

At the end of their period of appointment, the member shall return to Kultur | lx all documents that they have received.

Article 12

Gifts, favours, loans or other personal benefits received.

Kultur | lx shall ensure that the members of the Selection Committees do not receive, in a personal capacity, gifts, favours, loans, gratuities, or any other personal benefits that they may be offered as part of their appointment to a Selection Committee.

Article 13

The member undertakes to respect this Code by signing the member declaration form. The member shall duly complete and sign this form and return it by post, fax or electronically to Kultur | lx before starting to assess applications for financial support.

Article 14

Any member who does not return a duly completed and signed form before the start of their period of appointment shall have their involvement terminated. Should a member fail to attend three (3) consecutive meetings of his or her sector Selection Committee without a reason deemed satisfactory, shall render the member's position vacant. A member's inability or refusal to act, or their resignation, shall also render the position vacant. Furthermore, if the member does not respect this Code of Ethics and Professional Conduct, Kultur | lx may terminate their period of appointment.

Declaration form:
Members of Kultur | lx Selection Committees

All members must take note of the Code of Ethics and Professional Conduct applicable to members of Kultur | lx Selection Committees.

He or she must undertake to respect the confidentiality of information received in the course of his or her duties and declare any direct or indirect interest.

I the undersigned ,

acknowledge that I have been appointed as a member of a Kultur | lx Selection Committee and have accepted my appointment. I hereby acknowledge that I may receive confidential information and documents about Kultur | lx and the artists and arts bodies mentioned in the applications. I hereby declare that I have read and understood the *Code of Ethics and Professional Conduct* applicable to the members of Kultur | lx Selection Committees.

I acknowledge and understand its meaning and scope and adhere to the principles and values it contains. I undertake to assume all of the duties, obligations and rules listed in this code and these provisions, including the provisions concerning the period after the period of appointment.

Done in _____ On _____

Surname, First Name

Signature

Personal Data Declaration Form
Member of Kultur | lx Selection Committee

First Name/Surname:

Address:

City:

E-mail address:

Telephone no. (home):

Telephone no. (mobile):

Bank address:

BIC/SWIFT:

IBAN:

This information is solely for internal use and shall remain confidential.