

[U]pon motion made and duly seconded, the majority of the Commission approved this **Resolution**:

Resolution No. 2019-355
Adopting the Policy on the NCCA Gallery and Exhibition Program
as Amended

WHEREAS, the NCCA Gallery was established in 2009 in response to the burgeoning contemporary art scene in the country and to further fulfill the Commission's service to the Filipino visual arts community;

WHEREAS, pursuant to Resolution No. 2018-281, the Commission adopted the Policy on the NCCA Gallery and Exhibition Program to provide guidance and direction on the operation and management of the NCCA Gallery and Exhibition Program pursuant to the mandates of the Commission to extend recognition to and to promote the popularization of artistic achievements;

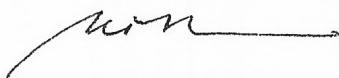
WHEREAS, relative to the desire of the Commission to feature more artists and artist groups from various parts of the country, the NCCA Gallery Secretariat, with concurrence of the NCCA Gallery Exhibition Committee, recommended an amendment to the policy to cover the transportation and accommodation of artists from the regions;

NOW THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, To Adopt the Policy on the NCCA Gallery and Exhibition Program as Amended, herewith attached as Annex A;

RESOLVED FURTHER, That Resolution No. 2018-281 "Adopting the Policy on the NCCA Gallery and Exhibition Program" is hereby amended.

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Prepared by:



MYLA T. BUAN
Board Secretary

For the Board:



VIRGILIO S. ALMARIO, NA
Chairman



POLICY ON THE NCCA GALLERY AND THE EXHIBITION PROGRAM

I. BACKGROUND

At the heart of its base of operations in Intramuros, the National Commission for Culture and the Arts further fulfils its service to the Filipino Visual Arts community by opening its exhibition space known as the NCCA Gallery at the lobby of the NCCA Building in 2009. This was in response to the burgeoning contemporary art scene in the Philippines.

Dedicated to contemporary arts, the NCCA Gallery is a joint initiative of the National Committee on Art Galleries (NCAG) under the Subcommission on Cultural Heritage, and the National Committee on Visual Arts (NCVA) under the Subcommission on the Arts.

II. PURPOSE AND OBJECTIVES

The purpose of this policy is to provide guidance and direction on the operation and management of the NCCA Gallery and Exhibition Program pursuant to the mandates of the Commission to extend recognition to and to promote the popularization of artistic achievements.

The policy aims to achieve the following objectives:

- 2.1 To provide for a professionally managed gallery according to gallery industry standards and best practices for the exhibition of visual arts.
- 2.2 To provide opportunities to the public to engage with the visual arts through exhibitions and public programs
- 2.3 To support the popularization of Filipino artistic achievements

III. SCOPE AND COVERAGE

This policy covers the principles of the program, administration of the program, exhibition selection process and criteria, mounting, monitoring and evaluation of exhibitions, and budget.

IV. PRINCIPLES

The following principles underpin the NCCA Gallery's approach to its exhibitions:

- 4.1 *Accessibility and audience development.* The exhibitions are diverse and accessible to a wide range of both specialized and general audiences. Access to existing and new audiences is enhanced through innovative interpretation, display methods, on-line access including social media, education, public programs and marketing programs.

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4.2 *Resource.* The exhibitions are planned and implemented in a sustainable and responsible manner with regard for:

- 4.2.1 the responsible use of human, material, and financial resources;
- 4.2.2 the Gallery's existing and future priorities and commitments;
- 4.2.3 the strategic management of risks; and
- 4.2.4 sound financial practices during exhibition development, planning, and delivery;

4.3 *Range.* The Gallery offers a diverse range of exhibitions including national, regional, and international content, historical and contemporary works and covers a wide range of media.

4.4 *Partnerships.* The Gallery supports the development, strengthening, and expansion of important partnerships and alliances with key institutions and organizations.

V. PROCEDURES

A. Administration of the Program

1. The NCCA Gallery Secretariat which shall plan, organize, and implement the NCCA Gallery and Exhibition Program is hereby created under the Cultural Heritage Section of the Plan/Policy Formulation and Programming Division.
2. It shall enlist the support and cooperation of the members of the National Committees on Visual Arts and Art Galleries to ensure that the exhibitions are implemented in a successful manner.
3. The NCCA Gallery Exhibition Committee which shall be solely responsible for the evaluation, selection, and scheduling of exhibitions is hereby created.
4. It shall have five members composed of the Chief of the Plan/Policy Formulation and Programming Division, the Heads of the Arts and Cultural Heritage Sections, and the Heads of the National Committees on Visual Arts and Art Galleries or their designated representatives.
5. It shall meet at least twice a year. Committee meetings shall be presided alternately by Heads of the National Committees on Visual Arts and Art Galleries or their designated representatives. With the exception of the members of the NCCA Secretariat, they shall be entitled to receive honorarium and reimbursement for travel expenses for their attendance to the meetings.
6. The Committee is authorized to promulgate rules and regulations to implement the provisions of this policy subject to the approval of the Executive Director. Any amendment to this policy requires the approval of the Board of Commissioners.

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B. Eligibility

1. Exhibition proposals may be submitted by any Filipino citizen or any group or institution based in the Philippines. Exhibition proposals from foreign institutions or groups should be coursed through the NCCA International Affairs Office. These proposals should be made in consonance with a diplomatic milestone celebration, pursuant to an international commitment arising from Philippine membership to international organizations, or to implement the provisions of an executive program of a cultural agreement.
2. Offices within the Commission may submit exhibition proposals as part of celebrations, such as but not limited to, National Arts Month (February), Women's Month (March), National Literature Month (April), Filipino Food Month (April), National Heritage Month (May), Indigenous Peoples Month (October), Museums and Galleries Month (October), and Library and Information Services Month (November).
3. Officials, employees, and consultants of the Commission and the members of the executive councils of the national committees, including their relatives up to the fourth civil degree of consanguinity or affinity, are prohibited from submitting exhibition proposals.
4. No exhibition proposal may be approved for more than three consecutive years. Following three years of approved exhibition, applicants must wait for a full exhibition cycle before applying again.

C. Application Procedures

1. The NCCA Gallery Secretariat shall announce the opening of the call for exhibition proposals through quad-media releases.
2. Exhibition proposals shall be accepted only when these are submitted in writing and with proper supporting documentation, as follows:
 - 2.1 A cover page containing the exhibit title, name of applicant (individual or group), type of exhibition (solo or group), and contact details;
 - 2.2 A curatorial brief which shall contain the description and summary of the exhibition, and how the space will be utilized;
 - 2.3 Artist/s portfolio inclusive of updated bio data, digital photographs of sample artworks each properly labeled with details, and any previous write-up about the artist/s; and
 - 2.4 Statement of the artist/s about the proposed exhibition
3. Exhibition proposals received beyond the announced deadline for the submission shall not be considered.
4. All proposals and inquiries shall be submitted to:

NCCA Gallery Secretariat

Cultural Heritage Section, Room 3B, Third Floor
National Commission for Culture and the Arts (NCCA)
633 General Luna Street, Intramuros 1002 Manila, Philippines

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D. Selection Process and Criteria

1. The NCCA Gallery Secretariat shall pre-screen the exhibition proposals based on completeness of documentary requirements.
2. The NCCA Gallery Exhibition Committee shall convene to screen and deliberate the proposals.
3. Exhibition proposals shall be screened and assessed for approval and scheduling against a broad spectrum of criteria which may include, but not limited to, the following:
 - 3.1 Relevance to the NCCA Gallery's thrust
 - 3.2 Concept of the art exhibit production (e.g. subject, technique, style, artistic expression, and experimentation)
 - 3.3 Relation to other events or exhibits in the community and relevance to coinciding special and/or national events, if any
 - 3.4 Representation of an influential culture, movement, genre, or trend
 - 3.5 Objectivity in presentations of controversial topics and impartiality in partisan politics, religious and social doctrines
 - 3.6 Does not promote financial profit of any individual, organization, or commercial enterprise
 - 3.7 Ease and cost of installation
4. Applicants will be notified of the result of the screening through an official communication.

E. Exhibition Program Implementation

1. Upon notification of the applicants, the NCCA Gallery Secretariat prepares the exhibit calendar.
2. Applicants of approved exhibitions are oriented about their roles and responsibilities. Thereafter, an exhibition agreement between the Commission and the exhibitor/s is executed.
3. Under such agreement, only the following items and services may be covered for each exhibition by the NCCA Gallery Secretariat:
 - 3.1 Appropriate exhibition space
 - 3.2 Management of the exhibition process
 - 3.3 Media promotions
 - 3.4 Electricity and necessary lighting fixtures
 - 3.5 Security of artworks while inside NCCA Gallery/premises
 - 3.6 Freight expenses of artworks for regional artist/s
 - 3.7 Transportation and accommodation of the regional artist/s for their attendance to the exhibit opening or artist reception
 - 3.8 Insurance of artworks
 - 3.9 Audio-visual equipment and pedestals
 - 3.10 Minimal fee for the following services rendered: Guest Exhibit Curator, Graphic Artist, Additional installers, and performers for artist reception/exhibit opening
 - 3.11 Printing of Catalogue and Exhibition Collaterals

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4. An exhibit opening or artist reception is optional.
5. A docent program may be adopted by the NCCA Gallery Secretariat subject to the promulgation of guidelines by the NCCA Gallery Exhibition Committee.

F. Monitoring and Evaluation

1. The Program Monitoring and Evaluation Division (PMED) shall ensure that exhibitions are regularly evaluated through visitor surveys or other means. The evaluation design is subject to the approval of the NCCA Gallery Exhibition Committee.
2. PMED shall submit its annual evaluation to the NCCA Gallery Exhibition Committee three months after the end of each calendar year.

G. Budget

An amount shall be annually allocated for the program subject to the preparation of a budget proposal by the NCCA Gallery Secretariat, review and endorsement by the NCCA Gallery Exhibition Committee, and approval by the Board of Commissioners.

VI. POLICY REVIEW PROCESS

This policy will be reviewed every five years and at other times if any significant new information, policy, or organizational change warrants a review. The effectiveness of this policy will be assessed as required and the policy will be amended if necessary to reflect the needs of the Gallery.

