



**Artists' Association
of Finland**



GUIDELINES FOR ORGANISING A PARALLEL COMMISSION FOR SKETCH

Approved by the representatives of the Artists' Association of Finland on 15 June 2020

A restricted call for proposals is an art acquisition model in which a limited number of professional visual artists¹ are commissioned to produce a proposal for a work of art for the same site at the same time. A restricted call for proposals is based on a dialogue between the commissioner and the artist, and the aim is to create a high-quality and interesting proposal that is used as the basis of the work to be commissioned.

¹ Professional artists include:

- members of the Artists' Association of Finland's member associations (Artists' Association MUU, the Association of Finnish Sculptors, the Association of Finnish Printmakers and the Association of Photographic Artists);
- artists who are members of similar organisations in other countries; and
- artists with an art education or several years of proven professional activity as an artist: including those who have been awarded artists' grants or have their works in collections or in public spaces or are involved in exhibition activities.

In the case of a team, at least one of its members must meet one of the conditions mentioned above.

These guidelines for organising a restricted call for proposals facilitate high-quality acquisition processes, ensure the equal treatment of the artists and ensure that the process runs smoothly. It is advisable to point out in the programme for a restricted call for proposals that the guidelines drawn up by the Artists' Association of Finland apply. The Artists' Association of Finland provides the users of the guidelines with the services of a competition representative as well as a communication channel through which they can reach professional artists working in Finland.

The Artists' Association of Finland has the right to accept a restricted call for proposals that does not follow these guidelines.

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1. WORKING GROUP

The art project is led by a working group. If the commissioner does not have a permanent working group, one is set up for the project. The group must have representatives from the commissioner as well as both visual art experts and public art experts. The working group must include at least two professional visual artists, at least one of whom is **appointed by the Artists' Association of Finland**. More information about the nomination process and the fees payable to the artist members can be found in **Appendix 1** (p. 7).

The working group is responsible for preparing the programme for the restricted call for proposals, putting forward the artists to be invited and deciding on the selection criteria. Either the working group or the commissioner is responsible for the content of the agreement drawn up in relation to the restricted call for proposals. The working group evaluates the proposals and recommends a work of art to be

commissioned.

Minutes are kept of all working group meetings.

2. SELECTING ARTISTS TO BE INVITED TO A RESTRICTED CALL FOR PROPOSALS

The selection of visual artists to a restricted call for proposals can take place in one or two phases. A one-phase selection can be carried out by a direct invitation or by using an artists' database or a call for portfolios.

In a two-phase selection, specific visual artists are first asked to submit a preliminary proposal² for the work of art or its site. The working group then puts forward the artists for the restricted call for proposals, based on their proposals. Preliminary proposals are taken into account in the fees and the overall schedule of the process – see Section 4. Fees and schedules for restricted calls for proposals.

3. PROGRAMME AND SITE DETAILS IN A RESTRICTED CALL FOR PROPOSALS

The programme includes a description of the project and its objectives, the organiser, the composition of the working group, the selection criteria, the fee for proposals, the budget for implementing the work of art, information about the site and other obligations. The information about the site must be presented in such a way that the artists are able to take the site's surroundings into account when considering features such as the materials and size of their works.

The programme also specifies the time allotted for creating the proposals, the date of the opening meeting, the deadline for submitting the proposals and the deadline for the completion of the actual work of art.

The purpose of the programme is to provide the artists with the same and sufficient information about the procedures and the role of art in the project.

The Artists' Association of Finland's competition representative can assist in the preparation of the programme.

²Preliminary proposal refers to creating a concept or sketch of the theme or content of the actual work of art.

4. FEES AND SCHEDULES FOR RESTRICTED CALLS FOR PROPOSALS

The commissioner pays an identical fee to each artist for their proposals. The fee is determined on a case-by-case basis, taking into account the scope of the competition, the degree of complexity expected of the proposals and the material requested from the participants. The fee must cover not only the cost of the required materials but also the work involved in preparing the proposal.

Depending on the scope of the project, the fee for the proposals must be at least 3,000–5,000 euros/artist.

At least half of the total budget for the fee (EUR 1,500–2,500) must be set aside for any preliminary proposal. The artists must be given 2–4 months to produce their proposals, and 1–2 months for any preliminary design work.

If the artists need to visit the site in order to be able to create their proposals, their travel and accommodation expenses must be taken into account in their fees.

In accordance with good practice, the artists are paid half of their fee once they have signed the agreement on the proposal, and the other half once the proposal has been evaluated by the working group.

The Artists' Association of Finland charges the commissioner a fee of 300–500 euros, which covers the process of appointing an artist member to the working group, the advice and assistance provided by the Association's lawyer acting as a competition representative and support for communications efforts.

5. A RESTRICTED CALL FOR PROPOSALS

i. OPENING MEETING

The opening meeting is held so that the artists can familiarise themselves with the project, its objectives, its art programme if one exists and the requirements for the proposals. It is recommended that the opening meeting be held at the site, but it can also be held online or through written instructions if necessary.

Attendees at the opening meeting agree on the progress of the process in more detail and the ways in which the necessary information about the site is delivered to the artists.

ii. AGREEMENT

The agreement for the proposals identifies the parties, describes the site and location of the work of art as well as the responsibilities of the parties. The agreement is signed by all parties. The artists must be given the opportunity to comment on the agreement in advance.

The key issues to be included in the agreement are: the materials required to describe the proposal that the artist submits to the working group or commissioner at the closing of the call, details of the size and the scale of the proposals, the fee payable for the proposals and the payment schedule, details about copyrighted use of the proposals, information about the supervision offered to the artists as well as the details of the method of submitting the proposals.

The terms of the agreement must be equal for all artists participating in the process.

The Artists' Association of Finland's template can be used for drafting the agreement. The Association's competition representative can assist in the preparation of the agreement if necessary.

iii. SUPERVISING THE ARTISTS' WORK

The artists taking part in the project meet with the working group or representatives appointed by the group during the project. The number of meetings is defined in the programme and specified in more detail in the agreement, taking into account the time allotted for the artists' work and the complexity of the project/work. Each artist and/or team of artists must be offered the same number of in-person meetings.

The commissioner's representative takes minutes of the meetings for the use of the working group and the artist.

The purpose of the meetings is to guarantee the suitability of the proposal for the site as well as to enhance the dialogue between the commissioner and the artist, while respecting the latter's artistic freedom. If any important information comes up in the in-person meetings, it must be shared with all the artists taking part in the process in accordance with best practices.

6. DECISION-MAKING AND COMMISSIONING A WORK OF ART

The project's working group evaluates the proposals on the basis of the criteria and schedule specified in the programme.

It is recommended that the work proposed by the working group is commissioned. All participating artists must be informed of the selection and its grounds once the decision is made. A separate agreement is drawn up with the artist for the execution of the work.

The details of the selection and a copy of the decision-making report is submitted to the Artists' Association of Finland, which will inform the public of the closing of the call and the work of art selected.

The Artists' Association of Finland's template

7. COPYRIGHT

The artists will retain the copyright of the materials contained in their proposals.

If the commissioner wishes to use and publish any material in the proposals or their images for non-commercial purposes in its communications, this must always be agreed separately. Any use of material under copyright must be agreed separately with the artist or Kuvasto ry, which represents the artist.

The commissioner does not have the right to transfer the rights to a third party.

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Appendix 1

Nomination process and fees payable to artist members

The Artists' Association of Finland appoints an artist member to the working group within 1–2 weeks after the organiser's contact.

The purpose of the guidelines for organising a restricted call for proposals is to ensure that the outcome of the art project is a first-class work of artistic merit. Established visual artists with in-depth knowledge of art project processes are best equipped to carry out the evaluations. The artist members evaluate the artistic merit and actual appearance of the proposals, while also having the expertise to assess the feasibility, materials and life cycle of the works in general.

The Artists' Association of Finland is able to appoint a suitable artist member to any working group with the expertise required for the particular art project. The Association also ensures that artist members in working groups and award committees making the selections are changed and represent different part of Finland.

If there are several art projects related to the same site, an artist appointed by the Association may be a member of more than one working group.

Either the organiser or the commissioner has a representative in the working group to ensure that the commissioner's views are also taken into account.

The organiser pays a fee to the artist member of the working group (EUR 500–4,000), which is agreed on a project-by-project basis, taking into account the scope and degree of complexity of the project and the time required. Artist members are also reimbursed for any travel expenses. The Artists' Association of Finland provides detailed guidelines for determining the fees.

The Artists' Association of Finland charges the commissioner a fee of 300–500 euros, which covers the process of appointing an artist member to the working group, the advice and assistance provided by the Association's lawyer acting as a competition representative and support for communications efforts. The fee is determined by the scope of the project and the amount of work required of the competition representative.