

## BYLAWS

Document approved by the Board of Directors of Fundação Museu Nacional Ferroviário at a meeting on July 20, 2016.

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## RECITALS

The Museu Nacional Ferroviário (MNF) [*National Railway Museum*] is a national museological institution managed by Fundação Museu Nacional Ferroviário Armando Ginestal Machado (FMNF) [*Armando Ginestal Machado National Railway Museum Foundation*], in accordance with Decree-Law no. 38/2005, of February 17, and respective articles of association (Art. 4 and 5 of Chapter I) namely with regard to its purposes and activities.

According to the Framework Law of Portuguese Museums (Law nº 47/2004 of August 19), MNF must ensure the perpetuation and appreciation of railroad cultural and heritage assets, through research, incorporation, inventory, documentation, preservation, interpretation, exhibition, dissemination and promotion with scientific, educational and recreational objectives.

FMNF must apply the General Museum Law in the implementation and management of MNF and the respective Cultural Heritage Centres, according to Article 5 of Decree-Law No. 38/2005 of February 17.

The Museu Nacional Ferroviário is a multicenter museological institution, consisting of a Central Museum, located in Entroncamento, and several Cultural Heritage Centres spread across the country.

The central museological perimeter occupies an area of 4.5 hectares and includes nineteen railway lines, the Foundation Headquarters, the former Consumables Warehouse, the Oficinas do Vapor (Steam Engine Workshops), which all have historical and heritage relevance.

The Cultural Heritage Centres are currently distributed around Arco do Baúlhe, Bragança, Chaves, Lagos, Lousado, Macinhata do Vouga and Valença. These spaces



apply an exhibition, incorporation, inventory and preservation philosophy of railway heritage that complies with the principles dictated by the Central Museum. Notwithstanding, FMNF can enter into agreement with the City Councils where these centres are based, on situations related to shared management, as is currently the case with some of the Municipalities.

These Bylaws are drafted in accordance with the provisions of Article 112 (7), of the Constitution of the Portuguese Republic, and Article 53 of the Framework Law of Portuguese Museums, approved by Law 47/2004, of August 19.

## CHAPTER I

### Miscellaneous

#### Article 1

#### Collections

The Museu Nacional Ferroviário has a wide array of collections associated with a railway theme, consisting of the national heritage collection. Its rolling stock and a whole ensemble of complementing objects are noteworthy.

The complexity of a museum with the features of the Museu Nacional Ferroviário is due to its highly diverse heritage, the quantity and quality of its collection and its national dimension. However, this complexity sets the institution apart in the national museum sector and must be understood as a strategic tool to be developed within the scope of its activity and programmes.

FMNF collection consists of about 36,000 objects, many of considerable weight and volume, which can be included in the following categories:

- Rolling Stock;
- Track and Overhead Line equipment;
- Workshop equipment; Communication, Information and Signalling Equipment;
- Station and Office Equipment; Timetables, Tariffs and Ticketing;
- Protection and Security;
- Dining Equipment;
- Textile Equipment;
- Health Equipment;
- Document Collection.



## Article 2

### Location

The Museu Nacional Ferroviário is headquartered in the city of Entroncamento, on Rua Eng Ferreira de Mesquita), at Complexo Ferroviário do Entroncamento.

GPS 39.464288,-8.474394

## Article 3

### Organizational framework

The Museu Nacional Ferroviário is managed by Fundação Museu Nacional Ferroviário (FMNF), which both the Ministry of Planning and Infrastructure and the Ministry of Culture are trustees thereof.

FMNF was created by Decree-Law No. 38/2005 of February 17, as a public interest entity (PIE), pursuant to Decree-Law No. 460 / 77 of November 7.

As an heir and custodian of the actions that REFER and CP have been developing in the area of railway museology and railway heritage management, FMNF's mission is to study, preserve, appraise and promote the historical, cultural and technological heritage of Portuguese railways. Its specific purpose is the installation and management of the Museu Nacional Ferroviário, as well as the design, promotion and management of the various Cultural Heritage Centres.

Thus, the main Strategic Objectives of FMNF consist in the pursuit of the implementation and promotion of the Museu Nacional Ferroviário in the city of Entroncamento, regarding its inventory, processing and restoration, and ensuring public access to the museum and archive collection, as well as the management of the various Cultural Heritage Centres nationwide.

### Principal founding members

- National Government of Portugal: [www.moptc.pt](http://www.moptc.pt) | [www.portaldacultura.gov.pt](http://www.portaldacultura.gov.pt)
- City Council of Entroncamento
- CP - Comboios de Portugal, E.P.E.
- REFER - Rede Ferroviária Nacional, E.P.E.
- Somague Engenharia S.A. | NEOPUL – Sociedade de Estudos e Construções, S.A.



- Siemens S.A.
  - EDIFER – Construções Pires Coelho e Fernandes, S.A. | PROMORAIL - Tecnologias de Caminhos de Ferro S.A.
  - EFACEC Engenharia S.A.
- Other founding members
- Câmara Municipal de Lagos (City Council of Lagos)
  - Mota-Engil S.A.
  - EMEF – Empresa de Manutenção de Equipamento Ferroviário, S.A.
  - Fundação EDP
  - O2-Tratamento e Limpezas Ambientais, S.A.

#### Article 4

##### Vocation

Given the scientific and technical complexity of its heritage collection, the Museu Nacional Ferroviário is part of the Industrial Museology field, as an academic discipline, chronologically coinciding with the definition, implementation and projection of a railway culture, at a national and international level, from the late 18<sup>th</sup> century to present time. In this sense, the Museu Nacional Ferroviário is interested in the identification, preservation and appreciation of this heritage, by respecting its different technological phases, as well as its intrinsic relationship with the history of means of transportation and industrial production. This involves the proper evolution of the different railway operation services and related equipment.

#### Article 5

##### Objectives

The Museu Nacional Ferroviário (MNF) is a national museological institution managed by Fundação Museu Nacional Ferroviário Armando Ginestal Machado (FMNF), according to Decree-Law 38/2005, of February 17, and respective articles of association (Articles 4 and 5 of Chapter I) namely regarding its purposes and activities.

## CHAPTER II

### Service organization

#### Article 6

##### Management instruments

1. The main management instruments of the Museu Nacional Ferroviário are the “Organizational Manual” “Annual Activity and Budget Plan”, “Annual Activity Report and Accounts” and the “Budget Execution Report”.
2. The deadline for the accomplishment of each management instrument is defined in legal terms or whatever its trustees ultimately define. The deadline for submitting the Budget Execution Report is set out by the corresponding Decree-Law of Budget Execution.

#### Article 7

##### Organizational structure of the Museum’s services

1. The Museu Nacional Ferroviário consists of the following Departments:
  - a) Senior Management;
  - b) Communication and Image;
  - c) Preservation and Restoration;
  - d) Museum Inventory;
  - e) Infrastructure and Security;
  - f) Customer Service
  - g) Cultural Heritage Centres;
  - h) National Railway Documentation Centre.
2. The overall and specific sectoral attributions of each Department are defined in the management instrument “Organizational Manual”, a document approved by the Board of Directors at an annual meeting of February 11, 2015.

## CHAPTER III

### Collection management

#### Article 8

##### Incorporation policy

The incorporation policy of the Museu Nacional Ferroviário is contained in the document "Incorporation policy of cultural assets of the Museu Nacional Ferroviário", which was devised in accordance with the Framework Law of Portuguese Museums.

#### Article 9

##### Inventory

1. The inventory rules set out by the Directorate-General for Heritage are complied with. Management of the inventory is carried out by means of software that was specifically designed for this purpose.
2. Management of the inventory is overseen by the Museum Inventory Department.

#### Article 10

##### Collection research and study

1. Regarding the research chapter, internal and external research is deemed:
  - a) Internal Research - research conducted by the Museum mainly focused on the study of its collections;
  - b) External research - the Museum assumes its obligation, within its personnel and space restrictions, to collaborate with researchers, research centres, schools and universities, and other public and private entities, with actions/operations related to the railway heritage – always searching for the execution of protocol agreements - giving them access to its collections and any documentation related thereto.

#### Article 11

##### Preservation

1. The Museum is governed by preventive preservation rules and procedures based on the guidelines issued by the competent entities and national and international good practices.



2. The preservation policy of this institution is contained in the document “Rules for the preventive preservation of Railway Heritage”;
3. As a rule, the Museum staff, but mainly those who deal more directly with collections, are aware of all preventive preservation rules and procedures.

#### Article 12

##### Security

1. The Museum has a security plan designed in accordance with current legislation, which is periodically reviewed, as set forth in the Framework Law of Portuguese Museums.
2. The security plan is a confidential document and only the Museum staff can access it.
3. The Museum has a CCTV system.

#### CHAPTER IV

##### Access rules to the Museum's premises

#### Article 13

##### Opening times

1. Our opening times:
  - a) The Museum is open to the public Tuesday to Saturday, from 1 pm to 6 pm, Sundays from 10 am to 6 pm. It is closed on New Year's Day, Easter Sunday, May 1 and on Christmas Day.
  - b) Access to the National Railway Documentation Centre is by appointment Monday to Friday, from 1 pm to 5 pm;
2. Opening hours of the Museum's Administrative Services: Monday to Friday, from 9 am to 1 pm and from 2 pm to 6 pm. However, specific requests may be answered at different times. Exceptions to this rule must be authorized by the management, always in compliance with the regulations regarding the provision of services by employees.
3. Opening hours of the Communication and Image, Preservation and Restoration, Museum Inventory, Infrastructure and Security and Customer Service Departments: Monday to Friday, from 9 am to 1 pm and from 2 pm to 6 pm. However, specific requests may be answered at different times. Exceptions to this rule must be authorized by the management, always in compliance with the regulations regarding the provision of services by employees.

7. Opening hours of the Customer Service Department: Tuesday to Saturday from 1 pm to 6 pm. Sundays from 10 am to 6 pm. However, specific requests may be answered at different times. Exceptions to this rule must be authorized by the management, always in compliance with the regulations regarding the provision of services by employees.
8. Any change in opening times requires authorization by the management and appointment to allow its disclosure to interested parties.

#### Article 14

##### Entry restrictions

1. Entry of people with suitcases or other large objects is forbidden. These objects must be stored at reception.
2. Reception staff may refuse to store personal belongings of the visitor if they consider that such belongings cannot be safely stored at the applicable area.

#### Article 15

##### Admission fees

1. The Museum charges an admission fee, except on May 18, the International Museum Day and Museu Nacional Ferroviário's Anniversary. Notwithstanding, other free admission days, by decision of the Board of Directors of the Museu Nacional Ferroviário.
2. Ticket prices are set by the Board of Directors of Fundação Museu Nacional Ferroviário.
3. A list with admission fees to the Museum and the respective discounts is always displayed at reception of the Museu Nacional Ferroviário, in a visible place to all visitors.
4. Protocol agreements or other agreements can be entered into with institutions, associations and entities of various kinds in order to reduce admission fees or allow free entry.

## Article 16

### Customer service

1. The Museum's suggestion and complaints book is always available at reception and can be accessed by visitors at all times, in case they wish to make a complaint.
2. The receptionist in charge must always deal with complaints from visitors, at a first stage.
3. If ultimately, intervention by the management is required, the Museum's director or in its absence, the head of the Customer Service Department should be called.
4. The Museu Nacional Ferroviário has a Compliments Book.

## Article 17

### Visitor rules

During their visit to the Museum, visitors shall not:

- a) Bring pets into the Museum spaces, except in the case of guide dogs accompanying visually impaired persons;
- b) Eat or drink in the rooms;
- c) Run around permanent or temporary exhibition spaces;
- d) Touch the collection items;
- e) Smoke in indoor spaces, with specific outdoor areas designed for this purpose;
- f) Enter reserved areas without prior authorization and surveillance by the Museum staff;
- g) Damage exhibition structures, equipment, objects under penalty of liability for the damage and be properly identified. In this case, offenders shall pay for restoration, repair or replacement costs.
- h) Leave children unattended.

Visitors are entitled to:

- i) Request information, whenever requested;
- j) Contribute to the improvement of the services provided, by means of suggestions, criticisms and complaints;
- l) Enjoy the Museu Nacional Ferroviário, its spaces, collections and programmes.

## Article 18

### Support to people with special needs

1. Regarding its actual restrictions, as the Museu Nacional Ferroviário is located in a Railway Complex, and does not have all the accessibility conditions that are required for current buildings, the Museum has a Customer Service staff ready to welcome and accompany people with special needs who wish to visit the museum, within the abovementioned limitations.

## Article 19

### Reserved items

1. A museum is a public space. Thus, even reserved items can be accessed by researchers, according to the criteria defined below:
  - a) Access to reserved items is allowed to the Museum technical staff who directly work in the management of the collections. Notwithstanding, in sporadic and authorized cases, they can be accessed by the other technical staff of the institution.
  - b) Access by researchers to reserved items can be authorized, provided that a justified request is submitted to the Museum's Director. However, our technical staff shall always monitor access to reserved items by researchers.
  - c) When researchers are granted access to any reserved items, such access will always occur within the Museum premises, at a place previously defined by the director or the technical staff in charge of the Museum Inventory Service.
2. However, there are some factors that can prevent access to the Museum's items:
  - a) Temporary unavailability of the Museum's technical staff to oversee researchers who request authorization to access any reserved items;
  - b) Causes related to special care needs regarding the preservation of such items;
  - c) Other factors deemed relevant by the Museum's senior management.
3. If researchers are not allowed access to the reserved items, they must be informed of the reason or reasons that led to the refusal of their access request.
4. The Museum's technical staff and researchers who are granted access to any reserved items must handle them with proper care.

5. Reserved items can be accessed during the following times: Monday to Friday, from 9 am and 1 pm, and from 2 pm to 5:30 pm.

#### Article 20

##### Documentation access

1. A museum is a public space. Thus, information related to its items is deemed of public interest.
2. Information available (about items or various documentation) regarding the Museum's collection will be provided to persons and entities that request so by signing protocols, and/or by means of a written request. The researcher or institution shall be identified in the request, as well as the object of consultation and its purpose. This service can be supplied and is charged, the cost of which is set in a list approved by the Board of Directors of Fundação Museu Nacional Ferroviário.
3. Information on the depository of items is of a confidential nature.

#### Article 21

##### Dissemination of the collection contents

1. The Museu Nacional Ferroviário will provide data on its collection (e.g., texts or images), for the purpose of public presentations or publications, whenever possible.
2. Anyone wishing to use the data provided by the Museu Nacional Ferroviário, must make the respective request in writing.
3. Anyone using the data provided by the Museu Nacional Ferroviário should always mention information sources.
4. In case of improper and unauthorized use of data owned by the museum, legal measures can be taken according to the Portuguese Copyrights Code and associated rights
5. Copyrights of texts and works produced by the technical staff of the Museu Nacional Ferroviário, within the scope of their functions, belong to the Institution itself.

## Article 22

### Event venues and their use

1. The Museu Nacional Ferroviário has indoor and outdoor spaces, with unique and unparalleled features, which can be used for different types of events.
2. The Museum can rent some of its spaces for activities, but only when the Board of Directors understands that these activities are within the scope of the Museum's mission and vision. Space rental is in accordance with the price lists and conditions approved by the senior management.
3. People or entities that wish to rent any Museum spaces, must request so in writing, informing the Museum about the activity, estimated number of participants and intended dates.
4. The Museu Nacional Ferroviário has a set of rules that govern the use of its outdoor spaces, which is approved by the Board of Directors.

## CHAPTER V

### Communication, dissemination and calendar

## Article 23

### Communication and dissemination of activities

1. The communication and dissemination of the activities of the Museu Nacional Ferroviário are described in the Organizational Manual, as specific sectoral attributions of the Communication and Image Department.

## Article 24

### Calendar

1. The museum has a calendar that is designed to meet the needs of different audiences. The Museum's staff and partner entities advertise the contents of this calendar and/or other advertising resources can be used for such purpose.
2. The person who requests the guided tour must accompany its group. Guided tours must be booked in writing, preferably by email.
3. As a rule, guided tours are conducted by the Museum's technical staff. External guides can conduct guided tours as long as these guides are accredited and registered at the National Register of Tourist Entertainment Agents, under the

supervision of Turismo de Portugal.

#### Article 25

##### Temporary assignment of tangible assets

1. The items that are part of the Museum's collections can be loaned for temporary exhibitions organized by other entities, if they fulfil the requirements set forth in the Contract for the Assignment of Tangible Assets that shall be executed between the requesting entity and the Museum.
2. Any temporary assignment must be preceded by a written proposal, preferably by e-mail;
3. The Museu Nacional Ferroviário may not authorize the assignment of a specific item, whenever safety and preservation requirements are not met, or when a request is deemed non-justified.

#### Article 26

##### Commercial activities

1. The store is open to the public within the Museum's opening hours.
2. The space rental is in accordance with the provisions set out in Article 22
3. Rental of the Presidential Train and other rolling stock for commercial purposes shall comply with specific price lists and rules that must be approved by the senior management.

### CHAPTER VI

#### Collaborations

##### Article 27

##### Volunteering

1. The Museu Nacional Ferroviário has a Volunteer Program that takes in volunteers of legal age, who are willing to take part in activities ultimately defined by the Museum's senior management, without receiving any remuneration and out of self-interest. Volunteers shall work at times to be agreed with the Museum's management, within the scope of the Museum projects, programs and other types of intervention. These activities shall always be developed on a non-profit basis, in accordance with Decree-Law nº 71/98 of November 3 and Decree-Law nº 389/99 of September 30.

## Article 28

### Friends of the Museum

1. The Museu Nacional Ferroviário is open to collaboration with groups or associations that is aimed at studying, preserving and enhancing the railway heritage, through voluntary work and sponsorships.
2. The friends of the Museu Nacional Ferroviário who declare themselves as such, must be non-profit associations, consisting of individuals or legal entities. These entities will develop activities in close cooperation with the Museum that contribute to reinforce the respective strategic program of action defined by its Senior Management and/or trustees, in a practical, constructive and independent way. These actions will take place in an environment of continuous harmony among the related parties, becoming a link between them and the community.
3. The groups of friends of the Museu Nacional Ferroviário must be governed by the ethical principles and the fundamental objectives accepted nationally and internationally in this field, contained in the Code of Ethics of the World Federation of Friends of Museums, adopted by the Portuguese Federation of Friends of Museums, its branch in Portugal, and its Associates.
4. Whether these associations are legal entities or not, they can only operate under this designation with official accreditation by the Museu Nacional Ferroviário, in accordance with the provisions of Section 1 of the aforementioned Code of Ethics.

## CHAPTER VII

### Final provisions

#### Article 29

##### Approval

These Bylaws are approved by the Board of Directors of the Museu Nacional Ferroviário.



#### Article 30

##### Review

1. These Bylaws shall be reviewed and updated whenever matters arise that justify such a review.
2. The Senior Management of the Museum shall oversee the review of the Bylaws. Such review must be approved by the Board of Directors of Fundação Museu Nacional Ferroviário.

#### Article 31

##### Doubts, Omissions

1. Any doubts or omissions in these Bylaws will be construed and settled by analogy with the provisions included therein, in all else that regards the regulation of access to the spaces and services provided by the Museu Nacional Ferroviário, as well as its operation.
2. The Board of Directors of the Museu Nacional Ferroviário shall settle any doubts and omissions arising from the application of these Bylaws.

#### Article 32

##### Effect

These Bylaws become effective on the day following their publication/approval.