



## INTERNATIONAL COMMITTEES ANNUAL REPORT CIDOC

- A) ACTIVITY REPORT 2010**
- B) FINANCIAL REPORT 2010**
- C) THREE-YEAR PLAN 2011-2013**
- D) SIGN-OFF BY THE PRESIDENT OF THE COMMITTEE**

To be returned by **25 FEBRUARY 2011** to:  
ICOM Secretariat- Division of Administration and Finance  
UNESCO House 1, rue Miollis – 75015 Paris-France  
Tel.:+ 33 (1) 47.34.05.00 – Fax: +33 (1) 43.06.78.62  
Email: [ICReports@icom.museum](mailto:ICReports@icom.museum)

This report is a tool to better understand the work of the International Committees and will help ICOM allocate its resources fairly and productively (refer to the attached internal memorandum)

*Sound reporting is the best way to promote the recognition of the work of International Committees in general and your committee in particular!*

For any specific question, do not hesitate to contact ICOM Secretariat through the following email address: [ICReports@icom.museum](mailto:ICReports@icom.museum). The Secretariat will send an acknowledgement of receipt of your report. Committees whose annual report does not reach ICOM Secretariat by the deadline of 25 February 2011 will receive no subvention in 2011.

## A) ACTIVITY REPORT for 2010

### 1. Annual Meeting(s)

Please provide the following information about your annual meeting for 2010. In case you have several meetings or separate meetings of working groups, please copy the form and specify additionally for each as attachments.

Dates Nov 7 – Nov 10 2010

Theme “Museums in intercultural dialogue – New practices in knowledge sharing and information integration”.

Location (city and country) Shanghai, China

National Committee(s)

Did you notify the National Committee when holding a meeting in its country? **Yes**

Host institution or organisation (if any)

Number of participants

	Attendees	Geographic Origins		
		From the host country	From the Region*	From the rest of the world
A. ICOM Members from your IC	36	1	30 Europe 1 Latin America 1 Africa 3 Asia	
B. Other ICOM Members	3		3 Europe	
C. Total ICOM Members (A+B)	39			
D. Non-ICOM Members	50	50		
<b>Total Attendees (C+D)</b>	<b>89</b>	<b>51</b>	<b>39</b>	

\* Regions are the following: Europe, North America, Latin America, Africa, Asia, Arab States and Pacific

NB These figures are for registered participants prior to the conference and may be slightly inaccurate. No detailed list of Chinese participants is available.

Joint Meeting?

a) If this meeting was jointly presented with another International Committee, National Committee or Affiliated Organization, please identify:

b) If this meeting was jointly presented with an institution or organisation outside ICOM, please identify:

The meeting was organised in the context of the ICOM conference and with the help of the local organising committee.

#### In-Kind Services

*In many cases, the International Committees benefit from in-kind services. Please list services that were provided for the meeting (s) (e.g. use of space for meetings, receptions, mail, translation, printing, etc.) and to the extent possible, please provide estimates of the money value for such services.*

- Asynchronous Translation
- Printing of flyers (100 copies)
- 1 large meeting room for plenary session
- 4 small meeting rooms for working group meetings
- 2 rooms for training sessions
- Study trip to HuZhou, including transport and lunch.

All meeting rooms were equipped with beamer and internet access.

What other organizations, institutions or companies were eventually involved with the meeting (e.g. sponsors, other organizations, museums, ICOM national committee, another IC, etc.)?

none

#### Language

In what language(s) was the meeting conducted? English, Chinese

Was simultaneous translation provided for some or all of the meeting?  
No. However, asynchronous translation (interpretation) was provided.

#### Results/Products

(e.g. publication, Web report, networking, training, etc.)

We successfully ran 3 training workshops, on Transdisciplinary approaches to documentation, the CIDOC CRM and on CIDOC itself, as part of the “Train the Trainers” programme.

Our publicity flyer (in English, French and Chinese) was distributed to all participants.

17 full presentations were given in both English and Chinese, by CIDOC members and by local museum professionals. Abstracts of all the presentations, as well as many of the full papers, were made available in English and Chinese before the conference via the CIDOC website.

Our hosts organised a special CIDOC study trip to HuZhou to visit the award winning museum, where we were very well received. Nicholas Crofts, the newly elected chair, was interviewed by local television.

## **2. Communication**

*Please describe the frequency and methods of communication (surface mail, email, Web site, ICOM News, Newsletter, promotions in trade publications, etc.) you have used to contact members of the committee.*

CIDOC maintains a website in 6 languages. These include the three main ICOM languages. We will be transferring this to the new ICOM platform in 2011.

CIDOC sends virtually no surface mail as all our active members now have email addresses. In 2011 members received occasional emails giving information about the ICOM conference, elections of the new board, calls for papers and the CIDOC newsletter. We hope to improve on this in 2011, sending more frequent and more detailed communication.

Some CIDOC members belong to a CIDOC group on the professional networking site LinkedIn. This enables them to communicate directly and to receive professional details. However, this is not considered as an 'official' means of communication by the CIDOC board.

## **3. Publications**

- *Please list publications (paper and electronic) in progress or completed in this year and indicate status (published, in progress), please include editor / number of pages / n° ISBN / date of publication / language of publication,*
- *Please send a copy of each publication to the ICOM Secretariat.*

The CIDOC newsletter ISSN 2077-7531 is an annual publication, in both French and English, available online as a pdf and in printed form. The 2010 edition contained 24 printed pages. The edition contains a word from the chair, six articles and 1 obituary notice. The cost of translating, printing, and distributing the newsletter is covered entirely by CIDOC funds. For 2010 this was in the region of €1000.

A small flyer was produced for the 2011 conference, in English, French and Chinese, this presents CIDOC's activities and provides information about joining ICOM. The flyer proved to be very popular, even with existing CIDOC members, since it provides a convenient means of publicising the committee's activities. A similar flyer will be produced for subsequent meetings. Costs for the conception and design of the flyer were covered by CIDOC funds. Translation into Chinese and printing were offered as in-kind services.

## **4. Participation of Target Groups**

*When filing in this section, please distinguish the followings:*

- *Actions specifically intended towards targeted groups;*
- *Support to target groups by your IC alone or your IC in cooperation with other institution?*

### **4.1 Young Professionals (under 35 years old)**

Some CIDOC training courses seminars, organised during conferences, are aimed at newcomers to the field of museum documentation. While they remain open to participants of all ages, they generally attract younger participants. CIDOC also maintains introductory-

level material on its website providing guidelines for the implementation of basic collections management procedures.

In order to facilitate the participation of young professionals at CIDOC conferences, CIDOC advertises the ICOM young professionals' programme.

The relatively early closing date for applications to the ICOM young professionals' programme is a handicap for many potential participants at CIDOC events. Details of the annual CIDOC conference are often finalised only after the closing date for the young professional bursaries has passed. Better coordination between CIDOC on ICOM on this point would undoubtedly increase the number of young participants at CIDOC events.

CIDOC also runs a bursary scheme of its own, funded by a percentage of the conference registration fee. The age of potential beneficiaries is an important consideration in allocating funds.

#### **4.2 Participation of Representatives from Developing Countries:**

*Reference can be made to those countries identified as belonging to categories 2, 3 and 4 as determined for the membership policy available on pages 12 to 15 of ICOM Triennial Report*

[http://icom.museum/fileadmin/user\\_upload/pdf/Activity\\_report/activity\\_report2007-2010\\_eng.pdf](http://icom.museum/fileadmin/user_upload/pdf/Activity_report/activity_report2007-2010_eng.pdf)

CIDOC wishes to attract members from developing countries. The 2009 CIDOC conference was held in Santiago, Chile in part as a means of stimulating participation from Latin America. The 2010 conference in Shanghai was an expensive proposition for participants from developing countries, we were however able to attract and partly to finance 3 participants from developing countries (representing roughly 10% of the International participants).

#### **4.3 Recruiting Campaigns**

*Please indicate any specific recruiting campaigns of members developed to increase the number of members of your IC.*

CIDOC did not undertake any specific measures to increase the number of members during 2010. A recruitment drive is planned for 2011-2013.

#### **5. Achievements for the Year 2010**

*Please list anything not covered above that you want to tell us about your committee's achievements!*

The CIDOC Conceptual Reference Model is one of CIDOC's key products. A great deal of progress was made in 2010 on defining a copyright licence agreement with ISO. This is of great importance to both ICOM/CIDOC and ISO since it will ensure that both parties can distribute their respective versions freely. ICOM/CIDOC will also be able to use the French translation prepared by ISO as the basis for its own translation. 2010 saw the CRM translated into German by two CIDOC members, Dr Siegfried Krause and Dr Karl-Heinz Lampe. The untimely death of Dr Lampe, a keen advocate of the CRM and a charming colleague, is a great loss to all of us.

Other CIDOC working groups held meetings during 2010. Details of their ongoing work can be found on the CIDOC website. The documentation standards working group made progress notably with the definition of the Principles of Documentation. This document is intended as a complement to the ICOM code of ethics, outlining the impact of the code on documentation practice and establishing the basic principles of best practice in the field. The final document should be available in 2011, in the three main ICOM languages.

CIDOC also began preparing a new training programme in 2010, in partnership with the Museum of Texas Tech University. Bringing together CIDOC experts, university faculty and museum professionals in need of training, the programme is designed to meet a broad range of needs, from basic, introductory material to advanced, specialised topics. A pilot CIDOC Summer School will take place in June 2011.

## B) FINANCIAL REPORT 2010

If you think your committee will benefit from giving a more detailed financial report, throwing attention to important aspects of your financial activities and considerations, please feel free to do so at the end of this financial report form.

### 1. Statement of activities (please specify the currency used)

<b>ACTUAL INCOME</b>	
(1) Balance from previous years brought forward	13415
(2) ICOM Subvention	6000
(3) Other ICOM funding	5000
(4) Revenue from annual meeting(s) (to be detailed in section B.2 below)	0
(5) Membership income (if applicable)	0
(6) Other income (please detail – e.g. Sponsorship, <i>Getty Grant</i> )	2168
<b>(A) Total income (Sum of items 1 to 6)</b>	<b>26583</b>

<b>ACTUAL EXPENSES</b>	
(7) Bursaries	2264
(8) Publications	3126
(9) Web site	1217
(10) Expenses related to annual meetings [including administrative meetings] (to be detailed in section B.2 below)	2593
(11) Bank charges	33
(12) Other expenditures (please detail)	0
<b>(B) Total expenditures (Sum of items 7 to 12)</b>	<b>9233</b>
<b>(C) Balance to be carried forward (A-B) = (C)</b>	17350 +CIDOC Bursary Fund 6694 -Outstanding transactions 3652 20392
<b>(D) Balance of the IC's bank account as of 17 November 2010 (last available statement)</b>	<b>20392</b>

Please confirm the balance to be carried forward by providing the balance of the International Committee's bank account as of 31 December 2010 (D).

In case of differences between (C) and (D), please provide the necessary explanations. For example, accruals/provisions related to 2010 to be paid in 2011.

## 2. Specific statement of activities for Annual Meeting(s) (please specify the currency used)

**Note** : Using the columns below, please indicate where income and expenses have been handled. For instance, Income directly being paid into a host institution/organisation (like in many instances participation fees) as well as costs for services given/covered by a host institution/organisation, and not handled by the committee, should be reported below in the 'Host' column. If applicable, please provide the financial report issued by the Host Institution or any third party providing you assistance with the organisation of Annual Meeting.

What were the participation fees?

Early Registration: Members:- 3100RMB      Non-Members N/A

Registration: Members :- 3500RMB      Non-Members N/A

	IC	Host	Third Party*	Total
<b>Income</b>				
Participation Fees				0
Sponsorship				0
From Committee funds				0
Other (please specify)				0
<b>TOTAL INCOME (C)</b>				0
<b>Expenses</b>				
Space rental				0
Transportation				0
Hospitality (receptions)	262			262
Guest speaker(s)				0
Bursaries for participants (indicate number of bursaries and total amount)	2264			2264
Support material for meeting (agendas, brochures, invitations)	505			505
Translation	1826			1826
Other (please specify)				0
<b>TOTAL EXPENSES (D)</b>				4857
<b>NET RESULT (C-D)</b>				-4857

\* Please indicate the name

### **Additional information**

Please let us have any further comments on the relationship between ICOM and your committee that have not already been captured in this survey.

## **C) THREE-YEAR PLAN 2011-2013**

The submission of a three-year-forward plan, as part of the annual reporting is considered necessary in order to gain a thorough understanding of the ICs long term plan and the objectives / mechanisms – the means by which they intend to achieve their vision.

When filling in this information, consider the directions provided by the 2008-2010 Strategic Plan of ICOM.

Out of the following plans for 2011-2013, please indicate those activities you would like the Secretariat to include in ICOM's communication campaign and media (ENewsletter, ICOM News, ICOM's website, etc.).

### **C.1 Please describe your committee's Aims and Objectives for the Next Three Years.**

CIDOC's primary objective for the period 2011 – 2013 is to increase to broaden the membership base. CIDOC is at present one of the larger ICOM ICs, counting some 500 members. However, if we consider that every museum in the world has (or should have) at least one staff member who is responsible for documentation, it becomes evident that potential level of participation could be much higher. CIDOC will aim to ensure that all museum professionals working in the field of documentation are at least aware of the existence of CIDOC and have the opportunity to become members. We hope to achieve this objective in part through a recruitment drive, via CIDOC's traditional means of communication but also via message boards, relevant journals, and by contacting museums directly via email. The advice and assistance of ICOM central secretariat would be greatly appreciated in this respect. However, we believe that the key to long-term success is maintaining and improving the quality of CIDOC's services and products.

A secondary objective is to increase the number of active members attending CIDOC conferences. At present, this is in the region of 200. We aim to increase this number to around 400. Increasing the number of attendees will enable CIDOC to improve the quality and variety of conference services, notably by offering simultaneous translation. We intend to achieve this increase in participation through increased publicity to the existing membership, by improving the perceived quality of the conferences themselves, and by ensuring that the conditions of participation are favourable to ICOM/CIDOC members. To this end we are revising our guidelines for conference organisers, requiring increased oversight from the CIDOC board, and seeking support from the Getty Foundation for travel bursaries.

The CIDOC website is a primary means of communication for CIDOC, particularly since it is visible to both members and non members. We aim to improve the focus of the site, ensuring that it is both informative and attractive - clarifying both the message and the image that it presents. Our first and most urgent task is to transfer the existing website to the new ICOM website platform. Thereafter we will appoint a website editor, to ensure that the content remains consistent and up-to-date in all languages.

Recognising the need for both basic-level training in documentation practice, as well as more specialised courses for experienced professionals, CIDOC aims to extend its traditional activities and offer a complete, modular training programme, leading to a certificate of professional competence. Organised annually, the *CIDOC Summer School*, will supplement training options traditionally offered during CIDOC conferences. More details are available in the *CIDOC Summer School Outline Plan*.

Finally, a number of key CIDOC standards and recommendations are in urgent need of revision and translation into the three main ICOM languages. These include the CIDOC Guidelines and the CIDOC fact sheets. We aim to raise the profile of these documents, which are frequently referenced by UNESCO and other organisations, and to put in place a programme of systematic review to ensure that they remain available and up-to-date. We intend to further develop the series of fact sheets to cover a wider range of topics. (These documents will also be used as training material for the CIDOC Summer School.)

## C. 2(a) Implementation Plan for 2011

Implementation Plan for 2011			
Activities	Description of activity and expected output(s) and outcome (s)	Projected Costs	Delivery date
Annual meeting (Theme and Venue)	Sibiu, Romania Knowledge Management and Museums -Presentations -Training sessions -Working group meetings	1500	September 4-9 2011
Communication	Migration to ICOM website platform	500	April 2011
	Bi-monthly email to membership (translations)	300	2011
	Publicity flyer translation and printing	300	June 2011
Publications	CIDOC Newsletter (translation and printing)	1000	October 2011
Participation of target groups	CIDOC bursary fund and Getty Travel grants	60000	September 2011
Activities relating to ICOM SP	CIDOC Summer School Lubbock Texas Pilot program	5000	June 25-July 1 2011
Other activities pursued by IC	Revision and translation of CIDOC Guidelines (French and Spanish)	2500	September 2011
	Translation and printing of CIDOC fact sheets	700	June 2011

### Estimated total Budget

Income [including reserves carried forward]	Expenditure	Net surplus/deficit
Getty Foundation 5400	54000	0
ICOM 12000	12000	0
CIDOC bursary scheme 4000	4000	0
Summer School 5000	5000	0



## C. 2(b) Implementation Plan for 2012

Implementation Plan for 2012			
Activities	Description of activity and expected output(s) and outcome (s)	Projected Costs	Delivery date
Annual meeting (Theme and Venue)	Helsinki, Finland 10-14 June (Theme not yet established)	1500	June 10-14 2012
Communication	Maintenance of ICOM website platform (translations)	500	April 2012
Publications	Bi-monthly email to membership (translations)	300	2012
	Publicity flyer translation and printing	300	June 2012
	CIDOC Newsletter (translation and printing)	1000	October 2012
Participation of target groups	CIDOC bursary fund and Getty Travel grants	60000	April 2012
Activities relating to ICOM SP	CIDOC Summer School Venue to be decided (possibly Qatar)	5000	September 4-9 2012
Other activities pursued by IC	Development, translation and printing of CIDOC fact sheets	1500	June 2012

### Estimated total Budget

Income [including reserves carried forward]	Expenditure	Net surplus/deficit
Getty Foundation 5400	54000	0
ICOM 10000	10000	0
CIDOC bursary scheme 8000	8000	0
Summer School 8000	8000	0

### C. 2(c) Implementation Plan for 2013

Implementation Plan for 2013			
Activities	Description of activity and expected output(s) and outcome (s)	Projected Costs	Delivery date
Annual meeting (Theme and Venue)	Rio de Janeiro (Theme not yet established)		June 2013
Communication	Maintenance of ICOM website platform (translations)	500	April 2013
Publications	Bi-monthly email to membership (translations)	300	2013
	Publicity flyer translation and printing	300	June 2013
	CIDOC Newsletter (translation and printing)	1000	October 2013
Participation of target groups	CIDOC bursary fund and Getty Travel grants	60000	June 2013
Activities relating to ICOM SP	CIDOC Summer School Venue to be decided (possibly Qatar)	5000	September 4 - 9 2013
Other activities pursued by IC	Development, translation and printing of CIDOC fact sheets	1500	June 2013

#### Estimated total Budget

Income [including reserves carried forward]	Expenditure	Net surplus/deficit
Getty Foundation 5400	54000	0
ICOM 8000	8000	0
CIDOC bursary scheme 8000	8000	0
Summer School 10000	10000	0

## D) SIGN-OFF BY THE PRESIDENT OF THE COMMITTEE

Name of the President \_\_\_\_ Nicholas CROFTS \_\_\_\_\_

Place \_\_ Genève \_\_\_\_\_ Date \_\_ 25 février 2011 \_\_\_\_\_

Signature



This report should be

- 1) either signed **by the President of the Committee** and sent to ICOM Secretariat via surface mail or by fax:

*ICOM Secretariat- Division of Finance and Administration  
UNESCO House 1, rue Miollis – 75015 Paris-France  
Fax: +33 (1) 43.06.78.62*

- 2) or emailed in an electronic format **by the President of the Committee** at [ICReports@icom.museum](mailto:ICReports@icom.museum)