ACTIVITY REPORT

NAME OF THE INTERNATIONAL COMMITTEE: CIDOC

I. 2012 ACTIVITIES

1) ANNUAL MEETING

DATE	10-14 JUNE 2012
LOCATION (CITY AND COUNTRY)	HELSINKI, FINLAND
HOST INSTITUTION OR ORGANISATION (if applicable)	National Board of Antiquities, in collaboration with National Museum of Finland; Kiasma—Museum of Contemporary Art; Sports Museum of Finland; Design Museum; Helsinki City Museum; Helinä Rautavaara Museum, Espoo; Museum Centre Vapriikki, Tampere.
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	TOTAL NUMBER OF PARTICIPANTS: 196 - 115 - 81
APPROACHED THEMES	**CIDOC2012 - ENRICHING CULTURAL HERITAGE** The conference discussed new possibilities offered by the information society to search and use cultural heritage collections, including new cross sector portals, improving interoperability and ways to enrich information via linked open data: • Encouraging interoperability of data resources (museums, libraries, archives) • Semantic Web, Ontologies and Linked Data • Social media • Multilingualism and regional cultures • Innovations in documentation
PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM FINLAND, CIMUSET

OTHER MEETINGS *(if applicable)*
The CIDOC board met in Helsinki in March. Minutes of the meeting are available on the CIDOC website. The board also met several times during the Helsinki conference in June. The board also holds occasional skype meetings as needed. The CIDOC working groups held meetings during the annual conference. Some CIDOC working groups held additional meetings. The CIDOC CRM SIG, for example, held two meetings in conjunction with the IFLA FRBR review group, 30 April - 3 May, in Crete, and 19-22 November in Amsterdam. Details can be found here: http://www.cidoc-crm.org/special_interest_meetings.html CIDOC organised a week of training workshops in May 2012. Details below. Nick Crofts, CIDOC Chair, visited the Helsinki organizing committee in January, attended the Advisory board meetings in Paris in June, participated in the ICTOP annual meeting in Amsterdam in September, and attended the meeting of IC chairs in Petrópolis, Brazil, in November.

2) PUBLICATIONS	
TITLE	**CIDOC NEWSLETTER/BULLETIN**
DATE	JUNE 2012
PUBLISHING LANGUAGES	ENGLISH AND FRENCH
ELECTRONIC VERSION	BOTH ELECTRONIC (PDF) AND PAPER
NUMBER OF PRINTED COPIES	200
TITLE	**CIDOC MEMBERSHIP FLYER**
DATE	2012
PUBLISHING LANGUAGES	ENGLISH, FRENCH, SPANISH
ELECTRONIC VERSION	NO
NUMBER OF PRINTED COPIES	150 + PRINT ON DEMAND
TITLE	**CIDOC CRM VERSION 5.1 (DRAFT)**
DATE	NOVEMBER 2012

PUBLISHING LANGUAGES	ENGLISH,
ELECTRONIC VERSION	YES
NUMBER OF PRINTED COPIES	0
TITLE	**COLLECTED PAPERS FROM THE HELSINKI CONFERENCE**
DATE	2012
PUBLISHING LANGUAGES	ENGLISH OR FRENCH OR SPANISH (ORIGINAL LANGUAGE NOT TRANSLATED)
ELECTRONIC VERSION	YES (ONLINE DATABASE)
NUMBER OF PRINTED COPIES	0
TITLE	**CIDOC SUMMER SCHOOL TRAINING MATERIAL**
DATE	2012
PUBLISHING LANGUAGES	ENGLISH
ELECTRONIC VERSION	YES
NUMBER OF PRINTED COPIES	0
TITLE	**CIDOC SUMMER SCHOOL CATALOGUE OF MODULES**
DATE	2012
PUBLISHING LANGUAGES	ENGLISH
ELECTRONIC VERSION	YES
NUMBER OF PRINTED COPIES	0

3) TRAINING	
DATE	20 – 25 MAY, 2012
LOCATION (CITY AND COUNTRY)	LUBBOCK, TEXAS, USA
HOST INSTITUTION OR ORGANISATION (if applicable)	MUSEUM OF TEXAS TECH UNIVERSITY
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 19 - 10 - 9
APPROACHED THEMES	BASIC TRAINING IN DOCUMENTATION PRINCIPLES AND PRACTICE 101 INTRODUCTION TO MUSEUM DOCUMENTATION 102 HOW TO SET UP A BASIC INVENTORY SYSTEM 103 MARKING OBJECTS WITH IDENTIFICATION NUMBERS 104 PHOTOGRAPHING OBJECTS FOR INVENTORY PURPOSES 111 DEFINING AND MAINTAINING A DESCRIPTIVE SYSTEM 112 DEFINING AND MAINTAINING A PROCEDURAL MANUAL 121 JOB DESCRIPTIONS AND ORGANIZATIONAL STRUCTURE 122 BUDGETS, PRODUCTIVITY, PLANNING, AND REPORTING ADVANCED LEVEL COURSES 203 OBJECT ID: DOCUMENTATION AND ILLICIT TRAFFICKING 305 COPYRIGHT AND LICENSING ISSUES 324 MANAGING MULTI-LINGUAL DATA 403 INDEPENDENT STUDY 404 MUSEUM PROCEDURES AND BUSINESS PROCESSES XXX TEACHER TRAINING
PARTICIPATION OF OTHER ICOM COMMITTEES	ICTOP
PROFILE OF THE TRAINERS	Seven instructors drawn from CIDOC and MoTTU faculty and staff delivered a total of fourteen training modules. Walther Koch (CIDOC board member), Nick Crofts (CIDOC chair) and Stephen Stead (CIDOC treasurer) each delivered three modules. The remaining modules were delivered by MoTTU faculty members. All trainers have extensive experience and qualifications.

DATE	9-10 June, 2012
LOCATION (CITY AND COUNTRY)	Helsinki, Finland
HOST INSTITUTION OR ORGANISATION (IF APPLICABLE)	National Board of Antiquities, in collaboration with National Museum of Finland; Kiasma—Museum of Contemporary Art; Sports Museum of Finland; Design Museum;
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	Number of Participants: 90 (estimated) - 50 - 40
APPROACHED THEMES	Workshops • Harmonized models for the Digital World: CIDOC CRM, FRBROO,CRMDig and Europeana EDM • From Procedures to Business Processes • Linked Data for Cultural Heritage • LIDO – Lightweight Information Describing Objects: An introductory tutorial • Dive into WissKI - A virtual research environment for scientific documentation • An overview of the CIDOC Summer School • Object ID: Documentation and illicit Trafficking (Summer School Course 203)
PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM Finland
PROFILE OF THE TRAINERS	All instructors were drawn from CIDOC, the CIDOC board and chairs of CIDOC working groups.

4) RESEARCH ACTIVITIES

The CIDOC WG on Data Harvesting and Interchange and the CRM-SIG are both involved in research projects aimed at establishing appropriate solutions for online access to museum collections, promoted by the EU with Europeana and in the US by the Digital Public Library of America. Close ties and active cooperation have been established between the CIDOC WGs, the think-tanks developing these major public projects in the cultural sector and, notably, several of the Europeana implementation projects. The CRM SIG has close ties with IFLA.

A new working group, focused on the documentation of intangible heritage, is currently being formed. The scope and mandate of the working group will be ratified during the 2013 CIDOC conference.

CIDOC is actively working with ICTOP on the development and diffusion of the Summer School training programme, methodology and training materials.

In addition CIDOC conducted three surveys:
- Bursary recipient satisfaction survey and interviews
- CIDOC Summer School Participant satisfaction survey
- Feed-back questionnaire for the participants of the annual conference

5) ACTIONS WHERE EXPERTISE WAS PROVIDED

This is a new item for reporting and was not systematically tracked during 2012 so it is difficult to provide an exhaustive list. However, some examples can be given:
- The Data Harvesting and Interchange Working Group and the CRM-SIG provide expertise for Europeana implementation projects.
- Regine Stein, chair of the Data Harvesting and Interchange WG regularly provides expertise and training on Linked Heritage within the framework of the Athena programme.
- Nick Crofts, chair of CIDOC, provided expertise on managing multilingual data in the context of the the Brazilian semininar on museum information services.
- Members of the Documentation Standards Working Group, chaired by Richard Light, met with representatives of the U.K. Archives community to discuss Linked Data "design patterns"

6) ACTIONS ALLOWING AN INCLUSIVE APPROACH

CIDOC operates bursary schemes to enable participants from developing countries to attend meetings. In 2012 CIDOC obtained a grant from the Getty Foundation. This allowed 21 participants to attend the conference in Helsinki. CIDOC also maintains its own bursary scheme, funded by receipts from conference fees. This is open to young professionals and participants from developing countries and was used to fund 8 participants who attended the CIDOC Summer School in Lubbock and 2 participants to the Helsinki conference.

CIDOC aims to ensure that a range of low cost accommodation options are available during CIDOC events for participants with limited resources. These include hostels and room sharing.

To help communication during the conference, simultaneous captioning was provided in English for all the plenary sessions. This service was much appreciated and was considerably more economical than simultaneous translation.

Social media (facebook, linkedin, flicker, etc.) were used extensively throughout the Helsinki conference as a means of promoting the event, to allow submission of questions and comments during the sessions and to collect feedback.

Two days of workshops and introductory seminars were added at the start of the conference programme in Helsinki, providing orientation for new participants. This proved very popular and will be repeated in future conferences. We are planning five days of training workshops preceding the 2013 conference in Rio.

The Helsinki conference provided access is for participants with physical disabilities, and special dietary needs were catered for.

CIDOC maintains its website in several languages. These included the 3 primary ICOM languages as well as some additional languages.

Messages sent to the CIDOC membership are translated whenever possible into the three main ICOM languages.

The CIDOC newsletter is published in both English and French. We are evaluating the feasibility of offering a Spanish version.

7) SYNTHESIS OF ACTIVITIES AND RESULTS OBTAINED

This year's annual CIDOC conference took place in Helsinki, Finland, June 10-14. The conference was attended by 200 delegates from 40 countries around the world. The conference theme, "Enriching Cultural Heritage" encompassed recent developments, achievements, visions and new possibilities created by the evolving information society. Keynote speeches were delivered by three speakers: Nick Poole spoke about Powering the Museum of tomorrow, Ora Lassila enjoined us to Love our Data and Patrick Le Boeuf presented the FRBROO conceptual model as an example of library and museum cooperation. Abstracts and many full papers can be found on the conference website. The main venue was the National Museum of Finland, but events also took place at the Design Museum, the Sports museum, Kiasma and the Helsinki City Museum. The conference programme included tutorials, presentations, study visits and social events, as well as conference excursions to Tampare and Espoo.

As an economical alternative to simultaneous translation, we provided simultaneous captions in English during the plenary sessions. The captioning was entered live by a team of specialists who normally provide the service at conferences for the deaf and hard of hearing. The service was appreciated by many of the delegates, including English speakers, as an aid to comprehension. The system is easier to put in place than a full translation service since it does not require the use of headphones. We intend to use a similar system at future conferences whenever the cost of simultaneous translation is prohibitive.

CIDOC is extremely grateful for the support provided by the Getty foundation for this and for previous conferences. The beneficiaries would not have been able to attend without this financial assistance. CIDOC also used its own bursary fund to provide support for participants to the CIDOC Summer School, and to some young European PhD students. Thanks to these grants, CIDOC is able to extend its services to individuals and institutions that would otherwise be isolated from the international community. It is particularly encouraging to see that we are drawing in participants from an increasingly broad range of language groups and regions. This success makes it all the more regrettable that management of the Getty grant application, from the original submission to the transfer of funds, was subject to considerable and inexplicable delays, resulting in knock-on delays and increased travel costs for grant beneficiaries, and to the non availability of funds for distribution at the start of the conference. The situation would have been disastrous but for the generosity of the National board of antiquities in Finland, who at very short notice made an interest-free loan cover the amount needed. CIDOC cannot allow a repetition of this situation in the future.

Two resolutions were passed at the CIDOC AGM in Helsinki concerning the Statement of Principles of museum Documentation, produced by the Documentation Standards Working Group and a Statement concerning Linked Open Data, produced by the CRM SIG and the co-reference working group. These documents are now finalized and will be tabled for resolution by the General Assembly in 2013 so that both documents can be adopted as official ICOM policy.

CIDOC membership remains stable at just under 500 members. This makes CIDOC the seventh largest of the ICOM international committees. However, potential CIDOC membership is far greater. Getting in touch with these potential members and improving CIDOC's visibility remains a strategic priority. The poor quality of the information available from the ICOM membership database continues to be a handicap in this respect. We will be targeting ICOM members who are not yet affiliated with an IC during the 2013 conference in Rio.

II. 2013 PLANNED ACTIVITIES

1) ANNUAL MEETING

DATE	10 - 17 AUGUST, 2013
LOCATION (CITY AND COUNTRY)	RIO DE JANEIRO, BRAZIL
HOST INSTITUTION OR ORGANISATION *(if applicable)*	ICOM BRAZIL
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 100 - 120 - 50-60 - 50-60
APPROACHED THEMES	NETWORKING AND COLLABORATION, INCLUSIVITY AND ACCESSIBILITY.
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM BRAZIL, COSTUME, ICMS, ICOFOM, ICTOP.

OTHER MEETINGS *(if applicable)*

CIDOC BOARD MEETING, FEBRUARY 2 BERLIN, GERMANY.

2) PLANNED/PROPOSED PUBLICATIONS

TITLE	**CIDOC Bulletin**
DATE	2013
PUBLISHING LANGUAGE	ENGLISH AND FRENCH
ELECTRONIC VERSION	BOTH
EXPECTED NUMBER OF PRINTED COPIES	150 + PRINT ON DEMAND

3) SCHEDULED TRAINING

DATE	7-12 July 2013
LOCATION (CITY AND COUNTRY)	Lubbock, USA
HOST INSTITUTION OR ORGANISATION (IF APPLICABLE)	MUSEUM OF TEXAS TECH UNIVERSITY
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 15 - 5 - 10
PLANNED THEMES	**MUSEUM DOCUMENTATION, PRINCIPLES AND PRACTICE** 101 INTRODUCTION TO MUSEUM DOCUMENTATION 102 HOW TO SET UP A BASIC INVENTORY SYSTEM 103 MARKING OBJECTS WITH IDENTIFICATION NUMBERS 104 PHOTOGRAPHING OBJECTS FOR INVENTORY PURPOSES 111 DEFINING AND MAINTAINING A DESCRIPTIVE SYSTEM 112 DEFINING AND MAINTAINING A PROCEDURAL MANUAL

	121 Job descriptions and organizational structure 122 Budgets, productivity, planning, and reporting
Expected Participation of other ICOM Committees	ICOM USA
Profile of the Trainers	The 2013 Summer School will be delivered in English by a team drawn from both CIDOC and MoTTU Faculty and staff.
Date	4-9 August 2013
Location (city and country)	São Paolo, Brazil
Host Institution or organisation (if applicable)	Pincoteca do Estado de São Paolo
Number of Participants - ICOM - Non-ICOM	Number of Participants: 90 - 60 - 30
Planned Themes	**Museum Documentation, Principles and Practice (in Portuguese)** 101 Introduction to museum documentation 102 How to set up a basic inventory system 103 Marking objects with identification numbers 104 Photographing objects for inventory purposes 111 Defining and maintaining a Descriptive System 112 Defining and maintaining a Procedural Manual

	121 Job descriptions and organizational structure 122 Budgets, productivity, planning, and reporting **Advanced topics (in English)** Linked Data for Cultural Heritage Introduction to the CIDOC CRM Object ID: Documentation and illicit trafficking Museum procedures and business processes
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	COSTUME
PROFILE OF THE TRAINERS	The São Paolo training programme will be delivered primarily in Portuguese by experienced local trainers who have completed CIDOC Teacher Training. Advanced modules will be delivered in English (with simultaneous translation) by CIDOC and COSTUME trainers: board members and chairs of WGs.

4) PLANNED RESEARCH ACTIVITIES

The system of simultaneous captions used in Helsinki provides live text subtitles during conference presentations and proved generally satisfactory. The cost is much lower than for simultaneous translation. We hope to continue the development of this system to provide captions in more than one language.

CIDOC has a set of guidelines, to assist conference organizers. We are in the process of updating this document in the light of the experiences and feedback from the Helsinki local organizing committee. We intend to make this a regular and routine occurrence to ensure optimal transfer of knowledge.

A new working group on intangible heritage is being formed The group is provisionally chaired by Ms Louisa Onuha of Nigeria and will serve as a focus for anyone interested in issues relating to the documentation of intangible heritage. More details can be found on the CIDOC website.

ICOFOM has expressed an interest in a collaborative project on the terminology of museology. To this end we are considering using the *Dictionarium Museologicum*, published by CIDOC in 1986, as the basis for an online resource to which experts in the field may contribute – thereby ensuring that the catalogue of terms and concepts used by the museum profession can be updated to reflect current usage.

5) Planned Actions allowing an Inclusive Approach

The CIDOC website draws attention to the ICOM bursary schemes. We regret that support for young professionals is limited to those who are fluent in English as this will exclude many potential beneficiaries who are fluent in the other ICOM languages (French and Spanish) or indeed in Portuguese. Since the conference will be translated into all these languages, the restriction would seem to be unnecessary, and sends the message that English is to be considered the primary language of ICOM.

As mentioned above, we are considering the feasibility of translating our newsletter into three languages, English, French and Spanish. Since some of our members still do not enjoy unlimited access to Internet, we provide printed copies on request. We continue to maintain our website in many languages.

Many of our members will be unable to attend the Triennial conference in Rio due to the high cost of travel. To ensure maximum participation we hope to provide a live video feed or podcast of our annual general meeting. Voting for the 2013 elections will take place by electronic ballot.

6) Other Planned Activities

We will continue our efforts to find ways of improving the quality of our membership lists, as well as contacting and enrolling new CIDOC members.

We intend to review and update, where needed, existing CIDOC recommendations and standards. Documents that were originally published in paper form will be digitized and made available as electronic documents. Key documents that are still of relevance will be translated into the three main ICOM languages.

Papers from the 2013 conference will be made available through the CIDOC digital library.

Chair ICOM CIDOC
Genève, 15 JAN 2012