CIDOC Board Winter Meeting 2019 Minutes

7-9 February 2019
Faculty of Arts and Humanities University of Porto

Agenda

1. Welcome to all members
2. Review the agenda
3. Approval of minutes AGM 2018, Board meeting 2018
4. CIDOC's activities in 2018
5. Working groups reports, what has been done and plans for 2019
6. Role of board members
7. Kyoto preparations
8. CIDOC board elections 2019-2022
9. CIDOC finances
10. CIDOC membership
11. Co-operation with ISO/CEN
12. CIDOC website:
13. CIDOC online archive
14. Conference 2020 and Conference 2021
15. Revision of statutes
16. AOB
17. CIDOCs vision on the role of documentation in all WGs and in CIDOC.

Minutes

1. **Welcome to all members**
   Present board members: Monika Hagedorn-Saupe, Trilce Navarrete (minutes, with input from JB and DR), Emmanuelle Delmas-Glass, Dominik Remondino, Jan Behrendt, Kaie Jeeser, Alexandre Matos, Gordon McKenna,
   ISO-Liason: Axel Ermert.
   Working group chair: Jonathan Whitson Cloud.
   Administrative support: Martina Krug
   Organisational support: Juliana Rodrigues Alves

   Monika opened the meeting at 10.40 at the Faculty of Arts and Humanities.

2. **Review the agenda**
   The board will discuss the usual Winter Board Topics Thursday and Friday. The CIDOC Strategy will be discussed on Saturday.
   Lunch is kindly provided by Local ICOM Committee.

   No additional topics to the agenda.

3. **Approval of minutes AGM 2018, Board meeting 2018**
   Minutes are online. AGM 2018 minutes approved. Board Meeting 2018 minutes approved.

4. **CIDOC's activities in 2018: annual report, meetings**

   Annual conference, Heraklion:
   It was a good conference, well organized, good presentations, parallel sessions are necessary to accommodate conference days with large number of papers.
   Best poster award (€200) served to signal value of posters and increase their visibility. Award was given by publisher. Poster award to continue.
   Best paper award (€300) could be optimized, including publishing criteria before-hand. Continue?
   The possibility to publish papers in one journal is welcomed. Heritage is a new journal, and CIDOCs papers are not yet published, eventually usability will be evaluated (**George** to report). CIDOC may consider Museum International as an alternative journal. A regular partner is desired.

   Annual report:
   Monika was missing support by the committee to write a full report of CIDOCs activities for 2018. Reports by WG Chairs are important. In the future, also Board members should give a report (to Chair) about their CIDOC related activities during the year.

   Reporting to take place every November internally at CIDOC. This would help to enrich the report CIDOC has to hand in to ICOM in December, which is evaluated by SAREC and serves as basis for the annual ICs allocation (financing). Reporting has changed, is increasingly more detailed.

   All WG chairs and board members to report (in November):
   - Objectives and outcomes of activity
   - Duration / Location / Host and Partner institutions
   - Cooperation with NC or IC / other institutions
   - Number of participants at events organized or co-organized by CIDOC-members (number of ICOM and non-ICOM-members) / represented countries / languages

   Special project application:
   A proposal was considered by Gabriel but could not send in to ICOM finally. A proposal was prepared by a museum in Botswana as main applicant with a support letter from CIDOC and ICOM Botswana. In case the project is selected by SAREC, CIDOC will support by sending one or two experts to the conference (CIDOC representatives).

   Training Centre Beijing:
   CIDOC was approached to support the Training Centre with an expert. Gabriel will be going in April to deliver lecture on basic documentation.

5. **Working groups reports, what has been done and plans for 2019**

   In December, the WG Chairs were asked to write reports about the last 6 months of their work. Not all responded. Some WG are highly relevant but inactive. We need a

strategy on how to revitalize, perhaps through working with co-chairs.

One possibility is to create Workshops to produce statements and papers for CIDOC, rather than WGs to work on a topic on a permanent basis.

WGs are different (work method and history), some meet at the conference only, others meet during the year and produce things. The discussion on the role of WGs is linked to the vision of CIDOC.

CIDOC Iberoamericano is preparing a strategy, to be presented in Kyoto.

Gordon and Trilce will update the survey on standards use, based on feedback from Heraklion, and distribute to CIDOC members. The expected timeline:
- Email to all members first week of June (survey open for a period of 4-6 weeks)
- Review results and prepare presentation for Kyoto
- Prepare final report by November (with feedback from Kyoto)
- Publish report online before the end of the year
The survey will be sent on Survey Monkey from account of Collections Trust, with the possibility to download entire document, and to allow for cookies to fill in the survey in parts.
The board will consider if the survey will be repeated in 3 years time: to report in Alexandria.

6. **Role of board members**
   See above: 4. CIDOCs activities, annual report.

7. **Kyoto preparations**

   Organization is underway. The theme of CIDOCs conference is Documenting Culture: a Culture of Documentation. Draft presented, approved and translated (to French and Spanish). The CfP has been published online. Abstracts will be submitted to Cidoc.info@gmail.com (Trilce). Kyoto website will update dates of paper submission (29 March) and author notification (15 April, in time for early bird fee). Not many papers are expected and so Easy Chair was not considered. A few papers are already in (!). Review process to be determined based on number paper submission, also in collaboration with CIMCIM and COMCOL.

   The final schedule of the conference still needs to be confirmed. Morning sessions include ICOM keynote and meetings, afternoon session for CIDOCs conference, and joint sessions. Jonathan is exploring collaboration with ICEE, to potentially hold a third joint session (**Jonathan** to report).
   In nutshell:
   - (Friday 30-Sat 31 August ICOM Executive Board meeting),
   - Sunday 1 Sept board meeting (in the pm),
   - Monday 2 Sept 14.30-16.00 opening and keynote, 16.30-18.00 parallel sessions,
   - Tue 3 Sept 13.30-16.00 parallel sessions, poster presentations, 16.30-18.00 AGM,
   - Wed 4 Sept 13.30-18.00 joint sessions with CIMCIM and COMCOL (parallel).
   - Thursday 5 Sept Off-site meeting to Otsuka Art Museum: 9.00 depart from Kyoto, 11.30 see galleries, 12.30 lunch, 14.00 symposium, 17.30 depart to Kyoto, 20.00 arrive in Kyoto.
   - Friday 6 Sept Excursions (ICOM organize).

- Sat 7 Sept ICOM General Assembly (am), ICOM Advisory Council (pm).

Schedule is tricky, requires much coordination for joint sessions (and ICOM). Kiyoko has been a great contact to coordinate with ICOM plans. We do not have official allocated time for WGs to meet, but WG meetings may take place. WG Chairs will describe their work during the AGM. There is currently no room (or time) for a second board meeting after the AGM. A second board meeting may have to take place after hours.

CIDOC plans to produce a leaflet (maybe a package of information) to present
- Who we are
- Definition of documentation
- What we do
- Where we want to be in 10 years
- WGs
- Short quote about documentation
- QR code (direct access to website)
- How to contact CIDOC
Materials could be distributed in canvas bag with CIDOC logo (and graph on documentation of museum information).

CIDOC may consider renting a house (shared accommodation, **Jonathan** to explore), which can also serve for meeting space. Jan plans to hold a WG meeting on Sat 31 Aug and is looking for a place.

If schedule allows, the board will have a behind the scenes tour of the Kyoto Museum (day/time to be determined).

This year, ICOM HQ is managing the Young Member scholarship to attend CIDOC annual conference. CIDOC could proposed one candidate (from Mexico).

8. **CIDOC board elections 2019-2022**

Richard Light has agreed to manage the CIDOC board elections one more time. He will make the call for nominations with all information and send around. Last elections timeline: end of April nomination, voting end of May, June election results communicated to board.
This year, results will not be known before on time to register with early bird (lower registration fee).

The work of the editor is substantial. It is a great asset to have natives of the main ICOM languages (English, French, Spanish). Emmanuelle proposed making two positions: 'webmaster' (and social medial) and 'editor' (newsletter and blog). The board is composed of 9 members: chair, vice-chair, treasurer, secretary, editor and 4 members. Changes will have to comply with Statutes (and ICOM regulation).

Translation work will continue to be provided by Emmanuelle and Dominik (French), and by Alexandre and Trilce (Spanish).

The appointed ISO liaison is Axel (check if Nicholas will remain CRM ISO liaison).
The appointed CIDOC Training Foundation contact point is Jan.

In the revised CIDOC strategy (work in progress), CIDOC can consider the roles to be covered only by board members or by other general CIDOC members. This includes translation work and editorial work, both substantial.

9. **CIDOC finances**

CIDOC received a slightly larger sum from ICOM for 2018 compared to the year before due to the positive evaluation by SAREC and also to cover one Young Member scholarship (to attend the annual conference).

Expenses include translations, bursaries, board member travel costs, board meetings and other expenses (security of Wiki, translations). In the past, the CIDOC board agreed to support travel of board members (up to €1,000 per person / total €5,000 per year limit).
CIDOC gave travel grants from CIDOC and also from the Local Organising Board

CIDOC reports in kind hours worked by board members (not requested by ICOM).

Amount for CIDOC this year is expected in the spring (ICOM decision informed by SAREC).

10. **CIDOC membership**

The membership database continues to be problematic. ICs did not have access to all the relevant reports on time for reporting to ICOM, we luckily have a good relation with HQs and requested them separately.

CIDOC relies on HQs reports, all premade. Interpreting reports is not easy. We followed HQs instructions, which have changed in the process of implementing the new membership database. CIDOCs membership numbers may fluctuate not because of our members but because of the system. HQ provides now report on 'evolution' of members, to harmonize centrally (see table below).

As of January 2019, we can report CIDOC had 523 individual members in 2018.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018
Members	447	356	388	437	469	533	551	568	523

CIDOCs membership remains dependent on NCs. Some countries have a complicated process to join ICOM, hence CIDOC. CIDOC is unable to update member's contact information, this must be done individually, the central database does not always have updated email addresses.

Trilce receives an email notification every time a new member join. A welcome email is sent with relevant cc to WG chair, or editor. We have gotten a few blog posts this way.

11. **Co-operation with ISO/CEN**

CIDOC has cooperated with ISO and CEN for years. One of the big achievements has been the CRM as ISO standard. Standards are regularly reviewed (every 5 years), though earlier revisions can be done if needed. The next CRM review is expected in less than 2 years. The next annual plenary meeting of ISO TC46 will be in May in Canada.

ISO TC 46 Documentation has been existing for a long time (1946), with peak in membership during the 1970s and 1980s. There three major areas:
(1) subcommittee 9 works on identification and numbering of objects (cataloguing rules, documentation, thesaurus, indexing),
(2) subcommittee 11 works on records management, they published a standard on record building; and
(3) subcommittee 8 works on statistics and quality evaluation, has produced standards relating to library statistics since the 1970ies and is in the process to publish an ISO standard on archival statistics later this year.
The ISO 18461 on museum statistics has been published in 2016. A second standard relating to museums is being developed on key indicators. The draft standard includes 13 essential, fair and feasible performance indicators to assess the quality of museum work, including the share of the collection that is documented. The standard is Expected to be published early 2020.

Other projects of ISO that may be relevant for CIDOC include Transliteration of writing systems (written languages).

During one of the meetings, the ISCC international standard content code was presented, which is meant as new system to standardize code. The project is open source, the methodology is available on their website. This ISCC code would automatically create an ID for each digital data unit of code, which is re-generated when the object is changed. This may be interesting for copyright societies. The big advantage is that it is a self-generating code (no need for an agency). The procedure to make a standard has begun. An alternative and older version is the ISTC international standard Text Code, this depends on an agency. It is not clear if these two standards are comparable. **Axel** to report development.

A note should be placed on CIDOCs website with short description of ISOs and relevant standards.

CEN = similar to ISO but restricted to countries in Europe, independent of EU though closely related. CEN Conservation of cultural heritage 30046, originated from museum conservator efforts. Terminology group principal terms and definitions for conservation, and principal terms and definitions for alteration of objects (mostly damages). New work 346 WG 16 movable cultural heritage (mostly museum objects). Formed by initiative of UK (based on a PAS publication). 5 countries participating Germany, UK, France, Italy and Sweden.

12. **CIDOC website**

The website is CIDOCs most important communication tool. We must ensure that it is as clear as possible and as up to date as possible. The board reviewed the information from WGs and things could be updated. A few changes will be made in the coming months to increase clarity of WGs areas of work.

The standards and guidelines have been updated. A new section needs to be included about ISO (see above). **Alexandre** do update jointly with **Axel**. Eventually, all standards and resources will be included in the wiki, to serve also as historic archive.

CIDOC has an important role in the international museum community. The section on standards on CIDOCs website is key. The process to develop standards has been that a proposal is commented with experts (also from the board) before a new standard is approved and adopted. More on the role of CIDOC will be presented at the AGM in Kyoto (see minutes from Dresden on previous discussion on standards).

Emmanuelle will ask ICOM about the backup process of ICs websites. **Alexandre** will explore current ICOM Portugal practice.

The cidocYEAR.com format seems to work fine. However, data needs to be saved (not only papers and minutes).

13. **CIDOC online archive**

A strategy needs to be developed to ensure content is saved during the transition to a new website (wordpress). **Monika** to send a proposal (few page downloads per board member).

Christian Emil Ore volunteered to identify historic documents (in Heraklion). Eventually, a section on the history of CIDOC can be included on the website.

14. **Conference 2020 and Conference 2021**

Two locations were proposed for CIDOC annual conference 2020: Geneva and Estonia (probably Tallin). The board voted for Geneva. The theme of the conference will be:

Geneva is French speaking, which will give a French character to the conference (with simultaneous translation French English). The goal is to attract French speaking CIDOC members. A suggestion was made to consider not only attracting one time presenters but finding ways to stimulate long-term engagement, also with French speakers outside of Europe.

Concerns were raised regarding the complexity of submitting a proposal invitation. Further, all document should refer to the 'application of interest' (avoiding multiple words for the same document), and 'English-French' update to 'translation to relevant language'. **Alexandre** will make one document to include guidelines and checklist (excluding criteria, as this gives the impression of an evaluation score which we do not do).

Further revision is necessary, i.e. the document currently states that the application should be sent two years in advance, this has not been practiced for years.

The guidelines should include a section that indicate that the LOC in the registration process ask for participants agreement to be named in a list of participants to be

distributed at the conference and agreement or announcements that photographs and possibly videos will be taken.

In their proposal Estonia confirmed that in case they are not selected for 2020 they are ready to organize a CIDOC conference in 2021. Early in 2019, Amsterdam announced their interest to organize a CIDOC conference 2021. **Trilce** to follow up whether we will receive a full application by August, so that a decision can be made in Kyoto.

15. **Revision of statutes**

During the Berlin winter 2018 working board meeting, while cleaning the website, it became clear that the statutes were not up to date (the current statutes are from 2005). ICOM is in the process of reviewing all statutes, from ICOM as well as from NCs ICs and RAs. Gordon presented the topics that can be considered during a revision of the statutes, using the Conservation committee as example. ICOM states that each IC can make their own By Laws, so CIDOC statutes may have to be renamed. CIDOC will discuss other ICs By Laws and consider what may be relevant for CIDOC considering CIDOCs way of working. **Gordon** to prepare.

CIDOC statutes, or By Laws, will be updated in alignment with ICOMs revision, as well as to best reflect CIDOCs strategic vision.

16. **AOB**

ICOM is revising the definition of 'museum'. There are new elements that may be considered, related to expertise, the need for multiple voices and diversity, the social inequalities, climate concerns, or role in other social challenges. There is, however, no direct mention of information. CIDOC could take part in supporting a new definition including the information aspect of museums
See https://icom.museum/en/activities/standards-guidelines/museum-definition/

The deadline for submitting definitions is 20 May 2019.

17. **CIDOCs vision on the role of documentation in all WGs and in CIDOC**

The Saturday was devoted to discussing the future of CIDOC, the vision of the board, and the strategy to follow. A working document will be circulated internally and discussion will continue in Kyoto to serve the new board for inspiration.

18. **Closing**

It was a productive meeting. Part of the website was updated, translations were done, the CfP was translated and published, a conference meeting location was voted for, the overall CIDOC work practice was reviewed, and a lively discussion on the role of CIDOC took place. Thanks to the kind hospitality of Porto.

The meeting was closed on Saturday 10 February at 17.20.