CIDOC Annual General Meeting 2012

Time and location:

June 13th, 2012 – 13h30 to 15h00 at National Museum of Finland, Helsinki (Finland)

Attendees:

CIDOC Board: Marie-France Cardonna, Nicholas Crofts, Martin Doerr, Walter Koch, Siegfried Krause, Martina Krug, Richard Light, Susanne Nickel, Mika Nyman, Hans Rengman, Stephen Stead, Regine Stein.

30 CIDOC voting members. 26 non-members.

Apologies:

Nancy van Asseldonk, Erin Coburn, Monika Hagedorn-Saupe, Frances Lloyd-Baynes, Maja Sojat-Bikic.

Minutes taken by: Regine Stein

Agenda:

- 0. Obituaries
- 1. Approval of minutes, matters arising, apologies
- 2. Chair's report
- 3. Secretary's report
- 4. Financial report
- 5. Working Group reports and proposals
- 6. Resolutions
 - a. Statement of principles of museum documentation
 - b. Statement on Linked Data identifiers for museum objects
- 7. CIDOC 2013
- 8. Future conferences (2014, 2015)
- 9. Any other business?
- 10. Thanks

Beginning of the meeting:

0. Obituaries

Dr. Hans Christof Wolters, long-standing active member of CIDOC passed away in October 2011.

1. Approval of minutes, matters arising, apologies

Minutes of CIDOC AGM 2011 in Sibiu, Romania are approved. They are available on the CIDOC website at http://network.icom.museum/cidoc/organisation/minutes/. Board members Nancy van Asseldonk, Erin Coburn, Monika Hagedorn-Saupe, Frances Lloyd-Baynes, Maja Sojat-Bikic give their apologies to the AGM for not being able to attend the meeting.

2. Chair's report

See the report for download at http://network.icom.museum/cidoc/organisation/minutes/.

- 3. Secretary's report
 - The membership database is according to ICOM rules run by the ICOM secretariat in Paris, and we continously work with the responsibles to keep the database up-to-date.
 - We recently managed to get from ICOM a list of ICOM institutional members that have no CIDOC representative, we now want to contact them in order to establish new relationships and campaign for new CIDOC members.
 - Please get actively in contact with the Secretary to reconfirm your email address if you don't get any news from CIDOC.
- 4. Financial report

See http://network.icom.museum/cidoc/organisation/minutes/.

5. Working Group reports

The annual Working Group reports are attached. Reports were given as follows:

- Archaeological Sites: Stephen Stead (written report missing)
- Co-Reference: Mika Nyman (written report missing)
- CRM-SIG: Martin Doerr
- Data Harvesting and Interchange: Regine Stein
- Digital Preservation: Susanne Nickel (written report missing)
 Susanne Nickel has taken office from Stefan Rohde-Enslin as Working Group chair effective from June 9th, 2012.
- Documentation Standards: Richard Light
- Information Centres: Martina Krug on behalf of Monika Hagedorn-Saupe
- Museum Process Implementation: Walter Koch
- Transdisciplinary Approches in Documentation: Siegfried Krause (*written report missing*) The Working Group has decided its renaming into "Research Environments".

A new initiative was taken on by Louisa Nnenna Onuoha (Nigeria) to create a Working Group "Intangible Cultural Heritage". Louisa will bring this forward to found the WG in 2013.

6. Resolutions

Two resolutions are presented to the AGM for voting:

a. Statement of Principles of Documentation

"CIDOC, meeting at its 2012 AGM, supports the finalized <u>Statement of principles of museum</u> <u>documentation</u>. It recommends that the Statement of Principles should be put before the 2013 ICOM General Assembly with a view to its adoption as the official policy of ICOM with respect to Articles 2.20 and 6.1 of the ICOM Code of Ethics for Museums." The document is available at

http://network.icom.museum/fileadmin/user_upload/minisites/cidoc/PDF/StatementOfPrin ciples6_2.pdf

The resolution is approved with 29 "yes" and 1 abstention.

b. Statement on Linked Data identifiers for museum objects

"CIDOC, meeting at its 2012 AGM, supports the <u>Statement on Linked Data identifiers for</u> <u>museum objects</u>. It recommends that the Statement should be put before the 2013 ICOM General Assembly with a view to its adoption as the official policy of ICOM." The document is available at http://network.icom.museum/fileadmin/user_upload/minisites/cidoc/PDF/StatementOnLink edDataIdentifiersForMuseumObjects.pdf

The resolution is approved with 23 "yes", 1 "no" and 6 abstentions.

7. CIDOC 2013

Nick Crofts presents the decision of the board to run in 2013 the CIDOC conference in conjunction with the CIDOC Summer school in Sao Paulo from 5-9 August 2013. During ICOM's General Conference from 10-17 August 2013 in Rio de Janeiro CIDOC will focus on the strategic objective to do outreach to other International Committees. For this purpose an outreach plan will be developed and any CIDOC member is asked to participate.

8. Future conferences (2014, 2015)

The board received expressions of interest for running the CIDOC conference in 2014 and/or 2015 for the following places:

- Dresden / Leipzig, Germany
- London, UK
- Doha, Qatar

Martina Krug presented Germany's application coordinated by the Landesamt für Archäologie Sachsen.

Asked for a general opinion the majority of the attendees voted for going to Germany in 2014. However a general interest was expressed for going to an Arab country, as well as a specific interest for London as the British Museum and Collections Trust as active CIDOC contributors are located there.

9. Any other business

There were no matters arising.

10. Thanks

Board and AGM give their warm thanks to the local organizing committee and all assistants for running a smooth and highly successful conference.

Closing of the meeting: 15h00

CIDOC 2012 Chair's Report

2012 is proving to be as busy as the previous year for CIDOC. Our lively and international membership remains enthusiastic and committed, and we are investing in new ventures, to continue to fulfill our mission as the professional forum for the field of museum documentation. ICOM's strategic plan for the 2011-2013 contains four points:

- Increase Membership value and transparency
- Develop museum and heritage expertise
- Strengthen ICOM's global leadership in the heritage sector

• Develop and manage resources to implement to Strategic Plan effectively Our efforts in 2012 have been directed to realizing these objectives.

CIDOC 2012 Helsinki

This year's annual CIDOC conference took place in Helsinki, Finland, June 10-14. The conference was attended by 200 delegates from 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 FRBR₀₀ 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 a lively social programme, as well as post conference tours to Tampare and Espoo.

As an economical alternative to simultaneous translation, we provided simultaneous captions in English during the plenary sessions. Nick Poole quipped that it was the first time he had been translated from English into English. 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.

Impressions and images contributed by many participants can be found on the conference website and Facebook pages.

CIDOC Summer School 2012

Building on the success of the 2011 session, CIDOC organized a second Summer School in 2012, focusing on the principles and practice of museum documentation. The programme is organised in collaboration with the Museum of Texas Tech University (MoTTU). Two students who attended in 2011, Tariana Stradiotto (Brazil) and Julia Rosenow (Germany) returned to complete the course and receive their certificate of competence in museum documentation. Congratulations to both of them! In all, twelve participants attended the 2012 CIDOC Summer School that took place from May 20–25 on the MoTTU campus. For

this second edition, the schedule was tightly packed. Eight instructors, three from CIDOC and five from MoTTU, delivered a total of thirteen training modules: eight introductory and five advanced. In addition, Stephen Stead, our treasurer and an experienced trainer, ran a special "Train the Trainers" workshop in preparation for the pre-conference Summer School session that will take place next year in São Paolo, Brazil, August 5-9. Our thanks again go to the executive director of MoTTU, Dr Eileen Johnson, for welcoming the Summer School to Lubbock and for generously providing staff, facilities and other services, without which the event would not be possible. MoTTU has agreed to host another session in 2013. ICOM also provided support for the Summer School, with the intention of using the experience as a model for similar training workshops organized by other International Committees.

Plans for 2013

As I write, preparations are well under way for the 2013 CIDOC conference, which will take place in conjunction with the ICOM triennial conference in Rio de Janeiro. The theme of the general conference takes the form of a curious equation *Museums (memory + creativity = social change)* and is one that some may find contentious, since it can be seen as suggesting that museums are instruments of social engineering. It is up to us to evaluate the impact on information management.

At last year's AGM in Sibiu, it became clear that a new approach to the ICOM triennial conference was needed as time constraints and logistical considerations usually make it difficult to offer a satisfactory conference programme. Consequently, the CIDOC board has decided to concentrate on networking and cooperation with other International Committees during the Rio conference. This will enable us to build on the good relations we have with our colleagues in related fields, and establish new alliances. To this end we would like members of CIDOC to act as "ambassadors" to other ICs, presenting CIDOC and reporting back on documentation-related issues. In addition, we hope to maintain an information desk during the Rio conference so that potential members can find out more about what we do. During the run up to the conference we will be offering a full week of training workshops in São Paolo, in Portuguese and English, aimed both at newcomers and experienced documentation professionals. The state of São Paolo and the Pinacoteca have offered their generous support. São Paolo is less than one hour's flight from Rio de Janiero.

Inclusiveness

The Getty Foundation provided CIDOC with a substantial grant of 73,000 USD in 2012, which allowed us to offer financial support to participants from developing countries to attend the annual conference in Helsinki. These bursaries are calculated to cover reasonable travel and accommodation costs as well as the conference registration fee. Twenty-one people from ten different countries took advantage of this possibility. All the beneficiaries were satisfied with the event and we hope to see many of them return to future conferences. We are immensely grateful to the Getty Foundation for their generosity, without which these documentation professionals would not have been able to attend. For the 2013 conference, a limited number of bursaries and internships are available from ICOM. Application forms can be found on the ICOMMUNITY website.¹ To log in you will need your ICOM membership number and a password. The deadline for applications is February 4th 2013. Please note that

¹ http://icommunity.icom.museum/en/user?destination=home

the conditions of eligibility fixed by ICOM are more restrictive than those normally applied by CIDOC. For our 2014 conference, we hope to be able to offer bursary support directly.

CIDOC's own bursary fund contributed 12,000 USD to help students attend the 2012 CIDOC Summer School. This fund is built up from contributions included in conference registration fees. We are actively looking for additional sources of funding so that we can extend this type of support.

Grants such as these help us to reach out to new members in many countries where CIDOC is underrepresented. We are also looking at ways to attract existing ICOM members who are not currently registered with an International Committee. In this respect, the 2013 conference in Rio provides an ideal opportunity to extend our outreach.

Overall, CIDOC's membership remains relatively stable at close to 500 members. Unfortunately, the membership lists maintained by ICOM still contain many errors. If you suspect that your contact details are not be up to date, do please contact either myself or Regine Stein, the CIDOC secretary, so that we can keep in touch.

Standards and principles

CIDOC has two important documents in the pipeline that will be presented for formal acceptance at the 2013 ICOM General Assembly in Rio. Both were accepted during the CIDOC AGM in Helsinki. Details can be found on the CIDOC website.

The *Statement of Principles of museum Documentation*, produced by the Documentation Standards Working Group, is the result of a collaborative effort and wide consultation, and can be seen as a detailed development of section 2.20 of the ICOM code of Ethics for Museums. It provides a clear and explicit statement of a museum's legal, ethical and practical obligation to maintain adequate documentation of its collections. The goal is to ensure that museum documentation is clearly recognized as a fundamental requirement for any professional institution.

The *Statement on Linked Data identifiers for museum objects* is the result of collaboration between the co-reference working group and the CRM Special Interest Group. It emphasizes the importance of ensuring that museums provide the published identifiers that are needed for linked data applications.

CIDOC Newsletter/Bulletin

A special conference edition of the CIDOC newsletter, containing selected papers from last year's conference in Sibiu, was distributed in Helsinki. A full version, complete with French translation, is in preparation and will be published later in the year. Thanks go to our editor, Frances Lloyd-Baynes.

Looking forward to seeing you in Brazil!

Nicholas Crofts CIDOC Chair Helsinki, June 2012

CIDOC Conceptual Reference Model Special Interest Group

Chair: Martin Doerr

CIDOC 2012

Helsinki, Finland, June 10-14 2012

Mission:

- Development and maintenance of the CIDOC Conceptual Reference model as a base standard for information exchange and integration between memory institutions, supporting a cultural-historical and scientific-historical discourse
- Collaborate with museums and other memory institutions and their users to improve the standard and harmonize with other related standards and relevant data formats.
- Provide a forum for application knowledge and best practices related to information integration, integrated access and documentation for integrated knowledge management.

Meetings since ICOM2012

24nd joined meeting of CRM SIG & ISO/TC46/Sc4/WG9 & 18th FRBR – CIDOC CRM Harmonization Meeting 14-17 of November 2011, Amsterdam

25nd joined meeting of CRM SIG & ISO/TC46/Sc4/WG9 & 19th FRBR – CIDOC CRM Harmonization Meeting 30 of April-3 of May 2012, Heraklion

CRM-SIG Meeting June 9, 2012, Helsinki

Achievements:

FRSAD, FRAD completely analyzed and integrated into FRBRoo 2.0.

New concepts:

- prescriptive "Nomen Use Statements"
- historical "Nomen Use Activity"
- "Floruit" : prolonged periods of activity of an Actor in a subject matter.

Achievements:

- FRBRoo 2.0 will be submitted to IFLA for approval this summer.
- Minor proposals for additions to the CRM revision 2017.
- Significant uptake of CRM by British Museum / Research Space project.
 - Collaboration on mapping experience
 - Collaboration on querying CRM

Next Meeting:

- Next meeting on 19-22th of November in The Hague
- Finalize FRBRoo 2.0 based on IFLA feedback.
- exchange of mapping experience to/from the CRM
 + specializations FRBRoo
- formulation of recommended/ useful "Fundamental Relationships" for querying CRM networks.
- Exploratory meeting with European archivists on conceptual modeling

Current/future tasks:

- Facilitating exchange of mapping experience to/from the CRM + specializations
- Facilitating formulation of recommended/ useful "Fundamental Relationships" for querying CRM networks.
- Harmonized ALM conceptual models approved by CIDOC, IFLA and ICA

CIDOC Working Group Data Harvesting and Interchange

WG report at the CIDOC Annual General Meeting 2012

Over the past year work of the Data Harvesting and Interchange Working Group has been focused on disseminating information about LIDO. We run various workshops, and extended the network and the practical implementation of LIDO. Together with the relaunch of the CIDOC website, the WG has created within this website an extended section for the WG, with further material about LIDO.

Activities are ongoing in various European countries as well as the U.S. LIDO is being used in six EU-funded projects as main delivery format for museum content to Europeana. In this context a LIDO event type terminology is being developed and translated into 18 European languages. This work is supported by the WG, and once it is finished the terminology will be adopted as a WG recommendation with assigned URIs in the LIDO namespace.

Based on this event type terminology , a role actor terminology – based on existing sources like ULAN and MARC relators – is being included as well. These terminologies are crucial for a full representation of the LIDO schema in RDF.

Also an open source solution to expose LIDO metadata through OAI has been developed at the YCBA and is available through the LIDO website.

This year's WG meetings took place this past Saturday, June 9th, as a full day meeting prior to the conference with 9 WG members attending. We had a second meeting on Monday 11th with 13 participants.

A main topic was the exchange of experiences with implementing LIDO in various projects, we had presentations from five WG members. We then discussed the already mentioned terminologies, as well as mapping issues. As a priority the WG will provide example data from different collections in LIDO on the website in order to illustrate the various mapping questions. Many thanks, also on behalf of my co-chair of the WG, Erin Coburn, to all the participants for their support and contributions to the WG.

Erin Coburn and Regine Stein

A specific mention is worthwhile a cooperation the WG is planning with ICOM's international committee for musical instruments CIMCIM. CIMCIM will extend on an online database of musical instrument museums that has been created within an EU-funded project, using LIDO as aggregation model.

Saturday:

David, Emmanuelle, Robb, Richard, Norbert, Regine, Riitta, Mika, Don.

Documentation Standards Working Group

Brief report on activities 2011-2012

A joint meeting between Group members and representatives of the U.K. Archives community was held at the British Museum on 9 March 2012. The initial focus of the meeting was the concept, for cultural heritage, of Linked Data "design patterns" as described by Dodds and Davis in <u>Linked Data Patterns</u>. However, we agreed that a more accessible starting point would be to look at what questions enquirers currently ask of archival and museum resources, and what further questions they might ask if potential answers might be forthcoming. Our plan is to analyse the questions, and so specify the form of data which is required to provide useful answers. We expect this exercise to highlight what design patterns would be helpful for this question-answering. Since the meeting we have set up a <u>web site</u> which will contain our deliberations. This is a wiki, so anyone is welcome to contribute.

I have updated the Statement of Principles of Museum Documentation, following comments submitted prior to last year's CIDOC meeting, and plan for our Group to finalise it in Helsinki, and to submit the result for formal adoption by CIDOC.

Richard Light, Chair 7 June 2012 The Museum Information Centres Working Group took place at the 12. June 2012 in Helsinki with seven persons participating.

The two main topics which were discussed are:

- The ENUMERATE approach.
- And a new ISO group proposed on museum statistics: standardization of quantitative and qualitative data ...

An update on the ENUMERATE-results were given and it was discussed how the Information Centres Working Group can support the research. Also the members of the working group agreed to support the upcoming ISO group on museum statistics.

As a third topic there was agreed that for the 2014 meeting the working group will invite National Digital Libraries to report on and discuss joint topics.

CIDOC Museum Process Implementation Working Group

REPORT: Working Group Meeting at 10th and 11th June 2012 in Helsinki

The Agenda of the kickoff was (see also separate slides):

- Introduction
- Objectives
- Work Programme
- Tools
- First steps
- AOB

Activities of this CIDOC Working Group are divided into Group Work and Implementation Work.

"Group Work" comprises:

- Definition of processes used in museums

and categorization in three categories: - Entry (Arrival) - Handling (Movement) - Exit (Departure) - Contribute to the elaboration of Guide Books

To be done (by already trained members) in parallel the "Implementation Work" comprises:

- Conversion of processes into executable models

For Startup the working group members have been asked to identify processes and categorize them into three classes:

- Object Entry
- Object Handling, and
- Object Exit

A ToDo-List governing this initial work will be elaborated the the Group Chair and distributed to the members.

During the CIDOC2012 conference the CIDOC-MPI Chair had the chance to talk to the CEO of Collection Trust (Nick Poole) and a representative of one collection software vendor. Both showed interest in the work of this new CIDOC Working Group.

With Nick Poole it was discussed to look into a close cooperation due to the fact that SPECTRUM provides an excellent use case for the work of CIDOC-MPI.

The activities of the CIDOC working group can be considered complementary to the SPECTRUM related work providing mutual benefits.

Bringing in commercial vendors will guarantee that the work group activities will deliver usable and practical results.

The work of the group will be heavily supported by the community platform already established.

Face to face meeting will be held during CIDOC official events and as needed and requested.

Walter Koch Chair, Museum Process Implementation Working Group

Helsinki, 2012-06-13

MPI - Museum Process Implementation

CIDOC Working Group Kickoff Helsinki, 2012-06-09

http://network.icom.museum/cidoc/working-groups/mpi-museum-process-implementation.html

MPI-Kickoff, Helsinki

Agenda

- Introduction
- Objectives
- Work Programme
- Tools
- First steps
- AOB

Introduction

- Established at CIDOC2011 (Sibiu)
- First interest of CIDOC members from:
 - Austria
 - Belgium
 - Czech Republic
 - Finland
 - Germany
 - Romania
 - Sweden
 - Switzerland
 - UK

Objectives

- Design and Implementation of Reference Workflows for main Business Processes as found in museums, galleries and similar organisations
- Development of Guide Books supporting the Process Development Process

Work Programme (1)

- Preparation of a Collaborative Platform and Tools supporting the work of the Working Group
- Identification and Categorization of Workflows
- High Level Specification of Workflows
 - CIDOC Process References (CPR)

Work Programme (2)

- Implementation of Core Processes
 - CIDOC Process References (CPR) Best Practice Guides
- Extension of the Business Process Models (BPM) by a consistent Data Model (DM)
 - CIDOC Reference Model for Collection Management Systems (CMS)

Tools (1)

- Cooperative Platform
 - <u>http://test119.ait.co.at/share/page/site/community-collaboration/dashboard</u>

Business Level Process Modeller

- <u>http://test119.ait.co.at/cidoc/p/explorer</u> (needs windows & flash)
- Implementation Level Process Designer and Execution Engine (BPMN 2.0)
 - <u>http://test119.ait.co.at/bonita/console/login.jsp?redirectUrl=%2Fbonita%2F console%2Fhomepage%3Fui%3Duser</u>

Form Builder (Checklists, Data Entry Screens, Reports) and XML Data Base

http://test119.ait.co.at/orbeon/fr/orbeon/builder/summary

Tools (2)

- All tools to be found in Open Source:
 - <u>http://www.alfresco.com/</u>
 - http://www.signavio.com/en.html
 - <u>http://www.bonitasoft.com/</u>
 - <u>http://www.orbeon.com/</u>
 - <u>http://exist-db.org</u>
 - <u>http://www.ubuntu.com/</u> (10.04 LTS)
- Included in a Virtual Image (Vmware)
 - <u>http://www.vmware.com/</u>

First Steps (done)

- Establishment of a collaborative platform
- Installation of Modelling Tools (Signavio for WebModelling, Bonitasoft for Implementation purposes, Orbeon as Forms Designer)
- Draft versions of first Guide Books
- Development of a methodology for process design and implementation (included in the "404" CIDOC Summer School course)
- Definition and implementation of a reference model for the "Acquisition" process

First Steps (to be done)

- Group Work:
 - Definition of processes used in museums
 - and categorization in three categories:
 - Entry (Arrival)
 - Handling (Movement)
 - Exit (Departure)
 - Contribute to the elaboration of Guide Books
- Implementation Work:
 - Conversion of processes into executable models

First Steps (methodology)

- 404 Museum procedures and business processes (slides 20 - 25):
 - Step 1: Develop a **Process Landscape**
 - Step 2: Describe the **processes** and formalize the **descriptions**
 - Step 3: Elaborate high level Business Process Models
 - Step 4: Elaborate low level Business Process Models
- Example: slides 85 98

First Steps (formalized)



What is the problem?

First Steps (process landscape)



First Steps (Guide Books)

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AOB Any Other Business

Questions ?

