# **CIDOC Annual General Meeting 2015**

#### **Time and Place**

9.9.2015 16:30 – 17:50 Auditorium, National Museum Institute, New Delhi, India

#### Present

#### **CIDOC Board**

Nicholas Crofts, Chair, Switzerland Dominik Remondino, Vice-Chair and acting Treasurer, Switzerland Maija Ekosaari, Secretary, Finland Emmanuelle Delmas-Glass, Editor, USA Kaie Jeeser, Ordinary member, Estonia Martina Krug, Ordinary member, Germany Gabriel Moore, Ordinary member, Brazil

#### **Working Group Chairs**

Co-reference (Mika Nyman) Documentation Standards (Jonathan Whitson-Cloud) Information Centres (Monika Hagedorn-Saupe) Intangible Cultural Heritage (Manvi Seth) LIDO (Regine Stein)

CIDOC voting members and non-voting members

## **Apologies**

Terry Nyambe (Ordinary board member); Martin Dörr (CRM Special Interest Group); Siegfried Krause (Research Environments); Stephen Stead (Archaeological Sites); Erin Coburn (LIDO); Susanne Nickel (Digital Preservation); Günther Görz (Research Environments); Walter Koch (MPI - Museum Process Implementation).

## Agenda

- 1. Approval of the previous minutes, matters arising, apologies
- 2. Chair's report
- 3. Travel support for board members
- 4. Secretary's report
- 5. Financial report
- 6. Editor's report
- 7. Working Group reports
- 8. CIDOC 2016 Milan, Italy
- 9. Future events
- 10. Any other business
- 11. Thanks

## Opening

The Chair, Nicholas Crofts called the meeting to order at 16:30 and reminded those present about the voting procedure (show of hands).

## 1. Approval of the previous minutes, matters arising, apologies

The minutes of the Annual General Meeting held in Dresden, Germany on September 10, 2014 were approved. They are available on the CIDOC website at: http://network.icom.museum/cidoc/organisation/minutes/

There were no matters arising.

## 2. Chair's report

Nicholas Crofts gave the Chair's report, available here: <u>http://network.icom.museum/cidoc/organisation/minutes/</u>

## 3. Travel support for board members

Nicholas Crofts explained the proposal to provide limited financial support, under specific circumstances, to elected board members. As an international committee, CIDOC aims to represent the interests of all regions of the world. In order to do this we organize events in different countries and whenever possible we aim to facilitate the participation of our members through financial support and bursary programmes. The international nature of our activities inevitably entails a great deal of international travel for CIDOC board members, many of whom receive little or no financial support from their institutions When needed, CIDOC provides financial assistance to board members so that they can attend key meetings. However, we do not at present have any consistent policy guidelines on this matter. The proposal below provides criteria for deciding under what circumstances financial support may be considered, sets limits on the total *per annum* expenditure that may be allocated, and limits the amount that any one individual may receive in a given year.

This assembly voted on the following proposal, which was accepted unanimously:

## Guidelines: Financial support for CIDOC board members to attend meetings

Aim: To mitigate the high costs of international travel and allow all elected members of the CIDOC board to participate in key CIDOC events.

Who?: CIDOC will consider requests for financial support for elected members of the CIDOC board. Priority will be given to members from developing countries, in line with ICOM regional classifications based on per capita GDP, Cat 1 having lowest and Cat 4 having highest priority.

What?: Support is to allow board members to participate in CIDOC conferences, board meetings and related events that contribute to CIDOC's strategic objectives.

How?: Requests for financial support will be considered by the CIDOC board on a case by case basis. Before the event, candidates must state clearly when and where the event takes place, the expected benefit for CIDOC and how the event relates to CIDOC's strategic

objectives. Following the event, beneficiaries will provide CIDOC with a brief report on the event, receipts any other relevant documents.

How much?: CIDOC will consider covering up to 50% of elected board member's travel and accommodation costs, up to a maximum of 1000 EUR, per year and per person. The total amount available for any given year will not exceed 5000 EUR.

## 4. Secretary's report

Maija Ekosaari gave the secretary's report.

CIDOC membership is steadily growing. There are 605 active members (out of which 69 new) and 82 institutional members of ICOM which have listed CIDOC as their primary International committee. These numbers below are provided by the membership database if ICOM Secretariat in Paris.

Year	Indiv.	(of which new)	Institutional		
Sept. 2015	605	69	82		
Sept. 2014	578	110	71		
(Active= membership free paid to Paris)					

In September 2014 the Secretary reported about Membership Processes WG, established by Suay Aksoy, Chair of ICOM Advisory Committee, in 2013. <u>The report of the Membership Processes WG</u> identified problems with the membership processes and the online membership database application. The Executive committee of ICOM approved the report in June 2014, and asked the working group to continue the working, with a new mandate to evaluate possible solutions and make proposals. The Chair of the Membership WG prepared a work plan and estimated budget to carry out the work. In June 2015, on the advice of the General Secretary Anne Catherine Hauglustaine-Robert, the Executive Committee rejected the proposed work plan and decided to abandon the project. The ICOM secretariat takes complete responsibility for identifying solutions and implementing all improvements needed. No date has been set for the availability of these developments.

At present, the ICOM Membership database provides only part of the information and functionalities necessary for CIDOC—and the other ICs—to operate effectively. In order to communicate with its increasing membership, CIDOC needs to establish its own membership database and mailing lists. Setting up, maintaining and updating the database will require both considerable amount of time and money. The board is working on getting a solution by the end of 2015. Estimated costs will be included in the annual budget of CIDOC from 2016 on.

## 5. Financial report

Dominik Remondino (as acting treasurer) presented a financial report to the meeting, which was approved. The report can be consulted online. <a href="http://network.icom.museum/cidoc/organisation/minutes/">http://network.icom.museum/cidoc/organisation/minutes/</a>

## 6. Editor's report

Emmanuelle Delmas-Glass gave the editor's report, presenting the 2014 CIDOC Newsletter, in French and English, as well as the CIDOC website, which is maintained in the three ICOM languages: French, English and Spanish. CIDOC newsletters are available on the CIDOC website here: <u>http://network.icom.museum/cidoc/archives/past-newsletters/</u>

## 7. Working Group reports

All working group chairs or their representatives gave short reports on their activities since the last General Assembly, focusing particularly on work accomplished during the conferences in Dresden and New Delhi. The reports given were as follows:

## Archaeological Sites: Jonathan Whitson Cloud (for Stephen Stead)

The Archaeology Working Group met 4 times since Dresden (November, January, April and July) to work on the International Standard for the Deposition of Archaeological Archives. We have liaised closely with the European initiative on archives (Arches) during this process and progress is very good.

We have also liaised with the Getty Conservation Trust software initiative, also named Arches. This has produced an open source package for the recording of archaeological site data and follows the AWG's Core Data Standard and the CIDOC CRM.

Co-reference: Mika Nyman

(Report available online)

## CRM Special Interest Group: Christian Emil Ore on behalf of Martin Dörr

(Report available online)

#### LIDO Regine Stein

(Report available online)

## Digital Preservation: Susanne Nickel

The WG met twice during the last CIDOC conference in Dresden in September 2014. A definition of digital preservation was drafted likewise a workflow for the process of digital preservation.

In the end of September 2014 an Email-list for the internal communication was established and at the beginning of 2015 two new members were welcomed to the working group.

In October 2014 the working group was invited to comment on DCH-RP road map.

In July 2015 the chair or the working group took part in a meeting of UNESCO's PERSIST working group in Cape Town during the IFLA conference. At this meeting a draft of "Guidelines for the selection of digital content for long-term digital preservation" was presented and the WG chair commented the guidelines on behalf of the museums as a representative of ICOM. In a wider discussion of experts the CIDOC WG Digital Preservation is now invited to give further advice how the guidelines should be formed to fit even for museums.

## Documentation Standards: Jonathan Whitson-Cloud

The DSWG has met twice since the last AGM. The focus this year has been implementing and exploring a multi lingual content management system to be the home of a CIDOC wiki – the Encyclopaedia of Museum Practice. A framework is now emerging and awaiting content from anyone willing and able to provide it in any of 42 languages. It can be found at <a href="http://cidoc-dswg.org/wiki">http://cidoc-dswg.org/wiki</a>. Further languages can be added on request and upon a commitment to provide content. The Working Group encourages all CIDOC members and any other museum professionals to register and

contribute to the Wiki. It is your knowledge and experience that is wanted. The Working Group is also very keen to have at least one co-editor to work with the Working Group chair on administering and developing the wiki. Please contact jwhitsoncloud[at]gmail if you might be interested.

The Documentation Standards Working Group has had no responses to its call for suggestions for new Guide Sheets, the call remains open for suggestions.

In the coming year the DSWG will continue to develop the Encyclopaedia of Museum Practice, encouraging as many museum professionals to contribute in as many languages as possible. The Working Group will also contribute to a preliminary revision of the CIDOC Information Categories.

## Information Centres: Monika Hagedorn-Saupe

Monika Hagedorn-Saupe gave a verbal report about the working group's activities.

#### Intangible Cultural Heritage: Manvi Seth

(Report available online)

## MPI - Museum Process Implementation: Maija Ekosaari

Maija Ekosaari gave short report on behalf of the WG Chair, Dr. Walter Koch.

The Museum Process Implementation Working Group (MPI-WG) "aims at implementing reference workflows for main business processes as found in museums, galleries and similar organizations".

The activities in 2014/15 consisted of: carrying out a well visited (25 participants) workshop and two Working Group sessions (around 10 participants) during CIDOC 2014 in Dresden. Even there is a big interest in the topic active participation in the working group can be considered as minimal. The reason for this might be that this topic is still quite new to the museum community and needs apparently missionary activities. Due to timing conflicts it was not able for the chair of the working group to have an event at CIDOC 2015 in Delhi. But it is planned to have a workshop and working group meetings as well 2016 in Milan.

The work planned until CIDOC 2016 will contain: observation of the development of the SPECTRUM recommendations, rearrangement of the social platform which could support the activities of the working group (optional) and observing the evolution of the BPMN (Business Process Management and Notion) Standard. To avoid complexity, the intention to look into the CMMN (Case Management Model and Notation) standard has been dropped. It will be more important to develop basic and introductory material into the working group topics. The WG chair will prepare an interactive course which will be the basis for one working group meeting in Milan. There will also be the outcome of a master thesis (modelling some steps of the SPECTRUM "object entry" Procedure – just under development) which will be used for the preparation of educational material.

## Research Environments: Siegfried Krause

We have worked closely with Martin Doerr and the CRM SIG to prepare a certified OWL version of the CIDOC CRM for our rapidly growing number of WissKI users. We hope to have it ready by the end of this year.

It will be worldwide the only Certified Version for academic use, which is still under the Umbrella of CIDOC. In this process of acceptance we also plan to put the Erlangen CRM again under a CIDOC namespace. We will also maintain the product at the Germanisches Nationalmuseum for CIDOC. This is what we already clarified with the museum administration.

The Research Environments WG participated in two CIDOC CRM workshops and organized one in Nuremberg with about 30 participants. The WG will conduct research on information exchange interfaces, which we consider relevant for future CIDOC activities.

## 8. CIDOC 2016 Milan, Italy

Maija Ekosaari made a short presentation about CIDOC preparations for the ICOM 2016 triennial in Milan. (Summary available online)

## 9. Future events:

The Chair gave some information about CIDOC Training events planned for 2016. These will most likely take place in Brazil, Finland and Texas, as in previous years. In addition, other options are under discussion, notably Mexico, Estonia and Africa. Full details will be made available on the CIDOC website.

## 10. Any other business

No other matters arose during the meeting.

## 11.Thanks

The Chair thanked the Vice Chancellor of the NMI, Shri Sanjiv Mittal, the Financial Officer Mr. Ravindra Goel, the Dean, Prof. Anupa Pande, The Registrar, Dr. Bipin Kumar Thakur, the Convenor of the local organizing committee, Dr. Manvi Seth, the staff of NMI and the volunteers for the excellent quality of the conference organisation. Dr Manvi Seth accepted flowers on their behalf and a small gift as an expression of gratitude.

## 12.Close

The meeting closed at 17:50

## 2015 - Chair's report

Nicholas Crofts CIDOC Chair

The year 2015 has again been a fulfilling and lively one for CIDOC. Our annual conference took place New Delhi, under the general theme of *Documenting Diversity – Collections, Catalogues & Context*. The conference was attended by more than 230 participants from around the world who were able to enjoy a packed and varied programme of workshops, presentations, social events, and a memorable visit to the Rashtrapati Bhavan where we were greeted by the President of the Republic of India, His Excellency Pranab Mukherjee. The conference was followed by an excursion to Agra and the Taj Mahal. We again benefitted this year from the generosity of the Getty Foundation who provided us with a substantial grant, allowing us to provide financial support to 23 participants. ICOM and CIDOC provided grants for another five individuals. The local organisers provided additional support for participants from India. The conference was remarkable for the range of topics covered. 124 papers were delivered in 25 sessions.

Preparations are now well under way for the 2016 conference, organised in conjunction with the ICOM triennial in Milan. This is a great opportunity to meet with colleagues from other committees so we hope to see many of you there.

2015 was full of opportunities for professional training. In collaboration with our partners, CIDOC organised week-long training schools in Rio de Janeiro, Finland and Texas. The events were attended by a total of more a hundred students. New tutors were trained and four new modules were added to the curriculum. A similar series of training events is planned for 2016. To allow the CIDOC training programme to continue to grow, the board decided to establish a semi-autonomous association, which will be responsible for its management and development. Detailed reports of the training events and details about the new training association can be found on the CIDOC website.

With the end of my second and final term as chair of CIDOC in sight, I find myself looking back over the last six years with some satisfaction. CIDOC membership has grown at a steady pace, we have organised a series of successful conferences, translated and published many of our key documents, provided vocational training for several hundred museum professionals and continued to publish our bi-lingual newsletter. Two important new working groups have come into existence, reflecting the broad and expanding range of CIDOC members' concerns and interests. And we have extended our reach and influence, thanks to the ratification, in 2013 by the ICOM General Assembly, of CIDOC's principles of documentation. I would like to thank all my colleagues on the board, both elected members and chairs of working groups, who have contributed their time and energy to make CIDOC a success. Without their support and engagement we would not have been able to achieve all that we have. And I wish the new Chair and board of CIDOC every success in the coming years.



## **CIDOC FINANCIAL REPORT 2015 & BUDGETARY REPORT 2016**

## **FINANCIAL REPORT 2015**

01.01.2015 - 09.09.2019

Cash as of 31 December 2014	42'003.00
A. INCOME	Amount
ICOM Annual Subvention	6'771.0
Getty subsidy	45'098.0
Summer school	753.0
TOTAL INCOME	52'622.0
B. EXPENSES	
Translation services	591.0
Bursaries	50'347.0
CIDOC annual meeting	2'500.0
Travel expences	4'508.0
Board meetings	190.0
Others (Banking charges)	139.0
TOTAL EXPENSES	58'275.0
l Cash as of 9 September 2015	36'350.0

## **BUDGETARY REPORT 2016**

A. INCOME	Amount
ICOM Annual Subvention	6'771.00€
Contribution to the CIDOC bursary found	2'400.00€
TOTAL INCOME	9'171.00€
B. EXPENSES	
Translation services	5'000.00€
CIDOC annual meeting	3'000.00€
Travel expenses	5'000.00€
Communication	5'000.00€
Others (Banking charges)	200.00€
TOTAL EXPENSES	18'200.00€

## CIDOC Working Group Archaeology – Report 2015

The Archaeology Working Group met 4 times since Dresden (November, January, April and July) to work on the International Standard for the Deposition of Archaeological Archives. We have liaised closely with the European initiative on archives (Arches) during this process and progress is very good. We have also liaised with the Getty Conservation Trust software initiative, also named Arches. This has produced an open source package for the recording of archaeological site data and follows the AWG's Core Data Standard and the CIDOC CRM.





To the CIDOC Board

08.09.2015

## **Report of the CIDOC Co-reference Working Group**

This report reflects the period from the CIDOC Conference in Dresden, September 2014 to the conference in New Delhi, September 2015. During the reporting period the CIDOC Co-reference Working Group has been focusing on the following areas:

#### 1. Further Development of Concepts and Practices Related to Co-reference

Co-reference investigates the relationship between signs and their identifiable referents. These referents can be other signs or specific occurrences the signs refer to. When signs are linked to other signs, they form chains and networks of co-references. Signs are linked to their referents by mediation of their significance. Linking a sign with its referent is always an act of interpretation performed by an actor. This interpretation occurs in a framework of understanding.

In communication, referents are coupled with predicates. Reference and predication are the two most fundamental functions of language but they can also be discovered in all forms of art and culture. In networks of co-references predications are accumulated. If these accumulated predications are stored on paper or in information systems, our knowledge of the referent is enriched. In this way the concept of coreference leads to a theory of Cultural Semiotics that can be used as a foundation for an information strategy. In the digital domain such an information strategy also leads to the concept of virtual collections. This is a new idea that will be explored in the following year, in the timespan until the next CIDOC annual conference.

Anyone who finds the previous paragraphs interesting should contact the Working Group.

#### 2. Activities

The CIDOC Co-reference Working Group have experienced a few burst of activity and periods of silence. The bursts of activity have resulted in a few gatherings inside and outside CIDOC conferences as well as several presentations in events organized by other actors that CIDOC.

In the 2014 annual conference in Dresden a pre-conference session was arranged, and in addition, two meetings. A notable achievement is the integration of co-Reference into the CIDOC Conceptual Reference Model (CIDOC CRM).

One reason for the quiet periods is the search for a projects with financing, where the ideas of co-reference can be explored. Attempts to academic partnerships have been made in the field of textual linguistics. Couplings exist to networks of textual scholarship.

The second field, that has been selected for experimentation, is rock art and archives for rock art. In this area more progress has been made. A dataset of Finnish rock art is available. The aim is to broaden this dataset with data from the broader Fenno-Scandian area and later the whole Northern circumpolar region. This goal will be furthered in a scientific rock art seminar in Estonia in October with participants from Finland, Estonia and Russia. Contacts to other regions have been pursued as well, including Africa and the Caucasus region, but all indications of interest to co-operate in this area are welcomed.

New Delhi, 8<sup>th</sup> September, 2015

Mile Nyu

Mika Nyman Chair, CIDOC Co-reference Working Group mika.nyman@synapse-computing.com

## **CIDOC Working Group Digital Preservation – Report 2015**

The WG met twice during the last CIDOC conference in Dresden in September 2014. A definition of digital preservation was drafted likewise a workflow for the process of digital preservation. In the end of September 2014 an Email-list for the internal communication was established and at the beginning of 2015 two new members were welcomed to the working group. In October 2014 the working group was invited to comment on DCH-RP road map. In July 2015 the chair or the working group took part in a meeting of UNESCO's PERSIST working group in Cape Town during the IFLA conference. At this meeting a draft of "Guidelines for the selection of digital content for long-term digital preservation" was presented and the WG chair commented the guidelines on behalf of the museums as a representative of ICOM. In a wider discussion of experts the CIDOC WG Digital Preservation is now invited to give further advice how the guidelines should be formed to fit even for museums.

Susanne Nickel

## **CIDOC Working Group Documentation Standards – Report 2015**

The DSWG has met twice since the last AGM. The focus this year has been implementing and exploring a multi lingual content management system to be the home of a CIDOC wiki – the Encyclopaedia of Museum Practice. A framework is now emerging and awaiting content from anyone willing and able to provide it in any of 42 languages. It can be found at http://cidoc-dswg.org/wiki. Further languages can be added on request and upon a commitment to provide content. The Working Group encourages all CIDOC members and any other museum professionals to register and contribute to the Wiki. It is your knowledge and experience that is wanted. The Working Group is also very keen to have at least one coeditor to work with the Working Group chair on administering and developing the wiki. Please contact jwhitsoncloud[at]gmail if you might be interested. The Documentation Standards Working Group has had no responses to its call for suggestions for new Guide Sheets, the call remains open for suggestions. In the coming year the DSWG will continue to develop the Encyclopaedia of Museum Practice, encouraging as many museum professionals to contribute in as many languages as possible. The Working Group will also contribute to a preliminary revision of the CIDOC Information Categories.

Jonathan Whitson-Cloud

## Intangible Cultural Heritage Working Group

Working Group Report for the year 2015

Wednesday 9th September 2015, 11:30am – 1:00pm.

Venue: Conference Hall, National Museum Institute, National Museum, New Delhi

Coordinator: Dr. Manvi Seth <sharma.manvi@gmail.com>

The CIDOC Intangible Cultural Heritage Working Group (CIDOC ICH WG) was set up in Dresden, Germany during the annual conference of CIDOC 2014. Its aim is to work towards greater documentation, easy retrieval, access and communication of ICH.

ICH WG conducted one meeting during CIDOC 2015.

The meeting was attended by the following:

Chilala Habeenzu

Keletso Sethabi

Golnaz Golsabahi

Parissa Andami

Mohammad Hekmat

Shubhra Devi

Nawang Jinpa

Chang Pangyen

Manvi Seth



The meeting started with a recap of the meeting held in Dresden and proceeded to chalk out strategy for 2015-16. Discussions were held around terms and terminology related to ICH. It was decided that a comprehensive list for ICH related terms is required. An attempt made by Manvi Seth to find meanings of some ICH terms in other Indian languages was also discussed. It was deliberated that how some terms and terminology have different connotations for different communities. It was decided while voluntarily members of ICH WG may continue to work on regional language variations of ICH terminologies, a structured work in this area can only be taken after a broad list is in place. It was decided to work on preparing an extensive list of terms and terminology for ICH. The list will be useful not only academicians, scholars working on ICH but also will create greater understanding of the terms amongst community members. The methodology for preparing such list should be through participatory approach of involving the community. One of the objectives discussed during the WG meeting was to bring change in the methodology of documentation of ICH by heavy participation from the community right from the start and at every step. As decided in ICH WG first meeting at Dresden The focus of ICH WG is to explore the diversity of terminology as per the practice and understanding of various communities and cultures related to ICH around the world.



It was further deliberated to develop case studies to place concrete examples of ICH elements from different cultures. These elements are to be associated and grouped under existing ICH domains given by UNESCO. For every ICH element selected, the tangible expression and manifestation of these ICH elements as objects is also to be documented. The aim of these two exercises – making a draft list of terms and terminologies related to ICH; and to look for ICH examples and elements in different cultures across to be placed under ICH domain categories, is to develop a deeper understanding of the need, role and process of ICH documentation. The process of reaching the object or a collection through ICH may throw some new light on the methodology of documentation of cultural heritage.

Dr. Manvi Seth

## **CIDOC Working Group LIDO – Report 2015**

#### Meetings

The 2015 meetings of the LIDO Working Group were held as part of the CIDOC Annual Conference in New Delhi, India.

A LIDO Pre-Conference Workshop with 40 participants was conducted on September 6<sup>th</sup> by Regine Stein and Emmanuelle Delmas-Glass, including a thorough introduction to LIDO and reports on activities with LIDO at the Yale Center for British Art and in Europeana-related projects.

A Working Group meeting took place on September 7<sup>th</sup> with five participants new to the Working Group. The meeting focused on a variety of different LIDO use cases.

#### **Dissemination and training**

Several LIDO workshops were given throughout the year. A new booklet "Implementing LIDO" was produced by Gordon McKenna and Regine Stein through the European-funded project Athena Plus. Continuous dissemination activities about LIDO, extension of online documentation, and providing training workshops for people starting to work with LIDO remain important focuses for the Working Group.

#### LIDO terminology

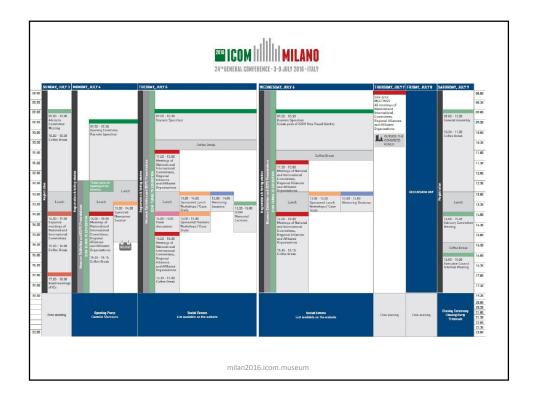
Development of recommendations for the control of certain LIDO elements and attributes continue to be worked on. The aim is to formalize and extend recommendations for select parts of the LIDO schema into a systematic, machine-processable set of recommendations.

The focus of the Working Group remains committed to centralizing information and activities that are taking place with *Lightweight Information Describing Objects* (LIDO). For more information go to <u>http://www.lido-schema.org</u> or contact us directly.

Erin Coburn and Regine Stein 9 September 2015













## CIDOC Draft Programme Tuesday, July 5

- Day of outreach networking
- Special sessions for Directors & professionals from other committees
- Panel discussions
- Work meetings of the WGs continue in parallel

CIDOC COMITÉ INTERNATIONAL POUR LA DOCUMENTATION



