CIDOC Annual General Assembly 2018
Heraklion 4 October 2018

AGENDA

1. Opening of the meeting, approving the agenda
2. Approval of minutes from 2017 AGM in Tbilisi
3. Report from last year's conference
4. Chair´s report

    4.1. Board Winter Meeting results
5. Secretary's report

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Minutes (by Trilce Navarrete)

1. Opening of the meeting, approving the agenda

CIDOCs chair Monika Hagedorn-Saupe opened the AGM. The 31 attendees approved the agenda.

2. Approval of minutes from 2017 AGM in Tbilisi

The minutes of CIDOC 2017 AGM are approved unanimously.

3. Report from last year's conference

CIDOCs past annual conference took place in Georgia from the 25 to 30 September 2017. The conference was co-organized with ICOM Georgia, the Georgian National Museum as well as other Georgian institutions
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The theme of the conference was "Past, Present and Future Issues of Documentation". Main areas of discussion included: How did documentation start in different places and how these were developed? What are the used standards on documentation? All papers have been published online.
The conference welcomed 78 speakers and 200 participants in total (half were ICOM members) from 41 countries.
The program included: LIDO, CRM, and workshop on democratization as well as parallel sessions. A grant by the Getty Foundation enabled the support of 25 bursaries.

4. Chair´s report (Monika Hagedorn-Saupe)

After the meeting during the conference in 2017, CIDOC organized together with the colleagues from COMCOL the first joint COMCOL-CIDOC conference with the theme "Building Connections for the Future" in Rio de Janeiro, Brazil from 17 to 20 October 2017. Local organizers Claudia Porto (COMCOL) and Gabriel Bevilacqua (vice chair CIDOC) were joined by CIDOCs Chair Monika Hagedorn-Saupe and CIDOC Board member Jan Behrendt, who presented on Digital Exhibitions and Digital Strategy Development.

CIDOC continued cooperation with ISO in several levels. See below point 10.

In preparation for the 2018 annual conference, CIDOCs treasurer (Dominik Remondino), board member (Gordon McKenna), and chair (Monika Hagedorn-Saupe) visited Heraklion to discuss the conference with the Local Organizing Committee.

CIDOCs secretary (Trilce Navarrete) and chair (Monika Hagedorn-Saupe) attended the June 2018 ICOM annual meeting in Paris. Two main outcomes resulted from our presence at the meeting:
    (1) CIDOC strengthened its connection with NCs and other ICs: we discussed
    potential collaboration with other NCs and ICs (CIMCIM, COMCOL, CECA),

including possible joint sessions to be held during the ICOM General Conference at Kyoto. We also discussed how to connect the work of CIDOC with the work of other NCs and ICs.

(2) CIDOC voiced its concern regarding the membership database. We reported on inconsistencies of the database. CIDOC was originally asked to be part of the committee to test the database, we sent a wish list of the necessary features, we attended a demonstration session and a training in Paris, and we scheduled a Skype meeting in the Fall 2018. The new IRIS database was launched in fall 2018, but the Skype meeting was cancelled and has not been rescheduled. We do not know if HQ want us to comment. It appears that the Director General believed CIDOC was up to date with developments of the database but that was not the case. There is a committee to discuss the membership database, we have to wait and see how the process further develops.

The new database and ICOM website allows individual members to register through their personal page. When reviewing CIDOCs members, some administrative challenges emerged: Active members are accounted for only after NCs report payment to Paris. This creates a delay in the 'yearly' members. A benefit of the new system is that the secretary receives an email confirming the registration of all 'new' members.

In July 2018, CIDOC's chair participated in a meeting with ICOMs Elected President Suay Aksoy, ICOM Georgia, ICOM Azerbaijan, and ICOM Armenia. It was a productive 3 days to talk to ICOM chairs, to communicate on the work of CIDOC, and to discuss possible ways in which CIDOC could be involved. Suay Aksoy invited CIDOC to take part in the discussion of a possible Museum Observatory.

ICOM launched its new website in June 2018 in Paris. A second phase will include an update of all microsites, including CIDOCs website. ICOM ensured our content will be saved but we should ensure a backup anyways. **ACTION** [make/ decode on back up during winter working board meeting].

ICOM HQ in Paris is thinking of the situation of its own archive and are reviewing their archival processes. ICOM asked CIDOC for support on the matter (possibly in the form of interviews). Small ICOM committees do not have capacity to have their own archive, so they have requested support from ICOM. This is an ongoing discussion.

When Christian-Emil Ore was chair, CIDOC ensured there were copies of all conference sites. Christian-Emil volunteers to support CIDOCs archival process. Richard Light is also looking for organizational material to support CIDOCs archive. All members are asked to support by filling the gaps found in the content missing from the current online archive in CIDOCs website. **ACTION** [Christian-Emil, Richard, Trilce, **all**]

A further point of discussion is selecting the right online repository, as Drive is not an option for all members. **ACTION** [think and propose alternative digital repository for winter board meeting]

4.1. Board Winter Meeting results

CIDOC reestablished the winter working board meetings and met 2 to 4 February 2018 in Berlin. The minutes are online on the website. Topics of work were planning CIDOCs activities in 2018, advancing the communication strategy, and improving the website, which involved adding new content and planning new entries for the blog (more on editors report below).
The board will hold a winter working board meeting at the start of 2019.

5. Secretary's report (Trilce Navarrete)

The new Membership database allows for some new insights of our members, though it also obscures some other information. The main benefit is that we are notified as soon as a new member registers to CIDOC. The main disadvantage is that member reports are prepared by ICOM HQ and do not include all fields that we need in order to better serve our members (e.g. we want to locate the young CIDOC members to facilitate application of bursaries).
Due to risks of data loss during the migration of data across various membership databases, we invite all our members to check their membership page and ensure their CIDOC membership (just two clicks away). **ACTION** [**all** check your membership status]

5.1. Membership update

As of September 2018, CIDOC has 683 members from 197 countries. To put things in perspective: ICOM has 40,860 members, granting a great opportunity for growth. CIDOC members registered for multiple ICs are mostly interested in (>10) AVICOM, CECA, COMCOL, ICOFOM, ICFA, ICMAH, CIMAM, CIMUSET, and ICME. CIDOC members come mostly from (top 5) ICOM France, ICOM Germany, ICOM Brazil, ICOM Norway, and ICOM Denmark. We lack size of NCs and ICs to place this in perspective. See images at the end of this document.

6. Treasurer's report (Dominik Remondino)

Some expenses are still being estimated, particularly in relation to the bursary costs, so the yearly budget is not yet closed.
At beginning with the year, CIDOC had €36,900 cash.
CIDOCs income this year was larger than last year. This is because of two reasons: (1) ICOM decided to send support for a young member to join at CIDOCs annual conference (€1200); and (2) SAREC reviewed positively the work of CIDOC and decided to allocate a greater contribution for the year.
Income totaled €8,200.
Expenses totaled €9,500 –some costs have not been declared yet, so that CIDOC has €35,600 in cash.
        Support to CIDOC members 5,000

Travel support 2,000 (board meeting and annual conference)
Board meetings 750
Translations 1,000 (for newsletter)
Gifts 90
Banking charges 50

In-kind contribution is the voluntary work of the board members and WG chairs.

7. Editor's report (Emmanuelle Delmas-Glass)

CIDOC offers the content of the website in all three languages (EN, FR, SP). If there are any pages not translated please send a note. **ACTION [all** notify if missing content is spotted] Current conference presentations and papers will be published on the CIDOC website, papers will appear for the first time also in the Heritage journal. Information on past conferences is not all fully digital, if members have information available from past conferences, please get in touch.

CIDOC launched a blog in March 2017. Since then, 10 posts have been published. Topics range from museum documentation practices, disaster preparedness (to be published end of October), and open access (to be published late November). The blogs will be bundled to form a core section of the yearly newsletter.

CIDOC continues to grow in social media: Facebook 1,200 followers, Twitter 729 followers (482 in 2017).

8. Working Group reports

Please send a detailed written report by the end of October 2018. Your contribution will serve for CIDOCs annual report to ICOM HQ and as attachment in the minutes. **ACTION** [all WGs]

Archaeological sites: (Stephen Stead)
The WG met once in 2017 and will meet before the end of 2018 to finish the Archive Standard.

Co-reference: (Mika Nyman)
In the last report of the CIDOC Co-reference Working Group in Tbilisi 2017, the trace of the Working Group over the years was described. The journey started from **Textual Linguistics** and broadened into a vision of **Heritage Semiotics**.

The current focus of interest has been long time-spans. This approach has been supported by applying and extending the **Continuum Model** of Archival Theory. The Continuum Model describes the life-span of historical sources from the Context of Creation through the Context of Acquisition and Curation to the Context of Reception and Use in modern settings. The Continuum Model has been extended with a Context of Reference, that takes into account the matters that sources refer to, including historical but also epic and mythological referents.

In addition to the objectively grounded Continuum Model, a parallel concept of **Deep Stories** has been identified. Deep Stories are subjective by nature. They become manifest when individuals realise, that their personal history is a part of a longer continuum. Deep stories can be researched through interviews and qualitative methods of analysis, but also through analysis of historical sources.

These dual continua form a **double helix of culture**, illuminating how information flow through history and how signs signify. These insights have lead to the conviction, that information systems in museums should store both objectively grounded data and digital representations as well as point to their subjective interpretations in the form of an interlinked **two-tier IT-architecture**, connecting linked data with linked stories.

The next phase of the Working Group will be to look back: Contact all the people that have contributed to the process, review and revise the insights that have been made over the years and make an effort to bring these insights into the mainstream of CIDOC thinking and practice.

CRM (Martin Doerr)
Met once in 2017 and so far twice in 2018 (Lyon, Cologne). Collaboration with IFLA is finalizing, the new version is LRM library reference model 00 (replaces v3.0). They did a great job aligning and adopting into their library reference models. CRM has simplified the model, which had theoretical challenges (e.g. historical, social, and legal relationships) and will be consolidated to have official release in some time.
The WG will discuss having RDF guidelines, how to implement CRM data in RDF, with particularly attention to values.

Digital Preservation (Susanne Nickel) no report yet.

Documentation standards (Co-Chair: Maija Ekosaari)
The work in 2018 builds on the work from Tbilisi. Two online meetings with community and 5 online meetings with admin (Maija, Jonathan, Rupert) took place.
In Heraklion, the WG invited the collection management system developers and suppliers to talk to the WG members, stimulating communication, learning how CIDOC could improve the understanding of the use of standards.
Ongoing project: to improve the Encyclopaedia.
The WG is working on draft guidelines for museum software procurement.

Exhibition (Gabriel Belvilacqua)
6 new people wanting to take part of the WG, new communication system will be set up in 2018. Main idea emerging during Heraklion is to send a survey on the current practice of exhibition documentation in museums to be first distributed among WG members, to test the questionnaire. A broader dissemination will be considered in due time.
The WG will gather relevant bibliography specific on exhibition documentation.

Information centers (Monika Hagedorn-Saupe)

Currently, the WG is supporting the work of ISO on the standard on key indicators of museums, just published as CD (committee draft), which is open for comments. The WG invites the museum community to comment on that, by mid November. All comments will be worked through. The standard, probably, will be available by 2020.

Intangible heritage (Manvi Sharma) no report yet.

LIDO (Co-Chair: Emmanuelle Delmas-Glass)
WG activities focused on LIDO terminology, gathering suggestions for a new version of LIDO scheme. Met in Heraklion to discus introduction to LIDO, held a workshop, and communicated with members supporting their work.

Museum process implementation (Walter Koch)
Meeting was held in Tbilisi, 35 people participated in the workshop. Work is mainly based on SPECTRUM, update models to document objects.
Future meetings will take place in November via Skype, and during a conference in Heraklion January 2019.

Semantic research environments (Gunter Goerz)
In 2018 the WG met with 6 participants in Heraklion, they exchange data between them about research environments and will be advancing work in the coming year.

Digital strategy development (Jan Behrendt)
During the Tbilisi conference the idea of a new WG came up, as discussions between Krisztián Fonyodi (Hungary), Gro Pedersen (Norway) and Jan Behrendt (Germany). During the COMCOL-CIDOC workshop in Rio de Janeiro the idea was further developed. All museums have strategies but there is no harmonization of content and few are comprehensive.
The WGs task: assess needs of stakeholders (e.g. management, fundraisers, documentation). Compile and collect materials, what has been done and build on from there. Make check-list. Sample digital strategy. Training module for the training foundation. Will produced materials, based on the expertise of the other WGs. 14 founding members from 11 countries.

8.1. Work among working groups

Conversations have take place between the WG chairs to improve collaboration. A meeting took place between WG chairs in Heraklion and work will be advanced during the winter working board meeting. **ACTION** [Martin Doerr will send an initial vision to serve as initiator for further discussion]

9. **CIDOC Training Association** (CIDOC representative at the board of the association: Jan Behrendt)

2018 was the eighth year in which CIDOC offered standardized training for museum professionals. Since 2016, these trainings are run by the CIDOC Training Association. General principles of work of the CIDOC Training

Association are a high degree of standardization, both in the organization of the course modules, and the teacher training. Course modules can be completed in any training event. Multiple Training events take place in different places each year.

In 2018, three events took place: Mexico 23-27 July, Lausanne 6-10 August, and Tartu, Estonia 12-17 August, with a total of 69 participants.
A planned event at the Museum of Texas Tech University had to be cancelled due to the low number of registered participants. The event has taken place at MTTU every year since 2011 so this low level of turnout was unexpected. This may be due in part to the political situation.
Feedback from participants to these events indicates a generally high level of satisfaction, both with the teaching itself and with the organization of visits and social events.
The CIDOC Training Association was invited to prepare a quote for a new apprenticeship scheme for Registrars to be organized in the UK. Nick Crofts duly submitted an offer in line with the requirements. Whether or not the bid is accepted, it is satisfying to note that the Association is visible on the international landscape and considered for this type of event.

10. CIDOC liaison ISO (Axel Ermert)

CIDOC started a collaboration - as a "Liaison organization" - with ISO/TC 46 (Information and documentation) in 1991.

The last (of the annual) meeting(s) took place in Portugal (Lisbon) in May 2018. Monika Hagedorn-Saupe and Axel Ermert attended also in their capacity as convenor resp. member of ISO/TC 46/SC 8/WG 11 "Museum statistics". The WG worked on the ISO/TC 46 project "Key indicators for museums", for which a CD (Committee Draft) was established.

The secretary of ISO/TC 46 (from France - AFNOR) will change but the President (Head of the International ISSN Centre in Paris) will remain.

The CIDOC-CRM has been established as an ISO Standard, ISO 21 127 already years ago. The CRM improves every year, and the latest (valid) version can be seen on the webpage of the CRM-SIG. The latest ISO version (ISO 21 127) of the CRM is from 2014 and following the routine evaluation of ISO standards every 5 years, an update might take place then.

There are two channels for submitting comments to the relevant ISO Committee, through the national standards body (e.g. DIN for Germany, AFNOR for France, ANSI for U.S., etc.) to ISO/TC 46 (SC 4 for CRM, SC 8 for museum statistics) - and through CIDOC (as a TC 46 Liaison Organization) to ISO/TC 46 Secretary or President.

A third area of work in ISO/TC 46 that also touches on CIDOC relates to the "Vocabulary of documentation" (ISO standard ISO 5127, 2017 edition), which covers terminology, for the representation of (museum) objects, documentation

procedures of indexing, thesaurus, numbering systems and much more (ca. 2.000 definition entries). A revision of the 2017 edition is planned in the near future, to amend the subject grouping in ISO 5127, correct mistakes, and add missing entries.

11. Presenting CIDOC 2019 Japan

Tetsuro Kamura (from the University of the Arts in Japan) updated on the ICOM KYOTO 2019. Steady progress with planning. The theme of the conference is: Museums as Cultural Hubs: the Future of Tradition.
The role of museums in the world is changing. The joint vision will be developed by working together with stakeholders and communities. So that their legacies and stories are collected and preserved. Respecting the treasures of the past. Registration will be opened in November.

12. Future conferences (2020, 2021)

There are several discussions on potential locations for 2020 and 2021, including China, Mexico, Brazil, Estonia, Austria, and CH. Since 80% of our members are European, and since CIDOC2019 will be in Japan, it will be best to have a meeting in Europe for CIDOC 2020.

We invite definitive proposals by the end of the year 2018, so that a decision can be made during the board winter meeting in February 2019.

13. Any other business

One outcome of the CIDOC board winter working meeting was the development of a standards survey for our members. This has been translated into EN, FR, and SP. A panel session was held during Heraklion and feedback from the CIDOC community was gathered. Soon there will be an updated version released, to be sent to CIDOC members only (via email and supported in social media). Findings will be reported on the website and presented in Kyoto.

14. Thanks

The meeting was closed by CIDOCs chair (17.40).
After the AGM, conference participants had a chance to meet at the Historic Museum for a guided tour and closing reception. Monika thanks participants and especially the Local Organizing Committee and wishes everybody a relaxing time, visiting Heraklion. We will be happy to see many of our members in Kyoto.