

# ICOM Documentation Strategy 2023-2025

December 2025

## Vision

**ICOM Documentation** is the recognised expert and core resource on documentation of museums with an active membership base and wide network at global level, a community of international professionals working to advocate and advance documentation best practice.

## Mission

**ICOM Documentation** will advance the use of best practice in museum documentation through **advocating** for the adoption of documentation standards, **developing** tools to support documentation (including standards), **facilitating** knowledge exchange of a professional network, and **engaging** in communication and **training** activities with the global museum community.

By 2025, ICOM Documentation will position documentation in the central agenda of ICOM, to increase adoption of ICOM Documentation tools and use of ICOM Documentation resources across the global museum community. Through a series of communication and networking activities, we will expand our membership base (including the greater museum community beyond ICOM Documentation and ICOM), stimulating knowledge transfer to new generations and locations.

## CIDOC Work Plan

During our Winter board meeting in Rotterdam ([10-12 February 2023](#)) we identified 4 main areas where we would like to focus our work in the coming three-year period. ICOM Documentation will engage in activities that advance our vision and mission, along the following 4 main areas:

### **Communication:**

As we want to increase active participation of our members, to reach a greater user base of our tools and materials, ICOM Documentation will need more than 1 editor in the board to ensure viability of all the plans. For this, we envision the following activities:

- Development of a Communications Team.
- Revision and update of the [Communications Strategy](#) (from 2015).
- [Revised Communication Strategy](#) (from 2023).
- Update our website (*finalise first stage by December 2025*).
- Develop workflow to enact communication strategy.

- Generation of materials in various languages and levels of expertise.
- Regular communication of activities and behind the scenes work with members.

To be developed in the following period:

- Increase of visibility of CIDOC in social media and within physical regions (eg by developing and updating fact sheets, creating informational videos).

**Outreach and networking:** In order to gain visibility, membership, knowledge transfer, and reuse of our materials, ICOM Documentation will engage in greater outreach and networking activities. We will coordinate the following activities:

- Collaboration with ICs (currently CIMCIM, COMCOL, CC, ICEE, CIPEG, COSTUME), NCs (ICOM Georgia, ICOM Mexico, ICOM Costa Rica, ICOM Guatemala, ICOM Nederland, ICOM France), and RAs (ICOM LAC).

**All board members** will engage with their NC to present the work of our committee.

- CIDOC satellite activities. Currently active in Iberoamerica (in Spanish), France (in French), Arab countries (in Arabic).
- Training activities. This includes projects funded by SAREC as well as independent efforts from our members, following the guidelines of the committee.

To be developed in the following period:

- Synergise between WGs (eg to organise local events).
- Exchange documentation relevant materials with partner organisations (eg CHIN), in coordination with Information Centres Working Group.
- Develop a satellite in North America, and South/North Asia.

**Document and standard development:** At the core of ICOM Documentation we have the development of standards and documents that support documentation. We will focus on the following documents:

- Definition of documentation
- Update of current standards (eg ISO CRM)
- Add content for the ICOM ACADEMY online portal.
- Launch Journal of Documentation, housed at UNAM (collaboration form to be discussed)

To develop in the following period

- Develop definition of related key terms (culture of documentation, inclusive documentation, knowledge network)
- Intangible Heritage Documentation Standard
- Develop Documentation Guidelines (request by ICOM HQs)

**Internal processes:** For ICOM Documentation to be capable of engaging in additional activities, given the changing environment in the sector and within ICOM, as well as the wish to grow and expand knowledge transfer across ages and geographies, the board will initiate a series of procedural revisions related to:

- Developing a 3-year strategy to guide activities and resource allocation. See proposal [Travel Bursary Application here.](#)
- Task division and description (including creating Secretary, Treasurer, Editor Manual).
- Budget strategy and plan (allocation of resources, grants /development activities).
- Documentation and archival of the committee's work (including minutes, working documents, workflow for repository, archive at ICOM).
- Annual conference application, planning, operation, and archival.
- Bi-Monthly meetings voted board, quarterly meetings WG chairs.

To be developed in the following term:

- Clarify process to develop an ICOM Documentation standard.
- Improve workflow for publication of materials (eg video).

	Communication	Outreach	Standard / document development	Working groups activities	Internal processes	ICOM activities
<b>2023</b>	Update strategy. Create team.	Collaboration wikimedia	Definitions. Draft IH standard	Propose a work plan.	Document general process	Engage with IC NC RAs.
<b>2024</b>	Act on the strategy. Disseminate CIDOC tools.	Workshops, skill development. Information Centres WG link.	Draft Inclusive Documentation. Update basics.	Review WGs. Task Force format for projects.	Streamline communication.	SAREC proposal
<b>2025</b>	Review strategy.	Satellite regions activated.	Present final definitions. Launch Journal of Documentation.	Review WGs. WGs and TF structure in place.	Training next generation Update ByLaws.	
<b>Result</b>	Active, agile team and plan in place.	Increase of global membership. Active satellites in place.	Set of standards new and updated.	Active WGs in all regions. Network across orgs.	Documented workflow and task description.	Documentation at the core of ICOM.

Achieved, Not achieved, Ongoing work.