



CIDOC General Assembly 2013

Monday 12 August 2013, 14h00

Cidade das Artes Conference Centre, Barra da Tijuca, Rio de Janeiro, Brazil

List of attendees attached

Attending Board members and WG Chairs: Nicholas Crofts(*, Maija Ekosaari(*, Marie-France Cardonna, Kaie Jeesser(*, Martina Krug (*, Gabriel Bevilacqua Moore (*, Terry Nyambe(*, Mika Nyman, Stephen Stead (*

List of attendees attached

Apologies: Martin Doerr, Monika Hagedorn-Saupe, Walter Koch, Siegfried Krause, Susanne Nickel, Hans Regnman, Dominik Remondino (*, Regine Stein, Jonathan Whitson-Cloud

*) Elected Board member for 2013-2016

Minutes taken by: Maija Ekosaari

Agenda

1. Election results, presentation of new board members

Chair: Nicholas Crofts

Secretary: Maija Ekosaari

Vice Chair : Dominik Remondino

Treasurer: Stephen Stead

Editor: Emmanuelle Delmas-Glass

Ordinary Board members:

Gabriel Bevilacqua

Terry Nyambe

Kaie Jeesser

Martina Krug

Full details of the 2013 CIDOC Board election can be found here:

<http://network.icom.museum/cidoc/home/news/cidoc-board-elections-2013/>



2. **Approval of minutes from 2012 AGM in Helsinki ***

Minutes of CIDOC AGM 2012 in Helsinki, Finland are approved. They are available on the CIDOC website at <http://network.icom.museum/cidoc/organisation/minutes/>.

3. **Chair's report**

The chair gave an extensive report of CIDOC activities during 2012 -2013. The entire report is attached.

4. **Secretary's report**

Regine Stein sent her apologies and a written report of past year's activities. Maija Ekosaari read the report in the meeting:

The membership database is according to ICOM rules run by the ICOM secretariat in Paris, and we continuously work with the responsables to keep the database up-to-date.

According to the official ICOM count as of 7 April 2013, CIDOC had 466 voting members: 424 individual members and 42 institutional members. However, figures are highly varying due to the differing information levels given to Paris by the ICOM national committees, e.g. currently (9 August 2013) we have 472 active individual members registered in the ICOM database.

Still I'd recommend to insist with the Paris office to implement an integrated approach which allows for including friends of the ICs into the ICOM database, in order to maintain one reliable source for the ICs and not to force them to put time into maintaining and synchronizing various contact bases.

Please get actively in contact with the Secretary to reconfirm your email address if you don't get any news from CIDOC.

5. **Accounts and financial report**

Treasurer Stephen Stead presented the financial report to the audience, but did not provide a written report.

6. **Editor's report**

Editor Frances Lloyd didn't send a report. Nicholas Crofts told about the publication of CIDOC 2012 Newsletter that was available on the CIDOC Booth in the Conference Lobby area.

7. **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



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 Approaches in Documentation: Siegfried Krause (*written report missing*)
The Working Group has decided its renaming into „Research Environments“.
- The Chair reminded of last year's initiative of founding an Intangible Heritage (ICH) Working group. However, none of the interested had made a written proposal to the Board, neither did the proposed group have a Chairperson.

8. Resolutions

Two resolutions were presented to the AGM for voting:

a. Statement of Principles of Documentation

„CIDOC, meeting at its 2012 AGM, supports the finalized [Statement of principles of museum documentation](#). 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/StatementOfPrinciples6_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 [Statement on Linked Data identifiers for museum objects](#). 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/StatementOnLinkedDataIdentifiersForMuseumObjects.pdf

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

9. Presentation of CIDOC 2014, Dresden, Germany

CIDOC Board member, Dr. Martina Krug from Germany invited all participants and interested colleagues to the next CIDOC Conference in Dresden, Germany. The conference will take place September 6 -13, 2014



10. Future conferences (2015, 2016)

Professor. M. V. Nair and Dr. Manvi Seth from National Museum Institute of History of Art. Conservation & Museology (NMI) presented NMI's conference plan to host CIDOC 2015 in New Delhi, India in September 19-23, 2015.

CIDOC 2016 will be held in Milano, Italy in early July 2015 in conjunction with the ICOM triennial conference.

11. Any other business

No matters arised.

12. Thanks

Board and AGM give their warm thanks to the local contacts for running a successful CIDOC training program in Sao Paolo and helping out to coordinate CIDOC Outreach during the triennial conference in Rio.

Minutes and reports for 2012 can be found here:
<http://network.icom.museum/cidoc/organisation/minutes/>

Nicholas Crofts
Chair, ICOM CIDOC

Maija Ekosaari
Secretary, ICOM CIDOC

Attachments (links to documents):

AGM Minutes 2012

Chairs report
Secretary's report

Working Group Reports:
CIDOC CRM SIG
Data Harvesting and Interchange
Digital Preservation
Documentation Standards
MPI

[Statement of principles of museum documentation.](#)

[Statement on Linked Data identifiers for museum objects.](#)



CIDOC 2013 Chair's Report

Nicholas Crofts
CIDOC Chair

August 2013

2013 has been a tumultuous year for ICOM. In April, Hans-Martin Hinz wrote to committee chairs informing them that the Director General, Julien Anfruns and the Head of Finances, Lydie Spaczynski, had both been dismissed, saying that "Serious misconduct has taken place in the secretariat". Dissatisfaction with the management of the secretariat had been brewing for some time, due in part to a harsh 'hire and fire' policy, resulting in unusually high levels of staff turnover, but also because of the high-handed attitude of some staff members, the imposition rigid new financial arrangements, and misleading statements about the legal status of International Committees, all combined with disproportionate expenditure by the DG on travel and personal expenses.

Following the dismissals, Hanna Pennock, a member of the Executive Council, was appointed as acting Director General and an enquiry into working conditions was carried out by the labour inspector of the French Ministère du Travail.

ICOM Banking facilities

The financial arrangements for ICOM ICs are of particular concern to CIDOC. We were one of the first ICs to take up the offer of centralised banking services in Paris. The system proved acceptable until it became clear that payments and other transactions agreed by the CIDOC board were being put into question and seriously delayed by the Head of Finances. This interference jeopardised the organisation of the CIDOC Summer School and caused serious inconvenience to beneficiaries of Getty bursaries for the Helsinki conference when funds, already received from the Foundation, remained blocked in Paris. Fortunately we were able to avoid an otherwise catastrophic situation thanks to the help of the Finnish Board of Antiquities who, at short notice, very generously lent us the amount needed. The Getty funds were not released until several months after the end of the conference! Fortunately, our working relationship with Paris now seems to have returned to normal.

Legal status of International Committees

The Legal Status of ICOM's International Committees is also under review. Until recently, the official position has always been that the ICs cannot be considered as legal entities. As such they cannot enter into contractual arrangements, pay employees, open bank accounts, undertake fundraising activities, etc., except as subsidiaries of ICOM. Many of the ICs operate successfully within this framework, but it has become increasingly restrictive for CIDOC and other ICs who are seeking to develop the scope of their activities and professionalise the organisation. On close examination, it appears that the obstacles to legal status are not as insurmountable as the previous DG had maintained. A revision of the ICOM statutes would help to clarify the position and enable International Committees to obtain legal status should they wish to do so. We welcome this opportunity which we will study in detail to see how CIDOC might benefit.

From a broader perspective, the dramatic changes at the ICOM secretariat have underlined the need for greater transparency and improved governance, to ensure that the secretariat remains in the service of ICOM – taking care of the day-to-day running of the organisation and providing services to its members. ICOM's governing bodies, the Executive Council and the General Assembly, must ensure that the secretariat operates legally and ethically, in accordance with ICOM policy and decisions.

CIDOC 2013 Rio de Janeiro

This year's annual CIDOC conference took place Rio de Janeiro, Brazil, during the ICOM triennial conference, August 10-17. The theme of the general conference took the form of an equation *Museums (memory + creativity = social change)*. Around 70 delegates registered to attend the CIDOC events. In accordance with decisions taken at last year's AGM in Helsinki we adopted a new approach to the ICOM triennial conference – concentrating on networking and cooperation with other International Committees, building on the good relations we have with our colleagues in related fields and hoping to establish new alliances. We contributed to two days of joint events – one in conjunction with ICMS and COSTUME, at the Museum of the Republic in the centre of Rio, the other with ICOFOM and ICTOP. We also maintained an information “booth” during the Rio conference so that potential members could find out more about what we do. During the run up to the conference we organised a full week of training workshops in São Paulo, which was generously supported by the state of São Paulo and the Pinacoteca. Photographs and comments about the events can be found on the CIDOC website and on facebook page CIDOC Events..

CIDOC Summer School 2013

Building on the success of the 2011 and 2012 sessions, CIDOC organized a third Summer School in 2013, focusing on the principles and practice of museum documentation. The programme is organised in collaboration with the Museum of Texas Tech University (MoTTU). In all, thirteen participants (including 3 volunteers) attended the 2013 CIDOC Summer School that took place from July 7 –12 on the MoTTU campus: 5 from Qatar, 4 from the USA, 3 from Egypt, and 1 from Mexico. This third edition focused exclusively on the eight foundation modules. For the first time, the Summer School managed to break even, covering its operating costs. 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 2014.

Plans for 2014

As I write, preparations are under way for the 2014 CIDOC conference, which will take place in Dresden, Germany September 6-11. The CIDOC board will be meeting there early in 2014 to assist with planning. Mark the date and keep a look out for further information on the CIDOC website.

Standards and principles

A Resolution approving the CIDOC *Statement of Principles of museum Documentation* was passed at the 2013 ICOM General Assembly in Rio, establishing formal acceptance by ICOM. Congratulations go to the authors and all those who contributed to the document. This resolution is a milestone for CIDOC and clearly underlines the importance of museum documentation for ICOM as a whole.

We had also been hoping to have a similar resolution passed concerning the *Statement on Linked Data identifiers for museum objects*; however, the resolution committee recommended that we withdraw the proposal as they believed there was a strong possibility that it would be not accepted by the General Assembly. The document was accepted by CIDOC in 2012.

In addition, one of CIDOC's founding documents is finally available in French, eighteen years after the originally edition! The *International Guidelines for Museum Object Information: The CIDOC Information Categories*,¹ were first published in 1995 and distributed in printed form, accompanied by a 3¼ inch floppy disk, during the ICOM triennial conference in Stavanger. I still have my original copy, now tattered from constant use. No further printed copies were produced, but in electronic form the document has become a standard reference. It is often cited in scientific writing and is one of the fundamental texts used in museology courses throughout the world. Its importance was further multiplied when it was used as the basis for the CIDOC Conceptual Reference Model. The longevity of the document is a testament to the collective experience and clarity of vision of the authors.

Both the Statement of Principles and the Guidelines have been translated into Portuguese, to be published in conjunction with the ICOM triennial conference in Rio de Janeiro.

CIDOC Newsletter/Bulletin

A conference edition of the CIDOC newsletter, containing selected papers from the 2012 conference in Helsinki, was distributed in Rio. Following the CIDOC board elections, a new editor, Emmanuelle Delmas-Glass, takes over from Frances Lloyd Baynes. Our thanks go to both of them.

Nicholas Crofts
CIDOC Chair

¹ Recommandations Internationales pour la documentation des objets muséaux, 1995
http://network.icom.museum/fileadmin/user_upload/minisites/cidoc/DocStandards/CIDOCRecommandations1995FR.pdf

CIDOC
Conceptual Reference Model
Special Interest Group

Chair: Martin Doerr

ICOM/CIDOC 2013

Rio de Janeiro, Brazil, August 2013

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 CIDOC2012

27th joined meeting of CRM SIG &
ISO/TC46/Sc4/WG9 &
20th FRBR – CIDOC CRM Harmonization Meeting
19-22 of November 2012, Amersfoort, Netherlands

28nd joined meeting of CRM SIG &
ISO/TC46/Sc4/WG9
6 – 8 June, 2013, Stockholm

Achievements:

- Finalizing FRBRoo version 2.0 after review by IFLA.
- FRBRoo 2.0 models the “FRBR family” = FRBR,FRAD, FRSAD.
- FRBRoo 2.0 published on IFLA site, RDFS version available.

Achievements:

- Proposals for additions to the CRM ISO revision 2017:
 - Notions of spacetime and location properties for better connecting OpenGIS with CRM
 - A model for co-reference statements as scholarly activity
- Deciding community provided issues.

Achievements:

- Collaboration on mapping technology:
 - Formation of “CRM-LAB” for:
 - Defining a draft reference architecture for sustainable mapping tools between content providers and aggregators
 - Open consortium formed to develop an Open Source toolkit following reference model and interface specs

Achievements:

- Continued discussion with stakeholders of the archival community:
 - ICA will continue to make their own model for archival functions until 2015.
 - ICA members will keep contact with CRM SIG
 - CRM-SIG will collaborate with “CultureCloud” working group of archivists and information managers from Scandinavia and other European countries.
 - CRM-SIG and CultureCloud will focus on modeling archival information to answer historical research question. APEX and ICA members express their interest in this activity.

Next Meeting:

- Next meeting on 21-25th of October in Heraklion
- Corrections on FRBRoo 2.0
- Review and approval of French PRESSoo model for journals and other serial work as FRBRoo/CRM extension
- Mapping technology
- Meeting with CultureCloud on research questions to archives and a workplan for future work

Current/future tasks:

- Reference specifications for mapping technology to CRM.
- Facilitating exchange of mapping experience to/from the CRM + specializations
- Harmonized ALM conceptual models, approved by CIDOC, IFLA and ICA, to answer research questions on integrated resources,

Questions/suggestions <mailto:crm-sig@ics.forth.gr>

CIDOC Documentation Standards Working Group report 2013

The Documentation Standards Working Group has not met since the 2012 CIDOC Conference in Helsinki.

Richard Light has indicated that he wishes to step down as Chair of this Working Group. Jonathan Whitson Cloud of the British Museum is willing and able to take on this role.

Programme for 2013-2016

Registry of documentation standards

The DSWG plans to work on creating a list, online, of all the documentation-related standards that an institution anywhere might want to refer to. Whilst such lists do exist to some extent for some countries and areas, having as comprehensive a list as possible, with the domain and range and a few notes all in one place under the CIDOC banner would in our view be a useful service to offer.

In addition, the DSWG is willing to publish and maintain online any museum standards of international significance which would not otherwise be publicly available.

Application of the CRM to documentation practice

The DSWG also plans to work, in partnership with relevant bodies (e.g. CRM SIG, Collections Trust), on developing the links between SPECTRUM and the CRM. This work may include a simple CRM 'cook book', providing 'design patterns' for encoding commonly-occurring types of information as CRM-compatible Linked Data.

Other tasks

The DSWG remains willing to act as a point of liaison with relevant bodies and initiatives which develop standards of relevance to museum documentation, e.g. the TEI or library/archive standards bodies.

Richard Light
1 August 2013

CIDOC Museum Process Implementation Working Group report 2013

The Museum Process Implementation Working Group (MPI-WG) “aims at implementing reference workflows for main business processes as found in museums, galleries and similar organisations”¹. The activities carried out since the foundation of this group (CIDOC Conference 2011) consisted primarily in defining a baseline concept and setting up a collaborative environment for the working group. The concept and the available tools have been presented in two courses in 2012. Since the work of this group is based on existing standards the framework of SPECTRUM² was used as basis for the initial concepts: steps as defined in SPECTRUM have been used to set up a demo sub process (“*object delivery*”) being part of the “SPECTRUM procedure” “*object entry*”. Such a sub process can be defined very precisely and modelled in a highly structured way and it is possible to use BPM (Business Process Management) methodologies for designing and implementing such a sub process. But a lot of activities found in museums cannot be modelled in a structured way only. For that reason other complementary methods have been investigated, especially used in the knowledge workers’ domain. As of summer 2013 the methodology which complements BPM is just under development in the Adaptive Case Management (ACM) domain³. A standard (CMMN⁴: Case Management Model And Notation) supporting this methodology has been developed in a beta version and published by the Object Management Group in the first half of 2013⁵. At the moment of writing this report there are no tools available, especially in the public domain, which support the design and the implementation of CMMN based models for describing museum related activities. Because of this situation after the kick-off of the Working group at CIDOC 2012 no further meetings have been organised.

Programme for 2013 - 2016

The chair of the MPI working group is following the international activities in the field of ACM and BPM and the development of the forthcoming standard CMMN. It can be expected that until CIDOC 2014 in Germany practical result in the field of Adaptive (Advanced) Case Management will be available which can be used by the CIDOC-MPI-WG (especially a stable version of CMMN). It is proposed to have the next meeting of this WG at CIDOC 2014.

Walter Koch

6 August 2013

¹ <http://network.icom.museum/cidoc/working-groups/mpi-museum-process-implementation/> 2013-08-03

² <http://www.collectionslink.org.uk/programmes/spectrum> 2013-08-03

³ <http://www.xpdl.org/nugen/p/adaptive-case-management/public.htm> 2013-08-06

⁴ <http://www.omg.org/spec/CMMN/> 2013-08-06

⁵ <http://www.omg.org/news/releases/pr2013/05-06-13.htm> 2013-08-06

CIDOC Working Group Digital preservation Report 2013

The Working group has not met since the CIDOC conference in Helsinki 2012. At the meeting in Helsinki four participants and the Working Group chair discussed the state of the art in the participant's countries (Germany, Belgium, Serbia, Singapore and Sweden). Common to all participating countries was the fact that there is much digitization but very few plans for preserving the digital data produced. Therefore the following tasks were agreed on:

- Waking awareness by discussing and spreading the 10 points the WG formulated in 2007 at the meeting in Vienna (see below)
- Discussion about how to follow the Spectrum procedure for preservation of digital data (formulated in the German version of Spectrum 3.1 and suggested to Collections Trust for implementation in the English version) for example by creating guidelines for writing a policy.
- Getting more knowledge what is going on round the world and following up the different projects and their results such as PADI (Preserving Access to Digital Information), PLANETS (Preservation and Long-term Access through Networked Services) or DPC (Digital Preservation Coalition) for to name only some of a great variety and number.

Continuing on this the WG chair has taken part in meetings and personal intercourses on these topics in Sweden and in Germany especially:

- the annual meeting of the SIG for museum documentation in the German museum Association (and its WG for digital preservation) in October 2012,
- ALM Conference in Umeå/Sweden in February 2013
- informal meetings with the vice chair of the project e-archive at the National archives of Sweden

Programme for 2013-2016

Aim of the WG should be to set up guidelines and workflow for the documentation of digital preservation, which is readable for humans and not only for machines. Especially the question of originality and trustworthiness of migrated data should be considered.

The WG should also deal with questions of collecting, preserving and documenting the digital every day life of today, for example Facebook, twitter, the shopping list in the mobile phone, the programs for running industrial machines and so on. Here there are possibilities for cooperation at least with the COMCOL committee as far as questions of collecting are concerned and with the archival sector.

As chair of the WG I am willing to continue the work. But for being successful the WG needs to get more members wishing to work continually with these problems and questions. Therefore I appeal to every participant at CIDOCs and ICOM General meeting who is interested to join the working group permanently to get in touch with me (nickel.s@gmx.de).

The next ordinary meeting of the WG will be in Dresden in 2014 during the CIDOC conference. If there will be less than 10 participants willing to work permanently with the topics above I suggest to lay down the working group, because apparently there is no interest or need to solve the problems.

Susanne Nickel
2 August 2013

**Points for the long-term preservation of digital objects.
Recommendation of CIDOC digital working group
Vienna august 20 th 2007**

The long-term preservation of digital objects is a worldwide problem and a permanent process. This needs trained personal, time, money and equipment. This is the reason why CIDOC digital preservation group recommends the following points to consider.

1. Every organisation with any kind of digital data has the responsibility to take care of these data.
2. That means that long-term-preservation of digital of digital data must be considered at the very moment the organisation produces digital data.
3. Therefore the organisation must have a policy for the long-term-preservation of all its digital data. The policy should:
 - a. Identify what shall be kept for a long time and mention the reasons why this data should be kept
 - b. Identify the accepted standards for long-term preservation of digital data.
 - c. Identify the file-formats and storage media used by the organisation (according to international standards)
 - d. State any legal and financial obligations that it may have in relation to long term preservation of digital data
 - e. Identify the person or persons responsible for the long-term preservation of digital data
 - f. Ensure the authenticity of the digital objects
 - g. Ensure that the rights of the owner of the context are kept intact
 - h. Identify the costs

To fulfil these policy requirements the organisation must:

- Have appropriately trained personal dealing with the long-term preservation of digital data
- A detailed plan/strategy for long-term preservation of digital data including the permanent documentation of the preservation work.

Because it is a permanent process and not a single event it is necessary to develop international standards and solutions. Therefore it is indispensable to find partners in other organisations, such as museums, libraries or archives to solve the common problems and decrease the costs.