INTERNATIONAL COMMITTEES' ACTIVITY REPORT 2014/2015

NAME OF THE INTERNATIONAL COMMITTEE: CIDOC

DEADLINE TO SUBMIT THE ANNUAL REPORT:
12 JANUARY, 2015 at midnight (Paris time)

BY EMAIL TO:
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NAME OF THE CHAIR OF THE INTERNATIONAL COMMITTEE	NICHOLAS CROFTS
SIGNATURE	*N.A. Crofts*
DATE	15 DECEMBER 2014

I. 2014 ACTIVITIES

1) ANNUAL MEETING

DATE	6 – 11 SEPTEMBER 2014
LOCATION (CITY AND COUNTRY)	DRESDEN, GERMANY
HOST INSTITUTION OR ORGANISATION *(if applicable)*	LANDESAMT FÜR ARCHÄOLOGIE, FREE STATE OF SAXONY INSTITUT FÜR MUSEUMS FORSCHUNG, STAATLICHE MUSEEN ZU BERLIN LANDESHAUPTSTADT, DRESDEN MUSEEN DER STADT, DRESDEN STAATLICHE KUNSTSAMMLUNGEN, DRESDEN
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	 - 105 - 162
APPROACHED THEMES	DISCUSSIONS AND PAPERS WILL FOCUS ON ACCESS TO MUSEUM COLLECTIONS AND CULTURAL HERITAGE IN THE DIGITAL AGE. LINKED DATA INFORMATION PROVIDES SCIENTISTS WITH NEW AND WIDER PERSPECTIVES. EXPERTS FROM MUSEUMS AROUND THE WORLD WILL ADDRESS THE FOLLOWING THEMES: - STRATEGIES AND POLICIES IN DOCUMENTATION - PROCESSES IN MUSEUM DOCUMENTATION - MUSEUM DOCUMENTATION AS A PROFESSION - NETWORKING - METADATA - MULTILINGUAL TERMINOLOGY - DIGITAL LONG TERM PRESERVATION - INTANGIBLE CULTURAL HERITAGE - GIS-APPLICATIONS IN CULTURAL HERITAGE - DIGITAL DOCUMENTATION IN ARCHAEOLOGY
PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM GERMANY

OTHER MEETINGS *(if applicable)*
CIDOC Board meetings: Dresden 8-9 FEB 2014; Dresden 7,8,9 SEP 2014 ; online 17 NOV, 15 DEC 2014 Working group meetings Summer school training session s USA and Brazil (details below)

2) PUBLICATIONS	
TITLE	Declaração de Princípios de Documentação em Museus e Diretrizes Internacionais de Informaçao sobre Objectos de Museus
DATE	April 2014
PUBLISHING LANGUAGE	Portuguese
ELECTRONIC VERSION	Available in print , soon to be available online as PDF
NUMBER OF PRINTED COPIES	2000
TITLE	CIDOC Newsletter/Bulletin
DATE	August 2014
PUBLISHING LANGUAGE	English and French
ELECTRONIC VERSION	Both electronic (PDF) and Paper
NUMBER OF PRINTED COPIES	200 and on demand
TITLE	CIDOC Summer School 2014 Final Report
DATE	September 2014
PUBLISHING LANGUAGE	English
ELECTRONIC VERSION	Electronic (PDF)
NUMBER OF PRINTED COPIES	20

TITLE	CIDOC TRAINING PROGRAMME SÃO PAOLO 2014 FINAL REPORT
DATE	NOVEMBER 2014
PUBLISHING LANGUAGE	ENGLISH
ELECTRONIC VERSION	ELECTRONIC (PDF)
NUMBER OF PRINTED COPIES	20

TITLE	CIDOC MEMBERSHIP FLYER
DATE	2014
PUBLISHING LANGUAGES	ENGLISH, FRENCH, SPANISH
ELECTRONIC VERSION	NO
NUMBER OF PRINTED COPIES	250

3) TRAINING	
DATE	21-25 July 2014
LOCATION (CITY AND COUNTRY)	Lubbock, USA
HOST INSTITUTION OR ORGANISATION *(if applicable)*	MUSEUM OF TEXAS TECH UNIVERSITY
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 21 - 7 - 14

PLANNED THEMES	**MUSEUM DOCUMENTATION, PRINCIPLES AND PRACTICE** 101 INTRODUCTION TO MUSEUM DOCUMENTATION 102 HOW TO SET UP A BASIC INVENTORY SYSTEM 103 MARKING OBJECTS WITH IDENTIFICATION NUMBERS 104 PHOTOGRAPHING OBJECTS FOR INVENTORY PURPOSES 111 DEFINING AND MAINTAINING A DESCRIPTIVE SYSTEM 112 DEFINING AND MAINTAINING A PROCEDURAL MANUAL 121 JOB DESCRIPTIONS AND ORGANIZATIONAL STRUCTURE 122 BUDGETS, PRODUCTIVITY, PLANNING, AND REPORTING
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM USA
PROFILE OF THE TRAINERS	The 2014 Summer School was delivered in English by a team drawn from both CIDOC and MoTTU Faculty and staff.
DATE	17-22 August 2014
LOCATION (CITY AND COUNTRY)	São Paolo, Brazil
HOST INSTITUTION OR ORGANISATION (IF APPLICABLE)	Pincoteca do Estado de São Paolo
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	Number of Participants: 90 - 30 - 60

PLANNED THEMES	**Museum Documentation, Principles and Practice (in Portuguese)** 101 Introduction to museum documentation 102 How to set up a basic inventory system 103 Marking objects with identification numbers 104 Photographing objects for inventory purposes 111 Defining and maintaining a Descriptive System 112 Defining and maintaining a Procedural Manual 121 Job descriptions and organizational structure 122 Budgets, productivity, planning, and reporting **Advanced topics (in English)** Linked Data for Cultural Heritage Introduction to the CIDOC CRM Object ID: Documentation and illicit trafficking Museum procedures and business processes
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM Brazil
PROFILE OF THE TRAINERS	The São Paolo training programme was delivered primarily in Portuguese by experienced local trainers who had completed CIDOC Teacher Training. Advanced modules were delivered in English (with simultaneous translation) by CIDOC trainers: board members and chairs of WGs.

4) RESEARCH ACTIVITIES

Work has started on a collaborative, multilingual project to catalogue the terminology of museology, inspired by the *Dictionarium Museologicum*, published by CIDOC in 1986. This is an online resource to which experts in the field may contribute – ensuring that the catalogue of terms and concepts used by the museum profession can be updated to reflect current usage.

The CIDOC check list, a self-test to rapidly evaluate the quality of an institution's documentation, was made available on the CIDOC website. The document has been translated into Portuguese. We plan to develop an online version and to provide translations in French and Spanish.

CIDOC working group have continued development of CIDOC's recommendations, notably LIDO and the CIDOC Conceptual Reference Model.

CIDOC has formalized a process for the acceptance of working group publications as CIDOC recommendations. This is to avoid confusion about the status of documents produced as part of an ongoing project.

ISO published an updated version of the CIDOC CRM: ISO 21127:2014. This is available in English and French.

5) / ACTIONS WHERE EXPERTISE WAS PROVIDED

CIDOC MEMBERS PARTICIPATED IN A WORKING GROUP TO ANALYSE THE ICOM MEMBERSHIP PROCESSES FOR THE ADVISORY COMMITTEE. A REPORT (AVAILABLE ON ICOMMUNITY) WAS DELIVERED AT THE ICOM MEETING IN PARIS IN JUNE.

NICHOLAS CROFTS, CIDOC CHAIR, PARTICIPATED IN A ROUND TABLE LAUNCHING THE MUST NETWORK "*AU SERVICE DES MUSÉES, PATRIMOINE ET CULTURE SCIENTIFIQUES, TECHNIQUES ET INDUSTRIELS*", NOVEMBER 6, AND WAS INVITED TO AS KEYNOTE SPEAKER TO THE EVA/MINERVA CONFERENCE IN JERUSALEM, NOVEMBER 10-11 2014.

6) ACTIVITIES CONCERNING MUSEUM DOCUMENTATION, GENDER EQUALITY, THE PROTECTION OF HERITAGE DURING ARMED CONFLICTS AND THE SUSTAINABLE DEVELOPMENT OF MUSEUMS*

As in 2013, basic training modules were delivered directly in the local language or with simultaneous translation. Simultaneous translation was also provided during plenary sessions at the CIDOC conference in Dresden

CIDOC continues to maintain its website in the 3 primary ICOM languages. Messages sent to the CIDOC membership are translated whenever possible into the three main ICOM languages.

The CIDOC newsletter is published in both English and French.

Thanks to a generous grant from the Getty Foundation, twenty delegates from developing

countries received bursaries to attend the CIDOC conference. In addition, CIDOC provided funding for five additional delegates from its own funds. CIDOC covered registration fees for another two delegates who benefitted from the ICOM bursary scheme.

Four introductory modules from the CIDOC training programme are now available online in a format suitable for use over low-bandwidth connections.

The translation of key CIDOC recommendations into different languages is aims to promote the quality of museum documentation and to support the profession at an international level.

7) SYNTHESIS OF THE ACTIVITIES AND OBTAINED RESULTS

This year's annual CIDOC conference took place Dresden, Germany. Around three hundred people attended the conference, a considerable increase on our 2012 conference in Helsinki. The conference was notable for the friendly atmosphere of exchange and cooperation. Our two major audiences – museum practitioners, on the one hand, confronted every day with the practical reality of their institution's documentation, and specialists in information science, on the other – were able to get together and find common ground, where new technologies can be of practical benefit. Many delegates also commented on the uncompetitive and 'nurturing 'character of the conference, where old hands welcome new delegates and help them to get their bearings. This is an important aspect of CIDOC's organisational culture that contributes to the committee's unique character.

Building on the success of the 2011, 2012 and 2013 sessions, CIDOC organized a fourth U.S.A. Summer School in 2014, focusing on the principles and practice of museum documentation. The programme is organised in collaboration with the Museum of Texas Tech University (MoTTU) and regularly welcomes UNESCO funded participants. The number of participants increased this year to twenty one. Our training programme in São Paolo was also a success. Ninety students attended the classes, exceeded our expectations. A similar number had to be put on a waiting list. We are planning a similar series of classes in 2015. A week of training will also be taking place in Jyvaskyla, Finland. Four modules from the CIDOC training programme have been made available online, providing access for members who are unable to attend the workshops in person.

The CRM SIG, chaired by Dr Martin Doerr, established successful extensions to the CRM in cooperation with IFLA and a newly updated version of ISO 21127, the ISO version of the CIDOC CRM, was released. A new working group, dealing with the documentation of intangible cultural heritage held its inaugural meeting during the CIDOC conference, chaired by Dr Manvi Seth. The Data harvesting and interchange working group was renamed the LIDO working group, in order to highlight its main focus.

CIDOC began discussions with ICOM Namibia with respect to the *Africa Accessioned* project. The first stage The first stage, identifying institutions interested in participating is now complete. The second stage, planned for 2015, requires development of a system for sharing information. CIDOC can provide useful expertise in this area.

Two key CIDOC reference documents, the International Guidelines for Museum Object Information: The CIDOC Information Categories, and the Statement of Principles of museum Documentation, ratified by the General Assembly in 2013, were translated into Portuguese. (Both documents were translated into French in 2013.) These texts are now regularly cited in scientific writing and are used in museology courses throughout the world. We are planning a Spanish translation for 2015.

A considerable number of papers and other documents from past CIDOC conferences have been digitized and are now available online from the CIDOC digital library. These documents form a valuable resource for research and education. Papers for the 1995 and 1999 conferences were added in 2014.

CIDOC obtained a generous grant from the Getty Foundation, enabling participants to attend the CIDOC conference. CIDOC used its own bursary fund to enable delegates to attend the Dresden conference and students to attend CIDOC training programme.

CIDOC membership increased again in 2014. We hope to build on this success and continue to attract new members.

II. 2015 PLANNED ACTIVITIES

1) ANNUAL MEETING

DATE	5-10 SEPTEMBER
LOCATION (CITY AND COUNTRY)	NEW DELHI, INDIA
HOST INSTITUTION OR ORGANISATION *(if applicable)*	NATIONAL MUSEUM INSTITUTE (NMI)
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	 - 80 - 120
APPROACHED THEMES	DOCUMENTING DIVERSITY - CONTENT AND CONTEXT IN CULTURAL HERITAGE (WORKING TITLE)
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM INDIA

OTHER MEETINGS *(if applicable)*

CONFERENCE PLANNING MEETING, 19-22 JAN, NEW DELHI, INDIA
CIDOC BOARD MEETING, 24-25 JAN, BERLIN, GERMANY

2) PLANNED/PROPOSED PUBLICATIONS	
TITLE	**CIDOC BULLETIN**
DATE	2015
PUBLISHING LANGUAGE	ENGLISH AND FRENCH
ELECTRONIC VERSION	BOTH PAPER AND ELECTRONIC
EXPECTED NUMBER OF PRINTED COPIES	150 + PRINT ON DEMAND
TITLE	**GUIDELINES FOR MUSEUM DOCUMENTATION, THE CIDOC INFORMATION CATEGORIES**
DATE	2015
PUBLISHING LANGUAGE	SPANISH
ELECTRONIC VERSION	BOTH PAPER AND ELECTRONIC
EXPECTED NUMBER OF PRINTED COPIES	150 + PRINT ON DEMAND

3) SCHEDULED TRAINING	
DATE	16-21 July 2015
LOCATION (CITY AND COUNTRY)	Lubbock, USA
HOST INSTITUTION OR ORGANISATION (if applicable)	MUSEUM OF TEXAS TECH UNIVERSITY
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 16 - 8 - 8

PLANNED THEMES	**MUSEUM DOCUMENTATION, PRINCIPLES AND PRACTICE** 101 INTRODUCTION TO MUSEUM DOCUMENTATION 102 HOW TO SET UP A BASIC INVENTORY SYSTEM 103 MARKING OBJECTS WITH IDENTIFICATION NUMBERS 104 PHOTOGRAPHING OBJECTS FOR INVENTORY PURPOSES 111 DEFINING AND MAINTAINING A DESCRIPTIVE SYSTEM 112 DEFINING AND MAINTAINING A PROCEDURAL MANUAL 121 JOB DESCRIPTIONS AND ORGANIZATIONAL STRUCTURE 122 BUDGETS, PRODUCTIVITY, PLANNING, AND REPORTING
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM USA
PROFILE OF THE TRAINERS	The 2015 Summer School will be delivered in English by a team drawn from both CIDOC and MoTTU Faculty and staff. All trainers will have completed the CIDOC "Train the Trainers" programme.

DATE	8-12 June 2015
LOCATION (CITY AND COUNTRY)	Jyvaskyla, Finland
HOST INSTITUTION OR ORGANISATION *(if applicable)*	UNVERSITY OF JYVASLYKA
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 25 - 5 - 20
PLANNED THEMES	**MUSEUM DOCUMENTATION, PRINCIPLES AND PRACTICE** DETAILED PROGRAMME TO BE DECIDED
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM FINLAND

PROFILE OF THE TRAINERS	The 2015 Summer School in Finland will be delivered in English by a team drawn from both CIDOC and Faculty of Jyvaskyla University. All trainers will have completed the CIDOC "Train the Trainers" programme.

DATE	Not yet fixed
LOCATION (CITY AND COUNTRY)	São Paolo, Brazil
HOST INSTITUTION OR ORGANISATION (IF APPLICABLE)	Estado de São Paolo
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	Number of Participants: 60 - 30 - 30
PLANNED THEMES	**Museum Documentation, Principles and Practice (in Portuguese)** 101 Introduction to museum documentation 102 How to set up a basic inventory system 103 Marking objects with identification numbers 104 Photographing objects for inventory purposes 111 Defining and maintaining a Descriptive System 112 Defining and maintaining a Procedural Manual 121 Job descriptions and organizational structure 122 Budgets, productivity, planning, and reporting **Advanced topics (in English)** Linked Data for Cultural Heritage Introduction to the CIDOC CRM Object ID: Documentation and illicit trafficking Museum procedures and business processes

EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM Brazil
PROFILE OF THE TRAINERS	The São Paolo training programme will be delivered primarily in Portuguese by experienced local trainers who have completed CIDOC Teacher Training. Advanced modules will be delivered in English (with simultaneous translation) by CIDOC trainers: board members and chairs of CIDOC WGs.

4) PLANNED RESEARCH ACTIVITIES

The new working group on the documentation of intangible heritage will be looking at the development of recommendations for documentation.

Part one of the CIDOC self-evaluation check list allows for easy evaluation of museum documentation quality. Part two, under development, focuses on museum processes. We intend to refine and add to these documents and to develop online resources.

Other CIDOC working groups continue the development research into their respective areas of interest.

5) ACTIVITIES CONCERNING MUSEUM DOCUMENTATION, GENDER EQUALITY, THE PROTECTION OF HERITAGE DURING ARMED CONFLICTS AND THE SUSTAINABLE DEVELOPMENT OF MUSEUMS*

All CIDOC's activities concern museum documentation.

CIDOC operates a non-discrimination policy. This applies to race, creed, nationality, gender, age and physical disability. We do everything we can to ensure that CIDOC's activities are accessible to all.

CIDOC will continue managing a bursary scheme to assist participants from developing countries in attending the 2014 conference. We will also apply for a grant from the Getty Foundation.

CIDOC board meetings are held online to facilitate the participation of board members outside Europe. In addition we provide financial assistance to allow board members to attend meetings in person when needed.

We will be continuing our effort to digitize and make available papers from CIDOC conferences and back numbers of the CIDOC newsletter.

6) OTHER PLANNED ACTIVITIES

We will continue our efforts to find ways of improving the quality of our membership lists, as well as contacting and enrolling new CIDOC members.

We are conducting a systematic review of existing CIDOC recommendations and publications. Documents that were originally published in paper form are being digitized and made available as electronic documents. Key documents that are still of relevance are being translated into the three main ICOM languages.

Papers from the 2014 and 2015 conference will be made available through the CIDOC digital library.

CIDOC will provide expertise and support for the Africa Accessioned project, organized by ICOM Namibia.

* Actions implementing resolutions 2,4,5 et 6 of the General Conference in Rio de Janeiro (question in the framework of the Monitoring Committee as presented in the Advisory Committee in June 2014)
http://icom.museum/the-governance/general-assembly/resolutions-adopted-by-icoms-general-assemblies-1946-to-date/rio-de-janeiro-2013/