INTERNATIONAL COMMITTEES' ACTIVITY REPORT 2013/2014

NAME OF THE INTERNATIONAL COMMITTEE: CIDOC

DEADLINE TO SUBMIT THE ANNUAL REPORT:
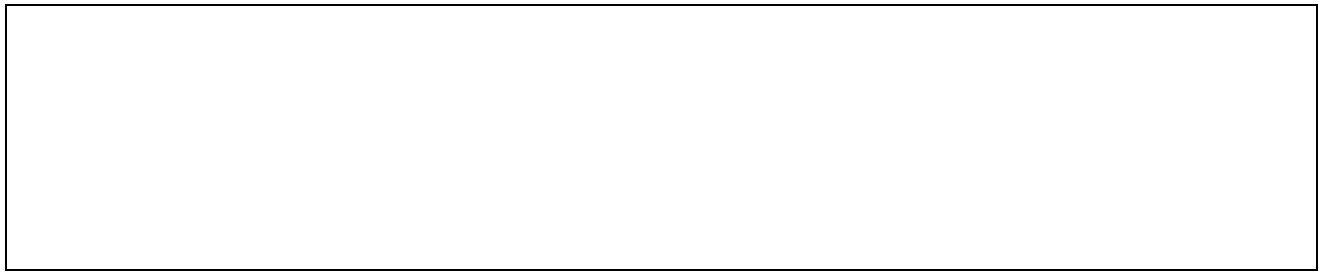**20 JANUARY, 2014**

BY EMAIL TO:
icreports@icom.museum

BY POST TO:
Florian Courty
International Council of Museums (ICOM)
Maison de l'UNESCO
1, rue Miollis
75015 Paris
France

For all information: florian.courty@icom.museum

NAME OF THE CHAIR OF THE INTERNATIONAL COMMITTEE	NICHOLAS CROFTS
SIGNATURE	*N.A. Crofts*
DATE	11 FEBRUARY 2014

I. 2013 ACTIVITIES

1) ANNUAL MEETING

DATE	AUGUST 10 TO 17, 2013
LOCATION (CITY AND COUNTRY)	RIO DE JANEIRO, BRAZIL
HOST INSTITUTION OR ORGANISATION (if applicable)	ICOM TRIENNIAL CONFERENCE
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	(FIGURES PROVIDED BY ICOM RIO 2013 CONFERENCE ORGANISERS 3.10.2013) 31 22
APPROACHED THEMES	CIDOC'S FOCUS FOR THE 2013 TRIENNIAL CONFERENCE WAS ON OUTREACH AND NETWORKING WITH OTHER COMMITTEES. WE ORGANISED JOINT EVENTS DURING THE WEEK. THROUGHOUT THE CONFERENCE, WE MAINTAINED A PRESENCE AT THE 'CIDOC BOOTH' TO ANSWER QUESTIONS AND WELCOME NEW MEMBERS. HIGHLIGHTS INCLUDED A PRESENTATION AND DISCUSSION BY MIKA NYMAN AS PART OF THE "CIDOC OUTREACH DAY", A JOINT MEETING WITH COSTUME AND ICMS AT THE MUSEU DA REPÚBLICA: INCLUDING PRESENTATIONS, A GUIDED TOUR AND HANDS-ON STUDY WORKSHOPS FOLLOWED BY AN EVENING RECEPTION AND APERITIF, AND A JOINT MEETING WITH ICOFOM AND ICTOP FOCUSED ON MUSEOLOGICAL TERMINOLOGY: PRESENTATIONS, DISCUSSION AND LUNCH.
PARTICIPATION OF OTHER ICOM COMMITTEES	COSTUME, ICMS, ICOFOM, ICTOP

OTHER MEETINGS (if applicable)

CIDOC BOARD MEETINGS:
BERLIN 2-3 FEB 2013; RIO 12 AUG 2013 ; ONLINE 12 SEP 2013 AND 31 OCT 2013
WORKING GROUP MEETINGS
SUMMER SCHOOL TRAINING SESSION S USA AND BRAZIL (DETAILS BELOW)

<table>
<tr><td colspan="2" align="center">**2) PUBLICATIONS**</td></tr>
<tr><td>TITLE</td><td>RECOMMANDATIONS INTERNATIONALES POUR LA DOCUMENTATION DES OBJETS MUSÉAUX : LES CATÉGORIES D'INFORMATION DE CIDOC</td></tr>
<tr><td>DATE</td><td>2013 (FRENCH TRANSLATION)</td></tr>
<tr><td>PUBLISHING LANGUAGE</td><td>FRENCH</td></tr>
<tr><td>ELECTRONIC VERSION</td><td>YES: AVAILABLE ON CIDOC WEBSITE</td></tr>
<tr><td>NUMBER OF PRINTED COPIES</td><td>ON DEMAND</td></tr>
<tr><td>TITLE</td><td>**CIDOC NEWSLETTER/BULLETIN**</td></tr>
<tr><td>DATE</td><td>AUGUST 2013</td></tr>
<tr><td>PUBLISHING LANGUAGE</td><td>ENGLISH AND FRENCH</td></tr>
<tr><td>ELECTRONIC VERSION</td><td>BOTH ELECTRONIC (PDF) AND PAPER</td></tr>
<tr><td>NUMBER OF PRINTED COPIES</td><td>200 AND ON DEMAND</td></tr>
<tr><td>TITLE</td><td>**CIDOC SUMMER SCHOOL 2013 FINAL REPORT**</td></tr>
<tr><td>DATE</td><td>SEPTEMBER 2013</td></tr>
<tr><td>PUBLISHING LANGUAGE</td><td>ENGLISH</td></tr>
<tr><td>ELECTRONIC VERSION</td><td>ELECTRONIC (PDF)</td></tr>
<tr><td>NUMBER OF PRINTED COPIES</td><td>20</td></tr>
<tr><td>TITLE</td><td>**CIDOC MEMBERSHIP FLYER**</td></tr>
</table>

DATE	2013
PUBLISHING LANGUAGES	ENGLISH, FRENCH, PORTUGUESE
ELECTRONIC VERSION	NO
NUMBER OF PRINTED COPIES	250

3) TRAINING	
DATE	20 –25 MAY, 2012
LOCATION (CITY AND COUNTRY)	LUBBOCK, TEXAS, USA
HOST INSTITUTION OR ORGANISATION (if applicable)	MUSEUM OF TEXAS TECH UNIVERSITY
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 12 - 0 - 12
APPROACHED THEMES	BASIC TRAINING IN 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
PARTICIPATION OF OTHER ICOM COMMITTEES	
PROFILE OF THE TRAINERS	Six instructors drawn from CIDOC and MoTTU faculty and staff delivered a total of eight training modules. Nick Crofts (CIDOC chair) delivered three modules. The remaining modules were delivered by MoTTU faculty members. All trainers have extensive experience and qualifications.

DATE	4 – 9 AUGUST, 2013
LOCATION (CITY AND COUNTRY)	SÂO PAOLO, BRAZIL
HOST INSTITUTION OR ORGANISATION (if applicable)	CENTRO UNIVERSITÁRIO BELAS ARTES DE SÃO PAULO SECRETARIA DE ESTADO DA CULTURA DE SÃO PAULO MUSEU DA IMIGRAÇÃO DO ESTADO DE SÃO PAULO PINACOTECA DO ESTADO DE SÃO PAULO
NUMBER OF PARTICIPANTS - ICOM - NON-ICOM	NUMBER OF PARTICIPANTS: 75 - 25 - 50
APPROACHED THEMES	**BASIC TRAINING IN 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 **INTERMEDIATE AND ADVANCED COURSES** 203 OBJECT ID: DOCUMENTATION AND ILLICIT TRAFFICKING 213 ORGANISING A CAMPAIGN OF INVENTORY CONTROL 214 BACKLOG CATALOGUING (REACTIVATING ABANDONED OR INCOMPLETE SYSTEMS) 305 COPYRIGHT AND LICENSING ISSUES 311 REQUIREMENTS ANALYSIS: OFF THE SHELF, BESPOKE OR DEVELOPMENT? 321 PUBLISHING COLLECTIONS DATA ON THE WEB 401 ONTOLOGIES: THE CIDOC CONCEPTUAL REFERENCE MODEL 403 INDEPENDENT STUDY ASSIGNMENT 405 DOCUMENTING CONTEMPORARY ART
PARTICIPATION OF OTHER ICOM COMMITTEES	
PROFILE OF THE TRAINERS	Thirteen instructors drawn from CIDOC, local museums staff and university teaching faculty delivered a total of 24 training modules. All followed the CIDOC teacher training courses and have extensive experience of museum work.

4) RESEARCH ACTIVITIES

5) / ACTIONS WHERE EXPERTISE WAS PROVIDED
NICHOLAS CROFTS, CIDOC CHAIR, WAS INVITED BY ICOM PORTUGAL TO SPEAK AT THE "ENCONTROS DE OUTONO" SISTEMAS DE INFORMAÇÃO EM MUSEUS: ESTADO DA ARTE EM PORTUGAL, WHICH TOOK PLACE AT THE MUSEU DA ELECTRICIDADE, 11 NOVEMBER 2013.

6) ACTIONS ALLOWING AN INCLUSIVE APPROACH
To help communication during the São Paolo training courses all basic training modules were delivered in Portuguese. And simultaneous translation was provided for advanced modules delivered in English. Simultaneous translation (payed for by CIDOC) was provided from the collaborative session at the Museu da Republica during the Rio conference.

CIDOC continues to maintain its website in several languages. These included the 3 primary ICOM languages as well as some additional 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. We are evaluating the feasibility of offering a Spanish version.

7) SYNTHESIS OF ACTIVITIES AND RESULTS OBTAINED

THIS YEAR'S ANNUAL CIDOC CONFERENCE TOOK PLACE RIO DE JANEIRO, BRAZIL, DURING THE ICOM TRIENNIAL CONFERENCE, AUGUST 10-17. AROUND 70 DELEGATES ATTENDED THE CIDOC EVENTS. CIDOC 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 PAOLO, WHICH WAS GENEROUSLY SUPPORTED BY THE STATE OF SÃO PAOLO AND THE PINACOTECA. THE EVENT WAS VERY WELL ATTENDED AND WILL BE REPEATED IN 2014.

BUILDING ON THE SUCCESS OF THE 2011 AND 2012 SESSIONS, CIDOC ORGANIZED A THIRD U.S.A. 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) AND REGULARLY WELCOMES UNESCO FUNDED PARTICIPANTS.

THE *STATEMENT OF PRINCIPLES OF MUSEUM DOCUMENTATION*, PRODUCED BY THE DOCUMENTATION STANDARDS WORKING GROUP WAS RATIFIED BY THE GENERAL ASSEMBLY IN 2013 AND IS NOW ADOPTED AS OFFICIAL ICOM POLICY.

A KEY CIDOC REFERENCE DOCUMENT, *THE INTERNATIONAL GUIDELINES FOR MUSEUM OBJECT INFORMATION: THE CIDOC INFORMATION CATEGORIES*, IS AT LAST AVAILABLE IN FRENCH, AS *RECOMMANDATIONS INTERNATIONALES POUR LA DOCUMENTATION DES OBJETS MUSÉAUX*. OFTEN CITED IN SCIENTIFIC WRITING AND A FUNDAMENTAL TEXTS USED IN MUSEOLOGY COURSES THROUGHOUT THE WORLD, THE GUIDELINES WERE ALSO USED AS THE BASIS FOR THE CIDOC CONCEPTUAL REFERENCE MODEL. SPANISH AND PORTUGUESE VERSIONS ARE IN PREPARATION.

CIDOC MEMBERSHIP INCREASED IN 2013 TO JUST OVER 500. WE HOPE TO BUILD ON THIS SUCCESS AND CONTINUE TO ATTRACT NEW MEMBERS.

II. 2014 PLANNED 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	 - 80 - 120
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
EXPECTED PARTICIPATION OF OTHER ICOM COMMITTEES	ICOM GERMANY

OTHER MEETINGS *(if applicable)*
CIDOC Board meeting, 7-9 February, Dresden, Germany

2) PLANNED/PROPOSED PUBLICATIONS

TITLE	**CIDOC BULLETIN**
DATE	2014
PUBLISHING LANGUAGE	ENGLISH AND FRENCH
ELECTRONIC VERSION	BOTH PAPER AND ELECTRONIC
EXPECTED NUMBER OF PRINTED COPIES	150 + PRINT ON DEMAND

3) SCHEDULED 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: 15 - 5 - 10
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 will be 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: 75 - 25 - 50
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 WGs.

4) PLANNED RESEARCH ACTIVITIES

A collaborative project on the terminology of museology, inspired by the *Dictionarium Museologicum*, published by CIDOC in 1986, is taking shape as 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.

Dr Manvi Seth (head of the Dept. of Museology, National Museum, New Delhi) has agreed to chair a new working group on the documentation of intangible heritage. Details will be published on the CIDOC website.

CIDOC is developing a check list to allow easy evaluation of good practice in museum documentation. A trial version was successfully tested during the 2013 Rio conference. We intend to refine and add to the document and to develop an online version.

5) PLANNED ACTIONS ALLOWING AN INCLUSIVE APPROACH

CIDOC WILL BE MANAGING A BURSARY SCHEME TO ASSIST PARTICIPANTS FROM DEVELOPING COUNTRIES IN ATTENDING THE 2014 CONFERENCE. FUNDS ARE PROVIDED PRIMARILY BY THE GETTY FOUNDATION, AND SOME ADDITIONAL FUNDS ARE PROVIDED BY CIDOC.

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.

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 intend to review and update, where needed, existing CIDOC recommendations and standards. Documents that were originally published in paper form will be digitized and made available as electronic documents. Key documents that are still of relevance will be translated into the three main ICOM languages.

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