5-Year RecorDIM Initiative
(2002-2007)

RecorDIM Partners Meeting-3

Leuven, Belgium – April 25-27, 2004

Draft Meeting Report

by Robin Letellier
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RecorDIM Initiative

May 2004

(New and Potential RecorDIM Partners for 2004)
Lemaire Centre – Parks Canada - INTACH – MCR – AfriCOM -
ICUCH – UQAM – CIIC - ICOMOS Macedonia – CCF – RIGSI – METU – NIHM –
U. of Applied Science Magdebburg - Leopold-Franzens U. – Iraq Nat. Conservation Inst.

Summary

The **purpose** of the Leuven RecorDIM Partners Meeting-3 was to bring together those representing the RecorDIM Partner Organizations, to review the proposed task groups and their framework of activities, and to agree on a common strategy to meet the RecorDIM objectives that are proposed for the next two years.

This report provides an outline of the discussions that took place during the meeting by referring to the agenda provided in appendix D. In summary, it report on:

-   the new management tools that are being introduced to create a "**RecorDIM Task Group Alliance Hub**" for conservation organizations worldwide to work together;

-   the **20 Information Users and Providers from 12 countries** that attended the RecorDIM 2004's Partners Meeting;

-   the Chairs of the **5 the task groups in operation** that reported on their activities and presented some of the results immerging from some task groups;

-   the **19 new task groups proposals** listed in appendix B, of which 12 were presented and discussed during the meeting. These proposals (together with an other 7 at concept stage) should be revised and up-loaded to the RecorDIM web site during the summer of 2004;

-   the **ISPRS-RecorDIM Roundtable 4 meeting** that will take place in Istanbul on the 18th of July (see agenda in appendix D);

-   the **RecorDIM Plenary Session** of the CIPA 2005 International Symposium that is planned for September 2005 in Torino, Italy;

-   the **CIPA-RecorDIM Roundtable 5** that will immediately follow the CIPA 2005 International Symposium (i.e. October 1-2, 2005)

-   the **RecorDIM Partners Meeting-4** that will take place in the spring of 2005; and

-   the **planned RecorDIM activities** for the next 20 months.

This report will be posted on the RecorDIM web site in early June 2004 to provide direction and milestones to participants responsible for task group activities and related action items. Therefore, this report will be used as a generic RecorDIM *activities road map* and will be referred to early next year to report on the RecorDIM 2004 activities.

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Background

For those that have not yet been introduced to the RecorDIM Initiative, it is suggested you visit the RecorDIM web site at: http://extranet.getty.edu/gci/recordim/reports.html and begin with the **RecorDIM 2003 Activities Report,** which describes the main RecorDIM meetings and outputs since 2001.

Definitions

To facilitate dialog between RecorDIM Partners and to ensure consistency in task group dialog and reporting, RecorDIM definitions are provided in appendix A. The definitions are taken from the **Heritage Recording, Documentation and Information Management Guidelines for World Heritage Sites** manuscript that was developed in the mid nineties with participation from ICCROM, ICOMOS, CIPA and UNESCO.

Acronyms

ICOMOS	- International Council of Monuments and Sites
ICOMOS-ISC	- ICOMOS International Scientific Committees
CIPA	- 'Comité International de Photogrammétrie Architecturale' (recently re-named 'CIPA Heritage'Documentation)
GCI	- the Getty Conservation Institute
ICCROM	- International Centre for the Study of the Preservation and Restoration of Cultural Property
EH	- English Heritage
WMF	- World Monuments Fund
HCD-PWGSC	-Heritage Conservation Directorate of Public Works & Government Services Canada
RecorDIM	- Recording, Documentation and Information Management (RecorDIM) Initiative (see web presence at: http://recordim.icomos.org/index.html)
INTACH	- India National
MCR	- Malta Centre for Restoration
AfriCOM	- International Council Of African Museums
ICUCH	- International Training for Underwater Cult. Heritage ((ICOMOS-ISC))
UQAM	- Université du Québec à Montréal
CIIC	- Comité International des Itinéraires Culturels
CIF	- Comité International de Formation (ICOMOS-ISC)
RIGSI	- Research Institute for Geomatics and Spatial Information (Iran)
METU	- Middle East Technical University (Ankara)
NIHM	- National Institute for Heritage Monuments (Romania)

Participants

The following twenty (20) RecorDIM Partner and Potential Partner Organization representatives participated to the meeting:

1. Arsenault, Daniel   Canada   UQAM
2. Bilgin,Guliz   Turkey   METU Faculty of Architecture
3. Blake, Bill   Great Britain   English Heritage
4. Bumbaru, Dinu   Canada   ICOMOS (Sec.-Gen.)
5. Cannataci, Joseph   Malta   Malta Centre for Restoration
6. Grenier, Robert   Canada   ICUCH
7. Gupta, Divay   India   INTACH
8. Hanke, Klaus   Germany   CIPA
9. Jackson,Elizabeth   USA   The Getty Conservation Institute
10. LeBlanc, Francois   Canada   The Getty Conservation Institute
11. Letellier, Robin   Canada   RecorDIM International Coordinator
12. Lunnon, Sarah   Great Britain   English Heritage
13. Mihai, Dana   Romania   National Institute for Heritage Monuments
14. Rinaudo, Fulvio   Italy   Politecnico di Torino
15. Santana, Mario   Belgium   Raymond Lemaire International Centre
16. Schuhr, Walter   Germany   University of Applied Sciences Magdeburg-
17. Smars, Pierre   Belgium   International Centre for Conservation
18. Sumanov, Lazar   Macedonia   ICOMOS Macedonia
19. Van Balen, Koen   Belgium   Raymond Lemaire International Centre
20. Waldhäusl, Peter   Austria   CIPA-RecorDIM Liaison Office

(Group visit - Monuments Watch)

Meeting Report

This report was prepared by Robin Letellier, under the terms of his contract with the Getty Conservation Institute (GCI), to coordinate the activities of the Recording, Documentation and Information Management (RecorDIM) Initiative.

Opening remarks

Robin Letellier, RecorDIM Initiative International Coordinator, moderated the meeting. He began the meeting with thanking:

- Koen Van Balen, Mario Santana, and the Lemaire Centre for hosting this Partners Meeting in the Castle of Arenberg;

- François LeBlanc and the Getty Conservation Institute for their ongoing financial support to the RecorDIM Initiative; and

- The 20 participants representing 12 countries that took personal time to participate to this RecorDIM Partners' annual meeting.

He also mentioned that the trend in participation to RecorDIM Partners Meetings seems to double each year. In Los Angeles, during the first Partners meeting in 2002, three (3) organizations were represented. In Vienna in 2003, eight (8) organizations participated to the meeting. This year, we had sixteen (16) organizations represented and 7 that couldn't attend. As a result of these three partners meetings, we have a total of 22 task groups in the making (see Task Group Delivery table in appendix B).

The meeting agenda in appendix D was then presented and agreed to by all participants. The meeting discussions followed the agenda items listed in appendix D, and are reported on hereafter in the same order.

Agenda Item 1 - RecorDIM Task Group 'Alliance Hub'

At the beginning of the meeting, Robin Letellier introduced a new RecorDIM task groups management tool now being referred to as the 'Alliance Hub'. It was mentioned that this tool is being introduced as new mechanisms to facilitate the coordination of activities and expedite the process of creating RecorDIM task groups, and disseminating resulting information.

This new 'Alliance Hub' is also meant to provide task group Chairs with a communication tool that now allows them to introduce and share their activities worldwide, and create interaction with RecorDIM practitioners and conservation specialists (i.e. users and providers of information) that are interested in participating to task group activities.

- Task Group 'ALLIANCE HUB'

The Alliance Hub was developed this past winter in response to the growing interest from the RecorDIM meetings that took place in Austria, Turkey, Zimbabwe and Sri Lanka, where more than 15 new task group proposals were initiated (appendix B). Therefore, this Hub is in the process of being designed to facilitate the coordination of current and new task groups, and to better understand how they fit into the larger Framework of RecorDIM Gaps and Needs.

For instance:

o the RecorDIM web page entitled '**Task Groups'** now provides procedures to assist conservation organizations define and implement new task groups:

  ▪ its sub-sections '**Operational Framework'** and '**Proposed Template'** provide guidelines and examples of task group proposals;

  ▪ its sub-section '**Seeking Alliances'**, refers to the new '**Alliance Hub'** page (or *meeting place)* which is to some extent being re-designed for task group Chairs to seek support from User and Provider organizations that wish to input / participate to task group activities.

o The new **'Alliance Hub'** page now provides two **matrices** that allow to see at a glance **who is doing what** in terms of creating / chairing task groups;

  ▪ its sub-section '**Task Groups Delivery Table'** provides a chronological list of on-going and new RecorDIM Task Groups with the names of respective Chairs. It also provides target dates for reviewing progress and publishing results. This list will be updated on a regular basis.

  ▪ its sub-section **'Matrix of Task Groups'** (appendix C) provides an overview of the GAPs being addressed, and by whom. This Matrix is also meant to be a 'tool' for conservation organizations / specialists worldwide, to identify / highlight in GREEN the areas / subjects they believe still need to be addressed, thus inciting conservation organizations to create new task groups.

o Finally, the web page entitled '**Info Warehouse'** (currently in development) provides those interested in creating RecorDIM Task Groups with knowledge of existing web pages that relate to RecorDIM principles, practices, tools and technologies. This warehouse can be described as an open-ended collection of web links. This interactive collection of information will grow with the motivation / generosity of those interested in sharing RecorDIM related sites / data.

The Leuven presentation on the above new web pages was well received by participants. The 'Alliance Hub' will be implemented in June 2004 for testing. It will be refined during the second half of 2004 so as to make this web presence somewhat become a worldwide **RecorDIM Task Group "Alliance Hub".**

- Why make use of the 'ALLIANCE HUB' ?

RecorDIM activities are largely **based on self-motivation** in that generally those creating a RecorDIM task group do it to resolve a gap that exists within their own organization / country. This motivation grows with the understanding that task groups Chairs interact with the other RecorDIM Partners (now over 20) that represent organizations with similar needs, but from different countries with complementary experiences. One of the task groups rewards is to see their joint efforts / results posted on the web, under a common RecorDIM Framework (see Matrix of Task Groups), for the benefit of conservation practitioners worldwide.

RecorDIM task groups **engage in bridging gaps at the outset**, as each task group chair MUST develop his / her proposal in partnership with two other organizations respectively representing the Information User and the Information Provider. The fact that the three organizations steering each task group come from different countries, ensures that dialog and interaction takes place at an international level of experiences, knowledge and needs.

RecorDIM`s **potential** and **sustainability** lies largely on the **goodwill alliances** that are established between Partners that agree to share knowledge, skills, information and networks.

Now, RecorDIM activities and interactions are being promoted and facilitated through the **Task Group 'Alliance Hub'** !

> *(Note: it can be said that some RecorDIM partners have described the 'Alliance Hub' as somewhat a framework of publications that is becoming a 'web based - open ended - book of books' on all aspects of Recording, Documentation and Information Management (RecorDIM) activities. Others have described the RecorDIM 'Alliance Hub' as a platform that promotes 'WILLING Conservation Organizations' to the international level of exchange and cooperation !)*

Agenda Item 2 - Status of Existing RecorDIM Task Group

One of the main purposes of the Leuven meeting was for RecorDIM Partners to report on their task group activities, to get feedback from participants, and to discuss improvements where possible. Currently, there are five (5) task groups in operation and nineteen (19) new ones in development.

Agenda Item 2 consisted in getting from each operating task group Chair a status report on their project and how the group activities are evolving. It also consisted in getting comments from participants to help with / enhance where possible some aspects of the project.

It should be noted that the following task group proposals, updates and results will be uploaded to the Matrix of Task Group on a regular basis. All new task group revisions will be posted as soon as they are made available to the RecoDIM site data coordinator Elizabeth Jackson (EJackson@getty.edu).

The following briefly describes current task groups and their activities:

1. ***Principles and Guidelines for the Recording, Documentation and Information Management of the Built Cultural Heritage*** *(François LeBlanc – Getty Conservation Institute)*

    This project concerns the publication of a manual covering the subject of principles and guidelines for recording, documentation and information management of the built heritage. The target audience of the publication is heritage policy makers and heritage managers. The publication will draw heavily on a manuscript written by Robin Letellier on the same subject several years ago and on the *Principles for the recording of monuments, groups of buildings and sites* adopted by the ICOMOS General Assembly in 1996. The publication will be enhanced with new sections, graphics and diagrams.

    Francois LeBlanc reported that Werner Schmid will be the technical Editor and that an editorial board has been created and will meet shortly to finalize the table of contents.

    *(see **Attachment A-1** for more detail on this group's activities)*

    *(Note: all task group proposals are provided in attachment to this report. Many are in draft form and will be updated in the near future. To allow the reader of this report to have access to the latest information on a given task group's activities, we have linked the above '**Attachment'** text to the Matrix of Task Groups that is provided on the web. Consequently, by reading this report on line, one will have access to the latest updates made to Task Groups available on the Matrix.)*

2. ***RecorDIM Handbook Publication*** *(François LeBlanc – GCI)*

    This handbook is meant to complement the above-mentioned Principles and Guidelines document, and will be developed only after the above document is in production. Rand Eppich of the GCI will be the technical editor of the RecorDIM Handbook.

3. ***Training: Metric Survey Skills in Conservation*** *(Sarah Lunnon – English Heritage)*

    Focusing on the area of Heritage Recording, this task group will provide material and resources, which can be used to develop training and learning programs on the uses and application of metric survey to historic buildings and cultural landscapes. The programs will provide a mechanism for pooling knowledge, with some requirement for professional peer to peer teaching from the task group to interested bodies at a national and international level.

    To date, two products have immerged from this task group's activities, namely a publication on recording techniques entitled '*Measured and Drawn'*, and a low-cost recording software package that will soon be made available to those seeking simple methods to document structures and sites.

    English Heritage has recently confirmed that it will have its task group meeting on September 15-16, 2004 in York, England.

    *(see **Attachment A-2** for more detail on this group's activities)*

4. ***GIS Tools for the Management of Archeological Sites*** *(Gaetano Palumbo – World Monuments Fund)*

This task group is in the process of creating alliances with Universities to examine current approaches to managing archaeological resources using GIS and other DBMS (Data base management systems). Its objective is to propose best practices for using such tools in ways that are easy to implement, maintain, and share.

GIS is used in archaeology as a research tool, but its potential as a monitoring and predictive tool, and its wide ranging applications in the field of urban and territorial planning are largely unknown to the archaeological practice. It should be noted that this group's approach has been used as a model by others to work towards identifying GIS tools for the management of other types of cultural resources.

*(see **Attachment A-3** for more detail on this group's activities)*

5. ***RecorDIM Information Warehouse*** *(Andrew Powter - PWGSC)*

The purpose of this **Information Warehouse** is to provide those interested in creating RecorDIM Task Groups with knowledge of existing documents and web pages that are relevant to RecorDIM principles, practices, tools and technologies.

The main **objectives** are:

- To provide conservation specialists worldwide with a **'one-stop web site'** for information on RecorDIM activities;

- To collect, by **RecorDIM Topics** (see list below)**,** as much information as possible, for Conservation Organizations that wish to create a RecorDIM task group, and / or develop RecorDIM practices in their country;

- To provide, on a regular basis, new information on RecorDIM practices, tools and technologies.

This group will coordinate and review informational links provided by others and submit for posting on the RecorDIM web site under the following categories:

- Policies
- Guidelines
- Standards
- Inventories
- Processes
- Handbooks
- Tools
- Software
- Training
- Best Practices

The group will continue with the work as described, however, the success of this Task Group is dependent on the input of others. RecorDIM initiative participants are encourage to submit potential links for review and posting. At the moment the user/provider review function is by Andrew Powter and

Christian Oumet. They would like an additional user and provider to be identified for the review function.

*(see **Attachment A-4** for more detail on this group's activities)*

Recommendation

It was recommended in Leuven that each ICOMOS International Scientific Committees (ISC) be requested to propose links to this Information Warehouse. If implemented, this recommendation would initiate an interesting '***cross-breeding platform'*** of information exchange between the ICOMOS ISCs that require ***Recording, Documentation and Information Management (RecorDIM***) knowledge, tools and skills in their work.

It was therefore proposed that each ICOMOS ISC appoint a member of their committee to review specific ***Info Warehouse*** web links that pertain to the specialization of each ISC. This, coupled to the above cross-breading of information, could create an attractive '***information transfer platform'*** that should be of interest to many ICOMOS ISCs.

(Note: It should be mentioned that following this Leuven meeting discussion, Robin Letellier proposed (in May 2004) to Gustavo Araoz, ICOMOS Vice-President responsible for ISCs, to add to the Bergen ISC strategic planning session agenda (Sept. 4-5, 2004), a proposal for ISCs to make use of / input to the above RecorDIM Info Warehouse. This proposal is an example of an alliance project that should benefit not only ICOMOS members, but also many conservation organizations worldwide. As a result, this alliance would gather / share / disseminate RecorDIM information throughout ICOMOS. This proposal should, in return, involve ISCs to participate to the review of the information being linked to the Warehouse. (see Appendix G – RecorDIM 'Cross-breading platform' recommendation for Bergen ISC Strategic Meeting / Retreat))

6. ***Integrating Heritage Recording into Property Management and Project Delivery*** *(Natalie Bull – PWGSC)*

The goal of this task group is to compare and contrast how various organizations collect, record, manage and use information about property, and to identify the differences, and similarities, in information that is produced and used to manage "non-heritage" property as compared to "heritage" or "cultural" property. The focus is on public sector organizations, but it is expected that the results will be of interest to private sector owners as well.

This international task group will consist of representatives from the users and producers of building and site documentation from 'heritage' and 'non-heritage' milieus, as well as specialists in property management and project delivery who work with both 'heritage' and 'non-heritage' property.

The methodology for this task group is to survey key public sector custodians on their approach, commitment to, and investment in heritage recording for cultural resources in their inventory, as compared to non-cultural assets. The objective is to identify opportunities to better integrate heritage recording into standard documentation practices for property management.

The activities of this group have been deferred due to organizational changes within PWGSC. This task group's activities should be back on tract during the summer / fall of 2004.

*(see **Attachment A-5** for more detail on this group's activities)*

Agenda Item 3 - New Task Group Proposals

As indicated earlier in this report, nineteen (19) new task group proposals were initiated during the course of 2003. Of this number, sixteen (16) have been drafted into task group proposal format for review and discussion in Leuven. They are listed hereafter in the order they were presented in Leuven.

Each Task Group Chair presented his / her proposal to participants explaining the purpose and objectives, and describing in some cases how the outputs could / would benefit the conservation community at large.

(PHOTO)

A discussion took place at the end of each presentation providing feedback on the concept and suggestions on enhancements that could improve some aspects of the project. The intention of this discussion was to provide a level of feedback for each group to update their proposals before they are uploaded to the RecorDIM site for review / interaction at the internet level.

As some task group chairs have not yet created alliances with a USER and / or a PROVIDER organization to co-chair their project, it was suggested that the Matrix of Task Groups in appendix C be used as a means to identify which task groups require assistance. Consequently, we discussed the idea that Chairs seek assistance by describing specific needs in the introduction of their task group proposals.

To make this work, the LEGEND in the Matrix of Task Groups has been revised as follows:

When text is in:	
Red	task groups are in operation
Blue	task groups are in development
Green	task group activities are is needed / there is a gap to fill

When text in Bold Italic	
Chair Name	is hyperlinked to task groups proposal (and other info)

When a cell is highlighted in:	
Yellow	Task Group is requesting assistance / participation from other organizations

For example, Divay Gupta's 'preliminary draft' introduction page (appendix E) is in the process of being designed to communicate his requirements / need for a User and a Provider organization to participate to his task group activities.

When the RecorDIM web site is officially announced in June 2004 to conservation organizations worldwide, it will be specified that 'yellow cells' in the Matrix indicate such need for outside assistance. Although this 'Alliance Hub' is in development, it is anticipated that international interaction / communication / contacts will result from this announcement and that task group Chairs will benefit from contacts generated by this Hub.

As a result of the presentations made in Leuven, the task group proposals in red text hereafter have been accepted by participants as tasks that fill one of the gaps identified in the Roundtable-1 report. These proposals will be uploaded to the 'Matrix of Task Groups' in June 2004 for exposure to the conservation community at large. The logos of the organizations responsible for these task groups will be added to the RecorDIM site page entitled 'Partners', and will be accompanied by a text describing their activities.

The task group proposals in blue text hereafter are considered preliminary as they require additional input / detail prior to being implemented. They will be completed in the coming months and should be added to the Matrix of Task Groups in the second half of 2004.

Task group proposals in yellow text were not discussed in Leuven either due to lack of time or because the Chair was unable to attend the Leuven meeting. These proposals will be discussed by email during the course of 2004 and results added to the Matrix as soon as possible.

For those reading this report on-line, the texts in red and blue hereafter are hyperlinked to the task group proposals.

List of new Task Group Proposals:

1. **Task Group Proposal by Lazar Sumanov - Macedonia**
     ICOMOS Macedonia
     Low-Cost Standards for Architectural Heritage RecorDIM

2. **Task Group Proposal by Daniel Arsenault - Canada**
     UQAM
     Rock-Art Science TAsk Group

3. **Task Group Proposal by Divay Gupta - India**
     INTACH
     Tabulation of Task Specific Technologies for RecorDIM

4. **Task Group Proposal by Mario Santana - Belgium**
     Raymond Lemaire Centre
     RecorDIM Decision Making Tools

5. **Task Group Proposal by Joseph Cannataci - Malta**
     Malta Centre for Restoration (MCR)
     DoCH-Net - Documentation of Cultural Heritage Network

6. **Task Group Proposal by Walter Schuhr – Germany**
     U. of Applied Science Magdeburg
     Collecting, compiling and Sharing Heritage Stereo views

7. **Task Group Proposal by Guliz Bilgin - Turkey**
    Middle East Technical University
    GIS Guidelines for Information Management in Urban Conservation

8. **Task Group Proposal by Mike Gondwe – Malawi**
    AfriCOM
    RecorDIM Guidelines for Intangible Heritage

9. **Task Group Proposal by Jeremy Green - Australia**
    ICUHC (ISC of ICOMOS)
    International Training for Underwater Cult. Heritage (TBC)

10. **Task Group Proposal by Prof. Zolfaghari and Abbass Malian - Iran**
    Reasurch Institute for Geomatics and Spacial Information
    Persian Heritage Archive Standards

11. **Task Group Proposal by Marc-André Bernier - Canada)**
    Parks Canada
    Glossary of Terms for Underwater Archeology

12. **Task Group Proposal by Nimal De Silva – Sri Lanka**
    Mural Paintings ISC of ICOMOS
    Low-Cost RecorDIM Guidelines for Mural Paintings (TBC)
    N. De Silva

13. **Task Group Proposal by Gilles Nourissier – France**
    CIF (ISC of ICOMOS)
    Training (TBC)

14. **Task Group Proposal by Javier Garcia Cano – Argentina**
    Argentina (ICOMOS)
    Digital Image Storage, Retrieval and Archiving Standards?

15. **Task Group Proposal by Jozef Jachimski – Poland**
    U. of Krakow
    Sharing Heritage Records with the Public (TBC)

16. **Task Group Proposal by Daniela Mihai – Romania**
    National Institute for Heritage Monuments
    Guidelines for monitoring Unesco World Heritage Sites

17. **Task Group Proposal by Klaus Hanke – Austria**
    Leopold-Franzens-Universität Innsbruck
    Guidelines for Long Term Storage and Retrieval of Digital Files (TBC)

18. **Task Group Proposal by Gouhar Shemdin – Canada**
    Iraqi National Conservation Org. and the Malta Centre for Restoration
    Training Iraki Conservationists in RecorDIM Activities

19. **Task Group Proposal by Guy Masson – Canada**
    CIIC (ISC of ICOMOS on Cultural Itineraries)
    America's RecorDIM Information Base on Cultural Itineraries

20. **Task Group Proposal by Eveline Riedling - Austria**

Note: As a follow-up to the Leuven meeting discussions, it was recommended that the following 2 new Task Group proposals be created by Gustavo Araoz and / or the ICOMOS' ISCs , to address the following needs, i.e.:

1. *a Glossary of terms relating to ICOMOS-RecorDIM Activities (this should include the participation of Marc-Andre Bernier and Joseph Jachimski who are both working on RecorDIM glossaries); and*

2. *Internet links to sites that pertain to Recording, Documentation and Information Management (RecorDIM) principles and practices (go to the 'Matrix of Task Groups' at http://extranet.getty.edu/gci/recordim/pdf/taskgroup-matrix.pdf … and click on Andrew Powter's name for details on how to participate)*

A - How to evaluate the 5-year RecorDIM Initiative?

During Day-2 of the Leuven meeting, Francois LeBlanc led a discussion and exercise with the participants to determine some of the indicators that would help to evaluate the RecorDIM Initiative at the end of its 5-years of activities. Interestingly, the indicators that gathered the most support from the participants were:

o   the publication and dissemination of all information produced by activities undertaken during this initiative;

o   the level of satisfaction of those who received the results of this initiative; and,

o   the level of inter-disciplinarity in the various activities

More indicators were produced and will be examined during the coming months.

The idea of counting 'hits' that are related to each row of the Matrix of Task Groups, was discussed. If initiated, this counting exercise could be used to indicate the level of visitation / interest for each row / gaps being addressed in the matrix. These indicators if outside interest would help understand areas of gaps and needs, and consequently incite some organizations to take on the lead in helping to resolve them.

B - How best to describe the RecorDIM Initiative to colleagues?

François LeBlanc also led this exercise. Every participant was asked to write down in a few minutes how they would describe the RecorDIM Initiative to people who don't know anything about it. The participants were asked to share their notes with each other in small groups, and then a few participants were asked to share the results of their discussion with the whole group. It was interesting to see how differently everyone perceived the initiative while, at the same time, having a common understanding of what it is trying to achieve.

Here are some examples of the descriptions produced by participants:

1. *It is an international initiative initiated by the Getty center, with the support of different national and international organizations, which **altogether created this network of networks**. This network has allowed specialists of various fields dealing with heritage issues (documentation, conservation, management) **to build up task groups where specific problems can be discussed, debated, and solutions found to solve them in different parts of the world**.*

2. ***RecorDIM is a collaboration of different organizations** dealing with the recording (survey) and documentation of the immovable heritage. It aims at **bringing together people and organizations** that have different expertise in that field. Typically, it aims at **bringing in contact providers of technology**, knowledge institutes **with users of it that can define the needs they have** in that respect.*

3. *RecorDIM or the **international clearing house network of problems and solutions** as perceived and resolved by a varied interdisciplinary **network of specialists and doers** in the recording of cultural heritage on land as well as underwater*

4. *Recording, documentation and IS (information systems) **bridging initiative:***
   - a. **Networking**
   - b. **Sharing knowledge – experiences**
   - c. **Supporting common efforts**
   - d. **Solving problems**
   - e. **Merging efforts**
   Issues for understanding – protecting culture heritage recording

5. ***Initiative of cooperating people (from world-wide) (users and providers)** to forward Recording, Documentation and Information Management for a better safeguarding, conservation & preservation of cultural heritage recording*

6. *As a means to:*
   - a) **inform conservation professionals** of possible solutions to their problems
   - b) allow an **exchange of techniques and training** methods
   - c) standards
   - d) international

7. ***Can you build your house without knowing your needs**, some previous solutions and the way to solve your problems? In the same way RecorDIM tries to underline needs, historical and new solutions to solve …   towards cultural integration.*

8. *An **international exchange for conservation documentation** (training)*

The above understandings came out to be quite similar to that of Gustavo Araoz's (VP ICOMOS) who wrote in his Victoria Falls report on the ICOMOS International Scientific Committees' Strategic Meeting last October:

> *… the RecorDIM Initiatice can be defined as "a catalyst that brings organizations together to cooperate". (then he wrote) … this initiative exemplifies many of the facets that may be used as indicators of an effective initiative: i.e.*
>
> - *identification of overall needs in the field*
> - *partnership with affinity organizations*
> - *securing outside resources*
> - *involvement of members*
> - *formulation of solutions, and*
> - *recognition of the role of specialists and non-specialists" (p. 2 of report - appendix K)*

When reading through the above descriptions (see also other texts in appendix I), a common understanding of RecorDIM seems to converge in saying that this initiative encourages / promotes / creates a sense of:

- networking
- sharing
- integrating
- resolving
- delivering

- ***Dinu Bumbaru's observations***

Dinu Bumbaru, Secretary-General of ICOMOS, was exposed to the RecorDIM Initiative in Seville (2002) and in Victoria Falls (2003) and met with Robin Letellier in Ottawa (early 2004) to discuss his interest in the initiative and the possibilities of attending the Leuven RecorDIM Partners 2004 Meeting.

As a result, Dinu Bumbaru came to Leuven and spent Day-1 listening to participants presenting their task group proposals. He presented his observations at the end of the day and congratulated the participants on their proposed initiatives and was glad to see that the RecorDIM Initiative has a well defined framework and timeframe that focuses the attention of everyone on the production of results / products that can be used by the conservation community at large.

Agenda Item 4 - RecorDIM Roundtable-4, Istanbul *(July 18, 2004)*

During The CIPA-RecorDIM Roundtable-3 in Antalya last year, Orhan Altan, Director of the up-coming ISPRS Congress in Istambul (12-23 July, 2004), invited the RecorDIM Initiative Partners to organize an ISPRS-RecorDIM Roundtable-4 to take place on the Sunday July 18' 2004, in Istambul. This day, which is free for congress participants, will make it possible for members of the following seven

ISPRS Technical Commissions to participate to Roundtable-4:

1. Sensors, Platforms and Imagery
2. Systems for Data Processing, Analysis, Representation
3. Theory and Algorithms
4. Spatial Information Systems and Digital Mapping
5. Close-Range Vision Techniques
6. Education and Communication
7. Resource and Environmental Monitoring

The theme and agenda for Roundtable-4 were discussed and agreed to during the Leuven RecorDIM Partners Meeting. Three CIPA Committee Members were represented at the Leuven meeting to ensure that the Roundtable-4 agenda (appendix F) strengthens alliances between ISPRS and CIPA (mainly Information Providers), and the other RecorDIM Partners representing largely Users of information. Roundtable-4 's preliminary agenda in provided in appendix F.

Over 20 senior officers from the international and national conservation organizations listed above have been invited to participate to Roundtable-4, and some have already confirmed their participation. A report on Roundtable-4 will be produced in August, and poster on the RecorDIM web site prior to the Bergen meeting mentioned above.

Agenda Item 5 - RecorDIM Roundtable-5, Torino *(Oct. 1 2005)*

During the 2003 RecorDIM Roundtable-3 in Antalya, Fulvio Rinaudo (representing Sergio Dequal, Director of the Torino CIPA 2005 International Symposium) commended roundtable-3 participants for their lively and productive discussions, and invited the RecorDIM Partners to organize a Roundtable-5 meeting that would take place after the Torino CIPA XXth International Symposium (September 26-30, 2005) (http://www.cipatorino2005.org/culturalheritage.htm).

In Leuven, Fulvio Rinaudo re-invited the RecorDIM Partners to prepare for Roundtable-5 and to also organize, within the CIPA symposium program, a Plenary Session on RecorDIM as was done in Antalya in 2003. Following-up on this invitation, the Roundtable-5 concept hereafter was defined.

RecorDIM Plenary Session

As described in the Roundtable-5 announcement / invitation letter (appendix H), it is suggested that the RecorDIM Partners build onto the results from Roundtable-4 that will take place in Istanbul in July 2004 (appendix F). As one can appreciate, it is anticipated that during Roundtable-4, new alliances with international organizations will be created.

Therefore it is suggested that three new alliances / RecorDIM Partner organizations be invited to Torino's **Plenary Session on RecorDIM** to talk about the outcome of their alliances / cooperation, and to report on their outputs / results. By exposing Symposium participants to examples of concrete alliances

and results, this Plenary Session should incite others to consider creating new task group proposals.

At the end of the Session, the **Matrix of Task Groups** (appendix C) will then be used as framework to show _who is working on what task groups_, to identify _what gaps remain to be bridged_, and consequently to generate _dialog towards resolving some of the remaining gaps_ listed in the Roundtable-1 report (see pages 9-12 of the 'Bridging the Gap Between The Information User and Provider' document at: http://extranet.getty.edu/gci/recordim/reports.html).

CIPA-RecorDIM Roundtable-5 Announcements

Roundtable-5 will be held immediately after the Symposium (e.g. on October 1 – 2, 2005), and will follow-up on the symposium RecorDIM Plenary Session discussions. It will also focus on improving communication between organizations, and on increasing efficiency and effectiveness in the use of the Alliance Hub.

One of the objectives will be to make this Hub become a '**one-stop meeting place'** for all those interested in '**the broad facets of RecorDIM** ' which concern :

- o networking
- o sharing
- o integrating
- o resolving
- o delivering

… as described during the Leuven exercise on describing '**what the RecorDIM Initiative is about'** (see Agenda Item 3-B above)!

An other objective will be to discuss _who will take over what_ of the RecorDIM Initiative after its termination in 2007? This discussion will be made in presence of all RecorDIM Partners that must participate to this important Roundtable-5 meeting.

A more detailed Roundtable-5 Agenda will be prepared after the Istanbul Roundtable-4, and announced on the Torino 2005 CIPA Symposium and RecorDIM web sites.

Agenda Item 6 - Next RecorDIM Partner's Meeting

Invitations were received from Montreal (Dinu Bumbaru), Malta (Joe Cannataci), New Delhi (Divay Gupta) and York (Sarah Lunnon) to host the next RecorDIM Partners Meeting that will take place in the spring of 2005. The choice of place will be announced this coming fall.

Summary of RecorDIM Activities for 2004-5

The following action plan is meant to provide those interested in the RecorDIM Initiative with an understanding of the main activities that will take place during the next 2 years. It was briefly discussed during the RecorDIM meeting in Leuven, and recently revised to include the outcome of more recent discussions.

Therefore, the following part of the report should be considered as a 'generic work plan' for RecorDIM Partner Organizations, and therefore be reviewed and commented on by RecorDIM Liaison Officers prior to posting the Leuven meeting report on the web. This plan will be used in early 2005 to report on the following RecorDIM activities:

- June 2004 - RecorDIM Web Presence Official Announcement

By the end of June, the newly revised RecorDIM web site should be up and running with information for heritage conservation organization worldwide to learn about RecorDIM, to understand each task group's activities, and to hopefully generate new RecorDIM Task Groups. This announcement will be widely circulated to the following conservation organizations' membership that can be reached by Internet:

International Organizations

o   ICOMOS - International Council of Monuments and Sites
o   ICOMOS-ISC   - all 22 International scientific Committees of ICOMOS
o   GCI   - the Getty Conservation Institute
o   ICCROM - Intern. Centre for the Study of the Preserv. and Restoration of Cultural Property
o   UNESCO - United Nations Educational, Scientific and Cultural Organization
o   WMF   - World Monuments Fund
o   ISPRS   - International Society for Photogrammetry and Remote Sensing
o   ICOM-CC - International Council of Museums
o   MCR   - Malta Centre for Restoration
o   AfriCOM - International Council Of African Museums
o   APTI   - Association for Preservation Technology International
o   IUCN   - The World Conservation Union
o   IFRAO   - International Federation of **R**ock **A**rt **O**rganizations
o   EPOCH-Net   - Excellence in Processing Open Cultural Heritage
o   SIA   - Society for Industrial Archeology
o   TICCIH   - The Inter. Comm. for the Conservation of the Industrial Archaeology
o   DOCOMOMO   - DOcumentation and COnservation of buildings, sites and
     neighborhoods of the MOdern Movement
o   World Bank
o   Council of Europe

National Organizations

o   HCP-PWGSC   -Heritage Conservation Program of Public Works & Government
     Services Canada

- o   INTACH   - Indian National Trust for Art and Cultural Heritage (India)
- o   EN   - English Heritage (UK)
- o   RIGSI   - Research Institute for Geomatics and Spacial Information (Iran)
- o   METU   - Middle East Technical University (Ankara, Turkey)
- o   NIHM   - National Institute for Heritage Monuments (Romania)
- o   UQAM   - Université du Québec à Montréal (Canada)
- o   US Parks Service (USA)
- o   University of Applied Science Magdebburg (Germany)
- o   Leopold-Franzens Universität Innsbruck (Austria)
- o   Raymond Lemaire International Centre for Conservation (Belgium)

(Note; if you know of other organizations that should added to the list, please advise Elizabeth Jackson (Ejackson@Getty.Edu).

- July 18, 2004 - ISPRS-RecorDIM Roundtable-4, Istanbul

This meeting is meant to provide ISPRS specialists, from all Commissions that work on Heritage Conservation issues, with a 1 day meeting opportunity to discuss specific technical RecorDIM gaps that need to be addressed. It will be an occasion for both CIPA and ISPRS to create stronger links and to jointly address some of the gaps listed in the RecorDIM Roundtable-1 report. Such joint ventures would help create additional RecorDIM networks of specialists and to work towards strengthening the Initiative alliances with Information Users.

The preparations for this meeting are well underway (appendix F) and above listed organizations are invited to participate.

- September 2004 - English Heritage's RecorDIM Task Group Meeting

As mentioned earlier in this report, English Heritage has confirmed that it will have its task group meeting on September 15-16, 2004 in York, England. The task group proposal is provided in appendix J.

Deliverables

The deliverables expected from this Task Group are training manuals and specifications, which will outline the majority of metric survey techniques and their application to the historic environment. These manuals will make reference to:

- the majority of metric survey techniques currently used in the survey of historic buildings;
- the suitable selection and application of appropriate survey techniques;
- CAD as the data capture, modeling and presentation environment;
- the issues to be addressed prior to commissioning a survey from a survey contractor; and
- the recent technical developments in this field of conservation.

- Fall 2004 – ICOMOS Macedonia RecorDIM Task Group Workshop

Referring to Lazar Sumanov's Task Group Proposal (Attachment B-1), there should be a workshop on 'Low-cost Standards for Architectural Recording, Documentation and Information Management (RecorDIM) Practices during the second half of 2004. This will be confirmed as soon as Task Group Partners have approved the project schedule.

- Spring 2005 - HCD-PWGSC RecorDIM Task Group Meeting

HCD-PWGSC was invited by the RecorDIM International Coordinator to organize an HCD-RecorDIM Task Group Meeting in late 2004, early 2005. HCD is currently seeking PWGSC management support to host such a meeting.

- Summer 2004 to 2005 - Other RecorDIM Task Group Meetings

It is anticipated that during 2004-5, some of the Task Groups that were initiated in 2003 will meet at least once during the next 12 months. These meetings are recommended as face-to-face discussions increase the level of communication and strengthen group building capacity and cooperation.

Also, following Roundtable-4, it is expected that 3 to 4 new task groups should be created. These groups could work on RecorDIM needs, together with CIPA, during the remaining of the RecorDIM Initiative. This would ensure that groups enhance their respective activities and build-up networks with other RecorDIM partners.

Dates and location of new RecorDIM Task Group meeting should be announced on the RecorDIM web site soon. It is hoped that these meetings will be open to all RecorDIM Partners organizations that have an interest in subjects being discussed.

- April 2005 (TBC) - RecorDIM Partners 2005 Meeting

(dates and place to be confirmer)

- Sept. 2005 - Torino CIPA Symposium & RecorDIM Roundtable-5

As mentioned earlier in this report, the next CIPA International Symposium will be in Torino, Italy - September 26-30, 2005 (contact: Symposium Director Prof. Dr. Sergio Dequal and web information: http://www.cipatorino2005.org/culturalheritage.htm .

In Leuven, Fulvio Rinaudo invited the RecorDIM Partners to prepare a Roundtable-5 in Torino, and to also organize, within the CIPA symposium program, a Plenary Session on RecorDIM as in Antalya in 2003. Following-up on this invitation, a Roundtable-5 concept is presented under Agenda Item 5 above.

Appendices

A) RecorDIM Definitions

B) Task Group Delivery Table

C) Matrix of Task Groups

D) Agenda - RecorDIM Partners 2004 Meeting - Leuven

E) Divay Gupta – Seeking Alliance Pager – RecorDIM Task Group

F) ISPRS-RecorDIM Roundtable-4 Preliminary Agenda (Istanbul - July 18, 2004)

G) RecorDIM 'Cross-breading platform' recommendation for Bergen ISC Strategic Meeting / Retreat (to be added soon)

H) RecorDIM Roundtable-5 announcement and invitation letter (to be added soon)

I) 'Perception of the RecorDIM Initiative' Exercise (Photos of text of results -to be added soon)

J) EH Task Group Proposal on Training: Metric Survey Skills in Conservation

K) G. Araoz Report - Strategic Planning Meeting Of The International Scientific Committees (Vic Falls – October 2003)

Attachments *(Task Group Proposals)*

A- Part II of Agenda - 2002-3 Task Group Activities

1. *Principles and Guidelines Publication (François LeBlanc – Getty Conservation Institute)*

2. *Training: Metric Survey Skills in Conservation (Sarah Lunnon – English Heritage)*

3. *'GIS Best Practices in Archeology - Man. Guidelines' (Gaetano Palumbo – World Monuments Fund)*

4. *RecorDIM Information Warehouse (Andrew Powter - PWGSC)*

5. *Integrating Heritage Recording into Property Management and Project Delivery(Natalie Bull – PWGSC)*

B- Part III of Agenda - New Task Group Letters of Intent & Proposals

1. *Task Group Proposal (by Lazar Sumanov - Macedonia)*

2. *Task Group Proposal (by Daniel Arsenault - Canada)*

3. *Task Group Proposal (by Divay Gupta - India)*

4. *Task Group Proposal (by Mario Santana - Belgium)*

5. *Task Group Proposal (by Joseph Cannataci - Malta)*

6. *Task Group Proposal (by Walter Schuhr – Germany)*

7. *Task Group Proposal (by Guliz Bilgin - Turkey)*

8. *Task Group Proposal (by Mike Gondwe – Malawi)*

9. *Task Group Proposal (by Jeremy Green - Australia)*

10. *Task Group Proposal (by Abbass Malian - Iran)*

11. *Task Group Proposal (by Marc-André Bernier – Canada)*

12. *Task Group Proposal (by Nimal De Silva – Sri Lanka)*

13. *Task Group Proposal (by Gilles Nourissier – France)*

14. *Task Group Proposal (by Javier Cano – Argentina)*

15. *Task Group Proposal (by Jozef Jachimski – Poland)*

16. *Task Group Proposal (by Dana Mihai – Romania)*

17. *Task Group Proposal (by Peter Waldhäusl – Austria)*

18. *Task Group Proposal (by Gouhar Shemdin – Canada)*

19. *Task Group Proposal (by Guy Masson – Canada)*

20. *Task Group Proposal (by Klaus Hanke – Austria)*

21. *Task Group Proposal (by Eveline Riedling - Austria)*

<u>Appendices</u>

Appendix A

RecorDIM Definitions

To facilitate dialog between RecorDIM Partners and to ensure consistency in task group reports, definitions are provided in appendix A. They are taken from the **Heritage Recording, Documentation and Information Management Guidelines for world Heritage Sites** manuscript that was developed in the mid nineties with participation from ICCROM, ICOMOS, CIPA and UNESCO.

<u>Heritage Recording</u>...the capture of information relevant to understanding the physical configuration, evolution and condition of heritage sites and objects, at known points in time, and the basis of decisions made to alter or care for such sites and objects.

<u>Documentation</u>...information units acquired over time through heritage recording and other research means which constitute the knowledge base for particular sites and objects.

<u>Information management</u>...the process of acquiring, storing and sharing site documentation to ensure its accessibility, security and reliability.

<u>Conservation</u>... concerned with the transmission of cultural heritage, with its significant messages intact and accessible to the greatest degree possible.

<u>Conservation Process</u>…the analytical decision-making process of ensuring that conservation intervention at all levels will respect heritage values of sites while maintaining functional effectiveness within applicable budget and other constraints.

<u>Conservationists / Conservation Specialists</u>...those who, whatever their profession, trade or discipline of origin (i.e. art historians, architects, archaeologists, planners, etc.), engage in the practice of conservation and are committed to the application of the highest principles and standards of the field in their work. They are also referred to as "<u>Information Users</u>".

<u>Heritage Recorders</u>...all levels of experts in the design and execution of effective heritage recording activity within the conservation process. They are also referred to as "<u>Information Providers</u>".

RecorDIM … the activities of Recording, Documentation and Information Management

Appendices B

Task Group Delivery Table

(see at: http://extranet.getty.edu/gci/recordim/pdf/taskgroup-delivery-table.pdf)

Appendices C

Matrix of Task Groups

(see at: http://extranet.getty.edu/gci/recordim/pdf/taskgroup-matrix.pdf)

Appendices D

Agenda - RecorDIM Partners 2004 Meeting - Leuven

(see at: http://extranet.getty.edu/gci/recordim/pdf/leuven-2004-agenda.pdf)

Appendix E

Seeking Alliances
with other
Conservation Organizations

to work on the attached RecorDIM Task Group entitled:

Tabulation of Task Specific Technologies for the Recording, Documentation and Information Management of Cultural Heritage

To: All Interested Conservation Organizations

From: Divay Gupta

Dear colleagues,

As a result of the Leuven RecorDIM Partners 2004 Meeting (see Report at: www....), we agreed to develop a **RecorDIM Task Group 'Alliance Hub'** ……………. ……………… …………… ………………….. ………………….. ………. where Task Group Chairs can describe their need for assistance from other conservation organizations that have an interest and resources to participate to this RecorDIM Task Group activities.

Referring to the draft RecorDIM Task Group Proposal hereafter, we are looking for:

   a) …
   b) …
   c) …
   d) etc………………

Etc….

Should you be interested in participating by taking on one or more of the above-mentioned tasks, please contact me at   …………@……….

DGupta

Invitation
to the
ISPRS-RecorDIM Roundtable-4 Meeting
Istanbul, July 18, 2004
(Topkapi-B Room (TBC))

Hosted by

ISPRS Congress 2004

July 12-25, 2004
Istanbul, Turkey

June 3, 2004

Dear CIPA colleagues and friends,

During the CIPA-RecorDIM Roundtable-3 in Antalya last year, Orhan Altan invited the RecorDIM Partners to organize an *ISPRS-RecorDIM Roundtable-4 Meeting* in Istanbul during the *XXth ISPRS Congress* this coming July (see pages 18-27 of the *RecorDIM 2003 Activities Report* at: http://extranet.getty.edu/gci/recordim/reports.html - note that this report will be uploaded to our site during the 1st week in June). In response to this invitation, the RecorDIM Partners have prepared the following meeting agenda.

As outlined below, Roundtable-4 is primarily meant to introduce the activities of four (4) international heritage conservation organizations to ISPRS members attending the Congress in Istanbul (http://www.isprs2004-istanbul.com/). It is also meant to discuss these organizations' Recording, Documentation and Information Management (RecorDIM) needs, and to work towards creating new RecorDIM task groups to address these needs.

This roundtable was purposely planned to take place on Sunday July 18, which is the only Congress day without Technical Sessions. Those interested in the RecorDIM Roundtable-4 are invited to attend the meeting and participate actively to the *working lunch* and *Panel Discussions* described hereafter.

Please inform Elizabeth Jackson (EJackson@getty.edu) of your interest so that the number of participants is known. A hosted lunch will be provided for the first forty (40) persons to confirm their participation to Elizabeth Jackson.

We are looking forward to seeing you on July 18.

Yours truly,

Robin Letellier   Peter Waldhäusl

International Coordinator   CIPA-RecorDIM
RecorDIM Initiative   Liaison Officer

Theme:

Using the RecorDIM 'Alliance Hub' to work together with Conservation Organizations Worldwide

Purpose:

The purpose of Roundtable-4 is to invite international organizations involved in heritage conservation activities to come to Istanbul:

- to introduce their organizations' activities to Congress participants;

- to share their Recording, Documentation and Information Management (RecorDIM) experiences and needs; and

- to discuss ways to work together to create alliances and task groups that address these needs and deliver outputs that benefit all organizations.

Preliminary Program:

- 9:00 - 9:10 Opening remarks (Orhan Altan and Robin Letellier)

- 9:10 - 9:20 Overview of the RecorDIM Initiative and Task Group 'Alliance Hub'

- 9:20 - 9:40 Report on the RecorDIM 2004 Partners Meeting (Leuven, Belgium – April 2004)

- 9:40 - 12:00   Presentations on four (4) International Conservation Organizations, their Heritage Conservation activities, and their Recording, Documentation and Information Management needs: (TBC)

- 12:00 - 13:30 Affinity Groups Working Lunch (see suggested list of affinity groups below)

- 13:30 - 16:30 Panel Discussions (+/- 30 to 40 minutes each) on needs pertaining to RecorDIM

    o **Training**   (lead by Joe Cannataci / Gilles Nourissier / (TBC - to be confirmed))
    o **Standards**   (lead by Petros Patias / Lazar Sumanov / TBC)
    o **Management Tools** (lead by Gaetano Palumbo / Giora Solar / TBC)
    o **Glossary of Terms** (lead by Robert Grenier / Gustavo Araoz / TBC)

        ▪ With each Panel providing conclusions regarding:
            1. Common / overlapping needs between 'potential partner' organizations
            2. Suggested alliances and / or RecorDIM Task Groups

- 17:00 - 17:30 Conclusions, closing remarks and invitations to attend the RecorDIM 2005 Partners Meeting - Spring 2005, and the CIPA 2005 Symposium (Torino)

Invited Heritage Conservation Organizations:

ICOMOS   - International Council of Monuments and Sites
ICOMOS Turkey
GCI   - the Getty Conservation Institute
ICCROM   - International Centre for the Study of the Preservation and Restoration
      of Cultural Property
UNESCO   - United Nations Educational, Scientific and Cultural Organization
WMF   - World Monuments Fund
ISPRS   - International Society for Photogrammetry and Remote Sensing
ICOM-CC   - International Council of Museums
MCR   - Malta Centre for Restoration
AfriCOM   - International Council Of African Museums
APTI   - Association for Preservation Technology International
IUCN   - The World Conservation Union
IFRAO   - International Federation of **R**ock **A**rt **O**rganizations
EPOCH-Net   - Excellence in Processing Open Cultural Heritage
SIA   - Society for Industrial Archeology
TICCIH   - The International Committee for the Conservation of the Industrial
      Archaeology
DOCOMOMO   - DOcumentation and COnservation of buildings, sites and
      neighborhoods of the   MOdern Movement
World Bank
Council of Europe

HCP-PWGSC   -Heritage Conservation Program of Public Works & Government
      Services Canada
INTACH   - Indian National Trust for Art and Cultural Heritage (India)
EN   - English Heritage (UK)
RIGSI   - Research Institute for Geomatics and Spacial Information (Iran)
METU   - Middle East Technical University (Ankara, Turkey)
NIHM   - National Institute for Heritage Monuments (Romania)
UQAM   - Univrsité du Québec à Montréal (Canada)
US Parks Service (USA)
University of Applied Science Magdebburg (Germany)
Leopold-Franzens Universität Innsbruck (Austria)
Raymond Lemaire International Centre for Conservation (Belgium)

ICOMOS-International Scientific Committees

1. CIPA Heritage Documentation   - Petros Patias
2. Rock Art   - Ulf Bertilsson
3. Polar Heritage   - Susan Barr
4. Stained Glass   - Stefan Trümpler
5. Risk Preparedness   - Robyn Riddett
6. Gardens   - Robert de Jong
7. Underwater Cultural Heritage   - Robert Grenier
8. Stone   - Isabelle Pallot Frossard
9. Tourism   - Graham Brooks
10. Structures   - Giorgio Croci
11. Earthen Architecture   - Fernando Pinto
12. Wood   - David Michelmore / Andrew Powter
13. Vernacular Architecture   - Christoph Machat / Marc de Caraffe
14. Economics   - Christian Ost
15. Training   - Caspar Lafree / Gilles Nourissier

16. Cultural Routes	- Maria-Rosa Suarez Inclan Ducassi / Guy Masson
17. Legal issues	- Werner von Trützschler / James Reap
18. Cultural Heritage Management	- Brian Egloff
19. Historic Towns & Villages	- Ray Bondin
20. Cultural Landscapes	- Marie Jeanne Geerts
21. Wall Paintings	- Nimal De Silva
22. Shared Built Heritage	- Cor Dijkgraaf

Note: This invitation is also being sent to ISPRS 2004 Congress participants (by Orhan Altan, Congress Director) and to ICOMOS Executive and Advisory Committee Members (by Robin Letellier)

Lunch Meeting - RecorDIM Affinity Groups:

Twelve (12) 'lunch tables' will be setup to receive approximately 10 Roundtable-4 participants per table, to discuss RecorDIM needs and potential task groups.   Each table will have a theme relating to the following 12 main gaps that are listed in the 'Matrix of Task Group', i.e.:

RecorDIM:

(*possibly headed by*)

- I. POLICY — (Cevat Erder / or TBC)
- II. GUIDELINES — (Rand Eppich / Peter Waldhäusl / TBC)
- III. STANDARDS — (Petros Patios / / TBC)
- IV. INVENTORIES — (Gaetano Palumbo / Jeremy Green / TBC)
- V. INFORMATION MANAGEMENT SYSTEMS (Graham Brooks / TBC)
- VI. CONSERVATION PROCESSES — (Robin Letellier / John Burns / TBC)
- VII. MANAGEMENT TOOLS — (Giora Solar / Guliz Bulgin / TBC))
- VIII. SOFTWARE — (Steve Nickerson / TBC)
- IX. HARDWARE — (J. Jachimski / Mario SantanaTBC)
- X. TRAINING — (Joe Cannataci / TBC)
- XI. BEST PRACTICES — (Bill Blake / TBC)
- XII. INFORMATION DISSEMINATION / COMMUNICATION   (Andrew Powter / TBC)
- XII. CALL FOR ADDITIONAL CO-OPERATION / PARTICIPATION (Gustavo Araoz / TBC)

Referring to the Leuven RecorDIM 2004 Partners Meeting discussions, Joe Cannataci will participate in the coordination of this 'working lunch!. In preparation for this 'lunch meeting', please refer to:
- the list of GAPS and NEEDS provided on pages 9-12 of the Roundtable-1 Report (http://www.getty.edu/conservation/publications/pdf_publications/recordim.pdf), and
- the 'Alliance Hub' page at (http://extranet.getty.edu/gci/recordim/hub.html

Each table will be asked to come up with suggestions for new task group proposals!

Appendix G

RecorDIM 'Cross-breading platform' recommendation for Bergen ISC Strategic Meeting / Retreat (to be added soon)

Appendix H

RecorDIM Roundtable-5 announcement / invitation letter (to be added soon)

Appendix I

'Perception of the RecorDIM Initiative' Exercise (Photos of text of results (to be added soon)

Appendix J

RecorDIM Initiative

Task Group Proposal

Date: 19 May 2004

Task Group Name / Title Training: Metric Survey Skills in Conservation

- Chair-person: *Sarah Lunnon*
- Organization: *English Heritage*

- Information User representative: *Mario Santana*
  Organization: *RLCC, Belgium*

- Information Provider representative: *Clive Boardman*
- Organization: *Photoarc Ltd, UK*

Project Outline – Metric Survey (part of Heritage Recording)

Concentrating on the area of Heritage Recording the task group proposes to provide material and resources which can be used to develop training and learning programs on the uses and application of metric survey to historic buildings and cultural landscapes. The programs will provide a mechanism for pooling knowledge, with some requirement for professional peer to peer teaching from the task group to interested bodies at a national and international level.

Purpose and Objectives

The aim is to provide effective tools for the improved understanding of the process involved in the metric survey of historic buildings and ancient monuments. This will be achieved by the design of programs for:
- Information Users
- Information Suppliers

Taking the form of:

Specifications

For the control of survey techniques appropriately applied to the historic environment.

Teaching material
Making available training manuals covering the wide range of metric Survey techniques containing practical examples, as web documents and hardcopy to be used as templates for:

    Formal lecture material
    Demonstration examples
    Manuals for Hands on practice of the DIY techniques

Deliverables

A set a training manuals and specifications which will outline the majority of metric survey techniques and their application to the historic environment:

- the majority of metric survey techniques currently used in the survey historic buildings;
- the suitable selection and application of appropriate survey techniques;
- CAD as the data capture, modeling and presentation environment.
- the issues to be addressed prior to commissioning a survey from a survey contractor.
- the recent technical developments in this field of conservation.

These can be stored as digital documents at the Information Warehouse, CIPA website and on the websites of national and international organizations and also available in hardcopy from ICOMOS and/or national conservation bodies.

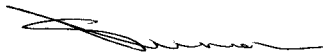**Other Task Group Team Members** (i.e. that will be actively involved in the project)

- Bill Blake: English Heritage
- Divay Gupta: INTACH (National Trust India)
- Marko Stokin: Public Institute for the Protection of Cultural Heritage of the Republic of Slovenia
- Lasar Sumanov: The Republic of Macedonia Institute for the Protection of Cultural Monuments, Macedonia

Project Resources (that have been secured / approved):

- Person-day (commitment)
  40 days from English Heritage, UK

- Budget £10,000

Milestones:

- Starting date: April 2003

- Mid-project review date (by RecorDIM Steering Group):

- Completion date: **September 2006**

Chair   date: 17/5/04

Information Provider   date:

Information User   date:

ICOMOS

STRATEGIC PLANNING MEETING
OF THE INTERNATIONAL SCIENTIFIC COMMITTEES

ELEPHANTS HILL HOTEL, VICTORIA FALLS, ZIMBABWE
9AM TO 5 PM, OCTOBER 26, 2003

In attendance:
Bureau and Executive Committee:
Gustavo Araoz, Dinu Bumbaru, Angela Rojas, Maria Rosa Suarez-Inclán, Axel Mikleby, Andrew Hall.

CIAV (*Vernacular Architecture*): Christoph Machat (afternoon session only)
CIF (*Training*): Gilles Nourissier
CIIC (*Cultural Itineraries*): Maria Rosa Suarez-Inclán, Guy Mason
CIP (*Stone*): Benjamin Mouton
CIPA (*Heritage Documentation*): Robin Letellier, Peter Waldhausl
CIVVIH (*Historic Towns and Villages*): Tamas Fejerdy (afternoon Session only), Michel Polge
ICAHM (*Archaeological Heritage Management*): Marilynn Truscott
ICLAFI (*Legal, Administrative and Financial*): Alberto C Martorell
ICORP (*Risk Preparedness*): Robyn Riddett
ICUCH (*Underwater Heritage*): Robert Grenier
ISCARSAH (*Structures of Architectural Heritage*): Christiane Schmuckle-Mollard
Fortification and Military Heritage Task Force: Lidia Klupsz

Throughout the text of this report, the interventions by delegates of the above committees are identified not by name but by the pertinent ISC acronym. When more than one representative participated, the specific name is provided in parenthesis after the acronym.

National Committee and other Observers:
Bangladesh, Belarus, Canada, Holy See, India, Japan, United Arab Emirates

Absent: Economics of Conservation, Historic Gardens and Cultural Landscapes, Cultural Tourism, Earthen Architecture, Wood, Polar Heritage, Shared and Colonial Heritage

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Gustavo Araoz, ICOMOS VP for ISC's opened the meeting welcoming all in attendance and reminding all of the decision taken in Seville 2002 to hold a strategic planning session in Victoria Falls in conjunction with the 14th General Assembly of ICOMOS. At the time, there was consensus on the need for change and improvement in the ISC's. Mr Araoz underlined that this was not a reporting meeting, but a peer review and discussion in which the ISC's would speak to each other and try to learn from the totality of the comprehensive ISC experience; and that there was no intent on the part of the Bureau or the Executive Committee to use the results of the meeting for purposes of control. He reminded attendants that ICOMOS has global authority and respect as the most erudite and universal of heritage organizations, and that this expertise and erudition lies in our membership; and that the expression for that expertise lies in the ISC's.

The preparatory work for the strategic planning session was described, pointing out to a request earlier in the year for reports from each ISC chair according to a prescribed format. The purpose of these reports was to circulate them to all ISC Chairs in order to familiarize them with the

policies, membership and work of their peer in other ISC's. Not all ISC chairs responded to this request, and of those that did, only a handful adhered to the prescribed format. The compendium of whatever reports were received was circulated to all ISC chairs in advance of the meeting, so that all would arrive with the same level of knowledge.

Given the wide range in the quality of the reports received, a simplified agenda was circulated the weeks before the meeting, meant to focus the discussion along three main topics: Membership, Programs and Administration, all preceeded by an introduction. The attendants adopted the agenda proposed.

Mr Araoz provided a general background of the preparatory studies he did for the meeting, which deal mainly with membership, and that he defined as merely numerical or quantitative: how many are participating? Where do they come from? Who is allowed to participate?

Analyzing the actual substance of the ISC's – the qualitative aspects – Mr Araoz said   the responsibility of the participants in the strategic planning process. The purpose of this meeting was to launch a constructive dialogue on this topic. The eventual results envisioned from this dialogue were suggested as follows:

1.   Adoption of a six-year plan for the ISC's in Beijing 2005
2.   Reconvening in a 3-day planning retreat in 2004
3.   Establishment of an ICOMOS Scientific Council
4.   Formulating recommendation regarding whatever structural changes may be necessary in ICOMOS to support the ISC's.

Having given this charge to the attendants, Mr Araoz asked Robin Letellier, VP of CIPA- and RecorDIM International Coordinator, to make a presentation of the recent work of CIPA-Getty Conservation Institute-ICOMOS partnership as it relates to the RecorDIM Initiative, explaining that this work exemplifies many of the facets that may be used as indicators of an effective initiative: identification of overall needs in the field; partnership with affinity organizations, securing outside resources; involvement of members, formulation of solutions, and recognition of the role of specialists and non-specialists.

After a brief history of CIPA, Mr Letellier explained how highly technical methods for recording had been developed over the years by its members and other preservation institutions working in the field of photogrammetry and documentation. The complexity of much of this methodology made it difficult to transfer the new technology to many potential users, and this gap between providers and users was the challenge that RecorDIM is seeking to bridge.

A thorough record of the RecorDIM activities and its partners' input to this five-year initiative may be found in the web (http://extranet.getty.edu/gci/recordim/reports.html) and in the documents circulated in preparation for the meeting, so Mr Letellier's presentation will not be summarized in this document.

Discussion of the work of CIPA followed, including some brief reports by ISC chairs illustrating facets of their work similar to CIPA, and exploring connections to the work of other ISC's.

CIF emphasized the need to be proactive and not simply reactive to perceived needs by studying the relationships among specialists of the ISC's and the general public involved in heritage conservation: understanding who benefits from our work.

The presentation by CIIC of its initiative to inventory cultural itineraries prompted Mr Letellier to identify a clear link between it and the work of RecorDIM, in which CIIC was invited to participate.

Mr Letellier illustrated a basic format that can be used by any organization for developing a RecorDIM Task Group within an ISC that is of pressing importance, but for which resources are

limited: develop guidelines or adopt existing ones; appoint a task force to define the problem(s) to be addressed; build up partnerships; adopt goals and schedules; and assign portions of the overall work to each partner.

(the remaining 10 pages of this repost are available if requested)