

**5-Year RecorDIM Initiative
(2002-2007)**

RecorDIM 2005 Partners Meeting-4

(Paris - May 8-10, 2005)

News & Reports

by Robin Letellier
International Coordinator
RecorDIM Initiative

July 2005



International Council on
Monuments and Sites
Conseil International
des Monuments et des Sites



The Getty Conservation Institute



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U. of Applied Science Magdeburg - Leopold-Franzens U. – Iraq Nat. Conservation Inst.

and other RecorDIM Partners in the making

(above acronyms are described on page 4)

Summary

This new format of *RecordDIM 'News & Reports'* is a combination of **NEWS** on key activities that took place during the past year, and of **REPORTS** on the Paris RecordDIM Partners Meeting of last May and on other related meetings. It is meant to briefly communicate the highlights of what took place within each RecordDIM Task Group so as to inform the heritage conservation community at large of the status of work and related accomplishments. It concludes with a plan of action for the next twelve months of RecordDIM activities.

Consequently, this *News & Report* edition focuses on the following main topics that were discussed during the Paris meeting:

Task Groups Progress Reports

Most of the 22 RecordDIM Task Groups are referred to in this report by providing a page overview of the purpose, objective and deliverables of each task group. A Handout containing these Task Group 'Pagers' is being compiled in preparation for the upcoming CIPA 2005 Torino Symposium (Sept. 26 to Oct. 2, 2005), and the ICOMOS 2005 General Assembly in Xi'an (Oct. 17-21, 2005). These 'Pagers' provide 'Hyperlinks' to each task group's web page that is now available on the RecordDIM web site.

The RecordDIM Alliance Hub

The RecordDIM Alliance Hub has been redesigned to provide each task group with an interactive web page that is meant to inform on task group activities and to seek assistance / participation from affinity groups / organizations from all regions of the world.

RecordDIM Capacity Building

The RecordDIM progress reports and 'Alliance Hub' mentioned above are meant to incite conservation professional to look at what we are doing, to join the exchanges being promoted by task group Chairs, and to motivate many to join the RecordDIM activities described in the 2005-6 plans outlined hereafter.

RecordDIM Activity Plans for 2005-6

This plan refers primarily to:

- the Torino 2005 CIPA Symposium "RecordDIM Plenary Session" (Sept. 28), which will show and tell how 3 of the RecordDIM task groups have developed over the past few years, and describe anticipated outputs;
- the Torino CIPA-RecordDIM Roundtable-5 (Oct. 1-2), which should bring together those interested in 'building capacity' within groups and organizations that see RecordDIM activities play a significant role within conservation practices worldwide;
- the Xi'an ICOMOS General Assembly's "CIPA-ICOMOS-GCI RecordDIM Evening Session" (Oct. 18 or 20), which will describe to ICOMOS GA participants the progress and anticipated results of 4 of the RecordDIM Task Groups presented in the 2005 Task Group 'Pagers' mentioned above; and,
- the Agra "RecordDIM 2006 Partners Meeting" (Feb. 06), which brings together the RecordDIM Liaison Officers to review the progress of task groups activities, and discuss revisions needed to meet the RecordDIM objectives.

This *News & reports edition* will be posted on the RecordDIM web site in August 2005 to provide direction and milestones to participants responsible for task group activities and related action items. Therefore, it will be used as a generic RecordDIM activities road map, and will be referred to next year to report on the RecordDIM 2005-6 activities.

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BACKGROUND

What is RecordIM

For those that have not yet been introduced to the RecordIM Initiative, a short introduction is provided in appendix G. It is also suggested to visit the RecordIM web site at: <http://extranet.getty.edu/gci/recordim/reports.html> and begin with the **RecordIM Activity Reports**, 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 (re. cover page Partners)

ICOMOS	- International Council of Monuments and Sites
CIPA	- 'Comité International de Photogrammétrie Architecturale' (recently re-named 'CIPA Heritage Documentation')
GCI	- the Getty Conservation Institute
EH	- English Heritage
WMF	- World Monuments Fund
HCD-PWGSC	-Heritage Conservation Directorate of Public Works & Government Services Canada
INTACH	- India National Trust for Art and Cultural Heritage
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 (ICOMOS-ISC)
CIF	- Comité International de Formation (ICOMOS-ISC)
RIGSI	- Research Institute for Geomatics and Spatial Information (Iran)
METU	- Middle East Technical University (Ankara, Turkey)
NIHM	- National Institute for Heritage Monuments (Romania)
RecordIM	- Recording, Documentation and Information Management (RecordIM) Initiative (see web presence at: http://recordim.icomos.org/index.html)

Participants

The following RecordIM Liaison Officers / Task Group Chairs participated to the Paris meeting:

- | | | | |
|-----|-------------------|---------------|---|
| 1. | Arsenault, Daniel | Canada | UQAM |
| 2. | Gupta, Divay | India | INTACH |
| 3. | LeBlanc, Francois | USA | The Getty Conservation Institute |
| 4. | Letellier, Robin | Canada | RecordIM International Coordinator |
| 5. | Lunnon, Sarah | Great Britain | English Heritage |
| 6. | Powter, Andrew | Canada | PWGSC |
| 7. | Rinaudo, Fulvio | Italy | Politecnico di Torino |
| 8. | Santana, Mario | Belgium | Raymond Lemaire International Centre |
| 9. | Schuhr, Walter | Germany | University of Applied Sciences Magdeburg- |
| 10. | Swarts, Nick | USA | The Getty Conservation Institute |
| 11. | Sumanov, Lazar | Macedonia | ICOMOS Macedonia |
| 12. | Waldhäusl, Peter | Austria | CIPA-RecordIM Liaison Office |
| 13. | Anna Paolini | France | UNESCO – Cultural Division |

During the RecordIM Partners' meeting at UNESCO, on May 9, the group met with the following WHC Officers:

- Karim Hendili (UNESCO Officer – who assisted in organizing the RecordIM Partners ' Meeting)
- Anne Lemaistre, POL Unit
- Junko Okabashi, Asia Pacific Desk
- Marc Patry, Nature Desk
- Sophia Labadi, PPE Desk
- Mechtild Rossler and Fumiko Ohinata, Europe North America Desk

Paris RecorDIM Partners Meeting

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.

It should be mentioned that the RecorDIM Partners Meetings are annual meetings, only for RecorDIM Liaison Officers representing Partner Organizations, that get together to review the progress of their task groups and framework of activities, and to agree on adjustments needed to meet the RecorDIM objectives for the upcoming year.

Day 1 - Sunday, May 8



(On May 8, the RecorDIM Partners Meeting took place at the ICOMOS Secretariat in Paris)

Opening remarks

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

- Mario Santana and Karim Hendili (UNESCO) for arranging with the WHC Directorate to make use of their facilities for day-2 of the RecorDIM Partners Meeting;
- François LeBlanc and the Getty Conservation Institute for their ongoing financial support to the RecorDIM Initiative; and
- the 12 RecorDIM Liaison Officers for taking personal time to participate to this RecorDIM Partners' annual meeting.

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

Task Groups Progress Reports

A total of seventeen task group activities were presented and discussed during the two days of the Paris meetings. The ten task group chairs that were able to attend the meeting presented their own activities, while the remaining seven groups' activities were reported on by participants that knew about these activities.

At the beginning of the meeting, Robin Letellier indicated that the RecorDIM Initiative was half way through its 5-year period, and that it was important to remind Chairs that task groups now had to concentrate on delivering results. This reminder was followed by the suggestion that those task groups with an ambitious product to deliver would need to look at the possibility of reducing the scope of work so as to focus on realistic results.

Consequently, most of the task group presentations / discussions took into account this suggestion and the dialog / feedback that followed tried to help give each group a realistic point of view so that objectives be met. A number of task group chairs agreed to revise parts of their proposals so they reflect the suggestions, ideas and new objectives discussed during the Paris meeting. They also agreed to provide the RecorDIM Coordinator with an updated version of their task group proposals this summer.

To be effective in reporting widely on the mid-term task group activities and their anticipated outputs, it was chosen to prepare for each group a '**pager**' that summarizes the essence of each group's activities. This choice was made with in mind to compile all 'pagers' into a Handout that would be used as a reference document during the upcoming CIPA 2005 Torino Symposium (Sept. 26 to Oct. 2, 2005), and the ICOMOS 2005 General Assembly in Xi'an (Oct. 17-21, 2005). This Handout will also be posted on the web for advanced reading by those that wish to better prepare for the RecorDIM discussion platforms outlined in its 2005-6 Activity Plan provided at the end of this report.

This Handout, when finalized in August, will become in some way the 'mid-term Initiative' report. It will be used both for informing conservation professionals at large on the RecorDIM status, but more importantly, it will be used as a basis for RecorDIM related 'capacity building' between the Information Providers attending the Torino Symposium, and the Information Users attending the Xi'an General Assembly.

Alliance Hub

During the afternoon discussion on the Alliance Hub, it was mentioned that the Hub had been redesigned during the first part of 2005 to make it a more interactive tool so it hopefully become a RecorDIM meeting place for partners & the conservation community at large.

By going to <http://extranet.getty.edu/gci/recordim/pdf/taskgroup-matrix.pdf>, you will access the new Matrix of Task Groups that now provides all Groups with a dedicated web page that contains the following headings / hyperlinks to:

- Task Group Proposal
- Task Group Chair's coordinates
- Call for Help & Participation
- Status of Activities
- Results

In other words, each RecorDIM Task Group Chair can now manage directly his / her web page contents when desired, with the assistance of the Getty web staff. It is expected that by the end of August 2005, all Chairs will have updated their task group page by completing the information under the first 4 headings. Those groups that have results to show, will link them to the **Results** heading so they be available to conservation professionals visiting the RecorDIM site.

The 'Alliance Hub' will be officially announced in August 2005, first to those attending the CIPA Torino Symposium and the Xi'an ICOMOS General Assembly. In early September, when all Task Group Pages are uploaded, the Hub will be announced widely to conservation organizations that have shown interest in RecorDIM practices over the past few years (see preliminary list in appendix H).

For the remaining 2 years of the RecorDIM Initiative, it will be up to each task group chairs to take advantage of the Alliance Hub to seek assistance where needed, and to deliver on results. The RecorDIM Coordinator's role will be to ensure that the Hub works effectively, and that reports are uploaded periodically.

Capacity Building

Two preliminary spreadsheets containing names of RecorDIM specialists were prepared last winter by Robin Letellier. One provides the names and places of those that have participated to the RecorDIM related meeting since 2001, while the other identifies those that participated to the CIPA-ICCROM Outreach Workshops that took place between 1995 to 1999. These two spreadsheets were handed out to the Paris meeting participants suggesting they be used as reference data for contacting Users and Providers of Information that have shown interest in RecorDIM related activities over the past 10 years.

If resources permit, these spreadsheets should be integrated into a reference document that would include updated emails of all meeting participants since 1995. Eventually, should this list be updated with hyperlinks to individuals prepared to share their know-how internationally, this could become a useful database of 'RecorDIM Capacity' for conservation organizations interested in acquiring such knowledge (see list of potential clients for such expertise in appendix H). As a result, the sharing of this database would most likely **create a network of networks** that should work towards building additional RecorDIM capacity over the next decade.

Day 2 - Monday, May 9



RecordDIM Meeting at UNESCO Building (World Heritage Centre)



(RecordDIM Partners in lobby at UNESCO, Paris)

As mentioned earlier in this report, Day-2 of the RecordDIM Partners Meeting took place at UNESCO, within the World Heritage Centre's facilities. Most of the day was dedicated to reviewing and discussing task group activities.

During the day, Mario Santana Quintero introduced participants to officers responsible for some of the World Heritage Centre's activities. Over an hour was spent meeting with Anne Lemaistre, Junko Okabashi, Marc Patry, Sophia Labadi, Mechtild Rossler and Fumiko Ohinata. This exposure to the various WHC Desks was beneficial to the RecordDIM Partners in that it allowed participants to better understand the scope of the WHC programs and operations.

Anna Paolini, responsible for the Arab States section in UNESCO's Culture Division, gave participants a brief overview of some of the recording and documentation issues that are facing some of the Arab States. She mentioned that RecordDIM related help is needed in Iraq, Egypt, Sudan and Yemen. Inventories, GIS systems and related training seem to be the main focus at this time. She also mentioned that there is a growing need for RecordDIM guidelines and standards. Abbass Malian's group was referred to as a RecordDIM Task Group working on such guidelines and standards for Persian Heritage Mapping. It was mentioned that a case study on the ancient clay village of Khoranagh in Yazd, is being worked on. It was also mentioned that, since Persian territories include Afghanistan, Tajikistan and parts of Iraq, Azerbaijan, Turkmenistan and Uzbekistan, it is planned by Abbass Malian's group to find and contact the related persons and organizations in these countries for cooperation.



(World Heritage Center's Board Room)

Review of RecorDIM Web Site

A short discussion addressed the question of how to make the RecorDIM web site more attractive and interactive?

Without going into the details of how the current RecorDIM site needs to be refreshed, it was quickly pointed out by some participants that the main interest of the RecorDIM site is now with the Alliance Hub and its task groups activities. It was suggested that all other information currently on the web site become back matter information for this site. As a result of this discussion, it is expected that a site facelift will take place during the summer months and be ready hopefully in early September 2005.

RecorDIM Activity Plan for 2005-6

At the end of Day-2, Fulvio Rinaudo gave an overview of Torino's CIPA 2005 International Symposium program, and provided options for the RecorDIM Plenary Session that is planned to take place in the morning of September 28. After deliberation, participants decided that 3 task group chairs would participate to the session as initially suggested under 'Messages' of the CIPA Symposium web site.

As a result of this discussion, the following proposed agenda was prepared for the CIPA events in Torino. It also includes a discussion that will take place during the CIPA Delegates meeting, where the question of '*who wants to take over what RecorDIM activities*' will be addressed. The plan also includes the CIPA-RecorDIM Roundtable-5 proposed agenda.

The last two items in this plan refer respectively to Xi'an's 2005 ICOMOS General Assembly 'RecorDIM Evening Session', and the RecorDIM 2006 Partners Meeting that should take place in Agra , India, in February.

The following outlines in more detail the RecorDIM activities for 2005-6:

Torino's "CIPA-ICOMOS-GCI RecorDIM Plenary Session" (Sept. 28)

As requested by the CIPA Symposium organizers, three (3) RecorDIM Partner Organizations have been invited to participate in the **RecorDIM Plenary Session**:

- o to talk about their alliances and cooperation with other partners, and
- o to report on the progress and anticipated results of their task group activities.

By exposing Symposium participants to RecorDIM alliances and results, this Plenary Session should incite other organizations to input / participate to some of the current Task Groups' activities (see Handout in Attachment-1), and possibly create new task group proposals.

At the beginning of this Plenary Session, the **RecorDIM Task Group Alliance Hub** web page (<http://extranet.getty.edu/gci/recordim/pdf/taskgroup-matrix.pdf>) will be presented as a framework:

- to show *who is working on what task groups*,
- to identify *what gaps are being addressed*, and
- to generate *dialogue 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' in appendix E. The entire report can be viewed at: http://www.getty.edu/conservation/publications/pdf_publications/recordim.pdf).

Consequently, this Plenary Session will include the following 4 presentations:

- o RecorDIM Activities Overview (Robin Letellier)
- o Task Group-2 Presentation - RecorDIM Principles, Guidelines and Handbook
 - Francois LeBlanc – Getty Conservation Institute
- o Task Group-3 Presentation – Measured and Drawn, the understanding and application of measured survey to historic buildings
 - Sarah Lunnun & Bill Blake – English Heritage
- o Task Group-22 Presentation - RecorDIM Protocol for Rock Art
 - Daniel Arsenault – Institut du Patrimoine (UQAM)
 - **Note:** the above presentations will refer to the Alliance Hub, a meeting place for all to share RecorDIM information. This Plenary Session's discussion will be continued on Day-1 of the RecorDIM Roundtable-5 (Saturday afternoon – Oct. 1). All Symposium participants are invited to attend Day-1 of Roundtable-5 to input to the discussion on the questions listed in the agenda below. To participate to Roundtable-5, one must register with Fulvio Renaudo as Roundtable-5 will take place outside the Conference Center.

Torino's "CIPA Delegates Meeting" (Sept. 28 at lunch time - +/- 1hrs)

In his capacity as CIPA's Delegates Group Corrdinator, Robin Letellier proposes that the following questions be addresse during the hour meeting that is schedule at lunch time on September 28:

- o What can CIPA do for National Delegates?
- o What can National Delegates do for CIPA?
- o Does CIPA / Delegates want to take over some of the RecorDIM activities?

- **Note:** the discussion on the last question will be continued on Day-1 of the RecorDIM Roundtable-5 (i.e. Saturday afternoon – Oct. 1)

Torino’s “CIPA-RecorDIM Roundtable-5” (Oct. 1 & 2)

As announced on the CIPA Symposium web site at <http://www.cipatorino2005.org/messages.htm> , Roundtable-5 is hosted by CIPA, and will take place immediately after the Symposium so as to follow-up on the symposium **RecorDIM Plenary Session** discussions. It will focus on how to improve communication between conservation organizations, and on increasing efficiency and effectiveness in the use of the **Alliance Hub**.

One of the objectives will be to work towards Capacity Building through: **networking, integrating, sharing, resolving and delivering.**

As mentioned above, an other important objective will be to discuss **'what happens with some of the RecorDIM key activities'** after the Initiative's termination in 2007?

Roundtable-5 Preliminary Agenda:

- **Day 1 (Oct. 1 – from 14:00 to 17:30)** (Moderator - R. Letellier)
 - Continuation of key discussions that took place during the RecorDIM Plenary Session (see above)
 - Who will take over what of the RecorDIM activities?
 - How & When?
 - The Alliance Hub – a meeting place for those interested in RecorDIM
 - Are there other Gaps / Needs that should be addressed?
 - Should CIPA take over this communication tool?
 - Other related issues and concerns?

- **Day-2 (Oct. 2 – from 09:00 to 17:30)** (Moderator - R. Letellier)

Day-2 discussions will focus on RecorDIM Task Group objectives and deliverables. It will include symposium participants that show much interest in actively inputting to the RecorDIM Task Groups' activities (for information of needs, see the 'Seeking Help / Participation' paragraphs in the **'Task Groups Pagers Handout'** in attachment-1).

RecorDIM Task Group Chairs that were unable to attend the Paris Partners meeting will be given priority to present their Task Group progress report and get feedback from participants. The names in red hereafter identify participants that are attending the Torino CIPA Symposium and should normally be attending Roundtable-5. The names in blue are being invited to attend Roundtable-5.

- | | | |
|------------------------|-----------------|--------|
| 1. ICOMOS | Giora Solar | Israel |
| 2. Krakow U. of Metal. | Jozef Jachimski | Poland |
| 3. ICUCH (ISC) | Grenier, Robert | Canada |

4.	RIGSI	Abbass Malian	Iran
5.	Politecnico di Torino	Rinaudo, Fulvio	Italy
	a. METU Faculty of Archit.	Bilgin, Guliz	Turkey
	b. WMF	Gaetano Palumbo	France
6.	Heritage Recording (PWGSC)	Jean-Francois Leboeuf	Canada
7.	CIPA	Peter Waldhäusl	Austria
8.	UQAM	Arsenault, Daniel	Canada

And possibly additional Task Group related discussion with:

9.	ICOMOS Macedonia	Lazar Sumanov	Macedonia
10.	INTACH	Gupta, Divay	India
11.	Parks Canada	Bernier, Marc-André	Canada
12.	Malta Heritage3D	Claude Borg	Malta
13.	English Heritage	Sarah Lunnon / Bill Blake	UK
14.	GCI	François LeBlanc	USA
15.	U. Of Applied Sciences	Schuhr, Walter	Germany
16.	EPOCH	Koenraad Van Balen	Belgium

It is expected that approximately 10 symposium participants will show interest in participating to Day-2 of Roundtable-5 to assist some of the Task Groups.

15:30 to 17:00 Discussion on improving CIPA-ICOMOS-GCI RecorDIM capacity building through better:

- networking
- integrating
- sharing
- resolving
- delivering

17:00 to 17:30 - Preparing for Xi'an's "CIPA-ICOMOS-GCI RecorDIM Evening Session" (TBD)

This "CIPA-ICOMOS-GCI RecorDIM Evening Session" (TBD) is meant as a follow-up to the RecorDIM presentations and Roundtables that took place in Corfu (2002), Seville (2002), Madrid (2002), Antalya (2003), Victoria Falls (2003) and Torino (2005). The 3 founding organizations of the RecorDIM Initiative, namely the GCI, CIPA and ICOMOS, will discuss how best to present the status of the joint RecorDIM activities since the GCI proposed the Initiative in Postdam in 2001.

It is our understanding that RecorDIM Liaison Officers, representing 7 Partner Organizations, will be attending the Xi'an ICOMOS GA. Therefore, it was proposed in Paris that 4 of them be requested to briefly talk about their Task groups experiences using the **Task Groups Pagers Handout** as a reference document to provide an overview of all task group activities.

Xi'an's ICOMOS-CIPA-GCI RecorDIM Evening Session (Oct. 18 or 20, 2005)

- **Overview of 2002-5 RecorDIM activities**
 - **Handout – ‘RecorDIM Task Groups Pagers’**
 - **The ‘Alliance Hub’, an interactive knowledge sharing tool**
 - **Task Group Activities**
 - Presentations of approximately 10-15 minutes each by 4 of the following RecorDIM Liaison Officers (TBC):
 - Giora Solar
 - Peter Waldhausl
 - Francois Leblanc
 - Lazar Sumanov
 - Robert Grenier
 - Guy Masson
 - Robin Letellier (for Jean-Francois Leboeuf)
 - Chris Yong (for Sarah Lunnon)
- **Discussion**
 - Who wants to:
 - input / participate / help current RecorDIM Task Groups?
 - Refer to the ‘Seeking Help / Participation’ statements in Handout
 - bridge some of the remaining significant RecorDIM gaps?
 - participate to the Agra RecorDIM Partners meeting-4 outlined hereafter?

Agra's RecorDIM 2006 Partners Meeting-4

(Taj Mahal? – February 2006 - TBC)

As mentioned earlier in this report, the RecorDIM Partners' Meeting is an annual 2-3 day get together of RecorDIM Task Group Chairs, that meet to review the progress of task groups activities, and discuss revisions needed to meet the RecorDIM objectives.

During the Paris meeting, it was proposed by Divay Gupta that the next RecorDIM 2006 Partners Meeting take place in Agra (India), and that INTAC will organize the meeting.

- Hosted by the **Indian National Trust for Art and Cultural Heritage (INTAC)**
- Dates: TBC
- Logistics will be coordinated by Divay Gupta (from INTAC)
- Final Agenda: to be discussed in Torino or Xi'an?

The month of February was suggested as the preferred period of the year for this meeting.



(World Heritage Center's Board Room)



(... after a good day of work ...)

Appendices (some are not included yet)

- A) Definitions**
- B) Revised Task Groups Delivery Table**
- C) Matrix of Task Groups**
- D) Agenda - Paris 2005 RecordIM Partners Meeting**
- E) List of RecordIM Gaps and Needs (to be added later)**
- F) (moved to attachments)**
- G) (moved to attachments)**
- H) Organizations interested in RecordIM activities**
- I) Participants that attended the RecordIM related meeting since 2001 (to be added later)**
- J) Participants that attended the CIPA-ICCROM Outreach Workshops between 1995 and 1999 (to be added later)**

Attachments

- 1) RecordIM Task Group 'Pagiers' Handout**
- 2) York RecordIM Task Group Meeting Report**

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.

Heritage Recording...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.

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

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

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

Conservation Process...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.

Conservationists / Conservation Specialists...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 "[Information Users](#)".

Heritage Recorders...all levels of experts in the design and execution of effective heritage recording activity within the conservation process. They are also referred to as "[Information Providers](#)".

RecorDIM ... the activities of [Recording](#), [Documentation](#) and [Information Management](#)

Appendix B – 2005 Task Group Delivery Table

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

Appendix C - 2005 updated Matrix of Task Groups

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

Appendix D - Agenda – Paris **RecorDIM 2005** Partners Meeting-4

Day 1 - Sunday, May 8



Meeting at the ICOMOS Secretariat
49-51, rue de la Fédération, Paris 75015
Tel: +33 (0) 1.45.67.67.70

8:30 AM – Participants will meet in Hotel Lobby (and walk to the ICOMOS Secretariat)

9:00 AM - OPENING OF MEETING

- Welcome Participants (R. Letellier, RecorDIM International Coordinator)
- Review Logistics and Program

9:30 AM to 3:00 PM - Progress Reports (Task Group Chairs' presentations)

(note: the following order of presentations is suggested. Each Chair has approximately 15 minutes to present, followed by a discussion period. Those identified in red text have confirmed their participation to the Paris meeting. Blue text indicates that TG presentations have been delegated)

- | | | |
|-------------------------------------|-----------------------|----------------------------|
| - CIPA | Peter Waldhäusl | Austria |
| - English Heritage | Sarah Lunnon | UK |
| - HCD for Parks Canada | Andrew Powter | Canada |
| - HCD for Parks Canada ¹ | Natalie Bull | Canada (rep. By A. Powter) |
| - GCI | François LeBlanc | USA |
| - ICOMOS Macedonia | Lazar Sumanov | Macedonia |
| - Lemaire International Centre | Santana, Mario | Belgium |
| - ICUCH (ISC) | Grenier, Robert (TBC) | Canada (rep. By F. Alves) |
| - Parks Canada | Bernier, Marc-André | Canada (rep. By F. Alves) |
| - INTACH | Gupta, Divay | India |
| - U. Of Applied Sciences | Schuhr, Walter | Germany |

(see continuation on page 2)

3:00 PM - Alliance Hub

- Review new Alliance Hub pages
- Discuss strategy to make it:

(+/- 12:30 PM – Lunch)

- a. become a RecorDIM meeting place for Partners & the conservation community worldwide
- b. become an interactive alliance Hub for those that need help / assistance
- Discuss improvements to the Alliance Hub pages
- Officially announce the 'Alliance Hub' in June 2005, by writing to the organizations listed in appendix-A

4:00 PM - Capacity Building (with RecorDIM Partners and other International Organizations)

- Review capacity building meetings and activities since 1995
- How can we help improve / increase / integrate capacity building activities

Creating a Network of Networks pertaining to RecorDIM activities (see list of potential partners in appendix A)

Day 2 - Monday, May 9



Meeting at UNESCO Building (World Heritage Centre, 3rd floor)
7, place de Fontenoy, 75352 Paris 07 SP
Tel. +33 (0) 1 45 68 10 00

9:00 AM – Progress Reports (continuation)

- | | | |
|--------------------------------|--------------------|----------------------------------|
| - UQAM | Arsenault, Daniel | Canada |
| - Politecnico di Torino | Rinaudo, Fulvio | Italy |
| o METU Faculty of Archit. | Bilgin, Guliz | Turkey (rep. By F. Rinaudo) |
| o WMF | Gaetano Palumbo | France |
| - ICOMOS | Giora Solar | Israel |
| - RIGSI | Abbass Malian | Iran (rep. By R. Letellier) |
| - Malta Centre for Restoration | Cannataci, Joseph | Malta (rep. By R. Letellier) |
| - CIIC (ISC of ICOMOS) | Masson, Guy | Canada (rep. By R. Letellier) |
| - Mural Paintings (ISC) | Nimal De Silva | Sri Lanka (rep. By R. Letellier) |
| - EPOCH | Koenraad Van Balen | Belgium |

11:30 AM - Review of RecorDIM Web Site

- a. Contacts
- b. Info Warehouse
 - How can we help / participate?
 - Survey of potential Organizations that could participate
- c. Update TG Delivery Table
- d. Other RecorDIM tools for, needs from Partners?

2:30 PM - RecorDIM Plan for 2005-6

- Torino CIPA-RecorDIM Plenary Session
- Torino RecorDIM Roundtable-5
- Xi'an ICOMOS GA RecorDIM - Evening Session
- Others activities (TBA)

3:30 PM – RecorDIM Activities - Operations and Evaluation

4:30 PM - Others (TBA)

(+/- 12:30 PM – Lunch)

Distribution list: this email is being sent to the following:

RecorDIM Partners / Liaison Officers / Task Group Chairs invited to the Paris meeting:

- | | | |
|-------------------------------------|-----------------------|-------------------------|
| • ICOMOS | Giora Solar | Israel |
| • GCI | François LeBlanc | USA |
| • CIPA | Peter Waldhäusl | Austria |
| • English Heritage | Sarah Lunnon | UK |
| • HCD for Parks Canada ¹ | Andrew Powter | Canada (rep. A. Powter) |
| • HCD for Parks Canada ² | Natalie Bull | Canada |
| • ICOMOS Macedonia | Lazar Sumanov | Macedonia |
| • Lemaire Intern. Centre | Santana, Mario | Belgium |
| • UQAM | Arsenault, Daniel | Canada |
| • ICUCH (ISC) | Grenier, Robert (TBC) | Canada (rep. F. Alves) |
| • Parks Canada | Bernier, Marc-André | Canada (rep. F. Alves) |

² Heritage Conservation Directorate (HCD) (i.e. HCD is a Division of Public Works & Government Services Canada (PWGSC) Real Property Services for Parks Canada – known as HCP)

- | | | |
|---------------------------------|--------------------|-----------|
| • INTACH | Gupta, Divay | India |
| • Politecnico di Torino | Rinaudo, Fulvio | Italy |
| • U. Of Applied Sciences | Schuhr, Walter | Germany |
| • UNESCO WHC Rep. | Karim Hendili | France |
| • Coordinator | Robin Letellier | Canada |
| • GCI assistance | Nick Swarts | USA |
| | | |
| • RIGSI | Abbass Malian | Iran |
| • Malta Centre for Restoration | Cannataci, Joseph | Malta |
| • EPOCH | Koenraad Van Balen | Belgium |
| • CIIC (ISC of ICOMOS) | Masson, Guy | Canada |
| • METU Faculty of Architecture | Bilgin, Guliz | Turkey |
| • Mural Paintings (ISC) | Nimal De Silva | Sri Lanka |
| • World Monuments Fund | Gaetano Palumbo | France |
| • AfriCOM | Gondwe, Mike | Malawi |
| • Leopold-Franzens U. | Hanke, Klaus | Austria |
| • U. of Mining & Metal. | Jachimski, Jozef | Poland |
| • Nat. Inst. for Her. Monuments | Mihai, Dana | Romania |
| • CIPA Torino 2005 Symp. Dir. | Sergio Duqual | |
| • ISPRS Rep. | (TBD) | |
| • ICOMOS Secretariat | (TBC) | |

(Names in red confirmed their participation to the Paris Meeting)

Appendix E - List of RecordIM Gaps and Needs

(from Roundtable-1 report)

(to be added later)

Appendix F & G (excluded)

(excluded here, as they are provided as attachments)

Appendix H - Heritage Conservation Organizations / Institutions / Groups that have shown an interest in the RecorDIM Initiative over the past few years:

ICOMOS	- International Council of Monuments and Sites
ICOMOS'	- International Scientific Committees & National Committees
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 Rock Art Organizations
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
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)
UCLA	- University of California – Los Angeles
US Parks Service (USA)	
University of Applied Science Magdeburg (Germany)	
Leopold-Franzens Universität Innsbruck (Austria)	
Raymond Lemaire International Centre for Conservation (Belgium)	
Monuments Watch	
ICOMOS' International Scientific Committees & National Committees	

Appendix I - Participants that attended the RecordDIM related meeting since 2001

(to be added later)

Appendix J - Participants that attended the CIPA-ICCROM Outreach Workshops between 1995 and 1999

(to be added later)

Attachment 1 – Handout of Task Group ‘Pagets’

(see attachment-1)

Attachment 2 – York RecordIM Task Group Meeting Report

York, England (September 14-16, 2004)

(by Rand Eppich, Sarah Lunnnon and Mario Santana Quintero)

(see attachment-2)