

Appendix A

RecordIM Initiative
Letter of Intent
(Template)

Date: ....., 200...

From: Name: .....
Title: (Director1) .....
Division: .....
Organization: .....

To: Robin Letellier
International Coordinator
RecordIM Initiative

Subject: Proposal for the Creation of a RecordIM Task Group

This letter of intent is to confirm our interest in the RecordIM Initiative and to propose a RecordIM Task Group to address one of the GAPS listed in the RecordIM Roundtable-1 Report entitled Bridging the Gap Between Information Users and Information Providers (see pages 9-11).

The title of our proposed task group is ..... Its purpose, objectives, milestones and deliverables are outlined in appendix B hereafter. The organizations that will be representing the Information User and Provider in this project are respectively .....

.....(your organization name) ..... will chair and manage the activities of this task group as defined in appendix B. The RecordIM Task Group Operational Framework document, which is available at http://extranet.getty.edu/gci/recordim/reports.html , will be used as a guideline for this activity.

We understand that, by undertaking this task group responsibility, our organization becomes a Partner in this initiative. Consequently, .....(name)..... will be the Liaison Officer between .....(you organization name)..... and the RecordIM Initiative partners. We also understand that this Task Group definition and its eventual outputs will be posted on the RecordIM web site.

We thank you for the opportunity to participate to this 5-year initiative and believe that the network of RecordIM Partners and their task group outputs will benefit conservation practices worldwide.

(name).....
Director
(organization).....

1 This person must have the authority / responsibility to approve the resources required for this Task Group proposal

**Appendix B**

***RecorDIM Task Group Proposal (template)***

**Task Group Name / Title:** .....

Task Group Chair: .....  
Organization: .....

Information User representative: .....  
Organization: .....

Information Provider representative: .....  
Organization: .....

*(Note: the Information User and Provider identified above must be involved in defining this task group's activities / deliverables)*

**Project Outline:**

*(a few paragraphs should suffice to briefly summarize the specific gap / need that is being addressed by your task group. Be sufficiently descriptive to avoid misunderstanding / questions)*

**Purpose and objectives:**

**Deliverables:**

(as the RecorDIM Initiative is 'results driven', briefly describe the tangible outputs expected from your task group)

**Framework of Task Groups**

(indicate under which Framework sub-heading should be inserted the title of your task group (see 'Framework of Task Groups' provided in appendix D). If your task group addresses more than one gap / need, then it is possible that the Task Group Title be inserted under more than one sub-heading)

- Category: ..... (e.g Guidelines)
  - o level of application: ..... (e.g. National)
    - conservation expertise: ..... (e.g. Archaeology)

**Project Resources**

(describe resources that are required / that have been secured to undertake this task, and deliver the results described in this proposal)

- **Person-days:**

- **Budget:**

**Other Task Group members** (from Partner and other organizations)

(note: the list of RecorDIM Partners is provided hereafter as a reminder that specialists from these organizations could be interested in / invaluable to your Task Group, should your proposal be of interest to the organization(s) you request assistance from. You may suggest names from different Partner Organizations)

**(Identify the organization(s) and / or name of specialist(s) you would appreciate participating to your Task Group activities)**

- ICOMOS .....
- .....
- CIPA .....
- .....
- GCI .....
- .....
- HCD of PWGSC .....
- .....
- English Heritage .....
- .....
- WMF .....
  
- Potential Partners:
  - o Malta Centre for Restoration .....
  - o INTACH (India) .....
  - o Lemaire Centre .....
  - o Other(s) .....
  
- Other organizations :
  - o ICCROM .....
  - o UNESCO .....
  - o ICOM .....
  - o Other(s) .....

**Milestones:**

- Starting date: .....
- Mid-project review date (by RecorDIM Liaison Officers): .....
- Completion date: .....

\_\_\_\_\_ **Task Group Chair**

date: \_\_\_\_\_