RecorDIM Initiative

(2002-2007)

(**RecorDIM** … the activities of **Recor**ding, **D**ocumentation and **I**nformation **M**anagement)

2003 Activities Report

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Draft: February 2004

CIPA
Heritage
Documentation

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

GETTY

The Getty Conservation Institute

ENGLISH HERITAGE

Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

WORLD MONUMENTS FUND

(Newly proposed Partners for 2004)

Lemaire Centre – Parks Canada - INTACH – MCR – AfriCOM -

ICUCH -– UQAM – CIIC - ICOMOS Macedonia - CCF

Introduction

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 **Recor**ding, **D**ocumentation and **I**nformation **M**anagement (**RecorDIM**) Initiative.

The purpose of this report is to summarizes the RecorDIM activities that took place during 2003, and to provide heritage conservation practitioners worldwide with an understanding of the RecorDIM Initiative, its progress and recent outputs. It reports on the **RecorDIM Initiative 2003 Action Plan** (www………) that was discussed and agreed to during the RecorDIM 2003 Partners Meeting that took place in Vienna in March 2003.

First, it provides a series of brief reports on the following **RecorDIM 2003** meetings an events:

- Vienna   (March 23-25)   - RecorDIM Partners 2002 Meeting

- Los Angeles   (May 27-29)   - GCI-RecorDIM task group meeting

- Rome   (Sept. 22-Oct. 15) - ICCROM's course on Recording
-
- Antalya   (Oct. 1)   - CIPA-RecorDIM Plenary Session
-
- Antalya   (Oct. 5-6)   - CIPA-RecorDIM Roundtable-3 Meeting
-
- Victoria Falls   (Oct. 27)   - ICOMOS-ISC Strategic Meeting
-
- Victoria Falls   (Oct. 27)   - ICOMOS Advisory Committee Meeting
-
- Galle   (Dec. 1-4)   - ICOMOS- ISC Annual Meeting ICUCH
-
- Colombo   (Dec. 5-7)   - RecorDIM Task Groups Meeting

Secondly, this report proposes a **RecorDIM action plan for 2004-5**.

While the table of contents hereafter provides hyperlinks to specific parts of the report, an overview of key RecorDIM activities that took place over the past 3 years is provided in the **RecorDIM 2000-05 Table of Activities** (attachment 1).

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RecorDIM Definitions

To facilitate dialog between RecorDIM Partners and to ensure consistency in task group dialog and reporting, RecorDIM definitions are provided hereafter. 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.

- 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 mainly 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".**

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Acronyms

ICOMOS   - International Council of Monuments and Sites

ISC   - ICOMOS International Scientific Committees

CIPA   - 'Comité International de Photogrammetrie Architecturale' (recently re-named 'CIPA the ISPRS-ICOMOS Committee for Heritage Documentation')

GCI   - the Getty Conservation Institute

ISPRS   - international Society for Photogrammetry and Remote Sensing

ICCROM   - International Centre for the Study of the Preservation and Restoration of Cultural Property

EH   - English Heritage

PCA   - Parks Canada Agency

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

INTACH   - Indian National Trust for Art and Cultural Heritage

MCR   - Malta Centre for Restoration

ICUCH   - International Committee on Underwater Cultural Heritage (ICOMOS-ISC)

UQAM   - Université du Québec à Montréal

CIIC   - Comité International des Itinéraires Culturels (ICOMOS-ISC)

RecorDIM   - Recording, Documentation and Information Management (RecorDIM) Initiative (see web presence at: http://recordim.icomos.org/index.html)

CCF   - Central Cultural Fund (Sri Lanka)

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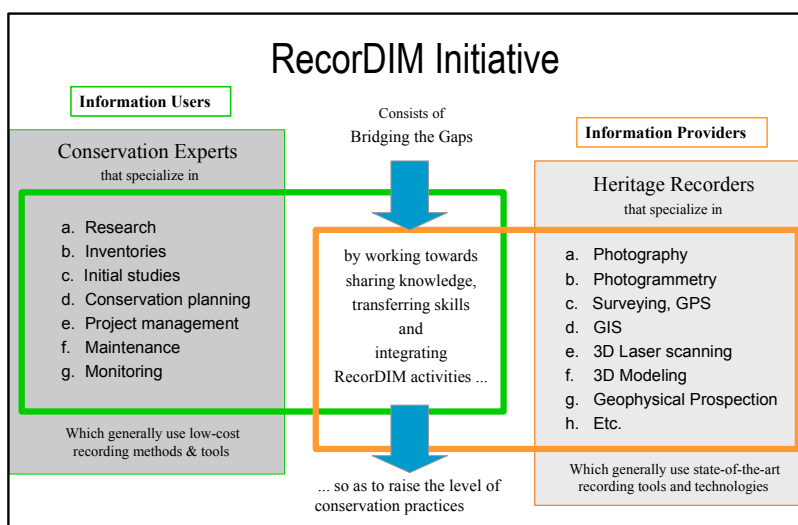
Background

Between 1995 and 1999, a series of outreach workshops held by the International Committee for Architectural Photogrammetry (CIPA) has identified critical gaps in the fields of heritage Recording, Documentation and Information Management between those who provide information for conservation and those who use it. In response, the International Council on Monuments and Sites (ICOMOS), the Getty Conservation Institute (GCI) and CIPA together created the RecorDIM Initiative partnership.

The purpose of the initiative is to bring information users and providers together to identify the nature of the gaps between them, to develop strategies to close the gaps and to recommend a framework for action to be coordinated by the RecorDIM Initiative over a period of five years (2002-2007).

As proposed during CIPA's Potsdam 18th International Symposium in September of 2001, the RecorDIM Roundtable-1 was organized and sponsored by the GCI. The Roundtable-1 report is provided at:
http://www.getty.edu/conservation/publications/pdf_publications/recordim.pdf

(RecorDIM Vision Diagram presented in Potsdam)

Robin Letellier was made responsible to coordinate the RecorDIM Initiative Internationally. His role is to work towards increasing the number of Partner Organizations, and to invite them to create RecorDIM Task Groups to address the gaps and needs identified during Roundtable-1 (pages 9-11 of Roundtable-1 report)

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/index.html To get an overview of all RecorDIM activities between 2000 to 2005, a table of events is provided in spreadsheet format in **Attachment 1** to this report.

The brief reports hereafter provide an overview of the RecorDIM meeting that took place during 2003.

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Report on RecorDIM 2003 Activities

This report is meant to provide a general understanding of the main RecorDIM activities that took place during 2003. The following headings are taken from last year's proposed RecorDIM Action Plan and are presented hereafter in chronological order:

March 23-25, 2003

1- RecorDIM 2003 Partners' Meeting-2 (Vienna, Austria)

The results of this meeting were reported on at the end of April 2003, and posted on the RecorDIM Website.

In summary, the **purpose** of the Vienna meeting was to bring together those representing the RecorDIM Partner Organizations, to review the proposed task groups and framework of activities, and to agree on a common strategy to meet the RecorDIM objectives that were proposed for 2003-4.

The specific **objectives** focused on:

1- discussing the ***Proposed RecorDIM Task Group Operations Framework*** documents

2- reviewing 7 draft ***RecorDIM Task Group Proposals***

3- discussing the ***RecorDIM Web Presence***, and

4- agreeing on a ***RecorDIM Action Plan for 2003-4***

As a result of the fruitful interactions that took place between participants, it was decided that RecorDIM Partners would meet annually, at the beginning of each calendar year, primarily to:

- Review on-going RecorDIM activities;

- increase international cooperation; and

- provide an opportunity for new RecorDIM partners to strengthen networking and alliances with partner organizations.

Consequently, the next RecorDIM 2004 Partners Meeting-3 will be in Leuven, Belgium, April 25-27, 2004). A preliminary agenda is provided in appendix A. The final agenda will soon be made available under **'Action Plans'** of the RecorDIM home page at http://extranet.getty.edu/gci/recordim/

Those that have discussed a Task Group proposal with the RecorDIM Coordinator over the past year, are invited to the Leuven meeting to present and discuss their proposals. The list of task group proposals is provided in the '**Task Group Delivery Table'** in Attachment 3. This table will be updated quarterly on the RecorDIM site.

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2- Getty RecorDIM Task Group Meeting (Los Angeles)

As it was announced by François LeBlanc during the Vienna RecorDIM Partners meeting, the Getty Conservation Institute organized a GCI-RecorDIM Task Group meeting of "users" and "providers", in Los Angeles (May 2003), to discuss the production of RecorDIM Guidelines and related Handbooks.

The following information is extracted from the Getty RecorDIM Task Group Meeting notes on the **Guidelines and Handbooks** workshop**.** It was compiled by Claudia Cancino, Mary Hardy and François Leblanc in July 2003. The entire notes are provided in appendix D for your information.

OBJECTIVES

The objectives of this meeting were:

- to review the draft publication *Recording, Documentation and Information Management Guidelines for World Cultural Heritage* written by Robin Letellier as a first attempt to layout the Guidelines publication; and,

- to define the different type of handbooks to be later produced and published by the GCI and other institutions or organizations.

PARTICIPANTS

The following professionals were participants of the meeting:
- Alonzo Addison [University of California, Berkeley]
- Bill Blake [English Heritage]
- Kate Clark [UK Heritage Lottery Fund]
- Gordon W. Fulton [Parks Canada]
- Chris Johnston [Context Pty Ltd]
- Robin Letellier [Coordinator, RecorDIM]
- Frank Matero [University of Pennsylvania]
- Mario Santana-Quintero [R. Lemaire International Centre of Conservation]
- Yaacov Schaffer [Israel Antiquities Authority]
- Werner Schmid [Conservator]
- Albini Soucy [Facilitator]
- Peter Waldhäusl [CIPA Heritage Documentation]
- Koen Van Balen [R. Lemaire International Centre of Conservation]
- Claudia Cancino [Getty Conservation Institute]
- Eric Doehne [Getty Conservation Institute]
- Rand Eppich [Getty Conservation Institute]
- Mary Hardy, [Getty Conservation Institute]
- Francois LeBlanc, [Getty Conservation Institute]

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- Luke Swetland, [Getty Conservation Institute]
- Jeanne Marie Teutonico [Getty Conservation Institute]
- Debbie Valenta [Getty Conservation Institute]
- Katherine Welch Howe [Getty Conservation Institute]

Target Audiences

It was agreed that *Principles, Guidelines and Handbooks* for Heritage Recording, Documentation and Information Management should be oriented towards selected audiences for different purposes, but all of them have the ultimate common goal to better integrate documentation into the conservation processes. The following chart summarizes the workshop conclusions regarding the topic:

WHAT	WHO	HOW
Subject	*Professionals = Audiences*	*Procedures*
Policies	Policy Makers	**Principles**
Goal and Methods	Heritage Managers	**Guidelines**
Products	Recorders	**Handbooks** **Case Studies** **Base Practice**

WHY, WHO AND HOW ?

After discussing definitions of *Recording, Documentation and Information Management, the* workshop participants tackled the objectives of Guidelines for the Recording, Documentation and Management Information for Cultural Heritage.

The group subdivided to discuss the following questions:

•*Why* would we want guidelines?

To better integrate documentation into the conservation process, to achieve clarity of the method, to inform decision process, to effectively use the resources available, to enable the sharing of information and consistency of action.

•*Who* could gain from having guidelines?

Managers of heritage sites are the primary target, but it could be applied to a broader audience.

•*How* could they be used in reality?

Guidelines could be used for site management, planning (including budgeting and cost control) and training. The guidelines should be suitable (affordable, flexible, accessible) and sustainable.

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CONCLUSIONS

The meeting and discussions started defining fundamental concepts pertinent to the elaboration of Guidelines and/or Handbooks for the Recording, Documentation and Information Management of Cultural Heritage. It was important to make the distinctions between the subjects and the audiences of Principles, Guidelines and Handbooks. It was also essential to make the point that Recording, Documentation and Information Management are crucial components of all the phases of a conservation project or site management plan.

Based on defined concepts, the evaluation of the draft publication was made with a clear understanding of what the guidelines should include, to whom they should be oriented and how they should be developed. The proposed table of contents was designed based on the same understandings and with the clear objective to better integrate Recording, Documentation and Information Management into conservation projects or site management plans.

The definition of the what, who and how of the handbooks was only partially addressed. Although the general ideas were discussed, the group also agreed on the need for a different group of professionals to develop the Handbooks. The workshop recommended developing a series of Handbooks that address in detail a specific issue or technique. These Handbooks should be written by small groups with expertise in the specific topic.

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3- RecorDIM Task Groups Implementation

It was expected that the seven (7) RecorDIM Task Group proposals that were discussed in Vienna would be implemented during the course of 2003. Partner Organizations that are responsible for operations of these task groups where to send a 'letter of intent' and task group proposal to the RecorDIM International Coordinator to confirm their commitment.

These expectations were not entirely met, partly due to the fact that:

- finding partners to co-chair task groups is not as simple as anticipated;

- defining a task group proposal requires significant input from co-chairs;

- creating alliances with other organizations for input / participation takes time; and,

- getting financial support is easier said than done.

In short, the process to get a task group up and running take longer that expected. The mechanisms / procedures to implement a task group must be discussed at the up-coming RecorDIM Meeting in Leuven.

It would seem that the above Task Group interaction work could perhaps be done more effectively by an 'Internet RecorDIM Advisory Team' composed of RecorDIM Liaison Officers, and perhaps others that are willing to participate.

The idea of a task group Alliance Hub is being looked into by the RecorDIM Coordinator. Consequently, a 'Seeking Alliances' web page has been added to the RecorDIM web site under '**Task Groups'** to facilitate interaction between Task Group Chairs, Users and Providers of information.

This idea will be developed further during 2004 by testing and refining the **'Goodwill Alliance Hub'** described hereafter.

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4- The RecorDIM Web Presence …

… could become a worldwide "Goodwill Alliance Hub"

In the summer of 2003, the RecorDIM web site changed address to now be found at: http://extranet.getty.edu/gci/recordim/ . In the beginning, the site contained basic information to allow heritage conservation organization to learn about the RecorDIM Initiative, its propose, objectives, and activities.

During the second half of 2003, in response to the RecorDIM meetings that took place in Turkey, Zimbabwe and Sri Lanka, more than ten new task group proposals were initiated (see Task Group Delivery Table in attachment 3 – updated versions of this table will be posted under 'Task Groups' of the RecorDIM web site). To facilitate the coordination of new task groups in the making, the RecorDIM site map has been slightly re-organized to provide RecorDIM Partners and Potential Partners with **New Tools** that are meant to help with the creation and coordination of Task Groups. For example:

- o the section on '**Task Groups'** provides procedures for conservation organizations, interested to participate to the RecorDIM Initiative, to define and implement new task groups;

    - its sub-section '**Operational Framework'**, provides guidelines and task group examples;

    - its sub-section '**Seeking Alliances'**, is being developed to provide an '**Alliance Hub'** (or *meeting place)* specially designed for task group Chairs to seek support from User and Provider organizations that wish to input / participate to task group activities;

- o It also provides a series of matrices that allow to see the 'big picture' of **who** is doing **what** in terms of creating task groups;

    - Its sub-section '**Task Groups Delivery Table'** provides a chronological list of current and new RecorDIM Task Groups with names of Chairs. It also provides target dates for reviewing progress and publishing results. This list will be updated quarterly.

    - Its sub-section **'Matrix of Task Groups'** provides an overview of the GAP areas (or subjects) being addressed, and by which Partner / Organization. It is also meant to be a 'tool' for conservation organizations / specialists worldwide, to point out in GREEN text which areas / subjects still need to be addressed, thus inviting conservation organizations to take on new task groups.

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    o Finally, its section '**Information Warehouse'** provides those interested in creating RecorDIM Task Groups with knowledge of existing publications / web pages that are relevant to RecorDIM principles, practices, tools and technologies. In other words, this warehouse is 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 data.

In early March 2004, this revised site map will be implemented and its URL http://extranet.getty.edu/gci/recordim/ will be circulated widely, to all conservation organizations and groups accessible by Internet (see 'RecorDIM Web Presence Announcement' and distribution list in appendix I)

All the above-mentioned web pages will be discussed in Leuven, and refined during the course of 2004 to make this web presence possibly become **a worldwide RecorDIM "Alliance Hub".**

September 22 – October 17, 2003

5- ICCROM Seminar (Rome, Italy)

As a result of the RecorDIM Partners meeting in Vienna, Robin Letellier, in his capacity as RecorDIM International Coordinator, was invited to participate to the ICCROM Seminar on 'Architectural Records, Inventories, Information Systems and Conservation', and to talk about the RecorDIM Initiative. Robin introduced the Initiative to the Seminar participants, described the RecorDIM Task Groups being created, and invited them to identifying additional RecorDIM gaps and needs.

September 30 to October 4, 2003

6- CIPA 2003 Symposium (Antalya, Turkey)

In summary, the Antalya CIPA Symposium was very successful in that over 200 participants from 50 countries attended the 4-day meeting. A total of 90 papers and 60 posters of quality were presented.

It should be mentioned however that some symposium participants felt that the number of information users present at this meeting was not the 50/50 balance of users and providers hoped by the Vice-President of CIPA representing ICOMOS' needs. In spite of the many invitations made in recent years to attract information users to CIPA symposia (e.g. see '**A specific invitation to the Conservation Community'** at http://www.cipa2003-antalya.org/invitations/vice/vice.htm**),** few 'information users' attended this meeting (see Users definition on page 5 of this report).

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The above-mentioned scarceness of users' participation indicated that there are still gaps to bridge to get more ICOMOS conservation specialists to participate actively to CIPA symposia. The RecorDIM Initiative partners have recognized this need and have been assisting CIPA since 2002 in achieving this balance by organizing meetings and roundtable discussions on the subject.

In Antalya, this RecorDIM assistance was provided through two activities, namely the RecorDIM Plenary Session on October 1, and the RecorDIM Roundtable-3 on October 5-6, which are reported on hereafter.

For additional information on the symposium, see the report by Orhan Altan, Director of the symposium, provided in appendix E, or visit the CIPA symposium web site at: http://www.cipa2003-antalya.org/ for additional information on the program and activities that took place.

October 1

Day 2 of Symposium - RecorDIM Plenary Session

In 2002, Orhan Altan, the CIPA Symposium Director, invited the RecorDIM International Coordinator, Robin Letellier (also Vice-President of CIPA) to organize a half-day plenary session on RecorDIM.

PURPOSE

The purpose of this session was to invite conservation specialists to talk to CIPA symposium participants about their conservation practices, and their needs and concerns regarding the activities of Recording, Documentation and Information Management (RecorDIM).

OBJECTIVES

Four information users from ICOMOS, representing different conservation specialties, were introduced as guest speakers, to present conservation case studies where RecorDIM practices had not been effectively integrated to their conservation projects. Accordingly, the presenters were asked to describe RecorDIM difficulties encountered, and summarize these in terms of 'gaps' that often exist between the users and the providers of information.

The overall objectives of this RecorDIM Session was to raise the level of understanding pertaining to the importance of integrating the activities of 'providers of information' to those of 'users of information'.

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PRESENTATIONS

To summarize the guess speakers' presentations, their abstracts are provided hereafter:

1- Architectural Conservation - Case Study

By Andrew Powter, representing:
ICOMOS – International Scientific Committee on Wood Conservation

Title of Case Study: Records as a property and project management tool.

Abstract: Defining recording programs so the needs of users are met can be challenging; anticipating and planning for the unplanned needs of the future can seem impossible. In this presentation two cases studies will be used to describe how records are used in property and project management and how the anticipated and unplanned needs of users can be defined and met (or perhaps not). Four gaps and challenges in defining user requirements will be identified to provide a focus for a vigorous and productive plenary discussion.

GAPS and / or NEEDS identified:

As a user, Andrew indicated that 3 or 4 issues or gaps emerge on a regular basis. They are:

Working with clients with needs:
- Communicating to clients the benefits of records (value)
- Research tool, integrate information – locating voids
- Working with client capabilities (digital age)

What is accuracy?
- describing it
- What does it mean
- Accuracy and end use
- In the digital world (when 1/100 becomes 1/1, data integrity)

Levels of detail
- Information scope
- Detail and end use (3D or 2D)

Appropriate technology & cost
- Total station or simple camera

2- Underwater Archaeology - Case Study

By Marc-André Bernier representing:
ICOMOS – International Scientific Committee on Underwater Cultural Resources (ICUCH)

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Title of Case Study: Recording in a Useful Way: the Challenges in Underwater Archaeology

Abstract: Underwater archaeology is a rapidly growing discipline where new technologies have provided access to sites previously unreachable. The development of new recording technologies in this field has been confronted with the numerous difficulties of working in a submerged environment. However, an important challenge in the development and use of new recording technologies in underwater archaeology is recurrent and too often underestimated: the absence of true consideration for the research objectives. Using the example of the excavation of the 16th-century Basque whalers from Red Bay, Labrador, we will illustrate the research potential of data gathered through properly-oriented recording, and discuss the gaps/needs to fill in order to facilitate the whole process while at the same time meeting the pressing demand in regions with limited resources.

GAPS and / or NEEDS:

As both a user and provider, Marc-André would appreciate seeing the RecorDIM partners address the following needs for:

- Data management and processing tools

- User-friendly recording tools appropriate for the underwater environment

- Recording tools adaptable to a variety of sites and of users

- Capacity to transfer the technologies to countries with less resources

3- Intangible Heritage - Case Study

By Cliff Ogleby, representing:
ICOMOS Australia

Title of Case Study: The Uluru Cultural Site Management System: A multimedia data base for the management of tangible and intangible heritage

Abstract: The monolith known as Uluru, also called Ayer's Rock, is one of the most recognised icons of the Australian landscape. It is located within the Uluru Kata Tjuta National Park, and within the country of the Anangu people. The land around Uluru and Kata Tjuta (the Olgas) was ceded to the Anangu people in 1985, and leased back to the Australian Government to be managed jointly as a National Park using the principles of *tjukurpa* (traditional law and morals) as the basis of the management decisions. The Plan of Management for the Park recognises this approach to joint management, and also requires that the rock painting and pecking sites located around the rock be documented and conserved as they contribute greatly to the social and cultural landscape.

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The Cultural Site Management System was developed following a photogrammetric recording of the rock painting sites. The system was developed in consultation with the traditional owners of Uluru, and is capable of dealing with digitised site plans, photographs, report forms, works forms, and digital audio and video. The system is capable of storing the intangible heritage of the people and country through the use of audio and video, which is often acquired by the traditional owners themselves. It is a protected system, developed so that only people authorised to view certain images are given access, with the facility to restrict images depending on circumstances. It has also been developed to be used by the community, with extensive use of graphical user interfaces in order to simplify operation.

GAPS and / or NEEDS identified:

- Funding to fully implement the system, it needs for some staff to be allocated to working with the old people to facilitate the 'data acquisition'. It is however fairly well supported by the management of the Park.

- Indigenous people trained with the IT skills to take ownership of the system, although its usability has developed so that this would not be a major obstacle.

4- Conservation Management - Case Study

By Giora Solar, Treasurer General of ICOMOS, and liaison officer for the RecorDIM Initiative, representing:
ICOMOS – International Scientific Committee on Conservation Management

Giora Solar shared his thoughts about gaps and needs between users and providers of information. First he pointed out that very often we are in both the position of user provider. Following the earlier presentation, it is obvious that the Anangu in Uluru are as much providers of information as they are users because without them, there is no story about their past. He argued that one of the urgent needs in this field is the development of a glossary to ensure that we all speak a common language. Then there is the need to develop a common knowledge of what is needed and what is available in terms of technology to meet documentation requirements. Finally he commented that technical drawings produced in the past century had a certain aesthetic quality to them that seems to have disappeared from contemporary ones that now look very technical. He felt that "the human touch" should be reintroduced somehow back into documentation.

Outcome

It could be said that this plenary session was a step in the right direction in that it provided a good cross-section of users' needs, and allowed providers to better appreciate how some users approach the

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conservation and 'recordim' challenges they are faced with. Constructive questions came out at the end of each presentation. However, not enough time was left at the end of the session to have a well-rounded dialog between the providers and users.

General Remarks

Perhaps CIPA could use this plenary session experience to re-think and possibly re-design its symposia program concept. An interesting suggestion could be that CIPA requests that the ICOMOS International Scientific Committees define a theme and sub-themes for a joint symposium entitled something in the lines of 'The User meets the Provider'.

Although it was felt by a good number of participants that this RecorDIM plenary session was informative, the real success of RecorDIM's impact in Antalya was meant to be measured together with the outputs of Roundtable-3, which are described hereafter.

October 5 & 6

CIPA-RecorDIM Roundtable-3

As mentioned above, this roundtable was strategically planned to complement the RecorDIM Plenary Session described above. The idea was that the presentations, discussions and outputs of the plenary session would set the scene for 20 users and 20 providers, from different specialties, and representing various regions of the world (see list in appendix F), to begin the roundtable-3 meeting with a common base for dialog. This would allow them to talk about gaps and needs with a better understanding of conservation practices from the users' perspective.

Roundtable-3 Agenda

The **main objective** of this roundtable was to talk about each others' needs, so as to incite participants to create new RecorDIM task groups to address some of the needs identified during the meeting (appendix J – Roundtable-3 invitation letter).

This day and a half meeting (appendix G) took place as follows:

DAY-1 (a.m.)

The first half-day was meant to be used as A 'think tank' for CIPA and participants, to better understand various conservation practices from diverse regions of the world. For this, 12 users, from various backgrounds, were invited to briefly talk about who they work for, what they do, and, from their experiences, what gaps needed to be discussed during this meeting.

The morning presenters were:

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1. Andrew Powter   (Conservation Architecture & ICOMOS ISC re. Wood Conservation)
2. Giora Solar   (Conservation Project Management & ICOMOS Executive Member)
3. Marc-André Bernier   (ICOMOS ISC re. Underwater Cultural Resource)
4. Cliff Ogleby   (ICOMOS Australia - Intangible Heritage)
5. Joseph Cannataci   (Malta Restoration Centre's needs)
6. Lazar Sumanov   (ICOMOS Macedonia)
7. Gaetano Palumbo   (World Monuments Fund)
8. Ray Bondin   (ICOMOS Malta)
9. Mario Santana   (Luven Conservation Training Centre – "use of expert systems for decision making in conservation")
10. Divay Gupta   (India - Capacity building in the field of heritage conservation)
11. Manuel Ollanta Apparacio Flores (RecorDIM needs in Peru and Latin America)
12. Alaa el-Habashi   (Heritage Conservation in Egypt)

General Remarks

The first four presenters were asked to expand on the presentations they had given during the symposium plenary on RecorDIM, by focusing on specific needs and the possible task groups that could immerge from this discussion.

The following eight presenters were asked to present the reality of their organizations in terms of Recording, Documentation and Information Management (RecorDIM) activities and practices, and to suggest areas where gaps should be addressed, hopefully by a task group proposal.

The discussions that followed each presentation were quite animated in that users and providers had a lots in common but needed a platform to sort out together some of these ideas. All participants seem to have benefited from this exchange of problems and ideas.

Gaps and needs

Claudia Cancino of the GCI kindly offered to take note during the meeting. The part of these notes that was related to gaps is provided in **appendix L,** for reference. Presenters were also asked to write on a flipchart the essential needs expressed during their presentations. Others handed over a list of needs at the end of the day so they be reported on. All these gaps and needs have been compiled in **appendix L** for reference.

DAY-1 (p.m.)

This second half-day was structured to first hear Chairs of RecorDIM Task Group in development, talk about how their activities are progressing, so as to provide an understanding of how different task groups are currently addressing various needs.

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The following presenters gave a brief status report on the activities they are responsible for:

1. **François Leblanc** , from the Getty Conservation Institute, reported that he is dealing with two task groups, that is one on RecorDIM guidelines, and the other on complementary Handbooks. He mentioned that the GCI organized a RecorDIM Task Group Meeting in may 2003, to define a framework for both publications (see part 2 of this report for details).

   He also mentioned that the GCI had agreed to support the web presence for the RecorDIM Initiative and that the web site was on line at http://extranet.getty.edu/gci/recordim/

2. **Andrew Powter**, from the Heritage Conservation Program of Public Works & Government Services Canada, mentioned that he is working with Natalie Bull on two task groups, namely:

   - **The Information Warehouse**, which is meant to provide those interested in creating RecorDIM Task Groups with knowledge of existing publications / web pages that are relevant to RecorDIM principles, practices, tools and technologies; and

   - **Integrating Heritage Recording into Property Management and Project Delivery Practices** which will consist in comparing how various organizations collect, record, manage and use information about property, and in identifying the differences, and similarities, in information that is produced and used to manage "non-heritage" property as compared to "heritage" or "cultural" property.

   Regarding the Information Warehouse task group, the issue of how to decide which web sites are relevant was brought up. It was discussed that the information collection and dissemination would require a process of selection and classification.

3. **Sarah Lunnon**, from English Heritage, reported that English Heritage has taken the initiative of organizing courses to improve metric survey skills in conservation projects. The courses developed include the following topics:

   o Procurement skills:

     - Specifications

     - Briefs

     - Appropriateness costs and utility

     - Understanding data change

     - Addressing common failure

   o Minimum standards

   o Hands on skills

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This Task Group, although largely designed to address a training gap within the UK, was perceived as a needed initiative that should be implemented. This training material will provide conservation specialists (or information users) from the UK and perhaps from outside the country, with a better understanding pertaining to RecorDIM practices and related benefits. Organizations such as ICCROM and universities involved in conservation related training were invited to enter into joint

ventures to share, complement and integrate RecorDIM knowledge and skills. English Heritage will be calling a Task Group meeting in York during 2004 to launch this activity.

4. **Gaetano Palumbo**, from the World Monuments Fund (WMF), Indicated that the WMF is currently undertaking a project using GIS as a tool for the management of archaeological sites. However, this institution is actually very busy but would try to report some advances at the following RecorDIM meeting.

New proposals

During the second part of the afternoon, participants with new ideas for creating task groups were invited to present them. They were asked to briefly outline their intent so as to get feedback during the roundtable, prior to possibly initiating a new task group in the fall / winter of 2003.

5. **Petros Patias**, President of CIPA Heritage Documentation, informed the participants that his committee had discussed the intention to create several Task Groups within CIPA Heritage Documentation, and that as soon as members contribute actively, specific proposals would be communicated to the RecorDIM partners.

6. **Joseph Jachimski**, Head of the Department of Photogrammetry and Remote Sensing (University of Mining and Metallurgy - Krakow), introduced the idea of sharing with the public, the images and other data produced during recording projects related the conservation activities. As often these projects (and related documentation) are financed by public funds, the outputs could be made available to researchers from other disciplines. This idea is in development and could become the subject of a RecorDIM task group proposal in the near future.

7. **Prof. Dr. M. Zolfghar (and Abbass Malian**), from the Amir Kabir University, gave an overview of elements of Iran's Persian Heritage, mentioning that globalization is a problem for the preservation of original and authentic architecture. It was mentioned that there is a need for an organized recording system to collect information of monuments and sites in that region. This need will soon be addressed by the creation of a

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task group to define standards for effective documentation of Persian Heritage.

8. **Dana Mihai**, Director of the National Institute for Historic Monuments in Rumania, spoke about the status of the legal framework for the classification of historic monuments in Rumania. The need of control for treasure hunters and the funding for documentation was presented as key issues for developing 'heritage recording' activities in that country.

9. **Joseph Cannataci,** from the recently created Malta Center for Restoration, offered to take responsibility for a Task Group on training in RecorDIM. It will be based on the work that this new Center is doing for the creation of a four-year training course leading to a BDoc (Bachelor degree in documentation) that will be recognized by the university of Malta. The curriculum has already been developed and the course should begin shortly.

10. **Peter Waldhäusl,** past President of CIPA, and CIPA-RecorDIM Liaison Officer, made reference to the following task group ideas that were discussed during previous RecorDIM meetings, and that could be initiated in the near future:

   a. Simple recording video clips

   - The idea of preparing short vide clips on the '3 x 3 rules' to show how simple it is for an amateur photogrammetrist to apply rules when recording cultural heritage;

   b. Heritage Recording done by UNESCO Schools

   o Concept in development;

   c. Architectural Photogrammetric Information System (APIS)

   o The management system has been developed but unfortunately no institution has yet taken on its implementation;

   d. Proposals from the Vienna University of Technology – World Heritage Showcase

   o To develop a web page, database, showcase about World Heritage Information Systems with the idea of promoting communication (appendix LL);

   e. Long-Term storage and retrieval of digital files

   o The idea is to solve the problem of making available digital data produced in the past. It was mentioned that there is the need to search for solutions being

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worked on by other groups such as those involved in software development, electrical engineering, archival digital data management, etc.

Additional Gaps

As a result of the afternoon session, additional gaps and needs were identified and are outlined in the following sub-appendices:

- **Appendix L.2** – which is a list of needs that Petros Patias compiled a few weeks after roundtable-3, and circulated to CIPA as suggestions for the creation of task groups;

- **Appendix L.3** – produced by François LeBlanc as part of a GCI trip report he prepared at his return from the roundtable; and,

- **Appendix L.4** – provided in written form by participants at the end of Roundtable-3, reflecting supplementary gaps to those mentioned above.

Summary of Gaps and Needs

In reporting on the gaps and needs mentioned above, the challenge was to present all ideas in a generic format that would be consistent with that of the Roundtable-1 report. Therefore, the following 10 main headings from Roundtable-1 report, i.e.:

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

were used to develop the 'Framework for Task Groups' provided in Appendix O. That is each heading above was expanded into sub-headings in such a way that all generic areas that pertain to the gaps and needs discussed during Roundtable-3 could be identified in a generic way (see text highlighted in green in appendix O).

Additionally, this Framework of Task Groups has been used to indicate where the current +/- 15 task groups in the making fit into the 'Big Picture' of needs. Consequently, all current task group activities and gaps to bridge are now identified under one common Framework, which will be up-dated on a regular basis.

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As a result, any conservation organization that is interested in addressing one of the gaps that remain to be bridged, should use this common Framework / internet tool:

- to see the big picture of who is doing what
- to communicate its intention to create a new task group,
- to define its area of application
- to suggest alliances by posting a call for assistance, and
- to get feedback from the conservation community at large.

To facilitate the understanding of task groups in the making, a reduced version of this Framework was compiled into a 'Matrix of Task Groups' (attachment 4). This matrix was primarily designed to provide an overview of participating groups, and to facilitate the coordination of activities. It also provides a 'quick reference tool' for those that wish to read about specific task group activities / achievements (note that by clicking on a matrix cell, text on that task group's activities pops-up).

In short, this Matrix is meant to provide a broad understanding of areas of gaps and needs being addressed, and which ones still need to be dealt with.

Next step

The next step will be to implement the 'Matrix of Task Groups' on the RecorDIM web site by linking all task group proposals to it. This implementation should begin as a follow-up to the Leuven RecorDIM Partners Meeting in April 2004.

DAY-2 (a.m.)

This last-half day allowed participants to continue presenting new task group ideas, and to review the **Proposed 2003-5 RecorDIM Action Plan** provided on Pages 21-24 of the RecorDIM 2003 Partners Meeting-2 Report (appendix H). Towards the end of the morning, the discussion focused on the three key 2004-5 activities described hereafter.

1. **The ICOMOS General Assembly meetings in Zimbabwe**

   During this discussion, Peter Waldhäusl and Robin Letellier were identified as the only ones going to this meeting, and briefly explained how they would represent both RecorDIM and CIPA (for details on this activity, see ICOMOS-Zimbabwe meeting report under Part 7 of this report).

2. **The proposed ISPRS-RecorDIM Roundtable-4 in Istanbul**

   Orhan Altan, Director of the up-coming ISPRS Congress in Istambul (12-23 July, 2004), gave a presentation on the activities of the Congress. This two week Congress Program (http://www.isprs2004-istanbul.com/program/program.htm) includes 2 Special Sessions (SS) that are directly related to the activities of CIPA, namely:

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- SS 4 CIPA - Low-Cost Systems in Recording and Managing the Cultural Heritage; and,

- SS 5 CIPA - Hans Foramitti Session - Celebrating CIPA's 35th Anniversary.

Orhan also then invited the RecorDIM Initiative Partners to organize an ISPRS-RecorDIM Roundtable-4, that would take place on the Sunday July 18th. This date is a free day for congress participants, which will making it possible for members of the following seven ISPRS Technical Commissions to participate to this roundtable:

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 will be discussed and defined during the up-coming RecorDIM 2004 Partners Meeting in Leuven. It will be important that representatives from CIPA and ISPRS take part in the Leuven meeting to ensure that the Roundtable-4 agenda is designed to strengthen alliances between ISPRS and CIPA (as providers), and the other RecorDIM Partners representing users of information at large.

3. The RecorDIM-Partners Roundtable-5 , in Torino, September 2005;

Prof. Fulvio Rinaudo (representing Sergio Dequal, Director of the Torino CIPA 2005 International Symposium) provided an overview of the symposium theme and activities. He commended roundtable-3 participants for their lively and productive discussions, and invited the RecorDIM Partners to organize a RecorDIM Roundtable-5 meeting that would take place immediately after the symposium.

RESULTS / OUTPUTS

It can be said that Roundtable-3 was appreciated by all participants in that dialog between users and providers was lively, interesting and constructive.

Alliances

Not only that this exchange of ideas created a good rapport between participants, but in some cases, it generated immediate result in that alliances were discussed between organizations represented at this meeting. It will soon be possible to follow the progress of these alliances

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by reviewing the task group proposals that will soon be hyperlinked to the RecorDIM Matrix of Task Groups mentioned above.

Task Groups

Since Roundtable-3, more than half a dozen new task group concepts / proposals were received by the RecorDIM Coordinator. Some of the letters of intent are provided in appendices AA to JJ . The entire list of task groups in the making is provided in the 'Task Group Delivery Table' provided in Attachment 3 (note that quarterly updates of this table will be made available under '**Task Group'** of the RecorDIM web site.

RecorDIM Coordination Tools

The most significant outputs from Roundtable-3 are most likely the two new *task group coordination tools* that were created this fall / winter to facilitate and expedite the management of RecorDIM operations. They are:

- the **Task Group Delivery Table,** and
- the **Matrix of Task Groups**

which should soon become the main HUB for RecorDIM activities. This hub should allow conservation specialists of all trades to quickly find out what task groups have been created, by whom, and for what. It should also allow those interested in the RecorDIM Initiative, to participate by contributing to RecorDIM activities worldwide.

An other important internet RecorDIM tool in the making is the Information Warehouse that should soon be operational (http://extranet.getty.edu/gci/recordim/info.html). This warehouse is meant to provide those interested in creating RecorDIM Task Groups with knowledge of existing publications / web pages that are relevant to RecorDIM principles, practices, tools and technologies.

All in all, these tools should soon be part of the RecorDIM 'Goodwill Alliance Hub' referred to in Part 4 of this report.

Closing Remarks

The following participants and organizations were thanked for their contribution to this roundtable and to the RecorDIM Initiative:

- Claudia Cancino for note taking during the presentations and discussions; and for helping with on-site organization of the meeting;

- Peter Waldhäusl for his many years of support in the development of RecorDIM, and for his constant efforts in making this initiative a success;

- Orhan Altan for inviting RecoDIM Partners to organize a plenary session within the Symposium Program, and for arranging for a wonderful roundtable meeting place in the Kaleci

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Museum located in the historic Centre of Antalya

- CIPA for sponsoring the Roundtable-3 meeting;

- the Getty Conservation Institute for supporting the participation of 12 users, representing various regions of the world, so they contribute to the symposium activities, and share their experiences and needs with roundtable participants;

- and to all participants for extending their stay in Antalya to attend the roundtable, and for making the meeting very interesting and productive.

October 27-28, 2003

7- ICOMOS Pre-General Assembly Meetings (Victoria Falls, Zimbabwe)

International Scientific Committees (ISC) – Strategic Meeting *(October 27)*

Background

During the Seville ICOMOS Advisory Committee meeting of November 28, 2002, a good number of participants reported that there was a lack of dialog and interaction between ISCs. This lack was perceived by some committee representatives as unfortunate in that ICOMOS members were missing out on opportunities for creative and motivating exchanges between conservation specialists.

As a follow-up to the CIPA-RecorDIM recommendations made during the Seville ICOMOS Advisory Committee meeting (appendix M), a ISC Strategic Meeting was planned by Gustavo Araos to take place in Victoria Falls on October 27, 2003.

Purpose

The purpose of the meeting was to carry out a peer review of the ISC activities and to discuss ways to improve cooperation between the 21 ISCs of ICOMOS.

Strategic Meeting

The eleven ISC listed hereafter were represented by the following participants:

CIAV (*Vernacular Architecture*): Christoph Machat

CIF (*Training*): Gilles Nourissier

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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, 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

Gustavo Araoz, VP of ISC, chaired the meeting with the assistance of Dinu Bumbaru (Secretary General of ICOMOS) and Robin Letellier (in his capacity as RecorDIM International Coordinator).

The discussions that took place were very constructive, and the ideas that resulted from the discussions are reported on in Gustavo Araoz's report (appendix Q).

The main output of this meeting was the structuring of three ISC Steering Groups that were created at the end of the day to work on specific topics in preparation for a follow-up ISC retreat. This retreat / workshop (appendix X) will take place during the next ICOMOS Advisory meeting, in Bergen (Norway), in September 2004.

RecorDIM Initiative

During this ISC Strategic Meeting, Robin Letellier was invited to give a presentation on the RecorDIM Initiative. His PowerPoint presentation primarily:

- reported on the RecorDIM 2003-4 activities
- outlined the outputs from Antalya's CIPA-Roundtable-3 that took place in October 2004, and

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- invited ICOMOS ISCs to participate actively to RecorDIM Task Group activities.

The presentation was followed by a question period demonstrating a good level of interest from participants in the RecorDIM Initiative.

Results / Outputs

As a result of the RecorDIM presentation, some remarks were retained as very supportive of the Initiative. For example:

- Gustavo Araos saw in the RecorDIM Initiative a catalyst that brings organizations together to cooperate. He after wrote in his meeting report " … this initiative 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" (p. 2 of report - appendix Q);

- Gilles Nourissier, representing the ISC on Training (CIF), suggested that the RecorDIM Initiative concept could be adopted by, and adapted to other ISC that wish to motivate their members by letting individuals, with new ideas, create new activities/challenges for themselves, and for their respective committees so as to bring conservation practices to an other level. He indicated that he would like to participate to the RecorDIM 2004 Partners Meeting planned for April 2004, in Leuven, to see if and how CIF could take part in RecorDIM.

- Robert Grenier, representing the ISC on Underwater Archaeology (ICUCH), indicated that he saw in this initiative the potential for his committee members to create RecorDIM task groups to address / resolve underwater Recording, Documentation and Information Management concerns and needs that have been in discussion for some time. He mentionned that he had invited Robin Letellier to participate to ICUCH's annual meeting in Galle, Sri Lanka, at the beginning of December 2004, to present the RecorDIM Initiative to the Committee members and other conservation organizations attending the meeting.

In general, the ISC meeting participants that commented on the initiative were interested in getting more information on RecorDIM activities. Some requested copies of the 'Task Group Proposal Template' to draft a proposal. Several requested to be informed on new task group proposals and groups that are already active.

At the end, participants were informed that the RecorDIM web site was in the process of being revised to include all RecorDIM related information, and that all ISCs would be informed by email during first quarter of 2004.

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Advisory Committee Meeting *(October 28)*

The ICOMOS Advisory Committee is comprised of the Presidents of the National Committees and the Presidents of the International Scientific Committees (ISC) . There are approximately 105 National Committees and 21 ISCs. The Advisory Committee represents the broad diversity of ICOMOS, and is an important component of the international decision making structure of ICOMOS.

During the Advisory Committee Meeting, time was set aside for short presentations on special activities and initiatives. Robin Letellier was again given half an hour to talk about the RecorDIM Initiative. The purpose of his presentation was primarily to inform the National and International Scientific Committees about:

- the RecorDIM task groups activities initiated since the ICOMOS RecorDIM meetings in Seville and Madrid in 2002;

- the RecorDIM Operational Framework put in place to create and coordinate new task groups activities; and

- the revisions being made to the RecorDIM web site, to make it become an 'Alliance Hub' (or meeting place) for those interested in participating to this initiative (appendix T - summary of gaps identified during Roundtable-1).

Outcome

As for the previous day discussions, the presentation to the Advisory Committee was well received in that it generated questions indicating a significant interest from participants. For example:

- Lazar Sumanov announced during this meeting that, as a follow-up to his participation to Roundtable-3 in Antalya, the National Committee of Macedinia will be proposing the creation of a RecorDIM Task Group to address the need for 'Low-Cost Recording, Documentation and Information Management Standards in Architectural Conservation practices in Macedonia'. This need is also true for his neighboring countries that should participate to this task group activities (it should be mentioned that after Vic. Falls, the draft proposal in appendix BB was produced).

- Robert Grenier again mentioned his interest in having ICUCH create a RecorDIM Task Group on 'recording tools adapted for underwater archeology'.

Additionally, during the course of the day / week:

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- Mike Gondwe, a Board Member of AfriCOM, showed much interest in working closely with RecorDIM Partners to improve Recording, Documentation and Information Management practices pertaining to Intangible Heritage. He mentioned that he would be proposing that AfriCOM participate to the RecorDIM Initiative at his Board meeting in February 2004.

- Daniel Arsenault, from UQAM (Université du Québec à Montréal), saw in RecorDIM an opportunity for his University to create alliances with RecorDIM Partner organizations internationally. RecorDIM could be very helpful in the development of standards and guidelines for the Recording, Documentation and Information Management of Rock Art. Consequently, he drafted a task group proposal for discussion in Leuven (appendix GG).

- Xavier Cano, also from ICUCH, discussed a problem that he has been trying to resolve in Argentina regarding 'Digital Image Storage, Retrieval and Archiving Standards'. He indicated that he should soon prepare a Task Group Proposal to tap into RecorDIM partners' international knowledge and skills to resolve this issue in his country.

- Nimal de Silva, President of the ISC on Mural Paintings, showed interest in the RecorDIM activities. He, Robert Grenier and Robin discussed RecorDIM's participation to the ICUCH meeting in Galle (Sri Lanka). As a result of this discussion, Robin was invited to stay a few additional days after the Galle ICUHC meeting, to introduce the initiative to conservation specialists from different Sri Lanka conservation organizations. This trip extension was also meant to discuss potential alliances and possibly task groups proposals with Sri Lanka recording specialists and representatives of national conservation organizations.

- Finally, Maria Rosa Suarez-Inclán and Guy Masson, respectively President and VP of the *Cultural Itineraries ISC (CIIC)*, invited Robin to participate to the CIIC special meeting that took place in the evening of October 29. This request was to provide additional information to the CIIC members with in mind to have CIIC become partners in the RecorDIM Initiative. As a result, a preliminary draft of task group proposal is in the making.

It should be mentioned that others such as Marianne Andersen from the BaTonga Museum (Binga, Zimbabwe), Cevat Erder, from Turkey), Fabio Todeschini (Cape Town, South Africa), Mounir Bouchenaki, from Unesco, and others., were also quite interested in learning more about how they / their organizations could benefit from the RecorDIM Initiative in the near future. The on-going correspondence with most of these specialists should generate additional RecorDIM task groups in 2004-5.

As a result of the RecorDIM presentations in Victoria Falls, three task groups proposal have been received by the RecorDIM Coordinator, and should be discussed at the RecorDIM Partners-2 Meeting in Leuven in April. Two additional proposals are expected to be received during the first half of 2004.

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8- ICOMOS-ICUCH Annual Meeting (Galle, Sri Lanka)

Background

ICUCH is the ICOMOS International Scientific Committee on Underwater Cultural Heritage.

ICUCH's major achievements over the past 10 years have been to combat treasure-hunting and assist in the establishment of professional standards in underwater archaeology. In 1995 ICUCH met in Hawaii in an extended session and formulated the ICOMOS Charter on the Protection of the Underwater Cultural Heritage, laying down principles and practices to be followed by ICOMOS members. This was a very forward-looking document, which was adopted by ICOMOS at its General Assembly held in Sofia the next year. ICUCH next concentrated on working with UNESCO closely on the formulation of the Draft Convention on the same subject and all the hard work was crowned with success when the Convention was passed by a large majority of the UNESCO General Assembly in November 2001.

Seville ISC meeting – November 2002

Robert Grenier, President of ICUCH, participated to the RecorDIM Initiative presentation given in Seville during the ICOMOS Pre-General Assembly meetings in November 2002.

Eight months later, he indicated his interest in the RecorDIM Initiative by seeking additional information on how to participate to the RecorDIM activities. He also invited Robin Letellier to visit his Underwater Unit at Parks Canada, and to talk about RecorDIM with Marc-André Bernier, Secretary of ICUCH. It was then proposed that Marc-André attend the CIPA symposium and RecorDIM Roundtable-3 in Antalya, to talk to information providers about the gaps and needs of underwater archeologists, and also to learn more about CIPA and RecorDIM.

As a result of ICOUCH's good experience in Antalya, Robin Letellier was invited to participate to their annual meeting in Galle, Sri Lanka, to introduce the RecorDIM Initiative and discuss how ICUCH members can benefit from / participate to this Initiative.

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ICUCH Meeting

The meeting took place a the 'Nooit Gedacht' (the country house of a Dutch governor) in Galle, during the first week in December 2003.

This house house, which was built in 1735, is located on the site of the military camp established by the Dutch when they first arrived in the country, as a base from which to lay siege to the Portuguese fort of Galle.

Opening Ceremony

A distinguished delegation of heritage conservation organizations sponsored this meeting (see appendix V for additional background information on ICUCH, and list of Day-1 participating organizations)

This opening session provided participants with the understanding that ICUCH would be playing an important role in the establishment of an UNESCO supported Regional Training Centre in Underwater archaeology.

ICUCH's role was referred to again by the Minister of Human Resource Development, Education and Cultural Affairs, during the International Conference on Regional Museology (Asia) that immediately followed the ICUCH meetings.

This was reported in the Daily News as follows: "To follow-up on the resolution adopted during the November 2003 Hong Kong UNESCO

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workshop, I undertook a mission to Galle earlier this week to attend the Annual Meeting of the ICOMOS International Committee on Underwater Cultural Heritage, and to start exploring with concerned Sri Lankan authorities and members of the International Committee on Underwater Cultural Heritage, the feasibility of establishing the Regional Field Training School for Asia-Pacific in Underwater Cultural Heritage in Galle" (see article in appendix W).

ICUCH Meeting Participants

The following ICUCH committee members, and invited participants had 3 days of meeting at the Nooit Gedacht country house:

- Robert Grenier - President ICUCH - Canada
- David Nutley - Voting Member - Australia
- Thys Maarveld - Voting Member - Netherlands
- Jeremy Green - Associate Member - Australia
- John Gribble - Voting Member - South Africa
- Francisco Alves - Voting Member - Portugal
- Tatiana Villegas (1) - Voting Member - Columbia
- Somasiri Devendra - Voting Member - Sri Lanka
- - Pilar Luna (2) - Voting Member - Mexico
- Peggy Leshikar-Denton - Voting Member -Cayman Isl.
- Bill Jefferey - Australia
- Robin Letellier - Inter. Coordinator - RecorDIM Initiative
- Guido Carducci (3)
    Chief, International Standards Section, Cultural Heritage Division, UNESCO

(1) Represented by ………………..
(2) Represented by Patricia Meehan Hermanson
(3) Represented by Ricardo Favis

Robin Letellier participated to all ICUCH business discussions and visits during the first week in December. This allowed Robin to better understand the committee's activities and discuss some of their Recording, Documentation and Information Management related issues

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and concerns. This understanding will be important for RecorDIM partners to help establish links between others organizations interested in bridging RecorDIM gaps related to underwater cultural heritage.

During these meetings, Robin gave a PowerPoint presentation on the RecorDIM Initiative and its activities, which were well received by all. The presentation was followed by a good exchange of ideas on gaps that need to be filled.

ICUCH Resolution

The following resolution was drafted in Galle and will be included the ICUCH meeting minutes:

"As a result of Robin Letellier's presentation on the RecorDIM Initiative, during the ICUCH annual meeting (Galle, Sri Lanka), ICUCH fully supports the RecorDIM Initiative and agrees to become a partner by creating a RecorDIM Task Group within the next few months. The following ICUCH Voting Members will steer the creation of the task group:

- *Jeremy Green (leader)*
- *Bill Jefferey*
- *David Nutley*
- *Thys Maarveld*
- *John Gribble*
- *Robert Grenier*

*Thys Maarveld will be representing ICUCH at the **RecorDIM 2004 Partners Meeting** in Belgium (Leuven - April 2004), and will present ICUCH's RecorDIM Task Group proposal"*

Next Step

From recent correspondence between ICUCH and RecorDIM, it is anticipated that a draft task group proposal will be produced during March 2004 and presented in Leuven at the end of April.

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9- ICOMOS-Mural Paintings – RecorDIM Task Group Meetings (Colombo, Sri Lanka)

Background

As mentioned earlier in this report, Nimal de Silva, President of the ISC on Mural Paintings, participated to a presentation on the RecorDIM Initiative at the ICOMOS General Assembly in Victoria Falls, and showed much interest in the Initiative.

As a result of discussions with Nimal de Silva, Robin Letellier was invited to extend his stay in Sri Lanka, after the ICUCH meeting in Galle (see above), to meet with conservation specialists from:

1. the ISC on Mural Paintings,
2. the Central Cultural Fund, and
3. the University of Moratuwa.

Purpose

The purpose of this invitation was to introduce the RecorDIM Iinitiative to conservation specialists from different organizations, and to discuss the possibly of defining task group proposals that could be developed by Sri Lanka specialists representing the above-mentioned conservation organizations.

Day-1 Meetings (December 6)

On the first morning, a meeting took place at the University of Moratuwa where approximately 10 students and 5 professionals working in fields of heritage conservation, were introduced to RecorDIM and its related activities. Advanced reading information on RecorDIM operations had been provided to the University, which made the discussion effective, and the understanding specific. The need for low-cost recording tools and procedures for the documentation of mural paintings was expressed, and became the focus of the discussions.

(RecorDIM … the activities of Recording, Documentation and Information Management)

The morning discussions led the group to a site visit of a Buddhist Temple in the afternoon.

This visit provided the group with a typical example of the richness of Sri Lankan mural paintings found in temples throughout the country. It also allowed to better understand the urgent need for Recording, Documentation and Information Management (RecorDIM) guidelines to systematically document this fragile heritage for conservation and archival purposes.

(RecorDIM … the activities of Recording, Documentation and Information Management)

During this visit, the group had some discussion on simple methods of recording using digital cameras. The students in this group were most interested in having access to a course on 'scaled and rectified photography' of mural paintings. Such a course was discussed as an need that could become part of a RecorDIM task group proposal. An other gap that was discussed related to the need for standards and procedures to undertake a national inventory of mural paintings.

The last part of the day was spent at the university were Robin gave a short talk on recording techniques that could be considered for mural painting recording. They ranged from low cost digital cameras and image rectification software, to highly accurate 3D laser scanning technology. The latter tool was pointed out as a possible effective solution for large paintings on uneven surfaces such as those found on walls of caves and grottos (see below images of the Golden Temple of Dambulla and of the frescos of Sigiriya).

Day-2 Meetings – December 7

The second day began with a 4 hour trip to the Ancient City of Sigiriya, a World Heritage Site described by UNESCO as:

> *"ruins of the capital built by the parricidal King Kassapa I (477–95), which lie on the steep slopes and at the summit of a granite peak standing some 370 m high (the 'Lion's Rock', which dominates the jungle from all sides). A series of galleries and staircases emerging from the mouth of a gigantic lion constructed of bricks and plaster provide access to the site"*

During a good portion of the drive, Prof.-Dr. Harsha Munasinghe, delegated by Nimal de Silva to coordinate the RecorDIM visits and meetings, provided a good overview of conservation activities in Sri Lanka. Having for many years played the role of conservation architect at the Temple of Dambulla (World Heritage Site described hereafter), he new well the area we traveled through. This trip provided time to discuss RecorDIM issues and needs related to that part of the country, which is extremely rich in mural paintings

To describe the uniqueness of some sites, and the recording challenges that come with them, the frescos of Sigiriya (images hereafter) were described some time ago as follows:

> *"John Still in 1907 had observed that the whole face of the hill appears to have been a gigantic picture gallery... the largest picture in the world perhaps …*

*(**RecorDIM** … the activities of **Recor**ding, **D**ocumentation and **I**nformation **M**anagement)*

Ancient City of Sigiriya

… The paintings would have covered most of the western face of the rock, covering an area 140 meters long and 40 meters high. There are references in the Graffiti to 500 ladies in these paintings"

(Frescos on rock face)

(additional photos of frescos can be seen at: http://sigiriya.org/gallery.htm

(RecorDIM … the activities of Recording, Documentation and Information Management)

The Sri Lankan team that met Robin at this site consisted of (from left to right):

-   Nandana Amunuthuduwa - University of Moratuwa
-   Wajira Ferdinandaz - Central Cultural Fund
-   Dr. Harsha Munasinghe – Group Coordinator - University of Moratuwa
-   Nishantha Perera – (Painting Conservator)
-   Pricil de Mel - University of Moratuwa (not on photo)

A +/- 200 meter climb to a large opened cave located on the face of the rock allowed us to see many of these paintings, and asses the cave area, the location and condition of paintings, and the recording needs and site difficulties.

One must visit http://www.world-heritage-tour.org/asia/lk/sigiriya/apsaras_A.html to visualize this cave in 360 degrees, with QuickTimeVR (QTVR). This QTVR will give a much better understanding of the recording challenges at hand. (note: the web site http://www.world-heritage-tour.org/map.html is quite effective to also visualize other world heritage sites in panorama)

(RecorDIM … the activities of Recording, Documentation and Information Management)

Golden Temple of Dambulla

The second site visited on the way back to Colombo, was at the Temple of Dambulla described by UNESCO as:

"A sacred pilgrimage site for 22 centuries, this cave monastery, with its five sanctuaries, is the largest, best-preserved cave-temple complex in Sri Lanka. The Buddhist mural paintings (covering an area of 2,100 sq. m) are of particular importance, as are the 157 statues."

To visualize the beauty, size and condition of the wall paintings in Dambulla, it is strongly suggested to virtually visit the 5 caves using the Quick Time VR viewer at:
http://www.world-heritage-our.org/asia/lk/dambulla/rockFace.html

The Quick TimeVirtual Reality images of the ceiling of cave number 5 show some well of the problems of paint decay. A 'National Salvage Recording Standard' seems urgently needed to metrically capture Sri Lanka's highly significant mural paintings that are in danger.

These RecorDIM standards should be defined to meet the countries short and long term needs pertaining to conservation research, analysis, treatment and maintenance. The standards should also be defined to include storage of records in the public archives for future reference and posterity.

(RecorDIM … the activities of Recording, Documentation and Information Management)

Example of ceiling paintings in cave 2

Conclusions

Although many of these historic sites have been well documented over the years, from discussions during this field trip, there seems to be no specialized 'Heritage Recording Unit' (see definitions on page 4) that is in full operation in Sri Lanka. By Heritage Recording Unit, is meant a well trained and equipped group of professionals that have a clear mandated to define, develop and manage a long-term 'National Recording, Documentation and Information Management (RecorDIM) Program for the country.

The Central Cultural Fund should perhaps be the organization that undertakes the creation of such a Heritage Recording Unit. Should this need be a priority for Sri Lanka, it was suggested that RecorDIM Task Group Proposals be developed for consideration by the conservation authorities in place.

At the end of Day-2's visits, it was suggested that the Central Cultural Fund (CCF) be considered as lead to undertake the development of **RecorDIM Task Group Proposals**. Procedures for developing such proposals were provided on Day-1 (they are also available at http://extranet.getty.edu/gci/recordim/groups.html)

Recommendations

It was recommended that possibly 3 to 4 task group proposals could be drafted to provide CCF management with a detailed understanding of how this RecorDIM Program could be created. These proposals would be prepared with input from Users and Providers of information from other RecorDIM Partners (as suggested in the task group proposal form). This international input would provide invaluable knowledge and skills from organizations that have many years of experience and well-established RecorDIM Units (e.g. English Heritage, Parks Canada, etc).

*(**RecorDIM** … the activities of **Recor**ding, **D**ocumentation and **I**nformation **M**anagement)*

The recommended task groups discussed, were meant to address the following needs, i.e.:

A- The need for a **National RecorDIM Policy and Guidelines** to set a basis for the creation of a National RecorDIM Unit that would be responsible for the inventory and recording of Sri Lanka's mural paintings;

B- The need for **Low-Cost RecorDIM standards** for the recording of Mural Paintings in Sri Lanka;

C- The need for a **RecorDIM Training Course** for conservation specialists that wish to participate to the National RecorDIM Unit's activities. This course would also help raise the standards of conservation practices in Sri Lanka. It could also be offered to neighboring countries that need such training; and

D- The need for **'specialized recording standards and tools'** for decay monitoring of mural paintings.

Next Steps

To give reality to the above recommendations, and to get a better understanding of how the RecorDIM Initiative can be beneficial to Sri Lanka, it is advisable to begin with one task group proposal of small scale. This would most likely be recommendation 'B' above as it can easily be defined and requires relatively little resources to undertake.

It is estimated that task group 'B' could be created and initiated in a few months time, and that the resulting guidelines could be made available within 6 to 12 months.

Should the outcome of this first task group convince the Sri Lanka authorities to go ahead with the other task group proposals, this would require defining additional steps to follow, to provide management with a well defined RecorDIM Framework to work from.

*(**RecorDIM** … the activities of **Recor**ding, **D**ocumentation and **I**nformation **M**anagement)*

10- ICOMOS Canada Meeting – Ottawa (to be discussed with DB)

At a recent ICOMOS Canada meeting in Ottawa, Dinu Bumbaru, Secretary-General of ICOMOS International met with Robin Letellier to follow-up on discussions that took place in Victoria Falls. During this meeting, Dinu was briefed on the progress of the RecorDIM Initiative activities.

The core of the discussion focused on the RecorDIM mechanisms / tools that are currently being put on-line at http://extranet.getty.edu/gci/recordim/groups.html to create and coordinate the RecorDIM Task Group activities. As mentioned earlier in this report, these tools are becoming a **Task Groups Alliance Hub** or 'meeting place' for those interested in creating task groups.

Consequently, RecorDIM is being perceived by some as a creative mechanism that allows for:

- the identification of overall needs in the field;
- the partnership with affinity organizations,
- the securing of outside resources;
- the involvement of members,
- the formulation of solutions, and
- the recognition of the role of specialists and non-specialists

It was therefore pointed out that this mechanism could be shared with, adopted by, and adapted to some ICOMOS International Scientific Committees' activities, to generate new ideas and motivate committee members.

Results

As a result of this Ottawa meeting, Dinu Bumbaru has shown interest in pursuing this discussion by hopefully attending the up-coming RecorDIM 2004 Partners Meeting, in Leuven, on the 25-27 of April, 2004.

Next Step

The next step could be to bring this 'Alliance Hub' concept to Bergen, in early September, for discussion during the ICOMOS International Scientific Committees retreat / workshop on committee activity improvements. As announced in Gustavo Araoz's email of March 1, 2004, the retreat should take place immediately before the Advisory Committee Meetings in Bergen (see retreat task force groups / objectives in appendix N).

(RecorDIM … the activities of Recording, Documentation and Information Management)

Summary of Main 2003 RecorDIM Outputs

In summary, the following two outputs are considered as the main RecorDIM achievements of 2003. They are:

> 1- the '**Task Group Delivery Table'** that lists all task groups in the making with delivery dates; and

> 2- the '**Matrix of Task Groups'** that provides at a glance who is doing what in terms of 'bridging the gaps' identified during Roundtable-1 and subsequent meetings.

These two new RecorDIM 'internet tools', referred to earlier in this report as the '**Task Group Alliance Hub'**, should soon become the meeting place for those interested in identifying and addressing RecorDIM related issues and concerns. It could also become an interactive tool for those seeking assistance from, and alliances with conservation organizations, representing Users and Providers of information.

Together, these Internet TOOLS should facilitate the RecorDIM International Coordinator's role by providing easy access to all RecorDIM Task Group operations. These tools should also expedite the process of creating task groups in that dialog between Users, Providers, and Task Groups Chairs could now be done interactively on-line without the Coordinator's direct involvement.

*(**RecorDIM** … the activities of **Recor**ding, **D**ocumentation and **I**nformation **M**anagement)*

Planned / Proposed RecorDIM Activities for 2004-5

(this part of the report will be completed after the RecorDIM 2004 Partners Meeting-3 in Leuven)

April 25-27, 2004

RecorDIM 2004 Partners Meeting-3 (Leuven – Belgium)

Spring to Winter 2004

HCP-PWGSC RecorDIM Task Group Meeting

English Heritage RecorDIM Task Group Meeting

Macedonia Low-Cost RecorDIM Standards Workshop-1

Other RecorDIM Task Group Meetings

July 12- 23, 2004

Istanbul ISPRS Congress 2004

ISPRS-RecorDIM Roundtable-4 *(July 18 – to be confirmed)*

CIPA Session *(July 22)*

Foramitti Session *(July 23)*

September 2004

Bergen ICOMOS-RecorDIM Proposal to ISCs (TBD)

Winter 2004 to Fall 2005

RecorDIM Task Groups Meetings (TBD)

September 26-30, 2005

Torino CIPA Symposium

October 1-2, 2005 *(TBC)*

CIPA-RecorDIM Roundtable-5

(RecorDIM … the activities of Recording, Documentation and Information Management)

Appendices

(note: text in red below indicates that these appendices will be provided as separate attachments due to incompatible file formats, or file size)

A- *Agenda - RecorDIM 2004 Partners Meeting-3 (Leuven, Belgium)*

B- *RecorDIM 2003 Partners Meeting-2 Report*

C- *Task Group Delivery Table*

D- *Meeting notes – re. GCI 'Guidelines and Handbooks' Workshop*

E- *CIPA 2003 Syposium Report (by Orhan Altan)*

F- *List of Roundtable-3 participants (???)*

G- *Roundtable-3 Agenda*

H- *RecorDIM 2003 Partners Meeting-2 Report - Pages 21-24*

I- *RecorDIM Web Presence Announcement (& distribution list)*

J- *Invitation Letter - CIPA-RecorDIM Roundtable-3*

K- *RecorDIM 2004 Partners Meeting Agenda (Leuven, April 25-27)*

L- *List of gaps and needs from Roundtable-3 participants*

M- *Seville proposal for an ICOMOS-ISC Workshop (R. Letellier)*

N- *ICOMOS-ISC Retreat Workshop – Bergen (September 2004)*

O- *Revised Framework for RecorDIM Task Groups*

P- *Matrix of Task Groups*

Q- *ICOMOS-ISC Victoria Falls Strategic Meeting Report (G. Araoz)*

R- *RecorDIM PowerPoint Presentation – Victoria Falls (by R. Letellier)*

S- *N/a*

T- *List of RecorDIM Gaps & Needs (pages 9-11 of Roundtable-1 Report)*

U- *Iraq Aid email from G. Araoz*

V- *ICUCH Background Information & Galle meeting*

W- *International Conference on Regional Museology - Asia (News Paper article re. ICUCH's input to regional training in archeology)*

X- *Task Group Letters of Intent & Proposals (red text = doc. to be attached soon; other doc. will come later)*

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

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

(RecorDIM … the activities of Recording, Documentation and Information Management)

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

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

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

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

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

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

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

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

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

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

Attachments

1. **Overview of RecorDIM 2000-2005 Activities**

2. **RecorDIM Role and Alliance Diagram (draft)**

3. **Task Group Delivery Table**

4. **Matrix of Task Groups**

5. **RecorDIM PowerPoint Presentation – Victoria Falls** (R. Letellier)

6. **RecorDIM 2003 Partners Meeting-2 Report**

7. **Additional photos from meetings in:**

   a. **Los Angeles**

   b. **Antalya**

   c. **Victoria Falls**

   d. **Galle**

   e. **Colombo**

(RecorDIM … the activities of Recording, Documentation and Information Management)