

Appendix B

RecorDIM Initiative Letter of Intent

Date: 31 January, 2004

From: Name: Dr. Lazar Sumanov
Title: President
Division: Risk Preparedness Sub-Committee of ICOMOS Macedonia
Organization: ICOMOS Macedonia National Committee

To: Robin Letellier
International Coordinator
RecorDIM Initiative

Subject: Proposal for the Creation of a RecorDIM Low-Cost Standards for Architectural Heritage Recording, Documentation and Information Management Task Group

This letter of intent is to confirm our interest in the RecorDIM Initiative and to propose a **RecorDIM Task Group** to address the gaps related to define, develop and promote documentation tools by writing/shearing standards for Architectural Heritage Recording, Documentation and Information Management on national, regional and worldwide level.

The title of our proposed task group is **Low-Cost Standards for Architectural Heritage Recording, Documentation and Information Management**. Its purpose, objectives, milestones and deliverables are outlined in [appendix B-1](#) hereafter. The organizations that will be representing the **Information User and Provider** in this project are respectively State Institute for the Protection of Cultural Monuments-RZZSK, Skopje, Macedonia (as Information users) and both CIPA and ISPRS represented by Mr. Petros Patias (Greece) and Prof. Dr. Orhan Altan (Turkey), (as Information Providers). (Note: To be confirmed). ICOMOS Macedonia (members of their sub- committees for Risk Preparedness, Photogrametry and Training) will chair and manage the activities of this task group as defined in appendix B-1.

We understand that, by undertaking this task group responsibility, our organization becomes a Partner in this initiative. Consequently, Dr. Lazar Sumanov will be the Liaison Officer (and Mr. Zoran Pavlov, M.Phil will be Deputy Liaison Officer) between ICOMOS Macedonia 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.

Dr. Lazar Sumanov
President
ICOMOS Macedonia National Committee (ICOMOS-MKD)

RecorDIM Task Group Proposal

Task Group Name / Title: Low-Cost Standards for Architectural Heritage Recording, Documentation and Information Management

Task Group Chair: Dr. Lazar Sumanov
Task Group Co-Chair: Mr. Zoran Pavlov, M.Phil
Organization: ICOMOS Macedonia National Committee (ICOMOS-MKD)

Information User representatives:

1. Mrs. Viktorija Apostolova, Head of Department.
Organization: State Institute for the Protection of Cultural Monuments (RZZSK),
Skopje, Macedonia

Information Provider representatives: (To be confirmed finally)

1. Mr. Petros Patias, CIPA
Organization: Faculty of Rural and Surveying Engineering, The Aristotle University of
Thessaloniki Greece
2. Prof. Dr. Orhan Altan
Organization: ISPRS Turkey

Project Outline:

Main challenges of this projects is bring together (on biennial Regional Workshops 2004 and 2006) representatives of Information users (Conservation and protection professionals and Decision makers in the field) and representatives of the Information providers (on Regional level – South Eastern Europe and Near East) to discuss and to adopt/settle/propose (on the end of 2007) STANDARDS FOR LOW COST RECORDING, DOCUMENTATION AND MANAGEMENT of ARCHITECTURAL CULTURAL HERITAGE ON NATIONAL AND REGIONAL LEVEL:

This is based on the RecorDim Initiative Roundtable – 1 List of gaps and needs. It should be noted that this is preliminary and will be refined by the task group on their Meetings in Thessaloniki and Skopje, and finally presented at the RecorDIM 2004 Partner Meeting in Leuven, Belgium.

Purpose and objectives:

Some of the main purposes of this project are:

- to underline and to rehabilitate importance of the Documentation (in whole) of the Architectural Cultural Heritage, and to approve the fact that the DOCUMENTATION is the basis of all activities in the domain of treatment of the Cultural Heritage;
- to settle the standards/regula that all immovable Architectural heritage is always undergoes three subsequent phases in the course of their existance:

Pre-treatment – preventive (prior to disaster occurrence) – from the present moment till the occurrence of the next disaster (Phase A);
Post-disaster or Urgent phase (Phase B);
Phase of long term planning and realisation of activities.

- to discuss and to adopt/settle/propose standards for Low Cost Recording, Documentation and Management of the Architectural Cultural Heritage;
- to urge the Information users to express their needs for prompt and adequate and initial completion of Architectural Monument Documentation File on low-cost level, and to urge the Information Providers to follow the Information users needs by proposing existing/or new designed recording tools;
- to prepare/educate the Information Users and Decision makers for urgent completion of Architectural Monuments Documentation File by educate them for use/application Low-cost tools/standards for Recording/Documentation/Management, as a short term planned process, according to the International recommendations as well as European Council recommendation related to the coordination of methods for documentation of historic monuments and buildings of architectural heritage and their valuable elements for execution);
- to comment already existing systems/models/standards (theoretically or in function) on national level (Macedonian) and other countries in the region (Case studies), to define the possible model for best use on national and regional level. (To compare also with the same problems with other regions in the world, as a further activities in this direction)

Finally, this process should be accepted also, as an urgent preventive measures/risk preparedness for better treatment of the Cultural Heritage in the Region and Worldwide, having in mind recent natural and man-made disasters happen around (earthquakes in Turkey and Iran, armed conflicts in Balkans and Near East) and so.

One of the main objectives is:

- to prepare the experts and Institutions for URGENT completion of the Cultural monuments Documentation File by using modern uniform communication elements as a GIS and low-cost tools and media for collection, storing and exchange data, by adoption of appropriate system/model/standard should offer a quality of minimum quantity of information (written, technical and photo) that will satisfied the needs presented above. This system/model/standards will have multipurpose possibilities (maintenance and restoration/conservation programmes, urban and spatial/physical planning, establishing of Monitoring short and long term programmes, etc);

Deliverables:

This task group will produce (at the end of the Project End – 2007) a STANDARDS (IN WRITTEN FORM) for Low-Cost Recording, Documentation and Management for Architectural Cultural Heritage (on National and Regional level) and will be on the Getty Conservation Institute's Server.

Proposed provisional plan for implementation of the stated project outline, purposes, objective and deliverables

Task group propose realisation of this project to be employed years 2004-2007. It will be divided in two Phase.

Phase 1 – Preparatory Phase

It is planned to organise two Regional Workshops (2004 and 2006) in Skopje, Macedonia when representatives of the South Eastern Europe and the Near East Regions

and their Countries (Information Users and Information providers) will be invited to meet each other and (on the First Workshop –2004) to present/express own experience and state-of-the-art about the LOW-COST DOCUMENTATION SYSTEM/MODELS/STANDARDS for Architectural Cultural Heritage in their countries as well as use of Recording, Documentation and Management low-cost tools accordingly.

On it will be arranged short education of using of Low-cost tools for recording of Architectural Cultural Heritage (presented by Information providers).

On the Regional Workshop will be invited respectable international experts related to the topic to participate, to lecture, to facilitate and to moderate the Workshop Events.

As a conclusion of the First Workshop it is expected to suggest Provisional LOW-COST DOCUMENTATION SYSTEM/MODEL/STANDARDS to all participated representatives on National level that should be employed in the small scheme as a Pilot attempts (in the period of almost two years).

On the Second Regional Workshop (2006) participants will be invited to present their achievements and (obstacles too) during the implementation of the task received on the First Workshop. After Revision of it a Working Group (established on the end of the Second workshop) will be produced written LOW-COST STANDARDS FOR RECORDING, DOCUMENTATION AND INFORMATION MANAGEMENT for ARCHITECTURAL CULTURAL HERITAGE on NATIONAL AND REGIONAL LEVEL.

Note: This is provisional and final decision (Proposal) of the Task Group will be presented in Leuven, Belgium following April, after meetings in Thessaloniki and Skopje.

Framework of Task Groups

Task Group indicate that this project should be inserted in Framework sub-heading as follows:

1. **Category of application:**

Main: Standards (III)
Appropriate also: Inventories (IV)
Information Management System (V)
Conservation Process (VI)
Management tools (VII)

- **Level of Application:**

Main: Regional (B)
Appropriate also: National (C)
Main: Architecture/Engineering (3)
Appropriate also: Archaeology (2)

Project Resources

- **Person-days:**

Members of ICOMOS Macedonia (3 members) will dedicate more than 30 working days on same voluntary base.

Two members of State Institute will dedicate 15 working days.

Time dedicated from CIPA and ISPRS partners will be adjusted during the meetings in Skopje and Thessaloniki.

Time of occupation include (provisionaly:

- Organisation of the first and second Regional Workshops
- Post Workshop activities
- Writing of Standard Prpoosal

- **Budget:**

Budget proposal will be defined on Thessaloniki-Skopje Meetings, and presented in completed form during the RecorDIM Meeting in Leuven.

It should covered:

1st Workshop (5-6 days, including working and arrival/departure days of participants)

Participants: 20-25 (From 14-16 countries of the Regions)

Lecturers: 5-6

Trip: Full covering of travel expenses for all participants and lecturers,

to come/lieve in Macdonia, countri travel

Hotel/living expenses: For all participants (including lecturers);

Communication: Pre and post workshop period with participants

Materials:

Use of prmises for Workshop

Language employeed: English

For the Second Workshop and written Standards will be adjusted further.

Other Task Group members (from Partner and other organizations)

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

- ICOMOS Giora Solar, Nimal De Silva
- CIPA Robin Lettelier
- GCI Francois Leblanc, Jeane Marie Teutonico
- HCD of PWGSC
- English Heritage
- WMF Gaetano Palumbo

- Potential Partners:
 - o Malta Centre for Restoration
 - o INTACH (India) Divay Gupta
 - o Lemaire Centre
 - o Other(s) Prof. Dr. Predrag Gavrilovic; Ass. Prof. Dr. Veronika Sendova from Institute for Earthquake engineering and Engineering Seismology-University "St. Cirilo and methodius" – Skopje, Macedonia
- Other organizations :
 - o ICCROM Alejandro Alva, Herb Stovel.....
 - o UNESCO
 - o ICOM
 - o Other(s) Koenrad van Ballen (Belgium), Leuven University

Milestones:

- Starting date: Beginning of 2004
- Mid-project review date (by RecorDIM Liaison Officers): Mid of the 2006
- Completion date: end of the 2007

Task Group Chair:

Date:

Dr. Lazar Sumanov

31 january 2004