

5-Year **RecorDIM** Initiative

(2002)

GCI-ICOMOS-CIPA

(2003)

EH- PWGSC-WMF

Task Groups Operational Framework

(Draft: February 2004)



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



The Getty Conservation Institute



ENGLISH HERITAGE



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

WORLD MONUMENTS FUND

(Potential Partners for 2004)

Lemaire Centre - Parks Canada - INTACH - AfriCOM - MCR - ICUCH - UQAM – CIIC - ICOMOS Macedonia

For further information contact:

Robin Letellier

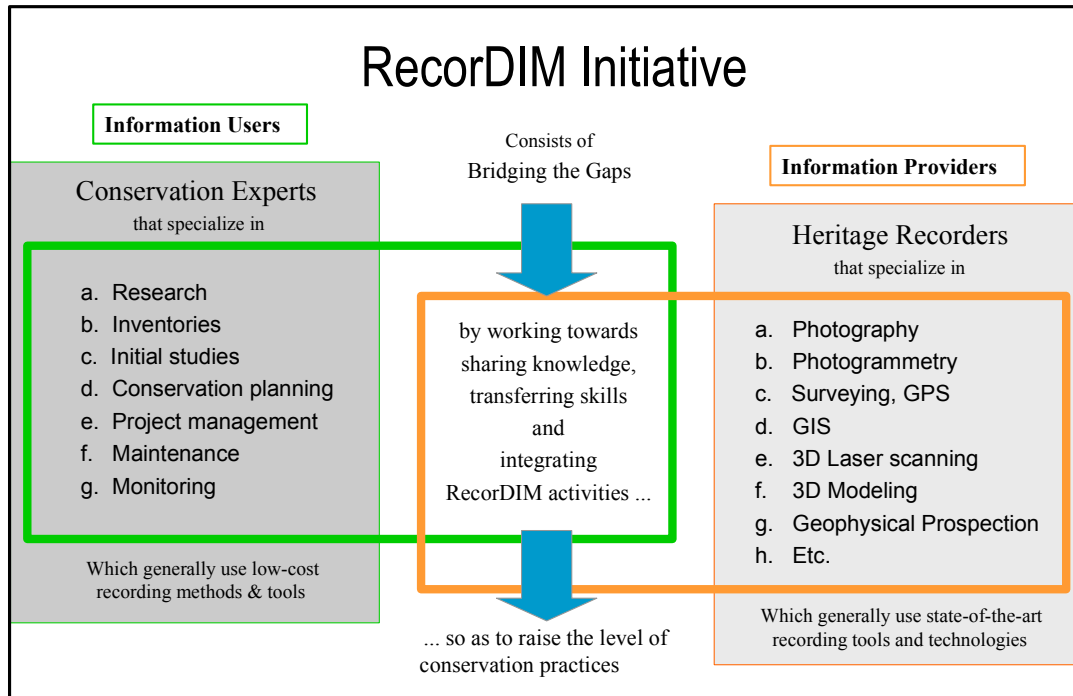
International Coordinator

RecorDIM Initiative

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WHAT IS RecordIM

RecordIM is an international 5-year (2002-07) partnership between international heritage conservation organizations working together to bridge the gaps that currently exist between the information users (researchers, conservation specialists of all trades, project managers, planners etc.) and the information providers (photographers, heritage recorders, photogrammetrists, surveyors, etc.).



For general information on the RecordIM Initiative, read the **Home, Mission, Partners, Vision and Contacts** Sections of this web site.

For specific information on the RecordIM activities, read the following documents provided under '**Reports**':

- A) **The 'Bridging the Gap Between Information Users and Information Providers' Report**, which list the '**RecordIM Gaps and Needs**' identified during the Roundtable-1 meeting (see pages 9-11)
- B) **The 'RecordIM 2002 and 2003 Activities Reports'**
- C) **The Vienna 'RecordIM Partners Meeting-2 Report' - May 2003**, which makes reference to the following:
 - **Overview of RecordIM 2000-2004 Activities (to update and link !!!)**
 - **RecordIM Role and Alliances Diagram (to update and link !!!)**

OPERATIONAL FRAMEWORK

1- PURPOSE AND OBJECTIVES

The **purpose** of this Framework document is to provide conservation organizations with guidance for the creation and operations of RecordDIM Task Groups.

The main **objectives** of this document are:

- to define roles and responsibility
- to expedite the process of creating groups
- to ensure consistency in operations, and
- to facilitate coordination of the Initiative

2- PARTNER ORGANIZATIONS

To become a RecordDIM Initiative Partner, your organization must create a RecordDIM Task Group.

The current RecordDIM Initiative partner organizations are ICOMOS, CIPA, the GCI, the WMF, EH and HCP-PWGSC. Other conservation organizations are welcome to become active partners as described hereafter.

The **current RecordDIM Partners Group** is composed of:

- Giora Solar - representing ICOMOS
- Peter Waldhäusl - representing CIPA
- Francois LeBlanc - representing the GCI
- Gaetano Palumbo - representing World Monuments Fund
- Sarah Lunnon - representing English Heritage
- Natalie Bull - representing HCD-PWGSC¹

This Group is growing with new RecordDIM Partners (see list of new 2004 potential Partners on the cover page)

The Partners Group has for **Role**:

- To provide direction to the Initiative
- To update the Framework of RecordDIM Gaps and Needs
- To foster the creation of Task Group
- To review Task Groups progress
- To ensure high standard outputs

The RecordDIM Initiative international coordinator is Robin Letellier

¹ Heritage Conservation Directorate (HCD) (of Public Works & Government Services Canada (PWGSC))

SEEKING NEW PARTNER ORGANIZATIONS

Other conservation organizations are invited to become RecorDIM Initiative partners by preparing a RecorDIM Task Group Proposal using the template [under 'Task Groups'](#). Proposals accompanied by a letter of intent should be sent to Robin Letellier - RecorDIM International Coordinator Letellier.R@Sympatico.ca.

As mentioned during the Potsdam 2001 CIPA Symposium, RecorDIM Partner organizations must commit themselves to:

1. Identify gaps that the organization would like to bridge
2. Work collaboratively with other RecorDIM partners and share information on activities, projects and results
3. Create Task Groups, or participate actively to Task Groups on topics of interest
4. Aim at producing tangible results within the RecorDIM Initiative 2002 – 2007 time frame
5. Organize round-tables / task group meetings

3- TASK GROUPS

RecorDIM Task Groups are KEY to making this initiative work and deliver results. A Task Group can be proposed by any member of an organization involved in Heritage Conservation. Each RecorDIM Task Group will have for:

◆ **ROLE** - to address one (or more) of the specific 'RecorDIM gaps and needs' listed on pages 9-11 of the above-mentioned '**Bridging the Gap Between Information Users and Information Providers**' report.

◆ **RESPONSIBILITY** - to develop a RecorDIM Task Group proposal:

◆ **By identifying a chairperson and participants**

Task group proposals must be developed by at least 3 experts: that is one chairing the group, one representing the 'information user' and one representing the 'information provider'. Draft examples of '**Task Group Proposals**' and accompanying '**Letters of Intent**' are provided [under 'Task Groups'](#) to help defining proposals.

It is advisable that the 3 experts leading the group come from different organizations, hopefully from different countries. This is meant to increase the range of knowledge and networks involved, and add value to the group in terms of skill sets and experiences.

◆ **By committing human and financial resources**

Task group members must secure from their respective organizations the necessary time and other resources needed to undertake the task defined. Financial resources for the project must be born (or sought) by each task group.

◆ **By describing the task, the deliverables, and the milestones for review by the RecorDIM Partners Group**

A 3 page Task Group definition is required to provide the group with a focus and clear deliverables. This definition will be used by the Partners Liaison Officers to confirm that the proposal is acceptable, and that there is no duplication of work between task groups.

If possible, task groups should deliver results within 2 years. However, should more time be needed, the task must be completed within the RecordDIM Initiative time frame of 2002-2007. A mid project review will allow for feedback from Partner organizations.

◆ **By publishing results on the RecordDIM Web Site**

Task Group results will be posted on the web as 'RecordDIM Outputs' for access by heritage conservation practitioners worldwide.

The newly proposed **Framework of RecordDIM Task Groups** provided under 'Reports' has recently been revised from feedback received during the 2nd half of 2003. The new Framework breakdown now allows for conservation specialists / web surfers to quickly locate Task Groups by category, level of application, and type of conservation expertise.

An overview of all RecordDIM Task Groups (operating and potential) is provided by Partner Organizations in the **Matrix of Task Groups** under 'Coordination'.

4- ORGANIZATIONS THAT HAVE EXPRESSED AN INTEREST IN THE RecordDIM Initiative, and in creating new Task Groups

The list of new Task Groups (and thus new Partners) is growing as knowledge of / interest in the RecordDIM Initiative takes place. During the course of 2004, it is anticipated that an additional 5 to 10 new Task Groups should be defined / created (see **Task Groups in the Making** under 'Coordination').

This list of Task Groups is meant to provide conservation specialists at large with a better understanding of RecordDIM activities in progress and of new groups in development. This list will be updated quarterly to report on new comers, and also to provide a forum for interaction between Information Users and Providers, and Task Groups Chairs. This interaction should bring additional **participation to RecordDIM Initiative and its Task Groups**.

5- WEB PRESENCE

Purpose

The RecordDIM web presence is constantly expanding to provide conservation specialists worldwide with all information needed to participate to this initiative. It also provide access to all activities and 'outputs' resulting from this Initiative.

During 2003, the intention was to develop three to four **Task Groups** to test the approach suggested in the RecordDIM Operational Framework document. These tests were required to refine the RecordDIM operations, and to complete part of the content of the RecordDIM web site, which should be made available in the first half of 2004. Then, the site will be used to coordinate the RecordDIM activities as outlined under 'Coordination'.

RecordDIM Information Warehouse

To assist those creating RecordDIM Task Groups, the RecordDIM Initiative Partners and conservation organizations worldwide are invited to provide information on / web links to known 'RecordDIM policy, standards, guidelines, handbooks, tools, and best practices'. See Information Warehouse Task Group proposal (line 23 of '**List of RecordDIM Task Groups in the making**') to understand how to participate to this activity. The first results of this Task Group should soon be posted on the RecordDIM web site under '**Information Warehouse**'.