5-Year RecorDIM Initiative

(2002)
GCI-ICOMOS-CIPA
(2003)
EH- PWGSC-WMF

Task Groups Operational Framework
(Draft: February 2004)

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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 RecorDIM 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 RecorDIM Initiative Partner, your organization must create a RecorDIM Task Group.

The current RecorDIM 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 RecorDIM 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-PWGSC

This Group is growing with new RecorDIM 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 RecorDIM Gaps and Needs
• To foster the creation of Task Group
• To review Task Groups progress
• To ensure high standard outputs

The RecorDIM Initiative international coordinator is Robin Letellier

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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@Symptico.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 RecorDIM Initiative time frame of 2002-2007. A mid project review will allow for feedback from Partner organizations.

- By publishing results on the RecorDIM Web Site

Task Group results will be posted on the web as ‘RecorDIM Outputs’ for access by heritage conservation practitioners worldwide.

The newly proposed Framework of RecorDIM 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 RecorDIM 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 RecorDIM 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 RecorDIM 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 RecorDIM 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 RecorDIM Initiative and its Task Groups.

5- WEB PRESENCE

Purpose

The RecorDIM 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 RecorDIM Operational Framework document. These tests were required to refine the RecorDIM operations, and to complete part of the content of the RecorDIM web site, which should be made available in the first half of 2004. Then, the site will be used to coordinate the RecorDIM activities as outlined under ‘Coordination’.

RecorDIM Information Warehouse

To assist those creating RecorDIM Task Groups, the RecorDIM Initiative Partners and conservation organizations worldwide are invited to provide information on / web links to known ‘RecorDIM policy, standards, guidelines, handbooks, tools, and best practices’. See Information Warehouse Task Group proposal (line 23 of ‘List of RecorDIM 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 RecorDIM web site under ‘Information Warehouse’.