CIDOC Annual General Meeting 2015

Time and Place

9.9.2015   16:30 – 17:50

Auditorium, National Museum Institute, New Delhi, India

Present

CIDOC Board

Nicholas Crofts, Chair, Switzerland

Dominik Remondino, Vice-Chair and acting Treasurer, Switzerland

Maija Ekosaari, Secretary, Finland

Emmanuelle Delmas-Glass, Editor, USA

Kaie Jeeser, Ordinary member, Estonia

Martina Krug, Ordinary member, Germany

Gabriel Moore, Ordinary member, Brazil

Working Group Chairs

Co-reference (Mika Nyman)

Documentation Standards (Jonathan Whitson-Cloud)

Information Centres (Monika Hagedorn-Saupe)

Intangible Cultural Heritage (Manvi Seth)

LIDO (Regine Stein)

CIDOC voting members and non-voting members

Apologies

Terry Nyambe (Ordinary board member); Martin Dörr (CRM Special Interest Group); Siegfried Krause (Research Environments); Stephen Stead (Archaeological Sites); Erin Coburn (LIDO); Susanne Nickel (Digital Preservation); Günther Görz (Research Environments); Walter Koch (MPI - Museum Process Implementation).

Agenda

1. Approval of the previous minutes, matters arising, apologies
2. Chair's report
3. Travel support for board members
4. Secretary's report
5. Financial report
6. Editor's report
7. Working Group reports
8. CIDOC 2016 Milan, Italy
9. Future events
10. Any other business
11. Thanks

Opening

The Chair, Nicholas Crofts called the meeting to order at 16:30 and reminded those present about the voting procedure (show of hands).

1. Approval of the previous minutes, matters arising, apologies

The minutes of the Annual General Meeting held in Dresden, Germany on September 10, 2014 were approved. They are available on the CIDOC website at:
http://network.icom.museum/cidoc/organisation/minutes/

There were no matters arising.

2. Chair's report

Nicholas Crofts gave the Chair's report, available here:
http://network.icom.museum/cidoc/organisation/minutes/

3. Travel support for board members

Nicholas Crofts explained the proposal to provide limited financial support, under specific circumstances, to elected board members. As an international committee, CIDOC aims to represent the interests of all regions of the world. In order to do this we organize events in different countries and whenever possible we aim to facilitate the participation of our members through financial support and bursary programmes. The international nature of our activities inevitably entails a great deal of international travel for CIDOC board members, many of whom receive little or no financial support from their institutions When needed, CIDOC provides financial assistance to board members so that they can attend key meetings. However, we do not at present have any consistent policy guidelines on this matter. The proposal below provides criteria for deciding under what circumstances financial support may be considered, sets limits on the total *per annum* expenditure that may be allocated, and limits the amount that any one individual may receive in a given year.

This assembly voted on the following proposal, which was accepted unanimously:

Guidelines: Financial support for CIDOC board members to attend meetings

Aim: To mitigate the high costs of international travel and allow all elected members of the CIDOC board to participate in key CIDOC events.

Who?: CIDOC will consider requests for financial support for elected members of the CIDOC board. Priority will be given to members from developing countries, in line with ICOM regional classifications based on per capita GDP, Cat 1 having lowest and Cat 4 having highest priority.

What?: Support is to allow board members to participate in CIDOC conferences, board meetings and related events that contribute to CIDOC's strategic objectives.

How?: Requests for financial support will be considered by the CIDOC board on a case by case basis. Before the event, candidates must state clearly when and where the event takes place, the expected benefit for CIDOC and how the event relates to CIDOC's strategic

objectives. Following the event, beneficiaries will provide CIDOC with a brief report on the event, receipts any other relevant documents.

How much?: CIDOC will consider covering up to 50% of elected board member's travel and accommodation costs, up to a maximum of 1000 EUR, per year and per person. The total amount available for any given year will not exceed 5000 EUR.

4. Secretary's report

Maija Ekosaari gave the secretary's report.
CIDOC membership is steadily growing. There are 605 active members (out of which 69 new) and 82 institutional members of ICOM which have listed CIDOC as their primary International committee. These numbers below are provided by the membership database if ICOM Secretariat in Paris.

Year	Indiv.	(of which new)	Institutional
Sept. 2015	605	69	82
Sept. 2014	578	110	71

(Active= membership free paid to Paris)

In September 2014 the Secretary reported about Membership Processes WG, established by Suay Aksoy , Chair of ICOM Advisory Committee, in 2013. The report of the Membership Processes WG identified problems with the membership processes and the online membership database application. The Executive committee of ICOM approved the report in June 2014, and asked the working group to continue the working, with a new mandate to evaluate possible solutions and make proposals. The Chair of the Membership WG prepared a work plan and estimated budget to carry out the work. In June 2015, on the advice of the General Secretary Anne Catherine Hauglustaine-Robert, the Executive Committee rejected the proposed work plan and decided to abandon the project. The ICOM secretariat takes complete responsibility for identifying solutions and implementing all improvements needed. No date has been set for the availability of these developments.

At present, the ICOM Membership database provides only part of the information and functionalities necessary for CIDOC—and the other ICs—to operate effectively. In order to communicate with its increasing membership, CIDOC needs to establish its own membership database and mailing lists. Setting up, maintaining and updating the database will require both considerable amount of time and money. The board is working on getting a solution by the end of 2015. Estimated costs will be included in the annual budget of CIDOC from 2016 on.

5. Financial report

Dominik Remondino (as acting treasurer) presented a financial report to the meeting, which was approved. The report can be consulted online.
http://network.icom.museum/cidoc/organisation/minutes/

6. Editor's report

Emmanuelle Delmas-Glass gave the editor's report, presenting the 2014 CIDOC Newsletter, in French and English, as well as the CIDOC website, which is maintained in the three ICOM languages: French, English and Spanish. CIDOC newsletters are available on the CIDOC website here:
http://network.icom.museum/cidoc/archives/past-newsletters/

7. Working Group reports

All working group chairs or their representatives gave short reports on their activities since the last General Assembly, focusing particularly on work accomplished during the conferences in Dresden and New Delhi. The reports given were as follows:

Archaeological Sites: Jonathan Whitson Cloud (for Stephen Stead)

The Archaeology Working Group met 4 times since Dresden (November, January, April and July) to work on the International Standard for the Deposition of Archaeological Archives. We have liaised closely with the European initiative on archives (Arches) during this process and progress is very good.

We have also liaised with the Getty Conservation Trust software initiative, also named Arches. This has produced an open source package for the recording of archaeological site data and follows the AWG's Core Data Standard and the CIDOC CRM.

Co-reference: Mika Nyman

(Report available online)

CRM Special Interest Group: Christian Emil Ore on behalf of Martin Dörr

(Report available online)

LIDO Regine Stein

(Report available online)

Digital Preservation: Susanne Nickel

The WG met twice during the last CIDOC conference in Dresden in September 2014.
A definition of digital preservation was drafted likewise a workflow for the process of digital preservation.

In the end of September 2014 an Email-list for the internal communication was established and at the beginning of 2015 two new members were welcomed to the working group.

In October 2014 the working group was invited to comment on DCH-RP road map.

In July 2015 the chair or the working group took part in a meeting of UNESCO's PERSIST working group in Cape Town during the IFLA conference. At this meeting a draft of "Guidelines for the selection of digital content for long-term digital preservation" was presented and the WG chair commented the guidelines on behalf of the museums as a representative of ICOM. In a wider discussion of experts the CIDOC WG Digital Preservation is now invited to give further advice how the guidelines should be formed to fit even for museums.

Documentation Standards: Jonathan Whitson-Cloud

The DSWG has met twice since the last AGM. The focus this year has been implementing and exploring a multi lingual content management system to be the home of a CIDOC wiki – the Encyclopaedia of Museum Practice. A framework is now emerging and awaiting content from anyone willing and able to provide it in any of 42 languages. It can be found at http://cidoc-dswg.org/wiki . Further languages can be added on request and upon a commitment to provide content. The Working Group encourages all CIDOC members and any other museum professionals to register and

contribute to the Wiki. It is your knowledge and experience that is wanted. The Working Group is also very keen to have at least one co-editor to work with the Working Group chair on administering and developing the wiki. Please contact jwhitsoncloud[at]gmail if you might be interested.

The Documentation Standards Working Group has had no responses to its call for suggestions for new Guide Sheets, the call remains open for suggestions.

In the coming year the DSWG will continue to develop the Encyclopaedia of Museum Practice, encouraging as many museum professionals to contribute in as many languages as possible. The Working Group will also contribute to a preliminary revision of the CIDOC Information Categories.

Information Centres: Monika Hagedorn-Saupe

Monika Hagedorn-Saupe gave a verbal report about the working group's activities.

Intangible Cultural Heritage: Manvi Seth

(Report available online)

MPI - Museum Process Implementation: Maija Ekosaari

Maija Ekosaari gave short report on behalf of the WG Chair, Dr. Walter Koch.

The Museum Process Implementation Working Group (MPI-WG) "aims at implementing reference workflows for main business processes as found in museums, galleries and similar organizations".

The activities in 2014/15 consisted of: carrying out a well visited (25 participants) workshop and two Working Group sessions (around 10 participants) during CIDOC 2014 in Dresden. Even there is a big interest in the topic active participation in the working group can be considered as minimal. The reason for this might be that this topic is still quite new to the museum community and needs apparently missionary activities. Due to timing conflicts it was not able for the chair of the working group to have an event at CIDOC 2015 in Delhi. But it is planned to have a workshop and working group meetings as well 2016 in Milan.

The work planned until CIDOC 2016 will contain: observation of the development of the SPECTRUM recommendations, rearrangement of the social platform which could support the activities of the working group (optional) and observing the evolution of the BPMN (Business Process Management and Notion) Standard. To avoid complexity, the intention to look into the CMMN (Case Management Model and Notation) standard has been dropped. It will be more important to develop basic and introductory material into the working group topics. The WG chair will prepare an interactive course which will be the basis for one working group meeting in Milan. There will also be the outcome of a master thesis (modelling some steps of the SPECTRUM "object entry" Procedure – just under development) which will be used for the preparation of educational material.

Research Environments: Siegfried Krause

We have worked closely with Martin Doerr and the CRM SIG to prepare a certified OWL version of the CIDOC CRM for our rapidly growing number of WissKI users. We hope to have it ready by the end of this year.

It will be worldwide the only Certified Version for academic use, which is still under the Umbrella of CIDOC. In this process of acceptance we also plan to put the Erlangen CRM again under a CIDOC namespace. We will also maintain the product at the Germanisches Nationalmuseum for CIDOC. This is what we already clarified with the museum administration.

The Research Environments WG participated in two CIDOC CRM workshops and organized one in Nuremberg with about 30 participants. The WG will conduct research on information exchange interfaces, which we consider relevant for future CIDOC activities.

8. CIDOC 2016 Milan, Italy

Maija Ekosaari made a short presentation about CIDOC preparations for the ICOM 2016 triennial in Milan. (Summary available online)

9. Future events:

The Chair gave some information about CIDOC Training events planned for 2016. These will most likely take place in Brazil, Finland and Texas, as in previous years. In addition, other options are under discussion, notably Mexico, Estonia and Africa. Full details will be made available on the CIDOC website.

10. Any other business

No other matters arose during the meeting.

11. Thanks

The Chair thanked the Vice Chancellor of the NMI, Shri Sanjiv Mittal, the Financial Officer Mr. Ravindra Goel, the Dean, Prof. Anupa Pande, The Registrar, Dr. Bipin Kumar Thakur, the Convenor of the local organizing committee, Dr. Manvi Seth, the staff of NMI and the volunteers for the excellent quality of the conference organisation. Dr Manvi Seth accepted flowers on their behalf and a small gift as an expression of gratitude.

12. Close

The meeting closed at 17:50