

## I. General information

Committee: CIDOC  
Contact person: Maija Ekosaari ([mekosaar@gmail.com](mailto:mekosaar@gmail.com), [cidoc.info@gmail.com](mailto:cidoc.info@gmail.com)) \*

## II. Detailed information

### 1. Working Group Meeting

Date: 03.07.16  
Schedule: 10:00-17:00  
Number of participants: 15-20  
Title of the meeting: **LIDO Working Group**  
Contact person: Regine Stein, [r.stein@fotomarburg.de](mailto:r.stein@fotomarburg.de);  
Erin Coburn, [erinshanecoburn@gmail.com](mailto:erinshanecoburn@gmail.com);  
Emmanuelle Delmas-Glass, [emmanuelle.delmas-glass@yale.edu](mailto:emmanuelle.delmas-glass@yale.edu)  
Working group website,  
social media, hastags <http://network.icom.museum/cidoc/working-groups/lido/>  
Meeting objectives: LIDO in practice, advancements, updates  
Session type: CIDOC Session, Paper presentations

Speakers/ Topics	
	Welcome and Introduction
	Gordon McKenna, Implementing LIDO
	Angela Kailus, The Common Catalogue of Data Fields for Prints and Drawings: a Guide to High-Quality LIDO Data
	Julia Katona, Two Case Studies to the Enriched, LIDO-based Description of Objects: the Context of the 19th-Century Ornamental Prints and of the Plaster Casts
	- lunch break -
	Regine Stein & Angela Kailus, Collaborative Development of LIDO Terminology
	LIDO Terminology: Discussion and approval of first set of recommendations
	AOB: Issues, ideas, questions, suggestions from participants

## 2. Working Group Meeting

Date: SUNDAY 03.07.16  
Schedule: 14:00-17:00  
Number of participants: 25-30  
Title of the meeting: Working group meeting  
Meeting objectives:  
Session type: Business meeting  
Contact person: Susanne Nickel Susanne.nickel@eskilstuna.se  
Working group website, <http://network.icom.museum/cidoc/working-groups/digital-preservation/>

Speakers/ Topics	
1.	<b>WG digital preservation (Chair: Susanne Nickel)</b>
2.	Chairs report
3.	Follow up PERSIST guidelines
4	Communication and membership
5	Agenda for 2016-2019

Comments:

### 3. Working Group Meeting

Date: SUNDAY 03.07.16

Schedule: 14:00 – 17:00

Number of participants:

Title of the meeting: Introduction to WissKI

Meeting objectives:

Session type: Working group meeting

Contact person: Siegfried Krause

Working group website,  
social media, hastags <http://network.icom.museum/cidoc/working-groups/>

<b>Speakers/ Topics</b>	
1.	Siegfried Krause and Guenther Goertz (Chairs) Introduction to the WissKI Research Environment.
2.	
3.	

Comments:

#### 4. Working Group Meeting

Date: SUNDAY 03.07.16

Schedule: 10:00 – 13:00

Number of participants:

Title of the meeting: Archaeological Archive Standard

Meeting objectives:

Session type: Working group meeting

Contact person: Stephen Stead

Working group website, <http://network.icom.museum/cidoc/working-groups/archaeological-sites/>

<b>Speakers/Topics</b>	
1.	Chair: Stephen Stead, Archaeology WG
2.	<p>Archaeological Archive Standard</p> <p>Archaeological projects generate records that help users comprehend the results. Some projects, like excavations, are destructive processes and therefore the subsequent archive is the only evidence remaining of the archaeology encountered. It is vital, therefore, that the archive facilitates future research, particularly by those with no direct involvement in the original project.</p> <p>The nature of archaeological archives has changed dramatically since the early 1990s. This has resulted in changing demands on digital and physical access, long-term preservation, standardization of documentation and interoperability for searching across databases and digital publications. A number of excellent national and local standards and detailed guidance on the creation, preparation and deposition of archaeological archives have been produced by large and small organizations. The aim of this standard is to outline the common international requirements.</p>
3.	

Comments:

## 5. Working Group Meeting

Date: SUNDAY 03.07.16

Schedule: 9:00 -13:00

Number of participants:

Title of the meeting: Exhibition and Performance documentation

Meeting objectives:

Session type: Working group meeting

Contact person: Gabriel Bevilacqua

Working group website,  
social media, hastags <http://network.icom.museum/cidoc/working-groups/>

Speakers/ Topics	
1.	Gabriel Bevilacqua
2.	
3.	

Comments:

## 1. CIDOC Board Meeting

Date: SUNDAY 03.07.16  
Schedule: 17 – 18:30  
Number of participants: 15-20  
Title of the meeting: CIDOC Board meeting  
Meeting objectives:  
Session type: Business meeting

<b>Agenda</b>	
1.	
2.	
3.	

Comments: Business meeting for CIDOC Board members and Working group chairs

## 1. Meeting

Date: MONDAY 04.07.16  
Schedule: 14:00-15:30  
Number of participants: 100  
Title of the meeting: OPENING of CIDOC 2016  
Meeting objectives:  
Session type: CIDOC Plenary Session 1

<b>Speakers/ Topics</b>	
1.	Chair (interim) Monika Hagedorn-Saupe
2.	
3.	

Comments:

## 2. Meeting

Date: MONDAY 04.07.16

Schedule: 16:00-18:00

Number of participants:

Title of the meeting: Welcome to work with CIDOC

Meeting objectives: **Introducing CIDOC's working groups and their current projects for newcomers.**

Session type:

Speakers/ Topics	
	Chair: Monika Hagedorn-Saupe An overview of CIDOC's ten active working groups and their current projects. Some of the working groups will have parallel workshops during this session, when some of the WG chairs will be present in this one.
	Stephen Stead: Archaeology Working Group
	Martin Doerr: CIDOC CRM and Research Environments: "Research Environments and CRM SIG Presentation for newcomers : Presenting applications and demo, discussing collaborations "
	Mika Nyman: Co-reference Working group
	Susanne Nickel: Digital Preservation
	Gabriel Bevilacqua: Exhibition Documentation
	Manvi Seth: Intangible Cultural Heritage WG
	Monika Hagedorn Saupe: Information Centers WG
	<a href="http://network.icom.museum/cidoc/working-groups/">http://network.icom.museum/cidoc/working-groups/</a>



### 3. Meeting

Date: MONDAY 04.07.16  
 Schedule: 16:00-18:00  
 Number of participants:  
 Title of the meeting: **Introduction to Documentation Standards**  
 Meeting objectives:  
 Session type: paper presentations and workshop

	<b>Speakers/ Topics</b>
1	Chair: Jonathan Whitson-Cloud, Documentation Standards (DSWG)  <a href="http://network.icom.museum/cidoc/working-groups/documentation-standards">http://network.icom.museum/cidoc/working-groups/documentation-standards</a>  The session will run in two parts. In the first hour we will hear (4 or 5) 10 minute papers on "What is Museum Documentation" or "The use of Standards in Museum Documentation - a case study". The second part of the session will take the form of an active participation workshop exploring themes from these papers.
2	Kipp, Angela & Shepherd, Rupert "Spreading the word: explaining what Museum Documentation is - and why it's important"
3	Delmas-Glass, Emmanuelle "International Image Interoperability Framework (IIIF) supporting research projects at the Yale Centre for British Art"
4	Haffner, Dorothee "A Textile Thesaurus - Merging and Enlarging the Existing Vocabularies"
5	Jones, Michael "Mind the gaps: missing connections in museum documentation"
6	Workshop exploring the themes of papers presented.

#### 4. Meeting

Date: MONDAY 04.07.16

Schedule: 16:00-18:00

Number of participants:

Title of the meeting: **Introduction to LIDO**

Meeting objectives:

Session type: introductory workshop

	Speakers/topics
	Chairs: Erin Coburn, Regine Stein, Emmanuelle Delmas-Glass, LIDO WG  LIDO – Lightweight Information Describing Objects <a href="http://network.icom.museum/cidoc/working-groups/lido/">http://network.icom.museum/cidoc/working-groups/lido/</a>

## 5. Meeting

Date: TUESDAY 05.07.16

Schedule: 11:00-13:00

Number of participants:

Title of the meeting: **How to capitalize on museum documentation ?**  
--A workshop aimed at Museum Directors and Documentation Managers

Meeting objectives: Highlight innovative ways to make the most of museum documentation

Session type: Workshop / clinic

<b>Speakers/ Topics</b>	
1.	<p><b>Chair: Nicholas Crofts,</b> <b>Christian Greco, Director if the Egyptian Museum of Turin</b></p> <p>Is your documentation an expensive necessity, or a valuable resource? This workshop clinic, aimed at museum directors and documentation managers, provides practical tips, innovative solutions and awe-inspiring insights to help release the full potential of your collections information.</p> <p>Please bring your questions, problems and dilemmas for discussion and analysis by our panel of experts.</p>

Comments:

## 6. Meeting

Date: TUESDAY 05.07.16

Schedule: 11:00-13:00

Number of participants:

Title of the meeting: **Encyclopaedia of Museum Practice wiki**

Meeting objectives: Introducing participants to collaborative work with Encyclopaedia of **Museum Practice wiki**

Session type: CIDOC Session

Speakers/ Topics	
1.	<p><b>Jonathan Whitson-Cloud</b></p> <p>The focus of this session will be the emerging Encyclopaedia of Museum Practice</p> <p><a href="http://cidoc-dswg.org/wiki/tiki-index.php">http://cidoc-dswg.org/wiki/tiki-index.php</a></p> <p>In the first hour we will hear (4 or 5)10 minute papers on "Documenting X" where X is a Museum Procedure or "Found in Translation - issues/case studies of cross-language collaboration". In the remainder of the session the Encyclopaedia will be presented, discussed and some live content creation will be attempted.</p>
2.	MATOS, Alexandre; MOTTA, Renata Vieira "Implementing Standards at Sao Paulo State Secretariat of Culture museums
3.	MCKENNA, Gordon "EEXCESS - The practical tools for museum professionals"
4.	

Comments:

## 7. Meeting

Date: TUESDAY 05.07.16  
 Schedule: 11:00-13:00  
 Number of participants: max 42  
 Title of the meeting: **CIDOC CRM SIG and Research Environments WG, part 1**  
 Meeting objectives:  
 Session type: CIDOC Session, Paper presentations

Speakers/ Topics	
1.	Chairs: Christian-Emil Ore <a href="http://network.icom.museum/cidoc/working-groups/crm-sig">http://network.icom.museum/cidoc/working-groups/crm-sig</a> Heather Dunn, "Using CIDOC CRM in "150 Years of Canadian Art" Linked Open Data Demonstration Project"
2.	Paola Ronzino, "Documenting buildings archaeology with CIDOC CRM. The CRMba extension"
3.	Carlo Meghini, "Using the CIDOC CRM to evaluate an ontology on narratives"
4.	Achille Felicetti, "CRMarchaeo: A CIDOC CRM extension to support archaeological excavations"

Comments:

## 8. Meeting

Date: TUESDAY 05.07.16

Schedule: 15:00-18:00

Number of participants: max 42

Title of the meeting: **CIDOC CRM SIG and Research Environments WG, part 2**

Meeting objectives:

Session type: CIDOC Session, Paper presentations

Speakers/ Topics	
1.	Chair: Christian-Emil Ore Siegfried Krause: "Selected WissKI Projects at the Germanic National Museum in Nuremberg"
2.	Piotr Kuroczynski (presented by G. Goerz): Designing an Application Ontology for Architectural 3D Reconstruction
3.	Dominic Oldman, tentative title: researchspace (to be confirmed)
4.	George Bruseker, tentative title: modelling the iconographic discourse (to be confirmed)
	Discussion about the future of the <b>Research Environments</b> Working Group

Comments:

## 9. Meeting

Date: TUESDAY 05.07.16  
Schedule: 15:00-18:00  
Number of participants: max 150  
Title of the meeting: INTANGIBLE HERITAGE  
Meeting objectives:  
Session type: CIDOC Session, Paper presentations

Speakers/ Topics	
1.	Chair: Manvi Seth <a href="http://network.icom.museum/cidoc/working-groups/ICH">http://network.icom.museum/cidoc/working-groups/ICH</a>
2.	
3.	
4.	

Comments:

**10. Meeting**

Date: TUESDAY 05.07.16  
 Schedule: 15:00-18:00  
 Number of participants:  
 Title of the meeting: **Workshop: An Encyclopaedia of Museum Practice, how to collaborate over language barriers**  
 Meeting objectives:  
 Session type: CIDOC Session, Workshop

Speakers/ Topics	
1.	<p><b>Jonathan Whitson-Cloud</b>            – WG Documentation Standards</p> <p><b>How to collaborate over language barriers</b></p> <p>Encyclopaedia of Museum Practice  <a href="http://cidoc-dswg.org/wiki/tiki-index.php">http://cidoc-dswg.org/wiki/tiki-index.php</a> .</p>
2.	
3.	
4.	

Comments:



## 11.Meeting

Date: TUESDAY 05.07.16

Schedule: 15:00-16:30

Number of participants:

Title of the meeting: **Training session: Introduction to Museum Processes WG MPI**

Meeting objectives: Raising awareness and generating basic knowledge about procedures and processes to be found in the museum domain.  
Participants should gain basic knowledge about technical requirements used for process implementation in an IT supported environment.

Session type: CIDOC Session

Speakers/ Topics	
1.	<b>Walter Koch</b> ; independent consultant, professor emeritus for “Machine Documentation and Information Dissemination”, actual university course: “Knowledge Management for Digital Humanities”; partner in several Europeana projects ( <a href="http://www.ait.co.at/projekte.html">http://www.ait.co.at/projekte.html</a> ), head of the Steinbeis Innovation Transfer Centre for Information Management and Cultural Heritage Informatics (IMCHI: <a href="http://www.imchi.org">http://www.imchi.org</a> ). Chair of the CIDOC-MPI WG ( <a href="http://network.icom.museum/cidoc/working-groups/museum-process-implementation/">http://network.icom.museum/cidoc/working-groups/museum-process-implementation/</a> ).
2.	Content: <ul style="list-style-type: none"> <li>• Introduction and explanation of basic definitions.</li> <li>• Domain (museum) specific issues and requirements.</li> <li>• Application (process/procedures) related standards and frameworks (e.g. SPECTRUM).</li> <li>• Use case: “Modelling the Object Entry Procedure” (group exercise).</li> <li>• Discussion of implementation issues.</li> <li>• The SOOM-Project: Implementation of a “Service Oriented Object Management” system as baseline for an adaptive Museum Collection Management System.</li> </ul>
3.	Possible project activities.
4.	Discussion.

Comments:

Facilities needed: Notebook/PC with presentation software (ppt, pdf); useful: internet access.

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**12.Meeting**

Date: TUESDAY 05.07.16  
 Schedule: 17:00-18:00  
 Number of participants:  
 Title of the meeting: Introduction to **Digital Preservation**  
 Meeting objectives:  
 Session type: CIDOC Session, introductory workshop

	<b>Speakers/topics</b>
	Chair: Susanne Nickel (Digital Preservation WG)  <a href="http://network.icom.museum/cidoc/working-groups/digital-preservation">http://network.icom.museum/cidoc/working-groups/digital-preservation</a>  The session will start with a short introduction to the work of the WG. A discussion on current projects on digital preservation will follow. The second hour we will work on a definition of digital preservation and its documentation starting from existing definitions as for example in UNESCO guidelines.

Comments:

### 13.Meeting

Date: WEDNESDAY 06.07.16  
 Schedule: 11:30-13:00  
 Number of participants:  
 Title of the meeting: **Panel: UNESCO / PERSIST Guidelines**  
 Meeting objectives:

In march 2016 “The UNESCO/PERSIST Guidelines for the selection of digital, heritage for long- term preservation” were launched by the UNESCO/ PERSIST Content Task Force

[https://www.unesco.nl/sites/default/files/uploads/Comm\\_Info/persistcontentguidelinesfinal1march2016.pdf](https://www.unesco.nl/sites/default/files/uploads/Comm_Info/persistcontentguidelinesfinal1march2016.pdf)

The guidelines are meant to work for all heritage institutions (archives, libraries, museums, others) and had been discussed within the library sector at IFLA 2015 and with the archival sector on ICA 2015. Now the museums have the chance to discuss and make suggestions for changes so that the guidelines may better fit to museum work.

Session type: CIDOC Session

Speakers/ Topics	
1.	Chair: Susanne Nickel, WG DIGItal Preservation
2.	Clement Oury (ISSN): The UNESCO PERSIST content taks force and the Guidelines for the selection of digital heritage for longterm-preservation
3.	Panel Discussion: Rolf Källman, Sweden, Digisam – a secretariat for National coordination of digitisation, digital preservation and digital access to cultural heritage  Gabriel Gabriel Moore Forell Bevilacqua, Brazil, Departamento de Ciência da Informação, Instituto de Arte e Comunicação Social, Universidade Federal Fluminense  Margret Schild, Germany, Theatre and Film museum Duesseldorf,  N.N.
4.	Comments from the audience

Comments:

## 14.Meeting

Date:	WEDNESDAY 06.07.16
Schedule:	11:30-13:00
Number of participants:	10 - 15
Title of the meeting:	Museum Process Implementation
Meeting objectives:	Introduction into museum related procedures and processes; discussion of use cases and scenarios; future activities.
Session type:	presentations and discussions

Speakers/ Topics	
1.	<p>Koch, Walter (<a href="http://imchi.org/home/walter-koch/">http://imchi.org/home/walter-koch/</a>); moderation and introduction.  <b>Scope:</b> "The change of the museum documenting work processes in the digital era. The actual practices (e.g. SPECTRUM-Procedures, Business Process or Workflow Management, ...) in this field."</p>
2.	<p>Hefner, Jennifer  <b>Condition Reporting in the Digital Era: A Case Study of Articheck's Applications in Fine Art Collections and Exhibitions</b>            Digital media for fine art museums has, to this point, been characterized by high-resolution images linked to an object record, which is housed in a collections management system. Recent developments in tablet technology and the rise of customized software development by boutique software as a service (SaaS) companies now allow for the creation, retention, sharing and secure storage of multilingual, digital condition reports. Conventional condition reports require multiple steps and split unlinked digitally-stored images away from physical, analog reports. Innovations in software and wireless devices have resulted in dedicated online services for creating digital condition reports. New online services generate condition reports as digital media, transforming what has historically been a time-consuming, subjective, analog exercise into a streamlined process. These new tools offer industry standards for condition term definitions, techniques, annotations and even translations.            Jennifer Hefner, Head Registrar of the American Federation of Arts and Co-Founder of Articheck, a London-based digital condition reporting firm, examines the advanced developments in digital condition reporting, such as digital image mapping and coding; reporting in multiple languages; document sharing and collaboration with colleagues; and, the creation and long-term storage of auditable, locked reports that provide encrypted security to meet the requirements for retention of sensitive fine arts digital information.</p>
3.	<p>Uueni, Andres  <b>Using modern technology to support museum activities. Case study: Estonians Deported to Siberia: Soviet Red Terror 1940-1960</b></p>

## 15.Meeting

Date: WEDNESDAY 06.07.16

Schedule: 11:30-13:00

Title of the meeting: International Core Data Standard for Archaeological and Architectural Heritage

Meeting objectives:

Session type: Project presentations

<b>Speakers/ Topics</b>	
1.	<p>Chair: Stephen Stead, Archaeology WG  <a href="http://network.icom.museum/cidoc/working-groups/archaeological-sites/">http://network.icom.museum/cidoc/working-groups/archaeological-sites/</a></p> <p>Pierre Choffe, tentative title: "The DOREMUS Project"</p>
2.	<p>INTERNATIONAL CORE DATA STANDARD FOR ARCHAEOLOGICAL AND ARCHITECTURAL HERITAGE (CDS)</p> <p>The documentation of buildings, monuments and archaeological sites, plays an essential role in promoting the understanding, conservation, preventive maintenance and preservation of the archaeological and architectural heritage. Within Europe, a wide range of recording methods are employed in the compilation of inventories, often within a national framework. The compilation of these inventories may have occurred for a variety of reasons. However, some of these reasons enjoy a more widespread currency, in particular those relating to the protection of cultural heritage, and to providing some form of public access to the information held. The aims of this document are therefore threefold:</p> <ul style="list-style-type: none"> <li>• to facilitate communication between national and international bodies responsible for the recording and protection of the built and buried heritage.</li> <li>• to assist countries at an early stage in developing record systems for the recording and protection of the built and buried heritage.</li> <li>• to facilitate research utilising archaeological and architectural core data where this has an international dimension.</li> </ul> <p>In the form presented here, the core data standard for archaeological and architectural heritage has retained a close relationship to that prepared for historic buildings by the Council of Europe. This should be advantageous to countries able or wishing to include in one database all information relating to the man-made environment. This standard can moreover also be linked with a working standard prepared by CIDOC for archaeological objects (CIDOC 1992) and with the CIDOC minimum data standard for museum objects (CIDOC 1995) which includes archaeological objects.</p>

Comments:

## 16.Meeting

Date: WEDNESDAY 06.07.16  
 Schedule: 14:00-16:00  
 Number of participants: 150\200  
 Session type: CIDOC General Assembly

<b>Speakers/ Topics</b>	
1.	<p><b>CIDOC General Assembly (Hagedorn-Saupe)</b></p> <p><b>DRAFT AGENDA</b></p> <ol style="list-style-type: none"> <li>1. Election results, presentation of new board members</li> <li>2. Approval of minutes from 2015 AGM in New Delhi *, matters arising, apologies</li> <li>3. Chair's report</li> <li>4. Secretary's report</li> <li>5. Financial report</li> <li>6. Editor's report</li> <li>7. Working Group reports</li> <li>8. Presenting CIDOC 2017</li> <li>9. Future conferences (2018, 2019) and events</li> <li>10. Any other business</li> <li>11. Thanks</li> </ol> <p>*) Minutes and reports for 2015 can be found here:  <a href="http://network.icom.museum/cidoc/organisation/minutes/">http://network.icom.museum/cidoc/organisation/minutes/</a></p>

## 2. CIDOC Board Meeting

Date: WEDNESDAY 06.07.16  
Schedule: 16 – 18  
Number of participants: 15-20  
Title of the meeting: CIDOC Board meeting  
Meeting objectives:  
Session type: Business meeting

<b>Agenda</b>	
1.	
2.	
3.	

Comments: Business meeting for the old and the new CIDOC Board members and Working group chairs