

**5-Year RecorDIM Initiative
(2002-2007)**

RecorDIM Partners Meeting-2

Vienna - March 23-25, 2003

Meeting Report

by Robin Letellier
International Coordinator
RecorDIM Initiative

May 2003



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

CIPA HERITAGE
DOCUMENTATION



The Getty Conservation Institute



ENGLISH HERITAGE



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

WORLD MONUMENTS FUND

Summary

This report summarizes the discussions that took place during the RecorDIM Partners Meeting-2 in Vienna. It focuses on the meeting agenda items listed in [appendix E](#), and briefly describes the outputs from each discussion.

The **purpose** of the Vienna meeting was to bring together those representing the RecorDIM Partner Organizations, to review the proposed task groups and framework of activities, and to agree on a common strategy to meet the RecorDIM objectives that are proposed for the next two years.

The specific **objectives** focused on the following main agenda items, which consisted in:

- 1- discussing the ***Proposed RecorDIM Task Group Operations Framework*** documents
- 2- reviewing 7 draft ***RecorDIM Task Group Proposals***
- 3- discussing the ***RecorDIM Web Presence***, and
- 4- agreeing on a ***RecorDIM Action Plan for 2003-4***

These four (4) agenda items are used hereafter as main headings to report on this meeting.

This report will soon be posted on the RecorDIM web site to provide direction and milestones to participants responsible for action items. Consequently, it will be used as a generic RecorDIM activities road map, and will be referred to in early 2004 to report on 2003 activities.

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Background

For those that have not yet been introduced to the RecorDIM Initiative, it is suggested you visit the RecorDIM web site at: <http://recordim.icomos.org/index.html> and begin with the **RecorDIM 2002 Activities Report**¹, which describes the main RecorDIM meetings and outputs since 2001.

To get an overview of all RecorDIM activities between 2000 to 2005, a table of events is provided in spreadsheet format in **Attachment 1** to this report.

Definitions

To facilitate dialog between RecorDIM Partners and to ensure consistency in task group dialog and reporting, RecorDIM definitions are provided in **appendix A**. The definitions are taken from the **Heritage Recording, Documentation and Information Management Guidelines for World Heritage Sites** manuscript that was developed in the mid nineties with participation from ICCROM, ICOMOS, CIPA and UNESCO.

¹ This report should soon be added to the RecorDIM web site at: <http://recordim.icomos.org/reports.html> and/or to the Getty web site at: <http://www.getty.edu/conservation/resources/reports.html#reports>

Acronyms

ICOMOS	- International Council of Monuments and Sites
ICOMOS-ISC	- ICOMOS International Scientific Committees
CIPA	- 'Comité International de Photogrammetrie Architecturale' (recently re-named 'CIPA the ICOMOS-ISPRS Committee on Documentation of Cultural Heritage')
GCI	- the Getty Conservation Institute
ICCROM	- International Centre for the Study of the Preservation and Restoration of Cultural Property
EH	- English Heritage
WMF	- World Monuments Fund
HCP-PWGSC	- Heritage Conservation Program of Public Works & Government Services Canada
RecorDIM	- Recording, Documentation and Information Management (RecorDIM) Initiative (see web presence at: http://recordim.icomos.org/index.html)

Participants

The following nine RecordIM Partner (and potential Partner) Organization representatives participated to the meeting:

- GCI François LeBlanc Head of Field Projects
- CIPA Peter Waldhäusl Past President
- English Heritage Sarah Lunnon Metric Survey Unit
- ICCROM Alejandro Alva Director, Architecture and Archaeology
- CIPA Petros Patias President
- CIPA Klaus Hanke Sec.-General
- Schoenbrunn WHS Wolfgang Kippes Dir., Schloss Schoenbrunn

- *RecordIM Coordinator* *Robin Letellier*
- Institute for Comparative Research in Architecture - Ulrike Herbig

Three RecordIM Partner Liaison officers were unable to attend the meeting due to last minute travel impediments, i.e.:

- Giora Solar ICOMOS Treasurer General
- Natalie Bull HCP for Parks Canada² Acting Dir. of HCP
- Gaetano Palumbo World Monuments Fund Dir. of Archaeological Conservation

(Vienna Meeting Participants)



(Photo by R. Letellier)

From left to right: Petros Patias, Ulrike Herbig, Sarah Lunnon, François LeBlanc, Alejandro Alva, Peter Waldhäusl

² Heritage Conservation Program (HCP) (i.e. HCP is a Division of Public Works & Government Services Canada (PWGSC) Real Property Services for Parks Canada – known as HCP)

(Vienna Meeting - Other Participants)



(Photo by R. Letellier)

From left to right: Alejandro Alva, Klaus Hanke, Wolfgang Kippes, Peter Waldhäusl

(Lunch Meeting)



(Photo by R. Letellier)

From left to right: Alejandro Alva, Peter Waldhäusl, Sarah Lunnon, François LeBlanc, Petros Patias, Robin Letellier

Meeting Report

Agenda Item 1 - RecorderDIM Task Groups Operational Framework

A **RecorderDIM Task Groups Operational Framework** document was drafted during the second half of 2002 to provide internal guidance to Partner Organizations defining RecorderDIM task groups. This Framework outlines the role and responsibility of task groups being created, and provides a 'Task Group Proposal Format' to assist in defining groups.

Outcome

This draft Operational Framework was reviewed during the Vienna meeting with in mind to provide latitude and opportunity to Partner Organizations defining new RecorderDIM task groups. In short, it was suggested that Partners should capitalize on the strengths of their respective organizations and respond to 'gaps or needs' they are somewhat already dealing with. Therefore, when creating a task group, an organization would be working on some of its own needs in cooperation with other Partners Organizations that have similar needs, and complementary knowledge and skills. As a result, this would create a win-win situation where such joint venture would strengthen the organizations involved, and consequently benefit the international conservation community at large.

Testing Phase

As a result of the Vienna discussion, the **RecorderDIM Task Groups Operational Framework** document was slightly revised and is provided in **Attachment 3**. This revised Framework will be tested by the GCI, CIPA, EH and HCP-PWGSC when defining their task groups this spring / summer. From these tests and their feedback, a final Framework document would be produced in the summer and presented during RecorderDIM's Roundtable-3 in Antalya next October.

In the interim, the revised RecorderDIM Task Groups Operational Framework in **Attachment-3** could be used by organizations / institutions wishing to propose a new RecorderDIM Task Group. Those proposing new task groups will be requested to send a letter of intent to the RecorderDIM Coordinator (Letellier.R@Sympatico.ca). As indicated in the revised Operational Framework document, this letter should clearly define the organization's goal and objectives, together with milestones and results expected.

RecorderDIM Leaflet / Poster

Some participants expressed the need for complementing the Operational Framework with a leaflet (or small poster) that would briefly explain '**what is RecorderDIM**'. One of the

draft documents discussed in Vienna is provided in Attachment 2. It still needs to be decided on how this leaflet / poster should be designed.

It was therefore suggested that Peter Waldhäusl and Giora Solar, in consultation with ISPRS and ICOMOS, develop this **RecordDIM leaflet / poster** prior to the Antalya CIPA Symposium next September (see Communications Task Group Proposal under 2-B below). This leaflet would be used to answer the question "What is RecordDIM !".

Agenda Item 2 - RecorDIM Task Group Proposals

As proposed in the Vienna meeting agenda ([appendix E](#)), the 7 **RecorDIM Task Group proposals** were reviewed by Partners attending the Vienna meeting. The main purpose of this review was to ensure:

- that the task group proposals responded to one or more of the gaps identified during the RecorDIM Roundtable-1;
- that there is minimum overlap between task groups proposals;
- that Partner Organizations make use of the RecorDIM Network of expertise to achieve the highest level of output possible; and
- that each task group is identified within the Framework of RecorDIM Task Groups provided in [appendix F](#).

A- The proposed task groups are presented hereafter by Partner Organizations:

- o **Heritage Conservation Program (HCP) for Parks Canada:**
 - **RecorDIM Information Warehouse – Task Group Proposal (1)**

(by Natalie Bull - see Attachment 3)

The purpose of this **Information Warehouse** is to provide those interested in creating RecorDIM Task Groups with knowledge of existing documents and web pages that are relevant to RecorDIM principles, practices, tools and technologies.

The main **objectives** are:

- To provide conservation specialists worldwide with a '**one-stop web site**' for information on RecorDIM activities;
- To collect, by **RecorDIM Topics** (see Part 3 below), as much information as possible, for Conservation Organizations that wish to develop RecorDIM practices in their country;
- To provide, on a regular basis, new information pertaining to RecorDIM practices, tools and technologies.

Outcome

This proposal was presented by Robin Letellier (in Natalie Bull's stead) and was well received by all participants.

The main modification made to this proposal's concept is that, instead of putting priority on collecting RecorDIM publications by email, the emphasis will be on providing hyperlinks to web pages that already contain RecorDIM information / documents. This way, the Information Warehouse coordinator will not need a copywriter agreement to post information.

HCP has been invited to send a letter of intent regarding the creation of the above-mentioned task group.

- **Integrating RecorDIM Activities to the Conservation Process - Task Group Proposal (2)**

(by Natalie Bull)

This task group proposal is being developed and should soon be added to this list.

- **English Heritage:**

- **Training: Metric Survey Skills in Conservation - Task Group Proposal (3)**

(by Sarah Lunnon – see appendix H)

Concentrating on the area of Heritage Recording, this task group proposes to provide material and resources which can be used to develop training and learning programs on the uses and application of metric survey to historic buildings and cultural landscapes. The programs will provide a mechanism for pooling knowledge, with some requirement for professional peer-to-peer teaching from the task group to interested bodies at a national and international level.

This task group preliminary proposal, although largely designed to address a training gap within the UK, was perceived as a needed initiative that should be implemented. This training would provide conservation specialists (or information users) from the UK and perhaps from outside the country, with a better understanding pertaining to RecorDIM practices and related benefits.

This training program would also help other organizations and / or countries in need of such training to learn from the EH training approach, and possibly tailor the curriculum to address other needs. Organizations such as ICCROM and certain Universities involved in Conservation related training, could eventually enter into joint

ventures to share / complement / integrate RecorDIM knowledge and skills.

English Heritage has been invited to send a letter of intent regarding the creation of the above-mentioned task group.

- **The Getty Conservation Institute:**

- **Principles and Guidelines for the Recording and Documentation of Cultural Heritage - Task Group Proposal (4)**

(by François LeBlanc)

François LeBlanc mentioned that a publication covering the breath of this subject has yet to be published. The GCI is organizing a meeting of “users” and “providers” at the end of May 2003 to discuss what such a publication should contain and identify the experts who could write each section. The GCI will then take on the task of getting the publication done.

- **Handbook for Recording and Documentation of Cultural Heritage – Task Group Proposal (5)**

(by François LeBlanc)

During the May 2003 meeting, the development of a handbook on this subject will also be discussed and on the basis of the suggestions made concerning content, structure and format, the GCI will proceed to have the handbook done.

A letter of intent regarding the creation of both of these GCI task groups will be provided in June 2003.

- **World Monuments Fund:**

- **GIS Tools for the management of Archaeological Sites - Task Group Proposal (6)**

(by Gaetano Palumbo – appendix I)

This task group proposal is preliminary and should be completed this spring.

This task group is planning to examine current approaches to managing archaeological resources using GIS or other DBMS (Data base management systems), and propose best practices for using this tool in ways that are easy to implement, maintain, and share. GIS is used in archaeology as a research tool, but its potential as a

monitoring and predictive tool, and its wide ranging applications in the field of urban and territorial planning are largely unknown to the archaeological practice.

Outcome

One of the main remarks made during the Vienna meeting related to the broad approach taken by this task group in that it will first be:

- examining best practices and applications;
- experimenting and implementing applications, and then
- compiling guidelines for the development and applications of such tools.

This approach in preparing GIS guidelines for archaeological applications was well received by the RecorDIM partners. There are already many good GIS practices in operation that could become examples for others to learn from.

It was suggested that a similar approach be taken by future RecorDIM Task Groups to develop GIS guidelines for other conservation applications such as for the management of architectural and industrial sites, or historic landscapes and gardens.

As a result of this discussion, the World Monuments Fund has been invited to send a letter of intent regarding the creation of the above-mentioned task group.

○ **CIPA:**

▪ **Technical Guidelines for the Monitoring of World Heritage Sites - Task Group Proposal (7)**

(preliminary proposal by Peter Waldhäusl and Petros Patias)

Both Peter Waldhäusl and Petros Patias expressed their intention to create CIPA RecorDIM task groups to address monitoring needs related to World Heritage Sites.

Petros also mentioned his interest to work with Gaetano Palumbo on his proposed GIS guidelines for the management of archaeological sites (see Task Group Proposal (6) above).

Immediately after the Vienna meeting, Petros intentions were confirmed by email to the CIPA Executive (see appendix J (Task Group 2)).

The plan now is for CIPA to work with RecorDIM Partner Organizations towards introducing and integrating its activities (re. technical knowledge and skills) to those of ICCROM, ICOMOS and

the WHC, which should all be interested in developing **Technical Guidelines for the Monitoring of World Heritage Sites**.

The RecordIM Partners recommended in Vienna that CIPA prepare a proposal regarding the creation of the above-mentioned task group. Giora Solar (ICOMOS), Herb Stovel (ICCROM), Mario Hernandez / Peter Stott (WHC), and Peter Waldhäusl / Petros Patias (CIPA) were suggested as prime contacts for initiating this task group.

CIPA was invited to send a letter of intent to the RecordIM Coordinator regarding the creation of this task groups.

B- Other Proposals: several potential proposals were also discussed during the Vienna meeting but they will require further discussion with their authors before they can be initiated. They are:

- **CIPA:**

- **'Simple Recording' Video Clip**

(by Peter Waldhäusl)

The idea of preparing a short video clip on the '3 x 3 Rules' (see <http://www.univie.ac.at/Luftbildarchiv/wgv/3x3.htm>) was presented by Peter Waldhäusl. The intention behind this video is to show how simple it is for 'amateur photogrammetrists' to apply the 3X3 Rules when recording cultural heritage object and structures.

It was suggested in discussions that followed the Vienna meeting that the video clip could be prepared by an amateur photogrammetrist that has applied the 3X3 Rules and obtained good results. This could easily be done using a good digital video camera and editing software.

CIPA was invited to prepare a Task Group Proposal regarding the creation of such a task group. An award for the best '3x3 Rules' video clip could be announced on the CIPA web sites, should this proposal be developed with such an incentive built into it?

- **Heritage Recording done by 'UNESCO-Schools'**

(by Peter Waldhäusl)

Peter Waldhäusl also proposed that the above-mentioned 3X3 Rules and the following APIS Task Group preliminary proposals be integrated to create an "UNESCO & Schools 3D Recording Program" that would use the internet for data storage and retrieval.

Although this appears to be a substantial undertaking, CIPA is invited to prepare a RecorDIM Task Group Proposal regarding the creation of this task group.

- **Formation of a Professional Network of Exemplary practices in Heritage Documentation**

(by Petros Patias)

Petros Patias' intention to create a task group on the above subject is briefly outlined in an email ([appendix J](#)) he sent immediately after the Vienna meeting to the CIPA Executive Board. This preliminary proposal suggests many different sub-items that should perhaps be addressed by more than one task group?

However, when this idea is developed further and complemented by input from CIPA Committee members, the proposal should be formulated into a letter of intent to RecorDIM Partners for feedback.

- **Ensuring Good Understanding between RecorDIM Partners - Proposed "Communications Task Group"**

(to be coordinated by Peter Waldhäusl and Giora Solar)

This so called "**Communications Task Group**" was proposed by Robin Letellier in Vienna to ensure that the role of, and relationship between the RecorDIM Partner Organizations are well understood and defined. Peter W. and Giora S. were proposed as co-chairs for this task group as they respectively represent ISPRS and ICOMOS (or the Provider and the User), and have been significantly involved in developing and supporting the RecorDIM Initiative since its introduction in Potsdam during the 2001 CIPA Symposium.

One of the objectives of this task group would be to produce a RecorDIM Leaflet / Poster that describes the role and activities of the RecorDIM Initiative. This understanding must be well synthesized prior to the Antalya meetings so that the RecorDIM Initiative is understood by all in advance. The **RecorDIM's Role / Alliance Diagram** provided in Attachment 2 could be used as a reference document for this task group.

The Leaflet / Poster could be designed to be used to promote the RecorDIM Initiatives worldwide and generate a high level of participation during the 5 years of its activities.

- **Institute for Comparative Research in Architecture:**
 - **Architectural Photogrammetric Information System (APIS)**
(by Ulrike Herbig)
This task group would work at developing an information management system for the extensive documentation of cultural heritage. The information system would be accessible via the Internet. The central feature of the system would be a database, which can be inputted from anywhere, by anyone.

Professionals would be invited to input their material with the intention (view?) to receive updates and extensions of their own data. Amateurs would be trained on how to prepare useful documentation for the system.

Although such a task group could resolve data capture and sharing gaps and needs, it will require further discussion with their authors before it can be reviewed by the RecorDIM Partners in Antalya.
- **Schoenbrunn Schloss WHS:**
 - **Guidelines for the Monitoring of Historic Gardens**
(under discussion between Wolfgang Kippes and Peter Waldhäusl)
- **Leopold-Franzens-Universität Innsbruck:**
 - **Long Term Storage and Retrieval of Digital Files**
(being proposed by Klaus Hanke)

Agenda Item 3 - RecorDIM Web Presence

The RecorDIM web presence at <http://recordim.icomos.org/> was created in the fall of 2002 as an interim step to introduce the RecorDIM Initiative. Although it only provides an overview of the RecorDIM Mission, Partners, and Roundtable-1 report, it will soon provide the RecorDIM 2002 activity report and a plan of action for 2003-4. It will also provide the list of Task Groups being initiated and an Operational Framework for those interested in creating new RecorDIM task groups.

In preparation for this summer's official announcement of the RecorDIM web presence, the proposed site map hereafter was presented and discussed in Vienna, and was well received by all. The headings in **blue** show where new information was added to the current site content.

To ensure that the RecorDIM web site is updated on a regular basis and content maintained effectively, François LeBlanc offered that it be hosted by the Getty on their

web server. This way it would be managed with high standards by the group responsible for the Getty website.

The revised **RecorDIM Site Map** should contain the following headings:

Home

Mission

Vision

- *Overview (diagram)*
- *Objectives (diagram)*

Partners

- *ICOMOS*
- *CIPA*
- *GCI*
- *(Others to be added soon)*

Contacts

- *Liaison Officers representing RecorDIM Partners*
- *Los Angeles RecorDIM Roundtable-1 Participants*
- *Los Angeles RecorDIM Partners Meeting-1 Participants*
- *London English Heritage RecorDIM Meeting Participants*
- *Corfu CIPA RecorDIM Task Group Meeting Participants*
- *Seville RecorDIM Presentation Participants*
- *Madrid RecorDIM Roundtable-2 participants*
- *Vienna RecorDIM Partners Meeting-2 Participants*
- *Los Angeles GCI RecorDIM Task Group Meeting Participants*
- *Antalya RecorDIM Roundtable-3 Participants*

- *(potential future meetings being discussed)*
- *Ottawa HCP RecorDIM Task Group Meeting*
- *London EH RecorDIM Task Group Meeting*

Action Plans

- *RecorDIM Initiative Action Plan for 2002-3*
- *RecorDIM Proposed Action Plan for 2003-4*

Reports

- *'Bridging the Gap' Roundtable-1 Report (2001)*
- *RecorDIM 2002 Activities Report*
- *Overview of RecorDIM 2000-2004 activities (Attachment 1)*

RecorDIM Task Groups

- *Operational Framework*
- *Letters of intent (to create Task Groups)*
- *Framework of RecorDIM Task Groups*

RecorDIM Information Warehouse

- [*Overview*](#)
- [*Instructions to participate*](#)

- ***Topics***
 - **Policies**
 - **Guidelines**
 - **Standards**
 - **Inventories**
 - **Processes**
 - **Handbooks**
 - **Tools**
 - **Training**
 - **Best Practices**

Other RecorDIM Activities

(to be added as needed)

Agenda Item 4 - Proposed RecordIM Action Plan for 2003-4

This action plan is meant to provide those interested in the RecordIM Initiative with an understanding of the main activities that will take place during the next 2 years. It was discussed during the RecordIM meeting in Vienna, and revised to include the outcome of our discussions.

The following part of the report should somewhat be considered as a 'generic work plan' for RecordIM Partner Organizations, and therefore should be reviewed by all RecordIM Liaison Officers prior to its posting on the web. It will be referred to at the end of this calendar year to report on planned 2003 RecordIM activities.

The main 2003-4 activities will consist of:

March 23-25, 2003

RecordIM Partners' Meeting, Vienna, Austria

The main **purpose** of the Vienna meeting was to review the proposed RecordIM management tools and task groups being developed by Partners. The meeting was also meant to get Partners and Potential Partners to discuss and agree on common strategies and milestones to meet the RecordIM Initiative objectives planned for the next 2 to 3 years.

Outcome

As a result of the very positive and productive exchanges that took place in Vienna, the action items hereafter were agreed to, and should occur as presented in this report.

Because of the many ideas emerging from the interaction between participants, it was suggested at the end of the meeting that RecordIM Partners meet annually, at the beginning of each calendar year. These meetings would also provide an opportunity for new RecordIM Liaison Officers (see Alliance Diagram in Attachment 2) to strengthen networking within partner organizations.

May 27-29, 2003

Getty RecordIM Task Group Meeting

As mentioned in Part 2 of this report, the GCI is organizing a meeting of "users" and "providers" at the end of May 2003 to discuss the content for RecordIM Guidelines and a complementary Handbook. They will also discuss which experts could write each section, and take on the task of getting the publications done.

Spring and summer 2003

RecordDIM Task Groups Implementation

It is expected that the seven (7) RecordDIM Task Group proposals discussed in Vienna (listed under Part2-A above), should be implemented this spring / summer. Partner Organizations that are responsible for operations of these task groups should soon be sending a 'letter of intent' to the RecordDIM International Coordinator.

These letters of intent are meant to confirm each Organization's commitment to deliver on the tasks and results identified by task groups. A sample Letter of Intent is provided in [Attachment 3](#) for guidance.

Summer 2003

RecordDIM Web Presence Announcement

By early summer, the RecordDIM web site should be up and running with the necessary information to allow any heritage conservation organization to learn about RecordDIM, its propose and RecordDIM Task Groups. This announcement will be widely circulated to all conservation organizations and groups that are accessible by Internet.

September 21-27, 2003

ICOMOS and OWHC Meetings in Rhodes

- 1- The ICOMOS International Cultural Tourism Committee will have its annual meeting and workshop in Rhodes, Greece, on the 21 - 27 September, 2003; and
- 2- The Organization of World Heritage Cities (OWHC) will have its 7th International Symposium on the 23 -26 September, 2003.

It was suggested that RecordDIM Liaison Offices stopover in Rhodes, if possible, prior to attending the Antalya CIPA Symposium. This would be an opportunity to present the RecordDIM Initiative at both meetings and invite members of these organizations to participate to the initiative. Francois LeBlanc will be attending the Organization of World Heritage Cities meeting and will consider representing the RecordDIM Initiative Partners at both meetings.

September 22 – October 17, 2003

ICCROM Seminar

During the course of 2002, ICCROM was informed of the RecordDIM activities that took place in Los Angeles, London, Corfu, Seville and Madrid, and supports the initiative's goal and objectives. In December 2002, Nicholas Stanley-Price, ICCROM Director-General, met with the RecordDIM Partner representatives in Madrid, during the ICOMOS General Assembly, to discuss ICCROM's interest in the Initiative. As a result of this meeting, Alejandro Alva was appointed to represent ICCROM at the RecordDIM Partners meeting in Vienna.

Alejandro's extensive ICCROM experience and his exposure to heritage conservation practices worldwide provided meeting participants with a better understanding of Information Users' needs related to RecorDIM activities in emerging countries. He clearly stressed the requirement for equal participation between Information Users and Providers when addressing RecorDIM gaps and needs. He also underlined the importance to empower Users with RecorDIM knowledge, methods, techniques, tools and skills so that they produce and manage adequate records themselves.

As a result of the Vienna meeting, Robin Letellier, in his capacity as RecorDIM International Coordinator, was invited to participate to the ICCROM Seminar on 'Architectural Records, Inventories, Information Systems and Conservation', and to talk about the RecorDIM Initiative. In response, Robin proposed to introduce the Initiative to the Seminar participants, to describe the RecorDIM Task Groups being created, and to seek their participation in identifying additional RecorDIM gaps and needs.

September 30 to October 4, 2003

Antalya 2003 CIPA Symposium

(Details concerning this symposium are provided at the following URL:
<http://www.cipa2003-antalya.org/>)

During the Vienna meeting, we discussed how best CIPA can take advantage of the Plenary Sessions of Day-1 and Day-2, to increase the understanding of roles between Information Providers and Users. The results of this debate follow.

Sept. 30

Day 1 of Symposium - CIPA Plenary Session

It was proposed that, at the beginning of Day 1's Plenary Session, the two first Keynote Speakers would represent ISPRS and ICOMOS, and talk respectively about their organization's interest in CIPA's activities. This understanding would ensure that symposium participants better appreciate what ISPRS and ICOMOS is expecting from CIPA. It was also suggested that the third speaker should represent CIPA and talk about how it should meet the needs of both ISPRS and ICOMOS.

This Session would have for aim to remind participants of one of the Symposium main goal, which is to strengthen links between Users and Providers, and define joint activities that meet the needs of both ISPRS and ICOMOS.

October 1

Day 2 of Symposium - RecorDIM Plenary Session

Before beginning this discussion, participants were reminded that Robin Letellier and Orhan Altan (Symposium Director) had agreed during the Corfu CIPA RecorDIM Meeting (September

2003) that Antalya's **Day-2 Plenary Session** will be dedicated to the RecorDIM Initiative, and that Robin will be responsible to invite speakers for this session. Referring to the Symposium Program, Day 2's Plenary Session provides 100 minutes, which is sufficient to have a short introduction to the RecorDIM Session, and to have 4 papers presented.

Consequently, it was proposed that the 4 invited speakers would talk about the **Conservation Process**, which should include the activities of Recording, Documentation and Information Management (RecorDIM). Therefore, speakers will be requested to talk about their conservation experiences and related RecorDIM problems and concerns.

The purpose of this plenary session is to inform participants (especially Providers) about the 'gaps and needs' that will have been identified during the 4 '**Conservation Processes Case Studies**' presented.

The difficulties and problems that will be discussed could range from:

- project planning issues,
- to misunderstanding of levels of recording and data accuracies,
- to defining scope of documentation,
- to understanding RecorDIM tools,
- to ensuring proper information management,
- etc!

Referring to the Corfu CIPA RecorDIM meeting discussion on options for new CIPA Working Groups, invited speakers will be selected to relate their papers to the following conservation areas:

- **Architectural Conservation**
(Case study by Andrew Powter - Canada – to be confirmed);
- **Archaeological Conservation**
(Case study by Giora Solar – Israel – to be confirmed);
- **Intangible Heritage Conservation**
(Case study by Cliff Ogleby – Australia – to be confirmed); and
- **Conservation Management**
(Case study from Africa - to be confirmed).

The RecorDIM gaps and needs addressed by the speakers during this Session will be reported on at the end of the symposium. The most important ones will be identified as

urgent needs to be discussed during the RecorDIM Roundtable-3 that will take place on October 5-6, in Antalya.

October 5 & 6

CIPA-RecorDIM Roundtable-3

One of the main purposes of Roundtable-3 is to bring together the RecorDIM Partners attending the CIPA Symposium, to review the status of the Initiative and to discuss the next two years of the RecorDIM activities (outlined hereafter).

As CIPA is hosting Roundtable-3, this meeting will provide CIPA with an opportunity to discuss its proposed task groups with Partner Organization representatives attending Roundtable-3.

It is therefore proposed that the agenda for this one and a half day meeting be broken-down as follows:

Day 1 (A.M.)

(9:00 to 12:00 hrs)

Presentation of the RecorDIM gaps and needs expressed during the Symposium (moderated by Robin Letellier)

This first half-day will be for the 4 RecorDIM Plenary Session invited speakers, representing the Information User, to each prepare themselves:

- To report on the Antalya CIPA Symposium presentations and the type and level of information communicated;
- To summarize 2 to 3 main RecorDIM gaps and needs that were identified / expressed during the Antalya Symposium;
- To suggest different meeting formats for future CIPA symposia and activities (that could be presented by the RecorDIM Coordinator at the Zimbabwe ISC Strategic meeting planned for October 27 (see description hereafter), or perhaps in reference to what Peter Waldhäusl suggested re. ICOMOS' re-structuring – see appendix L), and,
- To get feedback from Roundtable-3 participants on how best to adjust CIPA activities to better meet the needs of both Information Users and Providers.

Day 1 (P.M.)

(14:00 to 17:00 hrs)

Presentation of CIPA's RecordDIM Task Groups (moderated by Petros Patias and Robin Letellier)

Because Roundtable-3 is hosted by CIPA, this second half-day should first focus on the CIPA RecordDIM task groups proposals that were discussed during the Vienna meeting last March. This discussion should be followed by brief presentations of new CIPA task group proposals resulting from the CIPA Executive meetings that will take place in Antalya.

Additional proposals from other RecordDIM Partner Organizations will be presented during the second half of the afternoon.

Day 2 (A.M.)

(9:00 to 13:00 hrs)

RecordDIM Initiative 5-year plan of action

(moderated by Robin Letellier and facilitated by Peter Waldhäusl (CIPA), Orhan Altan (ISPRS) and Giora Solar (ICOMOS)

This last part of Roundtable-3 will review the 2003-5 RecordDIM plan proposed hereafter in this report, and discuss, where needed, additional activities. This half-day will be an opportunity for all Partners to input to the longer plan and discuss common strategies pertaining to:

- the ICOMOS meetings in **Zimbabwe** at the end of October 2003;
- the proposed ISPRS-CIPA RecordDIM presentation and perhaps Roundtable-4 in **Istanbul**, in July 2004 (see details hereafter); and
- possibly organizing a RecordDIM-UNESCO / ICCROM / WMF / ICOM / etc. Roundtable-5 that would take place immediately after the CIPA Symposium in **Torino** in 2005;
- the last two years of the RecordDIM Initiative (2006-7).

This discussion should give Partners the opportunity to revisit the RecordDIM Initiative's main goals, and provide a common understanding of the RecordDIM results expected at the end of this Initiative. Ingredients needed to strengthen RecordDIM alliances and networks will also be discussed to ensure strong participation from all regions of the world.

October 27-28, 2003

Zimbabwe's ICOMOS Pre-General Assembly Meetings

**International Scientific Committees (ISC) –
Strategic Meeting (October 27)**

An ICOMOS International Scientific Committees strategic meeting will take place during the Pre-Assembly meetings in Zimbabwe, on October 27.

This meeting is somewhat related to a recommendation made by RecorDIM Partners during the ICOMOS Advisory Meeting in Seville last November ([appendix K](#)), stressing the lack of communication between the ISCs, and the need to discuss a structure allowing ISCs to better integrate their activities.

It is therefore proposed that RecorDIM Liaison Officers participate actively to this strategic meeting:

- by inputting to the strategic plan
- by reporting on the RecorDIM 2003-4 activities
- by reporting on the outputs of Antalya's Roundtable-3
- by inviting ICOMOS ISCs to participate actively to RecorDIM Task Group activities

Advisory Committee Meeting (October 28)

The results of the ISC strategic meeting should be presented and discussed on the following day at the Advisory Committee Meeting. During this meeting, the RecorDIM Initiative International Coordinator should report to the Advisory Committee (i.e. Presidents of National Committees and International Scientific Committees of ICOMOS) on the RecorDIM Task Groups activities. He should also report on the RecorDIM:

- 2003-5 plan of action
- Information Warehouse
- Revised Web Presence, and
- Revised Operational Framework.

and invite the ICOMOS Advisory Committee members to participate actively to RecorDIM activities.

October 29-30, 2003

ICOMOS Scientific Symposium - Zimbabwe

This Scientific Symposium will be an opportunity for CIPA to organize a one-day Session on how it is re-defining its activities to better meet the needs of ICOMOS (i.e. mainly Information Users). RecorDIM Partners suggest that all members of the CIPA Executive make an effort to attend the ICOMOS Symposium to learn more about its activities and practices. This would definitely help CIPA to better integrate its activities to those of the other ICOMOS International Scientific Committees, and also to some National Committees that have many gaps and needs to fill.

This should be developed jointly with the RecorDIM Partners so that common Task Group needs and networks are shared. This sharing would benefit all organizations participating to this Session.

February 2004

HCP-PWGSC RecorDIM Task Group Meeting

HCP-PWGSC³ was invited by the RecorDIM International Coordinator to organize an HCP RecorDIM Task Group Meeting in early 2004. HCP is currently seeking PWGSC management support to host this meeting, which should be confirmed prior to the September 2003 Antalya CIPA Symposium

May 2004

English Heritage RecorDIM Task Group Meeting

English Heritage is also planning a task group meeting for next spring. The Metric Survey Team of English Heritage is seeking management support to host such a meeting in spring 2004. This meeting should be confirmed prior to the September 2003 Antalya CIPA Symposium

Fall 2003 to Summer 2004

Other RecorDIM Task Group Meetings

It is anticipated that during this period of 9 months the RecorDIM Task Groups initiated during the Antalya Roundtable-3 will meet at least once. These meetings are strongly recommended as they ensure that each task group enhances its level of output and benefits to Partners, and strengthens its network of RecorDIM specialists.

The dates and location of new RecorDIM Task Group meeting will be announced on the RecorDIM web site when available. It is expected that

³ Heritage Conservation Program (HCP) (i.e. HCP is a Division of Public Works & Government Services Canada (PWGSC) Real Property Services for Parks Canada – known as HCP)

these meetings will be open to RecorDIM Partner organizations that have an interest in the subject(s) being discussed. All task Groups outputs will be posted on the web.

July 2004

Istanbul ISPRS Congress (July 12-23)

CIPA Session

During the ISPRS 2004 Congress in Istanbul, there will be a Special Session dedicated to CIPA. It was proposed during the Vienna meeting that this CIPA Session be an opportunity for RecorDIM Initiative Partners:

- to increase ISPRS' understanding of the RecorDIM Initiative;
- to report on RecorDIM Partners' 2003-4 activities; and
- to invite ISPRS to participate actively to RecorDIM Task Group activities.

This RecorDIM presentation would be used as a stepping-stone that would link the Antalya RecorDIM Roundtable-3 discussions to the proposed Roundtable-4 (hereafter) that would be held immediately after the ISPRS Congress.

July 24-25, 2004

Istanbul ISPRS Congress 2004

ISPRS-RecorDIM Roundtable-4

It has recently been proposed that a RecorDIM Roundtable-4 be hosted by ISPRS, in Istanbul, at the end of the Congress. This meeting would provide ISPRS specialists, from all Commissions that work on Heritage Conservation issues, with a 2 day meeting opportunity to discuss specific technical RecorDIM gaps that need to be addressed.

This meeting would be an occasion for both CIPA and ISPRS to create stronger links and to jointly address some of the gaps listed in the RecorDIM Roundtable-1 report. Such a joint ventures should help create additional RecorDIM networks of specialists, to work towards strengthening the Initiative alliances with Information Users.

Fall 2004 to Fall 2005

ISPRS-CIPA RecorDIM Task Groups

As a result of Roundtable-4, it is expected that 3 to 4 new task groups could be created. These groups could work on RecorDIM needs, together with CIPA, during the remaining 3 years of the RecorDIM Initiative.

During this 12 month period, it is anticipated that the RecorDIM Task Groups proposed during the Antalya Roundtable-4 will meet at least once. This will to ensure that groups enhance their activities and build up their networks with RecorDIM specialists.

The dates and location of each ISPRS-CIPA RecorDIM Task Group meeting will be announced on the RecorDIM web site when available. Task Groups outputs will be also posted on the web.

It is expected that these meetings will be open to RecorDIM Partner organizations that have an interest in the subjects being discussed.

Fall 2005

Torino CIPA Symposium

RecorDIM Roundtable-5

It has been decided that the next International CIPA Symposium and Executive Meeting will be held in Torino, Italy (contact: Symposium Director [Prof. Dr. Sergio Dequal](#)). Although the Symposium dates have not been confirmed yet, it is anticipated that the meeting will be in the fall of 2005.

The Torino Symposium organizers are therefore invited to participate to the Antalia Roundtable-3 and the Istanbul Roundtable-4 to better appreciate the RecorDIM Initiative activities and to discuss Partners needs prior to defining the Torino CIPA Symposium Program.

It is expected that by mid 2005, UNESCO, ICCROM, ICOM, ISPRS and other organizations will have created alliances / partnerships with RecorDIM, and will be proposing the creation of additional RecorDIM Task Groups. It is therefore suggested that a RecorDIM Roundtable-5 take place immediately after the Torino CIPA Symposium to involve all above mentioned Partner Organizations into a last run at creating Task Groups and enhancing the RecorDIM networks already in place.

Appendices

- A) RecorDIM Definitions
- B) (moved to Attachments)
- C) (moved to Attachments)
- D) (moved to Attachments)
- E) Vienna RecorDIM Partners Meeting agenda
- F) Framework of RecorDIM Task Groups
- G) RecorDIM Information Warehouse - Task Group Proposal (**moved to Attachment-3**)
- H) Training: Metric Survey Skills in Conservation - Task Group Proposal
- I) GIS Tools for the management of Archaeological Sites - Task Group Preliminary Proposal
- J) CIPA RecorDIM Task Groups - Initial Proposal (P. Patias)
- K) RecorDIM's Proposed ICOMOS-ISC Workshop – Zimbabwe (R. Letellier)
- L) Transforming ICOMOS to a modern and open and active society (P. Waldhäusl)
- M) Technical Guidelines for the Monitoring of World Heritage Sites - Task Group Preliminary Proposal

Attachments

- 1) Overview of RecorDIM 2000-2005 Activities
- 2) Proposed RecorDIM Role and Alliance Diagram (draft)
- 3) Revised 'RecorDIM Task Groups Operational Framework' and sample 'Letter of Intent'

Appendix A

RecorDIM Definitions

To facilitate dialog between RecorDIM Partners and to ensure consistency in task group reports, definitions are provided in [appendix A](#). They are taken from the **Heritage Recording, Documentation and Information Management Guidelines for world Heritage Sites** manuscript that was developed in the mid nineties with participation from ICCROM, ICOMOS, CIPA and UNESCO.

- Heritage Recording...the capture of information relevant to understanding the physical configuration, evolution and condition of heritage sites and objects, at known points in time, and the basis of decisions made to alter or care for such sites and objects.
- Documentation...information units acquired over time through heritage recording and other research means which constitute the knowledge base for particular sites and objects.
- Information management...the process of acquiring, storing and sharing site documentation to ensure its accessibility, security and reliability.
- Conservation... concerned with the transmission of cultural heritage, with its significant messages intact and accessible to the greatest degree possible.
- Conservation Process...the analytical decision-making process of ensuring that conservation intervention at all levels will respect heritage values of sites while maintaining functional effectiveness within applicable budget and other constraints.
- Conservationists / Conservation Specialists...those who, whatever their profession, trade or discipline of origin (i.e. art historians, architects, archaeologists, planners, etc.), engage in the practice of conservation and are committed to the application of the highest principles and standards of the field in their work. They are also referred to as **“Information Users”**.
- Heritage Recorders...all levels of experts in the design and execution of effective heritage recording activity within the conservation process. They are also referred to as **“Information Providers”**.
- **RecorDIM** ... the activities of **Recording**, **Documentation** and **Information Management**

Appendices B, C and D

(Note that these appendices are now provided separately, as attachments 1, 2 and 3 to this report)

Appendix E

RecorDIM Partners Meeting

(Vienna - March 23-25, 2003)

Day-1 (March 23)

- **Review of RecorDIM Operations**
 - o Draft 'Task Group Operational Framework' document
 - Presentation
 - Completeness
 - Improvements
 - o Draft 'Task Group Proposal Form'
 - Presentation
 - Completeness
 - Improvements

- **Review of RecorDIM Task Group Proposals (in the making)**
 - o Heritage Conservation Program⁴ for Parks Canada:
 - Information Warehouse
 - Integrating RecorDIM to the Conservation Process
 - o English Heritage:
 - Training
 - o The Getty Conservation Institute:
 - RecorDIM Guidelines
 - RecorDIM Handbook
 - RecorDIM Web Presence
 - o CIPA:
 - Monitoring – Technical Guidelines
 - Other (in discussion)
 - o ICOMOS:
 - Monitoring WHS Guidelines
 - o World Monuments Fund:
 - Archaeological GIS Management Tool (in discussion)

⁴ Heritage Conservation Program (HCP) (i.e. HCP is a Division of Public Works & Government Services Canada (PWGSC) Real Property Services for Parks Canada – known as HCP)

Day-2 (March 24)

- **Review of RecordDIM Web Presence** (<http://recordim.icomos.org/>)
 - o Overview:
 - Web pages
 - (RecordDIM Site Map)
 - Pager / pamphlet
 - Links with Partners
 - Improvements
 - Other ?
 - o Information Warehouse Concept:
 - Feedback
 - Improvements
 - Participants participation
 - 2 documents from each in April?
 - 5 documents each before Antalya?
 - o Other (?)
 - Schoenbrunn Task Group Proposal by Wolfgang Kippes ?
- **RecordDIM Proposed Plan for Antalya**
 - o Antalya 2003 CIPA Symposium - Day-1 Plenary Session
 - (see proposed Program)
 - o Antalya - RecordDIM Plenary Session (Oct. 1, 2003) see <http://www.cipa2003-antalya.org/programme/programme.htm>)
 - See proposed Program
 - o RecordDIM Roundtable-3 (Oct. 5 & 6, 2003 - Turkey)
 - See proposed program
 -
 - o RecordDIM preliminary plans for 2004-7

Day-3 (March 25)

- **Technical Visits**

Appendix F

Framework of RecordIM Task Groups

It was proposed in Vienna that the **headings** of Gaps and Needs of pages 9-11 of the RecordIM Roudtable-1 report, be used as a Framework (or table of Contents) to list the RecordIM Task Groups being developed and implemented within this Initiative. This way of presenting the Task Groups will provide the reader with a logical link between the gaps identified during Roudtable-1, and those being addressed by Task Groups.

The Task Groups highlighted in **red** hereafter have been discussed in Vienna and are supported by RecordIM Partners. They will be implemented as soon as the organization chairing each Task Group sends a letter of intent to the Initiative Coordinator as defined in the RecordIM Operational Framework (Attachment 3).

Task Groups highlighted in **blue** are under discussion and could / should be presented to the RecordIM Partners at the next review meeting which will take place during Roudtable-3, in Antalya, on October 6- 7, 2003.

1. To improve perception and communication in heritage recording, documentation, and information management

- By information dissemination
 - ♦ **PWGSC RecordIM Task Group**
 - ♦ **Natalie Bull / Robin Letellier**
 - ♦ **RecordIM Information Warehouse (*)**
- By creating bibliographies, thesauruses, definitions
- By creating focused newsletters
- By establishing integrated professional networks
 - **ISPRS & ICOMOS**
 - **Giora Solar and Peter Wauldhäusl**
 - **Proposed title - Communication & Understanding**
- By encouraging joint symposia, seminars and tradeshowes
- By involving the private sector and outside organizations

2. To integrate recording, documentation and information management activities into the conservation process

- ◆ By developing and implementing recording and documentation processes
 - ◆ **PWGSC RecorDIM Task Group**
 - ◆ **Natalie Bull**
 - ◆ **Integrating RecorDIM activities to the Conservation Process**
- By including recording, documentation and information management practices in conservation management guidelines

3. To increase resources for documentation

- ◆ By promoting its benefits
- ◆ By writing related policies

4. To define, develop and promote documentation tools

- ◆ By writing / sharing:

1. **Standards**
2. **Guidelines**

- **Getty Conservation Institute**
 - ◆ **Francois Leblanc**
 - ◆ **Generic RecorDIM Guidelines**
- **US Parks Service**
 - **Blaine Cliver**
 - **Landscape Guidelines**
- **ICOMOS Australia**
 - **Graham Brooks**
 - **GIS Guidelines**
- **WMF**
 - **Gaetano Palumbo**
 - GIS Tools for the management of Archaeological Sites
- **CIPA**
 - **Peter Waldhäusl and Petros Patias**
 - Technical Guidelines for the Monitoring of World Heritage Sites
 -
- **University of Innsbruck**
 - **Klaus Hanke**
 - Guidelines re. Long Term Storage of Digital Files

3. **Handbooks**

- **Getty Conservation Institute**
 - François Leblanc
 - RecorDIM Handbook

4. Best practices:

- By encouraging the development of software
- By encouraging the development of hardware
- Other tools required:
 - Tools to enable cost-benefit analysis
 - Case studies
 - Economic models
 - Tools for estimating, procuring and tendering

5- To make available training and learning programs in recording and documentation

- ◆ By offering courses, seminars, workshops, etc. through:
 - ◆ **CIPA**
 - ◆ **UNESCO & School**
 - ◆ *Peter Waldhausl*
 - ◆ **ICOMOS**
 - ◆ **ICCROM**
 - ◆ **National conservation organizations**
 - ◆ **English Heritage**
 - ◆ **Sarah Lunnon / Bill Blake**
 - ◆ **Training: Metric Survey Skills in Conservation**
 - ◆ **Universities**
 - ◆ **Other groups and organizations**
- ◆ By establishing certification and accreditation

Appendix G

(see Attachment-3)

Appendix H

RecorDIM Initiative Operational Framework

Task Group Proposal (draft Template – for discussion)

Date: _____

Task Group Name / Title Training: Metric Survey Skills in Conservation

- Chair-person: Sarah Lunnon
- Organization: English Heritage

- Information User representative: Clive Boardman
Organization: Photoarc Ltd, UK

- Information Provider representative: Mario Santana / Marko Stokin
Organization: _____

Project Outline – Metric Survey (part of Heritage Recording)

Concentrating on the area of Heritage Recording the task group proposes to provide material and resources which can be used to develop training and learning programs on the uses and application of metric survey to historic buildings and cultural landscapes. The programs will provide a mechanism for pooling knowledge, with some requirement for professional peer to peer teaching from the task group to interested bodies at a national and international level.

Purpose and Objectives

The aim is to provide effective tools for the improved understanding of the process involved in the metric survey of historic buildings and ancient monuments. This will be achieved by the design of programs for:

- Information Users
- Information Suppliers

Taking the form of:

Specifications

For the control of survey techniques appropriately applied to the historic environment.

Teaching material

Making available training manuals covering the wide range of metric Survey techniques containing practical examples, as web documents and hardcopy to be used as templates for:

Formal lecture material
Demonstration examples
Manuals for Hands on practice of the DIY techniques

Deliverables

A set a training manuals and specifications which will outline the majority of metric survey techniques and their application to the historic environment:

- the majority of metric survey techniques currently used in the survey historic buildings;
- the suitable selection and application of appropriate survey techniques;
- CAD as the data capture, modeling and presentation environment.
- the issues to be addressed prior to commissioning a survey from a survey contractor.
- the recent technical developments in this field of conservation.

These can be stored as digital documents at the Information Warehouse, CIPA website and on the websites of national and international organizations and also available in hardcopy from ICOMOS and/or national conservation bodies.

Other Task Group Team Members (i.e. that will be actively involved in the project)

- Clive Boardman (Photarc Ltd, UK, Metric Information Suppliers)
- Mario Santana (KU Leuven, Belgium, Information Supplier and User)
- Marko Stokin (Slovenia, Information User?)

Project Resources (that have been secured / approved):

- Person-day (commitment)
40 days from English Heritage, UK
- Budget (commitment)
Under discussion

Milestones:

- Starting date: April 2003
- Mid-project review date (by RecorDIM Steering Group):
- Completion date: **September 2005**

_____ date: _____
 Chair

_____ date: _____
 Information Provider

_____ date: _____
 Information User

Appendix I

RecorDIM Task Group Proposal Form

(draft)

Task Group Name / Title: GIS Tools for the management of Archaeological Sites

- Chair-persons: Gaetano Palumbo
Organization: WMF
- Information User representative: ?
Organization: (GCI?)
- Information Provider representative: ?
Organization: (EH?, UCL? CIPA?)

Project Outline

The task group will examine current approaches to managing archaeological resources using GIS or other DBMS (Data base management systems), and propose best practices for using this tool in ways that are easy to implement, maintain, and share. GIS is used in archaeology as a research tool, but its potential as a monitoring and predictive tool, and its wide ranging applications in the field of urban and territorial planning are largely unknown to the archaeological practice.

Purpose and Objectives

The project has the purpose to examine how GIS applications have improved urban and territorial planning methods, and how these can be adapted to archaeological site management.

The objectives are:

- To examine best practices and applications in the management of territorial, urban, and natural resources
- To experiment and implement applications of feasible methodologies to archaeological site management practice
- To compile guidelines for the development and applications of such tools

Deliverables:

- Working tools for immediate applications in management planning GIS
- Guidelines for best practice

Other Task Group Team Members (i.e. that will be actively involved in the project)

Project Resources (that have been secured / approved):

- **Person-days (commitments)**

- **Budget (commitment)**

Milestones:

- Starting date: May 2003
- Mid-project review date (by RecorDIM Liaison Officers): September 2004
- Completion date: December 2005

Confirmation of resource for this Task Group

_____ date: _____
Task Group Chair's **Manager**

_____ date: _____
Information Provider's **Manager**

_____ date: _____
Information User's **Manager**

Appendix J

From: owner-cipa-exec@cipa.icomos.org on behalf of patias petros
[patias@topo.auth.gr]
Sent: April 7, 2003 5:42 AM
To: cipa-executive@icomos.org

Subject: [cipa-executive] Formation of Task Groups

Dear friends,

After the meeting of the RecorDim partners in Vienna, many interesting subjects came up that could be tackled by Task Groups.

As far as CIPA concerns we can contribute to many of them. Both Peter and Robin will shortly send around descriptions of such Task Groups and interested people can join.

Besides, as CIPA initiative, I would propose the following two Task Groups. The idea is that these are to CIPA's best interest and to our capacity to handle the job.

Task Group 1: Formation of a Professional Network of Exemplary practices in Heritage Documentation.

We will call first our Sustaining Members to join and we will mobilize our National Delegates to support it with contributions from each own's country. I will argue on the importance and merits, since they are clear. Clear descriptions of how long it can go, I do not have yet. But I imagine :

- a web-site with a lot of links to examples, projects, contributors, references, etc.
- Quality control issues in real practice (May be a booklet with rules, ethics, quality assurance steps, thresholds, tech. specs, etc.)
- A network to support each other is specialized questions/experiences etc.
- A web based Job Fair (for those who seek and those who offer employment in different parts of the world)
- Reports on experiences of specific subjects that are of interest to others
- A meeting point of professionals / discussions on administrative or legislative matters in different parts of the world, etc.

Task Group 2: GIS Tools for the management of Archaeological Sites

This is the proposal of Gaetano Palumbo, and I personally find very interesting and challenging, and that CIPA has a lot to contribute. The description hereafter is his as well.

Project Outline

The task group will examine current approaches to managing archaeological resources using GIS or other DBMS (Data base management systems), and propose best practices for using this tool in ways that are easy to implement, maintain, and share. GIS is used in

archaeology as a research tool, but its potential as a monitoring and predictive tool, and its wide ranging applications in the field of urban and territorial planning are largely unknown to the archaeological practice.

Purpose and Objectives

The project has the purpose to examine how GIS applications have improved urban and territorial planning methods, and how these can be adapted to archaeological site management. The objectives are:

- To examine best practices and applications in the management of territorial, urban, and natural resources
- To experiment and implement applications of feasible methodologies to archaeological site management practice
- To compile guidelines for the development and applications of such tools

I wait for suggestions from your side. Then, we can post at our web site and ask people to contribute.

Thanks gain for your support
Petros

Prof. Petros Patias

CIPA President (president@cipa.icomos.org) (<http://cipa.icomos.org>)

ISPRS Commission V President (<http://www.commission5.isprs.org>)

Faculty of Rural & Surveying Engineering

The Aristotle University of Thessaloniki

Univ. Box 473, GR-54124 Thessaloniki, Greece

Tel. +30-231-0-99.61.16 Fax. +30-231-0-99.61.28

Email: **patias@topo.auth.gr**

Appendix K

January 10, 2003

To: Dinu Bumbaru
Secretary General
ICOMOS

From: Robin Letellier
Vice-President
CIPA - Heritage Documentation Committee

Subject: ICOMOS-ISC Chairs Meeting in Seville
Chaired by Dinu Bumbaru (November 28, 2002)

Dear Dinu,

As you recently requested, please find hereafter a summary of the proposal I made in Seville last November. Please share it with the ICOMOS Executive when you meet with them in Paris at the end of January 2003.

I would be happy to provide additional input to help make this well needed workshop a success.

Best regards,

Robin

Proposed ICOMOS-ISC Workshop

(Robin Letellier)

During the above-mentioned meeting in Seville, the ISC Chairs were requested to report on their Committee activities.

Peter Waldhausl from CIPA, and others underlined the fact that some committees are doing very good work, others are fairly well organized, and some do little. It was also mentioned that the ISC Committees generally work in isolation and could be integrated more (see the many emails / proposals written by Peter W.). A good number of Chairs made allusion to the fact that there is a need for improving the ICOMOS structure pertaining to the ISC and their activities.

Being one of the last participants to comment on the Committees activities, I suggested, based on my experiences, that one of the better ways to get to the bottom of this problem, which has been brought to the ICOMOS table many times in the past, would be to have a workshop on the matter. Therefore I suggested that a 2 to 3 day workshop of ICS Chairs be organized in the near future to address the following questions (which questions would need to be refined by the organizers):

- What is working well within the ISC activities?
- What is not working?
- What are the **main gaps and needs** that must be resolved?
- Should we restructure the ISCs to better meet these needs?
- If so, how could this structure work best for all?

Obviously, for such a demanding workshop to provide clear outputs and recommendations, it would have to be developed, organized and moderated by an **outside professional moderator / facilitator** to ensure objectivity and high level results.

Following the positive feedback from participants on this suggestion, it was proposed that the best time for such a ISC workshop would be the week preceding the up-coming ICOMOS meeting in Zimbabwe / South Africa (fall 2003). This would have the advantages / benefits that:

- there would be ample time to prepare for this workshop;
- it would be within an ICOMOS event, therefore ISC Chairs should have better access to travel funds;
- the outputs / recommendations would be defined prior to the GA;
- the results would be presented in plenary during the GA
- executive decisions could be made at the end of the GA

I trust this workshop would bring the ISC to another level of exchange / interaction that would benefit conservation activities worldwide. Perhaps it could also be an opportunity for ICOMOS to strengthen ISC links with the RecordIM Initiative (see site under development at: <http://recordim.icomos.org/index.html>) that was presented to the Advisory Committee in Seville.

Robin Letellier

Appendix L

Transforming ICOMOS to a modern and open and active society

From: owner-cipa-exec@cipa.icomos.org on behalf of Peter Waldhäusl [pw@ipf.tuwien.ac.at]
Sent: April 25, 2003 12:43 PM
To: Gustavo Araoz
Cc: CIPA-executive@icomos.org
Subject: [cipa-executive] To you as VP for ISCs

Importance: High

Dear Gustavo,

you are now the Vice-President for the International Scientific Committees. A high position with a big problem, as I see it from my long experience in CIPA.

Do you remember my .ppt presentation in Dubrovnik? I started with the apple tree in a garden, well grown up but not bringing enough fruit. It needs gardening, cutting off the water branches and the inside growing ones, cutting it to a shape that the sun can enter, that the branches get stronger, and that the fruits can grow. The organisation of ICOMOS needs gardening, too. Mainly the structure of the ISCs and NCs and their mode of operation have to be changed. Cut off dead branches. Cut off inside crossing branches and shorten the too long ones in order to allow them to grow stronger in the right direction and to be fruitful.

I am convinced that we should transform ICOMOS to a modern and open and active society as follows:

1. To form **up to ten (maximum) Scientific Commissions** with the ISCs and missing area groups as Working units;
2. To establish a **Scientific ICOMOS Congress** (replacing what is called now an ICOMOS Symposium in connection with the General Assembly). In parallel the officials have their General Assembly and the necessary meetings of the leading Committees;
3. to move from the three years period to a **four years period**;
4. to establish a system of **Commission mid term symposia** and

5. of **Workshops** of the Working units (Working Groups or ISCs in the years between the Congress and the Symposia years)
6. The system of **Annual Meetings** of each Working unit will remain, but now together with either the Workshops, the Commission Symposia or the Congress, more if needed.
7. To establish **International Archives of ICOMOS** as a new publication series of Workshop, Symposia and Congress Proceedings with the full texts of all accepted papers, to be available at the beginning of the respective event.
8. with a **special volume** after each Congress for the Society matters and General Assembly decisions and for other historical documentation. Reports of the officers for their ending period, etc. Awards, Statutes, Bylaws, decisions, and so on.

Please keep the discussion running on the above points and forward its realization.

With cordial greetings from Vienna,

Peter Waldhaeusl

PS: I copy some old emails for you without longer comments.

Appendix M

From: Peter Waldhäusl [pw@ipf.tuwien.ac.at]
Sent: April 3, 2003 7:27 AM
To: Patias, Petros; ao Prof. Dr. Klaus Hanke; CIPA_Archaeology M.Doneus; CIPA Vice-President Robin Letellier; Prof. Dr. Joerg Albertz; Landeskonservator Berlin Dr.Joerg Haspel; gulersoy@itu.edu.tr; Sergio Dequal; Antonio Almagro Gorbea; Andre Streilein; Prof. Dr. LI Deren
Cc: ymaslov@hotmail.ru; Jovo Grobovsek

Subject: Technical Monitoring of WH Sites

Dear friends of CIPA EB,

This was originally sent to:

Director-General of ICCROM Nicholas Stanley-Price <fg@iccrom.org>, Herb Stovel <hs@iccrom.org>, Alejandro Alva <aa@iccrom.org>

With copy to **an old address list of the Ordinary members of CIPA (sorry !!)**: including heinz, jozef, oaltan@itu.edu.tr (ISPRS Congress Director, CIPA Symposium Director Prof.Dr.Orhan Altan), Pierre.Grussenmeyer@ensais.u-strasbg.fr (Prof.Dr.Pierre Grussenmeyer), c.ogleby@engineering.unimelb.edu.au (Clifford L.Ogleby), Nickerson Steve <steve@icomos.org>, "Dr. Gaetano Palumbo" <g.palumbo@ucl.ac.uk>, Giora Solar <giorasolar@hotmail.com>, and to "Francois LeBlanc" <FLeBlanc@getty.edu>

I have received some postmaster and delivery re-mails because of old addresses and thus I found it out. I complete now the circular information to all of the Executive Board.

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Nicholas, Herb, and Alejandro,

Alejandro reported in Vienna a little bit about ICCROM's work in the field of Monitoring. I know from papers and the internet about the many activities of you, Herb, in that field. But I know also from Henry Cleere and at least five others if ICOMOS who did periodical or reactive monitoring visits world wide that the basic technical monitoring materials necessary for proof and proper judgement and analysis of changes and trend alterations are completely poor or missing. RecorDIM considers this as a major gap which needs urgent activity of all of us.

Now we (Francois LeBlanc and Robin and myself with Franz Neuwirth and others you don't know) have seen and discussed here in Vienna the so called **Vienna Kulturgüterkataster** which is connected to the Town GIS so that we can say that there is an already advanced

(beginning of a 4D) **town heritage information and management system** (HIMS, as we say in CIPA) which we wished to further develop, for Vienna as well as an example for ICOMOS and UNESCO for other WH towns. ICOMOS Austria is interested to cooperate. Further we have here Wolfgang Kippes, the top manager of the WH site of Schoenbrunn Palace, responsible also for Historical Parks and Gardens of other three castles. Wolfgang is interested to cooperate with us, too.

CIPA's Ukrainian National Delegate Yuri Maslov and the Slovenian National Delegate Jovo Grobovsek are also interested to cooperate.

You see, the group around RecordDIM respectively in this case "CIPA Heritage Documentation" is growing, and now we propose the following: Let us please sit together for at least one good day. Alejandro proposed in Rome. But Petros Patias, my successor as CIPA President, has found some (I think European network) money and proposes **16th or 19th May** with the weekend in Thessaloniki (for APEX flight reasons). He invites you, Herb, to come to Thessaloniki, on his costs (for flight tickets, hotels, meals). Petros will bring other six experts (Jovo, Yuri, Giora, me, one from the **UNESCO WHC (whom best?)** and a Portuguese (as proposed by Alejandro), and perhaps Gaetano Palumbo of the WMF; finally, but on their own costs, some interested of his and my country.

The structure of the one day program could be, according to his first sketch, as follows:

- 1 Introduction by UNESCO-WHC, ICCROM, ICOMOS, CIPA on the importance of Monitoring, the legal and procedural framework, interest of all parties including the State Parties, problems and missing links.
2. Round table discussion on technical gaps and possible solutions, definition of outcome and time table envisaged, extraction of conclusions and resolutions for each of the partners at the table.
3. Afternoon discussion on the conclusions and resolutions on basis of "individual" contributions and interests.

Petros is always good for guiding it to a good end for all. It is of greatest importance that all learn to see it realistically, and that proposals are also realisable under the various conditions. The many different types of WH can never be covered under one and the same standard. Too much generalisation is equivalent to loss of quality. For each type of WH and for the different frame conditions according to quality definition, country, time and resources, we need to find the minimum required as well as the optimum technology, which changes, and that means flexibility, but in any case we need continuous sustainability. The Thessaloniki discussion shall provide CIPA with the required framework, start the CIPA task group as a contribution to the RecordDIM initiative.

A part of the outcome of Thessaloniki shall influence already end of May the discussions in Los Angeles and shall definitely lead to a start of actual work after the CIPA Symposium and RoundTable III of RecordDIM in Antalya. The time proposal of Petros considers that well.

I hope very much that this proposal meets also your interests in the matter.

With my best regards,

Peter