

GCI-ICOMOS-CIPA
5-Year RecorDIM Initiative

Task Groups Operational Framework

(draft 2 – June 2003)

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



The Getty Conservation Institute



ENGLISH HERITAGE



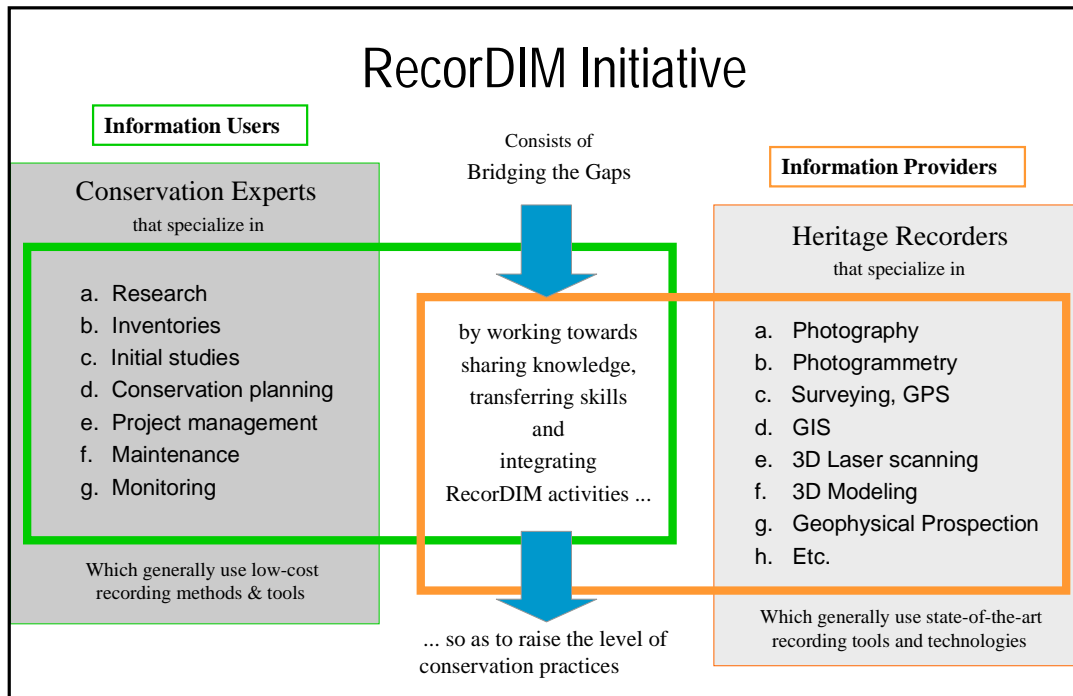
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WORLD MONUMENTS FUND

WHAT IS RecorDIM

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



For general information on the RecorDIM Initiative, an interim web presence is available at: <http://recordim.icomos.org/index.html> .

For additional information on the RecorDIM activities, the following reports should be available at <http://www.getty.edu/conservation/resources/reports.html> at the end of June 2003:

- A) **The RecorDIM 'Bridging the Gap Between Information Users and Information Providers' Report** (which list the 'RecorDIM Gaps and Needs' identified during the Roundtable-1 meeting (see pages 9-11 of the PDF publication)
- B) **The 'RecorDIM 2002 Activities Report'**
- C) **The Vienna 'RecorDIM Partners Meeting-2 Report' - May 2003** (which makes reference to the following attachments):
 - Attachment 1 - **Overview of RecorDIM 2000-2004 Activities**
 - Attachment 2 - **RecorDIM Role and Alliances Diagram**
 - Attachment 3 - **RecorDIM Task Groups Operational Framework**

OPERATIONAL FRAMEWORK

1- PURPOSE AND OBJECTIVES

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

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

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

2- PARTNER ORGANIZATIONS

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

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

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

The Partners Group has for **Role**:

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

The RecordDIM Initiative international coordinator is Robin Letellier

¹ Heritage Conservation Program (HCP) (i.e. HCP is a Division of Public Works & Government Services Canada (PWGSC) Real Property Services for Parks Canada – known as HCP)

SEEKING NEW PARTNER ORGANIZATIONS

Other conservation organizations are invited to become RecorDIM Initiative partners by writing to the RecoDIM Coordinator expressing their interest in the Initiative. As mentioned during the Potsdam CIPA Symposium, RecorDIM Partner organizations must commit themselves to:

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

3- TASK GROUPS

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

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

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

◆ **By identifying a chairperson and participants**

Task group proposals must be developed by at least 3 experts: that is one chairing the group, one representing the 'information user' and one representing the 'information provider'. An draft example of '**Task Group Proposal**' and accompanying '**Letter of Intent**' is provided in [appendes A and B](#) to help defining task groups.

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

◆ **By committing human and financial resources**

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

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

A 2 to 3 page Task Group definition is required to provide the group with a focus and clear deliverables. This definition will be used by the Partners Liaison Officers to confirm that the proposal is acceptable, and that there is no duplication of work between task groups.

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

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

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

The **Framework of RecordDIM Task Groups** (provided in appendix F of the Vienna RecordDIM Partners Meeting-2 Report – see link above) will be refined during the summer of 2003. These refinements will include feedback received from the Corfu CIPA meeting, the Seville ICOMOS Advisory Committee meeting, the Madrid RecordDIM Roundtable-2, and the Vienna RecordDIM Partners meeting.

4- ORGANIZATIONS THAT HAVE EXPRESSED AN INTEREST IN THE RecordDIM Initiative

◆ **International Organizations:**

- ◆ ICCROM (International Centre for the Preservation and Restoration of Cultural Properties)
 - Nicholas Stanley-Price
- ◆ UNESCO's World Heritage Centre
 - Minja Yang
- ◆ ISPRS (International Society for Photogrammetry and Remote Sensing)
 - P. Waldhäusl / P. Patias (to be confirmed)

◆ **National Organizations:**

- ◆ Malta Centre for Restoration
 - represented by Joseph Cannataci
- ◆ US Parks Service
 - represented by Blaine Cliver
- ◆ University of Innsbruck
 - represented by Klaus Hanke (TBD)

5- WEB PRESENCE

Purpose

The RecordDIM web presence will soon provide conservation specialists worldwide with all information needed to participate to this initiative. It will also provide access to the 'outputs' resulting from this Initiative.

During 2003, three to four **Task Groups** will be developed to test the approach outlined above. These tests will help to refine the RecordDIM Operational Framework, and to complete the RecordDIM list of Gaps and Needs. These outputs will soon be posted on the web.

RecordDIM Information Warehouse

To assist those creating RecordDIM Task Groups, the RecordDIM Initiative Partners and conservation organizations worldwide are invited to provide

information on / web links to known 'RecordIM best practices'. This information should also be posted on the RecordIM web site under Information Warehouse.

6- Example LETTER OF INTENT to propose a RecordIM TASK GROUP

The Letter of Intent and Task Group Proposal in appendices A and B hereafter are provided as examples for those creating RecordIM Task Groups.

Appendix A

RecordDIM Initiative

Letter of Intent

(draft)

Date: May ... , 2003

From: Name: (?)
Title: Director
Division: (?)
Organization: Public Works & Government Services Canada (PWGSC)

To: Robin Letellier
International Coordinator
RecordDIM Initiative

Subject: Proposal for the Creation of a RecordDIM Task Group

This letter of intent is to confirm our interest in the RecordDIM Initiative and to propose a **RecordDIM Task Group** to address one of the **GAPS** listed in the RecordDIM Roundtable-1 Report.

Our intention is to fill the gap related to the need for sharing and disseminating RecordDIM information worldwide (re. Part 1 of Roundtable-1 report). The title of our proposed task group is '**RecordDIM Information Warehouse**'. Its purpose, objectives, milestones and deliverables are outlined in [appendix B](#). The organizations that will be representing the **Information User and Provider** in this project are respectively Parks Canada(TBC) and English Heritage (TBC).

The Heritage Conservation Program of PWGSC will chair and manage the activities of this task group as defined in appendix B. The RecordDIM Operational Framework document, which is attached to the '**Vienna RecordDIM Partners Meeting-2 Report**', will be used as a guideline for this activity.

We understand that, by undertaking this task group responsibility, HCP of PWGSC becomes a Partner in this initiative. Consequently, Natalie Bull will be the Liaison Officer between HCP and the RecordDIM Initiative partners. We also understand that this Task Group definition and its eventual outputs will be posted on the RecordDIM web site.

We thank you for the opportunity to participate to this 5-year initiative and believe that the network of RecordDIM Partners and their task group outputs will benefit conservation practices worldwide.

(?)
Director
(?)
Public Works & Government Services Canada (PWGSC)

Appendix B

RecordIM Information Warehouse - Task Group Proposal

(draft for discussion)

Task Group Name / Title: [RecordIM Information Warehouse](#)

- Chair-person: [Natalie Bull](#)
Organization: [HCP-PWGSC](#)
- Information User representative: (name to be confirmed)
Organization: [\(possibly Parks Canada\)](#)
- Information Provider representative: [\(name to be confirmed\)](#)
Organization: [\(possibly English Heritage\)](#)

Project Outline

RecordIM Initiative participants and conservation organizations at large will be invited to share existing information / web links that relate to RecordIM activities. These links will be posted by the webmaster on the **RecordIM** website under one of the following topics:

- Policies
- Guidelines
- Standards
- Inventories
- Processes
- Handbooks
- Tools
- Software
- Training
- Best Practices

These topics are based on the RecordIM Initiative Roundtable-1 list of gaps and needs. It should be noted that this list is preliminary and will be refined during 2003, after receiving suggestions for improvements.

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

Some of the warehouse **objectives** are:

- to provide conservation specialists worldwide with a '**one stop**' **web site** for information on RecorDIM topics listed above;
- to compile under each RecorDIM topic listed above, as many references as possible for Conservation Organizations that wish to develop RecorDIM practices in their country;
- to provide information on new RecorDIM practices, tools and technologies, as soon as it is made available.

Instructions

Anyone can propose that a web link be established between the RecorDIM web site and other web pages containing relevant RecorDIM information. Proposals should be sent to the Information Warehouse Coordinator (... provide Information Warehouse Coordinator's email here ...). An example of an Information Warehouse link is provided hereafter:

RecorDIM Information Warehouse

Topic: Guidelines

Federal Heritage Buildings Review Office (FHBRO) code of practice

- o *(note: a brief introduction to the document should be provided here, by the sender, explaining why this link is being provided)*
- o Go to Parks Canada's URL: <http://www.parkscanada.ca/> to access the **Federal Heritage Buildings Review Office (FHBRO) code of practice document**.
 - Instructions:
 - Click 'English'
 - Click 'National Historic Sites of Canada'
 - Click 'Federal Heritage Buildings Review Office'
 - Click 'FHBRO Code of Practice'
 - Click 'Realty Management'
 - Click 'Recording To Mitigate Loss Or Transfer'

Those that wish to share documents that are not yet posted on the web, must first find a web site / server to post their information. Then, they can request that a link be made with the RecorDIM Information Warehouse.

Deliverables:

This task group will produce an open-ended collection of focused web links (and RecorDIM documents) that will be made available on the Getty Conservation Institute's server to provide readers with information relevant to the above listed RecorDIM topics.

This interactive collection of information will grow with the interest / motivation / generosity of those sharing / using RecorDIM related data.

Project Resources (that have been secured for this task group):**- Person-days**

It is anticipated that this task will not be very demanding in that it will consist of:

- verifying the topic and pertinence of links / documents sent to be posted;
- verifying the copyright agreement;
- posting the link / document to the Information Warehouse web page.

Assuming that +/- 5 links / documents are received per week, this task could require approximately 1 hour/week per team member.

- Budget

No budget is required at this time. However, should the number and size of documents posted become very large, additional hard disk storage space may be required? This potential cost has been recognized by the Getty Conservation Institute and would be covered should the need be confirmed.

Other Task Group Team Members (i.e. that will collect / review warehouse information)

- HCP of PWGSC (to be discussed)
- English Heritage (to be discussed)
- Info User – Parks Canada (to be discussed)
- (others: to be confirmed)
 - person from CIPA
 - person from ICOMOS
 - person from the GCI
 - person from the WMF
 - persons from potential future RecorDIM Partners:
 - ICCROM
 - ICOM
 - Others ...

Milestones:

- Starting date: [July 2003](#)
- Mid-project review date (by RecorDIM Liaison Officers): [Spring of 2004](#)
- Completion date: [on-going activity](#)

[Task Group Chair](#)

date: _____