



Contracting Authority:
Malta Centre for Restoration
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Meeting Minutes: Project PRO0094/01

Subject:	IKONOS 6th Steering Committee Meeting
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Recorded By:	CCD/VJC	Approved By:	JAC
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Meeting held:

Date	Location
Tuesday, 04 th to Friday, 7 th January 2005	Video Conference Room at LTTI, Fez Morocco

Attendees (Partners):	Attendees IKONOS Project Office staff:	Members Excused:
Ziad al-Saad (ZS), IAA, Jordan Rachid Benslimane (RB), LTTI, Morocco Messaoud Hamiane (MH), UdB, Algeria Abdelrahman Ayoub (AA), INP, Tunisia	Joseph A. Cannataci (JAC) Carmen Dalli (CD) Vanessa Ciantar (VJC)	Ingval Maxwell (IM), HS, Scotland Hoceine Belahreche (HB), MdS, Algeria Evangelia Varella (EV). AuTh, Greece Wim Jacobs (WJ), ICN, Netherlands

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Items	Notes	Action By	Due Date
136.	Agenda was adopted as per official programme prepared for the event by Prof Benslimane, in consultation with the Project Director.		



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137	<p>Resume of Events, including the Request for Project Extension.</p> <p>The IKONOS Project officially terminated on 7th December, 2004</p> <p>By 8th November 2004, an application for extension was sent to RMSU. They replied on the 22nd of December, requesting further changes to the documents sent and giving a deadline of the 5th January 2005. All documents were sent to the RMSU in the format required by 2nd January 2005.</p> <p>Provisional Intermediate Activity Report – JAC just brought up the partners up-to-date with the events since its write-up.</p> <p>The RMSU has suggested that there be no more than 6 nodes (as compared to the original 8 nodes previously planned) distributed between the partners making up the IKONOS consortium, thus possibly eliminating the planned node at INP in Tunisia. However, should the 1 year extension be granted, INP Tunisia will still be able to benefit from the IKONOS Project through GEANT.</p> <p>The future is very uncertain and depends solely on whether we get the extension or not. We would only know in the next few weeks.</p>		
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138	<p>Reports and Correspondence with EU Commission</p> <p>16th January 2002 was the only date when IKONOS received a payment after signing the contract. In December 2004, IKONOS received the second amount, which should normally have been received in 2003.</p> <p>Between January '02 and January '03, the money, received from the Commission, was all spent primarily in the 60% down-payments mandated by contractors supplying the equipment. Since then it has been kept afloat financially by credit from MCR and the partners.</p> <p>The Second Technical Report was accepted in October 2004 and only then did IKONOS receive the second payment. But there is a running problem regarding the Rule of Origin of the equipment and subsequent acceptance of the Certificates of Origin.</p> <p>The letter sent to Carla Montesi dated 31st December 2004 was shown and read to the partners, as was the correspondence received from the EU extending the project to two months only.</p> <p>The next correspondence discussed by the partners was the letter dated 31st December 2004 sent to Mr Weber entitled "Cyberstar Equipment with Ineligible Certificates of Origin".</p> <p>Though part of the money has arrived, this issue is still under contention.</p>		
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139	Calendar of Events & New Activities 2005 New revised activities, including the launching of a new website, the launching of the database and the publication of the new cultural heritage database, were discussed. The draft Calendar of Events sent to the RMSU was read and discussed in depth once again by the partners point by point. This ensured that each partner knows exactly what his/her role in the new proposed activities is and that problems are as much as possible foreseen. GEANT is a very important addition to the project since from 8, the linked partners have the opportunity to grow in number at a much reduced cost and it might mean the first step forward to IKONOS II. By July 2005, IKONOS has to have a substantial part of the database ready, which can be then presented to the EU.	The revised Calendar of Events and Programme of Activities for 2005 were unanimously approved	
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<p>140</p>	<p>S.P. 3: Cultural Heritage Databases</p> <p>Rachid Benslimane is the team leader of S.P 3. Both the ICT team from Malta and the ICT team from Morocco must work closely together to complete the writing of the software for the database. A meeting via videoconference must be scheduled so the 2 teams can meet and discuss in detail this activity. Technically the software should be ready by March, at least the data entry tool and the basic fields required to catalogue a typical Mediterranean heritage artefact. Each partner country should have already started choosing the 200 artefacts that will be entered in the database.</p> <p>These artefacts will be divided as follows 40 from Area A: Polychrome and Sculpture, 40 from Area B: Glass, Ceramics, Stone and Metal, 40 from Area C: Textiles, 40 from Area D: Books and Paper and 40 from Area E: Furniture and Wood. JAC suggested that, in some of the partner institutions, students may be employed to fill in the details regarding the artefacts with a supervisor to edit and check all information being fed in the database. The partners must choose a person responsible for this task before 20th January. Artefacts must start being chosen by the 9th of February.</p> <p>This database will be linked to all national and conservation institutes via web-sites, an activity very much encouraged by the EU. If extension is granted, the database will be made available to all the partners within EUMedConnect and GEANT giving maximum coverage to the database and opening up IKONOS to any of those universities, institutes and cultural heritage institutions willing to join in the project and benefit from its activities.</p>	<p>The partners are to advise MCR of name of person responsible for artefacts' database.</p> <p>MCR is to send all partners, reminders with forms and model fields with essential fields marked with *.</p> <p>Artefacts must be chosen.</p>	<p>20/01/05</p> <p>09/02/05</p> <p>20/01/05</p>
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	<p>Prof Atik Azeddine gave a presentation prepared with Prof Charfour Noureddine, about their research on cataloguing methods of cultural heritage.</p> <p>The presentation covered systems analysis, design, testing, coding, verification and validation.</p> <p>Inheritance tree – route class of the objects – not only handle object properties but with this object model, information can be searched for much more easily.</p>	<p>It was agreed that the Moroccan Team organise a meeting with Duncan Abela and Noel Zammit at MCR via video conference to prioritise and distribute tasks.</p>	<p>Before 29/01/05</p>
<p>141</p>	<p>S.P. 6: Two Outstanding Fields: Didactic Value and Risk Assessment</p> <p>Didactic Value, though easier, is still controversial as not all conservation institutes let students work on real artefacts. Conservators have to ask themselves 2 questions:</p> <ul style="list-style-type: none"> • When is it permissible to let a student loose on this artefact? • How many hours of theory and how many hours of practice? <p>A series of meetings with conservators of the various institutes is to be planned aimed at building answers to this question. Artefacts to be lectured upon can thus be chosen from the database.</p> <p>VJC will take note of decisions taken/advice given by each and every partner in this field, asking:</p> <p>When is it permissible for the student to be let loose on this artefact? How many hours of theory and practice should the student had done before taking on such an artefact?</p>		



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<p>142</p>	<p>Cataloguing: Risk Assessment</p> <p>RA is very object specific, sometimes location specific as well. It is important to have this assessment for the tangible object: there are limited resources in CH, so</p> <ol style="list-style-type: none"> (1) What to prioritise? (2) When to take action? <p>Questions are very complex and solved by some criteria. ZAS plans regular structured meetings, VJC ask experts along but no high ambitions. What IKONOS aims to produce is a concise document that is useful in the field. It was agreed that in order to split tasks, these would be organised area by area – 10/12 little areas always material-based. It's best to motivate discussion through case studies presented to the conservators and then establish priorities on these case studies, which will depend on evidence of degradation depending on what the artefact is and the material it's made of, action is taken as follows:-</p> <ol style="list-style-type: none"> 1) Immediate/preferably within 1 week 2) very soon – preferably within 3 weeks or 1 month – 3) soon – within 2 to 6 months 4) can wait. <p>The intrinsic composition of the object together with all the extrinsic conditions encircling the artefact must be taken into account.</p> <p>An expert from each partner institution shall write out the process for an artefact he knows very well and experts in other fields will compare/amend/include criteria. Other contributing factors might be values and cultural/historical significance of artefact but for the time being, only correlation between risk and conservation factors are taken into account as to make it a decision-making tool.</p>	<p>ZS to write a model document with guidelines on how to approach this subject in the most practical way. This can be added on in the future.</p>	<p>07/02/05</p>
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143	Detailed Discussion of the Calendar of Events and Programme of Activities 2005 Having previously agreed on the outline programme, the Committee proceeded to check on Task-by-Task allocation S.P 2.6, 2.7 and 2.8, which are computer based. GEANT is an ICT task and IKONOS partners can benefit from the connection via satellite, if their universities are not already on the GEANT system. Re – Courses: The partners hosting the courses were encouraged to choose any of their staff to act as co-tutors Per diem allowance to the students is relatively very low – JAC will try to discuss this with EU Commission. All those hosting courses will be sent a circular on the preparations required. Should extension for IKONOS be accepted, an idea for an activity in Tunisia would be more than welcome. Should the Algerian partners decide that they want to host a course this is possible however the latter has to be discussed with both the Algerian partners. In principle, Museum of Setif had accepted to host course verbally.	All partners to advise names of co-tutors	15/02/05
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Meeting was adjourned for the 4th of May 2005 at Thessaloniki. Greece.