

Notes on the First Meeting of the ARENA Project Partners.

Held at the Atlantis Hotel, Heraklion, Crete.

2nd April 2002.

Action Points For the ARENA Partners:

- 02/001 To meet again on 3rd & 4th June in Copenhagen. Hosted by National Agency for Cultural Heritage.
- 02/002 To decide on a theme for a workshop at EAA. Decision is required by end of April so that full submission can be made to EAA organisers. ADS has two suggestions; one is to invite other EC-funded projects with a digital emphasis to give presentations on their projects (e.g. AREA, Planarch, The Open University/Helsinki/Discovery Programme project, ERPANET, ArchTerra). The other is to present a workshop focussing on one of ARENAs broad themes such as preservation or access.
- 02/003 ARENA meetings to keep copyright issues as an agenda item so that we can collate our different experience and approaches.
- 02/004 Partners to have a clear idea of which archives they wish to contribute by June meeting. This will form an agenda item.
- 02/005 To be prepared to discuss in more depth the ARENA approach to its map-based interface at the June meeting. This will form an agenda item. This discussion will include setting a scale for the map base (on technical, economic and political grounds).
- 02/006 At the June meeting to have presentations on some of the technologies e.g. Z39.50, OAI, XML etc.
- 02/007 From the June meeting each partner to consider the level of its interoperability i.e. Z39.50 target, or OAI target?
- 02/008 Give thought to practicality of mapping each partners time periods (e.g. Bronze Age, Roman period) to a numeric date range. This will form an agenda item in June.
- 02/009 Themes for the portal needs to be discussed. Will we set chronological limits or territory limits? This will form an agenda item in June.

Action Points for ADS as lead partner:

- 02/010 A logo to be designed. Work is in hand at through ADS.
- 02/011 ADS to send other partners example of work using Dublin Core for SMR.
- 02/012 Jon (ADS) will email Jon (Museum Project) to discuss a draft XML schema, possibly mapping Dublin Core onto an XML schema.
- 02/013 Jon (ADS) to organise partners to give a short talks about some of the technologies e.g. Z39.50, OIA, XML, and terms such as DTDs to bring us all up to speed.
- 02/014 Jon (ADS) to distribute soft copy of Culture 2000 logo

List of other Key Points:

- 02/015 We do need to confront the language issue to attain interoperability.
- 02/016 All of the partners have responsibility for, or access to, SMRs.
- 02/017 Partners aims all appear to be in agreement.
- 02/018 Good financial reporting required at year ends to ensure next funding payments.
- 02/019 At least three meetings per year.
- 02/020 Conference workshops will be based around particular issues.
- 02/021 We need to 'spread the word' on ARENA issues (interoperability, preservation, access) at home and internationally.
- 02/022 Coordinate international papers on ARENA issues through Jon Kenny, and report ones given in home country
- 02/023 An ARENA logo is coming soon.
- 02/024 Dublin Core is a useful starting point for standards.
- 02/025 Partners have access to a variety of data sets but no overall theme has been decided. This can be developed from the data sets that partners wish to make available.

- 02/026 Rights to the use of data is a key issue to be discussed further.
- 02/027 The scale to be employed in mapping sites is a key issue to be discussed further.
- 02/028 A decision is required as to the use of technologies for the portal. Some internal training (taking place within our meetings) may be required to bring partners up to date on the technologies concerned.
- 02/029 Common categories for time period and site types will be required.

Persons Present:

Julian Richards (ADS, University of York, UK), Jon Kenny (ARENA Project Officer, ADS, University of York, UK), Tony Austin (ADS, University of York, UK), Andrzej Prinke (Poznan Archaeological Museum, Poland), Orri Vesteinsson (FSI, Institute of Archaeology, Iceland), Henrik Jarl Hansen (National Agency for Cultural Heritage, Denmark), Claus Dam (National Agency for Cultural Heritage, Denmark), Eske Wohlfahrt (National Agency for Cultural Heritage, Denmark), Irina Oberlander-Tarnoveanu (cIMeC, Institute for Cultural Memory, Romania), Corina Bors (cIMeC, Institute for Cultural Memory, Romania), Jon Holmen (The Museum Project, University of Oslo, Norway), Øyvind Eide (The Museum Project, University of Oslo, Norway).

Notes on the Meeting:

1. Introducing Ourselves.

The first part of the meeting allowed each partner organisation to describe its role and to outline what they hope to gain from ARENA.

02/030 Archaeology Data Service, University of York, UK (<http://ads.ahds.ac.uk/>). ADS has 8 staff, with core funding from JISC/AHRB; it is part of AHDS. ADS aims to preserve and catalogue digital data allowing reuse in research and education. It offers advice to creators of archaeological data, especially those applying for funding. A function of this advisory role is the publication of standards documents and the running of workshops to encourage data preservation and reuse.

ADS works with a variety of types of data. It acts as a shop window for heritage agencies presenting their data sets, containing over 400,000 records. It also presents more detailed excavation data from university and commercial excavations. Electronic versions of excavation publications are also presented. Breaking down the boundaries between publication and data is a particular area of interest.

The latest ADS project, HEIRPORT, seeks to present an interoperable catalogue by using Z39.50 technology. HEIRPORT uses Z technology to provide an interoperable portal combining data sets from four agencies ADS, Scottish Cultural Resource Access Network (SCRAN), Portable Antiquities Scheme of the British Museum (PAS) and the Royal Commission on the Ancient and Historic Monuments of Scotland (RCAHMS). The project also uses XML markup to 'harvest' data. These techniques may be helpful for the creation of the ARENA portal.

ADS aims within ARENA: Hope to develop more content attracting more archives. Also hope to continue technical developments, particularly to develop experience in XML tagging of archives. Seek to develop interoperability across archives and national boundaries; this will involve work on top-level thesauri. Lastly hope to learn through shared experience to develop access to Europe's past.

02/031 National Agency for Cultural Heritage, Denmark (<http://www.kuas.dk/>): This is a new agency that will comprise three offices; the first deals with listed buildings and scheduled monuments, the second with state antiquities and the last with national data bases of heritage and art. As a part of the office for documentation there is a need to develop interoperability within the new agency. Thus ARENA comes at an opportune moment.

The new agency will have responsibility for a number of digital databases; The Art Index for Denmark, the Virtual Art Museum, Danish Museums Online, Local Museums service called Archives and Artefacts and a large archaeological data base (DKC online). Professionals in archaeology and planning mostly use DKC on line; it uses clickable map based searching that can match maps to Aerial Photographs.

National Agency for Cultural Heritage aims within ARENA: Share ADS aims also interested in integrating variety of databases, possibly at Internet level.

02/032 The Museums Project, University of Oslo, Norway (<http://www.muspro.uio.no/>): The project works with cultural and natural history collections at four universities (Oslo, Bergen, Tromsø and Trondheim) plus the Stevanger archaeological museum. Project began as a set of electronic registers for research and public use in ethnographic data, culture, fine art and archaeology. This role has brought preservation of digital data to the fore.

Archaeological material in the form of texts from museum catalogues has been tagged using HTML allowing searchers to view actual text instead of an extract. A lot of reference material has also been scanned and related to the catalogue. A topographic archive is also being built up using documents regarding sites and finds on a farm-by-farm basis. The same is being done with recent excavation data. Image bases are also being built up which include archaeological excavation images. Map based work includes a sites and monuments database. Which can introduce GIS data direct into the database.

Museums project aims within ARENA: A new Meta database has been begun to connect the various projects. Because the project is good at GIS they would like to use this to link the databases as a browser system. Would also like to make a start on language issue, as this is essential to interoperability. Can also bring experience with copyright issues working at the local scale.

02/033 Poznan Archaeological Museum, Poland (<http://www.muzarp.poznan.pl/>): For historical reasons archaeology in Poland has a high political profile. Poznan Archaeological Museum has two major exhibitions of local prehistory and Egyptian material. The museum holds a great many documents on archaeological excavations in Polish and German, many of which have not been processed.

The museum also has a publications role; producing a year book and sets of monographs. On a research level there is currently a development boom in Poland that is generating a great deal of research activity and excavation.

In terms of digital activity the museum has just cooperated in ArchTerra, building up a web site and small Internet database. The museum produces software for archaeologists, SMR records, museum systems, GIS data and documentation for particular sites. The museum also publishes rare or important documents and legislation.

02/034 FSI, Institute of Archaeology, Iceland (<http://www.instarch.is/english.htm>): Is a non-governmental research organisation founded in 1995. FSI operates on research grants and some contract work. This activity generally takes the form of surveys. There are however, some large scale excavation projects run by the Institute.

FSI has responsibility for a number of databases. ISLEIF is the Icelandic SMR (very good collection of images). GREFFILL is a database of excavations. KUML is a database of pre-Christian burials. BIBLIA is a bibliography for Iceland and the North Atlantic.

FSI aims within ARENA: FSI has taken lead in an IT project aiming to place this data on the Internet for use at various levels, Academics, Education, Planning and recreation. The databases are very simple and currently have no web outlet so the ARENA project may be able to help here.

02/035 cIMeC, Institute for Cultural Memory, Romania (<http://www.archweb.cimec.ro/>): cIMeC is 25 years old as a project. Set up to digitally record cultural heritage. Now includes Artefacts, archaeology, monuments, history of theatre and musical performance. Data bases all use Access. CIMEC has 32 staff and partners in museums around Romania. They work with a networked system and a large web site which has 12 online databases containing text and images. Archaeology is a strong thread in their activity and on the website.

CIMEC aims within ARENA: Hope to use a large archaeological archive at Institute of Archaeology in Bucharest. They have a large paper archive of sites and discoveries covering long time span that have never been published. Indexing work is required as is scanning of original text. There is also a historical archaeological archive, the inventories of the National Museum of Antiquities that requires

rescue work from its fragile paper state. Also includes plans and maps. This data is particularly strong on the Roman period and their interaction with the Sythians and Dacians.

Another possibility is the current rescue excavations of Roman gold fields. They have a great deal of documentation and images that are to be produced on a CD Rom.

In particular cIMeC are interested in the application of cross border web based searching for the public and academic sectors.

2. Financial Reporting

Jon Kenny led a discussion of the financial reporting process:

02/036 As part of the Culture 2000 funding ADS as lead partner in ARENA has to make financial reports to the EC. These reports are due annually. The financial years run as follows:

- 1st December 2001 to 30th November 2002
- 1st December 2002 to 30th November 2003
- 1st December 2003 to 30th November 2004

02/037 The funding for the first 6 months has been sent to ADS and the partner's shares should be distributed soon (so long as we have your bank details). We receive six months funding 'upfront' from Culture 2000 and subsequently we receive two payments of one year on the submission of our interim accounts and report followed by the last six months money on the submission of the final report. This means that you should receive four payments:

1. 6 months payment arriving soon.
2. 12 months payment arriving around December 2002 (after we submit our interim report).
3. 12 months payment arriving around December 2003 (after we submit our interim report).
4. 6 months payment arriving at end of project around December 2004.

02/038 The funding payments rely on ADS submitting properly completed financial reporting forms at the end of each financial year. The EC has only given us two weeks to prepare accounts for submission; this means that we must keep good records of our spending as we go along. Because we only have a two week time allowance to prepare accounts we propose to end our years in 2002 and 2003 a month early to give us six weeks to prepare accounts. This means that the partners will need to provide lists of their spending to ADS immediately after the following dates: **31st October 2002, 31st October 2003, 30th November 2004**. Jon Kenny will be responsible for compiling the EC financial report so he will start chasing you up for this as these dates approach.

02/039 Jon Kenny will email everyone with forms for each partner so that they can enter spending under the appropriate categories. This should allow each partner to keep an up to date record of their spending. The following Categories have been used, they are taken direct from the EC financial reporting form that ADS will have to complete:

- **Overheads:** These are the overheads charged to the project by your host organisation.
- **Staff (Assistance Functions):** These are the wages of members of staff employed on the ARENA project. This should be entered onto the form on a monthly so that you keep track of this figure.
- **Consumables:** These are items such as stationary.
- **Telephone / Postage:** Phone and postage costs incurred by ARENA work.
- **Equipment:** Larger items of equipment purchased for use on the ARENA project.
- **Travel:** Your fares getting staff to ARENA meetings.
- **Travel Subsistence:** Hotel costs etc.

02/040 In Kind Payments: Partners will notice that there is an in-kind contribution to the form. This allows us to break down how much of the cost will come from the EC grant and how much will be contributed by partner organisations in kind. EC-funding can only be released on the basis of documentation of the in-kind contribution **Partners will need to keep receipts for all purchases and be able to satisfy an auditor of the validity of your payments to staff and of overheads.** You do not

need to send us invoices etc, just the completed forms. But you will need to keep a 'paper trail' to satisfy an auditor for your own records.

3. Project Objectives and Activities.

The partners discussed the four objectives and activities set out in the project application.

Organisation of initiatives for exchange of experience and the further training of professionals.

- 02/041 Meetings of the ARENA partners will begin to achieve this by sharing experience through meetings and conference workshops. There will be at least 3 full meetings a year; at CAA and EAA plus a separate winter meeting. The next meeting will be this summer to give the project momentum. Meeting to be at **Copenhagen on 3rd & 4th June.**
- 02/042 Workshops will be designed around particular issues. Suggestions will be made based on this meeting regarding the topic for the EAA workshop in September.
- 02/043 Experience and training will also be disseminated by documents on partner web sites and the ARENA web site. The partners in their home nations will discuss issues such as data preservation and access and international papers will also be produced. Any international papers that partners give on ARENA issues should be brought to the attention of Jon Kenny so that we can coordinate ourselves.
- 02/044 Partners may also use press releases and leaflets to bring issues to a broader audience.
- 02/045 A logo is already in preparation and will be distributed for publicity purposes etc. The EC Culture 2000 logo must also be used on all publicity JK to distribute softcopy.
- 02/046 The partners felt that it was too early to confirm metadata protocols but will probably follow a variation on Dublin Core adapted to ARENA needs.
- 02/047 Guides to good practice. ADS have produced some of these that can be adapted to particular needs. The Danish partners have already based their versions on ADS adapted and updated for local circumstances.

Promoting Elements of the Heritage Concerned.

- 02/048 This is a key activity for ARENA as it will provide content for the portal to access. Accessioning of data will be carried out where necessary documenting data and making available on line promoting scholarly and public access.
- 02/049 Identification of these archives needs to begin immediately. We may wish to combine some SMR type records (to guarantee a number of hits per organisation) plus selected major projects.
- 02/050 National Agency for Cultural Heritage, Denmark: has a major SMR archive plus a number of specific excavation and artefact archives available.
- 02/051 The Museum Project, Norway: has a combination of SMR, artefact, site summaries and images plus specific detailed site records such as the Kaupang or Bergen projects.
- 02/052 The Poznan Archaeological Museum, Poland: has a number of new projects available and has access to SMR records. There may be specific sites from the recent pipeline project, including a major cemetery.
- 02/053 FSI Institute of Archaeology, Iceland: has access to SMR data and current site archives. May also use pre Christian burials database.
- 02/054 CIMeC, Institute for Cultural Memory: are still undecided. They have ongoing excavation projects and extensive historic archive material. They also have lots of images plans and maps that may help to simplify language issues. Also have access to SMR data.
- 02/055 ADS, University of York, UK: have access to SMR type data. Have made a call for archives and offered a grant to make available on Internet. (So far some possibilities are Sutton Hoo, Mucking, Danebury or Fishbourne). Also have some specific excavation databases already available that could be used as test data e.g. Eynsham Abbey, Cottam, Royal Opera House
- 02/056 ARENA partners should have a clear idea of which archives they wish to contribute for the June meeting. Remember the combined archive is timetabled for release at CAA 2003!
- 02/057 The issue of rights to data was raised at this point. It is clear that there are a variety of national approaches to copyright and consequently we all have different ways of dealing with this. The topic will continue to be raised as an agenda item at ARENA meetings.
- 02/058 The nature of files in the archive was discussed. Should we just access pdf files or get down into raw data. General feeling was that we should aim for depth to improve interoperability.

The Adaptive and Innovative use of new Technologies, to the Benefit of Participants, users and the General Public.

02/059 Map based technologies (including GIS) are ideal for boundary less searching. The June agenda will include discussion of how we may use maps. How much detail will we go down to? This raises the issue of scale, too detailed allows sites to be located by metal detectorists (has been a problem in Romania and Poland in particular). The issue appears to be a matter of balance between freedom of information and protection of certain sites. General feeling was that we should not restrict data but that local levels of scale may be set high to provide some security.

Organising Research Projects, Projects to Raise the Public's Awareness and to Teach and Disseminate Knowledge.

- 02/060 This activity continued the discussion of technologies to be used on the ARENA portal.
- 02/061 At the June meeting we must be ready to discuss which technologies to use and at what levels.
- 02/063 There are possible solutions in Z39.50, XML and/or OAI. Most of the partners are open on this issue. The Museum Project see Z39.50 as a viable alternative as might be the work of CIDOC CRM project. Also suggest that a DTD is required to arrange metadata.
- 02/062 The technologies are already to use, but which one? ADS have experience with Z39.50 on HEIRPORT but suggest that OAI might be adequate for data harvesting into a central database.
- 02/063 All partners have control of their own web servers.
- 02/064 ARENA will need to map to a standard. ADS use Dublin Core for SMR data, this standard has been signed up to by a number of European governments. This still raises the issue of terminology variations between nations. Decided that ADS send other partners example of work using Dublin Core for SMR.
- 02/065 At site archive levels Dublin Core standards will not be sufficient. An XML schema might be used here, The Museum Project's experience may be of help here.
- 02/066 From June onwards the process of XML tagging up of archives will need to get under way. To prepare for this Jon (ADS) will email partners to ask for volunteers to draft an XML schema, possibly mapping Dublin Core onto an XML schema.
- 02/067 At the June meeting one of the partners should out line exactly what we mean by DTD. From June onwards ARENA can then workup a set of exemplars for a DTD.

Other Issues:

- 02/068 A list of categories that can be searched is going to be required. This raises the question of language. Perhaps we can make a start by considering mapping our different periods (e.g. Bronze Age, Roman period) to a numeric date range.
- 02/069 A theme for the portal needs to be decided. Will we set chronological limits or territory limits?
- 02/070 If we are all including SMR data we will generate a lot of dots on our maps. Do we need to have an agreed set of site types to split up the dots?