

Notes on the Fourth Meeting of the ARENA Project Partners.

Held at the Poznań Archaeological Museum, Poland.

21st February 2003

Action Points for the ARENA Partners

- ADS to develop a mock up of the next level of the SMR / Index type data search system for the next meeting on 7th April.
- ADS to continue developing the SMR / Index type data search system for final launch at CAA 2004 in Florence. Investigating the use a boxes below the density map giving absolute record numbers and 'mouse over' for providing advice on periods in each country.
- ADS to develop / coordinate interoperable searching and access at all ARENA partners using Z39.50 and OAI.
- To send to Jon Kenny either of the following that has not already been completed as soon as possible. **Translation of the 18 Core Search Themes, Coordinates and periods for the Density Map.** If you are having problems please let Jon Kenny know.
- **1st August: Mapping Thesauri onto ARENA Core Search Themes:** The monument and site types from partners thesauri of terms must be mapped onto the above 18 Core Search Themes. This task has already been completed by some of the partners.
- **Mapping Databases onto Dublin Core:** Partners will receive an example of the way that the ADS database maps onto Dublin Core. This will be distributed at the CAA Vienna meeting if not before. Partners to use this example to do their own mapping that should be sent to Jon Kenny by **1st August.**
- **3rd March:** Partners to send Jon Kenny short abstracts for their contributions to the ARENA workshop in Vienna and the name of the speaker or speakers.
- **3rd March:** Partners to send three or four images relating to their ARENA archives for Jon Kenny to use in the poster and publicity leaflet.
- **14th March:** Partners send text describing their individual ARENA archives in English to Jon Kenny.
- **14th March:** Partners will have received ADS sets of Terms and Conditions by this date.
- **17th March:** Partners to receive the set of descriptions of ARENA archives collated by Jon Kenny, to translate into their own language and return to Jon Kenny by 28th March.
- **28th March:** Partners to return translations of descriptions of ARENA archives and terms and conditions by this date.
- **28th March:** Partners to ensure that they supply a project URL for each archive they are making available. This will give access to in some cases finished archives but will provide at least part of the archive and will allow ADS to make it available online for CAA Vienna.
- **EAA St Petersburg:** Partners should begin making plans registration, hotel and travel plans now as Visas are required and travel may be particularly expensive.

Action Points for Jon Kenny

- To coordinate the supply of material to the ADS to carry out the development listed above.
- Jon Kenny to inform partners on the payment of the next portion of money from the EC to York.
- Jon Kenny to organise the timetable for launching the ARENA archives at CAA Vienna (see dates in partners actions above)
- Jon Kenny to circulate ADS terms and conditions by 14th March. Partners to translate and return by 28th March.
- To prepare a proposal for the implementation of Layered Metadata Indexing for the ARENA archives for the Vienna meeting.
- To continue organisational duties for the ARENA presence at CAA Vienna in the form of workshop, conference paper, poster session and publicity flier.
- To continue organisational duties for the ARENA presence at EAA St Petersburg and the next meeting of the ARENA partners at that conference.
- To write to Mr Mastrominas to clarify the position regarding ROB joining the ARENA network.

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), Oscar Aldred (FSI, Institute of Archaeology, Iceland), Henrik Jarl Hansen (National Agency for Cultural Heritage, Denmark), Claus Dam (National Agency for Cultural Heritage, Denmark), Irina Oberlander-Tarnoveanu (cIMeC, Institute for Cultural Memory, Romania), Corina Bors (cIMeC, Institute for Cultural Memory, Romania), Øyvind Eide (The Museum Project, University of Oslo, Norway), Gitte Hoy-Petersen (The Museum Project, University of Oslo, Norway).

Guests also attended the meeting from the Poznań Archaeological Museum and the Adam Mickiewicz University in Poznań.

Notes on the Meeting:

03/003 Welcome: The curator of the Poznań Archaeological Museum, Mrs Eliza Naumowicz-Śmigieliska welcomed the members and guests of the ARENA project.

1. Minutes of the Previous Meeting

03/002 The minutes of the previous meeting were accepted as a true account.

2. Matters Arising

03/003 There were no matters arising.

3. ARENA First Year Interim Report

03/004 The partners accepted the ARENA first year interim report. The report was sent to the European Commission on 12th December 2002. We have not had official confirmation that its content is acceptable but it appears that it is because Mr Mastrominas has discussed the release of funds with Jon Kenny by email. The report has been made publicly available on the ARENA website at http://ads.ahds.ac.uk/arena/arena_intrim_report1.doc.

Action Required: Jon Kenny to inform partners on the payment of the next portion of money from the EC to York.

4. ARENA Online Archives: Progress and Problems.

03/005 The Archives

Each partner was able to present archives that will be made available online through the ARENA portal. The work that has gone into these archives has been considerable and the preservation issues encountered by each partner will form part of the ARENA workshop at CAA Vienna.

The archives that will be launched at CAA Vienna are set out below. Each archive will have an individual url, the content will vary from a complete archive to a partial archive that will grow in subsequent months as work continues.

To create the common front page in six languages a paragraph on each archive is required. This needs to be in English in the first instance (to reach Jon Kenny by 14th March). The six English versions will then be distributed to the partners to be translated into local languages (Jon Kenny to circulate on 17th March). The translations will need to be returned to Jon Kenny by 28th March if they are to be used in the launch of the ARENA archives.

CIMeC, Romania

CIMeC described four archives that they wish to make available as ARENA online archives. A sample of records from the key Archaeological Repository of Romania will be ready to go online at CAA Vienna.

- **The Historic Archive of the Institute of Archaeology, Romania.** This is a historic paper archive containing records; drawings, survey reports, photos, finds and collections inventories from the 19th and early 20th centuries. The index has been placed in a database that also connects to scanned images of the documents and drawings. A sample of sites drawn from this archive will be ready to go online by CAA Vienna. This will cover approximately 200 sites. To avoid an imbalance between many archives and the single excavation archives it was agreed that the sites would be grouped together as a collection, possibly entitled the **Lower Danube Collection**.
- **Archaeological Excavation Reports Database (1999 – 2002).** Reports on excavations that have taken place over the last 3 years. This contains Word and database documents and has been entered into a database with over 1,800 records searchable under location, working team, period or site type. A photographic and drawing archive is being added.
- **Archaeological Excavation Reports Database (1982 – 1999).** The Index of the annual excavation reports archive is being indexed to include earlier years.
- A specific excavation archive from a site at Rosia Montaná is also being prepared including databases and possibly a GIS interface and connection to museum archives.

Archaeology Data Service, UK.

ADS will make three excavation archives available, Danebury, Tarraconensis and Cottam. Tarraconensis and Cottam are now ready to go online as resources. Cottam shows the basic model of archive delivery used by the ADS, this is a basic overview of the site including bibliographic references and a download centre allowing the site archive to be downloaded by users. The Tarrconensis archive is presented in a similar manner but includes enhancements that allow the user to explore much of the data online before deciding what would be useful to download. These enhancements were made necessary by the available maps that had to be scanned as the digital versions were no longer accessible.

Institute of Archaeology, Iceland.

The FIS will make available a single excavation site of considerable importance and size, Hofstadir. An online 'front end' has been developed offering a selection of downloads. The range of downloads available will expand as work progresses. There are some very large files, especially CAD, Databases and Geophysics that may not be suitable for online down loads but may ultimately be available on request. Oscar estimates that about 20mb of downloadable archives will ultimately be available.

Oscar raised two questions. The possibility of tagging headings etc, and the separation of images from other parts of the archive both of which will be covered by the layered metadata discussion at Vienna.

The Museums Project, Norway.

The Museums Project will make available data relating to a particular landscape. This approach reflects the nature of the data held by the project. The landscape is represented by data from two farms at Egge that sit at the head of a fiord. There is a history of archaeological interventions in the area since 1815, the archive will contain a short presentation on the Egge landscape, images, archaeological interpretation drawn from documents, maps and overlays, scanned images, a topographic archive and a number of documents.

The presentation may also develop a time line, thematic points drawn from the archaeological interpretations and possibly a 3D flyover model.

The Museums Project sees this as an area that will then develop taking in other landscapes, either deepening the focus or covering a lot more locations.

The Danish National Agency for Cultural Heritage.

The agency has used this ARENA activity to develop digital archives available for download and with a web interface; this has been titled the Digitale Udgravnings Arkiver (DUA). Three archives will be made available; Vorbasse, Dankirke and Hjelm. These were not recorded digitally from the start and other parts are in old formats, despite these problems they have been preserved. A map interface allows access to the three sites. Each site is described and the documentary material is being digitised for use.

The Vorbasse archive is huge and the Viking period archives will be made available through ARENA. This will include excavation plans, images, soil maps and old maps, raw data will also be used to make digital models. Artefacts databases will also become available.

Dankirke has the most detailed publications at present but Helme is only semi-published.

A basic version should be ready for CAA Vienna. User trials will be carried out in the summer.

The navigation and look of the Danish archive differs in many ways from the ADS and FSI contributions. The basic service of downloadable files is clear however, and any differences in style were seen to be a strength.

The Poznań Archaeological Museum, Poland.

The Poznań Archaeological Museum contribution will be in the digital presentation of a recently published cemetery site at Kowalewko some 30km north of Poznań. The site consists of about 300 graves from the Got migration period in the 1st to 3rd century BC. The archive will be based on the published volume itself in the form of .pdf and image files. Databases may be made available as downloadable resources.

A second archive will also be made available; this is a photo archive, digitised during activity related to the AREA project. The archive consists of images taken during the Biskupin excavations in the 1930s, representing a unique record of an internationally renowned excavation.

Action Required: Jon Kenny to organise the timetable for launching the ARENA archives at CAA Vienna shown at the head of this document. Partners to ensure that there is at the very least a project URL for each archive they are making available. This will give brief details of the archive. It appears that most partners will be in a position to offer more than this by the time of the launch in Vienna.

03/006 Terms and Conditions.

It was decided that a terms and conditions of use page like that used on the ADS site would be necessary. A single version to cover all, translated into six languages, was decided to be best. As the

ADS already has a set it was decided that these would be circulated, and if acceptable would be translated and returned to Jon Kenny by 14th March.

Action Required: Jon Kenny to circulate ADS terms and conditions by 14th March. Partners to translate and return by 28th March.

5. Layered Metadata Indexing.

03/007 This approach to the indexing of archives will be discussed further at the next meeting in Vienna.

Action Required: Jon Kenny to discuss at the next meeting.

6. ARENA SMR Level Records: Progress and Problems.

03/008 Some problems had been encountered sending periods data to Jon by email. He will ensure that he replies to all such mails to ensure that a receipt of material is confirmed.

There are some problems for the Romanian partners in obtaining coordinates from certain regions. This is proving a time consuming matter that they will have to continue working on. Corina and Irina will keep us up to date on progress as it is made.

Andrzej will extract data from AZP and send to Jon.

7. ARENA SMR Level Records: Search Interface.

03/009 The searchable SMR level index records part of the ARENA portal is due to go online at the CAA conference in Florence in 2004. The top-level density map was demonstrated at the meeting where there was still some concern at the usefulness of this map. The principle of keeping it was agreed however, with the recommendation that ADS investigate providing a box showing absolute values for each partner. The top-level with underlying maps and period / theme searches will be mocked up for the meeting in Vienna.

The possibility of using a 'mouse-over' rather than a drop down help screen was raised. This seemed particularly helpful with the varied dates for period. Once a period has been selected a 'mouse over' screen could appear as the cursor moves around countries on the map, giving the absolute dates for the particular period selected and other useful hints like some of the sub period names (Viking being part of Iron Age in Denmark and Early Medieval in the UK for example). It was agreed that ADS would investigate the use of 'mouse overs' in the search interface development.

03/010 To be interoperable and make data / metadata available through Z39.50 or OAI the fields in each partner's database will have to map onto the Dublin Core. Tony agreed to circulate an example showing how the ADS database maps onto Dublin Core so that the others can complete the same mapping and send to Jon.

Action Required on SMR Level Records: ADS to mock up the next layer to the search system for Vienna meeting, ADS will also look into including a box indicating absolute numbers of records. Partners who have not supplied coordinates and period mapped to the ARENA Core Periods will do so in the near future. If there are particular problems partners to keep Jon Kenny informed. ADS to send out an example of ADS mapping local database to Dublin Core for interoperability. Partners to carry out similar mapping if they have not already done so. Those who have not already done so will need to map their local monuments and site types onto the Thematic terms that have now been translated into six languages.

8. Z39.50 and OAI Interoperability.

03/011 Issues of mapping databases to Dublin Core have already been dealt with in section 7 above. The ARENA Technical Specification Questionnaires had been distributed by Tony, most had been returned, the others were promised soon. Those who rely on sub-contractors have had some difficulty completing forms but were confident that they could comply. It was reiterated that Denmark, Norway and UK would use Z39.50 and Romania, Poland and Iceland will use OAI. This is an innovative approach to interoperability and will put the ARENA at the forefront of combining such technologies.

Action Required: Those who have not done so to complete and return the questionnaire. Tony to analyse the responses and to discuss appropriate strategy for interoperability.

9. CAA Vienna: Workshop, Paper and Poster.

03/012 Jon Kenny reported on the strong presence that ARENA will have at CAA stemming from the workshop that will feed into the paper. Each partner will give a contribution to the workshop discussing the preservation issues encountered in preparing their data.

Dr William Kilbride will give the paper under the Cultural Heritage Management topic. The paper is entitled '**Preserving Digital Data: The School Report!**' This paper will assess the progress made in the preservation of digital archaeological data and will draw on the experiences of the ARENA project raised at the workshop.

The poster session is also under the Cultural Heritage Management topic and is entitled **ARENA Archaeological Records of Europe: Networked Access** The poster session will introduce the ARENA project outlining its objectives and publicising its work so far. It will also launch the very basic level of online archives through the posters and a specially produced leaflet.

Action Required: Jon Kenny to continue with organisational duties. Partners to select a speaker to discuss their archives in preservation terms and send a short abstract to Jon.

10. EAA St Petersburg: Roundtable.

03/013 The roundtables are likely to be on the 10th September, the day after the ARENA partners meeting. It was decided that the roundtable would be a hands on session demonstrating the Potential of Archives Online: A Users Perspective. The idea behind the session will be to show 'how to do it' and may benefit students and researchers equally.

Action Required: Jon Kenny to register an abstract with the conference organisers. Partners should begin making registration; hotel and travel plans now as Visas are required and travel may be particularly expensive.

11. Next Meetings:

03/014 The next meeting of the ARENA partners takes place on Monday 7th April 2003. We have a room booked at the city hall in the Viennese Department for Cultural Affairs.

A provisional booking has also been made with the co-ordinator of the EAA congress at St Petersburg for Tuesday 9th September 2003.

Action Required: Jon Kenny to ensure that partners have details of the location of the meeting room at Vienna and to continue with booking meeting facilities at St Petersburg.

12. Any Other Business.

Two issues were raised by Julian Richards under any other business:

03/015 Julian Richards reported the interest expressed by the Rijksdienst Oudheidkundig Bodemonderzoek (ROB) the National Service for Archaeological Heritage in the Netherlands in joining the ARENA network. It is recognised the ROB could not benefit from the EU funding or participate in the financing of the ARENA project, but they could become a full member of the network at their own expense. This would allow ROB to participate in meetings of the ARENA project and to make data available through the ARENA portal. The participation of ROB is currently reliant on their ability to obtain funds internally to cover attendance at meetings and workshops and to carry out the required technical work for interoperability.

It was agreed that ROB would be a welcome addition the network and that this would serve as a demonstration of the potential of the ARENA project as an extensible network. It was also noted that other organisations have also expressed an interest in becoming non-participating members who receive notification of the activity of the ARENA project, most notably the department of Archaeology at the National Board of Antiquities in Finland.

Action Required: To inform ROB of the ARENA partner's decision and Jon Kenny to contact Mr Mastrominas to obtain the agreement of Brussels.

03/016 Julian Richards also brought to the partner's attention a developing partnership interested in making archaeological reference collections available through the Internet. This project is being coordinated by ROB but will have much in common with ARENA, in many ways representing the extensible nature of the ARENA network. Partners attention was drawn to the workshop being run by Guus Lange from ROB at CAA Vienna introducing the project that will aim for Culture 2000 funding in the last set of bids due in September / October 2003 for a 2004 start.

Visit: Prof. Tomasz Goslar entertained the ARENA partners to a visit to the newly opened Poznań AMS Radiocarbon Laboratory.