

Notes on the Ninth Meeting of the ARENA Project Partners.

Held at Room 109, the First Floor.

*Institut d'Administration des Entreprises de l'Université Jean Moulin in Lyon, 6 cours Albert
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8th September 2004

Action Points for the ARENA Partners:

- To complete and return the translations spreadsheet circulated by JK before 14th October.
- Partners to send sites that they would like adding to the intermediate level of the map search, including coordinates.
- To carry out an evaluation exercise during October. The results of which are to be sent to Jon by the end of October.
- Irina to discuss interoperability options with Tony and Julian.
- Oscar and Claus to populate layered metadata forms by end of October.
- Contributors to return first drafts of IA papers by 15th November.
- Contribute at least one paragraph on the benefits of ARENA and any publicity / papers given locally, nationally or internationally (outside ARENA at CAA & EAA) by the end of October.
- Return financial reporting spreadsheet by mid December.
- Those attending VAST conference to report to the ARENA partners on developments in the EPOCH network.

Action Points for Jon Kenny:

- To compile and circulate a spreadsheet of terms and phrases for translation by end of September.
- Update web site to include portal launch date and to publicise the launch when it happens.
- To arrange for the creation of a clickable map interface for the ARENA site archives.
- To arrange for new places or specific sites to be added to map search as requested by partners.
- To investigate using the search portal to calculate the number of hits on each target for What and When combinations.
- To arrange for alterations to density map to make Romanian sites show up.
- To update the users guidance and help page.
- To send out the methodology and questions to be used by the ADS for the evaluation exercise by the end of September.
- To arrange for Bornholm to be added to the map tiles.
- To circulate Layered Metadata themes & issues to Oscar & Claus by end September.
- Distribute Internet Archaeology style sheets and notes by end September.
- To act as editor for the first IA edition of 2005.
- To circulate financial reporting spreadsheet by end of October.

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), Katarzyna Bronk (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 Oberländer-Tarnoveanu (cIMeC, Institute for Cultural Memory, Romania), Jon Holmen (The Museum Project, University of Oslo, Norway), Øyvind Eide (The Museum Project, University of Oslo, Norway), Gitte Høy-Petersen (The Museum Project, University of Oslo, Norway).

Apologies:

None.

Notes on the Meeting:

57/04 Dr Julian Richards chairing the meeting noted that this was the last management meeting of the ARENA partners. The project has come a long way since the first meeting in Crete. We have achieved a lot to be proud of. This meeting will set out the final details required to finish the project.

1. Minutes of the Previous Meeting.

58/04 The notes on the previous meeting were accepted as a true reflection on the meeting.

2. Matters Arising.

59/04 Map for Iceland. This issue has been solved by using freeware GIS as the base map for the ARENA search interface.

60/04 Translations for the Search Interface. Following the construction of the new ARENA search interface there are a number of phrases and sentences that require translation. **Action:** Jon Kenny to compile a spreadsheet to be circulated to the partners before the end of September. Partners to return by 14th October.

61/04. Launch of the ARENA Portal. A soft launch of the portal has been made to the ARENA partners, this currently allows searches of data from UK, Norway and Denmark. A full launch will be made on 15th November 2004. Partners not connected discussed achieving this deadline later in the meeting. **Action:** Jon Kenny to advertise the launch date on the web site.

62/04. Clickable Map-route to the ARENA archives. This will be added before the closure of the project. **Action:** Jon Kenny to book technical time at ADS to include this.

63/04. New Map Search: Places held on the map search can be changed or added to. Oscar suggested that some of the FSI's important archaeological sites might be added. No more than 5 special archaeological sites to be added. **Action:** If any partner wishes to add or remove places from the map search they should send Jon a list of sites and coordinates in decimal long / lat. Jon to arrange for them to be added to the map search. Important archaeological sites will be displayed in a different colour.

64/04. New Map Search: The number of hits generated by What and When searches need to be added to the search interface. **Action:** Jon Kenny to investigate using the search portal to calculate these.

65/04. New Map Search: The difference in numbers of record between archives such as Denmark or UK and the Romanian data means that the density is not showing up for Romania. This can be resolved by boosting the haze for Romania by a factor of 10 so that it always shows up. **Action:** Jon Kenny to book time for ADS staff to make this alteration.

66/04. New Map Search: The guide should contain the wording "If you know where to go just make a small box". **Action:** Jon Kenny to add wording to the users guide notes.

66/04. Evaluation was not carried out prior to this meeting, as the portal was not released. This will need to be done for inclusion in the final report. **Action:** Jon Kenny to circulate the methodology and questions that the ADS will use by the end of September. Each partner can use a different approach or look at a different user group, but the ADS questions will act as a guide. The evaluations will take place during October, using the current portal version, the results will be sent to Jon by the end of October.

3. ARENA Portal: Search Interface Progress

Each partner reported on progress in achieving interoperability with the ARENA portal.

67/04. Iceland: Interoperability has been a long and arduous journey, made more difficult by having an external developer. The connection is now there but the FSI version of MYSQL needs upgrading to progress. This will be happening in the next few weeks and interoperability should follow.

68/04. Norway: Have had interoperable searching since early 2004. The data may be reconfigured to take searching down to farm level.

69/04. Denmark: With some assistance from Øyvind to complete the process Denmark are now interoperable through the ARENA portal. There are some corrections in coordinates to be made to prevent cross over with Norwegian data. The Island of Bornholm is missing from the detailed map, ADS to add it in. **Action:** ADS to add Bornholm.

70/04. Poland: Connection to a small sample had been made at Iceland meeting. A new translated data set has now been added to a new server including the 5,000 most important sites in the region. Keith at the ADS will assess the data that can now be harvested. Poland hopes to be interoperable by the end of October.

71/04. Romania: Have not yet solved harvesting. OAI has been installed following Tony's advice but there has been no contact from the technical team recently. **Action:** Irina to discuss with Tony and Julian two possible solutions, to push on with the OAI harvesting and to consider depositing the data set with the ADS as a CD.

4. Concluding the ARENA project.

72/04. The work required to complete the ARENA portal is outlined above.

73/04. Layered Metadata. Jon Kenny, Claus Dam and Oscar Aldred to populate a copy of the database with material from Cottam, Dankirke and Hofstadir so that the databases can then be cross-searched. To achieve this in the remaining two months the interpretive issues to be looked at will be limited. **Action:** Jon to circulate a set of themes and issues by the end of September. Jon (Cottam), Oscar (Hofstadir) and Claus (Dankirke) to have populated databases for cross searching by the end of October.

74/04. Publishing the ARENA EAA session: The online archaeology journal Internet Archaeology has agreed to run the ARENA papers as the first edition of 2005. **Action:** Jon Kenny will act as editor. Jon will circulate a set of style sheets and guides by the end of September. Contributors to supply first drafts by 15th November.

75/04. Final ARENA Report: Jon will author this during late October and November. **Action:** Each partner should contribute at least one paragraph on the benefits of ARENA and any publicity / papers given locally, nationally or internationally (outside ARENA at CAA & EAA) by the end of October.

76/04. Final ARENA accounts: Need to be submitted with the Report by mid December. The usual spreadsheet will be used to gather figures from the partners. **Action:** Jon Kenny to circulate spreadsheet at the end of October. Partners to return by mid December.

76/04. The ARENA LEGACY: The partners agreed to carry through the following actions to ensure that the ARENA project leaves a lasting legacy to European Archaeology and to the broader European Heritage and the people of Europe.

1. To keep the ARENA Archives available and at the same URL for a 5-year period, adding archives where appropriate.
2. To keep the ARENA Portal targets live and stable for a 5-year period. The ADS to keep the portal running.
3. To meet during CAA conferences to discuss issues for the partnership.
4. To encourage other organisations to add themselves to the ARENA portal. Jon Kenny and Tony Austin to create a document outlining how to go about making data available through the ARENA portal.
5. To carry out evaluation for the ARENA report identifying what we do well.
6. To consider creating an interactive discussion forum to allow members of the partnership to get advice and to discuss ideas from and with each other.

5. ARENA EAA Lyon Session, The European Digital Resource in Archaeology: Confronting the Preservation Issue and Opening up the Opportunities.

77/04. Jon Kenny outlined the session and explained that it was taking place in the room used for this meeting. As outlined above the session will be published in Internet Archaeology.

6. Date of Next Meeting

78/04. The next meeting of the ARENA partners will take place at CAA 2005 in Tomar, Portugal. Each partner will endeavour to bring one person to the meeting that will take place for a few hours during the conference. The following are issues that may be discussed:

- Reaction to Resources.
- User statistics.
- Low cost changes that can be made to the Portal or ARENA Web Resource.
- Funding opportunities.
- New ARENA members.
- New projects developing ARENA through thesauri, GIS and possibly mapping to CRM. Other possibilities are an improved system for searching and sorting within data from the portal and for downloading such data..

7. Any Other Business

79/04. FW6 Network of Excellence EPOCH. A number of ARENA partners are involved with the EPOCH NoE and Irina sits on the Management Board. Although it has the potential to act as a lobbying group for projects initiated by its members this is unlikely to happen soon. At present the NoE is so large that it still establishing its rules & regulations. The emphasis is on networking and not new research. The potential of EPOCH needs to be discussed again at CAA 2005. **Action:** The next EPOCH meeting takes place at the VAST conference in Brussels and Oudenaarde in December. Julian, Jon and Irina will report to the partners on developments.

80/04. Training Bursaries; will be made available through EPOCH but the application process is likely to be complex and heavily regulated. It is aimed at those who are young and recently qualified.

81/04. Franco Niccolucci, a close colleague to ARENA partners has led a bid to the Marie-Curie fund to set up the CHIRON initiative. This will fund 1 year secondments to courses in a number of European institutions offering training courses in digital archaeology.

82/04. European Reference Collections (ERC): The meeting was joined by Guus Lange from the ROB in Holland. Guus outlined the ERC initiative, this is working to identify, protect and make available reference collections across Europe whilst supporting and encouraging specialists in material culture. The ERC initiative has been taken forward through publications and meetings held at EAA and CAA conferences and most recently at the ROB in Amersfoort. To make the ERC initiative move forward a number of actions are taking place:

- Developing a National Reference Collections Project in Holland.
- Publishing the proceedings of the ERC meeting held in Amersfoort in May 2005.
- To bid for funds to continue raising reference collection issues on a European level through the COST programme.
- To bid for a 3 year project under the Culture 2000 programme. This will develop and use a metadata gathering tool to generate a knowledge base allowing people to locate actual reference collections, digital reference collection resources, finds specialists and specialist groups and bibliographic resources. The project will also develop exemplar reference collection resources demonstrating their value to a variety of potential user groups.

83/04. Closure of Meeting. To mark the closure of the final ARENA management meeting the chair Julian Richards thanked everyone present for their work, it was a privilege to work in this team. Special mention was made of the work of Tony Austin in making interoperability possible and Jon Kenny for his contribution as Project Manager.