

## Reporting Form – Projects

This form is being tested, so is currently only available in English.

Send the completed form and supporting documents to the PCOM team at [programme@ica.org](mailto:programme@ica.org).

### Part 1 - Funding details

Receiving member or organization name: Expert Group on Archival Description

Project Name: Records in Contexts (RiC)

Did your project have a project charter signed with the ICA? (Yes/No)

Yes.

Start date (17/11/17)

End date (31/12/20)

**If your project is now complete, skip section 3.**

### Part 2 – Achievements of the current year

List the deliverables from your project application or project charter, and indicate the degree to which each was completed. Add lines if needed:

Deliverable	Percentage complete
Archival Description Conceptual Model (RiC-CM)	Draft 1 (100%); Draft 2 (20%)
Archival Description Ontology (RiC-O)	Draft 1 (50%)
Archival Description Application Guidelines (RiC-AG)	Draft 1 (0%)

Provide comments, if any, about the deliverables that are relevant to the project (e.g., date delivered to PCOM, translation required, reason for delay or early delivery, etc):

Deliverable	Comments
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RiC-CM Draft 2	Production of the 2 <sup>nd</sup> draft is behind schedule primarily due to the fact that EGAD members have demanding jobs. A plan and strategy is in place to accelerate the work. Significant effort on essential research work is ongoing.
RiC-O Draft 1	Production is also behind schedule for same reasons as RiC-CM. Progress is being made. Again, significant work is underway, and proof-of-concept project nearing completion.
RiC-AG Draft 1	RiC-AG production is dependent on stabilizing work on RiC-CM and RiC-O.

### Part 3 – Plans for the coming year

List the incomplete deliverables from your project application or project charter that will be delivered this year, with an estimated date of completion.

If your project has a project charter, list only those deliverables for the timeline was not included in the charter, or for which the timeline requires adjustment.

Deliverable	Date to completion and comments
RiC-CM Draft 2	Adjusted timeline: Completion of draft June 2018
RiC-O Draft 1 (or Alpha)	Adjusted timeline: Completion summer of 2018

### Part 4 – Partners

List any partnering organisations that formed part of, or indicated their support for, your successful project application:

Please comment on how the partner has participated in the project this year, and how it is expected to do so next year:

### Part 5 – Finances

Please report below or attach documentation about your project's expenditures:

Item	Amount	Date of reimbursement (if applicable)
Rome, October 2017 EGAD Meeting: hotel (22-26 October)	4,779 €	
Rome, October 2017 EGAD Meeting: catering of lunches (23-25 October)	792 €	

Airfare Romania-Mexico City to attend ICA Annual Meeting	915,53 €	January 2018
Airfare Brazil-Mexico City to attend ICA Annual Meeting	357,79 €	January 2018
Meeting registration for one member attending ICA Annual Meeting Mexico City 2017	379,31 €	January 2018

Please add any comments to explain the expenditures:

Bogdan-Florin Popovici (Romania) and Vitor Fonseca (Brazil) attended the ICA Annual Meeting in Mexico City 2017. Airfare and registration for Popovici was reimbursed by ICA from EGAD budget. Airfare for Fonseca was reimbursed by ICA from EGAD budget.

## Part 6 – Comments (optional)

Please include any comments you wish to draw to the attention of PCOM:

EGAD held multiple teleconferences leading up to the face-to-face meeting in Rome, October 2017. The three-day Rome meeting was devoted to discussion of comments received on the first draft of RiC-CM (released in September 2016). Though adjustments in specific descriptive components were discussed, a major portion of the deliberation concerned reorganizing the CM in order to make the model more accessible to archival community. Two working groups were assigned to research and make recommendations on Relations and Events, and on evaluating the description of Information versus Physical attributes of records. The latter in order to ensure that RiC complements preservation of records as artefacts, particularly electronic records. Formalizing the decisions made in Rome and finalizing the research and recommendations of the two working groups is outstanding. The first draft of the CM has been reorganized; the primary and secondary entities have been drafted; description necessary for documenting the context of description, each description of an entity, and each assertion about

an entity has been outlined and sketched. Considerable detailed work remains to be completed.

A subgroup of EGAD is working on the development of the RiC-O. Substantial work has been completed, though much work remains to be completed. Florence Clavaud at the Archives nationales de France (ANF), is the leader of this group. In support of the RiC-O development, a proof-of-concept prototype employing data from the ANF and the Bibliothèque nationale de France has been completed. (Note: this was a project financed by the French Ministère de la Culture).

Though progress on the development of RiC-CM and RiC-O is slower than EGAD would like, substantial progress is being made. Currently EGAD is planning a face-to-face meeting in Paris in May 2018. The meeting will focus members' on making substantial progress on the CM draft, with the meeting used to review the draft and make decisions on what and how best to complete the draft. Two additional face-to-face meetings are under discussion: an additional meeting of all EGAD members later in the year, and a smaller meeting of the sub-group working on RiC-O.

Submitted by: Daniel V. Pitti

Position held within the Project: Chair

Date: 27 March 2018