

# ICOM CIDOC Training Programme

## 2015 São Paulo Training - Final Report

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cidoc



**Programa de Treinamento**  
III Curso CIDOC/ICOM

## Documentação em museus

Centro Universitário Belas Artes  
São Paulo, 24 a 29 de maio de 2015

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## Introduction

CIDOC, the ICOM International Committee for Documentation, in collaboration with the Museum of Texas Tech University (MoTTU), has developed an innovative training programme: the *CIDOC Summer School*. In 2013, the program was launched in Latin America for the first time. The present report provides a summary of the third session in Brazil that took place from May 24<sup>th</sup> to May 29<sup>th</sup> 2015 in São Paulo, Brazil, on the Centro Universitário Belas Artes.



## Objectives

### Broad audience

The CIDOC Summer School programme is intended to appeal to a broad audience: both experienced museum personnel and newcomers to the field of museum documentation. To this end, the programme is conceived as a series of interrelated modules, covering both basic and advanced topics, allowing participants to tailor the curriculum to their individual needs and interests. We hope this will ensure that the programme is both comprehensive and accessible.

### Academic credibility

CIDOC calls upon an international network of specialised domain experts; all have teaching experience. Tutors for the São Paulo Training are drawn from members of the CIDOC board, Centro Universitário Belas Artes and other institutions, working together to create a blend of practical and pedagogical expertise. Successful completion of the Summer School core programme leads to a CIDOC *certificate of competence*.

## Marketing and publicity

CIDOC São Paulo Training was publicised via Secretaria de Estado da Cultura de São Paulo website. Email announcements were sent individually to CIDOC members in Portuguese and a general announcement was sent to the ICOM Brazil mailing list.

## Registration

In all, we received 155 registrations for the 2015 CIDOC São Paulo Training. Registrations were primarily from São Paulo State.

The full registration fee for basic modules 2015 was R\$ 800, the reduced rate fee for ICOM members was R\$ 600 and the reduced fee for students was R\$ 400.

The full registration fee for intermediate and advanced modules 2015 was R\$ 1000, the reduced rate fee for ICOM members was R\$ 700, and the reduced fee for students was R\$ 500.

Registration covered part of teaching material, access to facilities and trips.

## Participants

Ninety seven (97) participants finally attended the 2015 CIDOC São Paulo Training. Of these, thirty were for basic modules, and sixty for the intermediate and advanced modules.

## Demographics

The following table gives a breakdown of participants by region, for 2015.

Regular students	
Bahia	1
Buenos Aires, Argentina	2
Distrito Federal, BSB	6
Minas Gerais	9
Pará	2
Paraná	1
Rio de Janeiro	7
Rio Grande do Sul	3
Santa Catarina	1
São Paulo	58
Total	90

Volunteers	
Minas Gerais	4
São Paulo	3
Total	7

CIDOC MEMBERS	
1	Alessandra Labate Rosso
2	Ana Maria Duarte Frade
3	Beatriz Isshiki de Rezende
4	Carlota Cristina da Silva Brito
5	Elizabete de Castro Mendonça
6	Idanise Sant'Ana Azevedo Hamoy
7	Isabel Cristina Ayres da Silva Maringelli
8	Julia Kovensky
9	Julia Marino Agostinho
10	Katia Galvao
11	Luiz Fernando Mizukami
12	Marcia Regina Bertotto
13	Nascilene Souza
14	Rodrigo Luiz dos Santos
15	Vera Maria Porto de Toledo Piza
16	Wilton Guerra

## Bursaries

Thirty bursaries were offered for the 2015 session of the CIDOC São Paulo Training (10 for basic modules and 20 for advanced modules)

Item	Institution	Name	Modules
1	SEC	Luiz Mizukami	Intermediário/Avançado
2	SEC	Kátia Galvão	Intermediário/Avançado
3	SEC	Tayna Rios	Intermediário/Avançado
4	SEC	Thomas Dietz	Intermediário/Avançado
5	SEC	Michael Argento	Intermediário/Avançado
6	SEC	Mirian Midori	Intermediário/Avançado
7	SEC	Leonela Oliveira	Básico
8	SISEM	Renata Gava	Intermediário/Avançado
9	SISEM	Larissa Rizatti Gomes	Básico
10	SISEM	Beatriz Royer	Básico
11	SISEM	Rodrigo dos Santos	Básico
12	SISEM	Joselaine Tojo	Intermediário/Avançado
13	SEC/OS	Cláudia Maria Torres Costa	Básico
14	O.S.	Julia Terin	Básico
15	O.S.	Rosimeire Dos Santos	Básico
16	O.S.	Wilton Guerra	Intermediário/Avançado
17	O.S.	Nascilene Souza	Intermediário/Avançado
18	O.S.	Andressa Anjos de Oliveira	Intermediário/Avançado
19	O.S.	Ana Beatriz G. Marques	Intermediário/Avançado
20	OS	Rafael Guarda Laterça	Básico
21	OS	Cleber Ramos	Intermediário/Avançado
22	OS	Diego Silva	Intermediário/Avançado
23	OS	Beatriz Farias Santos	Intermediário/Avançado
24	OS	Isabel Ayres Maringelli	Intermediário/Avançado
25	Tecnolach	Wendy M. Geronde	Intermediário/Avançado
26	Itaú Cultural	Patrícia Guilhoto	Intermediário/Avançado
27	Belas Artes	Nívea Abrantes Facchinetti	Básico
28	Belas Artes	Leila Rabello de Oliveira	Intermediário/Avançado
29	IAC	Ana Tanekana	Intermediário/Avançado
30	IAC	Andrea Corbani Pereira	Básico

## Teaching staff

Fourteen instructors drawn from CIDOC, from Belas Artes University Centre, as well as professionals from other Brazilian institutions delivered a total of 16 training modules. Pinacoteca do Estado de São Paulo, and Belas Artes Center staff cooperated successfully on the preparation and delivery of the modules.



## Modules

Sixteen modules were delivered during the Summer School, including basic and advanced modules.

Teacher	Modules
<b>ANA PANISSET</b>	112 Definindo e mantendo um manual de procedimentos 211 Condition reports: reporting damage and loss (duas turmas)
<b>FERNANDA AUADA</b>	103 Marcação de objetos
<b>GABRIEL MOORE</b>	122 Orçamento, produtividade, planejamento e relatórios - junto com Juliana 406 Gestão de arquivos de museu (duas turmas)
<b>JOSÉ ROSAEL</b>	104 Fotografando objetos para fins de inventário
<b>JULIANA MONTEIRO</b>	101 - Introdução à documentação museológica 102 - Como implantar um sistema básico de inventário 122 - Orçamento, produtividade, planejamento e relatórios - divide com Gabriel
<b>LINA NAGEL</b>	203 Object ID: documentação e tráfico ilícito de bens culturais (duas turmas)
<b>MARILÚCIA BOTTALLO</b>	121 - Descrição de cargos e estrutura organizacional 201 As categorias de informação do CIDOC (duas turmas)
<b>NICK CROFTS</b>	311 Avaliação de requisitos em bancos de dados (2 turmas) 323 Intercâmbio de dados entre instituições (2 turmas) 401 Ontologias: o CIDOC-CRM/Modelo Conceitual de Referência (2 turmas)
<b>NICKY LADKIN</b>	213 Organizando uma campanha de inventário (duas turmas)
<b>TARIANA STRADIOTTO</b>	111 Definindo e mantendo um sistema de descrição

All tutors were required to adapt an existing Power Point presentation as a support for their modules. These presentations each contain a *study plan*, *expected outcomes* and *pedagogical notes* intended for use by tutors.

## Study visits

One day was set aside for study visits. Participants visited the **Museu do Futebol** and **Museu da Imigração**.

## Evaluations

As for the previous editions, participants at the 2015 Summer School were asked to provide feedback for each of the teaching modules. A standard form was provided with a series questions (Appendix A). Additional written comments were also solicited.

## Certificates

All students were provided with a certificate of attendance listing all the modules in which they had participated. Participation and results are registered in a central database to allow tracking. This is needed particularly for students aiming to complete the basic training programme leading to a *certificate of competence*.

## Transport, food, and accommodation

Coffee, snacks, refreshments, breakfast and a buffet lunch were provided each day. Participants covered their own transport costs to and from São Paulo.

## Financial report

Due to the great contribution of our sponsor for the 2015 CIDOC Training edition, all expenditures have been covered by the income of registration fees and sponsorship.

### Final account

Summer school 2015 budget	Income Pinacoteca	Income Sponsor Tecnolach	Expenditure Pinacoteca do Estado	Expenditure IAC
	Reais	Reais	Reais	Reais
Registration fees	38.100,00		-	-
Catering and Hospitality			25.939,60	
Uniforms, bags			493,00	
Workshop supplies			0,00	
Tutors' travelling and accommodation			16.634,09	
Transport and meals for tutors			0,00	
Tutor's <i>pro-labore</i>			19.216,67	
Simultaneous translation			21.489,99	
CIDOC Fee			2.667,00	
Printed materials for use in classroom			0,00	4.060,50
Sponsorship		50.000,00		
<b>Totals</b>	<b>38.100,00</b>	<b>50.000,00</b>	<b>86.440,35</b>	<b>4.060,50</b>
<b>Balance</b>	<b>88.100</b>		<b>87.833,85</b>	

### In kind contributions (in BRL)

	<b>SISEM</b>	<b>IAC</b>	<b>Pinacoteca</b>
Summer School website	3000.00	0.00	0.00
Use of teaching rooms and facilities	0.00	14500	0.00
Compilation and development of new course material	0.00	0.00	4000
Staff time 2 (Pinacoteca) FTE for 1 month	0.00	10000	20000
<b>Totals</b>	<b>3000</b>	<b>24500</b>	<b>24000</b>

We were able to cover the cost of catering, breakfast lunch, coffee, etc. within the overall budget. These in-kind contributions reflect the value of the serviced offered by Pinacoteca do Estado.

## Recommendations

### Working in partnership

The partnership with the Instituto de Arte Contemporânea and Pinacoteca do Estado de São Paulo, over the past three years has proved to be mutually beneficial. Both of institutions provide staff, facilities and pedagogical expertise while CIDOC brings international perspective from experts working in real-life situations.

### Teaching materials

Using a standard template for teaching materials proved extremely useful. It ensures not only a continuity of appearance and layout, but also a standard classroom procedure so that students are able to concentrate on the material and spend less time adapting to each tutor's individual style.

### Costs and budget

The figures provided above give a good idea of the overall cost of running a training event such as the CIDOC Summer School.

### Registration Payments

Registration payments from public institutions required special attention and Pinacoteca had to create new procedures in order to make it possible.

### Food

Providing food and refreshment on site is both efficient and agreeable. For 2015, catering costs were sponsored by Tecnolach.

## Conclusion

Much experience and useful information has been gained from the three Summer School held in São Paulo, both concerning the pedagogical and practical aspects of organising the programme. Detailed budgets, including in kind contributions, allow us to estimate costs for future editions.

The model for professional training we have developed has the potential for application in other fields and we are happy to work with other ICOM committees wishing to establish similar initiatives in other areas.

A handwritten signature in blue ink, reading "Isabel Ayres Maringelli". The signature is written in a cursive style with a large initial 'I'.

Isabel Ayres Maringelli  
Head of Library and Museum Archives  
Pinacoteca do Estado de São Paulo

## APPENDIX A Module evaluation form



Programa de Treinamento 2014  
São Paulo/Brasil

### Avaliação do Participante

<b>Código do Módulo</b>	
<b>Título do Módulo</b>	
<b>Professor</b>	
<b>Data</b>	

**1. Os slides estavam claros e de fácil compreensão:**

Concordo  Nenhum comentário  Discordo

**2. O professor falou de forma clara e de fácil entendimento:**

Concordo  Nenhum comentário  Discordo

**3. Havia muito material, estava difícil segui-lo :**

Concordo  Nenhum comentário  Discordo

**4. Os exemplos e as ilustrações foram úteis e interessantes:**

Concordo  Nenhum comentário  Discordo

**5. Os exercícios foram instigantes:**

Concordo  Nenhum comentário  Discordo

**6. Não haviam exercícios suficientes:**

Concordo  Nenhum comentário  Discordo

**7. O professor se certificou de que todos os estudantes fossem capazes de contribuir:**

Concordo  Nenhum comentário  Discordo

**8. O assunto era totalmente irrelevante: esse módulo deveria ser removido:**

Concordo  Nenhum comentário  Discordo