COURSE CALENDAR
INTERNATIONAL TRAINING

COUNTRY: BOSNIA

September 2017

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4-15 September 2017

Courses coordinated by the Central Institute for Cataloguing and Documentation (ICCD):

1- Methodologies for cataloguing cultural heritage
2- Computerised cataloguing and multimedia documentation

Course participants :

1. Slavka Mirosavljević
2. Zaila Uzunović
3. Ajla Sejfuli
4. Ornela Rezinović
5. Zijad Halilović

Marina Pejovic, professional interpreter, will accompany the participants throughout the two-week programme.

Dott.ssa **Giulia Vincenzi** will serve as teaching assistant for all lessons provided by the ICCD.

Arch. **Antonella Negri**, ICCD coordinator for architectural and environmental heritage, will be present all ICCD-instructed lessons, to answer questions and assist with further information.

WEEK 1
Monday to Friday, 4-8 September

DETAILED COURSE PROGRAMME

Date	Time	Location	Course	Subjects	Instructors	Notes; Course materials
Monday, 4 Sept						
	8:30 - 12:30	ICCD	Methodologies for cataloguing cultural heritage	Welcome; Introduction to ICCD course	**L. Moro** (ICCD Director)	
				9:00-10,00 Introduction to Central Institute for Cataloguing and Documentation	**C. Marsicola** (International training project Coordinator)	History of the ICCD and its role within Ministry for Cultural Heritage and Activities and Tourism (MIBACT)
				10:00-12:30 Cataloguing standards: general principles	**M.L. Mancinelli** (ICCD staff)	Course materials: 01_Cataloguing norms: general principles
	13:30 - 17:30	ICCD	Study visit	13:30-17:30 Visit to ICCD departments and collections	**L. De Marinis** (ICCD staff)	Course materials: Brochure

Tuesday, 5 Sept						
	8:30 - 12:30	ICCD	Methodologies for cataloguing cultural heritage	8:30-10:30 Computerised cataloguing and introduction to SIGECweb	**A. Negri** (ICCD staff)	Course materials: 02_Computerised cataloguing instruments
				10:30-12:30 Contents of catalogues sheets: the main sections	**M.L. Mancinelli** (ICCD staff)	Course materials: 03_The catalogue sheet contents: main sections
	13:30 - 17:30	ICCD	Methodologies for cataloguing cultural heritage	13:30-15:30 Standards for cataloguing architectural heritage	**A. Negri** (ICCD staff)	Course materials: 04_Cataloguing standards for architectural properties
				15:30-17:30 Cultural property "containers"	**L. Maddalena** (external professional)	Course materials: 05_Cultural property "containers"
Wednesday, 6 Sept						
	8:30 - 12:30	ICCD	Methodologies for cataloguing cultural heritage	8:30-11:30 Cataloguing record RA for cataloguing archaeological properties and for preventive archaeology	**S. Ventura** (external professional)	Course materials: 06_Cataloguing sheet_Norm_RA3.00
				11:30-12:30 Thesaurus for identification of architectural heritage	**S. Lunatici** (external professional)	Course materials: 07_RA_Thesaurus
	13:30 - 17:30	ICCD	Computerised cataloguing: museum collections and multimedia documentation	Practical exercise: compilation of Catalogue sheet RA - Architectural materials	**S. Ventura** (external professional)	

Thursday, 7 Sept						
	8:30 - 12:30	ICCD	Computerised cataloguing: museum collections and multimedia documentation	Computerised cataloguing: instruments and procedures for management of geographic information	**A.Negri** (ICCD staff)	Course materials: 08_Guidelines for geocoding/ georeferencing of cultural properties in SIGECweb
	13:30 - 17:30	ICCD	Computerised cataloguing: museum collections and multimedia documentation	Practical exercise in management computerised cataloguing, focusing on georeferencing	**S. Lunatici** (external professional)	
Friday, 8 Sept						
	8:30 - 12:30	ICCD	Computerised cataloguing: museum collections and multimedia documentation	8:30-11:30 Supporting documentation for catalogue sheets: Multimedia, Authority File 11:30-12:30 Practical exercise: Creation and linkage between supporting documentation and catalogue sheet	**B. Barbaro** (ICCD staff)	Course materials: 09_Authority file
	13:30 - 17:30	ICCD	Study visit	15:00-17:30 National Roman Museum at Palazzo Massimo	**G. Giovanetti** (guide)	

WEEK 2
Monday to Friday, 11-15 September

DETAILED COURSE PROGRAMME

Date	Time	Location	Course	Subjects	Instructors	Notes; Course materials
Monday, 11 Sept						
	8:30 - 12:30	ICCD	Methodologies for cataloguing cultural heritage	Catalogue record A for cataloguing architectural heritage and record PG for cataloguing parks and gardens	**V. Musetti** (external professional)	Course materials: 10_ Cataloguing sheet_Norm_ A3.00 11_ Cataloguing sheet_Norm_PG3.00 12_ Cataloguing architectural heritage parks and gardens
	13:30 - 17:30	ICCD	Computerised cataloguing: museum collections and multimedia documentation	Practical exercise: Compilation of PG catalogue sheet	**V. Musetti** (external professional)	
Tuesday, 12 Sept						
	8:30 - 17:30		Study visit	11:00-13:00 Galleria Borghese	**I. Inzirillo** (guide)	
				15:00-17:30 National Gallery of Modern Art	**P. Fondi** (guide)	

Wednesday, 13 Sept						
	8:30 - 12:30	ISCR	Study visit	9:30-11:30 Visit to San Michele Complex and Central Institute for Conservation and Restoration	**E. Huber** (ISCR staff)	
	13:30 - 17:30	ISCR	Methodologies for cataloguing cultural heritage	Presentation of the "Restrictions via Internet" (VIR) platform and Risk Map system, at ISCR	**C. Cacace** (ISCR staff)	Course materials: 13_Interoperability of MIBACT information systems
Thursday, 14 Sept						
	8:30 - 12:30	ICCD	Methodologies for cataloguing cultural heritage	Interoperability between SIGECweb and the VIR cooperative platform	**B. Barbaro** (ICCD staff)	Course materials: 14_Interoperability between SIGECweb and the VIR cooperative platform
	13:30 - 17:30	ICCD	Methodologies for cataloguing cultural heritage	Emergency measures and temporary storage management; Example of the August 2016 Central Italy earthquake	**P. Scarpitti** (ICCD staff)	Course materials: 15_Emergency measures and storage management

Friday, 15 Sept						
	8:30 - 12:30	ICCD	Computerised cataloguing: museum collections and multimedia documentation	Consulting the heritage properties catalogue; Development of "thematic visitation routes"	**F. Spagnuolo** (external professional)	Course materials: 16_Consulting the cultural properties catalogue; Development of "thematic routes" 17_Questionnaire
	13:30 - 17:30	ICCD		13:30 – 17:00 Closing discussions; Course closure	All ICCD staff responsible for International Training Course organisation	Italian- Bosnian discussion on management and scientific-technical issues in cataloguing cultural heritage
				17:00 – 17:30 Presentation of certificates	All ICCD coordinators and staff involved in International Training Programme	