

## **Standing Committee for the Museum Definition Methodology**

The following is the entire approved methodology for consultation and formulation of **a new museum definition proposal**. Members and committees should be aware of all steps in the process and how ICOM Define will be handling the data received from each phase of consultation. Dates are provided so that committees can arrange, well in advance, the activities they must coordinate for consultation of their constituents. For each step of the consultation they will be receiving official communication from the Secretariat with instructions and deadlines for submitting their responses. Throughout the entire process, committees have the liberty to create their own procedures of consultation with their membership, to thereby fulfill each step of the methodology. ICOM Define can assist, but will not specify the manner in which membership should be consulted. We encourage committees to hold their own meetings/webinars with their members to discuss each step.

It is important to point out that committees can submit all consultation responses in any of the three official languages, and that all published reports and results will be officially translated as well, with review by ICOM Define members.

- **STEP 1: MDPP2 Launch of methodology** [10 Dec. 2020]
  - Webinar to present the methodology – Day 1
  - Launch of Museum Definition page within Member Space website.
  
- **STEP 2: Consultation 1 - Results of discussions and reports of activities post Kyoto** – 1 month [10 Dec. 2020 – 10 Jan. 2021]
  - We request all committees to send the Secretariat their work conducted up to this date that relates to the museum definition, even those who have already sent it in. The main goal of this step is for Committees to submit what they have developed in the past year.
  - We request that they preface their reports with a brief abstract that contains the main terms of their discussions (not more than 100 words).
  - All documents received will be published in the Members Space section online.
  
- **STEP 3: Consultation 2 – Suggesting Key words/concepts: What should be part of the new museum definition?** – 3 months [10 Jan. 2021 – 10 Apr. 2021]
  - Committees are requested to submit a maximum of 20 key words or concepts (ideas, terms, phrases, etc.) and their descriptions for what a new museum definition needs to contain. Responses are sent via online form by the chairs of each committee based on their consultation with membership.
  
- **STEP 4: Quantitative and qualitative analysis of Consultation 2** – 2 months [10 Apr. 2021 – 10 June 2021]
  - Budget has been requested to finance external analysis

- Analysis will be supervised by ICOM Define: A subcommittee (3-4 representatives from MDPP2) will be created to assess the analysis.
- **STEP 5: Preparation and Publication of Consultation 2 Results – 1 month [10 Jun. – 10 Jul. 2021]**
  - Results appear in the form of a list/conceptual map/table of key words and concepts, with supporting quantitative data, and will be accompanied by a more complete report.
- **STEP 6: Consultation 3 – Evaluation of Key words/concepts – 2 months [10 Jul. 2021 – 10 Sept. 2021]**
  - Committees work with membership to review the list of key words and concepts published in Consultation 2 results and submit their feedback.
  - Each committee fills out an online form, which allows them to evaluate the key words/concepts. They will be asked to signal support, the need for amendments, and/or additions to the list provided. Form allows committees to add up to 3 new key words/concepts they feel are missing and also permits them to comment on key words/concepts that they can't accept.
- **STEP 7: Data analysis of Consultation 3 - 2 months [10 Sept. 2021 – 10 Nov. 2021]**
  - Elaboration/compilation of a final list of key words/concepts based on Consultation 3 results, including quantitative data.
- **STEP 8: ICOM Define drafts proposals – 1 month [10 Nov. – 10 Dec. 2021]**
  - In groups of 3, ICOM Define members will submit 2 proposed definitions each based on the results of Consultation 3, yielding approximately 14 proposals.
- **STEP 9: ICOM Define Discussion on proposals – 2 months [10 Dec. 2021 – 10 Feb. 2022]**
  - ICOM Define will aim to merge proposals ideally to 8-10 and then select +/- 5 proposals for publication.
- **STEP 10: Consultation 4 - Publication of proposals– 2 months [10 Feb. 2022 – 10 Apr. 2022]**
  - Publication of +/- 5 proposals in Member Space.
  - Committees consult their members regarding the published definition proposals.
  - Committees are requested to identify their preferred proposals in an online form.
- **STEP 11: ICOM Define final report– 1 month [10 Apr. – 10 May 2022]**
  - Based on results of Consultation 4, ICOM Define submits museum definition proposal to the EB along with the final report, in due time for review.
  - ICOM Define requests EB review, approval and publication of the museum definition proposal at least two months in advance of EGA (ICOM Prague 2022, Aug. 20-27).