

<b>FORMAT</b>		
<b>1. Name of resource</b>	<b>Re:Org</b>	
2. Location	<a href="https://www.iccrom.org/section/preventive-conservation/re-org">https://www.iccrom.org/section/preventive-conservation/re-org</a>	
3. Alternative location		
4. Author[s]	Simon Lambert (Canadian Conservation Institute) (ed.) and Gaël de Guichen	
5. Publisher/producer/host	ICCROM and Government of Canada, Canadian Conservation Institute	
6. Year	2017	
7. Suggested citation		
8. Languages in which available	English, French, Spanish, Portuguese, Italian, Arabic	
9. Geographic area resource relates to	Worldwide	
10. Does the resource relate to a specific time frame?	No	
<b>11. Type</b>	Report	
	Toolkit/Framework/Roadmap	Yes
	Database to other resources	
	Sign-post to other resources	Yes
	Case studies	Yes
12. Part of an initiative?	Yes. The Re-Org method was developed by ICCROM and UNESCO and made available online in 2011.	
<b>COLLECTIONS AND COLLECTIONS-BASED INSTITUTIONS</b>		
13. Explicit links to collections	Yes	
14. Explicit links to museums/libraries/archives	Yes	
<b>15. Types of institutions relevant to</b>	Museums	X
	Archives	X
	Libraries	X
	Other	
<b>16. Does the resource relate to specific disciplines?</b>	<b>Arts, humanities and social sciences: philosophy, psychology, religion, social sciences, law, politics, language, arts and recreation, architecture, literature, history, geography and ethnology, anthropology, archaeology</b>	X

	Science, natural history, technology, medicine, engineering, manufacturing	X
17. If no explicit links to collections, justification for inclusion		
<b>HOW IT CONTRIBUTES TO SUSTAINABLE DEVELOPMENT</b>		
<b>18. Collections-related activities the resource relates to (mark all that apply)</b>		
<b>Develop collections to protect and safeguard wider cultural and natural heritage more effectively</b> , for example by targeting collecting to threatened forms of heritage in strategic ways		X
<b>Use collections to promote learning and educational opportunities that contribute to sustainable development more effectively</b> , for example education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development and/or skills development relating to collections		X
<b>Use collections to promote cultural participation/social inclusion more effectively</b> , for example by reducing barriers to participation, to ensure no-one is 'left behind'		
<b>Use collections to promote sustainable tourism more effectively</b> , for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in relation to collections		
<b>Use collections to support research that contributes to sustainable development</b> (including all forms of personal and self-directed research at all levels that make use of stored collections) more effectively, for example by providing effective facilities, collections and information to meet researchers' needs		X
<b>Make decisions around collections that contribute to sustainable development more effectively</b>		
i. employment (recruiting, staff training, staff safety)		X
ii. energy consumption, greenhouse gas emissions, reduction, monitoring and reporting		X
iii. waste management and reduction of waste		
iv. transport (forms of transport, energy use)		
v. commercial activities including copyright and IP		
vi. governance and management		X
vii. security, disaster preparedness and risk reduction		X
<b>Direct external leadership, partnerships and collaborations towards sustainable development more effectively</b> , for example by developing impactful partnerships		

<b>19. Does the resource relate clearly to any international conventions (mark all that apply)?</b>	
Culture conventions:	
1952, 71 Protection of Copyright and Neighbouring Rights	
1954 Protection of Cultural Property in the Event of Armed Conflict	X
1970 Fighting Against the Illicit Trafficking of Cultural Property	X
1972 Protection of the World Cultural and Natural Heritage	
2001 Protection of the Underwater Cultural Heritage	
2003 Safeguarding of the Intangible Cultural Heritage	X
2005 Protection and Promotion of the Diversity of Cultural Expressions	X
Rio Conventions:	
Convention on Biological Diversity (CBD), Convention to Combat Desertification (UNCCD), Framework Convention on Climate Change (UNFCCC)	X
<b>AIMS AND CONTENT</b>	
<b>20. What issues does the resource aim to address?</b>	<p>A storage survey by ICCROM and UNESCO in 2011 found that 95% of museum objects are kept in storage; 1 in 4 museums have incomplete documentation systems, 1 in 3 are unclear about who is responsible for storage, 1 in 4 museums find it difficult to circulate [move around] in storage, and 1 in 2 museums have insufficient storage units (<a href="https://www.iccrom.org/section/preventive-conservation/re-org">https://www.iccrom.org/section/preventive-conservation/re-org</a>).</p> <p>“This self-evaluation tool will help you decide whether your institution needs to embark on a RE-ORG [reorganization] project.”</p> <p>“RE-ORG is a step-by-step method for planning and implementing a storage reorganization project.”</p>
<b>21. Intended audience of resource</b>	<b>Anyone working with collections, or with responsibility for collections storage, resourcing and organisation</b>
<b>22. Process of development</b>	<p>“To help museums regain control of their collections in storage, ICCROM and UNESCO developed the RE-ORG method and made it available online in 2011. Since then, it has been applied to over 40 museums, in 12 countries, on five continents via hands-on workshops, mentor sessions and online training. It has also been used by many museums independently. The results have been incredible. What’s more, these diverse teaching experiences and case studies have allowed to substantially update the content and restructure it, making it easier to use and more relevant to</p>

	individual contexts.” (p.iv)
23. Organisation/structure/contents	<p>“The RE-ORG Method is a step-by-step approach to help those who work with cultural collections to reorganize their current storage rooms, focusing on the creative, yet safe, use of existing resources. The Method has four phases:</p> <ol style="list-style-type: none"> <li>1. <b>Getting started:</b> create the best possible conditions for a successful storage reorganization</li> <li>2. <b>Condition report:</b> document the current state of storage to identify major threats affecting the collection</li> <li>3. <b>Action plan:</b> define the necessary tasks and establish a project timeline</li> <li>4. <b>Implementation:</b> implement the action plan and ensure ongoing monitoring</li> </ol> <p>All the guidelines, forms and tools that museums will need to implement their own RE-ORG project are included in:</p> <ul style="list-style-type: none"> <li>• The Self-evaluation tool, which gives a snapshot of the key issues affecting the functionality of the museum’s storage room(s).</li> <li>• The Workbook, which contains all essential step-by-step instructions that will apply to most RE-ORG projects.</li> <li>• The Worksheets, which capture all essential information in preparation of a storage reorganization project.</li> <li>• The Additional resources, which give more tools and guidance for specific cases.”</li> </ul>
FRAMEWORKS	
24. Framework structure	<p>The RE-ORG Method divides storage reorganization into four components:</p> <ul style="list-style-type: none"> <li>• <b>Collection:</b> Gather quantitative and qualitative data about your collection that influence many decisions you make about space and equipment needs</li> <li>• <b>Furniture &amp; Small Equipment:</b> Evaluate the storage furniture and equipment you have, and determine what you might need to work more efficiently with your collection</li> </ul>

- Building & Space: Examine how your building could be putting your collection at risk, and calculate how well you are using the space you have
- Management: Take a closer look at your policies and procedures in relation to roles and responsibilities of staff

These are assessed using a questionnaire which weights answers to produce a score to identify work needed to improve the condition of storage and organization of collections.

RE-ORG defines a professionally managed and functional storage room in the following way:

1. One qualified member of staff is in charge
2. The storage rooms contain only collection objects
3. Separate spaces are dedicated to support functions: office, workroom, storage of equipment and other materials (non-collection)
4. No object is placed directly on the floor
5. Every object has a designated location in storage and can be located within three minutes
6. Every object can be accessed without moving more than two others
7. Objects are arranged by category
8. Key policies and procedures exist and are applied
9. The building and storage rooms offer adequate protection for the collection
10. Every object is free from active deterioration and is ready to be used for the museum's activities

RE-ORG helps institutions meet these criteria

Work is carried out in four Phases:

1. Getting started: In this phase, you will prepare your team to embark on the storage reorganization adventure by conducting an initial storage self-evaluation, assembling your tools, materials and floorplans, photo and video documenting your storage "before RE-ORG", and defining your workspaces.
2. Storage condition report: In this phase, you

	<p>will document and analyse the present condition of the storage room(s) and prepare a concise and convincing report for your management that highlights the key issues that are affecting conservation and access. As you will be collecting data on a range of aspects and analysing it, this will take some time.</p> <p>3. Storage action plan: In this phase, you will use your condition report to plan your reorganization project step-by-step.</p> <p>4. Storage reorganization implementation: In this phase you will implement your storage action plan, and document all changes for management so that you can have a good record of the baseline conditions in storage for ongoing monitoring. Here you will be working to get your storage rooms back on track.</p>
25. Relevant policy considerations	Yes
26. Resources for implementation identified	Yes
27. Specific assessment points/indicators/milestones/action plan for monitoring	Yes
<b>28. ASPECTS OF SUSTAINABILITY COVERED BY RESOURCE (mark all that apply)</b>	
People (social sustainability)	x
Planet (environmental sustainability)	x
Prosperity (economic sustainability)	x
Peace	x
Partnerships	
<b>29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply)</b>	
Gender perspectives	
North and South perspectives	Y
<b>HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs</b>	
<b>HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE</b>	
31. SDGs and Agenda 2030 specifically mentioned?	No
32. SDGs specifically mentioned?	No
33. SDG targets specifically mentioned?	No

34. SDG indicators specifically mentioned?	No
<b>SDGs AND SDG TARGETS AND LINKAGES</b>	
35. Comments on SDG linkages	The SDGs are not mentioned explicitly, but the resource relates to many SDGs and targets, mostly around protecting and safeguarding cultural and natural heritage (SDG 11.4) and ensuring that it is cared for appropriately through management to address risks from disasters and hazards (SDG 13.1, 13.3, 11.B), and as an efficient infrastructure making good use of resources (SDGs 9.1, 9.4, 12.3, 12.5). As access to collections is also access to cultural property, the toolkit also addresses SDG1.4, and facilitates activity for effective learning environments (4.A) and scientific research (9.5). Enhancing knowledge-based resources and providing access to them, virtually or otherwise, supports SDGs 16 and 17. The resource relates to staff training (SDGs 4.4).
<b>36. SDGs and SDG targets the resource helps advance</b>	
<p><b>SDG 1: End poverty in all its forms everywhere</b>  1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance</p>	<p>Numbers and proportions of people from particular groups using collections in comparison with demographics in broader society.</p> <p>Numbers of people accessing collections.</p> <p>Number of targeted programmes that aim to enhance access to collections by disadvantaged groups.</p> <p>Sustainable tourism that enhances local communities' access to basic services, ownership and control over land and other forms of property (including cultural and natural heritage), as well as to technology and markets.</p> <p>Involvement of people from disadvantaged groups in decision-making activities and processes relating to collections and collections-based institutions.</p>
<p><b>SDG 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</b>  4.4 By 2030, substantially increase the number of youth and adults who</p>	<p>Number of young people and adults in skills-development activities and programmes drawing on collections, for employment, decent jobs and entrepreneurship</p>

<p>have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship</p>	<p>Increase in number of young people and adults in such programmes</p> <p>Number and proportion of staff who have received training in the last year, to better support their contribution to the SDGs.</p> <p>Programs and processes in place to ensure the availability of a skilled workforce.</p>
<p><b>SDG 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</b> 4.A Build and upgrade education facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all</p>	<p>Number and proportion of education facilities that are child, disability and gender sensitive.</p> <p>Proportion of education facilities that provide safe, non-violent, inclusive and effective learning environments for all.</p> <p>Number and type of initiatives to improve effectiveness of learning environments.</p> <p>Support given to other education facilities to make them more inclusive and effective</p>
<p><b>SDG 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation</b> 9.1 Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all</p>	<p>Development of research-useful collections to support reliable, sustainable and resilient use by researchers and others.</p> <p>Number and proportion of collections facilities and stores that support economic development and human well-being.</p> <p>Number and proportion of collections facilities and stores that provide affordable and equitable access for all.</p> <p>Investment in collections facilities.</p> <p>Inclusion of collections information in regional and transborder initiatives, notably via digital access for discoverability.</p>
<p><b>SDG 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation</b></p>	<p>Number and proportion of collections facilities that:</p> <p>1. make efficient use of resources, with an ongoing</p>



<p>9.4 By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities</p>	<p>drive for efficiencies and reductions in energy use and waste of all forms.</p> <p>2. use clean and environmentally sound technologies, including climate-friendly energy sources and materials, with an ongoing commitment to reduce greenhouse gas emissions and waste of all forms.</p> <p>3. adopt and/or prioritise collections-related processes and practices to reduce greenhouse gas emissions and waste of all forms.</p>
<p><b>SDG 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation</b></p> <p>9.5 Enhance scientific research, upgrade the technological capabilities of industrial sectors in all countries, in particular developing countries, including, by 2030, encouraging innovation and substantially increasing the number of research and development workers per 1 million people and public and private research and development spending</p>	<p>Number and proportion of collections facilities that effectively support research and researchers</p> <p>Number and proportion of staff who are appropriately skilled to undertake and support collections-based research</p> <p>Expenditure on initiatives to enhance and upgrade collections facilities</p> <p>Numbers of staff engaged in to supporting and developing research use based on collections</p> <p>Number of initiatives to encourage innovation drawing on collections.</p> <p>Increase in number of research and development workers per 1 million people</p> <p>Increase in public and private research and development spending being used to develop and make use of collections</p>
<p><b>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable</b></p> <p>11.4 Strengthen efforts to protect and safeguard the world’s cultural and natural heritage</p>	<p><b><i>11.4.1 Total expenditure (public and private) per capita spent on the preservation, protection and conservation of all cultural and natural heritage, by type of heritage</i></b></p> <p>Plans, policies and procedures in place for the safe use of collections for a variety of purposes, protecting and safeguarding both collections and those who use them.</p>

	<p>Plans, policies and procedures in place for the identification, safeguarding and protection of cultural and natural heritage at risk.</p> <p>Collecting programmes in place to protect, safeguard and make use of cultural and natural heritage, addressing the needs of communities and stakeholders, and ensuring that collections can be an effective resource for sustainable development.</p> <p>Number and diversity of educational, awareness-raising, research programmes, and partnerships that aim to strengthen protection of cultural and natural heritage.</p>
<p><b>SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable</b>  11.B By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, holistic disaster risk management at all levels</p>	<p><b><i>11.B.1 Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030a</i></b></p> <p>Disaster Risk Reduction strategies and plans in place, in line with the Sendai Framework for Disaster Risk Reduction, to ensure collecting institutions and collections are factored into planning, and contribute effectively to Disaster Risk Reduction.</p>
<p><b>SDG 12 Ensure sustainable consumption and production patterns</b>  SDG 12.2 By 2030, achieve the sustainable management and efficient use of natural resources</p>	<p>Reduction of material footprint in terms of reductions in consumption of biomass, fossil fuels, metal ores and non-metal ores.</p>
<p><b>SDG 12 Ensure sustainable consumption and production patterns</b>  12.4 By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and</p>	<p>Quantities, and reduction in quantities, of chemicals of all kinds, including chemicals used in maintenance of collections facilities, and chemicals used in care and preparation of collections, and all wastes throughout their life cycle, reducing release to air, water and soil.</p> <p>Plans in place to eliminate the use and release of</p>

significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment	hazardous chemicals and harmful wastes of all kinds into the natural environment as soon as possible.
<b>SDG 12 Ensure sustainable consumption and production patterns</b> 12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse	Quantity and reductions in quantity of waste of all kinds, including avoidance/prevention of waste production, reuse, and recycling. Quantity of material recycled in comparison with quantity sent to landfill. Increases in recycling rate in comparison with landfill.
<b>SDG 13. Take urgent action to combat climate change and its impacts</b> 13.1 Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries	Plans in place for near and longer term to withstand and actively adapt to climate-related hazards and natural disasters.
<b>SDG 13. Take urgent action to combat climate change and its impacts</b> 13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning	Plans in place to enhance positive contributions to addressing climate change through use of collections. Plans in place to ensure collections, collections institutions and broader society can adapt effectively to climate change.  Plans in place for effective education and awareness raising on climate change mitigation, adaptation, impact reduction and early warning.  Plans in place to reduce negative contributions of collections-related functions, e.g. measuring greenhouse emissions with plans and targets in place to reduce them.
<b>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</b> 16.4 By 2030, significantly reduce illicit financial and arms flows, strengthen the recovery and return of stolen assets and combat all forms of organized crime	Identification of stolen assets, return of stolen assets.  Collections development, education, awareness-raising and partnership activities relating to organized crime, with a view to combatting organized crime everywhere.

<p><b>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</b></p> <p>16.6 Develop effective, accountable and transparent institutions at all levels</p>	<p><b><i>16.6.2 Proportion of the population [audience/users/non-users] satisfied with their last experience of public services</i></b></p> <p>Access to information, and accountability policies and mechanisms, in place.</p> <p>Effective institutional arrangements, both for own working and for working in partnership with other sectors, in place.</p> <p>Plans and arrangements in place for extraordinary circumstances such as natural and human-caused disasters.</p> <p>Effective arrangements in place to fulfil legal and social obligations and responsibilities.</p> <p>Effective arrangements in place for transparent communication and reporting of institutional performance.</p> <p>Effective arrangements in place for transparent decision-making and accountability.</p>
<p><b>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</b></p> <p>16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements</p>	<p>Adopt and implement constitutional, statutory and/or policy guarantees for public access to information.</p> <p>Plans in place, and plans implemented to enhance public access to information relating to collections.</p> <p>Plans in place, and plans implemented to support fundamental freedoms, in line with human rights, national and international agreements and legislation.</p> <p>Plans and procedures in place for public access to information relating to the operation and management of collections-based institutions.</p> <p>Complaint mechanism in place for public to use where public access to information and fundamental freedoms not supported or fulfilled.</p>

<b>SDG 17. Partnerships for the goals</b> 17.14 Enhance policy coherence for sustainable development			Proportion of policies that incorporate sustainable development considerations, linking to SDGs and targets.  Incorporation of policy considerations from outside the collections sector into policies of collections-based institutions, to facilitate partnerships and effectiveness.		
<b>1</b>	2	3	<b>4</b>	5	6
7	8	<b>9</b>	10	<b>11</b>	<b>12</b>
<b>13</b>	14	15	<b>16</b>	<b>17</b>	