



**ANNUAL
REPORT
2011**

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international council on archives
conseil international des archives

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ANNUAL REPORT / RAPPORT ANNUEL

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**RAPPORT
ANNUEL
2011**



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ICA SECRETARIAT TEAM



Annick Carteret

ANNICK CARTERET - CORPORATE BUSINESS MANAGER

Annick Carteret, as the Corporate Business Manager, carries out a wide range of functions that enables ICA and the Secretariat to operate efficiently and effectively within the relevant legal and financial frameworks.

The post calls for a detailed knowledge of the ICA and a good working knowledge of the law relating to associations in France and French accounting practice.

She focuses in particular on:

- Finance (working with the accountant and the Vice-President Finance),
- Management of staff contracts, pay-rolls and liaison with French agencies,
- Logistics for Governance meetings and Annual conferences (working closely with the Deputy Secretary General, Conferences)
- Governance and legal matters (supporting the Secretary General)
- Administrative support to the FIDA Board of Trustees
- General administration



Stephen O'Connor

STEPHEN O'CONNOR - SENIOR PUBLICATIONS OFFICER

Stephen works part time (3 days a fortnight) for the ICA Secretariat in the Paris Office. His main responsibilities relate to the publication of Flash and the production of an Annual Report which we are producing for the first time this year. In addition to this he is acting as secretary to a working group tasked with conducting a review of publications within ICA, including the website, which includes representatives from the main language groups. He also does translations when required, both for publications and for other communications, and other administrative tasks including minute taking for the regular staff meetings and some administrative support for FIDA.



Margaret Crockett

MARGARET CROCKETT - DEPUTY SECRETARY GENERAL (CONFERENCES)

Margaret Crockett, as Deputy Secretary General (Conferences), organises (working closely with the Corporate Business Manager) Annual Conferences and quadrennial Congress programme, governance meetings and logistical arrangements, including:

- Call for bids for host
- Assessment of bids
- Recommendation of successful candidate to EB
- Agreeing responsibilities with host
- Managing fundings for individuals

She is also responsible, working with DSG, Programme for professional content of the Annual Conferences and Congress, servicing Scientific Committee and liaising with selected speakers. Supports and deputises for the Secretary General as directed by him, including the development and implementation of Secretariat staff training and Continuous Professional Development.



Nathalie Florent

NATHALIE FLORENT - MEMBERSHIP AND PUBLICATIONS OFFICER

She focuses on the production and dissemination of ICA publications online and in print as one of the organization's main services to its members. She acts as Secretary to the Comma Editorial Board. She also liaises with members more generally and ensures that the organization has up-to-date contact information about them. In particular, she maintains the ICA bodies database, prepares the Directory of ICA officers and regularly updates the information about them on ICA website. In consultation with the Secretary General, she plays a leading role in collecting the annual membership dues. She also assists the Corporate Business Manager in the preparation of ICA governance meetings, as well as undertaking general administrative duties.



Didier Grange

DIDIER GRANGE - SPECIAL ADVISER

Having held a number of positions in ICA, both elective and voluntary, Didier became a 'Special Adviser' in 2010. His role consists of carrying out various tasks for ICA and more especially for the Secretariat. He keeps a watching brief on matters of interest and concern to ICA and archives; he assists Margaret Crockett in organizing the Annual Conference; he takes part in discussions about the programmes of the various congresses (Brisbane 2012, Annual conference 2013 and Seoul 2016); he represents ICA on the International Portal for French language Archives (PIAF), where he is chair of the Steering Committee; when called upon by the President or the Secretary General he represents ICA, for example in negotiations or at conferences, and undertakes various occasional projects. Where necessary he also writes texts and translations. This work is voluntary and undertaken in his own time.



David Leitch

DAVID LEITCH - SECRETARY GENERAL

David Leitch, as Secretary General, is the senior staff member in the Secretariat and the Executive Director of the organization. He co-ordinates the work of ICA officers and bodies and maintains relations with external partners. He is responsible for the line management of all staff in the Secretariat and, with their support, takes the lead on the organization of the main governance meetings. He acts as Director of Communications and Publications, and also as chief counsel to the President and the elected officers on strategy and policy development.



Christine Martinez

CHRISTINE MARTINEZ - DEPUTY SECRETARY GENERAL

Christine Martinez is Deputy Secretary General with special responsibility for implementing ICA's professional programme, working closely with the Vice-President Programme. In this capacity, she is secretary of the Programme Commission (PCOM) and coordinates its activities, in particular the annual call for projects and specific programmes in line with the strategic directions of the organization. In carrying out this work she is in contact with the members, sections and branches of ICA as well as its partner organizations. She deputizes for the Secretary General as required, particularly with regard to the organization and follow-up of governance meetings.



Inna Touré

INNA TOURÉ - COMMUNICATION PROJECTS MANAGER WITH RESPONSIBILITY FOR THE ICA WEBSITE

Inna has held the post of Communications Officer for one year, and is responsible for the day-to-day management of the ICA's website.

Her role involves the correct circulation of ICA messages on the web and co-ordinating implementation of communication projects developed within the secretariat, by advising on what communication strategies to adopt and being responsible for the follow-up with the contractors.

General duties include maintenance of the website, researching technical solutions, gathering data on the number of users and how they are using the website, training, publishing articles, translating texts, advice on communication, producing information documents or other promotional materials, all of which draw on a wide range of professional competencies.



Margaret Turner

MARGARET TURNER - TRANSLATIONS AND PUBLICATIONS ADVISER

Margaret Turner, as Translations and Publications Adviser, is responsible for ensuring firstly that all key documents of ICA are made available in the 6 principal UNESCO languages (English, French, Arabic, Chinese, Russian and Spanish) and secondly, by working collaboratively with ICA regions and sections to investigate ways in which the translation of other ICA material can be made available in a wide variety of languages. She is also Chair of a group responsible for undertaking a review of all ICA publications. The group is due to make recommendations for future publications to the Executive Board in spring 2013.

PRESIDENT'S INTRODUCTION



I am very pleased to write the introduction to this Annual Report, the publication of which marks a major step forward in communicating with our members throughout the world and with our external stakeholders. For me 2011 was my first full year in office as your President, and it turned out to be both eventful and enjoyable. I am still getting to know ICA as an organization which has a rich history and many thriving bodies, including the regional branches and sections. Wherever I go, I am very impressed by the depth of commitment of our volunteers and their enthusiasm to work with colleagues who come from different cultures and speak in other languages. It seems to me that ICA's linguistic and cultural diversity is one of its greatest assets, and that we should guard against any tendency to dull uniformity based on the concepts that operate only in one world language. We should be proud of our global network, and be less diffident in saying so.

I inherited an organization that worked well under my distinguished predecessor Ian Wilson. I now want to make my own mark on ICA, and in due course to leave it in an even better condition than I found it. I should like to make ICA a more effective advocate for archives in the Information Society and to devote less attention to its internal preoccupations. However, there are some organizational issues that we do need to sort out first, and one of these is the place of the national archivists. They pay about 80 per cent of the membership dues, and yet have until recently lacked their own distinctive voice in ICA. The creation of the new Forum for National Archivists (FAN), as approved by the AGM in Toledo in October, fills this gap. In effect, the national archivists have now set up their own section, in the same way that archival educators, business archivists and many others have done over the years. This is only right and proper. I should like to thank Dr Daniel J Caron, the Librarian and Archivist of Canada, for his inspirational leadership in setting the FAN up from scratch in a remarkably short time.

It quickly became clear to me on taking office that the CITRA, the International Conference of the Round Table on Archives, needed urgent attention. It was based on a formula that served the interests of ICA well for many years. However, increasingly it did not reflect the composition of the profession at large and so it has now made way for an Annual Conference that will be open to all members. This is only the first stage in opening the organization up, in order to make it more inclusive and democratic. Again, I was very pleased that the Executive Board in Toledo accepted in principle the need for constitutional change, and I trust that we shall see major progress with a new constitution in 2012.

In 2011 ICA managed to move forward confidently, in spite of the severe impact of the recession on many members. However, with a more clearly focused strategy and reformed governance, I am confident that we can do even better. As you will know, in late 2011 I put myself forward for a second mandate as your President, and I was absolutely delighted to be re-elected unopposed for further two-year term until the autumn of 2014. The Brisbane Congress in August 2012, the first one in the Australia/Pacific region of the globe, will be a major milestone for ICA and will, I hope, provide the springboard to further success. I feel immensely strengthened in the knowledge that I can count on the support of the other elected officers, the staff of the secretariat, and all our volunteers in ICA's network, as we resolutely continue with our task of making ICA an organization that truly meets the needs of the global archival community in the 21st century.

MARTIN BERENDSE
ICA President



UNIVERSAL DECLARATION ON ARCHIVES

The ICA Universal Declaration on Archives (UDA), developed between 2007-2009 by an ICA Working Group and endorsed by the ICA AGM in 2010, was this year recognised by the United Nations Educational, Scientific and Cultural Organisation (UNESCO). On 10 November 2011 the UDA was officially adopted by the 36th session of the General Conference of UNESCO in Paris. This remarkable achievement came about through the efforts of a number of people, including Jens Boel (UNESCO Chief Archivist), Mr Papa Momar Diop (former National Archivist and now Ambassador and Permanent Delegate of Senegal to UNESCO) and Ms Joie Springer (Senior Programme Specialist for UNESCO). A draft resolution for UNESCO was prepared which placed the UDA within the context of the UNESCO Constitution, other UNESCO statements such as Article 19 of the Universal Declaration of Human Rights, and initiatives such as the Memory of the World Program and the work of the Blue Shield. The resolution was supported by the Delegation of Poland, with written support from the Republic of Korea and Vietnam. The ICA mobilised support, principally through the Section on Professional Associations (SPA), which asked its member associations to contact their national delegations to encourage support for endorsement of the resolution during the voting process. An updated poster has been developed to reflect the UDA's new status as a UNESCO declaration, and work continues in the promulgation of the UDA amongst archivists and the general public alike.

SECRETARY GENERAL'S OVERVIEW



The year proved to be another hectic but rewarding one for the Secretariat, as ICA held a series of intensely prepared governance meetings throughout the year, culminating in the AGM in Toledo in October. This included management for the first time of the open and transparent process by which Korea was selected as Congress Host for 2016. By the end of the year we were all quite tired but satisfied that we had done our utmost to be of service to the organization and its members.

Since 2008 we have adopted a policy of reaching out to Latin America as an area to which we need to devote much more attention. In March 2011 we continued with this by organizing in turn a meeting of the Programme Commission in Costa Rica and then a meeting of the Executive Board in Panama. At the end of June Didier Grange and I attended the 7th Conference for Archives of the Iberian Tradition and the AGM of the Association of Latin American Archivists (ALA) in Rio de Janeiro. It was interesting to observe that ALA is itself grappling with similar administrative challenges to ICA itself, including language policy and an equitable scale of membership dues. I believe that we had a very rewarding exchange with ALA members, and that some previous misunderstandings were at least partially resolved. The respect in which Latin American colleagues are held in ICA was demonstrated once again at Toledo, when Jaime Antunes da Silva (Brazil) was elected interim Vice-President (Regional Branches) and Alicia Casas de Barrán (Uruguay) was elected as only the second female Fellow of ICA.

The Secretariat endeavours to support sections and regional branches by channelling funds to them from the ICA budget and by sending a conference speaker on request. Some sections and regional branches continue to thrive with full

programmes of meetings and conferences. In May 2011 the Section on University Archives (SUV) organized a conference on 'Inreach and Outreach for Archives' in Canada; the following month ESARBICA considered records and archives in support of public sector reform in Mozambique; in October the Section on the Archives of Parliaments and Political Parties (SPP) discussed the role of archives in democratic transition in Lithuania; and in November EASTICA (East Asian Regional Branch) analysed questions relating to legislation, access and preservation in the digital age at its Tokyo conference.

In addition, the Section on Professional Associations (SPA) held the second international conference for professional archival associations, in partnership with the Archives and Records Association (ARA) of the United Kingdom, in Edinburgh at the end of August. Delegates debated vigorously such diverse topics as the new competencies model and the further dissemination of the Universal Declaration on Archives.

This brief summary is not an exhaustive list and does not do full justice to the range and depth of section and branch activity. Further information about these can be found in issues of Flash and on the ICA website. However, in the midst of all this productive activity, there is evidence that some branches in particular face severe challenges in maintaining basic operations. In 2012 the immediate priority will of course be the success of the Brisbane Congress. However, once the Congress is over, the Secretariat will, together with the President, address the question of how greater support could be given to those branches that are most in need of help. Flourishing regional branches are central to the credibility of ICA's claim that it is truly a global network.

Although there was no major investment in the website in 2011, its information architecture was simplified and made more user-friendly. The online resource centre was restructured so that its contents became more accessible. In the area of publications we signed a three-year contract with Liverpool University Press for the production and distribution of the journal Comma and the newsletter Flash. As resources permit, it is intended to proceed with the retrospective conversion of ICA journals and to make them free of charge to our members via the ICA website. In 2012 we plan to modernize the newsletter,

with more thematic articles, while current news is published in a timely manner on the website.

The Secretariat is very grateful indeed to the organization's volunteers for their tireless work in making ICA's modest resources go a long way. However, it is absolutely clear that the organization will only achieve the sustained success that its members deserve, if it succeeds in obtaining much more revenue from external sources.

DAVID A LEITCH
ICA Secretary General



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PROFESSIONAL PROGRAMME

THE PROFESSIONAL PROGRAMME TOWARDS A SUSTAINABLE MODEL

Since July 2008 when a new Programme Commission (PCOM) was established, together with its own budget line and new procedures, the focus has been on the reinforcement of the framework to enable the professional programme to flourish.

IMPROVING THE QUALITY OF SUPPORT OFFERED TO PROJECTS

To encourage members to respond to the call for projects, the Programme Commission decided in 2011 to broaden the definition and selection criteria of a PCOM project to include in particular the implementation, use or translation of an existing ICA product. At the same time, the basic amount usually allocated to funded projects was potentially increased to 10 000€ so that those projects considered as core projects for ICA could benefit from greater financial support. In addition, the "applicant's resource kit" was completed with new tools, including a form with guidelines explaining how to fill in the application. At the Toledo CITRA, a dedicated presentation was delivered to members interested in the call for projects process to help them to develop their application.

IN 2011, THROUGH PCOM FUNDING:

- 4 projects started
- 3 projects continued
- A young professionals' project was funded
- 2 Flying Reporters attended the CITRA in Toledo
- 3 ICA experts attended international conferences on digital recordkeeping
- A PARBICA expert presented the Recordkeeping for Good Governance toolkit at the ESARBICA Conference in Maputo (June 2011)

AUDIOVISUAL HERITAGE



CHRONOLOGY OF AUDIOVISUAL MEDIA AND TECHNIQUES

A 2011 FUNDED PROJECT PROPOSED BY THE ICA AUDIOVISUAL ARCHIVES WORKING GROUP

The evolution of audiovisual memory is closely connected with the technologies for recording and reproducing images and sounds. They have been developing rapidly since the late nineteenth century using a wide variety of equipment and techniques. Knowledge of these developments is essential to preserve our audiovisual heritage. The Centre de Recerca i Difusió de la Imatge (CRDI) of the Girona City Council in collaboration with the ICA Audiovisual Archives Working Group has developed five timelines to celebrate

the World Day for Audiovisual Heritage, specifically dedicated to photography, moving images, amateur films, television, video and sound. This project has resulted in a bilingual poster (English/Catalan and French/Spanish) providing an overview of the major milestones in the development of audiovisual and photographic technologies. Interactive webpages have also been developed on the same principle.

REINFORCING THE SPECIFIC PROGRAMMES APPROACH

Although the first specific programme had been proposed in 2009, 2011 was the year of the specific programme. For the first time they benefited from a modest but discrete budget arising from the total allocation to the professional programme, enabling the Programme Commission to propose activities in parallel with projects resulting from the annual call. For instance, within the framework of the "Good Governance

Programme", an expert from PARBICA participated in the ESARBICA conference in Maputo (June 2011) and delivered a presentation on the 'Recordkeeping for Good Governance Toolkit', the first step in a campaign to disseminate the toolkit within English-speaking Africa. Another example is the Young and New Professionals' project award, proposed for the first time in 2011.

PROMOTING THE PARBICA 'RECORDKEEPING FOR GOOD GOVERNANCE TOOLKIT' IN BURKINA FASO

In 2010, Burkina Faso launched a 'Recordkeeping for good governance programme' led by the Ministry of Civil Service and Reform of the Public Administration.

Supported by PCOM funding, the Association of French Archivists offered to contribute to this initiative by delivering workshops based on the PARBICA 'Recordkeeping for Good Governance toolkit', which it is adapting and translating into French.

Three workshops were delivered in 2011, including one on the recordkeeping policy: as a result, the 'Recordkeeping for Good Governance programme' steering group, composed of representatives from various public agencies, the National Assembly and the Centre of National Archives, developed a draft recordkeeping policy for Burkina Faso, to be endorsed by the government.



Workshop on the recordkeeping policy, Centre of National Archives, Ouagadougou, December 2011

ICA-ATOM

- Online description of archival holdings according to the ICA four descriptive standards:
- ISAD(G), ISAAR(CPF), ISDIAH, ISDF
- Multilingual
- Open source
- Version 1.2 assessed by independent technical experts includes new features.

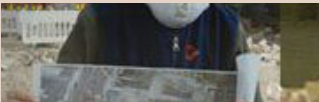
Finally, the 'Digital Recordkeeping programme' was proposed in March 2011 by the Programme Commission and endorsed by the Executive Board, as underpinning ICA strategic direction 2. It aims to identify and support the most innovative approaches or important developments initiated by members, and to make them available for other members to use and so help them to strengthen their position when tackling digital recordkeeping issues. Through this programme, PCOM commissioned experts to report on relevant conferences in the field, launched a survey on trusted digital repositories, and supported innovative projects such as the recently developed open-source tool, "the Curator's workbench", a collection preparation and workflow tool for digital materials designed by Erin O'Meara, Electronic Records Archivist, and Greg Jansen, Software Developer at the University of North Carolina at Chapel Hill. The programme will also support ICA existing flagship projects such as the ICA-Atom stabilized version 1.2 which was released in 2011.

By adding this fourth programme to the already existing proposals, PCOM aims to meet President Martin Berendse's vision of the evolution of the ICA professional programme, to enable members to take a leading role in the information society: archives in the digital world, civil rights, conservation, collaboration between more experienced experts and young professionals are now broadly covered by those programmes whose pages on the ICA website have been developed and/or enriched. Each of the programmes will also benefit from the advice and support of two 'promoters' from among PCOM members, who will act as ambassadors as well as experts in the field.

THE SPECIFIC PROGRAMMES ON THE ICA WEBSITE



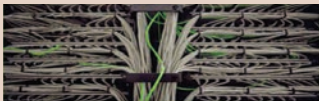
YOUNG AND NEW PROFESSIONALS PROGRAMME
<http://www.ica.org/1340/young-and-new-professionals-programme-/about-young-and-new-professionals-programme.html>



EMERGENCY MANAGEMENT PROGRAMME
<http://www.ica.org/1278/about-emergency-management-programme/about-emergency-management-programme.html>



GOOD GOVERNANCE PROGRAMME
<http://www.ica.org/9039/good-governance-programme/good-governance-programme.html>



DIGITAL RECORDKEEPING PROGRAMME
<http://www.ica.org/9079/digital-recordkeeping-programme/digital-recordkeeping-programme.html>

2011: A SPECIAL FOCUS ON PRESERVATION

Sharing experience on disaster management at the Toledo 2011 CITRA, with the President of the National Archives of Japan, the National Archivist of Haiti, the President of the Association of National Committees of the Blue Shield, the President of Archivists without Borders-France, and the Archivist of Cologne.

Archival institutions and professionals all around the world have always faced and will continue to face challenges relating to preservation. Besides traditional aspects, including the design and fitting out of archival buildings, and conservation, subjects which indeed deserve to be revisited, issues related to digital recordkeeping, such as long-term preservation, have come to dominate our professional lives. Moreover, an increasing

number of natural or man-made disasters have struck, sometimes inflicting heavy damage on our archival heritage and disorganizing recordkeeping systems in many countries throughout the world, the most serious recent example being the 2010 earthquake in Haiti.

In 2004, ICA had already identified preservation and conservation as a core area for international cooperation, creating a dedicated priority area for the new Programme Commission. In 2009, to address the constant threat of natural disaster, PCOM created a dedicated programme focussing on difficult situations resulting from disasters which had a major impact on archives and records management and has since then funded some projects aimed at helping colleagues to better prepare their archives and themselves to cope with such situations.

The various ICA initiatives in this area resulted in 2011 being “the year of conservation”, which reached its climax in October with the celebration of the 2011 International Conference of the Round Table on Archives held in Toledo (Spain) whose theme was “Keeping Archives Alive in a Digital World: Archival Preservation in the 21st Century”. Among the high profile speakers, Mounir Bouchenaki, Director General of the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), Karl



von Habsburg, President of the Association of National Blue Shield Committees (ANCBS), and David Bearman, founding partner of Archives & Museum Informatics shared their views, while workshops on disaster planning were delivered by experts. Besides technical issues relating to security and surrogate copies, digitization as a preservation tool, concrete and virtual archive facilities, the profession's ability to react quickly and work co-operatively was clearly demonstrated in a session on disaster planning and response. Speakers from Japan, the Blue Shield Committee, Cologne, Heidelberg and France described experiences and demonstrated that ICA Members can respond well to requests for help following

a disaster, although there is still room to work more effectively in that field.

That is why in 2011, in order to give its capacity to react a tangible form and to go beyond a simple statement assuring colleagues of ICA support, the Programme Commission proposed creating an ICA Disaster Fund which would enable the organization to provide them with a rapid and concrete response when they have been struck by a disaster, according to their needs and expectations. This proposal was unanimously approved by the Executive Board in March 2011.

THE ICA DISASTER FUND

- Capital outlay of about 25 000 €
- Open to members for donations
- Should provide concrete help, for instance support to experts to assess the damage and the support needed, specific supplies (acid-free boxes and folders, containers, etc.), archives rescue missions...
- Rapidly activated through a quick decision-making process.

OKE by ICA (oke.ica.org)
OKE= Open Knowledge Exchange
Open to ICA members and non-members
A newly created space to share information and discuss professional issues
A tool for ICA bodies and working groups to work on their current projects



Preservation and disaster preparedness have also been among the favourite topics in 2011 to be discussed on the newly created ICA exchange platform, OKE: through two discussion groups, “Archives and Business Continuity Planning” and “Archives and Climate Change”, members are encouraged to share their reflections, expertise and views. Conclusions will be published on the ICA website.

Structures, resources, dedicated debates...and training opportunities: among other initiatives, two workshops on disaster management were delivered at the Toledo CITRA (one specifically focussing on tropical climates). An ICA workshop on “Recovery after a disaster or crisis” was also provided for French-speaking colleagues in West Africa. Held in June 2011 in Porto Novo (Benin), co-organized with the National Archives of Benin and delivered by two trainers, it brought together 30 participants who shared their experience on disaster management and learnt about recovery processes and protection programmes for vital records.

TRUSTED DIGITAL REPOSITORIES: SHARE YOUR EXPERIENCE

Trusted Digital Repositories, or TDR, is becoming a central issue when dealing with long-term and safe preservation. In the autumn of 2011 the Programme Commission launched a simple survey to identify TDR projects either completed or in progress. The second phase of the survey consisted of asking the

28 participating institutions if they would like to share their experience and expertise with other ICA members wishing to develop such projects. The final objective for ICA is to provide members with a dedicated platform by which they can access information and case studies.

AND...A SPECIAL FOCUS ON LATIN AMERICA

The opening conference of the academic year at the Costa Rica University: Lew Bellardo, María Teresa Bermúdez Muñoz and Christine Martinez presenting the ICA Professional Programme.



President Programme, was invited to chair the opening session for Costa Rica University which was dedicated to the ICA Professional Programme. Christine Martinez, Deputy Secretary General Programme, repeated the exercise a week later at the University of Panama.

A large number of professionals, students and their professors attended both presentations showing that there is great interest among the Spanish-speaking community in ICA and international professional co-operation. María Teresa Bermúdez Muñoz, introduced the professional programme to international colleagues in Peru, while Eugenio Bustos, member of the CITRA Board in PCOM, spoke at the Mercosur archives conference in Paraguay in November. This interest is a reflection of the awareness raised among the Latin-American community by the PCOM projects. One of the 2011 funded projects presented by a colleague from Argentina resulted in the creation of the Iberoamerican Forum on Appraisal which was held for the third time in Lima (Peru) in August 2011. Together with another ICA core project on vital records in municipal administrations presented by the municipality of Bogota, the project on appraisal was showcased at the Toledo CITRA.

fiedica

Foro Iberoamericano de Evaluación de Documentos

FORO
IBEROAMERICANO
DE EVALUACIÓN
DE DOCUMENTOS
(FIED)

- Professional International Forum supported by PCOM since 2009
 - Among the partners: Argentina, Brazil, Colombia, Costa Rica, Mexico, Peru, Uruguay and Spain
 - Exchange of experiences, expertise and concerns on appraisal from a regional perspective
 - Raising awareness of the importance of appraisal and assisting archivists and records managers to promote appraisal among records
- creators and society in general

 - Focusing in 2011 on methodology (strategies, methods, activities and techniques applied to appraisal)
 - Proceedings published on the ICA website
 - Products including guidance for appraisal, a proposal for an appraisal programme, a bibliography, a professional profile regarding appraisal.

A REVITALISED
FIDA



CEDIMO training session, Mozambique

The newly revitalised Fund for the International Development of Archives (FIDA) has been working hard since 2010 to help archives and archivists in the developing world. FIDA is administered by a Board of trustees from six countries in Europe, Asia, Africa, North and South America, under its president Sarah Tyacke. It seeks to meet specific needs from the developing world at regional and country level by giving financial help, at present up to 25,000€ p.a. overall each year. It also provides professional advice to individuals or groups of archivists or organizations, for example, on how to conduct their project, if they wish with 'consulting funds', and this advice may include suggesting other additional funding possibilities and help. FIDA's present view is that with small funds at its disposal its role is to provide international leverage, as well as funding, to assist archives and archivists to help themselves. The FIDA Board selects the best applicants for awards, monitors projects and reports back to the ICA Executive Board. FIDA also endeavours to encourage people to give funds for its work. The

aim is to provide support for the development of practising archivists and archives of all sorts rather than developing products of more general archival use or for longer-term professional programmes, which are the remit of PCOM. The 2010 call for projects resulted in ten applications, of which four were funded and successfully completed. One other application, a survey of church records in Botswana, was referred to another more appropriate funder and was successful.

A BRIEF SUMMARY FOLLOWS:
➡ FIJI. 3,000€ awarded to support a staff member of the Fiji National Archives to be attached to the New Zealand National Archives for three weeks to learn records management practices, specifically in appraisal and disposal, for personal development and to train records officers in government agencies in these techniques and practices. As a result of this training, the successful applicant carried out an internal appraisal in the National Archives and two others in the Western Divisions of Fiji in February 2011.

➡ CEDIMO. Mozambique. 7,000€ awarded towards training in three pilot records centres in Mozambique, particularly in semi-current records management, including appraisal. The final report noted: 'We have trained 40 officials and State agents from all provinces and some districts of our country in semi-current records management'.

➡ IWOKRAMA, International Centre for Rainforest Conservation and Development, Guyana. 8,000€ awarded to a project to provide an initial training programme in archives and records management for untrained staff who already have responsibilities for records and archives. 26 participants attended a 3-day workshop plus a 1-day 'train the trainers' session. Two representatives attended from most participating



FIDA

- To meet specific needs at regional and national level
- Up to 25,000€ overall per year
- 8 projects financed since its revitalization

organizations in order to facilitate cascade training, and the National Archives of Guyana planned a workshop in autumn 2011 to share expertise besides fostering a support group through the participating staff, and raising awareness of the National Archives among government departments.

➡ **ESARBICA.** 8,000€ was awarded for the training of archivists in the region in the preservation of audio-visual archives, held in the National Archives of Zimbabwe. 21 archivists, librarians and film lecturers from the region attended. Among the outcomes were the development of a network group to deal with technical issues in the ESARBICA region; development of best practice in conservation and collection management, including use of ERMS and EDRMS; development of legislation supporting audio-visual archives preservation; confirmation of yearly workshops building on this first one supported by FIDA.

THE 2011 CALL FOR PROJECTS RESULTED IN 20 APPLICATIONS AND FUNDS HAVE BEEN COMMITTED FOR THE FOLLOWING PROJECTS:

➡ **PALAU.** 5,000€ to the Bureau of Palau National Archives to fund one of their staff to attend an internship programme in the National Archives of New Zealand, with particular emphasis on appraisal techniques, disposal schedules, preservation and access, arrangement and description as well as other basic archival functions with a view to the establishment of a records management programme.

➡ **SOLOMAN ISLANDS.** 8,000€ for the British Solomon Islands Project Collection Conservation, Access and Training Project to preserve one of

the archives’ most important and valued collections. The collection is currently held in the National Archives Solomon Islands (NASI) but needs urgent conservation work to avoid reducing access to the collection. Four major goals were identified for this project: preserve this highly unique collection; make the collection more accessible by provision of a finding aid; training relevant staff-members in basic conservation and access techniques; the development of a preservation manual. This application was a resubmission from 2010.

➡ **BURUNDI** land records. These scattered records across Burundi are critical for the nation and at present are in dire need of surveying, preserving and being made accessible. This is a big project and in need of re-casting into phases and re-costing and therefore FIDA has offered 2,500€ for a consulting award to ABABDU BURUNDI to hire a consultant to advise on the resubmission of its application.

➡ **AFRICAN UNION COMMISSION** records. FIDA has agreed to offer a sum of up to 8,000€ (still being negotiated) to the Archivist in the Commission, with the internal backing of the Commission (who are also prepared to fund) to plan and set up a records management and archival section to deal with the records. This project is still under discussion. Some other 2011 applications will need to be re-submitted for the 2012 round of applications once there has been some further clarification. Two further applications one from South America and one from Tanzania were advised to seek funding from a more appropriate funder. We wait to hear the outcomes of these before taking any further action.

CONCLUSION

It is evident from the Trustees’ experience to date that there is a very real need for this type of assistance and the Trustees are pleased that so many have thought to apply from the French, Portuguese, English and Spanish speaking worlds. The task is iterative and lengthy to achieve the successful results so far but well worth the effort of all concerned. It is also evident that the Trustees’ reach in the second year of operation is now wider; into Eastern Europe and South America as well as Australasia and French, Portuguese and English

speaking Africa. Central and Southern Asia and the Middle East have yet to respond and we will need to discuss the reasons for this with our regional colleagues in Brisbane. Records management at national and provincial levels and archival organization e.g. appraisal, digitization and preservation and managing audio-visual records (TV) are the major areas of concern to which we have been alerted. It is also very pleasing to note that without any publicity archival colleagues from around the world have made small but significant donations. The Trustees intend to encourage more to do so.

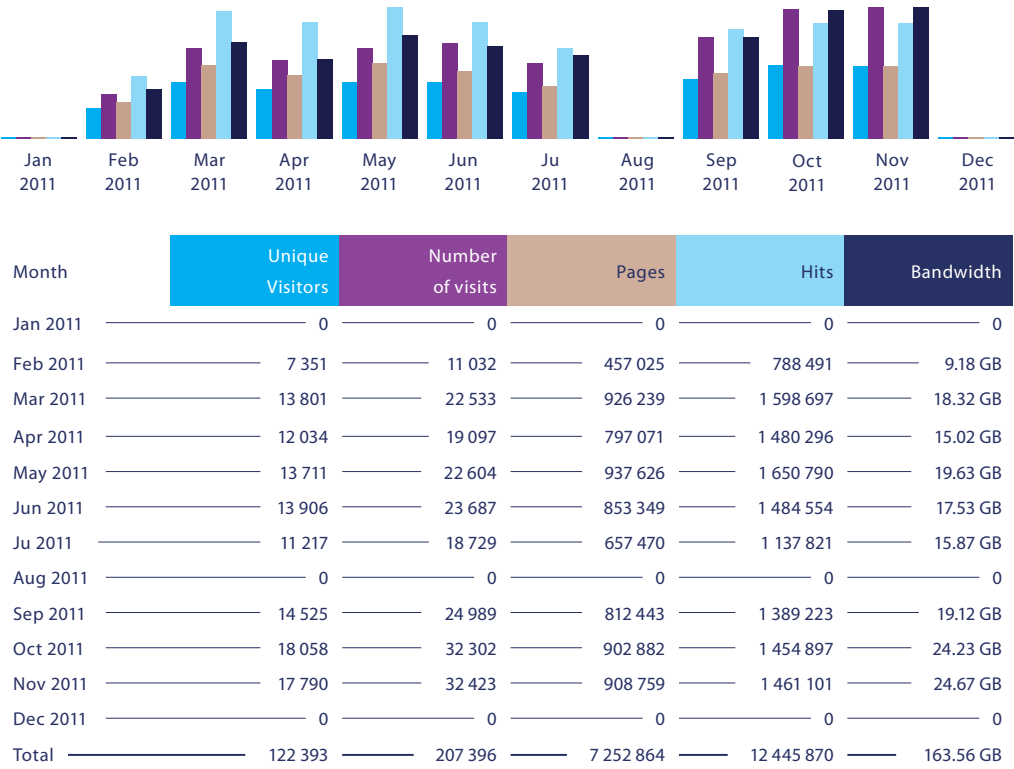
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COMMUNICATIONS AND PUBLICATIONS

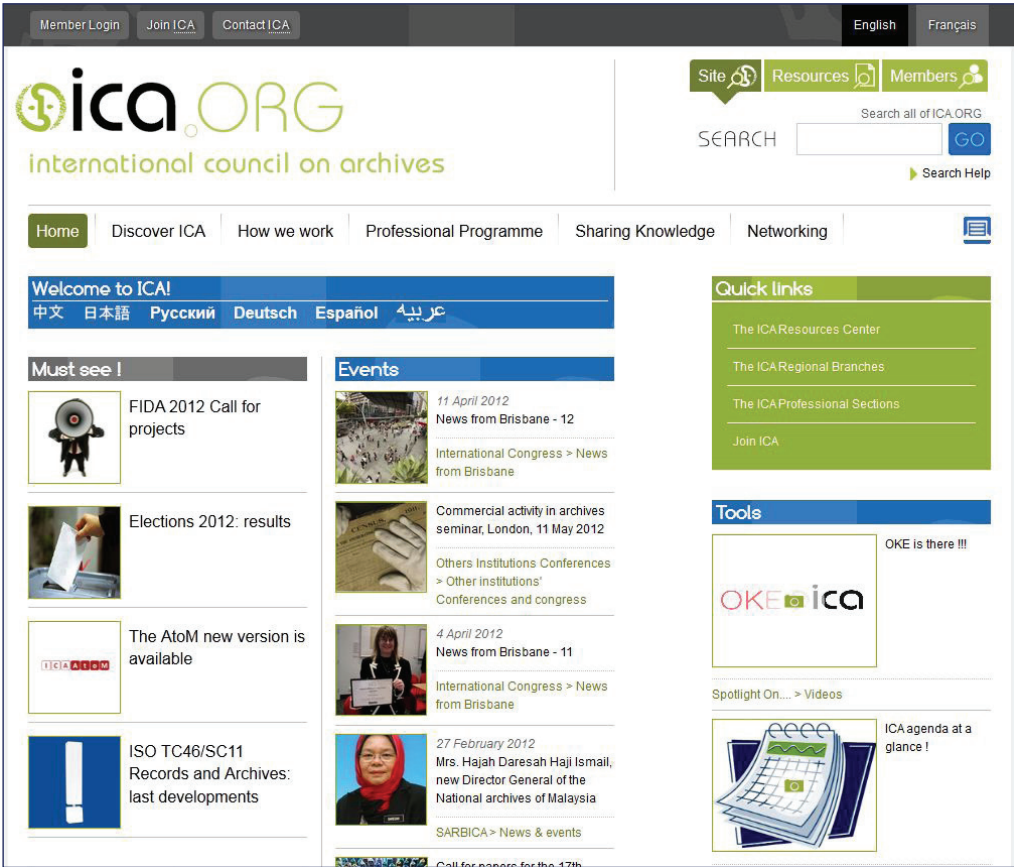
THE ICA WEBSITE IN 2011

After a slow start, the ICA website saw a marked increase in usage from March 2011 (22,533 visits in March rising to 32,423 visits in November, an increase of almost 44%). 122,393 individual visitors visited the site 207,396 times between February and November 2011 out of a total of 7,252,864 pages consulted. This corresponds to an average of 35 pages consulted per visit. This increase in figures is the result of the efforts made throughout the year to improve the ergonomics of the site, to publish more content in French and English and to offer more services to the members of the organization.

WEBSITE STATISTICS 2011



ICA website home page



A CLEARER INTERFACE FOR EASIER ACCESS TO INFORMATION

A SIMPLIFIED HOMEPAGE, SMOOTHER NAVIGATION

It was decided to reduce the amount of information posted on the home page so that more could be made of news which is of interest to the profession as a whole, including current projects and consultations. The search menu has been revised to allow immediate access to parts of the site that are well-used by members (the Resources Centre, and the pages reserved for Branches and Sections). Finally, to improve the general ergonomics of the site, direct links have been installed to useful sections just below the search menu, to bring together in one place the various ‘practical pages’ scattered throughout the site. These changes have allowed smoother navigation of the site and provided easier access to information.

A CLEARER INTERFACE

The menus and sub-menus have gradually been reorganized to make access to information more intuitive. The whole of the ICA site is now organized around the following five categories:

- Discover ICA offers a general introduction to the organization and its objectives, provides information about its members and explains how to join ICA.
- How we work explains how the organization functions and gives access to the parts of the site reserved for governance bodies.
- Professional Programme describes in detail the whole of the ICA’s professional programme and gives several examples of projects.
- Sharing knowledge allows access to ICA resources and offers various tools to support professional collaboration. This category also includes information on events organized by ICA and/or by archivists from around the world.
- Networking shows visitors to the site how to get involved in the organization and gives access to the Branches and Sections of ICA.

A BETTER POPULATED WEBSITE

INTRODUCTION OF WEBMASTERS
AUTOMATES CONTENT PRODUCTION

Thanks to the appointment of webmasters by the Branches, Sections and Working Groups, the different areas of the website publish content on a regular basis. These key players in populating and diversifying the site became autonomous during 2011, and with the support of the Secretariat have gradually taken over responsibility for the space on the site dedicated to their particular ICA body. Consequently many adjustments have been made during the course of the year and a useful collaboration has produced content online which is better adapted to the constraints of web-publishing. Finally, it is worth noting that the announcements made both on the website and via the listserv have multiplied, showing how these two tools complement one another.

TOWARDS THE CREATION OF NEW SERVICES

ACCOMPANYING THE PROGRESSIVE
MODERNIZATION OF ICA

With a brighter and more colourful interface, the new ICA site is placed firmly in the modern communications environment. To share a link, to send an article to someone or to subscribe to the RSS feeds of ICA bodies is now extremely simple. Moreover the technology of the Webbler (the tool used for publishing content on the website) allows the publication of files in different formats, such as photographs, videos or sound recordings. In continuous development, the ICA website also serves as a portal for new tools.

REORGANIZATION OF THE RESOURCES
CENTRE

One of the principal objectives of ICA in 2011 has been to simplify access to ICA’s resources. The online Resources Centre has therefore been reorganized around nine sub-menus which allow easy access to a large number of documents from around the world (articles, reports, notes, proceedings, reviews of ICA, newsletters, studies, case studies, toolboxes, guides, manuals, standards, glossaries, directories, bibliographies, reference documents, promotional material), some of which are translated into several languages. The transfer of all documents contained on the old interface is the next step.

ICA AND SOCIAL MEDIA

After the creation of a first Twitter account (April 2010) allowing for comments on professional events in real time, ICA decided to continue its adventure into the world of social media by creating a Facebook account to ensure the widest possible circulation of its communications.

But above all, it is the creation of the OKE exchange platform (created on Buddy Press) which has marked out 2011. Open to all professionals who want to debate the issues of the day relating to archives, OKE already numbers 194 members divided between 7 discussion groups, both public and private. These different tools can be accessed directly via the ICA website.

CONCLUSION

2011 has been a year of continuous development for the ICA website. By providing a better promotion of its activities on the web and by constantly improving its services, ICA is expressing its desire for transparency and openness to an ever-increasing public.

COMMA
2011



Comma cover, International Journal on Archives, 2011

Two issues of Comma, on Architectural Archives, co-edited by ICA-SAR, and on Sports Archives, co-edited by ICA-SPO, appeared during 2011, with the volume numbers 2009:1 and 2009:2. The Editorial board met twice during the year: in May in Munich at the Bayern Hauptstadtsarchiv, at the kind invitation, and with the generous hospitality, of the Director, Mrs Ksoll-Macon, and in Toledo in October.

The Editorial Board has continued to seek ways to reduce the backlog of volumes in order to bring the volume dates into line with the actual date of publication and to reduce production and distribution costs in general. The Board also remains convinced of the need to give Comma greater visibility within the profession and more widely. To address both these areas, the Board recommended engaging the services of a commercial publisher to produce and distribute the journal. In December 2011 the ICA signed a contract with Liverpool University Press (LUP) for production and distribution services. As a result, Comma will be available through the ICA website with much improved access and navigation (provided by the LUP’s Metapress platform)

between articles and individual issues, and, in due course, to the content of all back issues. The new arrangements both lower overall costs and ease the pressure of production work for the Secretariat. Editorial control remains, of course, solely with the Comma Board. The first issue to appear with LUP is the SAE/ CITRA2009 issue (2010:1). It is anticipated that the following volumes will appear in 2012: Ibero-American special issue (2010:2) and Australasia/ PARBICA issue (2011:1) to coincide with the Congress in August 2012.

Several long-standing members of the Editorial Board are standing down at Congress and the Board has been proactive in dealing with succession planning. A call for expressions of interest in the work appeared on the ICA website and two younger colleagues have been co-opted onto the Board after responding to this. Other expressions of interest are under consideration.

FLASH

2011



Flash cover, ICA Newsletter 2011

Flash is an internal newsletter, published as a benefit for members, which complements the in-depth professional reflection, reports and debate to be found in Comma. It is published twice a year, in both English and French, and its role is to communicate news of interest to ICA members, including updates on ICA activities, projects and professional meetings. In addition to reports on governance meetings, which keep members informed of the strategic direction of the organization, members of branches and sections are encouraged to send in reports of their own activities and projects.

The two issues for 2011 focussed on the reform agenda of the ICA governing bodies, in particular the holding of the final ever CITRA at Toledo, prior to the introduction of annual conferences and the establishment of a new Forum for National Archivists (FAN). Also prominent were the new partnerships that ICA is forging, such as its stronger relationship with the International Federation of Library Associations (IFLA) and

ICA's support of the UNESCO Memory of the World programme and UNESCO'S endorsement of the Universal Declaration on Archives.

In the coming year a publications review working group will be looking at streamlining the ways information is communicated through ICA's various media, both hard-copy and online, and in conjunction with this review, we shall consider how Flash can be used to best effect as a hard-copy newsletter. With the introduction of an electronic newsletter after the Brisbane Congress, it will be possible to rethink the format of Flash, enabling it to become more thematic in its approach, allowing particular issues to be treated in more depth and in a more reflective way. Reports of meetings, conferences and other events would be placed on the website, thus giving them greater immediacy. In the meantime, Flash is now being jointly distributed with Comma by Liverpool University Press, to bring more consistency to the circulation of both titles and to reduce costs.

NEW DEVELOPMENTS IN PUBLICATIONS

TRANSLATIONS POLICY

Following acceptance of the paper which outlined a future translations policy for ICA at the Executive Board meeting in October 2011, key documents were identified to be fast tracked for translation into all six principal UNESCO languages (English, French, Chinese, Arabic, Spanish and Russian). These were the governance documents (constitution and strategic directions paper) and current available standards (ISAD (G), ISAD (CPF) and ICA-Req).

As both the Constitution and the Strategic Directions paper are currently being revised, it was subsequently decided to await approval of the new constitution and the strategic directions paper at the General Assembly in August 2012 before arranging their translation. These should be available by the end of 2012.

As identified in the translations policy, there is a need to establish quality control centres for official approval of translations. Potential centres have been identified for the six principal languages and the process of contacting them has begun. Initial contacts have been made with SPA and SAE to discuss ways of expanding the pool of translators.

PUBLICATIONS REVIEW

In addition, a working group was established with the brief of reviewing all ICA publications, including the website, to determine whether they are serving the needs of the members and the wider archival community and ultimately to develop a publications policy. The initial focus will be on the professional/scientific content. Members were sought and recruited from most of the main language groups, and terms of reference were drawn up and forwarded to the Executive Board. A final report, with recommendations, will be submitted in April 2013.

3

FINANCIAL REPORT



ICA FINANCIAL REPORT

ICA is in a healthy financial position as can be seen from the summary table prepared by our accountant (see below). The accounts for the financial year 2011 were approved by the Executive Board at its meeting in Bern, April 2012. They have been audited and certified by Deloitte and will be submitted for the approval of the AGM of ICA on 24 August 2012 at Brisbane. It is interesting to note that actual income exceeds the budget forecast by 5.8% whilst expenditure represents only 97% of that forecast in the budget. Thus 2011 ended with an operating surplus of 125,804€ (2010: -99,157€) giving an overall surplus of 126,935€ (2010: 1,480€).

While this result may be in line with ICA's record of prudent financial management, it should not conceal certain risks for the organization. First there is ICA's extremely large dependence on a small number of contributors. Indeed almost half its revenue arises from the contributions of a few dozen members, which puts ICA in a very vulnerable position, especially in the current global economic climate. Following the findings of a working group, we hope to achieve a solution to this for 2013 onwards. The aim is to develop a fairer and more transparent system of dues which

will reduce the financial burden borne by members at national level by adopting a more balanced way of dividing the financial contribution among all member categories.

It is nevertheless clearly advisable to seek new sources of finance to support particular services, both within the organization itself and by identifying external partners.

Finally, we must continue to modernize our system of accounting and so improve the management of our organization. Proper accounting will provide us with the essential information needed to analyse the current position and direction of our organization.

The Executive Board has decided to allocate the surplus to a reserve, to allow us to broaden our field of action and so be in a better position to respond to the expectations of our members, in particular by providing them with a larger number of products and results from our activities, taking full advantage of the solidarity of our organization.

Andreas Kellerhals, Vice-president Finance



	31/12/10	Draft Budget 2011 AGM 2010	Revised Budget 2011 EB	Up to 31/12/2011	% VS Budget 2011
MEMBERSHIP DUES					
	Euros	Euros	Euros	Euros	Euros
Category A	765 524	750 000	750 000	675 646	90,1 %
Category B	16 125	14 000	14 000	21 879	156,3 %
Category C	101 078	100 000	100 000	82 132	82,1 %
Category D	15 069	12 000	12 000	16 336	136,1 %
Payment from non-identified members	1 765			750	
TOTAL	899 560	876 000	876 000	796 742	91,0 %
FIDA					
Donations from members	2166			9 105	
Other Revenue					
Various contracts	12 332				
French Archives subvention 2011				50 000	
French Archives dedicated fund 2011				33 996	
Subvention SNCF / SARDO				3 000	
Copyright income	78				
Financial income	62 637			18 045	
CITRA					
Registration fees	45 384	30 000	30 000	47 802	159,3 %
SUB TOTAL					
	1 022 157	906 000	906 000	958 690	105,8 %
Carry Forward					
Branches 2008 / 2009	46 896	62 696	62 696	46 896	
Branches 2010	25 996			25 996	
Sections 2008 / 2009	51 821	60 087	60 087	51 821	
Sections 2010	28 153		28 153	28 153	
Programme		7 346	7 346		
Website		38 669	38 669		
TOTAL	152 866	168 798	196 951	152 866	
Reserve					
Website	30 000	30 000	30 000		
PCOM Projects	30 000	30 000	30 000		
Dictionary	11 000	11 000	11 000		
TOTAL	71 000	71 000	71 000		
Subventions					
United Arab Emirates (dedicated fund)	87 829	87 829	87 829	303	
Remainder dedicated fund, France	83 996	50 000	50 000		
TOTAL	171 825	137 829	137 829	303	
TOTAL					
	1 417 848	1 283 627	1 311 780	1 111 859	84,8 %



	31/12/10	Draft Budget 2011 AGM 2010	Revised Budget 2011 EB	Up to 31/12/2011	% VS Budget 2011
PROGRAMME	Euros	Euros	Euros	Euros	Euros
Projects approved by PCOM	53 900	100 000	100 000	75 095	75,1 %
Branch allocations budgeted				30 000	
Branch allocations expenses	24 005	50 000	50 000	20 000	40,0 %
Branch allocations expenses (previous years)				5 000	
Section allocations budgeted				25 611	
Section allocations expenses	21 847	50 000	50 000	24 389	48,8 %
Section allocations expenses (previous years)				6 793	
ICA-AtoM Project (from United Arab Emirates dedicated fund)	78 750	70 000	70 000	303	0,4 %
Various projects (Flying Reporters)	1 918			2 018	
Programme meetings (PCOM)	8 950			5 729	
Programme meetings (CCAAA)	630				
Best Practice and Standards (Principles of Access)	10 601	10 000	10 000	4 530	45,3 %
Online Archival Terminology Dictionary		0	0	11 000	
Contracts	13 026				
TOTAL	213 627	280 000	280 000	210 469	75,2 %
PUBLICATIONS					
Comma	66 279	60 000	60 000	17 050	28,4 %
Flash	22 458	30 000	30 000	33 428	111,4 %
TOTAL	88 737	90 000	90 000	50 478	56,1 %
COMMUNICATIONS					
Development of Website	35 487	30 000	30 000	5 956	19,9 %
Hosting/Technical Support /Systems Administration	16 169	20 000	20 000	11 275	56,4 %
TOTAL	51 656	50 000	50 000	17 231	34,5 %
MARKETING & PROMOTION					
Marketing campaigns (Promotion tools) /ICA Graphic Chart	8 006	5 000	5 000	3 650	73,0 %
CONFERENCES					
CITRA 2011 assistance to speakers	4 139	30 000	30 000	11 191	37,3 %
CITRA 2010 assistance to participants	11 584				
CITRA fees host country	22 692				
TOTAL	38 415	30 000	30 000	11 191	37,3 %
PARTNERSHIPS					
Funds for partner organizations /partnership projects	1 137	10 000	10 000	1 734	17,3 %
FIDA					
Funding of projects (from FIDA reserve)	19 000			15 023	
GOVERNANCE					
Governance meetings	42 959	30 000	30 000	23 899	79,7 %
Accountant and auditors	33 269	20 000	20 000	33 475	167,4 %
Insurance	202			1 212	
Legal advice	5 257	15 000	15 000	12 558	83,7 %
Consultancy	16 576	15 000	15 000	6 830	45,5 %
TOTAL	98 263	80 000	80 000	77 974	97,5 %



	31/12/10	Draft Budget 2011 AGM 2010	Revised Budget 2011 EB	Up to 31/12/2011	% VS Budget 2011
SECRETARIAT TOTAL					
Administration	101 312			96 943	
Financial charges	10 679			6 206	
Personnel	364 661			360 083	
Travel	48 562			47 631	
TOTAL	525 214	480 000	500 000	510 863	102,2 %
OTHERS EXPENSES					
Representation of ICA	1 224			2 317	
SUBVENTION					
Dedicated fund (Subvention France 2010)	50 000			33 996	
ICA-AtoM Project (from remainder dedicated fund, France)	16 004			50 000	
TOTAL EXPENSES	1 111 283	1 025 000	1 045 000	984 925	94,3 %
NET SURPLUS / DEFICIT	-89 126	258 627	266 780	126 934	

Allocation to Branches and Sections	Beginning of the year	Allocation for the year	Write back allocation	Expenses of the year	Up to 31/12/2011
Branches 2008 / 2009	46 896		46 896		
Sections 2008 / 2009	51 821		51 821		
Branches 2010	25 996		25 996		
Sections 2010	28 153		28 153		
Branches 2011		50 000		20 000	30 000
Sections 2011		50 000		24 389	25 611
TOTAL	152 866	100 000	152 866	44 389	55 611

Dedicated Fund	Beginning of the year	Allocation for the year	Expenses of the year	Up to 31/12/2011
United Arab Emirates (dedicated fund)	87 829			87 829
Remainder dedicated fund, France	33 996		33 996	0
France 2011 (dedicated fund)		50 000		50 000
France 2010 (dedicated fund)	50 000			50 000
TOTAL	171 825	50 000	33 996	187 829

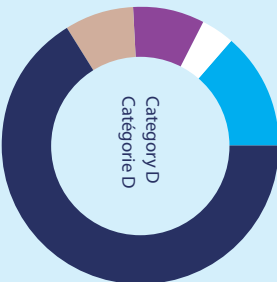
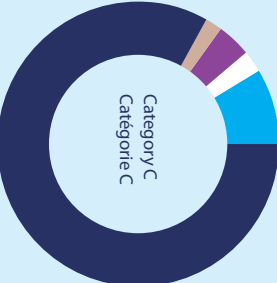
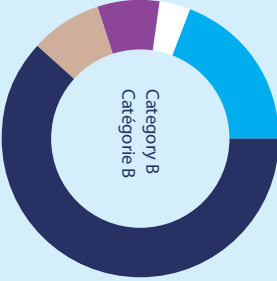
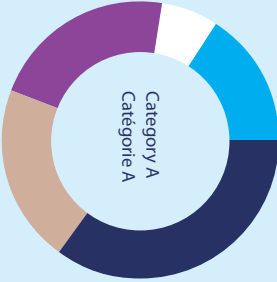
Reserve	Beginning of the year (after 2010 result allocation)	Allocation for the year	Expenses to 30/04/2011	Up to 31/12/2011	Proposed result allocation (-Expenses/+Revenues)
Congress	90 000			90 000	
FIDA reserve	85 746			85 746	-15 023 / +9105
Programme activity reserve	250 466			250 466	
Liquidity reserve	130 000			130 000	
Balance carry forward	302 526			302 526	
Net Balance 2011		126 934		126 934	
TOTAL	858 738	126 934	0	985 672	

MEMBERSHIP DEVELOPMENT

RAPPORT SUR LES MEMBRES

1 476 MEMBERS IN 198 COUNTRIES AND TERRITORIES
1 476 MEMBRES DANS 198 PAYS ET TERRITOIRES

	Category A Catégorie A	Category B Catégorie B	Category C Catégorie C	Category D Catégorie C	Total					
Year /Année	2010	2011	2010	2011	2010	2011				
Sections										
Europe	83	83	47	52	685	677	139	166	954	978
Africa/afrique	48	49	6	7	16	16	36	45	108	117
Asia/asie	49	51	4	6	27	32	32	36	112	125
Oceania/océanie	19	16	3	3	24	21	15	19	61	59
America/amérique	38	37	16	16	71	69	62	75	187	197
TOTAL	237	236	76	84	823	815	284	341	1420	1 476



MEMBERSHIP DEVELOPMENT
RAPPORT SUR LES MEMBRES
2011

Europe Africa/Afrique
Asia/Asie Oceania/Océanie
America/Amérique

TABLE OF BREAK DOWN IN SECTIONS
TABLEAU DES RÉPARTITIONS PAR SECTION

	Cat. C	Cat. D	TOTAL
Year /Année	2011	2011	2011
Sections	51	107	158
SAE	3	19	22
SAN	12	18	30
SAR	70	43	113
SBL	44	63	107
SIO	34	26	60
SKR	38	26	64
SLA	115	30	145
SLMT	15	16	31
SPO	80	35	115
SPP	0	9	9
SSG	108	71	179
SUV	570	463	1033

SAE : Section pour l'enseignement de l'archivistique et la formation des archivistes/Section for Education and Training
SAN : Section des archives notariales/Section on Notarial Records
SAR : Section sur les archives d'architecture/Section on Architectural Records
SBL : Section des archives du monde du travail et des affaires/Section for Business and Labour Archives
SIO : Section des organisations internationales/Section of International Organisations
SKR : Section des archives des églises et des communautés confessionnelles/Section for Archives of Churches and Religious Denominations
SLA : Section sur les archives littéraires et artistiques/Section on Literature and Art Archives
SLMT : Section des Archives Locales, Municipales et Territoriales/Section of Local, Municipal and Territorial Archives
SPO : Section des archives du sport/ Section on Sports Archives
SPP : Section des archives des parlements et des partis politiques/Section for Archives of Parliaments and Political Parties
SSG : Section provisoire sur la sigillographie/Provisional Section on Sigillography
SUV : Section des archives des universités et des institutions de recherche/Section on University and Research Institution Archives

GRAPHIC OF BREAK DOWN IN SECTIONS
GRAPHIQUE DES RÉPARTITIONS PAR SECTION

