

# **BUILDING CAPACITY IN THE PROFESSION IN THE XXIst CENTURY: THE ICA CONTRIBUTION**

## **RENFORCER LA PROFESSION AU XXIe siècle: LA CONTRIBUTION DE L'ICA**

*Christine Martinez, DSG/SGA Programme  
Cairo, Le Caire, December 2010*

# ICA vision

## Vision de l'ICA

Archives constitute the **memory of nations and societies**, shape their identity, and are **a cornerstone of the information society**. By providing evidence of human actions and transactions, **archives support administration** and underlie the rights of individuals, organizations and states. By guaranteeing citizens' rights of access to official information and to knowledge of their history, **archives are fundamental to identity, democracy, accountability and good governance**.

Les archives constituent la **mémoire des nations** et des sociétés; elles fondent leur identité et sont un **élément clé de la société de l'information**. En témoignant des activités menées et des décisions prises, elles sont **un soutien de l'administration** et assurent à la fois la continuité des organismes et la justification de leurs droits, ainsi que de ceux des individus et des États. Parce qu'elles garantissent l'accès des citoyens à l'information administrative et le droit des peuples à connaître leur histoire, **les archives sont essentielles à l'exercice de la démocratie, à la responsabilisation des pouvoirs publics et à la bonne gouvernance**.

## The profession can contribute to modernize and reinforce the State administration

### *La profession peut contribuer à moderniser et à renforcer l'administration de l'Etat*

- Good records management contribute to good governance.
  - Good records management supports democracy and political rights .
  - Good records management is a key pillar for building the memory of the Nation.
- Un bon archivage contribue à la bonne gouvernance.
  - Un bon archivage contribue à la démocratie et aux droits politiques.
  - Un bon archivage est un pilier essentiel de la construction de la mémoire de la Nation.

# ICA can help the profession

## L'ICA peut aider la profession

- Raising the profile of records/archives and the profession
  - Providing the profession with a range of relevant tools
  - Developing and promoting authoritative standards
  - Providing the profession with a communication and exchange platform
  - Developing capacity within the profession
- En valorisant les archives et la profession
  - En offrant à la profession un ensemble d'outils appropriés
  - En développant et promouvant des normes qui fassent autorité
  - En offrant à la profession une plateforme de communication et d'échange
  - En développant les compétences professionnelles

# How? : the framework

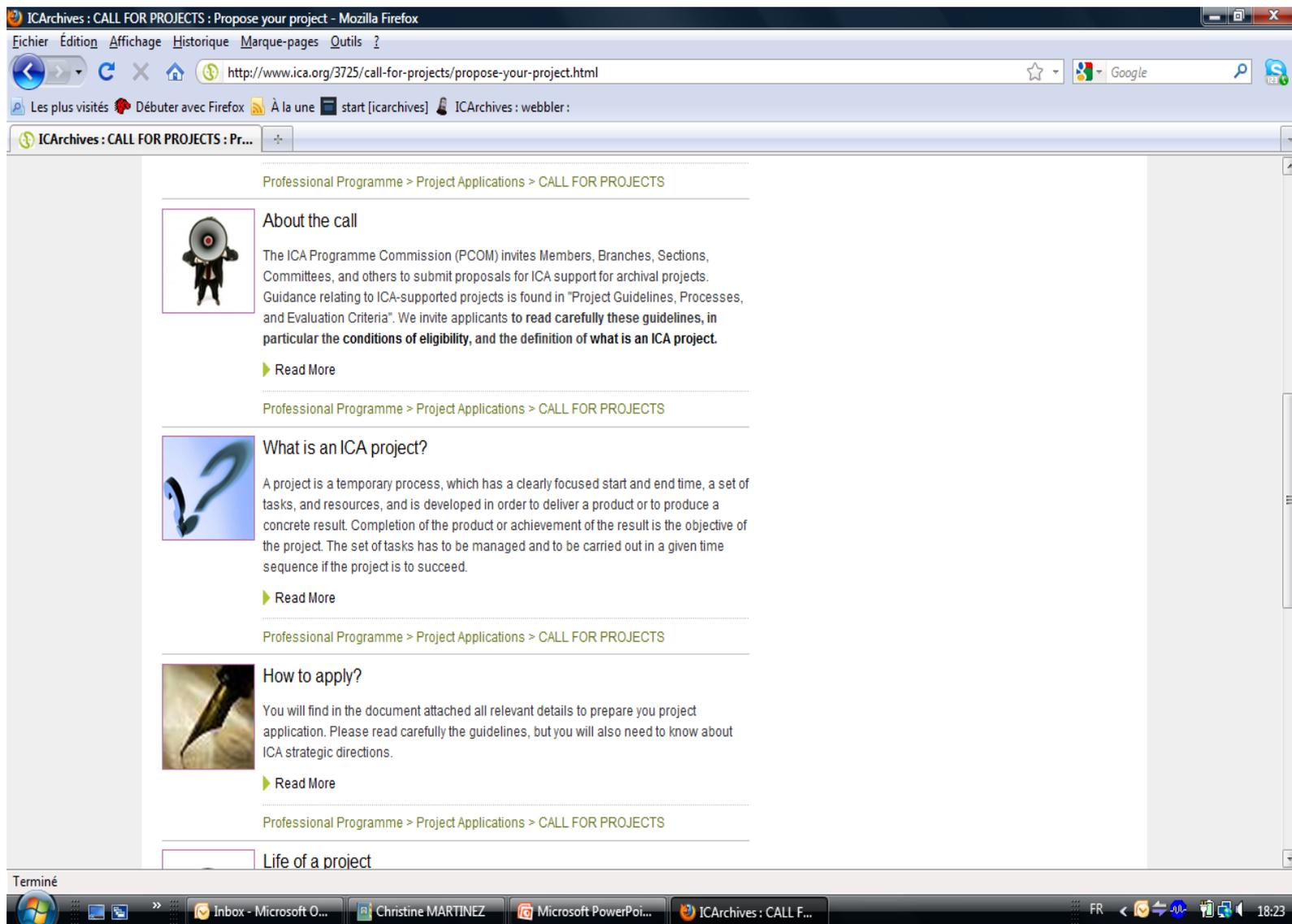
## Comment? : les cadres

- Branches
- Sections
- Professional programme and PCOM
- FIDA: International Fund for the Development of Archives

- Branches
- Sections
- Programme professionnel et PCOM
- FIDA: Fonds international pour le développement des archives

# Professional programme: call for projects

## Programme professionnel: appel à projets



ICArchives : CALL FOR PROJECTS : Propose your project - Mozilla Firefox

Fichier Édition Affichage Historique Marque-pages Outils ?

http://www.ica.org/3725/call-for-projects/propose-your-project.html

Google

Les plus visités Débuter avec Firefox À la une start [icarchives] ICArchives : webbler :

ICArchives : CALL FOR PROJECTS : Pr...

Professional Programme > Project Applications > CALL FOR PROJECTS

### About the call



The ICA Programme Commission (PCOM) invites Members, Branches, Sections, Committees, and others to submit proposals for ICA support for archival projects. Guidance relating to ICA-supported projects is found in "Project Guidelines, Processes, and Evaluation Criteria". We invite applicants to **read carefully these guidelines, in particular the conditions of eligibility, and the definition of what is an ICA project.**

[Read More](#)

Professional Programme > Project Applications > CALL FOR PROJECTS

### What is an ICA project?



A project is a temporary process, which has a clearly focused start and end time, a set of tasks, and resources, and is developed in order to deliver a product or to produce a concrete result. Completion of the product or achievement of the result is the objective of the project. The set of tasks has to be managed and to be carried out in a given time sequence if the project is to succeed.

[Read More](#)

Professional Programme > Project Applications > CALL FOR PROJECTS

### How to apply?



You will find in the document attached all relevant details to prepare you project application. Please read carefully the guidelines, but you will also need to know about ICA strategic directions.

[Read More](#)

Professional Programme > Project Applications > CALL FOR PROJECTS

### Life of a project

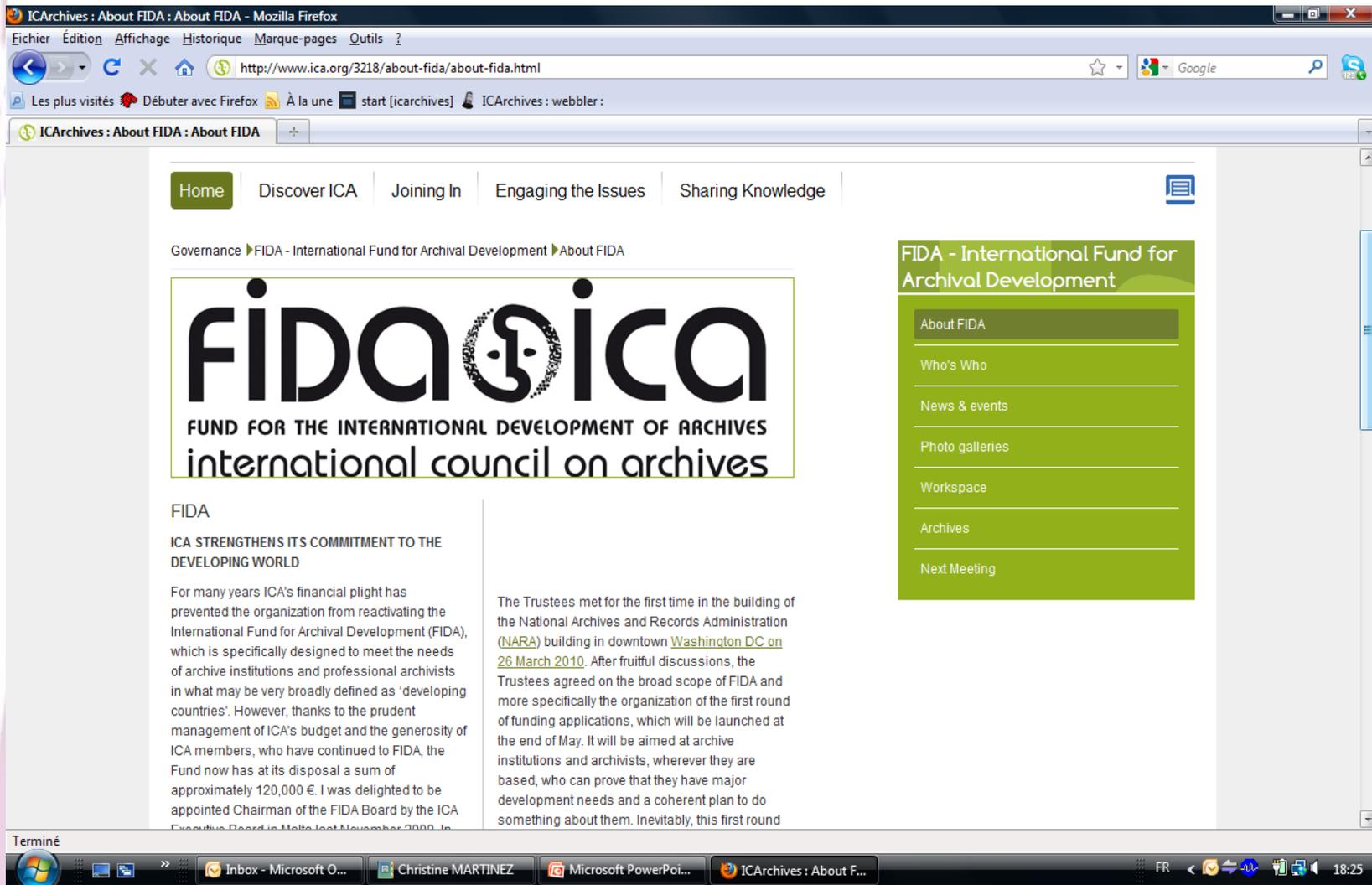
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Inbox - Microsoft O... Christine MARTINEZ Microsoft PowerPoi... ICArchives : CALL F...

FR 18:23

# FIDA : call for projects

## FIDA : appel à projets



ICArchives : About FIDA : About FIDA - Mozilla Firefox

Echier Édition Affichage Historique Marque-pages Outils ?

http://www.ica.org/3218/about-fida/about-fida.html

Les plus visités Débuter avec Firefox À la une start [icarchives] ICArchives : webbler :

ICArchives : About FIDA : About FIDA

Home Discover ICA Joining In Engaging the Issues Sharing Knowledge

Governance > FIDA - International Fund for Archival Development > About FIDA

# fida ica

FUND FOR THE INTERNATIONAL DEVELOPMENT OF ARCHIVES  
international council on archives

FIDA

ICA STRENGTHENS ITS COMMITMENT TO THE DEVELOPING WORLD

For many years ICA's financial plight has prevented the organization from reactivating the International Fund for Archival Development (FIDA), which is specifically designed to meet the needs of archive institutions and professional archivists in what may be very broadly defined as 'developing countries'. However, thanks to the prudent management of ICA's budget and the generosity of ICA members, who have continued to FIDA, the Fund now has at its disposal a sum of approximately 120,000 €. I was delighted to be appointed Chairman of the FIDA Board by the ICA Executive Board in Malta, last November 2009. In

The Trustees met for the first time in the building of the National Archives and Records Administration (NARA) building in downtown [Washington DC on 26 March 2010](#). After fruitful discussions, the Trustees agreed on the broad scope of FIDA and more specifically the organization of the first round of funding applications, which will be launched at the end of May. It will be aimed at archive institutions and archivists, wherever they are based, who can prove that they have major development needs and a coherent plan to do something about them. Inevitably, this first round

FIDA - International Fund for Archival Development

- About FIDA
- Who's Who
- News & events
- Photo galleries
- Workspace
- Archives
- Next Meeting

Terminé

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FR 18:25

## How : advocacy and promotion initiatives

### Comment: initiatives pour la défense et la promotion des archives et de la profession

- Universal Declaration on Archives
- International Day of Archives (9 June)
- Competency model methodology handbook
- Déclaration universelle des Archives
- Journée internationale des Archives (9 juin)
- Manuel pour définir les compétences professionnelles

# Universal Declaration on Archives Déclaration universelle des Archives

## البيان العالمي حول الأرشيف

الأرشيف يضمن حفظ القرارات و الأنشطة و المذكرات و يشكل تراث فريد غير قابل للتعويض تتناقله الأجيال . فالوثائق تسير منذ نشأتها من أجل صيانة قيمتها ومعناها. الأرشيف مصدر معلومات موثوق به من أجل حكم مسؤول وشفاف ويلعب دورا أساسيا في تطوير المجتمعات بالمساهمة في تكوين و حفظ الذاكرة الفردية و الجماعية . ولذلك تسيير و تثمين الأرشيف يجب أن يسان و يشجع من أجل تنمية المعارف ، ترسيخ و ترقية الديمقراطية و حقوق الأفراد و تحسين ظروف عيش المواطنين

### ولهذه الغاية نعتزف ب:

- \* الخاصية الانفرادية للأرشيف لكونه شاهدا أصليا للنشاطات الإدارية، الثقافية، الفكرية و مرآة عاكسة لتطور المجتمعات
- \* الخاصية الجوهرية للأرشيف من أجل قيادة فعالة مسؤولة و شفافية الأمور، حماية حقوق المواطنين، تكوين الذاكرة الفردية و الجماعية، فهم الماضي، توثيق الحاضر و الاستعداد للمستقبل
- \* تنوع الأرشيف. يسمح بتوثيق كل ميادين النشاط البشري
- \* تعدد أوعية إنتاج و حفظ الأرشيف الورقية، الرقمية، السمعية البصرية أو الأوعية الأخرى
- \* دور الأرشيفيين كمهنيين استفادوا من تكوين قاعدي و متواصل يسمح لهم بخدمة مؤسساتهم انطلاقا من إنتاج الوثائق، فرزها و حفظها و جعلها قابلة للإطلاع للجميع.
- \* مسؤولية الجميع، المواطنين، أصحاب القرار العموميين، المالكين أو الحائزين على الأرشيف العمومي أو الخاص، الأرشيفيين و مختصي المعلومات في تسيير الأرشيف

# International Day on Archives: example of celebration

## Journée internationale des archives : exemple d'activité

ICArchives : International Archives Day : International Archives Day in Algeria - 2009 - Mozilla Firefox

Fichier Édition Affichage Historique Marque-pages Outils ?

http://www.ica.org/5157/international-archives-day/international-archives-day-in-algeria-2009.html

Les plus visités Débuter avec Firefox À la une start [icarchives] ICArchives : webbler :

ICArchives : International Archives D...

### International Archives Day in Algeria - 2009



An exhibition on archives, and the work of the [National Archives of Algeria](#), envisaged for International Archives Day, was organized in Tamanrasset on 28 May 2009, as soon as the ICA [Executive Board](#) meeting had finished.

Wanting to take advantage of the presence of the President and the Secretary General of ICA, as well as the majority of members of the Executive Board, the National Archives of Algeria brought forward some of the events, which had been planned for the celebration of archives on 9 June. According to **Mr. Chikhi**, Director General of the National Archives of Algeria, 'archives deserve to be celebrated every day of the year'.

The Wali (Provincial Governor) of Tamanrasset was the special guest at this exhibition. After a guided visit in the company of the ICA President and the Director General of the National Archives of Algeria, he presided over a convivial ceremony, which marked the conclusion of the Executive Board's work, with an exchange of gifts between himself and the ICA President.

All members of the Executive Board present were impressed by the timely and well planned exhibition, which will help to raise the profile of archives in Algeria.

Terminé

International Archives Day

- Celebrate the International Archives Day!
- ICA members celebrate the International Archives Day 2010!

Blue Shield

UNESCO

www.ica.org

Courrier indésirable ... Christine MARTINEZ Microsoft PowerPoi... ICArchives : Internat... Téléchargements FR 18:41

## How? : standardization programme Comment? : programme de normalisation

- Access:
    - Principles on access
    - description standards family: compendium
    - AtoM
  - Electronic records management: ICA-Req package
  - Preservation : initiative on archival buildings
- Accès:
    - Principes
    - Famille des normes de description: recueil
    - AtoM
  - Archivage électronique: ressources ICA-Req
  - Conservation: initiative sur les bâtiments d'archives.

## How? ICA Specific programmes Comment? : les programmes spécifiques de l'ICA

- Good Governance
- Emergency Management
- Young and New Professionals

- Bonne gouvernance
- Gestion des situations d'urgence
- Jeunes et nouveaux professionnels

# Emergency management programme

## Programme de gestion des situation d'urgence



The screenshot shows a Mozilla Firefox browser window displaying the ICA website. The address bar shows the URL: <http://www.ica.org/1278/about-emergency-management-programme/about-emergency-management-programme.html>. The page features the ICA logo and navigation links for Home, Discover ICA, Joining In, Engaging the Issues, and Sharing Knowledge. A search bar is located in the top right corner. The main content area includes a breadcrumb trail: Professional Programme > Emergency Management Programme > About Emergency Management Programme. Below this is a large image showing a person in a blue glove handling a document, with the caption "ICA Emergency Management Programme". The text on the page describes the program's objectives, including developing a specific program on emergency management and increasing professional mobilization and archival solidarity. A sidebar on the right lists various resources and news items related to the Emergency Management Programme.

ICA Archives : About Emergency Management Programme : About Emergency Management Programme - Mozilla Firefox

Fichier Édition Affichage Historique Marque-pages Outils ?

http://www.ica.org/1278/about-emergency-management-programme/about-emergency-management-programme.html

Les plus visités Débuter avec Firefox À la une start [icarchives] ICAArchives : webbler :

ICA Archives : About Emergency Manag...

Site Resources Members

Search all of ICA.ORG

SEARCH  GO

Search Help

Home Discover ICA Joining In Engaging the Issues Sharing Knowledge

Professional Programme > Emergency Management Programme > About Emergency Management Programme

**ICA Emergency Management Programme**

ICA is willing to develop a specific program on **Emergency Management**, covering several aspects of an emergency situation, like prevention, crisis management and also recovery.

The main objective of this programme is to coordinate initiatives and to exchange good practices in this field. Archives are not alone concerned by disasters and we have to be aware

The second fundamental objective is to increase professional mobilization and archival solidarity when disaster happen and archival materials are hit. This programme wants to encourage coordination between our organization and other partners like [Blue Shield](#)'s network. It intends to be useful, prospective and operational.

Taking into account the work done by former

**Emergency Management Programme**

- About Emergency Management Programme
- News & events
- Activities & Projects
- Resources
- Photos galleries
- Useful links

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# How? Sharing knowledge

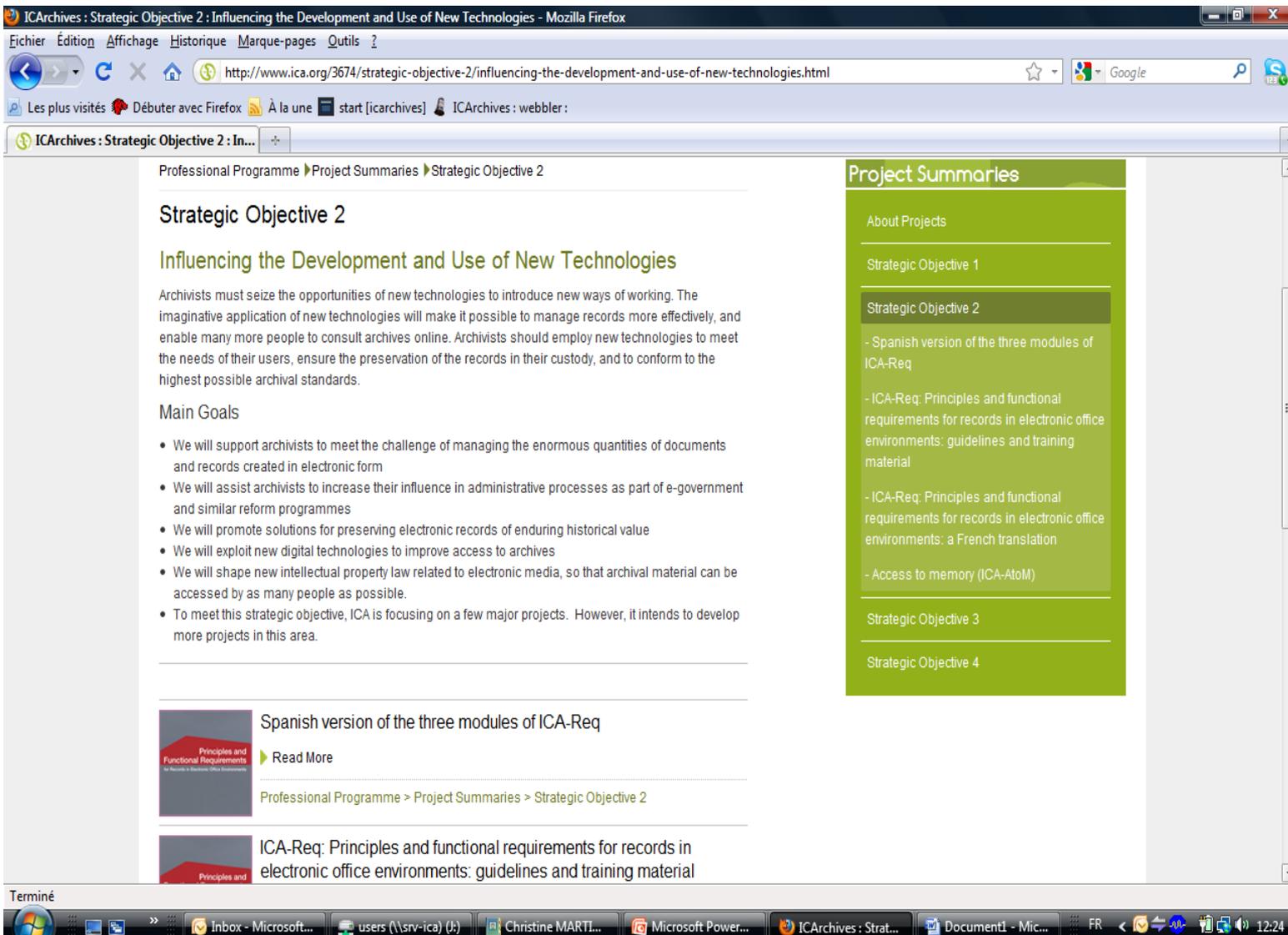
## Comment? : Partager les savoirs

- Projects Products
- ICA Conferences
- ICA website

- Produits des projets
- Conférences de l'ICA
- Site de l'ICA

# Projects summaries on the website

## Résumés des projets sur le site



Professional Programme > Project Summaries > Strategic Objective 2

## Strategic Objective 2

### Influencing the Development and Use of New Technologies

Archivists must seize the opportunities of new technologies to introduce new ways of working. The imaginative application of new technologies will make it possible to manage records more effectively, and enable many more people to consult archives online. Archivists should employ new technologies to meet the needs of their users, ensure the preservation of the records in their custody, and to conform to the highest possible archival standards.

#### Main Goals

- We will support archivists to meet the challenge of managing the enormous quantities of documents and records created in electronic form
- We will assist archivists to increase their influence in administrative processes as part of e-government and similar reform programmes
- We will promote solutions for preserving electronic records of enduring historical value
- We will exploit new digital technologies to improve access to archives
- We will shape new intellectual property law related to electronic media, so that archival material can be accessed by as many people as possible.
- To meet this strategic objective, ICA is focusing on a few major projects. However, it intends to develop more projects in this area.

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#### Spanish version of the three modules of ICA-Req

[► Read More](#)

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#### ICA-Req: Principles and functional requirements for records in electronic office environments: guidelines and training material

### Project Summaries

- About Projects
- Strategic Objective 1
- Strategic Objective 2
  - Spanish version of the three modules of ICA-Req
  - ICA-Req: Principles and functional requirements for records in electronic office environments: guidelines and training material
  - ICA-Req: Principles and functional requirements for records in electronic office environments: a French translation
  - Access to memory (ICA-AtM)
- Strategic Objective 3
- Strategic Objective 4

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www.ica.org

## Example of a project product Exemple de produit d'un projet

### دليل الممارسات الجيدة والتلفزيونات المحلية أرشيفات دائم للصد من أجل إنشاء مر - النسخة المختصرة -

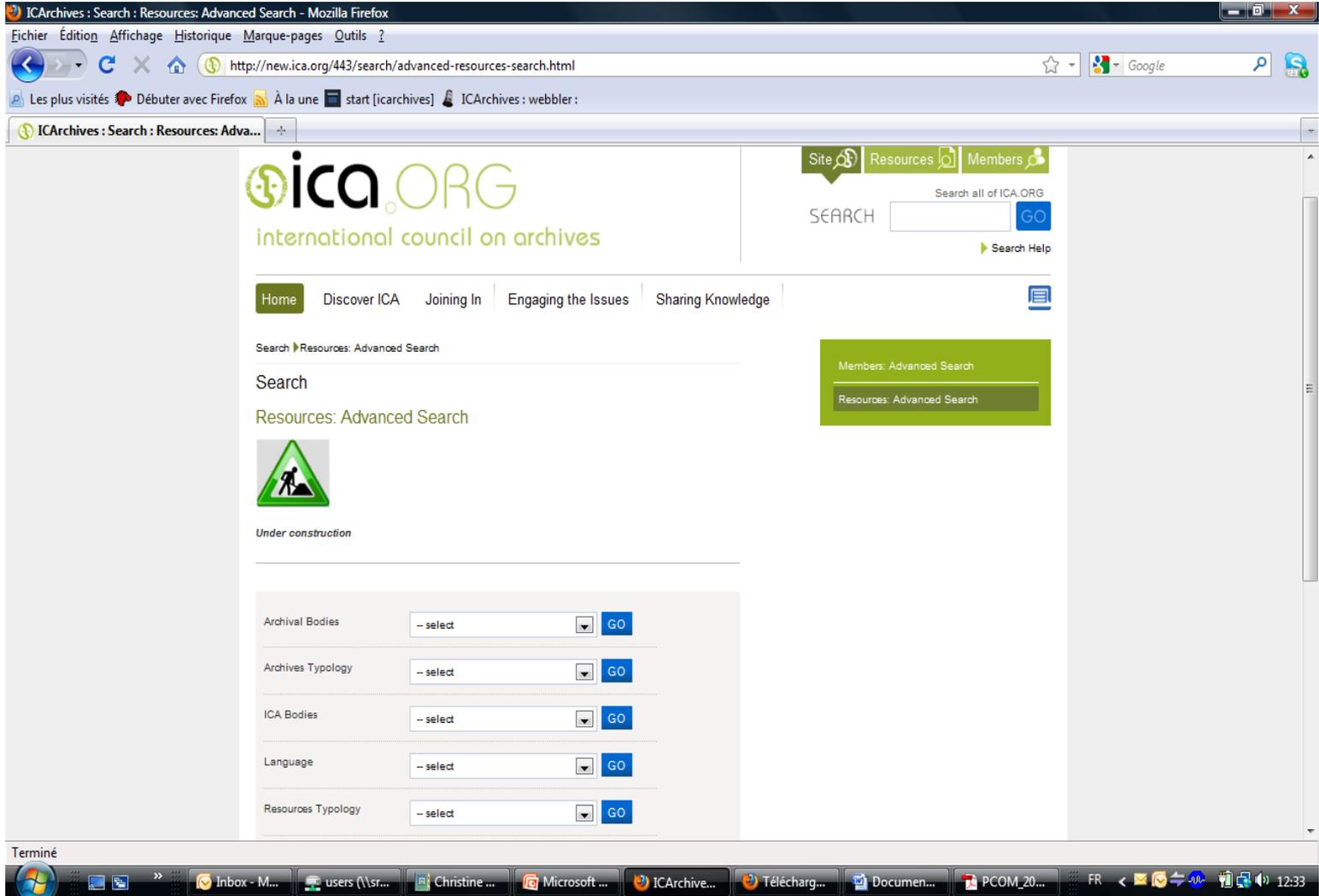
السوابق

في يوم 6 مارس "آذار" 2008 تم التوقيع على اتفاقية تعاون بين أربع هيئات تنتمي إلى مجال الأرشيفات والتلفزيونات المحلية من أجل إنشاء مرصد دائم للأرشيفات والتلفزيونات المحلية. بهذه الطريقة كانت الهيئات الموقعة على الاتفاقية، وهي مركز أبحاث ونشر الصور (CRDI)، التابع للمجلس البلدي لمدينة جبرونا، والملف الوطني باندورا (ANA)، وشبكة التلفزيونات المحلية (XTVL)، وجمعية أرشيفات كنالونيا (AAC)، تشجع مبادرة رائدة للتعاون بين دولتين، كنالونيا وأندورا، وبين مجالين مهنيين مختلفين، وذلك على الرغم من وجود صلة بينهما، والحفاظ على التراث السمعي - البصري: تراث التلفزيونات المحلية والأرشيفات.

1 المهمة

المرصد الدائم للأرشيفات والتلفزيونات المحلية مبادرة تعاون مستقر بين هيئات ومؤسسات مختلفة تتمثل مهمتها في السهر على حفظ جزء من تراثنا الوثائقي الذي تم إيجاده في إطار التلفزيونات المحلية وتنتج عناصر فاعلة أخرى منتجة للوثائق السمعية - البصرية المحلية، هذا إلى جانب وضع الأسس المنهجية للعمل بين الأرشيفات السمعية - البصرية وتشجيع المعرفة واستعمال التكنولوجيات الجديدة وترقية الممارسات الجيدة واحترام حقوق الملكية الفكرية والمساهمة في تأهيل الأشخاص المحترفين مهنيًا وحقوق الإدارات والمجتمع بوجه عام، وذلك فيما يتعلق بغني التراث السمعي - البصري المحلي والحاجة إلى حفظه.

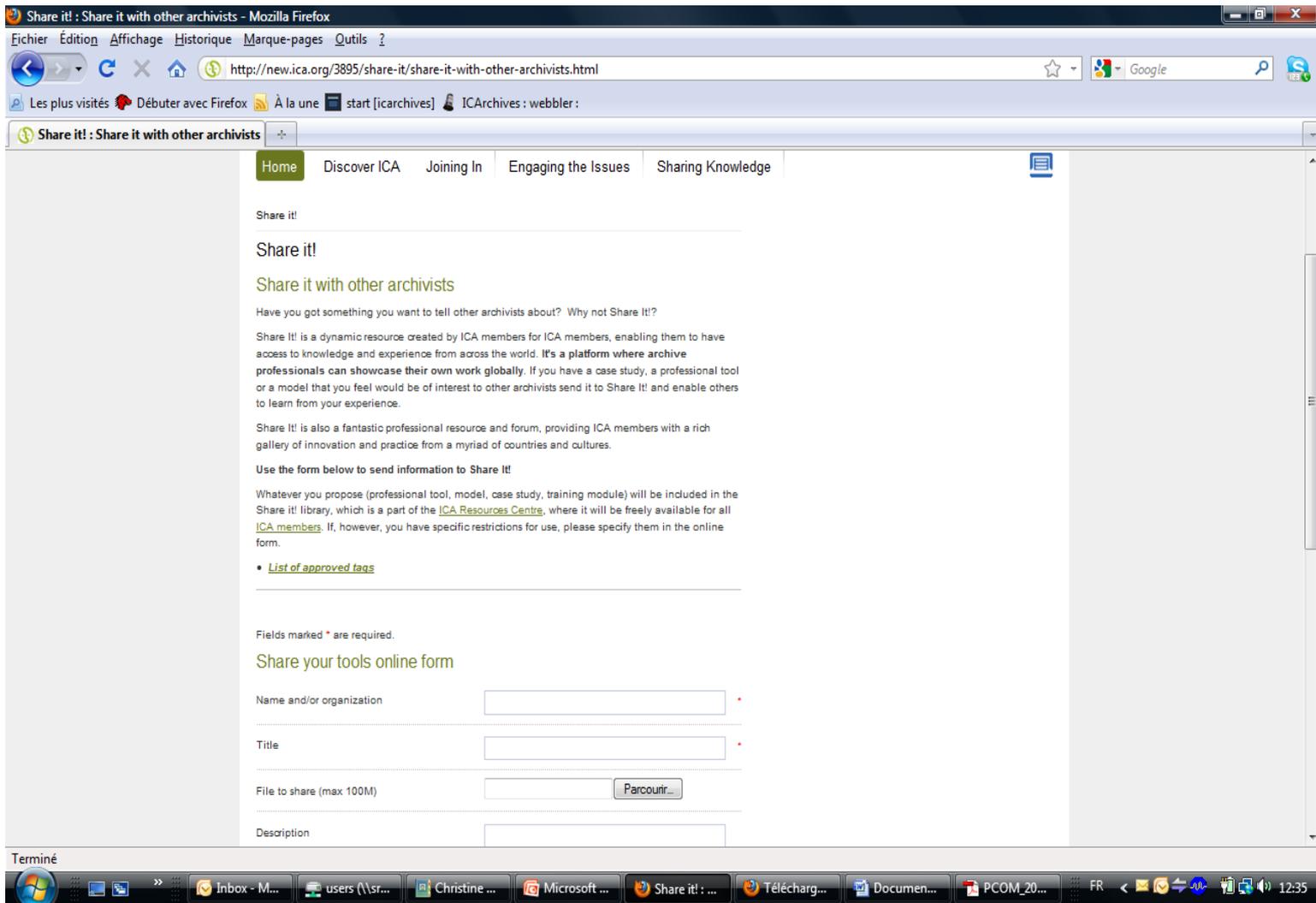
# Sharing knowledge: the website resource centre Partager les savoirs: le centre de ressources du site internet



The screenshot shows a Mozilla Firefox browser window displaying the ICA website's advanced search page. The address bar shows the URL: <http://new.ica.org/443/search/advanced-resources-search.html>. The page features the ICA logo and navigation links for Home, Discover ICA, Joining In, Engaging the Issues, and Sharing Knowledge. A search bar is present with a "GO" button and a "Search Help" link. Below the search bar, there are sections for "Search" and "Resources: Advanced Search". A warning icon and the text "Under construction" are visible. At the bottom, there are several filter options with dropdown menus and "GO" buttons: Archival Bodies, Archives Typology, ICA Bodies, Language, and Resources Typology. The browser's taskbar at the bottom shows various open applications and the system clock at 12:33.

# Sharing knowledge: share your professional tools with other archivists

## Partager les savoirs: partager vos outils professionnels avec d'autres archivistes



Share it! : Share it with other archivists - Mozilla Firefox

Echier Édition Affichage Historique Marque-pages Outils ?

http://new.ica.org/3895/share-it/share-it-with-other-archivists.html

Les plus visités Débuter avec Firefox À la une start [icarchives] ICArchives : webbler :

Share it! : Share it with other archivists

Home Discover ICA Joining In Engaging the Issues Sharing Knowledge

Share it!

### Share it!

#### Share it with other archivists

Have you got something you want to tell other archivists about? Why not Share It!?

Share It! is a dynamic resource created by ICA members for ICA members, enabling them to have access to knowledge and experience from across the world. It's a platform where archive professionals can showcase their own work globally. If you have a case study, a professional tool or a model that you feel would be of interest to other archivists send it to Share It! and enable others to learn from your experience.

Share It! is also a fantastic professional resource and forum, providing ICA members with a rich gallery of innovation and practice from a myriad of countries and cultures.

Use the form below to send information to Share It!

Whatever you propose (professional tool, model, case study, training module) will be included in the Share It! library, which is a part of the [ICA Resources Centre](#), where it will be freely available for all [ICA members](#). If, however, you have specific restrictions for use, please specify them in the online form.

- [List of approved tags](#)

Fields marked \* are required.

#### Share your tools online form

Name and/or organization

Title

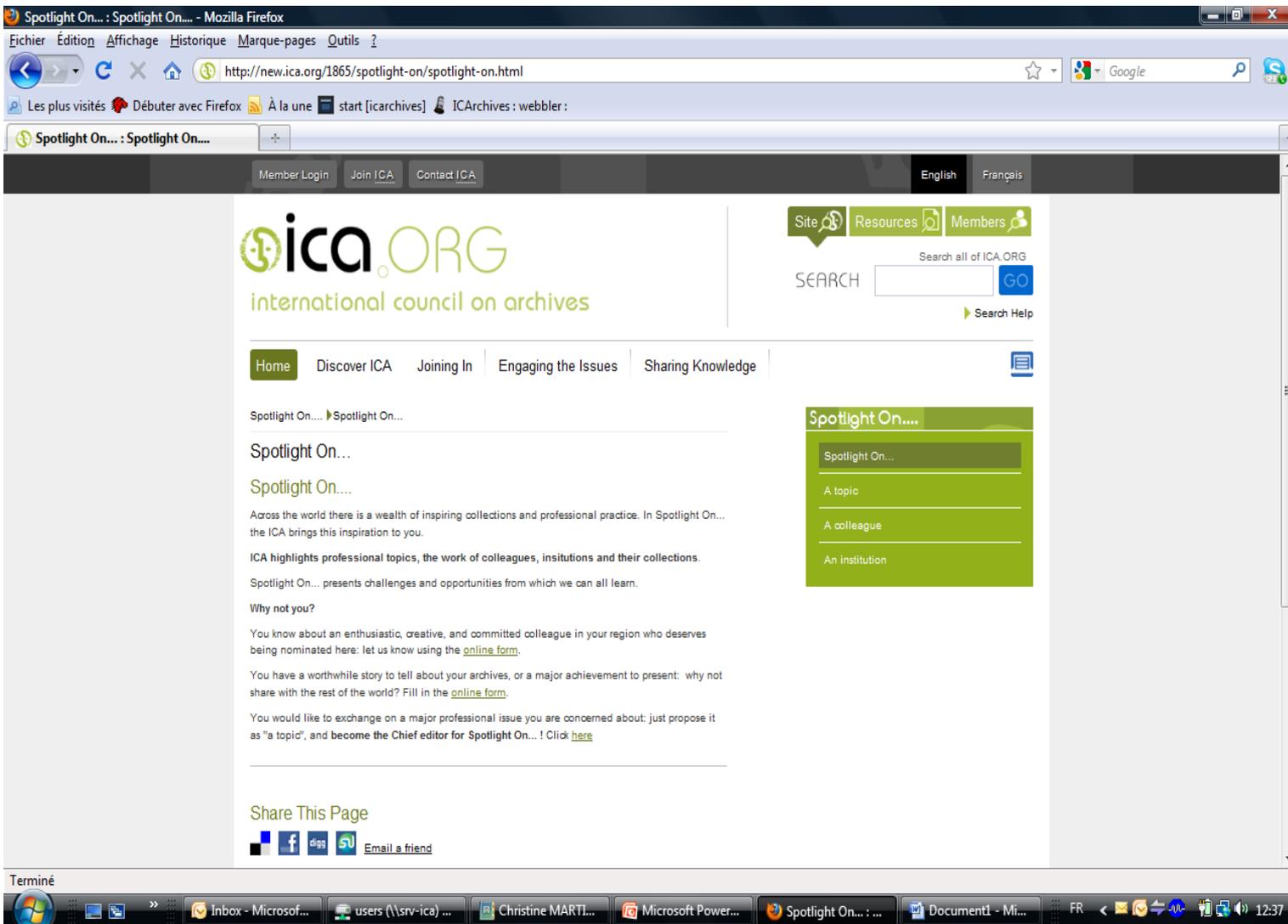
File to share (max 100M)  Parcourir...

Description

Terminé

www.ica.org

# Sharing knowledge: the “spotlight on...” initiative Partager les savoirs: initiative « pleins feux sur... »



The screenshot shows a Mozilla Firefox browser window displaying the ICA Spotlight On... website. The address bar shows the URL <http://new.ica.org/1865/spotlight-on/spotlight-on.html>. The website header includes navigation links for Member Login, Join ICA, and Contact ICA, along with language options for English and Français. The main content area features the ICA logo and a search bar. A navigation menu includes Home, Discover ICA, Joining In, Engaging the Issues, and Sharing Knowledge. The Spotlight On... section contains introductory text and a sidebar with options to search by topic, colleague, or institution. The footer includes social media sharing options and a 'Terminé' status.

## CONCLUSION

**We want recordkeeping to be considered as a core element in the process of the State modernization**

ICA can help providing archivists all around the world with:

- A professional network
- Standards and tools
- A cooperation framework

But you can help ICA to help you

- Joining the network
- Proposing projects
- Sharing your own tools and best practices with others
- Enriching the website with content in Arabic

**Nous voulons que l'archivage soit considéré comme fondamental dans le processus de modernisation de l'Etat**

L'ICA peut y aider en proposant aux archivistes dans le monde:

- Un réseau professionnel
- Des normes et des outils
- Un cadre de coopération

Mais vous pouvez aider l'ICA à vous aider

- En rejoignant le réseau
- En proposant des projets en partageant vos outils et bonnes pratiques avec les autres
- En enrichissant le site avec du contenu en arabe

**THANKS FOR YOUR ATTENTION**

شكرا لاهتمامكم

**MERCI POUR VOTRE ATTENTION**

*[martinez@ica.org](mailto:martinez@ica.org)*