

ICA/SIO Newsletter no.7, March 2005

Dear Members:

May I first extend my best wishes to you for the New Year. It is time to plan the next meeting of the Section, and I would like to solicit your suggestions and assistance in planning the meeting to serve our collective needs better, and to help me live up to the high standards set by our last Chair, Jens Boel.

When/where

We have not met in North America since 2001, and Michelle Dolbec of IMF has been able to obtain permission to host the meeting at IMF's Headquarters in Washington, D.C. Thanks very much Michelle!

In consulting with senior managers at the Fund, and avoiding conflicts to the extent possible with other ICA and professional meetings, Michelle and I propose that the meeting take place between October 11 and October 14 (October 10 is a US holiday).

Developing the Meeting Programme/Agenda

The meeting agenda has not been set and no particular theme or focus has been identified. Below are some suggestions based on SIO/ICA business requirements and outstanding issues from prior sessions.

Business meeting: The routine ICA/SIO updates, financial reporting, etc. will be conducted

Tour-de-Table

SIO work programme 2004-2008 Draft to be presented, discussed, and approved. In relation to that the Session should cover ICA's Strategic Outcomes 2004-2008—the so-called Abu Dhabi papers—and SIO's focus (as articulated in "The Green Book 2004") on

- Records of NGOs
- Guidelines for implementing ERM in international organizations
- Development of international archival statistics and needs assessments
- Raising role of archives in society

Tour: Tom Converse of the Inter-American Development Bank has very kindly agreed to organize a comprehensive tour of NARA.

Workshop: we have had mixed feedback on content and format of some workshops in recent past, however, the inclusion of a formal workshop on the agenda has facilitated the participation of some members, since staff development is a priority for many organizations. Therefore your suggestions for a format and topic for a workshop/training session would be most welcome.

Substantive programme:

Outstanding work items (and lead member) from previous meetings include:

- Retention policy for Personnel Files (Blandine Bluckacz-Louisfert)
- Sharing information on digitization projects
- Updating the SIO “Guide” (the Board)
- Dispatching a newsletter
- Access to records of international organizations issues and access policy development (Bridget Sisk)
- Human Rights—follow-on from Vienna meeting (Jens Boel)

Let me have your suggestions for presentations and/or presenters. From your input, I’ll work with interested members to develop the final agenda.