



Section of Professional Associations

Section des Associations Professionnelles

**Minutes of ICA SPA Steering Committee
April 24-25, 2017,
National Archives, Sognsveien 220, Oslo, Norway**

Present:

Vilde Ronge, Norwegian Society of Records Managers and Archivists
Pierre-Frédéric Brau (on behalf of Céline Guyon), Association des Archivistes Français
Bert De Vries, Royal Association of Dutch Archivists (KVAN)
Du Mei, Society of Chinese Archivists
Eugenio Bustos, Asociación de Archiveros de Chile
Marta Munuera Bermejo (on behalf of Joan Soler Jiménez), Associació d'Arxivers-Gestors de Documents de Catalunya
Bettina Joergens, Verband Deutscher Archivarinnen und Archivare
Becky Haglund Tousey, Society of American Archivists & Academy of Certified Archivists
Piotr Zawilski, Association of Polish Archivists
Michal Henkin, Israeli Archives and Information Association

Regrets:

Cristina Bianchi, Association des Archivistes Suisses
Alassane Ndiath, Association Sénégalaise des Bibliothécaires, Archivistes et Documentalistes (ASBAD)

Monday April 24 - 9:00 am

1.0 Administrative matters:

Chair Vilde Ronge called the meeting to order and explained some housekeeping matters. She welcomed everyone and suggested a revision to the agenda. She asked that discussions related to the action plan and communications plan (item 2.2 and item 3) be moved to tomorrow (Tuesday). This would allow us to

complete the administrative and business matters and see if any possible action plan items are revealed during the discussions.

1.1 Introductions:

Each member gave a brief introduction about themselves and their association

(China has 37 universities that offer archives training programs)

(In Israel in the 1950s large families and couples with no children immigrated to Israel, the government took children from large families and gave children to couples with no children. Has always been a secret and not talked about. But the government finally agreed to release the documents around that program and everything was scanned and put on the intranet.)

(Eugenio works at Securites & Exchange Commission in Santiago, president of the Chile association which was created in 1980)

(The Poland association has built a records repository and hired staff of 9 to take collections of closed factories and other professional association records, a revenue generating strategy. Currently there are 80 kilometers of records in a building that will hold 100 kilometers. Only hard copy records/boxes.)

Vilde said she wants to focus on how to bring back to our associations what we learn in SPA and ICA. And she wants the steering committee to create tangible deliverables.

1.2 Approval of the Agenda:

The agenda was approved with two changes - moving discussion of the communications plan and the action plan to the following day.

A list of discussion topics was agreed upon for the steering committee's Skype call with David Leitch on Tuesday morning.

1.3 Review previous meeting minutes (to discover possible topics or items for the action plan):

The minutes of past two meetings were reviewed and discussed. They were approved unanimously as written.

1.4 Budget:

The SPA budget for 2017 is €1666. In past years the SPA budget has been used for translations and the design/printing of the advocacy brochure. Another possible source of funds is the PCOM special project fund. There was discussion about the possibility of using the SPA budget to help underwrite the cost of SPA representatives from lower GNP countries attend the governance meeting.

1.5 Membership:

There are currently 74 member associations in ICA/SPA. An Australian association member would like to join the SPA steering committee but has not yet gotten approval/funding from the Australian association.

The issue was raised about how to ensure the list of associations (and their related contact information) is kept up to date. This will be added to the list of action plan items.

1.6 News from ICA:

Vilde reported on the new staff at the ICA head office. There is a new program officer and a new finance manager. The ICA head office staff are all profiled on the ICA website.

As SPA chair, Vilde is part of the Executive Board (EB), PCOM and also attends the meetings of section chairs. She will attend the mid-year EB meeting in Tanzania in May where all three of these bodies will meet. She has also been asked to do a training course on records management for 30 Tanzanian archivists. She will send the steering committee a report after the meetings in Tanzania.

2.0 SPA projects:

2.1 How to work as a virtual team:

We reviewed past key accomplishments including the advocacy brochure and adding records manager into the Human Rights Working Group document and, of course, the Film Festival in Seoul. Vilde feels we should choose realistic, manageable projects that we can actually deliver and do them well. Since we only have this short time to work in person, it is critical that everyone be responsive via email in between formal meetings! Becky suggested that in email correspondence, if a response is needed in a short time, include the words "Urgent" or "Response Requested" in the subject line. ICA has a SPA email distribution list which can be used: spa@ica.org. Becky will contact the ICA office to confirm that the list is up-to-date with the new SPA steering committee members. Bert volunteered to look at other electronic communication platforms besides email (like Whats App and LinkedIn).

2.2 (moved to the following day)

2.3 Mexico City meeting:

Our Elevator Pitch workshop was approved by the ICA program committee. Vilde created a description of the workshop for the meeting program and distributed it to the group via email. This will be a hands-on workshop with practical application. There will be an introduction to the full audience by Vilde. After the introduction, up to 5 short case studies will be presented. (Vilde asked for volunteers to present the case studies.) Then the audience will break up into small groups of 2-3 people to create their own elevator speech. The groups will then report back to the full audience and give their elevator speech. There was some discussion about language – must all the speeches be given in English? It was decided that speeches could be given in either English or French. A

question was also raised about whether or not some of the elevator speeches could be videotaped and posted on the SPA website. (permissions from the speakers would be needed). It is our hope that this workshop format/structure could be re-purposed by country associations.

It was agreed that the steering committee needs more than the 2-hour allotted time slot to conduct business at the fall ICA annual meetings. (Vilde will get more details about the Mexico City schedule when she attends the EB meeting in May.) Becky asked if the SPA annual membership meeting (“general assembly”) needs to be held since so few associations send a representative to that meeting. At the SPA annual meeting in Seoul there were only 3 other associations represented in addition to the SPA steering committee members. It is not a productive use of time with so few attendees and instead this time could be used to extend the meeting of the SPA steering committee. The question will be brought up during the Skype call with David Leitch tomorrow. What are the governance requirements related to section general assemblies?

2.4 Film Festival:

Vilde gave some background on the film festival for the new steering committee members. Marta reported that links to all nine finalist entries in the 2016 film festival will be on the SPA website by the end of May. The three winning entries are posted on the ICA YouTube channel. Bettina suggested that since we aren’t posting links to all 60+ entries, SPA could post a written list of each video entry (just the title, institution name and country). Everyone agrees this was a good idea. Piotr asked if all 60+ entries could be pushed out in a revolving web part on the SPA website. Vilde said we could look into that option for the 2018 film festival. And our main topic of discussion at the Mexico City steering committee meeting will be to decide on a process and structure (and roles and responsibilities) for the 2018 film festival. Vilde said we have some experience now so we need to look at what can be improved for 2018. It is critical that an ICA staff person be involved in the planning/implementation of the ceremony and publicity for the festival winners at the 2018 annual meeting. This will be brought up during the Skype call with David Leitch. Another suggestion was that each entry should have to select a category for their video when it is submitted. This will save time.

2.5 Getting associations involved

Bettina lead a discussion about how to get associations more involved in the activities of ICA/SPA. For the editor of the SPA newsletter there is always difficulty in getting news from associations. So Bettina asked some questions to the group:

- Do you think the themes/strategies of SPA are well known in country associations?
- Is there interest in international issues among country associations?
- How do we spread and bundle information about international issues?

- How do we push information about SPA to the member associations?
- What in the way of content do we want to share?

There was a “round robin” response from each member to Bettina’s questions. Most agreed that there is not wide awareness of ICA and its program within most country associations. And the administrative matters of SPA are not important to many associations. But SPA deliverables and “products” might be of interest and should be shared with the associations.

One suggestion is that each association could be asked to appoint a representative (not just a contact name) who would be the liaison or “point person” between that association and SPA. (This is for those associations which do not have a SPA steering committee representative.) But language is a serious issue. Language is a real barrier when ICA/SPA communicates with associations in countries where neither English nor French are the native language. But it is impossible to communicate with every association in its native language. So the association representatives need to be familiar with English or French. How can we help 74 associations? What do they want to know?

3.0, 3.1, 3.2 (all discussion moved to tomorrow)

4.0 Related groups/projects

4.1 Human Rights Working Group:

After some discussion it was agreed that any further action related to the document “Basic Principles of the Role of Archivists and Records Managers in Support of Human Rights” should be by the HRWG. Michal says a similar problem exists with the UDA and Principles of Access documents. They are aspirational and associations and institutions are not required to comply.

4.2 African strategy:

There was extensive discussion. It was agreed that this is an important initiative but there were many questions about what is possible and what is needed. Vilde explained that in one or two cases associations from African countries have provided translation services to SPA in lieu of paying dues. The 2018 ICA annual meeting will likely be held in an African country. The specific location should be announced by the 2017 Mexico City annual meeting. So at the Mexico City SPA meeting we should discuss what SPA can do at the 2018 annual meeting (in addition to the film festival) to support African professional associations. Hopefully Alassane will be able to join us at the Mexico City SPA meeting to inform our discussions. In the meantime, Becky will get a list from ICA of all current African associations. Mai added (as background) that African countries need two things: 1) for ICA to go to their government officials to advocate for archives; and 2) help in the training of archivists.

4.3 Advocacy Expert Group (AEG):

The mission and goals of AEG and SPA overlap. Advocacy is a key issue for our member associations and that is why SPA created the advocacy brochure. AEG focuses its activities on UDA and International Archives Day.

4.4 International Archives Day (IAD):

Vilde shared ICA's communications plan for International Archives Day. She pointed out that many country associations have their own "Archives Day" at different times of the year (for example, Norway in November, US in October, Germany in March). Pierre-Frédéric passed out printed bookmarks from the ICA office to commemorate the common theme for 2017 International Archives Day and the Mexico City annual meeting. How can SPA help spread the word about IAD? Vilde recommend that each member share IAD information with their association. And please share a brief description of what your country association is doing for IAD on June 9 or its own Archives Day activities at other times of the year. Marta can post these on the SPA website.

5.0 Future SPA steering committee meetings

Mexico City, Sunday November 25, 2017 (together with ICA Annual Conference)

2018 Spring meeting – Berlin, Germany

2019 Spring meeting – Santiago, Chile

2020 Spring meeting – Terraza or Barcelona, Catalonia

The meeting was adjourned until tomorrow.

Tuesday, April 25, 9:00 am

Vilde and Becky and Marta and Bettina met to prepare for the Action Plan discussion which would begin after the Skype call with ICA Secretary General David Leitch.

9:45 am -10:45 am: Skype video conference with ICA

The Bureau held a Skype video conference call with David Leitch, Secretary General of ICA along with two of his staff - Marianne Deraze, website and electronic publications officer, and Christine Trembleau, Marketing and Communications manager. David began with a brief update on the Mexico City annual meeting preparations. The governance meetings (Saturday and Sunday) and the annual meeting program (Monday-Wednesday) will be held at two different venues in the city. So there will be a need to provide transportation from the various hotels to the two venues. The 2018 annual meeting will be held in an African country (probably French-speaking) and that location will be announced

before the Mexico City meeting. ICA received a bid for the 2019 annual meeting and will be making a decision about that in the near future.

SPA asked a number of questions about the new ICA website and what sections could expect in the way of social media channels. Marianne said that sections will be allowed to set up a Facebook page, but Twitter feeds for sections are not possible right now. And they are working on creating the capability for sections to have blogs. There will be a website workshop at the Mexico City meeting which will provide website training to sections' webmasters.

We asked for clarification about use of sections annual budgets (€1,666) and PCOM project funds. Could they be used to support travel to governance meetings by, for example, under-resourced associations like those in Africa? David clarified that sections can use their allocated budgets as they see fit, including travel to governance meetings. But PCOM funds must be applied for following specific guidelines. And travel to governance meetings is not within the scope.

We brought up SPA's plans for a repeat of our 2016 film festival for the 2108 ICA annual meeting. In Seoul the 2016 winners were announced during the meeting, but there was no opportunity to screen the winning entries to the entire group of attendees. We requested that the film festival winning entries and awards ceremony be a part of the annual meeting program in 2018. Christine said she would be happy to work with us to increase the visibility of the film festival and the awards ceremony. She will see if it is possible to give us 30-45 minutes during one of the plenary sessions.

The final topic we raised was about the section's "general assembly" which always follows the SPA steering committee meeting at the fall ICA meetings. ICA schedules a 2-hour block for sections' steering committee meetings and then a 1 or 2 hour block for sections all-member annual meeting or general assembly. Typically this second meeting is where steering committees report on their activities. But historically, only about 1 -3 additional people – representatives of country associations who do not serve on the SPA steering committee but who are attending the annual meeting – attend the SPA general assembly. It is not a productive use of our time. So we asked David if we could use the full 3-4 hours for a steering committee meeting and submit the required report to the full SPA membership (74 associations) via email. He agreed that this is possible. Reporting to the full section membership is required, but it does not have to be an in-person meeting, especially since only a very few show up. This will also allow the SPA steering committee to have more face-to-face meeting time during the annual meeting.

The Skype call ended and we went to the canteen for lunch, followed by a tour of the Norwegian National Archives' exhibit area and reading room.

2.2 SPA Action Plan 2016-2020

After lunch and the tour, we reassembled and engaged in active brainstorming as a group, coming up with many ideas and suggestions for possible action items. Then for about 45 minutes members wrote what we felt were the most important action items down on separate blue cards. (Each member could write on as many blue cards as needed.) Bettina took all the blue cards and organized them into general groupings. Then the group discussed and ranked each of the suggested action items as they were posted on a white board. Discussion continued as we sorted and arranged them into groups.

A rough draft of an action plan was accomplished. But the list still contains too many items to accomplish in this coming 4-year term. So the list will have to be prioritized and pared down to a more manageable list via email. Vilde will do some more work on the draft list and send out the next version to the steering committee for their feedback.

3.0 SPA Communications

We spent the last hour of our meeting looking at the SPA website. Marta explained some of the functionality of ICA's new Drupal content management system. There were many suggestions from the group as to how to improve the SPA site (and the overall ICA website). Some things may be possible but we need to work within the Drupal system's capabilities. Marta will send a proposal to the steering committee for a revised SPA section site "structure." But there are some permission issues that someone at the ICA head office needs to resolve first. (Marta will add her photo and profile to the steering committee roster.)

There was discussion about what the best channel is for the SPA newsletter – email or blog? It takes a lot of work to reach out to every association representative to request content and the response rate is very low. Bettina would like to migrate the newsletter content to a blog on the website. But it will be some time before the website is ready to publish a blog. So for the next newsletter, it will remain as it is. Bettina will send out a call for content in July so the next newsletter can be published in September.

6.0 Other business:

Bettina reported that she is speaking at a Jewish Genealogy conference in July in Orlando, Florida (USA). Her topic is about using archives in Germany to do Jewish genealogy research. She hopes to meet other archivists from around the world there. If you know of any other archivists who are attending that same conference, please let her know. The link to the conference website is <http://iajgs2017.org/>

Piotr reported that he will attend a conference sponsored by the Russian Red Cross in Moscow. The topic is on WWI soldiers.

The meeting adjourned at 4:40pm

Respectfully submitted,
Becky Haglund Tousey