Brussels, 05 May 2017

**SIO Work Programme, 2016-2020**

1. Increase the representativeness of SIO

Being the ICA Section that represents archives of international organizations we should really strive to be as representative as possible. In the last few years we’ve had the core of regular attendees around the table (mainly organizations based in Europe and USA) but even in this constituency we’ve had notable absences. We need to extend our membership to cover international organizations acting in Africa, South America and Asia and offer attractive, informative and “current issue” driven meetings to ensure our main constituency attends and participates actively.

**Action 1.1**

Conduct a brief survey amongst all international organizations (including those which are not members of our Section) to understand which are the drivers to ensure their active membership in SIO. Dates: November-December 2016

**Action 1.2**

PR Drive to bring back actively to our meetings organizations that lately have not come to our annual meetings (UN HQ, European Commission, IMF...). Dates: January-February 2017

**Action 1.3**

Next annual meeting in Arusha, Tanzania, should serve as a rallying point to attract as many archives of international organizations working in Africa as possible (including Peacekeeping missions, African Union and African Development Bank ). Date: May 2017

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2. There's life beyond annual meetings

One of the problems of the Section is the lack of activity between annual meetings. We meet with colleagues, become energized and later all this momentum vanishes trapped in the daily work that each of us has to deal with. We should provide the opportunity that those who are able and willing to do so continue working on initiatives relevant to the Section. The knowledge and resources that our members are willing to share should be available in a single repository.

**Action 2.1**

Dynamize the Linkedin group. Ensure that this platform is regularly updated with relevant news by means of several lead contributors interested in doing so. Date: continued from November 2016

**Action 2.2**

Review the webpage of SIO in order to provide a technical platform for exchange of information and collaboration. If the web page offered by ICA cannot support such capabilities explore other possibilities to enable remote collaborative work while the webpage acts as repository of the knowledge generated by the Section. Date: November 2016-January 2017, Draft requirements for such a technical platform.

**Action 2.3**

By developing a social media strategy and/or policy explore use of other social media (Twitter, Facebook). Engage SIO members as contributors /content managers for these platforms. Date: continued from November 2016

**Action 2.4**

Explore the concept of regional/focus groups. These groups have already proved their value: IMIO (The Hague), Geneva. Study the possibility of integrate their activities under the umbrella of SIO/ICA with presence of somebody from SIO Board to ensure adequate coordination.
**Action 2.5**

Launch an Information Governance Working Group, with the following objectives:

* Catalogue successfully implemented Information Systems which underpin IG in International Organizations and promote sharing/re-using.

* Promote a standardized organizational structure in IOs – the one that can better underpin the IG program.

* Develop a set of generic information governance policies, that future startups can utilize.

Date: November 2016-January 2017, constitution of the Working Group

**Action 2.6**

Launch a SharePoint Working Group, to analyze implications and best practices for management of SharePoint platforms and connections with archives and records management IT tools.

Date: November 2016-January 2017, constitution of the Working Group

**3. Professional watch: promote archives and records management services across international organizations**

Keeping in mind that our objectives include achieving recognition of the existence and value of archive services within international organizations and achieving recognition of the professional status of archivist for the international civil servants in charge of archives we should monitor the status of archives and records management services within international organizations.

**Action 3.1**

Conduct a detailed survey of the Archives and Records Management Services on International Organizations focused on organizational structure, staffing and responsibilities. Date: Yearly from September-October 2017
Action 3.2

Draft an Annual Report on status of ARMS in IOs, based on the findings of the Survey. Highlight new developments and trends. Date: Yearly from November-December 2017

Action 3.3

Improve follow-up of SIO Recommendations. Constitute a Committee for follow-up of Annual Meeting Recommendations that will report on the next Annual Meeting

Action 3.4

Study the possibility of creating a consortium of information centres on archival science (i.e. Library of Arusha Branch of MICT), with the objective of allowing SIO members to get quick and reliable access to this reference material. Date: prospective contacts to be initiated from November 2017

4. SIO is not only the Board

This is an ambitious working plan, possible only if SIO members, not only the Board, take on an active role.

Action 4.1

Appoint interested staff members to develop the aforementioned initiatives, under supervision from the Board. The Board will review working proposals and ensure coherent management and coordination

Action 4.2

Who's Who at SIO. Compile a list of SIO members with description of their areas of expertise and availability to assist. Date: November 2016-January 2017, drafting of a proposal
5. Strategic Partnerships

Together we are stronger. SIO should strive to cooperate closely with other ICA Sections and other organizations with common objectives.

**Action 5.1**

Organize common activities (Meetings, Workshops, Projects) with other ICA Sections. Contacts are already underway with SPO (Section on Sport Archives)

**Action 5.2**

Organize common activities (Meetings, Workshops, Projects) with other organizations interested in common objectives: InterPARES, DLM Forum, Digital Preservation Coalition...

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