



May 2010

DRAFT ANNEX TO THE ICA BUSINESS PLAN

BRANCHES, SECTIONS AND COMMITTEES ACTIVITIES

This annex has been developed from the business plans and annual reports provided by the ICA sections and branches. It shows the efforts to develop networks' interactivity both at the regional and specific professional areas levels. Branches' and sections' activities are part of the ICA general professional programme and consequently help ICA to meet the strategic objectives in a given region or in dedicated professional communities. The annex **does not include those projects presented by branches and sections which have been endorsed and/or funded by PCOM**. It insists on the main activities of branches and sections to give a flavour of the richness of their own programmes, and is not therefore exhaustive. Full reports from branches and sections will be available on their dedicated page on the ICA website.

BRANCHES

PROFESSIONAL DEVELOPMENT AND EDUCATION

CONFERENCES

ICA branches' conferences bring together a number of professional with different backgrounds sharing the same concerns. Most of these events are supporting strategic objective 3 dealing with professional development and capacities, but they also reinforcing the ICA networks throughout the world by putting the organization within any member's reach (objective 4).

"For EASTICA members, these "parties" represent the climax of the year in terms of their professional lives", writes the SG of EASTICA in the 2009 annual report.

"It was gratifying to see a more representative picture of our region at a major ICA event", says Evelyn Wareham, the former PARBICA SG, about the PARBICA 2009 conference.

- SARBICA (Southeast regional branch of ICA) organized several meetings in 2009 combining professional and governance issues, in particular in Singapore (May 2009) where a seminar on *The role of Archives in documenting a Shared Memory of the Cold War : Asia-Pacific Perspective* aimed to start reversing the trend at contemporary Southeast Asian diplomatic/international history, and brought together archivists and historians.

In October 2009, Vietnam hosted a seminar on *The digitization of Archival records* bringing together professionals from beyond the Southeast Asian frontiers.



The next general conference of SARBICA will take place in Malaysia (October 2010), including a professional conference on *Records management and challenges*, and coinciding with the opening of the new repository building of the National Archives.

- PARBICA (Pacific regional branch of ICA) use to organize its general conference every two years. The PARBICA 13 conference titled *Voyaging together: Memories, integrity, sustainability* was held in Brisbane (Australia) joint with ASA and ARANZ professional associations in October 2009, and included a series of presentations and workshops covering such topics as Archival basics archival description. A special seminar was held on disaster preparedness and response in the wake of the 2009 tsunami.
- WARBICA held its first conference in Africa since its creation in 1977. Senegal hosted the event whose programme included workshops on the *AtoM software*, the “*recordkeeping for good governance toolkit*”, and the Francophone professional portal PIAF. The conference was a strong incentive for the professionals of the region, and Liberia proposed to host the 2010 conference in Monrovia.
- EASTICA (East Asian regional branch of ICA) focus on Records in crisis management in its 2009 conference, enlightening the role of records and archives to mitigate disastrous situations.
- CARBICA 2010 conference will be hosted by Trinidad and Tobago, and will comprise a number of workshops on conservation and records management.
- EURBICA held its quadrennial conference in Geneva in 2010. This major event, co-organized with SPA, brought together more than 650 professional not only from Europe, to talk about archives in the digital age. Young professionals were specially targeted in this 2010 conference whose concept they contributed to define.

Other activities supporting professional development are organized by the branches. This is a flavour of their rich programme:

- PARBICA action plan includes training on phase 2 and 3 of the Recordkeeping for good governance toolkit, which will enable professionals to develop the relevant tools and frameworks for good recordkeeping. One of these workshops was included in the programme of PARBICA 13 (train the trainers’ workshop).
- WARBICA will launch a 2010 survey to assess the training needs in the region to develop a relevant policy for the branch. Another of the WARBICA project will aim to elaborate guidelines for setting up a digitization policy.
- SARBICA has organized study visits in the framework of its 2008 conference.
- CARBICA has planned to hold seminars on archives and records management, and on preservation. CARBICA has set up a specific task force on disasters and emergency situations management (CARTAS) to develop professional capacity and response in this field and to raise awareness in the region of the need for secure vital records.
- EASTICA has been developing a partnership with the Hong Kong University since 2003 for setting up a course leading to the award of a Postgraduate Certificate in Archival Studies. The programme will go on in 2010. Moreover, EASTICA has



planned to organize a dedicated two weeks training programme in Mongolia, which was postponed to May 2010 because of the 2009 floods.

- EURASICA is developing in its 2008-2010 agenda a rich programme of seminars, workshops and scientific conferences, including for instance *Database as an object for archival storing*, or *New technologies in the archival preservation*.
- ARBICA will develop in the 2008-2010 term a programme aiming to promote audiovisual archives by organizing their preservation and setting up a network for digitization.

CO-OPERATION AND ADVOCACY

Branches are fostering local networks to develop partnerships with regional or national organizations, associations, or international organizations local offices. Their members are also ICA ambassadors to local authorities and decision-makers and to the wider public to promote archives and records management and the profession as a whole.

- UNESCO is a major partner at the local level: as an example, PARBICA and WARBICA are trying to support the Memory of the World programme in their region.
- ARBICA is developing relationships with international organizations such as ALESCO (Arab League Educational, Cultural and Scientific Organizations), the Arab League, and the Organization of the Islamic Conference.
- PARBICA and WARBICA are trying to strengthen relations with other Heritage organizations to work together on common concerns; for instant WARBICA will foster the creation of National Committees of the Blue Shield in West African countries. PARBICA has developed relationship with the Pacific Islands Museums Association (PIMA), ICOMOS Pacifica, and the Pacific manuscripts Bureau (PAMBU).
- PARBICA is developing a recordkeeping and good governance programme for the Pacific, including the updating and dissemination of the original toolkit, the strengthening of relationship with Pacific Islands Forum, Pacific plan and Pacific public sector leaders.
- EURBICA accompanies and supports the work on the gateway to archives in Europe, initiated by the European Union: it should give central access to information on the use of standards in European archives including guidelines from members.

PUBLICATIONS AND COMMUNICATIONS

Disseminating information within the branch is essential to make it live. Most of the branches have developed their channels and communication tools:

- PARBICA, WARBICA, SARBICA, EURASICA deliver information through their newsletter.
- PARBICA, SARBICA, EASTICA are maintaining their own website.



- PARBICA will develop and operate a list-serv for its members.
- *SARBICA Exclusive Heritage* will be a 2010 publication enlightening some of the unknown documents held in various repositories in the region. It will also help to strengthen the relationship and promote co-operation within the member countries. SARBICA is also publishing branch postcards.
- EASTICA goes on publishing its professional journal, *East Asian Archives*, with the proceedings of papers delivered during its conference.
- EURASICA is still working on its ongoing project of “Archival legislation of the Eurasian countries”.

MEMBERSHIP

The branches are constantly encouraging membership and are enhancing the richness of their membership by developing proper databases and directories.

- PARBICA will manage an up-to-date membership database and directory.
- WARBICA will create a directory of archives and records management institutions and organizations within the branch to target potential members
- The NAANICA Acting co-ordinator has worked to develop a stronger North American presence in ICA, and ICA presence in North America, by participating to the major professional meetings in the region and multiplying contacts.
- EASTICA is looking forward to North Korea’s participation to its governance and professional agenda, as it was the case in 2009.

SECTIONS AND COMMITTEES

SEMINARS AND CONFERENCES

Most of the sections have organized or plan to organize high level professional conferences:

- SAE held in the framework of the 2009 CITRA, whose programme it fruitfully contributed to, a seminar on “Global and local community perspectives in archival education”. The outcome from this seminar will be published in a COMMA issue dedicated to education and training, together with the CITRA proceedings.
- SBL 2009 conference focused on “Companies in change”.



- Geneva hosted a SIO workshop on “Recommendations on Public Access to Records and Archives of International Organizations” in May 2009.
- SPA is actively supporting the organization of two professional conferences: a conference organized by the Belgium and Dutch associations on the theme “Archives without Borders” to be held in The Hague in August 2010; and the 2nd SPA international conference of Associations will be held in Edinburgh in 2011 hosted by the Archives and Records Association of the UK and Ireland. In April 2010 SPA supported the European Conference held in Geneva in partnership with EURBICA.
- SPP 2009 conference was dealing with *Archives and democracy* (how archives would contribute to promoting democracy) and was held in Vienna. Senegal will host the 2010 conference on the theme *Modernization and sustainability of Law Making Support in the 21st century*.
- The CBPS sub-committee on archival description held its 2010 meeting in Paris (May), and had a joint session with the attendees to the “stage technique international d’archives” organized by France, an opportunity to promote the adaptation and implementation of ICA description standards.
- SUV used to organize an annual conference: Rio de Janeiro hosted the 2009 seminar on “The nature of University and research institutions archives: an international perspective”. SUV will hold its 2010 annual Conference in Prague at St. Charles University from Sept. 29 – Oct. 3, 2010. The theme will be: “Archival Traditions and practice: Are Archivists Historians?” During the Conference, there will also take place meetings of the Section Bureau and the Annual general meeting of the SUV,
- The new officially confirmed section SPO will hold its first member meeting in Finland **29.9.-1.10** 2010. Digitization strategies for sports archives will be explored in a seminar held in connection with the meeting.

PROFESSIONAL TOOLS

Sections are developing tools related to their specific domain and provide ICA members with their expertise.

- SPA continues to develop new guidelines to assist associations manage and improve their administration and the services and products they provide to their members. To date 11 guidelines have been produced which are available on the website. There are plans to produce an online Manual with links to all of these publications in English, French and Spanish. In 2009/2010 guidelines have been developed on conducting an election, establishing an association records management program, setting up a mentoring program and organising training workshops. *Guidelines for developing an association newsletter* are currently being developed.
- SPA has been directed by the 2007 Annual General Meeting to develop a Universal declaration on Archives. The UDA has been prepared in several languages, and SPA is preparing a promotion toolkit.



- SUV is planning to develop guidelines to appraise student's records in 2010. Co-operation with branches will be sought. The Project of the SUV Science Sub-Committee (CSRSD) on developing a Handbook and Guidelines on the handling and Preservation of scientific data will be finished during 2010.
- SPA has identified a number of ways to promote the ICA Code of Ethics including publishing case studies in its bi-annual Newsletter and presenting sessions at the 2nd SPA Conference to be held in Edinburgh in 2011. SPA plans to continue to explore ways of creating supportive and illustrative material to assist members understand how they can apply the Code of Ethics.
- SPO has started preparations for compiling a worldwide directory on institutions holding sports archives. Further information will soon be distributed through the new ICA website, and SPO is looking forward to close cooperation with ICA Branches on this project.
- The Committee on Best Practices and Standards (CBPS) is currently focussing on description standards. Its main concern is to harmonize the different description standards, and to enlighten the link between each of the existing standards. A compendium will be prepared with an introduction to these standards and including them as modules; it is planned to present the compendium in the Brisbane International congress, before a call for comments is launched.

CBPS will also prepare a report on the AtoM software 1.0.8 version.

- A new CBPS sub-group on access had a kick off meeting in Paris in May 2010 to explore strategies for developing best practices in this field.

PUBLICATIONS

The sections' publications are among the most important ICA professional resources, available for the membership. From the latest or the next issues:

- SAE is providing the ICA resources centre with translations of the useful "train the trainers' package". The French, Portuguese and Bahasa Malayu versions were available in the last International congress, and other languages are planned to be added to the collection (Polish, Chinese and Arabic). SAE is working on a COMMA issue dedicated to education and training in 2010.
- SAR is also co-operating with COMMA to prepare an issue on Architectural records.
- Standardization is one of ICA major activity, and a lot is being done in this area: this should be reflected in a dedicated publication CBPS would like to prepare in collaboration with COMMA. This specific issue of COMMA would be available in 2012.
- SPA is communicating with a regular published Newsletter in three languages (English, French and Spanish); each edition includes updates on SPA activities,



information on new guidelines and a feature article on a member association. SPA aims to widen the distribution of its Newsletter by sending it to member association editors asking them to include SPA news in their publications, and by forwarding copies to associations who are not members encouraging them to join. SPA is currently organising translations of 11 of its guidelines into English, French and Spanish to be published in an online Manual and produced in paper for those members who do not have access to the web.

- SPO has already delivered the material for a special issue on sports archives to the Comma editorial board, and the publishing is now dependent on the publishing schedule of Comma.
- SUV has started to communicate with its membership by a newsletter, a first prototype being circulated earlier in 2010.

NETWORKING

- SAE has formed an alliance with the Network of Archival Educators and Trainers (NAET) Forum.
- SAR will develop in 2010 an online directory of Architectural Archives, Archives services and institutions.
- SPA is supporting the introduction of a new fees system to strengthen its network especially in developing countries. The scheme is currently in a pilot stage. Further networking and information sharing activities are being considered by SPA including the establishment of a FaceBook page, setting up a SPA listserv and facilitating contact between the international committees of member associations. These activities support the results of a survey of members carried out in 2009/2010 which indicated that associations would like SPA to focus on facilitating international contacts and exchanges. Other comments provided in the survey will inform future SPA activities. The Archival Solidarity Project continues to improve its project and funding databases to support the coordination of international efforts to help developing archival communities.
- A survey on SUV members conducted in 2009 will be analysed in 2010 to improve communication among the membership and encourage member's participation to SUV activities.
- SPO promotional brochure for members 'recruitment purpose has been translated in new languages (Chinese, German and Russian) and are available in electronic versions on the new ICA website.