

FIDA: your chance to back a winner!

For many years provisions for the governance of the International Fund for Archival Development (FIDA) existed in the ICA constitution but in practice languished completely unused. Although it was considered to be an important organizational priority, especially by colleagues in the developing world, other urgent issues kept getting in the way and robbing FIDA of the prominence that it deserved. Then, in the period from 2005 to 2008, efforts to reactivate FIDA were hampered by constant anxieties about the underlying financial stability of the organization. However, by the time of the Kuala Lumpur Congress of July 2008, it was clear that ICA had weathered the financial storms once again, and serious consideration could finally be given to the long anticipated revival of FIDA.

In 2008-9 ICA started to provide funding on a large scale for the regional branches and sections for projects approved by the Programme Commission. From the outset it was made clear that FIDA grants are intended to help specific institutions and individuals working in especially challenging conditions, who normally lie beyond the reach of other ICA funding streams. Of course colleagues work in tough conditions in many different parts of the world. So FIDA has the especially delicate task of selecting very deserving cases at the micro level but also achieving an overall distribution of support that is, as far as possible, balanced.

At the governance meetings in Malta (November 2009), the newly appointed FIDA Trustees, under the chairmanship of Sarah Tyacke, formerly Chief Executive of the UK National Archives, were given the green light to begin their work, with a comparatively modest funding base of a little more than 100,000 euros. The

various projects featuring in this issue provide eloquent testimony that in the last three years FIDA has begun to make a very real difference. As in the case with many international organizations, ICA can all too easily get bogged down in bureaucratic minutiae of exquisite tedium. In salutary contrast, FIDA is about real life projects that have an immediately positive impact on the ground. In many ways, FIDA is the most important expression of our professional solidarity. Indeed, it is not going too far to say that FIDA is the conscience of ICA.


ICA is deeply grateful to Sarah Tyacke and Trudy Huskamp Peterson (US), who both have agreed to continue serving as Trustees until 2016; this will provide very important continuity and ensure that the FIDA revival is not a short-lived one. Carol Couture (Québec, Canada) and Vitor Manoel Marques da Fonseca (Brazil) joined the FIDA Board last year, and the Fund is already benefiting from their fresh input. I take this opportunity to thank Mitsuoki Kikuchi (Japan) for his distinguished service over the last four years as he steps down, and to welcome on board former ICA President Ian E. Wilson (Canada), Sidek Haji Jamil (Malaysia), Ivan Murambiwa (Zimbabwe) and Ineke Deserno (NATO Archives). In the midst of all these success stories, it should be remembered that the modest funds at FIDA's disposal remain minute in relation to the total need. In the long term, the survival of FIDA will depend on donations from members (in addition to their membership dues) and other supporters of archives. Small donations quickly add up and make a significant contribution. Please consider what you and your institution can do to help FIDA to flourish.



David A. Leitch
ICA Secretary General
leitch@ica.org

FOCUS ON FIDA



4  Preserving the african audiovisual heritage through the FIDA

6 The impact of financial support on the records and archives of Mozambique




7  Archives New Zealand's support for FIDA projects

8 Collection Access and Training Project at the National Archives Solomon Islands



10 The work of the FIDA trustees

13  The Memory of the World Programme

16 Annual Conference 2013 at Brussels



18 Renewed partnership with the International Records Management Trust pays early dividends

Flash

Editor:
International Council on Archives (ICA)

Publication Director:
David A. Leitch

The International Council on Archives (ICA) is dedicated to the advancement of archives through international co-operation. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and states, and are fundamental to democracy and good governance. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world.

Flash communicates news on ICA activities and highlights current issues in archives. It is the complement to the in-depth professional reflection, reports and debate in *Comma*.

Flash is published twice a year as a membership benefit by ICA. Contents may be reproduced and translated in part or in whole, provided that credit is given. Information in this issue of *Flash* was current at the closing date for production on 8 July 2013.

Translation is provided by volunteers alone: please think of offering your help for just a few hours every six months!

ICA
60, rue des Francs-Bourgeois
75003 Paris, France
T : +33 14027 6306
F : +33 14272 2065
E : ica@ica.org
I : www.ica.org

Graphic design:
Raphaël Meyssan
T : +33 6 20 49 12 15
E : raphael@meyssan.net
I : www.editorial-design.org

Printed by:
Liverpool University Press,
United Kingdom

Photos copyright: Archives New Zealand, Archives générales du Royaume de Belgique, Brandon Oswald, USA, Fabião Nhatsave, Mozambique, ICA, IRMT, Ishumael Zinyengere, Netherlands, Liverpool University Press, Nina Buravchenko, Federal Agency of the Russian Archives, Society of American Archivists, The Square Conference Centre, Brussels, UNESCO, Memory of the World.

ISSN: 1728-533X.

Annual Conference 2013 Brussels 23-24 November



The Square Conference Centre, Brussels.

The first ever ICA Annual Conference takes place in the conference venue The Square in the heart of Brussels under the banner "Accountability, Transparency and Access to Information".

A wide range of speakers from all over the world and from all walks of the archives and records management field has been assembled to tackle these issues from the bottom up and the top down, from practical solution-based studies, through international and collaborative case studies to high-level government and international initiatives.

Speakers include:
José Alonso, *World Wide Web Foundation*
Miriam Nisbet, *Director of the Office of Government Information Services, NARA*
Anne Thurston, *International Records Management Trust*
David Clarke, *author of The Angel of Mons and The UFO Files*

Don't miss the ICA event of the year. Register online now. For further information, go to www.ica.org/14490/annual-conference-2013/brussels-2324-november-2013.html

ICA website survey feedback



The home page of the ICA website.

On 15 October 2012, the ICA secretariat launched an online satisfaction survey to try to understand more clearly what users of the ICA website want from the site and to decide on the main priorities for improving it. 161 people took part in the consultation, which officially closed on 31 December 2012.

In spite of this rather modest response, the survey highlighted some interesting general trends and brought out certain facts that are useful for us in developing the website. So, for example, we had confirmation that you primarily visit the website in

order to consult the online Resources Centre, the events section and the ICA Programme. We have therefore focused our attention on simplifying access to these three sections in preference to certain other improvements that we might have made.

A majority of those replying to the survey said that they had a "good overall impression of the website" (67.7%) even if there was room for improvement in site navigation (51% of those taking part found navigation simple compared with 40.9% who found that it wasn't). Similarly 75% expressed "overall satisfaction" with the ICA website, while just under a quarter remain to be convinced. Thanks therefore to your valuable

contribution to this consultation, many adjustments have already been made and we are continuing our efforts to improve the general ergonomics of the site to try to make it correspond more with your expectations.

We warmly thank everyone who took a little time to contribute to the survey and we can assure you that every comment was taken into account.



Inna Touré
Communication
Projects Manager
toure@ica.org

Preserving the african audiovisual heritage through the FIDA



Archivists being trained how to inspect a film print.



Archivists being trained to clean VHS tapes after they have been affected with dirt and mould.

long-term preservation of film and video collections on the African continent. Funding is an important component in the preservation of audiovisual material and the training of collection managers. Most archives on the African continent lack funding because they are mostly National Archives, who require funding from the national budget. However, this becomes their limitation, as they only have one source of funding. Archives, archivists and their institutions therefore appreciate receiving grants such as those from the ICA International Archival Development Fund (FIDA).

The Eastern and Southern African Regional Branch of the ICA (ESARBICA) saw the need for training in audiovisual archiving and applied for a grant to train ESARBICA archivists. The grant was approved and a training workshop entitled "Preserving the African Audiovisual Heritage" was held at the National Archives of Zimbabwe and Zimbabwe Broadcasting Holdings from Monday 1 to Friday 12 August, 2011. The training also had support from the International Criminal Tribunal for Rwanda and from the host institution, the National Archives of Zimbabwe, through their audiovisual archivists and technicians who were involved in the training and facilitation of the workshop. The purpose of this training was to assist curators of African audiovisual materials to establish archival practices in their organizations, so that they may preserve and make accessible the historical films and videos in their collections. 21 collection managers attended the workshop from various organizations including National Archives of Zimbabwe (NAZ), National University of Science and Technology (NUST), Zimbabwe International Film School (ZIFTESSA), Zimbabwe Broadcasting Holdings (ZBH), National Museums and Monuments of Zimbabwe (NMMZ), Botswana National Archives (BNA),

Africa has a rich heritage and this heritage is captured in the many films and audio materials stored in the vaults of so many archives. However, the audiovisual heritage of Africa is threatened with many factors including funding for training in the preservation of

audiovisual materials. Training in the care and management of audiovisual collections, and understanding of the implications of new technologies, as well as a connection to the professional, regional and international audiovisual archiving community, are all essential requirements for effective

Phuthadikobo Museum in Botswana, Swaziland National Archives (SNA), National Archives of Kenya (KNA), Mozambique National Archives (MNA) and the Namibian National Archives (NNA).

The trainees were taught the management of audiovisual collections, care and handling, occupational health and safety in their work environments, climate control and storage of collections, cataloguing and creation of databases to manage their collections, metadata management, film, video and sound transfer procedures from analogue to digital, and ethics in the workplace. The workshop was focused on the management of film, video, and audio formats that can be found in ESARBICA Archives. In conducting the workshop, discussions on the challenges affecting ESARBICA archives and solutions were noted and taken into consideration for future recommendations. It would not have been possible without the ICA FIDA grant to conduct this training, which shows the importance of the ICA and FIDA grant in the International Archiving community especially in developing archives around the world.

The Way Forward

- ▶ The continuation of training of archivists within the ESARBICA region through ICA FIDA grant
- ▶ Developing of networks within the audiovisual field among African archivists
- ▶ The development of legislation that supports the preservation of audiovisual archives
- ▶ Proactive access of audiovisual material to the public
- ▶ The preservation of collections through the Unesco Memory of the World programme
- ▶ Creation of databases for easier collection management by accessing free database packages like Unesco CDS/ISIS database
- ▶ Collaboration with other audiovisual



Participant cleaning film as part of the film preservation process.



Participants being trained in the use of a flatbed editing table.

international organizations such as AMIA, IASA and FIAF in training and preservation projects

Through this training we hope that all participants will cascade the same knowledge to their colleagues and to other institutions in their respective countries. Audiovisual heritage can be preserved through the sharing of information and knowledge imparted during the training. Film, video and sound materials are animated testimonials of our collective memories and should therefore be preserved

for posterity. Grants like those from FIDA should continue to be available and more institutions should be made aware of this opportunity in order to preserve the audiovisual heritage of Africa and all developing archives.



Ishumael Zinyengere
Records Officer
Organization for the Prohibition of Chemical Weapons,
The Netherlands
Ishumael.Zinyengere@opcw.org

The impact of financial support on the records and archives of Mozambique



Photo 1: Records appraisal Committee during a session of document review. Photo 2: Situation in which they found some institutions, before the beginning of the records appraisal process. Photo 3: Current stage of records and archives in some institutions.

The National Documentation and Information Centre (CEDIMO) is an institution responsible for the organization of systems of documentation, records and archives of State and Public Administration information.

In this context, CEDIMO has been developing various activities with a view to organizing and developing the records and archives sector in Mozambique, in particular the approval and implementation of the Strategy for Records and Archives Management, and the National System of State Archives (SNAE) and its implementation tools, the classification plan and the retention scheme for Public Administration Records.

In these activities, CEDIMO has received the valuable collaboration of a number of partners, both foreign and national. It was in this context that in 2011 this institution received a grant of 7000€ from the International Archival Development Fund (FIDA), which bore the costs of the training of trainers in records and archives appraisal and disposal.

The training took place between 30 November and 2 December 2011 in the city of Beira and was attended by 41 heads of department and co-ordinators of records and archives assessment committees, selected at provincial and district level.

It should be noted that in almost all public institutions in Mozambique records and archives assessment committees are established, consisting of at least four members, including head of department, archivist, the sector specialist with recognized experience, a specialist trained in legal affairs and the specialist in the field to which the records that are to be appraised relate. Among other functions, the records committees are responsible for advancing the process of implementing the National System of State Archives in their institution. In addition to this training, institutions at the central, provincial and district level hold quarterly forums, consisting of heads and coordinators of the records assessment committees and the head of department, a platform for exchanging experiences and sharing information.

Taking into account the size of the country, around 801,590 square kilometres, CEDIMO has favoured training by cascading, and from 2012 until the first quarter of 2013, 1,260 public servants from 364 record assessment committees at provincial and district level have benefited from training, with emphasis on the treatment of accumulated volumes of documents and the organization of semi-current records.

In this context, we can say that cascading training is one of the means by which we can expand the training of professionals in the field of records

and archives management in Public Administration institutions.

Above are photographs showing some of the activities undertaken by the records assessment committees, relating to the appraisal of documents and organization of current and semi-current records.

The implementation of a National System of State Archives has brought a new momentum to promoting the preservation of institutional memory and rapid access to information.

Records appraisal constitutes one of the greatest challenges for the majority of Public Administration institutions, in addition to the need for the members of the assessment committees to be constantly mobile. Another challenge for CEDIMO is to organize training for trainers in areas of electronic records management during the year 2014.



Arlanza Sabino Dias
CEDIMO
Mozambique
gonalina123@
yahoo.com.br



Fabião Nhatsave
CEDIMO
Mozambique
fnhatsave1@
yahoo.com.br

Archives New Zealand's support for FIDA projects

Context: When I write this article I wear two hats, one as a staff member working for Archives New Zealand where I am involved in organizing and supporting FIDA projects. The other hat is as PARBICA Secretary General where I hope to be able to present a picture of what FIDA means to the Pacific Region and my thoughts on the work of FIDA.

Archives New Zealand has been involved in three FIDA funded projects to date. In 2010, we hosted Elenoa Delailakeba from the National Archive of Fiji. In 2012, we hosted Brian Lakobong from the National Archive of Palau. In June this year, two staff are travelling to Tuvalu to deliver a training workshop.

Both Elenoa and Brian came to Archives New Zealand to work with Appraisal Archivists and learn key skills for implementing successful appraisal programmes in their own countries. Training was based on guidance in the PARBICA Recordkeeping for Good Governance Toolkit and Archives New Zealand processes and procedures. Time and materials costs were met by Archives New Zealand and the FIDA money was used to cover travel and accommodation costs.

The latest FIDA project that Archives New Zealand is involved in is a programme of work to deliver training to recordkeeping professionals in Tuvalu. Again, Archives New Zealand will donate time and some materials costs while the FIDA funding will be used to cover travel, accommodation and in-country costs.

I think that involvement in FIDA projects has many positive benefits for Archives New Zealand as an organization and individually for staff who work to support these placements. Working to support a FIDA project helps to build staff knowledge and confidence in coaching and mentoring other archivists. To be effective staff need to ensure they think clearly about first principles and



The Archives New Zealand building.

how these principles can be applied in different situations with very different levels of resource and support to ensure that an effective outcome is achieved. I think involvement in FIDA is a refreshing way to get a sense of perspective on the level of resource New Zealand as a developed country has to support the archiving profession.

There are many worthwhile activities across the world that FIDA could support. However the limited budget means that it can be hard to achieve all the desired results within the agreed funding.

All but a few of PARBICA's member countries would fit into the category of developing nations with developing archives. With the limited number of developed archives in the region available to support FIDA initiatives alongside other capacity building exercises a strain can be put on already limited resources. To increase the effectiveness of the FIDA fund I would like to encourage a future direction in which the ICA, regional institutions, regional branches of the ICA and other funding bodies work together to maximize development opportunities and ensure that the limited resources available are put

towards work activities that will deliver the maximum benefits. Another key measure of success will be to ensure as a region we monitor implementation, and look for and support opportunities for continuous improvement.

The FIDA fund is a vital source of funding for work in the Pacific region. As the Secretary General for PARBICA I would like to thank the generous donors who have contributed to the FIDA fund and enabled the projects to date to become a reality. To add to this, I encourage any potential donors to contribute to the FIDA fund. The work done by FIDA grants is vitally important to building the capacity of the world's archives. In developing nations, good governance through effective records management and memory building through a functioning archive are vitally important to building national capacity as a whole.



Anna Gulbransen
Archives New Zealand
Anna.Gulbransen@
dia.govt.nz

The British Solomon Islands Protectorate (BSIP) Collection Access and Training Project at the National Archives of the Solomon Islands



NASI staff at work on the project.

The main goal of the British Solomon Islands Protectorate (BSIP) Collection Conservation, Access and Training Project was to ensure the preservation of one of the archives' most important and valued collections. The collection is currently held in the National Archives Solomon Islands (NASI) and without conservation, drastic measures may have to be implemented to reduce access to the collection. Together with particular NASI staff members the aim of this project is to preserve the BSIP collection so that these records of enduring value will continue to be available to users for years to come.

The project began in April 2012 when volunteer, Brandon Oswald of Island Culture Archival Support, arrived at the National Archives Solomon Islands (NASI). Prior to this, archival supplies were procured and shipped to the archives that included acid-free file folders, interleaving paper, polyester folders, and gloves. Conservation training was conducted the first two days with four staff members and one volunteer of the archives. The best training method was initiating a hands-on approach working with the actual BSIP boxes. This method allowed us to get acquainted with different records deteriorating scenarios as they unfolded, as well as deciding the best way that was at our

disposal to deal with them. The staff members learned quickly and became more confident when working with each subsequent box. After several months of working on the project, the NASI Staff was able to utilize, train, and manage student attachés from the South Pacific Commission to help conserve the documents. These students continued to work until the end of the project in April 2013.

The BSIP collection consists of 873 boxes. During the project we replaced and rehoused items in approximately 5000 acid folders. The documents of these boxes were cleaned, straightened, unfolded, and placed in new acid-free folders. Although we



The National Archives of the Solomon Islands.



Brandon Oswald.

did not want to get too involved with item level conservation, we did pay close attention to important material such as hand written letters, photographs, hand-drawn maps, village census takings, etc. These items needed special treatment that included cleaning and storing in special archival folders to ensure their longevity. A few surrogates were created from a few documents that were damaged beyond repair, or because of fading ink. Metal fasteners were removed, especially straight pins, paper clips, and braids.

Additionally, a preservation manual for the National Archives Solomon Islands was written. This is a very basic and user-friendly manual. It is also written with the intention that its usefulness can be adapted by anyone with an interest in preserving paper records. It has a specific relevance to archive staff, student assistants, volunteers, ministry officials and staff, and anyone learning how to preserve mostly paper records in a Pacific Islands' cultural heritage organization. The manual is broken into sections

that include: Introduction, Ideas to Think about First, Low Cost Climate Control, Paper Storage Practices, Planning Digital Projects, Handling Mould Outbreaks, Handling Pest Infestations, Forms, and an Appendix that includes a policy for preservation and mould. The manual is a dynamic document and changes will be made as the need arises.

Overall, the BSIP project went very well, particularly during a difficult and exciting year for the NASI staff in the Solomon Islands. The Festival of Pacific Arts, the Oceania Nations Cup (Soccer), and the visit of Prince William and Catherine, Duchess of Cambridge, were once in a lifetime occurrences, especially in this small and isolated country. Nevertheless, the staff remarkably took full advantage of these major events to promote their archives by exhibiting some of the documents that were found during the BSIP project.



Brandon Oswald
Island Culture Archival
Support,
United States
brandon.oswald@
gmail.com

The work of the FIDA trustees

The International Fund for Archival Development (FIDA) is administered by a Board of Trustees, composed of archivists from the highest levels of the profession who between them have a wealth of experience of archives management. The Trustees are broadly based, representing as far as possible all the regions of the world, and include as *ex officio* members the Vice-President Programme and the Secretary General. They serve for a term of four years which may be renewed, and the terms are staggered to ensure continuity within the board.

The main responsibilities of the Trustees are to make an annual call for proposals according to a set of criteria, to scrutinise the consequent applications in accordance with those criteria, and to monitor the progress of projects selected for financial support by requiring final, and where appropriate, interim reports. The Trustees are also responsible for seeking sources of funding to ensure the replenishment of the total annual grant of 25,000€.

The Trustees meet in person once a year, usually at the annual conference or international congress, and in addition

have a virtual meeting in early March to consider progress. Much of the work is conducted remotely by e-mail, so that discussion in the meeting is informed and focused. The selection of projects to be funded is then ratified at the annual meeting.

The current Trustees come from five distinct regions of the world, Europe, Asia, Africa, North and South America. The work is painstaking but rewarding, as the following reflections by two of the Trustees, one about to step down from the Board and one who has just joined, testify. Mitsuoki Kikuchi, Executive Adviser at the National Archives of Japan, who has served as a Trustee since the re-activation of FIDA in 2009, writes:

"It has been a great honour and pleasure to serve the archival community of the world as a member of the FIDA Board of Trustees. Each year I have read and examined a wide range of documents from many archivists or groups seeking funding. This experience has given me a good opportunity to learn about their particular financial, social and political difficulties as well as their admirable aspirations for development. The role that FIDA can play is necessarily limited, but the small fires that FIDA has ignited will

surely expand more widely to encourage a great number of archivists and archival organizations in the developing world. I really hope that an increasing reserve of funds will enable FIDA to be able to award more archival development projects."

Carol Couture, Honorary Professor at the School of Library Studies and Information Sciences, University of Montreal, joined the board during the Brisbane Congress. He explains here why he decided to become a Trustee:

"I responded positively and indeed with enthusiasm to the invitation to join the FIDA Board of Trustees, because for me, retirement is not a question of moving away from the world of archivists and archives, quite the contrary: I want to remain active and to put to good use the experience that I have gained from more than forty years as a teacher, researcher and administrator. The International Council on Archives (ICA) has always been for me a powerful networking tool, a body that has served to aid development in the field of archives management, an institution that has never failed to meet the challenge of ensuring that the professional resources, both practical and financial, that its members can offer benefit the whole archival community. And in my opinion, FIDA's mission goes

Placement for Palau Records Manager at Archives New Zealand

The Bureau of Palau National Archives was fortunate and grateful for ICA/FIDA's generous contribution of 5,000€ awarded to Mr. Brian Lakobong, a Records Manager, for his placement-training sponsored by Archives New Zealand, Wellington, which took place from September 15 to October 20, 2012. This highly anticipated training was to prepare the Records Manager to begin the enormous task of a Survey Analysis of Records. Palau like most of the South Pacific Islands lacks much of the necessary training and is dependent upon an established archival institution like Archives New

Zealand for professional guidance and on financial assistance such as that provided by ICA/FIDA to accomplish its goal.

The training provided access to learn the basic principles of Appraisal and Disposal, Arrangement and Description which the Palau National Archives desperately needs to undertake its day-to-day archival work. Palau for the first time is starting its Survey Analysis of a twenty year backlog of records and documents. Our government and our people are aware of this long-overdue process of maintaining, protecting

and preserving our national records and documents in order to safeguard historical information for the future. The placement gave the Records Manager much hands-on experience, so that he was able to directly implement and enhance the development of the project upon returning to Palau. Another contributor to the early stages was the PARBICA Good Governance Toolkit Guidelines, which enabled BPNA to develop and create the initial phase.

BPNA also received an award of 12,562.00 US Dollars from AUS/AID Small Grant Scheme in 2011 to start

right to the heart of this idea of sharing knowledge and resources. The role that we, the FIDA Trustees, play in assessing the projects that are submitted to us and in giving advice and help to the bodies presenting these projects is directly in line with ICA's mission. And it corresponds well with my own wish to use my experience in the service of archival development precisely in those places where the will to achieve such development exists but where the resources are not always sufficient to make this a reality. Our role is, on the one hand to establish a fund that is large enough to make a difference to institutions in need, and on the other to evaluate the projects which are presented to us and to decide which merit support. In the end, our help can make the difference between archives operating at a subsistence level, and those that are able to achieve their own development through creativity, resourcefulness and the addition of minimal funding to ensure the success of an initiative. In short, I very much welcome my role in FIDA and I have no doubt of the major impact that our assistance can make on the development of archives management."

You will see elsewhere in this issue reports of some of the projects that have been funded by the Board in previous years, and the longer-term impact that this has had on the archives concerned and the wider region. Those that are ongoing from 2012 illustrate not only the diversity of

project which FIDA supports, but also the wide geographical spread, namely:

- ▶ to organize, classify, digitize, and store the records of Antiratna kampanja Hrvatske/Antiwar Campaign Croatia (ARKH/AWCC), established in 1991, namely a network of organizations from which modern civil society in Croatia originated;
- ▶ to help the communes of Cameroon to reorganize and preserve their local archives, especially with regard to records of civil registration;
- ▶ to deliver records management knowledge and practice as widely as possible throughout Tuvalu by means of a training workshop for records officers from the Tuvalu Islands Kaupule (council) and government departments;
- ▶ to provide archival/records management training in Barbados.

Finally, it is worth emphasising that an important part of FIDA's remit is to raise funds to enable its supportive work to continue. This is no small task in a world dominated by financial austerity. At the time of paying their annual dues, members are invited to contribute an additional sum to support FIDA, which 32 from all four categories currently do. In addition, an appeal to former members of the Executive Board, honorary members and fellows of ICA has had an encouraging response. Nevertheless, if FIDA is to remain sustainable it must attract funds from outside the organization, and to do this FIDA needs to

demonstrate commitment from a wide cross-section of its own members. A start has been made, and you can see the results on a newly established page on the ICA website www.ica.org/14133/fidas-donors/donors-to-the-international-archival-development-fund-fida.html. There is, however, some way to go before we can confidently approach external sources of funding. I hope that you enjoy reading the results of FIDA's funding so far, and that you will feel sufficiently inspired to donate generously to the Fund. FIDA represents the foremost ideals of ICA, namely to show support and solidarity among archives, especially to those in countries less fortunate than your own.

The FIDA Board of Trustees are:

- ▶ Sarah Tyacke (United Kingdom)
- ▶ Carol Couture (Canada)
- ▶ Ineke Deserno (Brussels)
- ▶ Trudy Huskamp Peterson (United States)
- ▶ Sidek Haji Jamil (Malaysia)
- ▶ Vitor Marques da Fonseca (Brazil)
- ▶ Peter Mlyansi (Tanzania)
- ▶ Ivan Murambiwa (Zimbabwe)
- ▶ Ian E. Wilson (Canada)
- ▶ Henri Zuber, Vice-President Programme (France)



Sarah Tyacke
Chair of FIDA Board
styacke@googlemail.com

the project. The training funded through ICA/ FIDA for the Records Manager and the grant from AUS/ AID has enabled BPNA to start developing and making arrangements for the Survey Analysis of Records. Currently we are developing the necessary forms and have begun our listings of records and documents. Relocating and moving our three twenty-foot containers of records and documents to the new site for proper archival processing is part of the ongoing project. BPNA is on the alert and facing many changes and challenges during this critical phase.

His Excellency, President Tommy Remengsau Jr. of the Republic of Palau, and Minister Ms. Baklai Temengil acknowledge and appreciate the tremendous support given to BPNA by ICA/FIDA, AUS/AID, PARBICA and Archives New Zealand, Wellington and their contribution in making the Survey Analysis of Records in Palau a reality. The Minister is aware of the immense challenge facing the BPNA and has been assisting, especially through the acquisition of much-needed supplies and equipment to facilitate the massive task ahead. This article for Flash will definitely inform our Island Nation and

the international archival community of the work that BPNA has launched and its vital role of preserving and protecting Archives Records and Documents for our future generations. Once again the ICA/FIDA award made a valuable contribution to much-needed training that has encouraged the development of Palau National Archives.



Brian Lakobong
Records manager,
BPNA, Palau
Archives@palaunet.com

The Memory of the World Programme

The Memory of the World programme, launched in 1992 under the auspices of Unesco, operates in various areas of international cooperation with the intention of making the media and political leaders aware of the importance of documentary heritage. The initiative may therefore be viewed alongside the many conventions that exist to safeguard this aspect of heritage.

What are the key features of the programme?

► It covers a particularly wide field, namely documentary heritage in all its forms: engraved or painted stonework, parchment, manuscripts, printed works, newspapers, photographs, discs, films, computer programmes.

► It aims to be the Memory of the World, its mirror, protecting items rescued from extinction and drawing the attention of the authorities and general population to their fragility, their vulnerability and their importance.

► It is based in the Communication and Information Sector of Unesco. Thus as well as its role to protect, the programme also has a very clear role in promoting universal access to documents, especially through digital media.

► It is a programme and not a convention; a programme of experts and specialists entirely reliant on the good will and voluntary activity of its members. Participation in the programme is dependent upon the free involvement of governments and professionals. It does not come with any restrictions or require any financial contribution.

► Its objective is to draw attention to documentary heritage through encouraging enrolment onto the register of the Memory of the World which highlights the particularity and uniqueness of documents. Here are inscribed all those documents which have been identified by the International Advisory Committee (IAC), the responsible authority.

The way the programme operates is very simple: through an international advisory committee which meets every two years (in 2013 in Gwangju, Republic of Korea, from 18 to 21 May) supported by a secretariat based at Unesco. It



The Nebra Sky Disc, c. 1600BC ©State Museum of Prehistory, Halle, Germany, inscription 2013.

is implemented at a number of levels: international, regional and national.

The IAC is further assisted in its decision-making by sub-committees, including the sub-committee on the Register, made up of technical experts nominated in a personal capacity. It is at this level that I have participated over the last four years.

The work of the experts in the sub-committee, chosen from among librarians and archivists from all countries, is straightforward. Every two years the programme secretariat launches an appeal for candidates for the register. Normally the applications are presented by the national committees, limited to two for national nominations, but without restriction for international nominations. The guidelines for the work were established in agreement with IFLA or ICA. The committee must determine whether the application is in accordance with the criteria for inscription: the authenticity of the item of heritage presented (which is not always very easy to prove), its importance, uniqueness and irreplaceable

nature. The document must be representative of its period and of the place where it was created, must contain information which has a particular bearing on the country of origin, reflecting a significant aspect of the social, industrial, artistic or political development of the state in question and/or have an exceptional aesthetic, stylistic or linguistic value. Armed with these guidelines, the seven experts had, in 2010 and 2012, a dozen or so applications distributed to them by the secretariat out of the 80 or 90 received.

First of all I must emphasise the conscientiousness with which I witnessed all the experts study these applications, which were particularly diverse and difficult to interpret. To have some idea of the documents submitted for our consideration I suggest that you consult *Memory of the World: The Treasures that Record our History from 1700 BC to the Present Day*, published by Unesco in 2012. It should be noted that by the end of 2012, 238 items of world documentary heritage were entered in the Register of the Memory of the World.

Some of the nominated documents deal with major historical themes. Records of the slave trade have featured prominently among them since the beginning. One of the best of the applications covering this subject seems to me to be that made in 2010 relating to the archives of the Dutch West India Company. The National Archives of the Netherlands, Brazil, Curaçao, the United Kingdom, Ghana and Guyana, together with the archives of Albany County, the state of New York and the municipal archives of New York, all collaborated in preparing the application. It was both comprehensive and interesting and accompanied by an international action plan to protect and promote the collection. In considering this application we detected a tangible desire on the part of all these archival institutions to make this segment of their collective history more widely known.

Not all the applications submitted are as comprehensive, and some are over-simplified, such as that presented by the archives of Geneva and Neuchâtel, seeking to inscribe the collections that they hold on Jean-Jacques Rousseau by presenting the philosopher of the Enlightenment as though he were just a French-speaking Swiss writer.

One of the problems generally encountered is the diversity of the proposals. Alongside a large archival collection, which has been to a greater or lesser extent listed, we might have to consider, for example, a music score, since the inclusion in 2001 of the manuscript of the symphony n° 9 by Ludwig van Beethoven.

One can detect trends in the proposals which are made to the programme secretariat, such as the submission of whole archival collections relating to the protection of Human Rights. France led the way in proposing, in 2003, the Declaration of the Rights of Man and of the Citizen. One of the latest nominations was that presented in 2010-2012 by South Africa with the archives of CODESA (Convention for a Democratic South Africa), the records of those conventions which led to the first multi-racial elections in 1994. There was evident interest contained within these documents, provided some tens of linear metres of records relating to the booking of hotel rooms, train or aeroplane tickets etc. were removed: in short, provided the necessary appraisal procedures were applied.



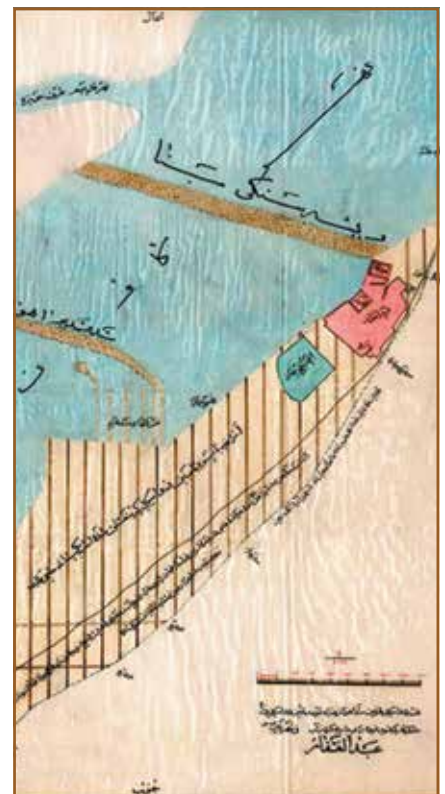
Top: Portrait of Hasekura Tsunenaga, 17th century, © Sendai City Museum, Japan, inscription 2013.
 Bottom: Map of two docks on the Ahvaz Dam, Iran, 1889 © Centre for Documents and Diplomatic History, Iran, inscription 2013

I encountered one of these problems in the work that I was undertaking: the countries of South America and Africa, in particular, submit whole collections, such as Senegal in 1997, nominating all the archives of the AOF (Afrique Occidentale Française). Europe, by contrast, favours documents which have been carefully selected, such as Germany in 2010 with just 15 documents presenting the building and the fall of the Berlin Wall of 1962-1970. We need to find a balance between the two.

The programme celebrated its 20th anniversary in 2012 and now might be a good time to refine the criteria for inscription in the Register of the Memory of the World.



Danièle Neirinck
 Conservateur général
 du patrimoine
 honoraire, France
 danièle.neirinck@
 orange.fr



“Comma”: special issue on the subject of professional standards



Comma Editorial Board, Moscow.

The next issue of *Comma* (2011:2) will arrive on members' desks in the summer and is a special issue on the subject of professional standards: best practice guidance, software, manuals and toolkits as well as formal standards.

The issue, produced together with the ICA Committee on Best Practices and Standards, provides an opportunity to review the progress of standardization within our sector. It includes articles on the now familiar descriptive standards, but also reminds the reader that ICA has been working for more than 50 years to improve the physical and financial management of archives and records, notably through its collaboration with Unesco.

Towards the end of the year, members will receive the latest in our series of regional studies (issue 2012:1), on Sub-Saharan Africa. This has both an historical perspective on archival practice and an overview of current

activities and future developments, especially in regard to capacity-building and the management of electronic records.

Looking forward, the Editorial Board is currently working on the two issues which will contain a representative selection of papers given at the 2012 Brisbane Congress, a difficult task given the number of papers submitted and their quality. Much of this work was scheduled for the editorial board meeting in Moscow in May, at the kind invitation of the Russian Federal Archives Agency. The Editorial Board also hope to attract more contributions in response to its open call for papers which can be found at www.ica.org/13989/news-and-events/comma-international-journal-on-archives-open-call-for-papers.html.

Finally colleagues are reminded that *Comma* articles dating between 2004 and 2011 are freely available to download via the ICA member login.



Margaret Procter
Comma Editor in Chief
m.procter@liverpool.ac.uk

Publications Review



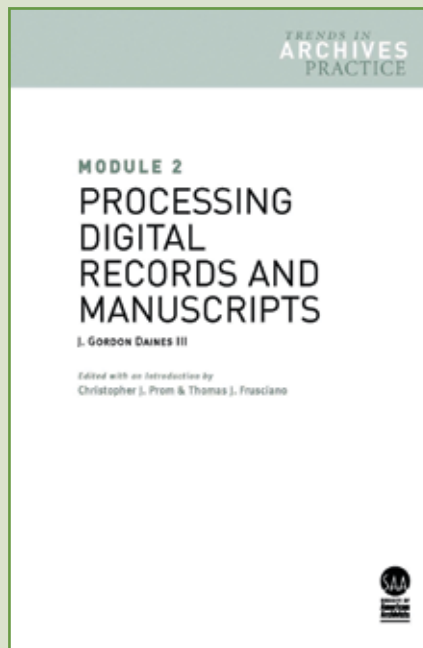
Trends in Archives Practice Series

Earlier this year the Society of American Archivists (SAA) launched a brand new series, Trends in Archives Practice. This open-ended series of modules features brief, authoritative treatments—written and edited by top-level professionals—that fill significant gaps in archival literature. The goal of this modular approach is to build agile, user-centered resources. Each module will treat a discrete topic relating to the practical management of archives and manuscript collections in the digital age.

The first instalment in the series is **Archival Arrangement and Description**, edited with an introduction by Christopher J. Prom and Thomas J. Frusciano, and includes three modules:

► **Module 1: Standards for Archival Description** by Sibyl Schaefer and Janet M. Bunde untangles the history of standards development and provides an overview of descriptive standards that an archive might wish to use.

► **Module 2: Processing Digital Records and Manuscripts** by J.



Gordon Daines III builds on familiar terminology and models to show how any repository can take practical steps to process born-digital materials and to make them accessible to users.

► **Module 3: Designing Descriptive and Access Systems** by Daniel A. Santamaria gives implementation advice regarding the wide range of tools and software that support specific needs in arranging, describing, and providing access to analogue and digital archival materials.

Archival Arrangement and Description is available in print, PDF, and eBook formats. In addition, each module is available separately as a PDF or eBook. To learn more, visit www.archivists.org/bookstore.

Many modules are planned for Trends in Archives Practice, and readers will be invited to mix, match, and combine modules that best satisfy their needs and interests. Next up are a cluster of four modules addressing digital preservation, three modules on implementing descriptive standards, and four modules on using information technologies in reference and outreach. Stay tuned for more details!

Recommended Reading

In **Controlling The Past: Documenting Society and Institutions – Essays in Honor of Helen Willa Samuels**, twenty leading archivists explore the theme of documenting modern society and its institutions, carefully considering the implications arising from the archivist's control over social memory. Honouring Helen Samuels on her retirement as institute archivist at the Massachusetts Institute of Technology, the title of the book invokes her frequently cited American Archivist article from 1986, 'Who Controls the Past.' In that article Samuels first expressed the concept of documentation strategy and the challenging concept of archivists as selectors—not keepers—of records.

The book is edited by Terry Cook, Canadian archival educator and international consultant, who provides an excellent introductory essay detailing the significance of Samuels' ideas in the context of modern archival practice as well as how his own work was influenced by her. The first section, Documenting Society, explores the rich contexts in which the appraisal of potential archival sources takes place. The second section, Representing Archives/Being Archival, investigates the nature, influences, and ethics of archivists and their roles in appraising records, documenting society and its institutions, and describing records with digital tools. Many of the authors will be familiar to an international audience and include Verne Harris, Tom Nesmith, Francis X. Blouin, Nancy Bartlett, Joan M. Schwartz, Richard J. Cox, and Brien Brothmen. The final section includes a reflection by Samuels herself. This compelling and wide-ranging volume is a must read! Check it out at www.archivists.org/bookstore.



Teresa Brinati
Director of Publishing,
Society of American
Archivists,
United States
tbrinati@archivists.org

Annual Conference 2013

The first ICA annual conference will be taking place in Brussels on 23-24 November. We asked Margaret Crockett, Deputy Secretary General Conferences and Congress, for her thoughts on this major event in the ICA calendar.



23-24 November
**Accountability, Transparency
and Access to Information**

The forthcoming annual conference in Brussels will be the first since the end of the CITRA (International Conference of the Round Table on Archives). What will be different about it?

There will be many differences, but there are three major ones. The first is that all ICA members will be invited to attend, whereas the CITRA was only open to the national archivists, the representatives of the professional associations and Executive Board members. Secondly, the programme was developed from an open call for proposals for papers, whilst in the past the CITRA Bureau invited speakers in accordance with their programme ideas. Finally the Annual Conference will be much more self-financing, unlike the CITRA, which relied on the host paying for almost everything. However, within the self-financing model we are aiming to have a reduced rate for ICA members, especially if they register early.

The theme of the conference is: Accountability, Transparency and Access to Information. Why was this theme chosen?

The theme had been suggested by one of the potential hosts and it was evidently popular with members, judging from the discussion at the Programme Commission (PCOM) and Executive Board (EB) meetings in Berne in the spring of 2013. The Forum of National Archivists has featured sessions and speakers on Open Government and it is clearly an issue that many ICA members

are engaging with. None of the CITRA meetings in the last cycle addressed a subject so clearly in the realm of records management rather than archives administration. It seemed like a really good time to focus on the role of archivists and records managers as well as policy makers and researchers in ensuring these values can be met – at the same time as protecting the rights of individuals when appropriate.

As Deputy Secretary General responsible for the Congress and annual conferences, what have you found to be the particular challenges so far in organizing this conference?

I think the real challenge that affects almost all aspects of this conference is that it is the first one of its kind and there are no practices or guidelines to follow. I hesitate to say that we are making things up as we go along, but we are working hard to develop good procedures based in part on the old CITRA way of working but also on the Secretariat team's contacts and experiences of the way other organizations work. For example, the Programme Committee used conference programme development software to share the conference proposals, comment on them and assign scores. I worked with a contact to identify a free software that we thought would do the job and took a risk. It has paid off, as I know it has saved me a lot of time and, important with accountability as a theme for the conference, it has also enabled good

automatic reporting on the provenance and type of submissions. Probably the biggest challenge though is developing the financial model; the cost of a conference venue is quite staggering and although we hope we will get more registrations than the CITRA did, due to the longer list of invitations, it is not certain given the economic climate. We have to try and make sure we get the package right too – who knew we would need to decide whether to have free Wi-Fi during the conference? - and we have to make some hard choices about the level of catering.

Can you tell us something about the venue?

The conference venue is called the Square and it is really central. It is housed in the extensive former Palais des Congrès, an elegant, architecturally significant building originally constructed for the 1958 World Expo. ICA has reserved one large auditorium and two other meeting rooms and we have a nice lobby area for lunches and other refreshment breaks. Offering spectacular views over the Brussels skyline, the Square is close to the National Library and the National Archives and a five minute walk from the Grand Place, a Unesco World Heritage Site.

There is a large selection of hotels in every price bracket and Brussels is not only an easy destination from most European capital cities but also has direct flights from other parts of the world, including Africa.



The Square Conference Centre, Brussels.

This conference is, unusually, being held over a weekend. What is the reasoning behind this?

This is a good question. One of the features of the CITRA was the governance meetings that both preceded the professional programme and followed it. The CITRA Review Report of 2010 documented that many members found the meetings together with the professional programme too long to be away from the office. We are therefore trialling the professional programme at a weekend to give people a mix of office days and weekend days in the hope they will find it easier to take the time away from the office. ICA will still be holding the important decision-making meetings but within a slightly shorter time frame, achieved by reducing the EB and PCOM to a half day each and with the shorter-format General Assembly as stipulated in the new constitution. The whole series of meetings will run from midday on Wednesday to about 5.30pm on Sunday.

What would you say to members who are still hesitating whether to register for the conference to persuade them to come?

I think the programme is really interesting and exciting. We have keynote speakers from outside mainstream

ICA, two of whom, Anne Thurston and Alison North, rank among the foremost records management practitioners of our time and, more importantly for us, are individuals who reflect, develop strategies and are constantly trying new things. I believe they will have some very thought-provoking things to say. We will also have the Belgian Information Commissioner, and it will be fascinating to get his view on the themes of the conference, given his office is responsible for delivering these values in the country where we will be meeting. We will also be hearing from the man who is responsible for transparency (and records and archives management) at the Council of the European Union, where the EU countries' ministers meet in all their combinations to decide European policy. Personally I am really looking forward to hearing what the ICA network itself has to say about the themes and about records management, but we also have some outsiders, such as David Clarke, who in his quest to uncover and access government files has influenced the digitisation of records relating to sightings of unidentified flying objects and has been instrumental in getting the UK National Archives to make

them available to the public with whom the records have been massively popular. His perspective can be quite challenging, not because of the access to information issues involved but because of the choice archivists make in the appraisal process about what to retain. Finally, I really think there is something for everyone in the programme, more traditional issues around access to archives, two good sessions on truth and reconciliation, two sessions on the role of archivists and records managers, a series of sessions exploring not only freedom of information and data protection but also the tensions between the two. The session on Open Government and Open Data is also not to be missed, either by people who want to learn more about what is going on or by those who want to know what the leaders in the field are doing.



Margaret Crockett
Deputy Secretary
General of ICA,
Conferences and
Congress
crockett@ica.org

Renewed partnership with the International Records Management Trust pays early dividends

Since the 1990s ICA and the International Records Management Trust, a UK based charity committed to improving the quality of records management worldwide in the public sector, have worked together as partners.



From the outset the strengths of the two organizations have been complementary, as IRMT was managed to organize many missions with forensic precision, especially in Africa, while ICA has been patiently extending and nurturing its global network. More recently, IRMT has taken a strong lead in emphasizing the relevance of effective records management to the Open Government Agenda, at the same time as ICA has developed records management products that can be applied successfully, with suitable adaptations, in different parts of the world. In spite of many success stories over a twenty year partnership, both organizations have been acutely aware for some time that effective cooperation at a time of accelerating change needs to be reinforced by a deeper commitment to joint working in clearly defined cases.

In August 2012 Henri Zuber, newly elected Vice-President for the Programme, had a very promising initial exchange with Dr. Anne Thurston, IRMT's dynamic and formidably well-informed International Director, at the Brisbane Congress. The main conclusion of this discussion was that IRMT and ICA should organize joint projects more frequently in future, and should concentrate their efforts, rather than spreading their scarce resources thinly, in pursuit of the common objective of achieving better records management. In November 2012 the renewed determination of the two

organizations to work harmoniously together was put to the test when Janis Karklins, Unesco's Assistant Director General for Communication and Information, signalled his interest in the compilation of a model curriculum in the area of digital preservation and asked if the two organizations could develop a proposal together. He made it clear that Unesco did not itself have funds for the implementation of the proposal but that it would energetically pursue external donors if IRMT and ICA were able to produce a convincing case.

ICA and IRMT both saw in this invitation from Unesco a golden opportunity to follow up some of the conclusions of the highly influential conference on digital preservation in Vancouver (September 2012). A provisional proposal was produced with amazing speed and was agreed by Unesco to be a useful working document. It became the basis for an initial Experts Meeting at Unesco on 26 April 2013, which was chaired by Henri Zuber and was also attended by Dr. Thurston, two members of the ICA's Executive Board and Unesco officials. Other experts contributed to the four-hour long discussion virtually. The general conclusion was that, although there was a need to connect the existing documents more directly with the many other initiatives already underway, it provided a sensible way forward for the development of a full curriculum which could be endorsed and disseminated by Unesco.

At around the same time Unesco

offered ICA and IRMT the possibility of developing a pilot project, aimed in particular at the Caribbean and Africa, which should achieve useful results on its own but also highlight the need for the timely development of the full curriculum. After some discussion, the partners agreed that the pilot project should consist of two modules. The first will assess current initiatives in the field and identify gaps in the coverage, while the second will examine the integrity of metadata in relation to digital records. These suggestions met with Unesco's approval, and a contract has now been signed to complete the two modules by 30 November 2013 for 50,000 US dollars.

While funding for the full curriculum will undoubtedly take some time to secure, the prompt award of funds for the pilot project is a very encouraging sign. It is the first time for several years that ICA has obtained a significant amount for a professional project from Unesco. Although from time to time ICA and IRMT may have different approaches to the same subject, the two organizations are united on objectives. Already it is clear that they are achieving together much more in the area of digital preservation than they would have done separately.



David A. Leitch
ICA Secretary General
leitch@ica.org