There are some fundamental changes in the air and it is an exciting time to be involved in ICA, as we reach the end of the CITRA cycle and work towards the international Congress in Brisbane in 2012. At the CITRA meetings in Oslo last September, the ICA Executive Board and the Management Commission voted for a review of ICA’s annual meetings. These consist of a short professional conference and governance meetings, including the Annual General Meeting and are closed, under the CITRA constitution, to all but category A and B members, officers of the ICA and a limited number of people invited by the host country. The meetings are planned under the aegis of the CITRA Bureau, an elected body which supervises the development of the professional programme and selection of speakers as well as consulting and commenting on the practical administration.

The acronym CITRA is for the French version of the name “Conference International de la Table Ronde des Archives” which reflects ICA’s beginnings in the 1950s when the members, mostly national archives with a few professional association representatives, could gather around one table and discuss issues of common interest and report on their activities and progress. Since then the archives and recordkeeping landscape has changed dramatically and with it the composition of ICA: there are now more members representing a wider variety of archival institutions and they expect a more open approach not only to governance meetings but also to the annual professional conference of their international body. The meetings have also become very expensive for the host country to support and resource intensive for the ICA Secretariat and volunteers, who administer and organise what has become a week of activity.

So, for these reasons and because it is good practice to review the organisation’s activities periodically, I was tasked by the Executive Board with reviewing all aspects of the CITRA, with the goal of a report with recommendations in time for the Executive Board meeting in March 2011.

The review was based on an open consultation with members and non-members of ICA as well as research into the history and constitution of CITRA and ICA. The main findings of the review were: there still need to be face-to-face governance meetings each year; annual conferences should be an opportunity to develop relations with strategic partners; the professional programme should link to ICA strategy and policy and complement any region or section conference needs, as well as taking into consideration the interests of the host country; the meetings should be open to anyone who wishes to come; there needs to be a Forum for the National Archivists to discuss issues of particular interest to themselves; Professional programme themes and content should be determined by a group representing wider interests in line with ICA’s technical and professional programme; (Continued on page 3)
People

New national Archivists have been appointed in the following countries:

- **Australia**
  - Stephen Ellis

- **Bulgaria**
  - Martin Ivanov

- **Colombia**
  - Diego Herrera Gómez

- **Germany**
  - Michael Hollmann

- **Iran**
  - Es’haq Salahi

- **Latvia**
  - Mara Sprudža

- **Lithuania**
  - Ramojus Kraujelis

- **New Zealand**
  - Greg Goulding

- **Nigeria**
  - Abdulyekin Odimboro Umar

- **Poland**
  - Andrzej Biernat

- **Ukraine**
  - Olha Hinzburh

Welcome

New category A and B members:

- **Austria**
  - International Centre for Archival Research (ICARUS)

- **France**
  - Club des responsables de politiques et projets d’archivage (CR2PA)

- **Greece**
  - Association of Archivists and Librarians in Greece

- **Malaysia**
  - The Sabah State Archives

- **United Arab Emirates**
  - Ajman National Archives Center (ANAC)

In Memoriam

- **Anna-Christina Ulfsparre (1933-2010)**
  - Former Secretary of the Committee on Business Archives.

- **Sławomir Radon (1957-2011)**
  - Former Editor in Chief of the Scientific periodical “Krakowski Rocznik Archiwalny”.
  - Former Director of the State Archives in Kraków.
  - Former member of the Scientific Board of the Archives of the Polish Academy of Sciences (PAN) and Academy of Arts and Sciences (PAU).
  - Former member of the Council of the Institute of National Remembrance.
  - Former member of the Order’s Chapter.
  - Former General Director of the State Archives of Poland.
(Continued from page 1) there would no longer be a need for the CITRA Bureau. Thus, the findings showed that the ICA Annual Conferences should consist of three elements: Governance, Programme, and a Forum for National Archivists.

In Panama in March the Executive Board approved the following changes to the structure and organisation of the annual meetings:
1. CITRA should change into an Annual Conference with a professional programme open to all;
2. The Annual Conference should henceforth consist of three core elements - Governance, Programme, and National Archivists Forum - to which others may be added;
3. Programme themes and content will be determined by PCOM members with the assistance of appointed experts on the topics concerned, the host country, sections and branches as appropriate;
4. The National Archivists’ Forum may take place during the ICA annual conference, giving the national archivists a distinctive voice in the organization;
5. The CITRA Bureau should be abolished after its 2011 meeting in Toledo;
6. Annual conferences should be organized as much as possible around regional branch or section events in different parts of the world;
7. The ICA Congress shall continue to be held every four years in place of the annual conference.

Thus, the findings showed that the ICA Annual Conference should consist of three core elements - Governance, Programme, and National Archivists Forum - to which others may be added; Programme themes and content will be determined by PCOM members with the assistance of appointed experts on the topics concerned, the host country, sections and branches as appropriate; the National Archivists’ Forum may take place during the ICA annual conference, giving the national archivists a distinctive voice in the organization; the CITRA Bureau should be abolished after its 2011 meeting in Toledo; annual conferences should be organized as much as possible around regional branch or section events in different parts of the world; the ICA Congress shall continue to be held every four years in place of the annual conference. There is still a lot of work to do before the agreed changes impact the delivery of the annual meetings, but the CITRA in Spain in October 2011 is likely to be the last of its kind. With the National Archivists’ meeting planned before the professional programme and the host’s decision to have an open CITRA to welcome Latin American colleagues in particular, the change is already underway. More practically, there need to be changes to the ICA Constitution, which provides the existing framework of annual meetings by the CITRA Bureau. Moreover, we also need to map out the finer detail of how the meetings will be planned and organised and how the professional programme can become more complementary and supportive of ICA’s overall aims.

Fund for the International Development of Archives (FIDA)

FIDA continues to make headway in supporting the development of archives and archivists in the developing world. It held a virtual meeting on 22-24 February and dealt with a number of issues, including deciding to support a training project in Mozambique. Much of our work is designed to help colleagues by funding part of their own programmes of training rather than providing all the funds necessary. The requirement for the training needs to come from them and to be explained very clearly, so we can see how the project will develop the archives or the archivists successfully. Our experience is that those who are committed normally find other sponsorship as well - sometimes in kind - e.g. meals and transport, often from within their own organisations or from elsewhere in the country or countries concerned, which together with our FIDA support, means that a vital development programme can take place. In other words we can provide “leverage” for them to raise some more money or support locally or even internationally.

We are delighted to announce that Victor Manoel Marques da Fonseca has joined the FIDA Board and will be our Latin American Trustee. He will also be a co-presenter at the Toledo CITRA conference 24-28 October, with the Chair of the Trustees, on a session about FIDA on its work to date and a question and answer session. The presentation will include guidance to participants on completing the application forms for grants, which are now in Spanish and French, as well as English. Since our last news a number of ICA colleagues have made donations to FIDA and others have allocated a proportion of their money for its development work. We are deeply grateful to them for their generosity.

A donation form is now available at this link: http://www.ica.org/257/donors-and-partners/our-fundraisers.html

The date for applications for the 2011 grant round is now closed and we have received 16 applications which the Trustees are now considering before taking a decision at their meeting in October.

In 2010-11 four training programmes have been successfully undertaken
1. by ESARBICA on audio-visual archiving,
2. by colleagues in Mozambique on records management
3. by colleagues in Guyana on records management for untrained staff and
4. by New Zealand Archives for a colleague from Fiji, who received training on appraisal.

So far the programme has succeeded in distributing all of its allotted 25,000 Euros for 2010-11 and has received or expects final reports shortly on all the outcomes, both for the trainees and from the perspective of the organisations sending colleagues to be trained.

This is a small but sure start to our FIDA work and, on the strength of the successful projects, we hope to attract more funding in coming year to provide more support for archives and archivists in the developing world.

Sarah Tyacke
Chair of FIDA Trustees
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David Leitch (Secretary General) and Didier Grange (Special Advisor) attended the 7th International Seminar on Archives of the Iberian Tradition, held in Rio de Janeiro between 28 and 2 July, at the kind invitation of Jaime Antunes da Silva, Director General of the National Archives of Brazil. The event attracted 200 participants. The ICA representatives were impressed by the very high quality of work being carried out by Latin American colleagues, and by the general vitality of the profession in Brazil and the region more generally. Much of this work deserves wider recognition on the international stage, and ICA offered to make this possible through its global network. In his presentation David Leitch described the model of international cooperation which ICA was attempting to develop, based on greater participation by archivists working in all kinds of institutions and using the new technologies to communicate with colleagues in other parts of the world facing similar challenges. ICA had some resources to fund projects, to stimulate regional activities and to meet acute needs. ICA also possessed a great pool of expertise available to any archive service which wanted to develop its own improvement programme.

Within the framework of the Seminar, the The Association of Latin American Archives (ALA), which is one of ICA’s thirteen regional branches, held its Annual General Meeting, during which it elected new officer bearers. David and Didier had the opportunity to address the meeting and to respond to the concerns of ALA members about ICA. David, whose remarks were skillfully translated into Spanish by Didier, made it clear that ICA wanted to produce much more content in Spanish as a major world language. There would be a new system of membership dues, based on transparent criteria, in place by the beginning of 2014 at the latest. There was a determination to reduce the dues of national archive services, including those in Latin America. ICA was willing

CITRA in Toledo

The next CITRA will be held in Toledo from 24th to 28th October 2011, organized by ICA and State Archives of Spain-Ministry of Culture. This year the topic is Keeping Archives Alive in a Digital World: Archival Preservation in the 21st Century. For the first time this CITRA will be open to all archive professionals who wish to attend. Thanks in no small measure to the generosity of the Spanish hosts, there will be many more colleagues from Latin America attending the CITRA than has been the case for many years.
Margaret Turner’s New Role as Publications and Translations Adviser

Everyone in the Secretariat was delighted when Margaret Turner joined the team as Publications and Translations Adviser earlier this year. Margaret brings a wealth of experience to this position. Now living in France, she was for many years head of Sheffield City Archives in the United Kingdom. She also served as Secretary of the UK National Council on Archives and represented SPA on the ICA Executive Board 2000-04. She holds a Ph.D in Spanish literature and her French is rapidly improving. Margaret’s new role will focus on developing a clear policy for translation of the many documents, both professional and governance, that ICA now produces, so the organization adopts a coherent approach that improves on the present piecemeal arrangements. She will also play a key part in a forthcoming review of ICA publications policy and practice.

New Communications Officer Reinforces the Secretariat Team

On 11 July 2011, Inna Touré joined us as our new Communications Officer, after being recruited through open competition and interview. Initially, she will concentrate on harmonizing the content and improving the functionality of the ICA website. Inna possesses masters’ degrees in ethnology and the management of cultural projects. She also holds an archival qualification, gained through an attachment to the Archives of the French National Railway Company (SNCF). In addition, she has considerable experience in communications and public relations in the cultural sectors. Her mother tongue is French but already she is making good progress with her English. Inna’s first priority in the coming months will be to improve the quality of the user experience on the ICA website, including better access to professional content. Then she will work on improving communication in ICA’s global network. She will be part of the ICA Secretariat team at the CITRA in Toledo and looks forward to meeting many of you there.

David A. Leitch
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Flash - Number 22 - July 2011 - ICA
On 28-29 March 2011, the Executive Board met in Panama City, at the kind invitation of the Public Register of Panama. The Board took several key decisions which should enable ICA to maintain rapid progress with reforms right up to the Brisbane Congress in August 2012.

The Board acclaimed the bold strategy outlined by the President Martin Berendse, with its exciting combination of internal reform, modernization of ICA’s programme, and new partnerships with major international organizations. His two priorities were the modernization of the ICA network and a greater emphasis on the professional programme. The network had to be modernized “from top down to bottom up”, to increase the number of members and to enable greater participation at the grass roots. ICA’s programme had many achievements to its credit, but it had to focus more externally, identifying partners and taking account of the changes in the international environment – from “inside out” to “outside in”.

In line with the President’s vision, the Board approved proposals to abolish the CITRA, which up to the present time has been an event to which only the voting members of ICA have access. The traditional CITRA format will be scrapped and be replaced by an Annual Conference that is open to all ICA members. The new style Annual Conference will comprise three elements: a professional programme, governance meeting and a new National Archivists Forum. The Forum, which will concentrate on the strategic
challenges confronting national archivists, will meet for the first time in Toledo, under the chairmanship of Daniel J Caron, Librarian and Archivist of Canada. Some of these changes will need amendments to the constitution, which will be presented at the Toledo Annual General Meeting.

The President of ICA also negotiated a draft Memorandum of Understanding with the President of the Association of Latin American Archives (Asociación Latinoamericana de Archivos - ALA), which was intended to pave the way for much closer co-operation between the two bodies. The Board was unanimous in supporting this initiative with enthusiasm. Although the ALA Board, meeting in Panama at the end of May 2011, subsequently declined to endorse the Agreement, there is reason to hope that the new spirit of cooperation and dialogue, which Agreement exemplified, may be sustained in other ways.

In a busy meeting, the Board also approved the creation of a copyright working group; reaffirmed its approval in principle of a ‘members only’ space in the ICA website; approved in outline new governance structures for the ICA-AtoM project; endorsed procedures for the selection of the next Congress host in 2016; commissioned the Secretariat to develop criteria for the selection of Annual Conference hosts; and noted with interest the development of the Principles on Access.

The Executive Board covered a lot of ground in two short days, and at the end there was a general consensus that the meeting had been successful. Board members also appreciated the generous hospitality and unfailing courtesy of the Panamanian hosts. Several Board members participated in a professional seminar hosted by the University of Panama on 30 March.

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Grasping the Nettle: Reforming the System of Membership Dues

It is widely accepted that the present system for the calculation of membership dues has many shortcomings, especially in relation to category A members. The amount asked from national archives often bears little relation to their financial situation and the general prosperity of their country. At a time of recession a cut in the dues payable to an international organization may be a comparatively easy reduction to make, compared with others that would have an immediate domestic impact. National archives account for about 80% of ICA’s total revenue and a comparatively small number within this category pay over 50%. The present system is far from transparent and consistent, and sometimes reflects the outcomes of particular negotiations over the years.

The Working Group on Membership Dues, under the chairmanship of Andreas Kellerhals, Vice-President Finance, is pursuing a solution to this issue with redoubled energy. Other members of the Group are Henri Zuber (President of SPA), Deborah Jenkins (Chair of SLMT), David Leitch (Secretary General) and Christine Martinez (Deputy Secretary General). The Group has agreed on the following principles:

- The total amount sought from national archives as a category should be reduced and the dues for each category A member should be recalculated according to the economic prosperity and population size of the country concerned over a given period.
- Other members, especially in category C, should be asked to consider increasing their contributions in return for increased rights (for example, to vote) or better member services.
- A new transparent system of membership dues should be ready for implementation by 2014, with transitional arrangements in 2012-13.
- Other sources of revenue, including sponsorship, should be secured.
- A wider range of membership services should be developed.

MCOM endorsed these principles at its meeting in The Hague, including the formation of new committees on revenue-raising and membership services. It also authorized work on the development of a dues system for category A members, based on a fixed sum which is then multiplied by a simple and transparently applicable variable, such as the average prosperity of the country concerned over the most recent four-year period. The proposed dues for 2012 had to be place in good time for the consideration of the AGM at Toledo.

At the same meeting the Vice President Finance warned once again that ICA would experience a period of austerity over the next few years. There had to be reductions in the total amount received as dues fairly quickly, while increasing other sources of revenue would probably take longer. It was also supposed that those national archives faced with an increase would accept this. The dues should be used to fund the organization’s basic or core services, which have to operate the secretary and essential communications, while most of the professional programme might be funded by separately defined additional parts of members’ annual contributions, including dedicated payments for particular programmes, projects or FIDA. MCOM agreed that it was important to protect core activities, and the leadership needed to confirm the consensus on this central question. This way of financing professional activities was necessary to keep ICA attractive to current and potential members. It would also strengthen its capability for action and the sustainability of activities that would really meet members’ needs.
The Management Commission Maintains the Momentum at The Hague

Members of the Management Commission (MCOM) met in The Hague on 7-8 July 2011, at the invitation of the National Archives of the Netherlands. The excellent new meeting facilities, as well as highly skilled interpreters, provided the framework for highly productive discussions. Members also appreciated the opportunity to learn more about Dutch history and culture, courtesy of Martin Berendse, ICA President, and the staff of the National Archives. MCOM took key decisions as follows:

➢ It agreed that changes in the constitution, enabling the replacement of closed CITRAs with open Annual Conferences, including the creation of a new National Archivists Forum, should be put to the AGM in Toledo.
➢ It approved criteria and procedures for the selection of Annual Conference hosts in 2013 and 2014, including a text on inclusivity.
➢ It approved the procedures to be used in the latter stages of the selection of the Congress host for 2016, with formal approval of the selected candidate at the AGM in Toledo.
➢ It agreed that the Secretariat should carry out initial work on a wholesale revision of the existing constitution and provide a detailed report to the Executive Board in Toledo.
➢ It applauded the achievements of ICA’s programme but decided that ways of increasing the participation of regional branches and professional sections should be investigated further at Toledo.
➢ It approved the development of coherent themes in the ICA programme.
➢ It endorsed the work done to date by the Working Group on Membership Dues and looked forward to the development of precise proposals for the introduction of a transparent and equitable system, to be put to the AGM in Toledo (See article on Membership Dues).
➢ It approved the development of the partnership with IFLA and asked that a strategic document should be produced for the EB in Toledo.
➢ It noted the response of ALA to the draft Memorandum of Understanding drawn up in Panama but was encouraged by the Secretary General’s report on the constructive attitude to engagement with ICA displayed by ALA members at their recent AGM in Rio (see below).

In short, MCOM thoroughly prepared the ground for the governance meetings in Toledo, where the decisions taken are likely to have a major influence on the future shape and direction of ICA for many years to come.

David A. Leitch
Secretary General of ICA
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A Climate of Change – ICA Congress

As we continue to live with a global economic crisis, we will all be considering the professional benefits, and weighing them up against the costs involved in attending the peak archival event of this four year cycle – the ICA Congress in Brisbane 2012. Think of this as an investment in your professional future.

As noted in the citation for the UNESCO/Jikji Memory of the World 2011 Prize of the National Archives of Australia, this institution has ... developed world-class expertise in facing one of the key challenges of the digital era: how to adapt the record-keeping processes of government agencies to the needs of record-keeping to ensure the lasting access to documents that testify to the work of public bodies.

Many have noted their desire to consider and discuss the Australian approach to archiving in the environment that fostered it. The Climate of Change ICA Congress in 2012 provides the opportunity for your country to send speakers and delegates to share experience and to understand the experiences of other professionals thereby forging a strong and united approach to the challenges we all face as ‘keepers of the record’ in our dynamic technological world.

The programme for the Congress will include keynote speakers – speakers you are not likely to see gathered in one forum again. They will be joined by speakers from Australia and across the globe who will consider all aspects of the broad issues of Sustainability, Trust and Identity; these issues that are current and pressing in our society which is overloaded with information, data and records. The Congress programme will provide opportunities to you for invaluable discussion, debate and learning.

Therefore in the final analysis you have a decision to reach. If your vision for the future of your country’s archives includes caring for the archives of the past in a responsible way and ensuring their accessibility, while having a realistic and well designed approach to current and future formats used in creating the archival collections of the future - you will need to attend this Congress. See you there!

Margaret Kenna
ICA Deputy Secretary General, Congress
Brisbane 2012
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Margaret Kenna
ICA Deputy Secretary General, Congress
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Open Knowledge Exchanges - OKE

It's here: that's official! The ICA has now moved to social networking sites. After its Facebook page, here's a social network dedicated to professional exchanges, the Open Knowledge Exchanges, or OKE.

The principle is simple: after creating a profile you can contribute to groups, suggest your own subject for discussion or share your local experiences with colleagues the world over. Every three months the editor will suggest a discussion on a topic of professional interest and a summary of the key points will be posted on the ICA website.

If you have a topic to discuss, or if you would like to become the editor, or just contribute to the debate, there's just one address you need:
http://oke.ica.org

International Archives Day: 9 June 2011

At Québec City in November 2007, ICA decided to adopt 9 June as International Archives Day. It was on this day in 1948 that our organization was founded at UNESCO Headquarters in Paris. Since then archivists in many parts of the world have used the day as a splendid opportunity to make decision-makers and the general public more aware of the importance of archives in promoting administrative transparency, underpinning democratic accountability, preserving social memory and giving citizens access to information.

Here is a selection of the activities that took place in different countries on 9 June 2011 and published on the ICA website:

www.ica.org/1561/international-archives-day/celebrate-the-international-archives-day.html
Building a Programme for the Future: One Step Beyond…

PCOM in San Jose de Costa Rica

The Programme Commission accepted with pleasure the invitation of the University of Costa Rica to host its spring meeting on 23 and 24 March. Two days of intense work and brainstorming in a pleasant atmosphere for a reduced group of PCOM members, though those who could not attend sent comments and two of them were joined through a Skype connection.

The main activity consisted in assessing the project applications received in the framework of the PCOM annual call for projects, and to take the appropriate decision. PCOM received 15 applications, among which 13 have been endorsed and 10 funded. One has been re-directed to FIDA. Four of the proposals were new phases of existing projects. All details about the new projects have been posted on the ICA website (project summaries).

For the first time, a specific call had been launched to select a project presented by a new/young professional. PCOM members unanimously decided to award Claudia Orlando, from the Ansaldo Foundation, who proposed to develop a comparative study on legislation and regulations related to records and archives management in the business sector.

Besides the projects assessment, PCOM reviewed and validated a revised project definition and the revised criteria for endorsing and/or funding projects, relying on the experience of 5 calls, and on the reflection that was led in 2010 on its objectives. These are now available for applicants on the ICA website.

A proposal for a new specific programme dedicated to digital record-keeping (including long-term preservation), was also discussed and refined. The new programme was then presented to approved by the Executive Board.

Last, but not least, PCOM members decided to develop a proposal for creating an ICA Disaster Fund, which would enable the organization to provide the members whose country or institutions had been struck by a disaster with a rapid and concrete response, according to the needs and expectations. This proposal was approved a week later by the Executive Board in Panama.

The Specific Programmes: a New Battle Cry for PCOM

For now nearly three years, the ICA Programme Commission has been focusing on projects proposed by branches, sections, institutional members of the organization, or even individuals. From a range of about 50 projects underpinning the business plan and the strategic directions, a new ICA professional programme has been born. However PCOM had developed a parallel reflection on what could be a different structure, in addition to the project approval process, addressing specific expectations from most of the ICA members. The main reason for this was to give a consistent structure to the programme which would not be a list of projects, evenly distributed under the strategic objectives, and to provide ICA with a framework for its profes-
PCOM Specific Programmes: Recent and Forthcoming Activities

Young and new professionals

- The Flying Reporters at the 2011 CITRA in Toledo (October 2011)
- PCOM Young and New professional project 2011 award bestowed on Claudia Orlando (Ansaldo Foundation)
- Offering a platform for debate launch of the ICA OKE network (June 2011)

Disaster management

- Making professional resources available on the ICA website
- Training sessions: planning and recovery (Cotonou, Bénin, June 2011)
- Creation of the ICA Disaster fund (March 2011)
- Development of a collaborative training catalogue (in progress)

Good governance

- Translation of the Recordkeeping for Good Governance Toolkit into French, creation of new modules
- Awareness and training workshops: Maputo, Mozambique (ESARBICA bi-annual conference, June 2011); Ouagadougou, Burkina Faso (December 2011)

Digital recordkeeping

- Supporting the ICA-Req toolkit development (implementation and training modules)
- ICA experts attending important conferences in the field and reporting
- Developing and maintaining existing links with bodies like ISO
- TC46/SC11 or the DLM Forum
- Identification of best practices for trusted repositories

This reflection launched in 2009 gave birth to the Young and New professionals Programme, and the Disaster Management Programme, within the existing PCOM budget, and maintaining the projects funding process. In 2010, building on the success of the Recordkeeping for Good Governance Toolkit presented to the members at the CITRA, the focus was put on good governance. The fourth programme and most recent one will tackle the issue of digital recordkeeping. Each of the programmes will have its ambassadors from the PCOM experts.

PCOM’s interest in this approach coincides with the strategy of the ICA President, Martin Berendse, who presented at the most recent meeting of the Executive Board in Panama his views on the evolution of the professional programme to enable ICA members to take up a leading role in the information society. The priorities the President would like ICA to focus on (archives in the digital world, civil rights, conservation, collaboration between more experienced experts and young, less experienced archivists) are broadly covered by the four programmes that PCOM aims to develop.

Though modest in their components and budget, these programmes are open to all ICA members, who will soon find further information and details on their favorite website!

Christine Martinez
Deputy Secretary General of ICA
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A pleasant experience with archival science students at Panama university

The presence of the EB in Panamá City allowed some members to participate in the First International Seminar on Archives Update and Preventive Conservation of Documents that took place on 30 March 2011.

The Registro Público of Panamá, the National Archives, the University and the International Council of Archives joined forces for an exchange of experiences. Thanks to the ICA Secretary General, I had the opportunity, as Chief Archivist of the Archivo Histórico Provincial de Málaga, a province in South Spain, to talk about about The conservation of archives: between aspirations and reality.

Some cities and towns of the province of Málaga have a similar climate to Panamá, although it is not as hot. The relationship between high temperatures and humidity means that we face the same problems to preserve records and the same conditions to work in archives.

There is no doubt that the responsibility of the archivist in conservation has two aspects: preservation and curative conservation or restoration. This activity has two objectives: the safeguard of the documentary heritage of each country, province or town —heritage established in laws— and the responsibility to conserve records because they guarantee human rights. If the record is extremely badly damaged or lost because of bad conservation conditions, then the information will disappear and with it all the recorded facts.

Preventive conservation is a discipline that tries to prevent the damage of records, throughout the interrelations of these objects with the environment and for that the archivist has to put into practice measures that arrest the degradation process. The archivist should know the several environmental and physical factors that could affect the conservation of records. The archivist in charge of an archive has to be worried about a matter that could be understood as minor - cleaning the building, the furniture, the records - but this is the first basic step. Frequently archival theory manuals don’t mention this simple idea: to maintain clean the archives buildings and installations. The archivist ought to control, for example, the biodegradation and for this purpose archivist has to know all the relevant factors. In case that a pathology exists, the archivist has to know which treatments to afford, always with specialist companies, and how to achieve better conditions. In the offices and the central archives of many agencies, there are stores without any care, rooms where records live together with office goods —sometimes very dangerously.

The archivist has to train anyone, who produces records or uses them, to handle them properly. Also, the archivist should prepare appropriately the always difficult and complicated transfer of records into the archive.

In relation to curative conservation, it is better to prevent that to treat; nevertheless when we have a very serious illness we have to go to the hospital or even to the operating room. The archivist is not the surgeon, the archivist doesn’t operate on the record, but will keep watch over the operation. I insist on this because there some archivists who try to “restore” records.

The archivist always, and particularly in offices, has to preserve records in a hostile environment. Every archivist wants to meet his aims, to preserve the records that are in his custody and responsibility, but this wish is far away from the reality. There are two main reasons for this: first, the political and administrative bodies in charge of records only consider the importance of them in their immediacy; second, because the conservation of records is always expensive: special places, security measures, etc. Nevertheless we have to work on the principle: anything kept in the offices where records are produced are not well preserved. Because of that fact the desire of the archivist—to conserve and to keep— is doomed to failure. Preservation should be the aim of everybody—administrators at various levels, politicians and users— but is the archivist who has to organise and control this function.

At university we have to remember that training for an archivist has to be an all round education because some activities are highly practical: records management and management of the archive as an institution, the adoption of preventive measures, the drawing up of a budget, the recruitment of specialist personnel. Also, the archivist should be prepared to draw up the emergency measures and contingency plans in all of these areas. Also, the archivist has duties in conservation: to plan actions, to lay down criteria, to manage the budget, to select and to supervise the restorers.

Archivists have to fight the good fight for the preservation of records and archives. Cheer up!

Esther Cruces Blanco
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ICA Plays a Full Part in the Memory of the World Programme

The Secretary General attended the 4th International Conference on UNESCO’s Memory of the World Programme, held in Warsaw in May. Among the delegates from all over the world were several key figures in ICA, including Seta Tale (Fiji, Vice-President Branches), Dianne Macaskill (New Zealand, member of Audit Commission), George Mackenzie (Scotland, member of Programme Commission) and Marcel Caya (Canada, former Deputy Secretary General).

In his presentation, David Leitch explained that ICA’s Executive Board had recently adopted a more positive stance to the Memory of the World Programme for several reasons. Firstly, the Board thought that the Memory of the World brand had considerable value as a marketing and promotional tool, of which archives should make full use. Secondly, the recent trend in favour of inscribing complete record groups on the Memory of the World’s International Register, rather than an exclusive concentration on single items, had reassured the Board that the Programme did not run counter to the ethics of the archival profession. Thirdly, Memory of the World was one of the comparatively few live UNESCO programmes directly relevant to ICA; ICA therefore regarded it as a means of sustaining its relationship with UNESCO.

One of the questions considered by the Conference was the desirability or otherwise of turning the Memory of the World into a Convention or other standard-setting instrument approved by national governments. David Leitch made it clear that, from ICA’s perspective, the issue of the resources given to the programme was more important than its status. UNESCO staff in the Communication and Information Sector did an excellent job in keeping the programme going, but more resources were now urgently needed if Memory of the World was to realize its true potential.

The Warsaw Declaration, passed at the final session of the Conference, is intended to chart the future direction of Memory of the World. Thanks to an intervention from Professor Eric Ketelaar, and the efforts of George Mackenzie and David Leitch, the important part played by ICA and NGOs in the programme has been recognized in the final text, to which this is the link: www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CI/CI/pdf/mow/Warsaw_declaration.pdf

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Cementing the relationship with IFLA

As the HQ of the International Federation of Library Associations (IFLA) is in the same building as the National Archives of the Netherlands in The Hague, ICA thought that it would be a good idea to hold a partnership meeting with IFLA on 6 July, the day before MCOM. Martin Berendse (President) led a strong ICA team, including Lew Bellardo (Vice-President, Programme), David Leitch (Secretary General) and Christine Martinez (Deputy Secretary General). Our IFLA hosts were Jennefer Nicholson (Secretary General), Stuart Hamilton (Senior Policy Adviser), Ingeborg Verheul (Communications Director) and Sjoerd Koopman (Programme Director), whose retirement was scheduled to start on 1 August.

The meeting was an unrivalled opportunity to compare notes on governance, strategic planning and professional programme development. In all these areas IFLA has a straightforward approach, avoiding unnecessary complexity, which clearly delivers impressive results. IFLA has great strengths in advocacy and partnership building, and ICA could usefully learn from its experience. IFLA intends to provide more multilingual content on its website, and ICA was able to pass on lessons learnt from its activities in this area.

In the area of copyright, ICA and IFLA identified many common interests. It is important that the interests of users and custodians are taken into account and not overwhelmed by a strong producer lobby. They agreed to work in concert and adopt a joint approach at future meetings of the World Intellectual Property Organization (WIPO) in Geneva.

In the area of disaster response, IFLA and ICA agreed that there should be more joint actions by the two organizations so that, within the resources available, responses to disasters were quick and effective. The International Committee of the Blue Shield provided a good high-level mechanism for the issuing of statements. IFLA reaffirmed its commitment to helping colleagues in Haiti with the establishment of a document treatment centre, because the survival of the country’s culture was at stake. However, it agreed with ICA that other disasters must not be overlooked and no one particular case, no matter how distressing, should monopolize the attention of the two organizations.

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The Association of Latin American Archives (ALA), was created in Lima, Peru, in April 6th, 1973. ALA is an ONG, with a professional and cultural profile. ALA is guided by its statutes, which were reformed in São Paulo, Brazil, in September 10th, 2010, and by its ethical standards. It acts as a regional branch of the International Council on Archives, but it can also, by its rules, be part of other international organizations.

ALA’s objectives are to study, establish and promote relations between archival institutions and professional organizations, public and private, from the Spanish and Portuguese speaking countries of Latin America. Portugal and Spain are classified as natural members, but it is also possible for other archival institutions and professional organizations of Iberian tradition countries in other continents to become affiliate members.

During the 7th International Seminar of Archives from Iberian Tradition Countries (SIATI), from June 27th to July 1st in Rio de Janeiro, Brazil, the Annual General Meeting of ALA took place. The members present voted the composition of the its new Executive Board with a mandate of
The new Board comprises the following:

President
Mr Jaime ANTUNES DA SILVA, Diretor-Geral, Arquivo Nacional (Brazil)

1st Vice-President
Ms Virginia CHACÓN ARIAS, Directora General, Archivo Nacional de Costa Rica

2nd Vice-President
Mr Severiano HERNÁNDEZ VICENTE, Subdirector General, Subdirección General de los Archivos Estatales (Spain)

Secretary General
Ms Aurora GÓMEZ GALVARRIATO FREER, Directora General, Archivo General de la Nación (Mexico)

Executive Secretary
Ms Maria Elisa BUSTAMANTE, Assistant of the General Director, Arquivo Nacional (Brazil)

Treasurer
Mr Renato DINIZ, Coordinador General de la Administración, Arquivo Nacional (Brazil)

Members
M. Silvestre de ALMEIDA LACERDA, Director, DGARQ - Direcção-General de Arquivos (Portugal)
Mr Joseph DAGER ALVA, Chief, Archivo General de la Nación (Peru)

More information about ALA can be found at its website www.ramaregionalala.org

For the next four years, the new Board proposes to defend the insertion of the Spanish language in ICA’s professional and administrative meetings; the publication of technical documents in Spanish; the reactivation of ALA’s working groups, as important strategic options in the development of its regional technical capacity; and also to make its website more dynamic and to transform ALA’s magazine into an electronic publication searchable by professional indexes.

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Photographic and audiovisual archives group (PAAG)

The Photographic and Audiovisual Archives Group (PAAG) was created in an attempt to advance the role and projection of the ICA in relation to photographic and audiovisual heritage. The Mission of the PAAG is to establish the general guidelines for undertaking actions on photographic and audiovisual collections, to offer work tools to archivists for carrying out their duties, to promote activities and educational resources, and to create a virtual space for inter-professional communication and the diffusion of resources.

The first thing to do was to select members of the new Group. The aim was to obtain a worldwide representation of archivists who were specialists in the treatment of photographic and audiovisual records, while also being able to create a network in their own countries and hence could be considered representative of a more or less extensive group of professionals.

The group has at the moment 8 members in Uruguay, Brazil, South Africa, Unites States, New Zealand and Spain.

In parallel with the process of selecting members, a website was created with the aim of establishing a point of reference for the Group itself and within the ICA. The creation of the website initially consisted of designing a structure that was immediately operational and at the same time flexible and easily configured according to the interests of the group and the direction of its future work. The main sections are: Homepage; Mission and goals; Members presentation; Resources; Training; Forum; Contact form.

Once the website was working, it was deemed appropriate to start a pilot project that, in accordance with the mission and goals set out, would direct the work of the PAAG. We named this project Survival Kit, and it aims to provide the basic resources for all those archivists who face the challenge of dealing with and organizing photographic and audiovisual material. The main aim is to provide support to archivists when they face the responsibility of dealing with records and collections whose specific traits closely resemble the characteristics of certain types of documents. The specification and carrying out of this project is important from many points of view since it represents the consolidation of the PAAG and the creation of a working dynamic of the group itself, while also allowing for an assessment of the direction that the PAAG must take to fulfil its expectations in the field of archives.

We hope that 2011 will be the year for the Group consolidation. We will finish with the Survival Kit and we plan to start new projects, always with the idea of being useful to the archival community.
PARBICA will be adding a range of digital recordkeeping guidelines to its tool belt as part of the latest phase of the Recordkeeping for Good Governance Toolkit, to be launched at PARBICA’s 14th biennial conference in Samoa later this year.

With government business activity in the Pacific – as it is worldwide – increasingly conducted by computer, PARBICA aims to help organisations in the Pacific put in place appropriate and sustainable strategies for digital recordkeeping.

Phase 5 of the Toolkit involves the creation of 9 new guidelines providing advice and assistance on managing digital records. They include:

- a self-assessment checklist enabling organisations to assess and score their digital readiness,
- advice on choosing the best digital recordkeeping strategy and how to successfully implement it,
- practical advice on managing email,
- guidance on undertaking scanning or digitization projects,
- systems and software checklists which can be used by records managers and IT managers to test how well existing business systems support good recordkeeping,
- potential low-cost solutions to preserving born-digital records,
- case studies reflecting the experiences of Pacific organisations dealing with digital records.

Early versions of these products were drafted by the project team and sent out to the reference group prior to a second workshop in Raratonga, Cook Islands, in December 2010. Here the group worked through each guideline: re-scoping content, identifying gaps and suggesting additions. The reference group also received some high-profile attention while in the Cooks, including newspaper and broadcast media coverage, and an invite to an official function hosted by the Cook Islands Prime Minister.

While some of the guidelines will have immediate value and relevance to a number of Pacific organisations – such as those on scanning and managing email – other guidelines, such as those on digital preservation, may reflect a situation that is still some years off for many organisations in the Pacific. Despite this local variation in digital readiness, the reference group recommended that all guidelines be included in the Toolkit so that Pacific audiences might increase their understanding of digital recordkeeping issues, and build their capacity to effectively plan and implement future digital strategies.

With this latest phase of the project, PARBICA aims to continue creating the practical and useable products that have earned the Toolkit international recognition. Since its launch in Noumea, New Caledonia in 2007, the Toolkit has spread the word about the link between good recordkeeping and good governance throughout the Pacific, helping PARBICA to forge strong, strategic alliances in the region. The Toolkit products (11 to date, not including the new digital guidelines) have been translated into Fijian, Samoan, Palauan and French – the latter by the Association of French Archivists for use in francophone Africa and the Caribbean.

The PARBICA Recordkeeping for Good Governance Toolkit may be accessed at www.parbica.org/Toolkit%20pages/ToolkitIntroPage.htm

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From 6 to 10 June, the Arquivo Histórico de Moçambique/National Archives of Moçambique hosted the 21st Esarbica General Conference on “Access to Information: Archives in support of Public Sector Reform”, held in Maputo, the capital city. The event was co-organized by the Ministry of Public Services and the Arquivo Histórico de Moçambique (AHM) under the Eduardo Mondlane University.

The general conference attracted about 250 participants, including about 110 from ESARBICA country members in the region and some few participants from abroad such as Ethiopia, represented by two officers from African Union. Mark Crookston, Secretary General of PARBICA, also attended the conference. The opening ceremony was officiated by the Minister of Public Services, Mrs Vitória Dias Diogo, as the guest of honor and the welcome words were given by the Rector of Eduardo Mondlane University, Prof. Orlando Quilambo. In her speech, the Minister recognised the importance of ESARBICA and the role played by ICA in the development of the archival field and records management in support of the public sector reform. She also underlined the importance of the theme of the conference on access to information as a key aspect of people’s rights and the role of good governance and fighting against corruption. Further, she encouraged record managers and archivists to continue pursuing their role of preserving the documentary heritage and developing training programs under ESARBICA auspices or by national initiatives. She stressed the importance of strengthening regional and international cooperation among professionals and national archival institutions and recalled the Cape Town Declaration on Archives in Africa during CITRA meeting in 2003, which established important guidelines for archival development in the continent. The conference attracted good coverage by the media, TV and radio stations, reaching wide audiences throughout the country.

During the opening session the Arquivo Histórico de Moçambique and the Eduardo Mondlane University presented the former director of AHM with public homage in recognition of her services for the development of archives in Moçambique for more than two decades. The conference on “Access to information: archives and records in support of public sector reform in context” had about 27 presenters distributed into seven panels namely: i) The role of records management in context; ii) Access to information contained in cultural objects; iii) Archival and archiving issues in context; iv) Challenges of records management in the electronic environment; v) Recordkeeping, public sector efficiency and accountability; vi) Challenges to archival institutions in preserving the documentary heritage; and vii) Social media, training and informatics.

During the discussions the presenters shared their studies on progress and challenges facing the record managers and archivists, including educators in the region and examined critically the role played by archivists in supporting public sector reforms and making information accessible to people as well as in applying ICT’s. Studies presented in the conference reviewed the current situation in the public institutions, universities, private sector, including TV stations. The conference recognized the healthy development of archival institutions and training facilities now being offered at professional levels, including university degrees in the region. Papers dealing particularly on access to information recognized the lack of legislation on access to information in most countries in the region, the scarcity of resources in applying ICT systems and the serious situation with several episodes of corruption. Unfortunately few countries in the region have passed a Freedom of Information Act. So the conference urged country members to enforce this fundamental human right issue.

Before the main conference, there were three activities undertaken from 6th to 7th June, namely the Pre-conference on “Preserving Records and Archives for Access: Disaster Management Plan”, the Permanent Secretary Meeting and the ESARBICA Board Meeting. The Pre-Conference had about 94 attendees, with about 54 from Esarbica country members and was facilitated by Prof. Patrick Ngulube of UNISA and Mr Aleixo Motso of South Africa National Archives.

The Permanent Secretary Meeting reviewed the progress of the ESARBICA in implementing the Africa Agenda and assured all support by the governments in the region. The general conference elected new officer bearers and Dr Joel Tembe, the Director of Moçambique National Archives, was elected President of ESARBICA for the next term. The next general conference is scheduled for 2013 in Nairobi, Kenya.
A new outlook appears to be in the offing for SARBICA since the dawn of the New Year. A number of SARBICA stalwarts have retired from office, providing an opportunity to think afresh about the direction that SARBICA will take in years to come.

Two out of ten directors of SARBICA National Archives have retired at the beginning of the year. Ms Marieta Chou, Director of Record Management and Archives Office of the Philippines retired from office on 23 March 2011. This was followed by Mr Pitt Kuan Wah, Director for National Archives of Singapore, retired from office on 1 April 2011. Earlier on, in October 2010, Dato Sidek Jamil had retired from the office of National Archives of Malaysia.

In retrospect, one has reason to be grateful for past accomplishments by all those who have contributed to making SARBICA what it is today. SARBICA has, since 1968, successfully organised 28 Executive Board meetings, 17 general conferences, 29 seminars and workshops, and also 4 exhibitions. The most recent seminar by SARBICA was on Issues and Challenges in Preserving Audio-Visual Archives in the Tropical Region, held at Kuala Lumpur on 28-29 September 2010.

Of the changes that we have seen, the most momentous has been the expansion in the SARBICA family. Three years ago, in 2008, SARBICA was represented by only 10 member countries and 2 honorary members. It operated on a small scale with limited funding. Initially, the membership of SARBICA was confined by SARBICA constitution which was in existence for more than four decades. The original constitution did not provide for membership of non-archival institutions.

We realised that changes had to be made in order to expand SARBICA in line with current needs and expectations. Therefore, at the 16th General Conference of 22 July 2008, held at the Kuala Lumpur Convention Centre, the proposal to include non-archival institutions and individuals as members of SARBICA was deliberated. A special meeting was then held in Bogor, Indonesia on 20-24 October 2008, to formulate the relevant amendment to item 3 of the constitution relating to membership. The proposed amendment was finally endorsed at an Extraordinary Meeting held in Singapore on 13 May 2009.

According to the amended Constitution, the membership of SARBICA is now grouped into the following categories:

(a) Category A – National Archives in the region of Southeast Asia.
(b) Category B – Archival institutions of other ICA Branches, as well as of State or Provincial archives (as observers and non-voting members). Both institutional and individual membership applications may be considered from these institutions.
(c) Category C – Non-archival institutions (as observers and non-voting members). Both institutional and individual membership applications may be considered from these institutions.
(d) Category D – Retired archivists who have made outstanding contributions to archival work or who have rendered services to the archival profession (as honorary members).

Since the amendments were effected, the SARBICA family now has expanded to include 3 archival institutions under Category B, 28 individuals and institutions in Category C and 4 honorary members under the D Category. SARBICA is now moving forward into the future with greater confidence based on the strength of a wider membership with increased capacity and resources.

On a happy and optimistic note, we look forward to meeting one another with renewed enthusiasm at the forthcoming Seminar to be held in Manila in October 2011. Please look out for announcements about the Seminar on our website.

www2.arkib.gov.my/sarbica

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SAE releases Online Directory of Archival Education and Training Institutions

The ICA Section on Archival Education and Training has recently released its updated Online Directory of Archival Education and Training Institutions, superseding the former directory that was released in 2002 and accessible through the SAE website: www.dirarchives.org

This new directory was made possible through funds provided by the ICA Programme Commission, for which the SAE is grateful. The project was managed by Prof. WANG Jian, of the School of Information Resource Management, Renmin University of China, Beijing and a team of dedicated students who designed, tested and implemented the website.

Education and training institutions wishing to add information can register and then can add and manage their own information. The aim of the directory is to provide the ICA community and those wishing to undertake archives and records education and training a current, accessible source of information. SAE members are often asked about availability of courses and with the increase in online and distance-based learning, opportunities for learning are increasing. Having access to information about a wide range of courses from universities, technical colleagues and training companies can only encourage take up.

Who can use it? SAE encourages educators and trainers to register for membership at http://dirarchives.org/account and add information to provide a readily accessible avenue for you to document your courses, at an introductory or detailed level. Information on the website is not a mark of endorsement by the SAE – the website facilitates access to a free information resource that managed by the education or training institution.

There are also guidelines to assist.

If you are an existing practitioner and want to undertake some study, this website, once more fully populated will give you an idea of what is on offer – you can search by listing of organisation or by keyword.

If you are a practitioner and you know someone outside the archives and records community who is interested in studying in the field, this website will offer a starting place for options.

The website is accessible at: http://dirarchives.org/ or through the SAE webpages on the ICA Website. It is early days and information is continually being added. The directory needs the input from education and training institutions for it to be truly successful and valuable to the international archives and records community – both existing and potential. Plans are underway for a limited CD run for communities with limited internet access.

Congratulations to Professor Jian Wang and her team and thanks to the ICA Programme Commission for their support for this project.

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When we think of archives, we think of access: access policy, access process, access resulting in people in our reading rooms and on our websites. Access, according to the ICA’s Dictionary of Archival Terminology, has two parts: “The availability of records for consultation as a result both of legal authorization and the existence of finding aids.” But mostly we call the existence of finding aids “description” and the authorization to consult records “access.”

Since 1994 the International Council on Archives has published four standards on archival description: ISAD(G) in 1994, ISAAR(CPF) in 1996, ISDF in 2008, and ISDIAH in 2008. These standards cover finding aids, and they have transformed the practice of description. The “legal authorization” part of the definition of access has not been developed as a standard or statement of principles, yet the International Council on Archives has long been concerned with that question. In the wake of the political changes in Europe at the beginning of the 1990s, European archivists developed an “Outline of a Standard European Policy on Access to Archives,” which was adopted as an official ICA position at the Annual General Meeting in Edinburgh in 1997. The Outline, however, focuses almost entirely on access to official governmental archives, with only one statement on access to non-governmental records: “It is recommended that attempts should be made to bring arrangements for access to private archives in line with those for official archives, whenever that is possible.”

In the spring of 2010 the ICA Committee on Best Practices and Standards asked a small group of archivists to discuss whether it was possible to develop a standard of good practice for public access to all archives, governmental and non-governmental. The people of the Working Group represented a variety of archival traditions: Sarah Choy, Hong Kong Legislative Council Archives, East Asian Regional Branch; Victoras Domarkas, former director of the national archives of Lithuania, European Regional Branch (EURBICA); Chido Houbraken, Netherlands, records management consultant, EURBICA; Silvia Ninita de Moura Estevao, national archives of Brazil, Association of Latin American Archivists; Hélène Servant, Service interministerial des archives de France, EURBICA; Maggie Shapley, Australia, University Archivist, Australian National University, Section on University Archives and Research Institutions (SUV); and I, from the United States and Section of Professional Associations (SPA), chaired the group. All members served on the Working Group in their individual expert capacities, not as representatives of their workplaces. The group decided that it was both important and possible to develop a statement of principles about access to archives. We agreed that this would be a professional statement not an ISO standard, that it would not attempt to define terms but rather use already existing definitions, and that it would cover access to archives but not to current records.

Following a meeting in Paris in May 2010, the members of the group drafted two major documents: a statement of principles about access to archives and a technical report providing advice on implementing the principles. With these documents in hand, the Working Group invited the chairs of ICA bodies whose members were not represented...
on the Working Group and whose work often encounters access issues to name a member read the draft, comment on it, and come to a consultative meeting about the principles in Paris in February 2011. The results were a Consultative Group that included Didier Bondue representing the Section for Business and Labour Archives, Fatoumatta Cisse of the West African Regional Branch, Kim Eberhard of the Section of Archives of Churches and Religious Denominations; Soufi Fouad of the Arab Regional Branch, Deborah Jenkins of the Section of Local, Municipal and Territorial Archives, Jan Lohman of the Section of International Organizations, Ivan Murambwiwa of Eastern and Southern Africa Regional Branch, Gunther Schefbeck of the Section for Archives of Parliaments and Political Parties, and David Sutton of the Section on Literary and Artistic Archives. The Consultative Group agreed that ICA should adopt a set of access principles and made numerous suggestions about the text of the two principal documents.

The Working Group then redrafted the two documents, circulated them to the Consultative Group, and again edited the documents. The revised statement, Principles of Access to Archives, along with a plan and timeline for general debate on it, was considered by the ICA Executive Board at its meeting in March. The Executive Board commented on the Principles, and redrafting again was done. The Board adopted the plan and timeline for consultation; because access is a major concern of user groups, the plan includes a commitment to share the draft with user groups and allied organizations and ask for their comments.

The Principles of Access to Archives consists of 10 principles with a commentary explaining each principle; the principles and the commentary taken together constitute the statement of professional practice. (This follows the format of the ICA Code of Ethics.) The Principles are accompanied by a brief glossary and the technical report. The timeline and plan for consultation is:

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2011 June</td>
<td>Draft completed, translated, and sent to ICA membership and stakeholders; comment period opens</td>
</tr>
<tr>
<td>2011 September</td>
<td>Second World Conference of Archives Associations, workshop</td>
</tr>
<tr>
<td>2011 October</td>
<td>CITRA, open forum on the draft</td>
</tr>
<tr>
<td>2012 February</td>
<td>Comment period closes, revisions completed, published, sent to Executive Board</td>
</tr>
<tr>
<td>2012 April</td>
<td>Executive Board considers draft</td>
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<tr>
<td>2012 August</td>
<td>General Assembly considers the statement of principles</td>
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The Consultative Group and the Working Group very much hope that all ICA sections and branches will discuss the draft principles during their meetings between now and February 2012. We would be grateful for any guidance on user groups and other groups that might be asked to comment; please send suggestions to access@ica.org.

The archivists who have worked on the Principles have found it challenging to encompass the variety of practices in a single document, but we all believe it is an important initiative for ICA. We fully expect vigorous debate about the draft, and we welcome it. Spirited participation will, we believe, make the final document a robust statement of practice that all archivists will respect. While the actions the principles require will be aspirational for some archives, we believe they are a realistic standard for governmental and non-governmental archives alike. Please join us in the discussion.

Trudy Huskamp Peterson
Chair of the Working Group on Access Principles
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National Archives of France.
The Section for Business and Labour Archives (SBL) organized an international Symposium on "The Value of Business Archives: Their Use by Japanese Companies and New Global Trends" in Tokyo, Japan, on May 11.

Today, the vision of the SBL is to be a facilitator for professionals by organizing seminars relevant to the international business archives community. Following the 2010 Blois Symposium, SBL Bureau Member Yuko Matsuzaki, from the Shibusawa Foundation, proposed to organize such a symposium in Tokyo to facilitate exchanges on the role of archives in management issues.

Despite the disastrous earthquake that befell Japan and the resulting nuclear worries, the Shibusawa Eiichi Memorial Foundation, the Business Archives Association of Japan, and SBL collaborated to hold successfully a SBL bureau meeting and the international symposium "The Value of Business Archives: Their Use by Japanese Companies and New Global Trends" in Tokyo on May 10 and 11, 2011.

In addition to one participant from South Korea, the symposium was attended by over 100 participants from across Japan. In an effort to reach a wider international audience the symposium was also streamed live on the internet (webcast via Ustream).

Presentations at the symposium focused on how to realize fully the value of business archives as management and intellectual resources through 3 themes as follows:

- The Power of History Marketing
- National Strategies and Business Archives
- Archives: A Tool for Change

In the final session all speakers gathered on stage for a panel discussion that looked at a range of themes and issues vital to the practical realization of the multi-faceted value of business archives such as: access to information on company history, the usability of a company's negative heritage, relationships with corporate museums, partnerships with or support from public sector archival institutions, ways to promote archives and recordkeeping in organizations, etc), as well as discussing the significant contribution business archives can make to a company's corporate social responsibility.
Survey of the section on university and research institution archives

Several mid-term and long-range planning discussions convinced the ICA/SUV Section Bureau that it needed to learn more directly from its members what their needs and interests are in terms of conferences, publications, communications, and pressing archival problems. To provide a solid basis for future planning, Section Bureau member Megan Sniffin-Marinoff conducted an online survey in Winter 2010/11. With a response rate of 21 percent of SUV’s approximately 158 members, the survey provides many useful insights, even if broader participation would have been desirable. Responses predominantly came from Europe and North America.

Highlights show that 63% have been members more than 10 years. The SUV annual conference is the most highly valued program, and 87% of respondents had attended one or more conferences. Not surprisingly, the greatest reason for non-attendance has been the intermixed combination of cost and location. They were cited as barriers four times as great as format or language. The changes in technology since SUV’s first conference in 1994 are apparent in that 100% of respondents now list e-mail as their preferred mode of receiving communications, and that approximately three times as many prefer receiving SUV news and publications via e-mail, websites, or “Web 2.0” tools.

Member interests in future SUV projects reflect a fairly even distribution of concerns. The exception is born-digital electronic records, which are of great concern. Traditional areas such as arrangement and description, dissertations, and oral history received only limited mention. Members also showed an interest in new forms of program activities for SUV, especially greater information exchange on best practices as well as more partnership opportunities.

Overall, the survey illustrates the SUV’s success in sustaining longevity, but it also indicates the need to build a broader geographic base, and especially to recruit new members. Additional comments and ideas can be sent to SUV Chair

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William J. Maher
Chair of SUV
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The steering committee of the section for Local, Municipal and Territorial Archives (SLMT) held its annual meeting in China this year, at the invitation of the Municipal Archives of Shanghai. We are very grateful indeed to the Director General of the Municipal Archives of Shanghai for making our visit so worthwhile and constructive.

Our work in Shanghai was divided into three strands: committee business, participating in a seminar with many Chinese colleagues on the theme of Green Archive Buildings and visiting very impressive archive facilities in Shanghai notably the district archive of Minhang.

The SLMT committee work and business plan 2011/12

It is pleasing to report that the representativeness of the section is now improving and our committee now includes participation from an ever increasing number of countries and parts of the world. Apart from Shanghai Municipal Archives, the committee now includes, among others, Bogota, Cordoba (Argentina), Dakar, London, Malmo, Marseille, Rockland (New York) and Rotterdam. In addition, since our meeting, Annabel Lloyd from Brisbane has joined the committee, ahead of next year’s Congress in Australia, where I hope we will be able to hold a lively plenary for as many colleagues as possible from local, municipal and territorial archives. It would be good to bottom out what it is that binds us together as a section and to see how we can learn from each other. Make a note for your diaries! Also worth noting is the fact, that, as of this year, the CITRA will be open to all members, and we hope that many local, municipal and territorial archivists will be in attendance. The SLMT committee is therefore hoping to have an informal gathering of all of us in Toledo later this year. Watch the SLMT web pages for further announcements. Our web mistress is Mies Langelaar who will be pleased to add your news to the sectional pages. You can reach Mies at the following address: M.Langelaar@gar.rotterdam.nl
The focus of our committee deliberations was the development of our business plan. Key features of the sectional business plan include: the development of the sectional web pages; development of a newsletter for the section; the celebration for international archives day; support for and celebration of completed sectional projects; sharing information about submitting archives for inclusion on the UNESCO Memory of the World Register among other things.

The minutes of the meeting together with our sectional business plan will be uploaded onto our web pages soon.

Seminar on Green Archive Buildings

Members of the SLMT committee contributed three papers to the day-long seminar day on Green Archive Buildings, as did members of the Section for Business and Labour who were also visiting Shanghai at the same time. It is hoped that the proceedings of the day will be published in the China Archives News soon.

In addition to representation from SLMT and SBL in Shanghai, a member of the SLA (ICA’s section for the archives of literature and the arts) was also present and contributed comments and discussion on displaced archives, the work of the copyright group of ICA and a presentation on the first draft of the ICA access standard as part of the committee meeting.

Having such wide ranging and cross cutting points of reference throughout the week enhanced the quality of the debate and its scope. It may be that the different sections of ICA should attempt to meet at the same time in the same place more often than we currently do.

Visit to Minhang district archive

Minhang district archive turned out to be state of the art service, built in 2009 and delivered over two sites – a utilisation centre for enquiries, exhibitions and consultation of documents and a storage centre, 7 kilometres away, which possessed all the features archivists dream of, including a ground source heat pump air conditioning system. The two sites are linked by a cable, and digital copies of documents are created on request and transferred from one site to the other. The collection at Minhang ranges from Ming dynasty items (17th century) to the present day and covers marriage, property, planning, legal, industrial and commercial sources among many others.

Of course, we did find time for cultural outings and socialising too. Your representatives left China several pounds heavier, as we sampled an extraordinarily varied and delicate array of dishes selected for us either at traditional eating places around Shanghai or in ultra-modern settings such as the revolving restaurant at the top of the Pearl of Asia. For me, however, a lasting image of the visit is the opening of glorious floral tea blooms in glass teapots in a Shanghai Old Town tea house.

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Cultural visit of the members of the SLMT Bureau.
Resolution adopted by the Plenary Assembly of the Section of Archives and Archivists of Parliaments and Political Parties in the International Council on Archives (SPP/ICA) at its annual meeting in Dakar on 22 October 2010.

Considering:

- the global mission of the ICA and its sub-organizations, as being recently expressed in the Universal Declaration on Archives adopted at the annual general meeting of ICA in Oslo on 17 September 2010,
- the proceedings of the conference on the subject of “Modernization and Sustainability: Law-making Support in the 21st Century” held in Dakar on 21-22 October 2010,
- the impact of technological change on the professional challenges archivists have to face, and
- the responsibility of the present generation to preserve its memory for future generations,

SPP/ICA holds:

1. Long-term preservation of information in general, and digital information in particular, already needs to receive attention in the process of its production.
2. Legislative and legal information being of essential importance to the democratic political system governed by the principle of the rule of law, keeping such information accessible and interpretable in the long run is required to guarantee transparently an unbroken chain of legitimization of the legal system, and in the end is a core democratic function, too.
3. Sustainable records management and efficient management of archives, thus, is a prerequisite for ensuring a stable development of democratic governance and societal integration.
4. The information produced by the key actors in the democratic legislative process, in particular by the parliaments as the legislative bodies as well as by the political parties as mediating bodies between civil society and parliaments, therefore deserves current attention as to its long-term preservation.
5. Along with the ongoing technology changes, this attention should also be given to legal and legislative information produced and kept in electronic form.
6. In order to ensure interoperability in the process of producing, processing, exchanging, and storing electronic information, as well as its long-term accessibility and interpretability, the use of open standards is to be promoted.
7. Once extensible standard solutions are made available, for example within the framework of the “Africa i-Parliament Initiative”, sharing, adapting, and using such solutions is an appropriate way not only to save money, but also to improve the exchange of information and the deepening of mutual understanding within regional and global communities, and at the same time to support the long-term preservation of the information in question.
8. The major responsibility for safeguarding democratic memory is incumbent on archivists. The task of archivists, within the given framework, is not only to receive, assess, and preserve information produced by the actors in the political system, but also to give advice to the producers of information, in order to avoid breaches in the chain of its preservation, and even to produce actively new kinds of records, like oral history records, in order to also preserve the unwritten memory.
9. To support each other mutually in performing their professional duties, archivists have developed a wide range of concepts of networking, from the bilateral “twinning” concept and multilateral regional cooperation to global interaction within the ICA. Such networking will play an even more important role in the future, with the challenges becoming more and more global ones, too.
10. From the particular point of view of SPP/ICA, the Dakar conference is to be seen as a decisive step towards opening up its own scope of networking to the African continent. That is why from Dakar we are sending out a warm invitation to African parliamentary and political party archives to join our professional program, and work together in coping with the challenges archives and archivists are facing today.

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Participants of SPP Plenary Assembly, Senegal, October 2010.
The meeting focused on the draft of compendium, which is intended to clarify the relationship between archival entities (archival materials, corporate bodies, persons or families, whether records creators or records holders, functions and occupations performed by corporate bodies) and to determine the basis of a conceptual model for archival description.

The Committee decided to distinguish the relationships between archival entities of the same type (a fonds and its components, a corporate body, person or family related to another corporate body, person or family, a function related to a function) and relationships between different types of archival entities (for example between a series and the function that produced it). The relationships between archival entities of the same type are still included in ISAD(G), ISAAR(CPF), ISDF and ISDIAH, whereas chapters 6 of ISAAR and ISDF are merged and form a chapter of the compendium. This new chapter should also concern the relationships between archival authority records, descriptions of functions and archival descriptions and descriptions of other resources (books, artefacts, etc.).

Only three descriptive elements will be available to establish links between archival entities and between archival entities and other information resources: “Identifier of related entities and resources”, “Nature of relationship” and “Dates of relationships”. Moreover, two diagrams were drafted to provide visual support and representation of the relationships between ICA descriptive standards and archival entities represented by their descriptions. It is intended that these diagrams do not include all the possible relationships but only those relevant for the purpose of the compendium. Diagram 1 represents the relationships between the four ICA standards. Diagram 2 represents the relationships between archival entities (it was suggested to include archival institutions in CPF). Examples of relationships between a series, a corporate body, a function and an institution with archival holdings, and between a function, corporate bodies and a bibliographic resource will also be provided.

Broadly speaking, the discussion focused on the objectives of the compendium of standards. Is it intended to replace the four ICA standards as a new standard? Or is it only a new ‘render’ of the standards with a few additions? The problem is that the level of use of the four standards, developed at different times, is not the same. ISAD(G) is the best known, ISAAR(CPF) is much less, the last two standards, much less again. The Committee decided to postpone more substantial changes of ICA standards after 2012, but having them together in a single document already produced some changes (grouping ISAAR and ISDF chapters 6 on relationships, merging the description control areas of the four standards, introducing new concepts...).

At the International Congress of Brisbane (Australia) in 2012, the Committee will present a draft of a common chapter to be included in all four ICA standards on relationships between different types of archival entities and a progress report, which will focus on improving the consistency between the content of the standards in their current versions and the main directions of future revisions.
The Comma editorial board held its Spring meeting in Munich, in beautiful May weather, at the Bayern Hauptstadtarchive, at the kind invitation, and with the generous hospitality, of the Director, Mrs Ksoll-Macon.

Board members welcomed the completion of the sports archives volume (2009:2) prepared by ICA-SPO under its chair, Mr Kenth Sjöblom, and discussed preparation of volumes beyond the 2012 Congress.

Volume numbers are slowly ‘catching up’ with the year in which they are published and 2010:1 (a joint issue containing proceedings of CITRA Oslo and contributions from ICA-SAE) will be distributed towards the end of the year.

The board also discussed measures to reduce production and distribution costs and to give Comma more visibility within the profession and more widely.

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**New perspectives for “Comma”**

**Publications**

**EURBICA**
EURBICA Newsletter
Journal of the European Regional Branch
December 2010
Contact: Natalija Glazár, natalija.glazar@gov.si

**PARBICA**
PARBICA Panorama Newsletter
Journal of the Pacific Regional Branch of the ICA. Issue 2010/4 & 2011/1
Contact: Karin Brennan, k.brennan@unsw.edu.au

**ISAD(G) in Russian**
ISAD(G): International Standard Archival Description, ISAD(G)
2nd Edition, adopted by the Committee on Descriptive Standards, Stockholm, Sweden, 1999. Translation into Russian provided by Boris Yeltsin Presidential Library, Russian Federation. This standard provides general guidance for the preparation of archival descriptions. It is to be used in conjunction with existing national standards or as the basis for the development of national standards. Russian version available online www.ica.org/7102/public-resources/isadg-general-international-standard-archival-description-second-edition.html