



Minutes of the ICA Section of Professional Associations (SPA) Planning and Steering Committee (SC) meeting held in Boston, 24-25 March 2014, Massachusetts Board of Library Commissioners, 98 North Washington Street, Suite 401, Boston, MA 02114-1933

This meeting took place during two days and included a conference call with David Leitch, the ICA Secretary General, on the morning of March 25th to discuss matters raised during the meeting of the SPA Planning and Steering Committee.

Present: Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland; Bernhard Post, Verband Deutscher Archivarinnen und Archivare; Vilde Ronge, Norwegian Society of Records Managers and Archivists; Cristina Bianchi, Association des Archivistes Suisses; Gregor Trinkaus-Randall, Society of American Archivists & Academy of certified Archivists; Claude Roberto, Association des Archivistes du Québec; Michal Henkin, Israeli Archives and Information Association

*The President, Fred van Kan, took the Chair.
Joint Secretaries: Claude Roberto and Cristina Bianchi*

1. Administrative matters

1.1 Introductions and apologies

Jean-Philippe Legois, Piotr Zawilski and Joan Soler Jiménez sent their excuses.

1.2 Approval of the agenda

The agenda was approved.

1.3 SPA budget

The Elected Officers agreed that the existing system of allocations (€100K for PCOM, €50K for the branches and €50K for the sections) should be applied in 2014. Only 75% of these allocations may be spent in 2014 until such time as the VP for Finance is satisfied that the revenue received is likely to match the estimated revenue. The new system from 2015 onwards will focus on financing

professional activities that meet ICA's strategic objectives. First proposals for the new system will be the subject of a presentation at the Executive Board in Paris on 10-11 April 2014.

Additional bills will be submitted by SPA to ICA for translations. Cristina will review constitutional changes accepted in Brisbane for possible impact on SPA by-laws. She will update the current SPA by-laws, if needed; in addition, the SPA by-laws will be translated into French because this translation has not yet been done.

Action: Cristina Bianchi

1.4 SPA membership

Fred van Kan will send letters to association members in Brazil and Mexico. He will ask for other representatives because current delegates have missed consecutive meetings. A recommendation may be made later during the ICA General Assembly to remove from the SPA Steering Committee those associations whose representatives have not attended SPA meetings.

Action: Fred van Kan

1.5 News from ICA

- **Executive Board**

The total budget of ICA is ca. €800,000. For 2014, the VP for Programs has decided that the allocation to Sections will be done according to the Sections distribution Key. The Secretariat will contribute some central funding to FIDA. The Executive Board is preparing a business plan for 2014-2018.

- **Section Chairs**

Nothing new.

- **PCOM (including expert groups)**

The Sections now fall clearly within the purview of PCOM, for both finances and work/projects. The Sections should be the major contributors of professional activity in ICA. More expert groups under PCOM have been set up, covering advocacy, theft, records management and appraisal. Margaret Crockett's job title is now 'DSG Program' rather than 'DSG Conferences'. Advocacy is becoming a priority for all.

- **FIDA**

FIDA is going through financial challenges and asked SPA to publish FIDA information on the *SPA Newsletter*. To maintain the normal length and objectives of this *Newsletter*, Fred van Kan recommended asking FIDA to contact individual associations directly without going through SPA. Claude seconded. Approved.

Action: Fred van Kan

1.6 Administrative business

- **Translations**

French and Spanish translations have been done for the awards program. Newsletters have been translated into French, English, and Spanish. Fred van Kan recommended undertaking more translations to be paid for with the remaining 2014 money. Seconded by Cristina Bianchi. Approved.

Action: Cristina Bianchi

- **SPA web page**

The SC members were very disappointed to see that the recommendations for the improvement of the ICA website, noted one year ago during the SPA meeting in the Netherlands, had not yet been implemented. In addition to the 2013 recommendations, the SC members recommended to:

- Write the full name of the Sections before using the Sections' abbreviations in parentheses.
- Add the Girona conference on the ICA home page (It has been removed, and no one is able to access the Girona information without knowing the conference will take place in Girona)
- Add the SPA Newsletters to the ICA list-serv
- On top right part of webpage: Remove "Members/ Search" because it is confusing for members and non-members; make it easier for members to access the website or give access to full website
- Remove the date "11 August 2011" from the section SPA Latest News
- Add a section "News from Members" on the front page of the SPA webpage. This new section will be mentioned on the next SPA *Newsletter* for members to know their news will be posted on the SPA webpage.
- Remove the word "articles" and replace it with "by-laws"
- Add the Award information to the guidelines
- Add "SPA initiated the Archives Solidarity project"
- Remove "Next" from "Next meetings"
- Be consistent with chronological order
- Have two entrances for SPA minutes (under Governance and Meetings)
- Remove the date 2010 from Conferences
- Remove photos of members' conferences from the SPA photo section and place these photos in the new section "News from Members"
- Add more links to the SPA members websites

2. SPA projects (according to the 2012-2016 Strategic Objectives and Business Plan)

2.1 Assist associations promote and advocate the profession

• Promotion and advocacy campaigns

Each SC committee presented successful advocacy activities conducted by their associations and/or institutions. Vilde Ronge volunteered to update the SPA poster with the new name of the Section. It was decided to share the writing of leaflets and the following themes were selected:

- *How do you get media attention?* **Action:** Vilde Ronge
- *How to advocate towards politicians, government and other stakeholders?* **Action:** Vilde Ronge
- *What is an Elevator Pitch?* **Action:** Fred van Kan
- *How to get the UDA endorsed by a government?* **Action:** Joan Soler Jiménez (Fred van Kan will ask him)
- *Possible advocacy campaigns* **Action:** Claude Roberto
- *How to reach out?* **Action:** Bernard Post
- *How to reach the young generations outside the profession?* **Action:** Michal Henkin

- **Golden rules for advocacy Action:** Claude Roberto who will summarize ideas presented during the meeting.

Deadline for exchanging the content of these leaflets: May 1, 2014

- **Principles on the role of archivists**

Trudy Huskamp Peterson submitted a document entitled *Basic Principles on the role of archivists in support of Human Rights*. These *Principles* were approved by the SC members who found them well written and very clear. However, Vilde Ronge suggested including records managers in the document. Fred van Kan will ask Trudy if this is possible. The *Principles* will be submitted to the ICA General Assembly in Girona for final approval.

Cristina Bianchi suggested having them published in the *Human Rights Newsletter* (one *Principle* per *Newsletter*).

Action: Fred van Kan and Cristina Bianchi

2.2 Facilitate an interchange of information between professional associations and support collaboration

- **Girona Conference October 15, 2014: meeting of SPA-SLMT-Association of Archivists of Catalonia**

In large parts of the world there are no local, municipal, territorial (LMT) archives but only records centres. There is a need to reach out to those colleagues. After some discussion, it was agreed that SLMT might use the SPA experience in working with associations. The book written by Cristina Bianchi on municipal archives is being translated into Hebrew and will be translated into Spanish.

Fred van Kan recommended holding a joint SPA-SLMT meeting in Girona during the ICA conference in October 2014. Seconded by Michal Henkin. Approved.

Action: Fred will meet with Section Chairs and Joan Boadas to find a time and a place to hold this meeting in Girona.

- **Conference “Economy and Ethics and the Responsibility of Archives”, Germany**

Bernhard Post has spent two years looking for sponsors, speakers and organizers to hold this conference in Erfurt, Germany. However, he has received very little support so far. Fred van Kan recommended sending a letter to colleagues in the Section for Business and Labour Archives (SBL) and offer to hold a joint public discussion with experts from SPA and SBL. Seconded by Bernhard Post. Approved.

Action: Fred van Kan will contact the SBL.

2.3 Encourage and assist with the establishment of new professional associations

- **Support for Ukraine**

A Ukrainian archivist proposed to offer services in kind in lieu of membership fees, but SPA has no money to support Ukraine.

3. Working Groups

3.1 ICA Human Rights Working Group

The annual report was received.

3.2 ICA Universal Declaration on Archives

The annual report was received. The Working Group is updating the UDA training manual, and when the updated manual is available, each SC member will receive a copy.

4. Next SPA meetings

4.1 11 October 2014, 9:30-11:30, Steering Committee, Girona

4.2 14 October 2014, 17:30-18:30, General Assembly, Girona

Short reports will be presented by SPA members during the General Assembly. Because of the importance of advocacy, Cristina Bianchi will make a short presentation on elevator pitches and Claude Roberto will make available the SPA leaflets on advocacy (see 2.1). **Action:** Cristina Bianchi and Claude Roberto

4.3 Next SPA SC meeting, spring 2015: Fred van Kan suggested Poland. France could be another option.

Action: Fred van Kan

5. Other business

E-mails were received from the REFEBAD in Senegal and from the ANAI in Italy. The President shared their content with the SC members. We will stay in touch with these associations. Another email was sent by J.-P. Legois who is preparing a letter asking archival questions of the candidates to the European Parliament. The SC members will get a copy of this letter.

MINUTES of ICA SPA PLANNING AND STEERING COMMITTEE MEETING with David Leitch, ICA Secretary General, conference call between Paris and Boston, 25 March 2014, 9:30 am (Boston time)

1. Combined membership of ICA and a national association

David Leitch will consider various options concerning international exchange opportunities for archivists. This type of exchange could be a good membership benefit. In France (and soon in the Netherlands), it will be possible to be a member of the AAF and to join ICA at a reduced rate, as trial experiment. David Leitch will attend the AAF General Assembly on March 26, 2014 to propose this formula.

2. Website

The SC members expressed their disappointment because the recommendations for improvement of the ICA website, noted one year ago during the SPA meeting in the Netherlands, had not yet been implemented. Claude Roberto, on behalf of the SC members, mentioned two basic immediate updates to be implemented:

- The name of the Section of Professional Associations should be given in full and followed by the letters SPA because the website users do not know the meaning of SPA. (Note: while the discussion focused on SPA, it should be done for all Sections.)

- The information on the Girona Conference should appear on the ICA webpage to make information on the Conference easily available. It was also suggested that there should not be a separate website for the Conference but that all Conference materials should be on the ICA website in the future (as per SAA).

Claude Roberto will send David Leitch the 2013 recommendations for improvement as well as the 2014 recommendations discussed in Boston.

Action: David Leitch, Claude Roberto, Cristina Bianchi

3. Interest groups

The SC members believe we must be careful not to divide the associations and the Sections. Resources are scarce and our members are volunteers. Consequently, it would be difficult to create many interest groups. However, Expert Groups working under PCOM are an excellent idea. It was mentioned there were two books on archival buildings published by SAA. These books should be of interest to ICA members.

4. Conference

Vilde Ronge asked if there were guidelines to include records management in the ICA conferences. David Leitch acknowledged that records management needs to be more included in all of ICA's business, even the conferences, because the two are linked so closely together in our digital world.

5. Collaboration

Michal Henkin mentioned increased collaboration and direct conversations are needed between the National Archivists and ICA members. David Leitch believed associations have achieved many good results, such as the UDA, and have more freedom to act than National Archivists. In addition, important projects, such as advocacy, should be spread across FAN, PCOM, other groups as well as the Sections and the SPA members.

6. ICA Conference in 2015

Unfortunately it will not be possible to hold the Conference in Africa in 2015. ICA is looking for another location and will provide information when a country has been selected.