

SPA ica

section of professional associations
international council on archives

section des associations professionnelles
conseil international des archives

**Meeting of the Section of Professional Associations (SPA) Bureau
30 March 2016, Troyes, France**

PRESENT:

Becky Haglund Tousey, Society of American Archivists & Academy of Certified Archivists
Bettina Joergens, Verband Deutscher Archivarinnen und Archivare
Claude Roberto, Association des Archivistes du Québec
Cristina Bianchi, Association des Archivistes Suisses
Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland
Marta Munuera Bermejo, Associació d'Arxivers-Gestors de Documents de Catalunya
Michal Henkin, Israeli Archives and Information Association
Vilde Ronge, Norwegian Society of Records Managers and Archivists
Charlotte Maday, Association des Archivistes Français,

1. *Administrative matters*

1.1 Introductions and apologies

Done

1.2 Approval of the agenda

Done

1.3 SPA budget

PCOM can endorse and fund special projects of high quality. These projects should give results that can be used by the membership.

1.4 SPA membership

SPA has 72 members on the most recent list provided by the ICA Secretariat.

1.5 SPA steering committee membership (election of SPA committee 2016-2020)

Charlotte Maday and Fred van Kan will leave the Bureau. Claude Roberto will stay for a second mandate if she is supported by her Association. A letter will be sent to all members to ask them if they wish to have a representative on the SPA Bureau. Elections will take place in Seoul in September 2016. A maximum of 15 representatives can join the SPA Bureau. The Bureau will need a new President.

1.6 News from ICA

Henri Zuber will become Vice-President of Finances and Normand Charbonneau will be President of PCOM.

1.7 Other administrative business

- Translations and ICA website

We are up to date with translations. The SPA minutes are available in French, English and Spanish on the ICA website. Cristina Bianchi will put on the web the Advocacy Brochure in German. The ICA will have soon a new website and the SPA page on the ICA website will be discussed when ICA gets its new site.

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

2.1 SPA Film Festival (judging the submissions, preparation of the festival in Seoul)

We received 66 submissions; a few were disqualified. Entries came from all over the world. The entries were viewed during the meeting and the Bureau members selected the following nine movies:

- "Vienna City Archives"
Wiener Stadt- und Landesarchiv, Austria
- "Cardiff People First"
Glamorgan Archives, UK
- "Rens at the Archive"
Regional Archive Rivierenland (RAR) & Heritage Guelderland (HG),
The Netherlands
- "Records Management"
Ville d'Antibes Juan-les-Pins, France
- "Implementation tools"
Barcelona Provincial Council, Spain
- "Imprints"
Aust-Agder museum og arkiv, Kuben, Norway
- "Digitalisation project"
The City Archives of Bergen, Norway
- "Des archivistes"
Archives départementales d'Ille-et-Vilaine, France
- "GEVER"
Schweizerisches Bundesarchiv, Switzerland

The nine nominated films will all be shown during the SPA Film Festival in Seoul and four awards will be handed out: Best Film portraying the relevance and importance of Archives, Best Film portraying the

relevance and importance of Records Management, Best Film using Humor to communicate about Archives or Records Management and the People's Award. The SPA Bureau is the jury for the first three first awards and the winners will be announced in Seoul. The People's award anyone can vote for and the voting will start online mid August 2016 and run up until the awards ceremony.

2.2 Basic Principles on the Role of Archivists in support of human rights

The words "records management/managers" have now yet been added to the Basic Principles. The updated document will not be submitted again to the Executive Board or the ICA General Assembly. However, it will be shared with ICA members as a "useful tool or guide for everyone".

2.3 Directory of (member and non member) associations

It is an important project to continue. Bernhard Post has the database and a spread sheet. The information is on the website under Governance.

2.4 Expansion of the SPA Manual for associations with products of member associations

This expansion, including guidelines on email management, will be done by the next SPA bureau.

3. *Groups / Projects ICA SPA Bureau members are involved in*

3.1 ICA Human Rights Working Group

The HRWG proposed the development by HRWG, SBA and SPA of a pilot project for understanding the needs of local businesses in Africa for recordkeeping and information management. This would be a grassroots effort to identify the large local companies, ask each of them who manages their information and where that person is located in the organization, hold an informational meeting, and develop basic guidance. It may be possible to link the pilot to ICA's Africa Strategy and to be able to pay a local person to organize the pilot.

3.2 African strategy

SPA has a small number of members in Africa. SPA will connect these members with PCOM if funding is needed by these members to develop projects. We should also ask African associations what their needs are but SPA does not want to duplicate communications. Members of the African Strategy Expert Group should contact our members to inquire about their needs.

4. *Next SPA meetings*

4.1 September 2016 Bureau and Annual Meetings, Seoul

The SPA Bureau new members will be invited to join the members leaving the Bureau.

5. *Other business*

5.1 ICA (D) membership through SPA members (combined membership)

Fred van Kan will ask the Paris Secretariat how to proceed. Combined membership involves only one fee to be paid to join a national association as well as ICA. The combined fee is less expensive than two separated fees to join two associations.

5.2 Zagreb State Archives

Bettina Joergens mentioned the State Archives does not have a good building in Zagreb. Fred van Kan will check the list of SPA members in Croatia in order to see if help can be provided by our members to the Zagreb State Archives.

5.3 Harmony and Friendship

The booklet on Municipal Archives developed by Cristina Bianchi was translated into Hebrew and adapted to Israel by Michal Henkin.

Claude Roberto thanks Charlotte Maday and the Association des archivistes français for inviting us to join the Troyes Forum and making local arrangements to facilitate our meeting.

6. *Adjournment*