Minutes of the Section of Professional Associations Plenary Assembly held in
Brisbane 22 August 2012

Present: Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland; Bernhard Post, Verband Deutscher Archivarinnen und Archivare; Berndt Fredriksson, Swedish Association of Archivists; Inge Manfred Bjorlin, Norwegian Association of Archivists; Ellen Rosjo, Norwegian Association of Local and Private Archives; Vilde Ronge, Norwegian Society of Records Managers and Archivists; Mbaye Ousmane, Association des Archivistes Français; John Timmins, Archives & Records Association of New Zealand; Trudy Peterson, Academy of Certified Archivists; Andre Gareau, Association des Archivistes du Québec; Kazuko Sasaki, Japan Society of Archives Institutions; Yuka Mizumoto, Japan Society of Archives Institutions; Eugenio Bustos, Chilean Archivists Association; Kathryn Dan, Australian Society of Archivists; Didier Grange, Association des Archivistes Suisses; Joan Boadas i Raset, Associacio d’Arxivers de Catalunya; Kenth Sjöblom, Society of Finnish Archivists; Cristina Bianchi, Association des Archivistes Suisses; Gregor Trinkaus-Randall, Society of American Archivists; Claude Roberto, Association des Archivistes du Québec; Michal Henkin, Israeli Archives and Information Association; Henri Zuber, Association des Archivistes Français; Shelley Sweeney, Association of Canadian Archivists; Simon Chu, Hong Kong Archives Society; Andrew Nicoll, Archives and Records Association, UK & Ireland; Colleen McEwen, Australian Society of Archivists; Margaret Turner, ICA; David Leitch, ICA.

The President, Henri Zuber, took the Chair. Before addressing the agenda he urged all associations present to attend and represent their Section at the ICA Annual General Meeting on Friday to ensure the required quorum.

1. Apologies
Dario Martinez, Sociedad Para el Desarrollo Cientifico de la Archivistica; Marco Carassi, Associazione Nazionale Archivistica Italiana.

2. Adoption of the agenda
The following additional agenda items were added:

- David Leitch, the ICA Secretary-General, to provide an update on ICA matters relevant to SPA
- Didier Grange to provide information about his history of associations
Margaret Turner to talk about the ICA translation policy.

These items were added to ‘Other Business’.

3. Adoption of the Minutes of the 2011 Annual General Meeting from Edinburgh
The circulated minutes were approved by the meeting.

4. SPA 2011/2012 Annual Report
The President, Henri Zuber, noted that he had had the pleasure of leading SPA since 2009 when he took over from Christine Martinez. He thanked the members of the 2008-2012 Steering Committee for their work.

The President presented the SPA Annual Report highlighting the following points:

- The Section has currently 72 current financial members. There were five new members since Edinburgh – Association of Catholic Diocesan Archivists (USA); Artixbategi, Liburutegi Eta Dokumentazio Zentroetako (Spain); Archivistes Sans Frontiere – Section France; Korean Association of Records Managers and Archivists; Hong Kong Archives Society.

- The Steering Committee had met twice during the reporting period: first in Edinburgh in September 2011 and in Weimar from 26-28 March 2012.

- Communication with the membership continued in the reporting year with two issues of the SPA Newsletter being published in December 2011 and June 2012. SPA pages on the website are regularly updated with Section news and events and information on projects, as well as providing access to SPA guidelines in English, French and Spanish. Governance documents are available on the website to members.

- Projects undertaken and completed during the year included – continued promotion of the Universal Declaration on Archives, including assisting the Paris office develop an online Register for supporters of the Declaration to sign; a new guideline on establishing an association’s awards program, and the development of a Directory of professional associations throughout the world (both category B members and non members) which will be updated annually by the Steering Committee. While SPA has communicated well with member associations, the challenge of the future will be for the Section to contact all the associations throughout the world identified in the Directory, and encourage membership and involvement with the ICA.

- The SPA Manual in English, French and Spanish is on the website and will be updated when new guidelines are released.

- Ongoing projects include the development of a document setting out Principles on the Role of Archivists; this is a joint project between SPA and the Working Group on
Human Rights. Work progressed during the reporting year on developing a guideline to assist associations develop a newsletter. Following a visit to the exhibition “The Engineers of the ‘Final Solution’ Topf & sons – Builders of the Auschwitz Ovens” during the SPA Steering Committee planning meeting in Germany, a commitment was made to arrange a world business archives conference in Erfurt on the topic of Archival Ethics in Business, working with the Section of Business and Labour.

5. Election of the 2012-2016 SPA Steering Committee
A call for nominations for the 2012-2016 SPA Steering Committee was sent to all member associations on 22 February with a closing date of 1 June. The following nominations were received and their election was approved by the meeting:

[Switzerland] Cristina Bianchi, Association des Archivistes Suisses
[The Netherlands] Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland
[Quebec] Claude Roberto, Association des Archivistes du Québec
[Germany] Bernhard Post, VdA - Verband Deutscher Archivarinnen und Archivare
[Catalunya] Joan Antoni Jimenez, Associació d'Arxivers-Gestors de Documents de Catalunya
[Norway] Vilde Ronge, Norsk Arkivråd
[Mexico] Dario Martinez, Sociedad Para el Desarrollo Científico de la Archivística
[South Korea] Sangmin Lee, Korean Association of Records Managers and Archivists
[Poland] Piotr Zawilski, Stowarzyszenie Archiwistow Polskich
[Brazil] Maria Celina Soares de Mello e Silva, Associação dos Arquivistas Brasileiros
[Israel] Galia Duvidzon, Israeli Archives and Information Association
[France] Ousmane M'Baye, Association des Archivistes Français
[Hong Kong] Simon Fook Keung Chu, Hong Kong Archives Society

6. Election of 2012-2016 SPA Officers
The following Committee members declared their interest in running for office and were duly elected by the meeting:

President – Fred van Kan
Vice President – Bernhard Post
Joint Secretaries – Cristina Bianchi and Claude Roberto

Henri Zuber thanked these members for taking on these roles and wished them well for the next four years.

At this stage in the meeting Fred van Kan took over the Chair.
7. Presentations

- Fred van Kan presented the 2012-2016 SPA Strategic Objectives and Business Plan which had been sent out as an agenda paper to members. It was noted that following discussion about the document by the Steering Committee the following changes/additions had been made – that the promotion campaigns will focus more broadly on ‘records’ rather than just ‘archives’, and that activities will include those focused on cross ICA Section collaboration, and also include monitoring, discussing and sharing information to support cross sectoral cooperation with libraries, galleries and museums.

- Trudy Peterson spoke to the meeting about the project to develop a statement on the Principles on the role of Archivists, similar to the Principles on the Role of Lawyers adopted by the UN Congress on the Prevention of Crime and the Treatment of Offenders, in 1990. This is a joint project between SPA and the ICA Working Group on Human Rights led by Giulia Barrera. To date eight requirements have been identified and explanatory text will now be developed.

8. Reports from Associations

Representatives from the following associations provided reports on recent activities:

- Norwegian Society of Records Managers and Archivists
- Norwegian Association of Archivists
- Norwegian Association of Local and Private Archives
- Chilean Archivists Association
- Association des Archivistes Français
- Swedish Association of Archivists
- Hong Kong Archives Society
- Archives & Records Association of New Zealand
- Association of Canadian Archivists
- Japan Society of Archives Institutions
- Associació d’Arxivers-Gestors de Documents de Catalunya
- Society of Finnish Archivists
- Association des Archivistes Suisses
- Academy of Certified Archivists (USA)
- American Society of Archivists
- Association des Archivistes du Québec
- Israeli Archives and Information Association
- Australian Society of Archivists
- Archives & Records Association UK & Ireland
- Koninklijke Vereniging van Archivarijzen in Nederland
9. Other business

Report from ICA Secretary-General

David Leitch, the Secretary-General of the ICA, spoke to the meeting and mentioned the following:

- Participation in the ICA AGM was encouraged by association representatives present in Brisbane so the quorum could be met. The Secretary-General noted that this was an important meeting for the future of the ICA with significant constitutional changes being proposed.

- There are current plans to pursue the idea of linking Category D membership to the annual membership subscription paid to a Category B member association, i.e. when a member pays their association membership for an additional fee they could become an ICA Category D member. In future there is a possibility of introducing Category D voting, which will be made more likely with overwhelming membership numbers.

- The general outlook for the ICA is promising and attendance at the Congress showed resilience in times of economic hardship.

- With regard to the Competency Handbook, it was noted that there were a lot of concerns that the model presented was European in focus and this should be reflected in the title.

Report from the ICA Translation and Publications Advisor

Margaret Turner, the ICA Translation and Publications Advisor, summarised the ICA translation policy emphasising that the organisation will aim to translate all key ICA document and fundamental reference documents into the six UNESCO languages – English, French, Spanish, Russian, Arabic and Chinese. It was explained that the key documents are those which describe the ICA and document its management; and fundamental reference documents are those which deliver clear statements of ICA values, and those which cover professional matters of importance and relevance to the international archival community. She will be establishing a pool of translators from Branches, Sections and individual members. Margaret encouraged associations to assist with the translations.

History of associations

Didier Grange addressed the meeting about his history of associations throughout the world that will soon be completed. The publication has been written in French and he is hoping that it will be translated into Spanish and English.

10. Meeting closure

In closing the meeting, the President, Fred van Kan, thanked Henri Zuber for his work over the last three years and wished him well in his new ICA appointment as Vice President, Programme.