International Council on Archives	**Conseil international des Archives**
Section of Archives and Archivists of Parliaments and Political Parties	**Section des Archives et Archivists des Parlements et Partis politiques**

SPP

Minutes

Steering Committee SPP/ICA, Meeting d.d. Monday, March 14th 2005; Parliament of Austria Building, Vienna (Lokal I); 10.00 a.m. – 20.10 p.m.

Attendants:
Günther Schefbeck (president), Marietta Minotos (vice-president), Reinder van der Heide (secretary), France Bélisle, Claus Brügmann, Béla Pálmányi, Michael Schneider, Reinhard Schreiner

Absentees: Mariona Corominas i Noguera (vice-president), Vincenzo Arista, Mateo Maciá Gomez, Inaldo Marinho Jr.; Michael Schneider and Reinhard Schreiner had to leave at 18.50 h. in order to be able to catch their flight back home.

0. Announcements

Günther Schefbeck (GS), president of the Steering Committee (SC), starts the meeting with a few remarks:
– Mr. Mario Tonelotto had regrettably to resign from the section for the reasons outlined in an e-mail d.d. Jan. 26th 2005.
GS proposes to draft a letter of thanks to Mr. Tonelotto and send it to him on behalf of the SC and the SPP. All present agree.

Béla Pálmányi (BP): Since Mr. Tonelotto has resigned, shouldn't we co-opt, since we're with 11 people in the Committee now, another Committee member?
GS proposes to handle this item under point 4 of the agenda (Other issues).

1. SPP conference 'From Archives To Information Management' (Fatima)[1]

This conference originally was planned to take place in Barcelona in spring or autumn of this year (2005). Due to circumstances regrettably this cannot be, but an alternative place has been found in the Alava General Assembly (Autonomous Provincial Authority) in Vitoria (Basque Country). A draft webpage for this conference has been set up: http://www.ibai.com/archivo/. It is still rather empty, one of the reasons that the Steering Committee decides against planning the conference in spring, because there simply isn't enough time to find interesting key note speakers.
– After some deliberations by GS and Mateo Maciá through the telephone the date for the conference is decided: it will take place in Vitoria, Oct 6th-7th. Perhaps on Oct 8th there will be some conferring too, this is up to the organising party.

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[1] the three 'pastorinhos' of Fatima: see, listen and remember (…)

– Theme of the conference will be: From Archives To Information Management. Archivists have to influence the Parliamentary process in order to be able to preserve the documents (e.g. in the Austrian Parliament a project 'E-Law' is running, XML is used to store the information involved, etc.)
  Strategies should be developed, long-term preservation is the main issue.
– Programmatic elements of the conference:
  We need input of outside expertise, in other words: some outstanding figures in archivistics as key note speakers, GS suggests two names:
  ➢ Luciana Duranti, from Canada, a leading authority in the world of (digital) archivistics, she is leading the InterPARES project in Canada (http://www.interpares.org)
  ➢ Eric Ketelaar, professor in archivistics in Amsterdam (University of Amsterdam) and a former State Archivist of the Netherlands (http://cf.hum.uva.nl/bai/home/ekeTelaar/index.html)

Claus Brügmann (CB): Three things should be addressed in this conference:
1. theory
2. practice
3. achievements

GS: Yes, perhaps Ketelaar can be asked to speak about theory, Duranti about her experiences, her practice with the InterPARES project and similar approaches, and we can ask the members to speak about the achievements they made so far in their organisations.

France Bélisle (FB) agrees with Claus' suggestions. CB sees advantages in this approach because this triplet (theory, practice, achievements) in his opinion reflects a certain chronology of the developments in our field.

Reinder van der Heide (RHvdH) is a bit sceptical about this: isn't it rather the practice of the ICTechnology and its primarily unreflected use by consumers of information, which has preceded, precedes, and will precede everything else, he asks.

Marietta Minotos (MM) is especially interested to hear from the members about their experience with problems in the fields of storage and of security.
Shouldn't we send a letter to the members of the SPP asking them to report in Vitoria about: How do they experience the transition situation, from paper to digitally based information, subjects:
1. preservability;
2. storage problems;
3. security problems;
4. research problems.
It might be a good idea to do workshops on these different issues during the conference.

It is agreed upon that GS will approach Duranti, RHvdH will contact Ketelaar.

CB suggests the possibility – in particular if Duranti or Ketelaar cannot attend – to approach the head of the ICA Committee on Current Records in Electronic Environments (CER); perhaps we can combine something with other sections (which have similar issues at hand).

A discussion follows if different speakers of category C member-organisations should be allowed to speak. There is no problem with that, unless an overwhelming amount of speakers puts itself forward.

2. Website SPP

Form (provider / host)

The website of our section is at the moment being hosted by a Spanish service provider, the costs of this provider are ab. € 100 per year.
Questions:
  – Shall we stay there?
  – What about content?

<u>GS</u> wants to look at the current contract with the Spanish provider in order to be able to do something (whatever) about the site.
As far as he can see, there are two main functions necessary (proposal):
  1. the information function:
     – list of members, as much data as possible about them;
     – basic information about parliamentary and party archives (even non-members) all over the world;
     – basic information about where we stand as section.
  2. the communication function:
     – a bulletin board / forum:
       for subjects of common interest, also between the conferences;
       to make it possible to share things: problems / solutions / questions, etc.

<u>CB</u> asks if there is a possibility to use the provider of the ICA.

<u>GS</u>: This might be seen within the context of the proposal by Saskia Brown to use the ICA website our working documents, which seems to be a valuable additional opportunity; we should however maintain the section's own corporate identity and design and avoid being forced to take over the structure and design of the ICA website.
Discussion follows.

<u>CB</u>: I don't mean this as an inside part of the ICA, but simply at the same host.

<u>GS</u>: I'll ask Saskia Brown about the two aspects:
  1. to develop a general policy to host Sectional ICA websites; or
  2. the ICA just assisting us concerning contracting the same service provider as the ICA has.
<u>CB</u>: Perhaps it is possible to link via the ICA website to the current SPP website. (Already done.)

The content part of the website

<u>BP</u>: The members' list as it is, is good, but isn't it possible to improve the current list of members by adding more data about the members, additional information about their institutions, publications etc.
A discussion follows, in which a list of members, containing such additional information once made up by Maria Angeles is mentioned. We'll ask her to look it up, and send it to us (<u>GS</u> and <u>RHvdH</u>). Of course it'll have to be updated.
The website should also include a historical survey of the section, that sort of things.

<u>RHvdH</u> asks if perhaps it should be possible to have forms on the website, which can be completed by members.

<u>GS</u> will take up all these items with Saskia Brown of the ICA secretariat.

<u>MM</u> suggests the desirability of a more attractively designed website by adding possibly photos, presentations, etc.

<u>GS</u>: Bulletin software is very important. The quality of the diverse suppliers should be subject of exchanging and sharing experiences and data between members.
Maybe a weblog structure might even be a better, a more democratic solution even, than a bulletin board.

<u>MM</u>, coming back to the subject of a historic survey of the SPP, stresses the importance of a more fully written history than is available at the moment.

<u>Reinhard Schreiner</u> (<u>RS</u>) remarks that Mr. Buchstab has more information. <u>RS</u> will send it to us.

<u>GS</u> resumes the discussions about the website issue:
- We'll stay till summer with the Spanish website;
- an update – as far as possible - of the members' list will be made;
- we'll start looking for a new host for our website, preferably within the desired ICA-strategy to develop a hosting structure for ICA sections' websites;
- as far as the contents are concerned: the information part will not change drastically: members' list + added value + information about non-members, a new survey, based on Maria Angeles' list/survey of a few years ago;
- a small form will be sent to all members/institutions (also non-members): give GS and/or RHvdH more institutional data than currently is available (see the current site);
- the mentioning of non-members might be an incentive for them to join the SPP;
- the Rules and Regulations should be made available on the website;
- the same goes for the history of the section (<u>CB</u> volunteers to have a shot at that; the suggestion is made that perhaps Maria Angeles might take it upon herself to write the Spanish part of SPP's history);
- CB above that voluteers to take care of the content management of the SPP website;
- FB 'volunteers' to translate the texts in French (but only the definitive texts, this goes without saying);
On the communicational side:
- All of us will try to collect information about relevant software, later we'll decide how to act on this front.

3. SPP draft regulations

This important and central item on the agenda is addressed in a surprisingly pragmatic and effective manner:

GS sets himself behind a laptop, opens the three alternative texts, one draft from 1996, one by France Bélisle, and one by Claus Brügmann, both of which are of course thanked for their laudable efforts, and digitally writes down the results of every one-by-one Committee-treated and extensively discussed article…

It is agreed that the thus achieved results will be checked and edited by GS, and sent by e-mail to the Committee members, which will be able to suggest changes and/or corrections, to be sent back to GS. He will make the final draft, to be sent as annex (see *Annex 1*) to these minutes to all members of the SPP/ICA.
This was done accordingly. It took the Committee till about 20.10 p.m.
(See *Annex 1*: SPP draft regulations)

For the 4th item on the agenda: 'other issues of importance to enhance the further development of the section', regrettably no time remained.

As a final chord all present agreed that today's session had been a very constructive and pleasant working event, after which observation those who didn't have to catch a plane, were invited by Günther Schefbeck to a 'Beisl'[2] in order to having themselves rewarded by filling their hungry stomachs.

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[2] a typically Viennese pub-like restaurant