

SPP ica

section for archives of parliaments and political parties
international council on archives

section des archives des parlements et partis politiques
conseil international des archives

Steering Committee Meeting
Vilnius October 5, 2011

AGENDA

- 1. Working program 2011-2012**
- 2. SPP activities**
- 3. Financial issues**
- 4. Other issues**

Minutes of the Steering Committee Meeting
Vilnius October 5, 2011 at 18:00
Building I of the Seimas (Parliament) of the Republic of Lithuania

Present: Dr Guenther Schefbeck (Vice-President), Reinder H. Van Der Heide (Secretary), Reinhard Schreiner (Vice-President), Vida Kisuniene, Claus Brüggmann, France Bélisle

Absent: Marietta Minotos (Chair), Emilia Campochiaro, Włodzimierz Kucner, Kayrou Cissé, Djissah Marius Atohounton, Sara Tedebrand Frant

*** Note: During the one-hour absence of the Secretary (18:00 – 19:00), France Bélisle (FB) volunteered to take the minutes of the meeting. When the Secretary arrived at 19:00, it was suggested that FB would continue taking the minutes for the rest of the meeting.

Announcement:

Guenther Schefbeck (GS) informed members of the Steering Committee that Marietta Minotos (MM), due to unexpected events that are occurring in Athens (Greece), was no longer able to attend the Conference. Therefore, it was decided that GS would act as interim Chair of SPP for the duration of the Conference.

1. WORKING PROGRAM m2011-2012

I- **Vilnius Conference: Archives and Democracies in Transition.**

Vida Kisuniene presented a report about the preparation of the Conference. During the presentation it was mentioned that:

- (1) due to her absence, MM will deliver her welcome address via a conference call (tests would be done at 9:00) – on that subject and following the suggestion of GS, Claus Brüggmann (CB) kindly accepted to read the presentation of MM *Promoting Democracy as a Task for Parliamentary and Political Archives*;
- (2) the Conference is to be recorded (video) and that the recordings would be made available to participants via the FTP server of the Seimas;
- (3) two speakers are no longer able to attend the Conference:
 - a. Włodzimierz Kucner (Poland)
regarding this absence, and following the suggestion of GS, CB once again kindly accepted to read the presentation *Parliaments in Transition – the*

Transfiguration of Parliaments at the Turn from Single to Multi Party Systems

b. Bohumil Lukes(Czech Republic);

- (4) great efforts were done in the promotion of the Conference via every means that could be exploited;
- (5) 17 foreign countries will be represented; 39 people will be coming from Lithuania; many students are expected as well;
- (6) simultaneous translation will be provided;
- (7) pictures will be taken throughout the Conference.

GS added that no motion had been received for the Annual Meeting of the SPP/ICA Plenary Assembly

II- Joint workshop with Section on Architectural Archives

Since it is expected that not a large number of SPP members will attend to the ICA Conference in Brisbane in 2012, GS proposed that a workshop, in collaboration with the Section on Architectural Archives, be held in 2012. At this moment, there are two venues where the workshop could be held: Athens or Vienna. CB suggested Spain as another venue in order to bring back members of that country into the bosom of SPP.

Decision: No decisions were taken re that topic.

III- ICA Conference in Brisbane

Since the SPP presentation on Web Archiving has received positive feedbacks following the ICA Conference in Kuala Lumpur in 2004, Guenther Scheffbeck proposed that a follow-up be considered as a SPP presentation at the ICA Conference in Brisbane in 2012. Specific projects such as Vienna and Netherlands could be presented. Proposals are to be submitted by mid-November 2011.

Decision: Agreement reached by all members.

2. SPP ACTIVITIES

I- Twinning Projects

At the request of Reinder H. Van Der Heide (RHVDH), FB gave a summary on the two twinning projects that have been vested to the Senate of Canada

- (1) Burkina-Faso:

- a. no development since 2009;
- b. due to a lack of financial funds, the visit of Burkina-Fasoto Canada had never occurred unfortunately.

(2) Morocco:

Based on emails exchanged between Mr. Lahcen Arabi (Informatics Responsible – House of Councillors, Parliament of Kingdom of Morocco) and FB since September 2011, the purpose of the project of the House of Councillors – Parliament of Kingdom of Morocco – is of three parts:

- a. to create an Archives Service that would be in charge of the management of the records generated by the standing commissions of the House;
- b. to digitize and put online the records of the standing commissions for public access;
- c. to acquire the proper software for the management of such records.

Mr Arabi is seeking advice based on the experience of the Senate of Canada on:

- a. the best approach with respect to the management of commissions records;
- b. the establishment of an Archives service : option analysis giving pros and cons on a centralized VS decentralized service;
- c. the criteria to be taken into consideration for
 - i. the search engine of digitized information
 - ii. the software to be acquired (Arab language)

Decision: It was decided that the *Twinning Projects – A Manual* be posted in the SPP website for comments/feedbacks from SPP members.

II- **Directory**

GS mentioned that nothing happened re that project.

3. SPP WEBSITE

CB read the report that was prepared in August 2011 re the modernization of the SPP website.

It was suggested that the ICA/SPP website replace the actual SPP website. It was also suggested that a SPP Facebook account be created and set up (basic elements) for the ICA Conference in Brisbane.

Decisions: it was agreed that:

- (1) SPP end the service with the provider and that the content of the website be closed;
- (2) SPP keep the domain names so that members be re-directed to the ICA/SPP website;
- (3) Facebook be the social web tool; there would be a restricted area for members only and a public area.

4. FINANCIAL ISSUES

In the absence of the Treasurer, Harry Scholz (HS), GS gave a brief update on:

- (1) Bank Account: Nothing has changed; SPP not ready to establish a Bank Account.
- (2) Budget for 2011: Most of the budget will be spent on reimbursement of speakers invited to the Vilnius Conference, i.e. transport and hotel. After the Conference, not much money will remain.
- (3) Dakar Conference - French interpreters: RHVDH has mentioned that the French interpreters have yet to be paid and that he asked the Treasurer to settle that issue.

5. OTHER ISSUES

The main subject of that last item was the preparation of the next Steering Committee for the term 2012-2016. GS proceeded with a round table to know which members are staying and which members are stepping down. The result is:

GS – stays
Reinhard Schreiner – steps down
RHVDH – stays
VK – stays
CB – steps down
HS – steps down
FB – stays

Decisions: it was agreed that:

- (1) there will be a call for nomination;
- (2) there should be a balance between Parliamentary archives and Political Party Archives;
- (3) there should be a balance between regions.

The meeting ended at 21:00.