MINUTES

Annual General Meeting of the Section of Records Management and Archival Professional Associations Steering Committee Meeting, Malta 20 November 2009

Present – Henri Zuber (SPA President) Association des Archivistes Francais; Colleen McEwen (SPA Joint Secretary) Australian Society of Archivists; Gatis Karlsons, Latvian Society of Archivists; Jackie Bettington, Australian Society of Archivists; Fred van Kan, Royal Association of Dutch Archivists; Joan Antoni Jimenz, AAC, Association D’Arxivers de Catalunya; Torill Torlen, Norwegian Council on Archives and Records Management; Margaret Turner, Society of Archivists UK & Ireland; Ferdinand Otll, Association of Austrian Archivists; Marc Beaudoin, Association des Archivistes du Quebec; Claude Roberto, Bureau of Canadian Archivists; Cristina Bianchi, Association of Swiss Archivists; Michal Henkin, Israeli Archives Association; Trudy Peterson, Association of Certified Archivists and the Society of American Archivists.

Adoption of 2008 AGM – The minutes circulated prior to the meeting of the 2008 AGM held in Kuala Lumpur were accepted.

Presentation of SPA 2008/09 Annual Report – The President noted that the 2008/09 Annual Report of SPA had been sent to members in early October with the notice of Annual General Meeting. The main achievements of the Section over the last 12 months were outlined to the meeting.

Proposal to change the Section name - The President proposed a change in the name of the Section from the Section of Records Management and Archival Professional Associations to the Section of Professional Associations. It was felt that the current name was confusing as in many countries the traditions of records management and archives were not split as currently indicated.

The meeting approved of the suggested change. It was noted that the request will be forwarded to the ICA Executive Board for their formal endorsement.

Update on current SPA projects – Updates were provided on the following current SPA projects:

- Universal Declaration on Archives – Work on the project to develop the Universal Declaration on Archives was outlined to the meeting. Information was also provided on a number of promotion strategies that have been suggested to the ICA Executive that could be used to publicise the Declaration. It was noted that the Declaration would be submitted for formal endorsement to the CITRA AGM.
• **Archival Solidarity project** – It was reported that the current focus of the Archival Solidarity Project is on increasing entries on the funding database of agencies that could be approached to support international archival assistance projects to create tools and expertise for developing communities and communities in transition.

• **Competencies project** – The working group formed in 2008 to develop a set of European competencies continues to work on the project. There has been a change in emphasis of the project with the focus on establishing a methodology for developing a European competency model which can be used as a basis by professional associations and archival institutions to develop their own competency set.

• **ICA Code of Ethics** – It was noted that the Steering Committee currently was considering how best to respond to the recommendations made by the Working Party that reviewed the general awareness and usefulness of the ICA Code of Ethics.

• **Development of a SPA Manual** – An online Manual was being developed of all SPA guidelines in English, French and Spanish. Some paper copies would be available for members who did not have access to the internet.

• **Association Survey** – A survey is being undertaken with the aim of developing a SPA membership profile, to seek feedback on work carried out by the Section and to identify future projects members would like the Section to undertake. Members present were encouraged to respond to the questionnaire.

• **8th European Conference to be held in Geneva in April 2010** – It was noted that SPA is one of the co-organisers of the Conference along with the Swiss Federal Archives and EURBICA.

• **Archives Conference to the held in The Hague on 30-31 August 2010** – SPA will support this conference that will have a strong human rights theme following on from the Human Rights Conference held in Mexico in 2008.

**Exchange of information on Association activities** – Steering Committee member Michal Henkin addressed the meeting about the benefits to be gained by SPA members sharing experiences, information and knowledge and advised that the Committee planned to develop strategies to foster communications between associations. Members present were encouraged to contribute ideas.

**Reports from SPA members** - Each SPA representative present at the meeting gave a brief summary of activities current being undertaken by their associations.