



MINUTES of the SPA STEERING COMMITTEE MEETING
held in Brussels, Belgium on 22 November 2013.

1. Administrative matters

1.1 Present

Fred van Kan (Koninklijke Vereniging van Archivarissen in Nederland (KVAN))

Bernhard Post (VdA - Verband Deutscher Archivarinnen und Archivare)

Claude Roberto (Association des Archivistes du Québec)

Cristina Bianchi (Association des Archivistes Suisses (AAS-VSA))

Vilde Ronge (Norsk Arkivråd)

Michal Henkin (Israeli Archives and Information Association)

Joan Jiminez (Associació d'Arxivers-Gestors de Documents de Catalunya)

Gregor Trinkaus-Randall (Society of American Archivists (SAA) & Academy of Certified Archivists (ACA))

Jean-Philippe Legois (Association des Archivistes Français (AAF))

Joan Boadas (attending the meeting at the very end)

1.2 SPA budget

Fred reported that 5,331 euros were left in the SPA budget. It was decided to spend it on translations.

1.3 Annual report

The Annual Report was presented by Fred and approved. It will be presented at the SPA General Assembly later in the afternoon and made available on the ICA website.

1.4 News from ICA

▪ Executive Board

The number of individual members is growing. However the number of municipal archives is decreasing because of reduced funding in municipalities. Category D (individual membership) is less expensive than Category C (municipality membership).

Mozambique has made a proposal to host the 2015 ICA Conference to be held in Africa. This is so far the only submission. African branches are planning a meeting in Zimbabwe also in 2015, and this could be too much to handle in one year. Moreover, the ICA prefers to meet in a joint conference with the local associations whenever possible. In addition, Conference funding is always a concern.

▪ Section Chairs

The budget (total amount: about 50,000 euros) was discussed. SPA needs 5,000 euros per year. It has been proposed to give funding according to projects rather than to budget a specific amount of money per section.

▪ PCOM (Programme Commission)

The Commission coordinates and sponsors ICA events; in the past the Commission had a budget of 80,000 euros. PCOM will develop projects and contacts with groups of experts to develop projects for ICA. This will require money, and it is important not to duplicate work when spending ICA money. ICA should use what has been done in the past by other groups such as the SAA.

SPA should be the link to oversee activities conducted by associations. Our Section used to mention "archives and record managers," but it was decided to have a more inclusive name ("professional associations").

Vilde recommended hiring a professional to survey associations to know their needs and develop contacts with them. This motion was seconded by Gregor. Approved.

1.5 New administrative business, translation

The ICA translator charges 70 euros for 350 words (one page). It would cost about 700 euros to translate all SPA documents into French and even more money for translations into English. We have 5,000 euros in bank to do all translations. Fred had asked Cristina to look after translations. Cristina prepared a text entitled *Status of SPA translations* and she will submit to Fred in 2013 a bill for translations. It was decided not to translate texts submitted by Working Groups because of cost.

1.6 SPA web page

Cristina asked the attending members for suggestions to improve the web page content. Cristina will talk to Inna Touré about getting trained to be able to update the page with SPA new information. Michal suggested developing an interactive and more dynamic website (such as Twitter). Fred suggested posting good news from SPA on the web page. It was also suggested to have electronic links to reach association members from the SPA web page. **It was agreed to review the ICA website and the SPA web page in Boston during the upcoming Planning and Steering Committee meeting** (such as decided during the last 2013 SPA Planning and Steering Committee meeting in the Netherlands*).

- For information, this is the text from minutes taken during this last meeting: Improvements are needed because it is difficult to find information on the ICA website. In addition, the site could be more attractive. The SPA Newsletters are not made available on the SPA web page because they are found under ICA Newsletters. It was suggested to have links to the websites of SPA members on the SPA web page. Links might exist, and we will ask Colleen McEwen if there is a hyperlink and where it is. In addition, it would be useful to have information on SPA projects on the SPA web page and to give more importance to SPA on the ICA website. SPA would like to be involved in the development of a new SPA web page.

1.7 SPA Steering Committee membership

Jean-Philippe Legois is now representing the Association des Archivistes Français, Michal Henkin is now representing the Israeli Archives and Information Association, and José Arturo Yañez is now representing the Mexican Association. The SPA Steering Committee members endorsed these three nominations.

Fred will remind David Leitch to send invoices to the right associations because several countries have not renewed their SPA membership.

2. SPA projects

2.1 2012-2016 Strategic Objectives and Business Plan

Promotion and advocacy: Vilde emailed a first draft to the SPA Steering Committee members and Gregor distributed the SAA advocacy agenda for 2012-2013. Joan reported his government (Catalonia) approved the *Universal Declaration on Archives* in June. Jean-Philippe mentioned the 3rd weekend of September is called Heritage Days in France and people celebrate archives during these days. He added that the European petition on preserving personal information received more than 51,000 signatures and made people aware of the importance of archives.

Vilde recommended that each member attending the Boston Planning and Steering Meeting should present 2-3 ideas of activities well received in their individual communities/countries. This motion was seconded by Joan. Approved.

2.2 Principles on the Role of Archivists and Record Managers

Fred asked Trudy Peterson to include Record Managers in her document.

2.3 Newsletter

The Winter SPA *Newsletter* will continue to include a section on Advocacy.

2.4 SPA Directory of associations

The Directory was sent to ICA, but website users can't find it. Ina will be informed to make sure the Directory is easy to access.

2.5 Erfurt Conference on Business and Ethics

Bernhard reported it was not easy to find support from sponsors and partners for this Conference suggested by Trudy Peterson. It is still unknown how much the conference could cost, so we have not yet asked for any funding from PCOM. Bernhard will discuss this project with Henri Zuber.

2.6 New guidelines

Nothing new.

2.7 Twinning

Nothing new. Focus is now on advocacy.

2.8 Relationship between archival associations and national archives

It is suggested to focus on one project.

2.9 Relationship between ICA and IFLA

Gregor contacted Julia Brons and got information on activities under way in IFLA in which SPA might collaborate. There is potential to work together if ICA is interested. The ICA secretariat will be contacted about a potential relationship with IFLA.

3. Working Groups

3.1 ICA Human Rights Working Group

Nothing new.

3.2 ICA Photographic and Audiovisual Working Group

Joan Boadas will email a report. He will contact Nancy Beaumont at the SAA regarding activities of the Visual Materials Section in these areas. The aim is to publish short guides on various subjects, such as the conservation of digital material and the conservation of photos. Three guides will be published in 2014.

3.3 ICA Universal Declaration on Archives

Claude received a report from Colleen McEwen which will be summarized on the upcoming *Winter SPA Newsletter*. She will ask Colleen to send any available UDA training material to the SPA Steering Committee members. This material will need PCOM funding to be translated in French and Spanish.

4. Other business

Didier Grange would like to create an observatory on archival associations. He is also looking for funding to publish his book on the history of archival associations in English. In a few months, he will publish the Spanish edition of this book. It is decided that SPA will support the idea of the observatory project, but SPA can't be actively involved in the project now because of other heavy commitments.

5. Next SPA meetings

- End of March 2014, SPA Planning and Steering Committee Meeting in Boston, U.S.A.
- 13-15 October 2014, SPA Steering Committee Meeting – Girona, Spain. The event in Girona will include the 2nd ICA Annual Conference, the 9th European Conference on Archives and the 13th Image and Research Seminar, under the theme Archives and Cultural Industries.