Minutes of the Bureau of the Section of Professional Associations (SPA) meeting held in Girona, Catalonia, Palau de Congressos, 12 October 2014

Present:
Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland; Bernhard Post, Verband Deutscher Archivarinnen und Archivare; Vilde Ronge, Norwegian Society of Records Managers and Archivists; Piotr Zawilski, Stowarzyszenie Archiwistow Polskich; Cristina Bianchi, Association des Archivistes Suisses; Becky Haglund Tousey, Society of American Archivists & Academy of Certified Archivists; Claude Roberto, Association des Archivistes du Québec; Michal Henkin, Israeli Archives and Information Association; Jean Philippe Legois, Association des Archivistes Français.

1. Administrative matters

1.1 Approval of the agenda

The agenda is approved.

1.2 Bureau membership

Maria Celina Soares de Mello e Silva, Associcao dos Arquivistas Brasileiros, withdrew from the Bureau. Fred van Kan will write to the representatives from Hong-Kong, Mexico and Korea in order to clarify their membership because these members missed several meetings.

1.3 SPA budget

Some money used for translation and print the brochure. The Bureau has permission from the ICA to use only 75% of its budget. The ICA developed a new system requiring to apply once a year for funding and to submit to PCOM a budget for the following year. The yearly total amount allocated to all Sections is 20,000 euros. SPA has some money left from 2014 (2,000 euros) to be used in 2015. On September 15 Fred van Kan submitted to PCOM an application for 2015.
The advocacy brochure will be translated into French and Spanish. ICA will now save money because Flash and Comma are going to be published in PDF. This will give additional funding to the Sections.

1.4 **SPA membership**

The Section consists now of 80 members. Associations from Congo, Egypt, Morocco, Kenya and Burundi joined the Section. It is a reintegration for Congo. The Burundi association offered services instead of fees.

1.5 **News from ICA**

Expert Groups have been formed in the last two years by the ICA. They report to PCOM. These Expert Groups cover advocacy, digital records, archival buildings and environment, and international support in emergencies. Only the Advocacy Group started to work.

SPA is mentioned on the ICA Strategic Plan. FAN will take lead on lobbying but we should work together. Jean Philippe Legois mentioned that the Association des Archivistes Français has just adopted a set of principles of lobbying.

ICA Conferences will take place each year but there will be a congress every four years.

The title of the 2016 Seoul Conference is *Archives, Harmony and Friendship*. This title is connected to Buddhism. The main theme has to be finalized.

The title of the 2015 Reykjavik Conference is *Archives: Evidence, Security and Civil Rights: Ensuring trustworthy information*. This Conference will take place from 28 to 29 September.

1.6 **SPA articles**

The articles have been updated because of recent updates to the ICA Constitution. The updates include the following changes:

- The SPA Steering Committee is replaced by a SPA Bureau.
- SPA reports to PCOM.

Fred van Kan will submit the articles to the Executive Board for approval and ratification (meeting in April).

1.7 **SPA translations**

All governance documents are now available in French. We received several good comments from Spanish readers. The Burundi association was unable to pay for its SPA membership and
agreed to translate English documents into French. Their translations were edited by Cristina Bianchi.

1.8 ICA Website

No change to report. We all agree that changes are needed as soon as possible to make the site user friendly.

2 SPA projects from the 2012-2016 Strategic Objectives and Business Plan

2.1 Assist associations promote and advocate the profession (1)

Three projects connected to this goal were developed:

• Brochure Advocacy works

SPA thanks Bettina Post and Colleen McEwen for their contribution as well as the SPA Bureau members who worked on the brochure.

• Movies on Archives project

Bernhard Post did a list of movies on archives to be used for advocacy. The list will be added to the ICA website. The SPA Newsletter Editor will ask members for updates to this list to be submitted as links. It is suggested to arrange the movies according to countries and themes. Bernhard Post will write an introduction to the list.

A movie festival could be organized for the 2016 Seoul Conference. Bernhard Post will give the SPA Secretaries a text about this idea in order to advertise the festival on the ICA website.

• Principles on the Role of Archivists

The Human Rights Working Group wants SPA to push its members to send comments on the Principles. It is mentioned the focus is not on records managers, but the Human Rights Working Group believes the Principles should be approved by ARMA if records managers are mentioned on the Principles. In addition, several SPA Bureau members mention that in many countries an archivist is also a records manager.

2.2 Facilitate an interchange of information between professional associations and support collaboration (2)

SPA organized during the Girona 2014 ICA Conference, on October 14, a meeting of the SPA, SLMT and Associació d'Arxivers-Gestors de Documents de Catalunyas members.
Legois speaks about Didier’s book on associations, published in Spanish and getting ready for French translation, with AAF AAQ and AAS

3. Working Groups

3.1 ICA Human Rights Working Group

The Working Group received only three comments on the *Principles on the role of archivists* and would like to get additional comments. SPA agreed to motivate its members to comment.

3.2 ICA Universal Declaration on Archives (UDA) Working Group

This Working Group dissolved and the ICA Advocacy Expert Group is now responsible for promoting the UDA.

4. Next SPA meetings

4.1 14 October 2014, Annual Meeting, Girona

4.2 18 - 24 May 2015, Bureau Planning Meeting, Warsaw

The 15th conference on *Archives and social environment in 21st century* will be held in Poland from 21 to 22 May 2015. It will be also the 50th anniversary of the Polish association. Archivists, students and young professional from Eastern Europe will attend the Conference. The SPA Bureau is interested in attending the event. On May 23 and 24, the Bureau would like to visit various archives in Poland, including the Central National Bank and the municipal archives of Warsaw, as well as its new building located at 100 km from the city. The Bureau will hold its annual planning meeting on May 19 and 20, 2015. Members will arrive in Warsaw on May 18 for a workshop on digital repositories.

4.3 28 - 29 September 2015, SPA Bureau and ICA Annual Meeting, Reykjavik, Iceland.

5. Other business

5.1 We received an email from a Nigerian colleague unable to participate in SPA meetings for financial reasons. This issue will be referred to the ICA task force to help Africa. The email will be forwarded to David Fricker who leads the task force.

6. Adjournment