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**Draft minutes of the 2000-2004 SPA Steering Committee meeting
Paris, France 18-23 March 2004**

Present: Margaret Turner (President, United Kingdom), Alfred Garcia (Deputy President, Spain/Catalunya), Kathryn Dan (Secretary, Australia), Didier Grange (Deputy Secretary, Switzerland), Karen Benedict (USA), Chiyoko Ogawa (Japan), Henri Zuber (France), Gilles Lesage (Canada), Peter Hermann (ARMA), Isabella Orefice (Italy), Charles Noordam (Netherlands). Berndt Frederickson, EBLIDA was present on 19 March. Evelyn Wareham and Thorsten Harms (ICA) gave presentations relating to ICA on 22 March

Apologies: Wladyslaw Stepniak (Poland).

1 ROUTINE MATTERS AND ADMINISTRATION

1.1 Completion and adoption of the agenda

The agenda was adopted with the addition of items 1.3, 1.4, 2.3, 2.4, 5.1, 5.2

1.2 Adoption of the minutes of the meeting held in Chicago, March 2003

Item 3.5 – addition of “test” fire. With this addition the minutes were agreed and adopted as a true record of the meeting.

1.3 Business arising

International Archival Studies Readers (3.8)

Karen reported that the edition of German texts was underway.

Italian Archives situation (5.1)

Margaret tabled a sample of e-mails written in support of Italian archives following release of the SPA statement in 2003. Isabella reported on the current situation and raised the long standing problem of recruitment. The steering committee drafted a statement on this problem to be sent to the Italian Minister for Culture, placed on the website and circulated to listservs. ACTION: Kathryn, Isabella

Directory of Associations (3.4.1)

Gilles reported capacity to progress this project further in the next few months

1.4 2004-2008 SPA steering committee

It was agreed to call for nominations for 7 vacant places on the new steering committee. A call for nominations including a nomination form listing conditions of membership will be circulated to SPA members

ACTION: Kathryn, Nathalie Florent

Margaret proposed the nomination of Didier Grange as incoming President. It was agreed that this recommendation would go to the SPA delegates meeting in Vienna. It was agreed that the nomination of Henri Zuber as Vice-President would also be put to delegates. Nominations for other office bearers will need to be discussed by the incoming steering committee at its first meeting in Vienna. As well as the office of Secretary (preferably a native English speaker), committee members will need to take on responsibility for the website and liaison with other bodies. Henri agreed to continue to undertake French translation.

2 REPORTS

2.1 Report on meeting held in Cape Town, October 2003

Margaret Turner reported on CITRA, the steering committee meeting and the delegates meeting, and circulated copies of a speech given by Desmond Tutu. Henri agreed to draft minutes of the delegates meeting and send them to Margaret for checking.

ACTION: Henri, Margaret

2.2 Meetings of the Executive Committee

Margaret reported on the meeting held in June 2003 in St Petersburg and tabled the minutes. She specifically mentioned the report on the situation of Iraqi archives, positive reception of the SPA statement about Italian archives, proposed new sections, budget arrangements and changes to the ICA constitution.

2.3 SPA report to 2004 Congress

Kathryn tabled the report. Minor additions were made and will be forwarded to ICA.

ACTION: Kathryn

2.4 ICA issues

Evelyn Wareham, ICA Programme Officer joined the meeting on 22 March and gave an overview of ICA issues.

Flash: This newsletter will be published 3 times per year in hard copy and on the website. Next issues are April and July (deadline for contributions 1 June). Evelyn asked whether, within ICA cost constraints for printing, there was a way for associations to encourage increased distribution of *Flash* to individual archivists. Options discussed were:

- ICA providing a few hundred copies for distribution at the annual association conference. Generally this was considered a good option
- Associations approaching their national archives to see whether they would support wider distribution
- Associations obtaining copies of *Flash* and distributing them to members with existing mail-outs. Further discussion is needed on cost structures. ICA would need to seek reimbursement for mailing costs to the association and associations would need to consider whether they could absorb additional distribution costs.

Membership of ICA through associations

Evelyn raised for discussion the idea of extending ICA membership to individuals through associations. One possible way to do this would be for associations to include a subscription to ICA on their renewal forms with payment to ICA made at an agreed time. While some did not think their associations would be interested, it was suggested that ICA membership could be promoted through educational institutions teaching records and archives and at the annual conferences of associations. Peter suggested the ICA could follow a model used by associations such as ARMA of offering reduced rates for members of similar organisations. Evelyn commented that this might be difficult where ICA is seeking only to recover costs.

It was agreed that these ideas were worth exploring and it was desirable to consult with associations generally. This matter could be discussed at the Vienna delegates meeting.

Constitution

Evelyn distributed the current draft of the constitution. This will be discussed by Executive Committee at its meeting 21-23 April. The following options about section membership of Executive Board will be put to the meeting:

Option 1: SPA chair and four chairs elected from other sections

Option 2: chairs of all sections having members in at least three of the four regions

All steering committee members were asked to forward comments on the draft to Margaret prior to the Executive Committee meeting.

ACTION: all

3 PROJECTS

3.1 Interviews with experienced archivists

It was agreed that the existing texts should be placed on the SPA webpage with a brief introduction explaining the project and an invitation to others to contribute additions in the future. This will conclude the project. The committee expressed its deep thanks to Alfred Garcia for coordinating this project. Henri reported that the proposed project of the French association to publish selected interviews for their centennial celebrations had been abandoned.

ACTION: Alfred, Karen

3.2 Translations of the Code of Ethics

It was agreed to add a message to the webpage asking for any additional translations to be submitted. It was proposed that links to the codes of individual associations be added to the webpage. Steering committee members should send URLs for these links to Karen. It was agreed that the 2004-2008 steering committee could consider whether links to codes of ethics of cognate bodies should be added (eg IFLA, ICOMOS)

ACTION: all, Karen; 2004-2008 Steering Committee

3.3 Promoting membership of SPA

Margaret tabled the draft brochure on SPA for comment. Peter Hermann offered ARMA expertise to assist with layout of the brochure. The brochure will be finalised and published in several languages for the Vienna Congress. Alfred agreed to undertake Spanish translation and Henri will coordinate French translation with Gilles and Didier. The brochure will also be added to the webpage.

ACTION: Margaret, Peter, Henri, Alfred

3.4 Development of SPA Webpage

Evelyn Wareham demonstrated the three ICA websites:

- main ICA site – where possible includes text in English, French, Spanish, Chinese, Russian and Arabic
- CITRA site – comments are encouraged for the 2005-2007 CITRA work program
- Vienna Congress site – conference session information is maintained in database software. It would be possible to supply the software to associations for use with their own conferences

A dictionary of archival terms is being developed and the index of ICA officers will be enhanced with information on language capability, expertise and biographical information.

It is intended that ICA bodies will be able to maintain their own pages on the website. CPM will be developing guidelines for those contributing to the website. Evelyn gave a demonstration on how to update the SPA webpages to Karen Benedict and continuing members of the steering committee.

It was noted that the French translation of the lobbying guidelines prepared by Gilbert Coutaz and Didier Grange will be added.

3.5 Archival Solidarity (AS) project – assistance to archivists in developing countries

Bruno Corre has agreed to join the working group. A meeting of the working group is to be convened, possibly next month. Nancy Marelli will draft a resolution on future management of the project for the Congress. Planning for the Congress session on this topic is underway.

3.6 Certification of archivists

Christine Martinez joined the meeting on 22 March for discussion of the role of ICA/CPT. CPT is interested in collaboration with SPA especially in the 2004-2008 period. Their action plan appears on the website and includes projects on developing a website with information on training and seminars, writing criteria for establishing a training system, and developing a competency model. It was agreed that Isabella would attend the CPT meeting 29 April-1 May and report back to SPA.

It was noted that there had been few replies to the certification survey to date. The survey will be sent again to SPA members with the call for nominations. Charles suggested the survey could be conducted by a student and he will explore this possibility with Eric Ketelaar.

ACTION: Isabella, Charles

3.7 Guidelines for organising regional conferences

Kathryn reported that the guidelines will be sent to all regional Branches. Henri agreed to translate the guidelines into French.

ACTION: Kathryn, Henri

It was agreed that additional translations, especially Spanish, were desirable. Collaboration with ALA was suggested. Charles also raised the idea of listing conferences on the SPA website. It was felt that ICA may be able to assist through its website. Both these issues could be taken up by the new committee

ACTION: 2004-2008 Steering Committee

4 CONFERENCES

4.1 ARMA/ICA Conferences

Singapore

Peter reported on his visits to the Philippines and Singapore. He met with Pitt Kuan Wah of the National Archives of Singapore and visited potential venues. The conference is planned for November 2005 with exact dates to be set based on venue availability. The conference will be for 2 ½ days in English only. ARMA will contact SEARBICA and PARBICA about involvement and is seeking ideas from SPA about topics and speakers. Peter will provide a report to the Singapore Archives and SPA.

ACTION: Peter, all

Latin America

Although this has been deferred ARMA is still keen on proceeding. It was suggested that contact be made with the new ALA President, Sara Gonzalez Hernandez.

4.2 European Conference

It was noted that the European Conference is now planned for 2006 in Poznan, Poland. An e-mail message from the Polish Association was received. Following a phone call to Wladyslaw Stepniak it was noted that an organising committee had been formed but was waiting until after the Vienna Congress to commence work.

Concerns were raised about the organisation of the European conference particularly slippage in time, no coordination with organisers of previous conferences, lack of information about progress, lack of inclusion of professionals and representative associations. It was suggested that SPA might organise an international conference separately from the European Conference.

Christine Martinez joined the meeting on 22 March for discussion of this topic. She acknowledged the importance of involvement of associations and previous organisers and said the issue would be discussed at the 7 April meeting of EURBICA Bureau. SPA prepared and sent a letter to EURBICA about participation in organising the Conference.

ACTION: Kathryn, Margaret

4.3 World Summit on the Information Society (WSIS)

Evelyn Wareham reported on the summit held in 2003. There were 15,000 attendees and ICA was represented. The ICA office was heavily involved in preparatory meetings especially with UNESCO and Swiss archivists. A number of references appear in the Declaration of Principles and plans of action. A report will be including in the next *Flash*. ICA is starting preparations for the 2005 WSIS to be held in Tunis.

4.4 ICA Congress 2004

Thorsten Harms, ICA Congress Officer, gave an overview of the draft Congress program. There will be 200 sessions available in various language streams. Workshop sessions will be limited in number to allow working resolutions to be developed. It will also be possible to pre-publish papers on the website. SPA has 2 sessions in the draft programme.

SPA01: Implementing a Code of Ethics: Experiences and Challenges

Hall A Thursday 26 August 11.45-13.00. Translation into 5 languages.

The aim of the session is to show ethics operating at different levels – from the reading room to the management of a records or archives institution

Margaret Turner – chair (5 minute introduction)

Karen Benedict to speak on the US experience with implementation of a code and compliance issues – confirmed (20 minutes)

Yvonne Bos-Rops to speak on behalf of the implementation group about practical ethics – Charles will confirm (20 minutes)

ARMA speaker on ethics and records in a business context – Peter will confirm (20 minutes)

Questions (10 minutes)

SPA02: Archival Solidarity

Thursday 26 August 14.30-17.30. Monolingual (English). SPA will endeavour to provide summary translation into French during the session.

The aim of the session is to give a brief outline of the Archival Solidarity project and then focus discussion on experiences in running projects and identifying needs. The session is intended to involve the panel of speakers, be interactive and may develop resolutions for action.

Margaret Turner – chair

Nancy Marelli – introduction to the AS project

Margaret Crockett – Margaret to confirm

Ramon Alberch – confirmed

Frans-Florus Geraldts – Charles to confirm

Person from Brazil or Sarajevo – Alfred to confirm

Pacific participant (Seta Tale or Jacob Hevelawa) – Kathryn to confirm

Margaret offered to be the coordinating point for both sessions.

Congress Resolutions

Resolutions can be suggested up to the time of the Congress but if they are submitted by mid-April they can be printed in the ‘green book’ of Congress meeting papers.

Margaret foreshadowed two resolutions:

1. Management of the Archival Solidarity project – to be drafted by Nancy Marelli and the AS working group
2. Formation of a committee on ethics to hold a watching brief on ethics and to develop a body of case studies. This could be a standing committee or a working group of SPA. Karen agreed to draft a proposal statement and Margaret will prepare a resolution for the Congress.

ACTION: Nancy, Karen, Margaret

Links with Austrian Association

It was agreed to follow up contact with the Austrian association about sharing a trade stand and meeting with members of the association.

ACTION: Alfred

5 OTHER BUSINESS

5.1 European Bureau of Library, Information and Documentation Associations (EBLIDA)

Berndt Frederickson of the European Bureau of Library, Information and Documentation Associations (EBLIDA) attended the steering committee meeting on 19 March and provided an overview of EBLIDA and its activities to 'promote and defend the interests of library, archives and information sectors and professionals'. Issues of common interest were discussed – data protection, certification and advocacy. It was agreed to share results of the certification survey with EBLIDA.
ACTION: 2004-2008 Steering Committee

5.2 Public issues

This was discussed with Evelyn Wareham who commented that the ICA survey indicated advocacy was a priority area. ICA believes those most concerned should speak first and is happy for associations to take the lead. Further discussion by the next steering committee was foreshadowed.

6 DATE AND PLACE OF NEXT MEETING

The next meetings are to be held in Vienna, Austria in conjunction with the ICA Congress.

2000-2004 Steering Committee – Monday 23 August, 09.00-12.45

SPA delegates – Monday 23 August, 14.15-17.00

2004-2008 Steering Committee – Friday 27 August, 09.00-12.30

General Assembly – Friday 27 August 14.00-18.00

” ” – Saturday 28 August 09.00-12.30

Joint meeting chairs and secretaries – Saturday 28 August 15.00-18.00

Executive Committee – Tuesday 31 August-Wednesday 1 September

The location for the first Steering Committee meeting in 2005 will need to be agreed in Vienna but offers have been received from Barcelona, Japan and Australia, and the invitation from Poland may still stand.

ACTION LIST

<u>Item</u>	<u>Action</u>	<u>Who</u>	<u>Due date</u>
1.3	Prepare statement on Italian archives and send to Minister for Culture	Kathryn, Isabella	asap
1.3	Send statement on Italian archives to listservs	All	
1.4	Distribute call for nominations	Kathryn, Nathalie Florent	Done
2.1	Prepare minutes of Cape Town delegates meeting	Henri, Margaret	By end May
2.3	Submit amendments to SPA report to Congress	Kathryn	Asap
2.4	Submit comments on draft Constitution to Margaret	All	By 16 April
3.1	Publish existing interview texts on website	Alfred, Karen	Before Congress
3.2	Add text and urls for codes of ethics to website	All, Karen	Before Congress
3.3	Revise, design and print brochure on SPA	Margaret, Peter, Henri, Alfred	Before Congress
3.6	Attend CPT meeting as SPA liaison	Isabella	29April-1 May
3.6	Investigate whether student could conduct certification survey	Charles	
3.7	Translate and distribute guidelines on regional conferences	Henri, Kathryn	
4.1	Planning for Singapore conference	All, Peter	
4.2	Write to EURBICA	Kathryn, Margaret	Done
4.4	Coordinate sessions for ICA Congress	Margaret and nominated contacts	As soon as possible
4.4	Draft resolutions for Congress	Nancy, Karen, Margaret	Before Congress
4.4	Contact Austrian association	Alfred	Done

Foreshadowed actions for 2004-2008 Committee:

Code of Ethics webpage
Liaison with CPT
Listing of regional conferences
Liaison with EBLIDA
Certification survey
Public issues
Member survey