Margaret Turner, President, opened the meeting at 2.20pm and welcomed all delegates. She noted that the 2000-2004 steering committee had met for the last time this morning and expressed her heartfelt thanks personally and on behalf of SPA members to the committee members for their work over the last four years.

1. **Completion and adoption of the agenda**
   The President called for any additional items for the agenda. The agenda was adopted with the addition of item 4.5.

2. **Adoption of the minutes of the 2003 delegates meeting**
   Margaret Turner reported that no minutes were available from the 2003 Cape Town meeting but that reports to this meeting would cover the items of business discussed. Seventeen members were able to attend the Cape Town meeting: Charles Noordam (Netherlands Association), Peter Csendes (Association of Austrian Archivists), Martin Dallmeier (VdA, Germany), Gustaaf Janssens (VVBAD, Association of Flemish Archivists of Belgium), Trudy Peterson (Academy of Certified Archivists), Chiyoko Ogawa (Japan Society of Archives Institutions), Zissimos Synodinos (Society of Hellenic Archives), Gabrielle Nishiguchi (Library and Archives of Canada), Ethel Kriger (South African Society of Archivists), Jenyn Willem (Association of Swiss Archivists), Moshe Mossek (Israel), Claude de Moreau de Gerbehaye (Archives et Bibliothèques de Belgique), Henri Zuber (AAF), Wladyslaw Stepniak and Waldemar Chorazyczewski (Polish Archival Association), Alfred Garcia (Association of Catalan Archivists and ASF), Gilles Lesage (Bureau of Canadian Archivists), Karen Benedict (Society of American Archivists), Richard Hermans (DIVA, Netherlands), Laura Gabriela Salazar (SEDCA, Mexico), Peter Hermann (ARMA international), Norbert Reimann (VdA, Germany), Ramon Alberch (Association of Catalan Archivists and ASF), Antonio Gonzalez Quintana (ANABAD, Spain)

3. **Report on the Steering Committee meetings**
   There have been two steering committee meetings since 2003: in Paris, hosted by the Association des Archivistes Français and RATP in conjunction with the AAF centenary colloquium; and in Vienna prior to the annual delegates meeting. Following each meeting a short report appears on the ICA website followed by minutes in English and French.
4. Projects

4.1. Code of Ethics
Since the Code of Ethics was adopted in 1996, SPA has gathered 24 translations. These now appear on the ICA website. There will be two sessions on ethics at the Congress, one of which is convened by SPA. The SPA steering committee is proposing to the General Assembly the establishment of an Ethical Issues Working Group. The Group aims to collect case studies and examine whether the Code should be reviewed.

4.2. Archival Solidarity
There has been a working group on this project since 2000. The group conducted an extensive survey leading to the creation of a database of 120 projects. The first phase has been accomplished and the steering committee recommends that work continue on this project under the leadership of a new Archival Solidarity Group. The President expressed thanks to the working group and especially to Benny Haspel for the original idea, to Mariona Coromenes and ASF for sharing their experiences and to Nancy Marelli for the enormous amount of work contributed.

There will be a congress session on Thursday to discuss what has been learned from existing projects and to plan the way forward.

4.3. Conferences
Margaret Turner commented that SPA has been very active in the area of conferences. The European Conference 2001 was held very successfully in Florence organised by ANAI under the auspices of SPA. Plans are well underway for ARMA International conferences in Singapore, 2005 and North or South America, 2006.

Margaret invited Polish representatives to speak about plans for the next European conference. Wladyslaw Stepiak reported that the conference is to be held 18-21 May 2006 in Poznan, Poland. Possible themes include ethics and archival solidarity. Information is to be made available via a conference website. Henri Zuber added that a meeting had been arranged between representatives of the new SPA steering committee, EURBICA and Polish colleagues to discuss the conference.

4.4. Certification
This project commenced during the 2000-2004 steering committee term and to date has involved gathering information on how certification of archivists is approached in different countries. It is intended to continue the project in 2004-2008 and to work with the Section for Archival Educators and the Committee on Professional Training to develop guidance that will reflect the concerns of educators and the profession. SPA members may be called on to contribute information.

4.5. Promotion of SPA
Margaret Turner informed delegates that a brochure on SPA had been prepared in English, French and Spanish. Copies are available at the ICA stand and when available printed copies will be distributed within ICA and to outside bodies. She thanked ARMA for assistance with editorial and design work. SPA steering committee members will also be available at the ICA stand on Tuesday and Wednesday to answer any questions.

5. 2004-2008 Steering Committee
The President noted that there is to be a significant change in the steering committee with a number of members retiring. She recorded her thanks to outgoing members.

Margaret introduced new members nominated to the committee and asked those present to stand: Joan Boadas i Raset (Spain/Catalunya), Concetta Damiani (Italy), Berndt Fredriksson (Sweden), Michal Henkin (Israel), Trudy Huskamp Peterson (USA, Academy of Certified Archivists), Colleen McEwen (Australia), Laura Gabriela Salazar (Mexico), Patricia Sleeman (UK), Waldemar Chorazyczewski (Poland). New steering committee members were welcomed with acclamation.
She proposed to the meeting that the officers be: President – Didier Grange; Vice President – Henri Zuber; Secretary – Gilles Lesage. This was agreed.

Karen Benedict proposed a vote of thanks to outgoing President, Vice President and Secretary – Margaret Turner, Alfred Garcia and Kathryn Dan.

6. Open forum for delegates

Canada
A North American Branch of ICA (NAANICA) is to be formed. The Association des Archivistes Quebecois and the Association of Canadian Archivists held a joint colloquium in Montreal. Representations have been made on changes to copyright law.

France
AAF issued a number of publications in association with its centenary. Henri Zuber reported on discussions about forming a federation of professional associations in Europe.

Catalunya and ASF
The association celebrated its 20th anniversary. A records and archives course has been established at the University of Barcelona. Work is being undertaken with the Catalan administration about return of Catalan archives seized during the Civil War. ASF has held two congresses and is establishing links with international colleagues.

Poland
The association has around 1400 members in 22 branches. Their fourth convention was held two years ago and they issue a quarterly journal.

SAA
All delegates were invited to visit the SAA stand in the congress exhibition area. SAA has been working on: changes to their code of ethics; the impact of legislation regarding grave repatriation on archives and the rights of Native American peoples; descriptive standards; electronic records; appointment of the new US Archivist currently being examined by the Senate and Congress.

Netherlands
A 2 day conference was held in May in conjunction with DIVA

Academy of Certified Archivists
Information on ACA is available at the SAA stand. ACA continues to develop and validate certification questions

Germany
The association has about 2200 members. The annual conference was not held this year as the ICA congress was being held. An Open Day will be held in September and the 2005 conference will be held in Stuttgart on the theme Archives and the Nazis.

DIVA
Formed in 1999 this is an umbrella organisation for records management and archives associations and institutions. It has 130 members and aims to improve professional knowledge and position archives better. It is funded by the Ministry of Culture and works on a project basis.

Austria
The association has been closely involved with changes to the university course to make it a Masters qualification. Curriculum content is the same.
Greece
Work has been undertaken on translations including the code of ethics, ISAD (G) and ISAAR (CPF). A conference on Olympic archives was held last year with Austrian colleagues. Delegates are invited to an exhibition in the Vienna municipal archives.

Mexico
A curriculum is being developed with the Mexico City government for an archives university course. Seminars are offered, often with assistance from colleagues in Spain and Italy. A national law on archives is under development. In the meantime amendments are required to civil and criminal codes, especially at a local government level, to protect records. Natural disasters also place records in peril.

Switzerland
The association has 500 members. A certificate in archives is now offered and there are 25 graduates (already employees). There is the possibility of a masters course being established in Berne. The association has been involved in lobbying for a national centre for electronic data. A municipal section has been revived with 30 people attending a meeting in June to discuss classification schemes. Future of the journal of the association is under review.

ARMA International
ARMA has 10,000 members and its website is www.arma.org. Work has been undertaken on competencies, impact of the Sarbanes-Oxley Act, and 2005 and 2006 conferences.

Japan
New legislation for records management is under development in Japan. JSAI has 500 members and there are several other associations for archives and records management.

Belgium
The association represents librarians, archivists, historians and institutions. They hold conferences and issue publications.

Denmark and Finland
There are several associations that work cooperatively. Last year they held a seminar on ethics and in May they had a seminar on archival theory. An archives day will be held in October throughout Scandinavia.

Israel
There are three associations and they are working towards a federation. Current work includes several publications (annual journal, quarterly newsletter and bi-annual ‘reflections’); training courses including short seminars and certificate courses. They are concentrating on training for non-professionals who care for archives in small communities. A summary list has been produced to advise archivists about the code of ethics. Michal Henkin suggested an international masters degree for archives would be very valuable.

Flanders
The association represents librarians and documentalists as well as archivists and has been undertaking work on municipal archives and electronic records.

Hungary
Delegates are invited to a session on the associations of central Europe to take place on Thursday

UK
National archival legislation is under development. Freedom of Information legislation takes effect from 1 January 2005 and this is having an impact on records managers and archivists. The Museums, Librarians and Archives Council commissioned a Task Force report on education. The Society of Archivists' code of conduct is being revised.
**Australia**
In 2003 an Archives and Records Education Stakeholders (ARES) Forum was held and as a result the Records Management Association of Australasia and the Australian Society of Archivists have been working jointly on education issues. A peak body for the Humanities and Social Sciences has been established and the ASA is involved. Delegates are invited to visit the Australian stand at the congress where ASA is represented and to pick up information on the forthcoming publication, Keeping Archives 3.

**Italy**
The situation of dramatic funding cuts to Italian archives was outlined. Isabella Orefice called for associations to express support for their colleagues in Italian archives and invited delegates to take a copy of the special journal issue from ANAI that describes the current situation.

7. **Any other business**
There was no other business. The meeting closed at 4.40pm