ANNUAL REPORT

Section of Records Management and Archival Professional Associations – (ICA/SPA)

2005-2006

From Abu Dhabi to Curaçao...

0 – NAME OF THE SECTION

Section of Records Management and Archival Professional Associations – (ICA/SPA)

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1 - ADMINISTRATION

1.1 Steering Committee

The Section’s Steering Committee still has fifteen members. Peter R. Hermann, ARMA International’s representative and Charles Noordam, Koninklijke Vereniging van Archivarissen in Nederland’s representative have left the Committee to take up new professional positions. The names of their successor are as of yet not known. Gilles Lesage, the Bureau of Canadian Archivist’s representative has been replaced by Sweeney Shelley, since Spring 2006.

1.2 Members
During the course of 2005 a new association has joined our ranks: Burundi’s « Association des Bibliothécaires, Archivistes et Documentalistes » (ABADBU).

Unfortunately, and despite numerous reminders, a few associations failed to pay several years of membership fees, as a result they have been removed from the list of members.

As of the 27th July 2006, our section has 60 members.

1.3 Statutes and Regulations Review

After a first consultation during the Tokyo ICA Executive Committee, presidents of the sections have decided to discuss section’s status and regulations during the upcoming CITRA reunion in Curaçao.

1.4 Meetings

This year the SPA Steering Committee met twice: the first time in Abu Dhabi during the 2005 CITRA and the second time in 2006 in Warsaw, May 15 to 17. Our thanks goes to our hosts for their support and hospitality.

The next Steering Committee meetings will take place in May 2005 in Kyoto and in November 2007 in Québec.

The next annual meeting will take place during the 2006 CITRA in Curaçao.

2 - PROGRAM

2.1 Seminars and conferences

Co-organized by the State Archives of Poland, the Association of Polish Archivists and SPA, the VII European Conference on Archives took place in 2006 in Warsaw, May 15 to 17. Called “Archivist: Profession of the Future in Europe”, the conference was a great opportunity for the 500 participants to debate and exchange ideas about important issues concerning the future of the profession. The concerns of the professional associations have largely been taken into account.

We are now looking for partners interested in hosting the next European conference. It may take place in 2010.

2.2 Publications and communication

Web pages
The content of our web pages has been revised, the revision proposal has been presented in Abu Dhabi (November 2005). The new content still has to be translated in French and if
possible in Spanish. These revised documents should be available in the new version of the ICA website.

**Directory of professional associations**
This directory should eventually be available on the SPA web pages. For the time being it can be accessed at the following url:
During the past year, the directory was updated and small changes were made. Throughout the world, there are about 300 records management and archival associations.

**Public relations**
A new publicity document about SPA has been prepared. As of now, it is available in English, French and Spanish.

We are continuing our efforts to establish contacts with associations which aren’t members of SPA.

**2.3 Studies, actions and projects**

**Archival Solidarity**
The working group has been slightly modified: representative of Branches interested in the ongoing projects have joined the group. Trudy Peterson maintains contacts with the SPA Steering Committee. Work has been on-going throughout the year; however we have decided to concentrate our activities on three points for now: a database listing cooperation projects that we are aware of, web pages dedicated to the “Archival Solidarity” project and finally a list of institutions which may be able to financially support archival solidarity projects. Other modules will be added later on.

**Competencies**
The ongoing collaboration with SAE has been maintained. Competencies are an important point of the Warsaw European conference. Debates have shown how crucial it is for the professional community to work on this subject in order to increase the amount of available information and to obtain « competencies model ». This is not an easy task; we have been working on a draft definition and on ways to collect information relative to a list of competencies as well as different approaches to the subject. We are meeting with SAE representatives at the Curaçao CITRA to review the situation.

**Certification**
Many associations are interested in certification and accreditation. In collaboration with SAE, we have started collecting information about both subjects. We don’t know yet what form the final results will take, but eventually guidelines and existing certification and accreditation systems could be made available. A meeting with SAE representatives will also take place during the Curaçao CITRA.

**Ethics**
A working group has been constituted in Vienna. A work program and a survey form have also been prepared, they should be distributed during the following months.

**Promotional strategies for professional associations**
The text has been approved. It may also soon be translated in Spanish and in other languages. It will be published on the ICA website.

**Retention Schedule**
A retention schedule for SPA’s bureau documents has been created. It may also be of use to associations that do not have one yet. Several translations of the text are ongoing.

### 3 - SUGGESTIONS

#### 3.1 Difficulties and proposed solutions

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#### 3.2 Future projects

During the meeting in Warsaw we started discussions about SPA’s contribution to the next congress in Kuala Lumpur (2008).

We have also suggested several subjects that may be considered in the future (like « mentoring » for example).

An international conference entirely dedicated to professional associations might be organized during autumn 2007.

#### 3.3 Suggestions regarding ICA’s priorities and operations

Many of the points already mentioned last year are still currently valid

- Consolidate ICA’s financial situation
- Reinforce ICA’s secretariat
- Publish the new version of the web site
- Recruit new members
- Enhance communication and information dissemination
- Reinforce ICA’s representation in international organizations
- Expand archival solidarity
- Expand ICA’s disaster response capacity

#### 3.4 Projects and recommendations for the general assembly in 2006

- Create a new category of members paying only a reduced membership fee.
Didier Grange  
SPA President  

Genève, August 31, 2006