

Minutes

Meeting of the General Assembly of the ICA Section of Records Management and Professional Archival Associations held at the Kuala Lumpur International Conference Centre, 21 July 2008

Ian Wilson, the ICA President elect, addressed the meeting making particular reference to the importance of SPA. He also spoke about the need for the archival community to forge new alliances and to strengthen the connection between records, good governance and securing the rights and entitlements of citizens. Members were encouraged to provide input into the ICA strategic directions document that had been circulated before the Congress.

1. Adoption of the Agenda

The agenda as circulated was adopted by the meeting.

2. Adoption of the 2007 Delegates meeting minutes

Minutes from the 2007 Delegates meeting held in Quebec were adopted by the meeting.

3. Section's By-laws

The President reported that the draft changes to the Section's By-laws agreed to at the Delegates meeting held in Quebec had been sent to the ICA Secretariat to ensure conformity with the ICA Constitution.

4 New members

The meeting was advised that there were now 81 members of SPA (Category B members). Members with overdue fees and will be approach shortly and asked to pay their arrears.

5. Elections

Didier Grange, the retiring President, thanked the members of the 2004-2008 Steering Committee for their work and commitment to SPA and the associations which hosted the Spring planning meetings – Catalonia, Japan, Mexico and Poland; and hosts of the CITRA meetings, Abu Dhabi and Quebec.

Colleen McEwen, on behalf of the Steering Committee thanked Didier Grange for his leadership and dedication over the last 4 years.

The President reported on nominations received for the 2008-2012 Steering Committee to be confirmed by the annual meeting - 14 associations will continue their representation on the 2008-2012 Steering Committee, with Germany joining as a new association.

Ongoing members – Christine Martinez (France), Michal Henkin (Israel), Trudy Huskamp Peterson (USA/ SAA and Academy of Certified Archivists), Gabriela Salazar (Mexico), Colleen McEwen (Australia), Robert Nahuet (Canada), Waldemar Chorazyczewski (Poland), Joan I Raset (Spain/Catalunya), Berndt Fredriksson (Sweden), Fred van Kan (Netherlands). Four associations have new representatives – Isabella Orefice (Italy), Andrew Nicoll (UK/Ireland), Cristina Bianchi (Switzerland) and Kazuko Sasaki (Japan). Michael Diefenbacher is the new representative from Germany.

Christine Martinez was elected as President. Ms Martinez addressed the meeting about the importance of SPA in representing the profession and said that the French association is ready to support SPA and the ICA over the next four years.

6. Information

6.1 Web pages

The outgoing Secretary, Patricia Sleeman, and other members of the Steering Committee spoke about the difficulties SPA had been experiencing with the current ICA website. It was felt that problems stemmed from the overall design of the site making locating documents difficult. Members were invited to contribute their ideas and provide feedback based on their experience.

6.2 Newsletter

It was noted that the SPA Newsletter was a new initiative. The first edition was released in September 2007, and subsequent issues published in February and May 2008. It is produced in three languages – English, French and Spanish; distributed to all member associations and placed on the website.

6.3 Four yearly report

The President advised that his report for the period 2004-2008 was available on the website in French and English.

There was some discussion about SPA objectives for the next four years with efforts to increase membership numbers identified as an area that the Committee needed to focus on. Christine Martinez (incoming President) commented that there were regional gaps in the membership profile with few members in Asia, Africa and South America. Didier Grange (outgoing President) noted that fluctuations in numbers were normal as personnel and aims of member associations changed. Nancy Marrelli (Chair, Archival Solidarity) suggested that one approach to increasing membership might be to offer a mentoring arrangement with one association adopting another, including paying their fees for a few years.

7. Update on SPA projects

7.1 Review of ICA Code of Ethics

Following a resolution passed at the 2006 CITRA meeting to review the ICA Code of Ethics, Margaret Turner (UK), together with a small working group, undertook a survey on the usefulness and relevance of the document. A report with a number of recommendations was prepared following the survey and will be made available on the ICA website. The Steering Committee will consider the recommendations.

7.2 Archival Solidarity Project

Nancy Marrelli (Chair, Archival Solidarity Project) spoke to the meeting about the work of the Project. Established in 2005 it is directed by a Committee comprising of representatives from all over the world with Trudy Peterson the liaison person between the Project and the Section.

The Project maintains a database of international outreach projects and those present were asked to make sure those initiatives they knew about were included. There is a separate website for the Project where the database can be accessed along with key documents to support outreach activities. Two documents have recently been prepared: one on 'How to approach a potential donor government in Europe – Some Basic Steps', and the other a contact list of European funding bodies. Both are available on the Archival Solidarity website.

The Project is commencing work on developing support networks through 'twinning' and 'peer to peer' matching with the aim of joining people/partners with mentors/projects. Member associations interested in becoming involved with this initiative were urged to contact Nancy.

7.3 Competencies

A resolution at the 2006 European Conference held in Warsaw directed the development of a set of European competencies. A Working Group has been established to develop a methodology and case studies to assist institutions to develop their own competency model. It was noted that a report on the first stage of this project, a review of existing competencies frameworks, is located on the ICA website.

7.4 Guidelines and Model retention schedule for associations

Colleen McEwen (Australia) advised the meeting about a recent SPA Steering Committee project to develop guidelines for associations on how to develop a retention schedule, including a model schedule. Following the functional methodology of AS 15489 the schedule sets out key functions carried out by an association. The introduction lists 15 steps that any association is advised to follow when adjusting the schedule for their own use. The guidelines are currently available in English on the website and there are plans to have it translated into other languages.

7.5 Universal Declaration on Archives

Following a resolution at the Quebec CITRA meeting in 2007 directing SPA to develop a Universal Declaration on Archives, along the lines of the Quebec Declaration on Archives, a Working Party was established to carry out this work. A draft developed by the Working Party and the SPA Steering Committee was circulated to member associations in July, with comments requested by 1 September. All member associations were encouraged to forward their feedback by the due date. The draft will be submitted to the Executive Board meeting in October.

7.6 Mentoring guidelines

Berndt Frederiksson (Sweden) spoke about the challenges of generational renewal for associations where membership is aging and the need to provide the younger generation with support and encouragement to take on leadership roles. One response would be for associations to set up a mentoring program and the SPA Steering Committee is currently working on developing a set of guidelines to assist in establishing such a program. An information paper has been developed gathering details of programs already in existence and the next stage will be to write the guidelines.

7.7 History of SPA

Didier Grange reported that he was working on a short history which he expected to complete in September/October. He also advised that he was writing a book on associations.

7.8 Archives days/weeks/months

Shelley Sweeney (Canada) reported that while she was on SPA she undertook a survey to establish how archives and associations use special archives days/weeks and months to celebrate and promote archives to the community and to key decision-makers. A list of these celebrations around the world is now on the ICA website.

7.9 Survey of member associations

Chiyoko Ogawa (Japan) spoke to the meeting about the seminar the Japanese association had hosted when the Steering Committee met in Kyoto in 2007. On this occasion each SPA Committee member spoke about their association and the papers from this seminar have been produced in a booklet which is available from the ICA Booth. A subsequent project was the development of a survey of associations which would provide the Steering Committee with valuable member information. Chiyoko Ogawa has been working on this project and encouraged members to complete the form when it is distribution and return it to Fred van Kan. Ms Ogawa hoped that the survey would be repeated every four years.

8. Revision of Category B membership fees

The meeting was informed about the SPA's proposal to change the fee structure of Category B members that will be raised at the General Assembly. The proposal is based on the income of an

association and the possibility of some associations contributing services to SPA in lieu of fees. It is hoped that the proposal will be adopted at CITRA in November 2009 and implemented in 2010. It was noted that further work was needed to support the proposal in defining the kind of services an association could offer.

9. Address to meeting by incoming General Secretary

David Leitch, the ICA Deputy General Secretary, who will take over the role of General Secretary at the General Assembly, addressed the meeting. Key points:

- He is keen to see the ICA perform well with improved communications and an increase in membership.
- The strategic directions document will be important in giving the organisation direction and focus and all present were encouraged to become involved in achieving the goals articulated in the document.
- He commented that the website had been improving and following a review undertaken by the Audit Committee there were plans to improve its administrative framework.
- He would like to see an increase in Category D numbers and invited people to become individual members of the ICA.

At the end of his address he answered questions from the floor. Topics raised:

- With regard to plans to increase numbers of individual members it was noted that Category D members received little for their membership; they don't fit into the overall structure particularly well, they cannot vote and there is no mechanism to support communications with other Category D members.
- While proposed improvements to the website were welcomed, particularly its administration, and the commitment to become more inclusive in listening to members and responding to feedback, concerns were expressed about its design, e.g. difficulties in finding documents in the Resource Centre.
- With regard to the Strategic Directions document, a question was asked about its progress. It was reported that following discussions in Malmo the document had been revised and would be presented to the General Assembly and after that move to the implementation stage.

10. Conference Participation

10.1 ICA Congress, Kuala Lumpur

It was noted that the following SPA sponsored sessions would be conducted at the KL Congress:

- *Role of the Professional Association in the ICA and in International Cooperation* (Chair: Christine Martinez. Speakers: Didier Grange, Eugenio Busto, Joan Boadas I Raset, Henri Zuber, Mariela Alvarez Rodriguez)

- *Special Delivery: Getting the key messages about archives to our audience* (Chair: Christine Martinez. Speakers: Shelly Sweeney, Maggie Shapley, Yusuf Mahfuzah)
- *Archival Solidarity: An interactive discussion on what is happening with international archival outreach projects?* (Chair: Nancy Marrelli)

10.2 European Conference 2010

The next European Conference will be held in Geneva in April 2010. SPA will be involved in the organisation of this event.

10.3 2nd International Conference on Associations 2011

Following the success of the 1st International Conference on Associations conducted in Madrid in 2007, it is proposed to conduct a 2nd Conference in 2011. Patricia Sleeman (UK/Ireland representative) has proposed that it be conducted in conjunction with the annual Society of Archivist Conference. This issue will be taken up by Andrew Nicoll, the new UK/Ireland SPA Steering Committee representative.

11. Other matters

SPA Committee Member Trudy Peterson (USA) spoke about the glossary of ICA terms she had developed and the ICA booth at the Congress where copies of SPA reports and guidelines are available.

12. Next Annual Delegates meeting

The next Delegates meeting will be held at the Malta CITRA meeting in November 2009.