ANNUAL REPORT 2010/2011

0 Name of Section
Section of Professional Associations

1. Administration

1.1 Membership changes
The Section has 67 current financial members. Five new members have joined the Section since Oslo:

- The Korea Association of Archives Management (KAAM) (Korea)
- Refebad – Reseau des Femmes Bibliothecaires Archivistes (Senegal)
- Association of Archivists and Librarians in Greece (Greece)
- Associatioun vun de letzebuerger Bibliothekaren, Archivisten an Dokumentalisten (Luxembourg)
- Asociacion de Archiveros de la Comunidad de Madrid (Spain)

The Committee has worked to identify and contact new members and is encouraging several associations to take advantage of the services in lieu of fees option. Interest in taking up this option has been slow and the Steering Committee plans to review the approach at their 2012 spring planning meeting.

1.2 Steering Committee meetings
The SPA Steering Committee has met twice during the reporting period: first in Oslo during the 2010 CITRA meeting on 13 September 2010 and then in Haifa for its annual planning meeting held from 21 to 23 March 2011, hosted by the Israel Archives and Information Association.

1.3 Steering Committee changes
Claude Roberto took over the role of SPA Newsletter Editor from Colleen McEwen from the June 2011 edition.
Membership of the Association of Polish Archivists has lapsed due to the non attendance of their representative, Waldemar Chorazyczewski, at the required number of meetings set out in the SPA Articles.

2. Programme

2.1 Seminars and conferences

2\textsuperscript{nd} SPA World Conference

The Second SPA World Conference of Archives Associations was held in Edinburgh between 31 August and 2 September. The event was hosted by the Archives and Records Association (UK and Ireland) and was a separate stream at their annual conference. During the conference SPA celebrated its 35\textsuperscript{th} anniversary.

The program included sessions on –
- The Universal Declaration on Archives
- Developing a competency model
- Managing associations in financial hard times
- Government and archives politics
- Merging records and archives associations; merging archives and libraries
- SPA – past and future.

The average number of participants per session was 30.

An Association Fair was also held where 12 associations displayed and promoted publications and other products they had developed.

- \textit{Meets ICA Strategic Objectives 1 and 4.}

2014 European Conference

The Steering Committee has made a commitment to provide non financial support for the 2014 European Conference to be held in Girona. This will include membership on the Scientific Committee and the Organising Committee, contributing papers and chairing sessions.

- \textit{Meets ICA Strategic Objectives 1 and 4.}

2.2 Publications and Communications

SPA Newsletter

During 2010/2011 SPA produced two regular Newsletters (in December 2010 and June 2011) and a special Newsletter (April 2011) publicising the 2\textsuperscript{nd} SPA World Conference. The Newsletter is published in three languages – English, French and Spanish and distributed by email to those members who have an email contact and by mail to those who do not. The Newsletter is an important means of communication with members and content includes updates on new SPA guidelines, details about forthcoming events and a section dedicated to publicising information on the activities of member associations.

- \textit{Meets ICA Strategic Objective 4}
SPA Section on the ICA website
SPA regularly updates information on the Section pages on the ICA website providing members with ready access to guidelines and information about SPA projects as well as governance documents.
► Meets ICA Strategic Objective 4 and 5.

2.3 Projects/completed /underway

SPA Manual
This has been a major project undertaken by the Steering Committee over the last two years. The Manual brings together in one downloadable document 11 guidelines developed by the Section to assist associations manage and improve their administration, services and products. Individual documents are still accessible from the SPA website if an association wishes to access just one of the guidelines. The Manual is available in English, French and Spanish and involved translating a significant number of guidelines by French and Spanish speakers on the Steering Committee and through the employment of translators financed by the Association des archivistes français (AAF) and the SNCF. The Manual was launched at the Edinburgh conference.
► Meets ICA Strategic Objectives 1, 3 and 4.

Competency Manual
Since 2009 the SPA/EURBICA Working Group has been developing a Competency Manual and the Steering Committee thanks the authors for their work. The SPA Steering Committee has reviewed its position in relation to this Project and considered that as it is PCOM funded it should now be considered an ICA project, with both ownership and responsibility resting with the ICA. As was confirmed during the Conference in Edinburgh, SPA will encourage associations to provide feedback to the Working Group.
► Meets ICA Strategic Objectives 1 and 4.

Universal Declaration on Archives
After its adoption at the CITRA Oslo AGM in October 2010 SPA undertook to assist associations promote the document and in the December 2010 SPA Newsletter presented a number of suggested strategies that could be undertaken. With financial assistance from the Archives and Records Association (UK and Ireland) updated versions of the UDA were printed in English, French and Spanish for distribution at the Edinburgh conference. Also financed was the creation of a template, which associations and any other organisation that develops an approved translation of the UDA can use to print the poster in their own language.
► Meets ICA Strategic Objectives 1 and 4.

New guidelines
Work has progressed this year on developing a guideline to assist associations develop a newsletter and a guideline on establishing an awards program.
► Meets ICA Strategic Objectives 1 and 4.
Developing strategies for associations to share information
The Steering Committee has been considering ways to facilitate the interaction between member associations including the possibility of developing a blog or a specific listserv for this purpose. There are plans to raise the matter with the new ICA Communication Officer.

► Meets ICA Strategic Objective 4.

2.4 Other Activities
Archival Solidarity Project
The work of the Archival Solidarity Project, which aims to coordinate efforts of the international community to carry out foreign assisted projects to help developing archival communities, has continued in 2010/2011. The project leader is Nancy Marrelli who retired from her position at Concordia University in 2011 but still continues with professional activities holding the position of Archivist Emeritus. The database of projects continues to be hosted by the University. A domain name for ‘Archival Solidarity’ has been registered. The possibility of hosting the database on the ICA website will be raised with the new ICA Communications Officer.

► Meets ICA Strategic Objective 4.

2.5 Did you use your allocation from the section budget this year?
The section budget was mainly used for the Second SPA World Conference.

2.6 Did you apply for PCOM funding this year?
No PCOM funding was applied for this year as the major project, the development of the SPA Manual, received financial support from the Association des archivistes français (AAF) and the SNCF.

3. Planned initiatives which did not take place
All planned activities were either completed or continued to be worked on.

4. Overall assessment of activities during 2011
2011 has been a productive year for SPA in supporting the activities of its member associations. The 2nd SPA World Conference of Professional Associations provided a forum for members to meet and discuss issues and common concerns and share experiences. The SPA Manual provides associations with a single downloadable document comprising of 11 guidelines that will assist members manage their organisations, undertake promotion and advocacy activities and improve services to members.

5. Future plans
Forward planning discussions were held at the 2011 SPA Steering Committee where a number of possible future activities were identified including developing a statement of responsibilities for archivists, along similar lines to the UN statement of
responsibilities for lawyers, and developing guidelines to assist associations develop position papers on particular archival issues impacting on the profession and community.