

# ANNUAL REPORT

## Section of Records Management and Archival Professional Associations (SPA)

2008/2009

### **0 Name of Section**

Section of Records Management and Archival Professional Associations (SPA)

Authors Joint Secretaries: Colleen McEwen [tcmcewen@gmail.com](mailto:tcmcewen@gmail.com) and Andrew Nicoll [andrew.nicoll@scottishcatholicarchives.org.uk](mailto:andrew.nicoll@scottishcatholicarchives.org.uk)

### **1. Administration**

#### **1.1 Membership changes**

The Section has 87 members. The following new members joined during the last 12 months:

- PRISM International Inc (USA)
- Association pour la Sauvegarde et la Promotion des Bibliothèques, Archives et Documentation (ASPROBAD) (Chad)
- Latvian Society of Archivists (Latvia)
- Coordinadora de Asociaciones de Archiveros (CAA) (Spain)
- Alexander Langer Foundation (Italy)
- Asociación Uruguaya de Archivólogos (Uruguay)
- Landslaget for Lokal – OG Privatarkiv (LLP) (Norway)
- Conferencia de Archiveros de las Universidades Españolas (CAU/CRUE) (Spain)
- Association des Archivistes du Québec Inc (Canada)

#### **1.2 Management changes**

The following representatives from SPA member associations form the current Steering Committee:

*President* – Henri Zuber (Association des Archivistes Français)

*Vice President* – Fred van Kan (Koninklijke Vereniging van Archivarissen in Nederland)

*Joint Secretaries* – Andrew Nicoll (Society of Archivists, United Kingdom and Ireland) and Colleen McEwen (Australian Society of Archivists)

*Members* – Joan Boadas i Raset (Associació d'Arxivers de Catalunya)  
Isabella Orefice (Associazione Nazionale Archivistica Italiana)  
Berndt Fredriksson (Swedish Association of Archivists)  
Michal Henkin (Israel Archives Association)  
Trudy Huskamp Peterson (Academy of Certified Archivists & Society of American Archivists)

Robert Nahuet (Bureau of Canadian Archivists)  
Laura Gabriela Salazar (Sociedad para el Desarrollo Científico de la Archivística)  
Kazuko Sasaki (The Japanese Society of Archive Institutions)  
Cristina Bianchi (Association des Archivistes Suisses)  
Michael Diefenbacher (Verband deutscher Archivarinnen und Archivare)  
Waldemar Chorazyczewski (Association of Polish Archivists)

Christine Martinez, who took over the role of President at Kuala Lumpur, resigned following her appointment to the ICA Secretariat as Executive Director for Programmes. Henri Zuber was elected the new President at the SPA Steering Committee meeting held in Stockholm in March/April 2009.

Also in Stockholm a decision was made to create a joint secretaries position shared by Andrew Nicoll and Colleen McEwen.

### **1.3 Steering Committee Meetings**

The Steering Committee has met twice: first at Kuala Lumpur during the 2008 Congress and then in Stockholm for its annual planning meeting held between 30 March and 2 April as guests of the Association Arkivrådet AAS.

## **2. Programme**

### **2.1 Seminars and conferences**

#### *International Forum on Archives and Human Rights*

The first International Forum on Archives and Human rights was held in Mexico on 9 to 11 December 2008. It was organised by the Mexican Association for the Scientific Development of Archival Science and the Mexico Section of Archives without Boundaries, and supported by the Commission of Human Rights of the Mexican Senate, the Legislative Assembly of the Federal District of Mexico, and SPA. The Forum was attended by 180 delegates. Guest speakers came from South Africa, The Netherlands, France and the United States.

#### *Planning for future conferences*

SPA is actively supporting three future conferences:

- The 8<sup>th</sup> European Conference will take place in Geneva from 28 to 30 April 2010. The Conference is being co-organised by the Swiss Federal Archives, EURBICA and SPA.
- In August 2010 the Dutch and Belgium archives associations will host a conference with the theme *Archives and Good Governance*, covering such topics as transnational archives, human rights and freedom of information legislation. The conference celebrates the 100th anniversary of the first international congress on archives and its focus on human rights will continue exploring the themes of

the Mexico 2008 conference. SPA is supporting the organisation of the conference.

- The 2nd SPA International Conference of Associations will be held in 2011 in Edinburgh hosted by the Society of Archivists, United Kingdom and Ireland. The first Conference was held in Madrid in 2007. The 2011 event will directly follow the Society's annual conference, to which member associations will also be invited.

► Meets ICA Strategic Objectives 1, 3 and 4.

## **2.2 Publications and communications**

### *SPA Newsletter*

In the last 12 months SPA has produced and distributed two newsletters. The newsletter has become an important means of communication for the Section. It 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. A PDF template was developed which has enhanced the look and feel of the publication. Each edition includes updates on SPA activities, information on new guidelines and a feature article on a member association.

► Meets ICA Strategic Objectives 4 and 5.

### *SPA Section pages on the ICA website*

The Section continues to use the ICA website to disseminate copies of its minutes, guidelines and promotional material.

► Meets ICA Strategic Objectives 4 and 5.

### *Promotion Brochure*

This year a promotional brochure was produced in PDF format, in English and Spanish and placed on the ICA website at <http://www.ica.org/en/node/39348>. The brochure sets out advantages for associations in becoming affiliated with SPA and the Committee will use it in campaigns to attract new members.

► Meets ICA Strategic Objectives 1 and 4.

## **2.3 Projects**

The following projects have been completed in the current reporting year.

### *New guidelines and resources*

The following new guidelines developed by the SPA Steering Committee to assist associations have been completed in the last 12 months and are available on the ICA/SPA website:

- *Guidelines on establishing a mentoring program*  
<http://www.ica.org/en/node/39326>

- *Guidelines on conducting an election* <http://www.ica.org/en/node/39324>
- *Records management guidelines for associations* <http://www.ica.org/en/node/39322> . These guidelines are a companion document to the Retention Schedule for associations developed last year by SPA.

Other resources developed this reporting year include:

- A list of publications produced by SPA member associations.
- A history of SPA prepared by the past SPA President, Didier Grange.

► Meets ICA Strategic Objectives 3 and 4.

#### *Review of fees structure*

The ICA Management Committee agreed to pilot a new fee system for Category B members proposed by SPA. Based on annual budgets rather than membership numbers, the new system allows for the possibility of associations with an income of less than 2000 Euros to either pay 50 Euros, or make a non financial contribution by providing a service to the profession. At its planning meeting held in Stockholm earlier this year, the SPA Steering Committee endorsed a set of guidelines for implementing the new system including a list of services that could be accepted in lieu of paying fees.

► Meets ICA Strategic Objectives 4 and 5.

The following projects are in progress.

#### *Universal Declaration on Archives*

The 2007 CITRA Annual General Meeting held in Quebec, directed SPA to prepare a Universal Declaration on Archives (UDA). The Quebec Declaration on Archives, developed by the Association des archivists du Quebec and eight other groups of records managers and archivists, was cited as a model.

SPA established a Working Group, consisting of Diane Baillargeon and Denys Chouinard from Canada, Abdel Kader B Kpadonou from Benin, Kim Eberhard and Colleen McEwen from Australia. Didier Grange, the 2004-08 President of SPA from Switzerland, was part of the Group from 2007 until the 2008 Congress. Colleen McEwen, the Australian representative on the SPA Steering Committee, acted as Working Group coordinator.

A draft, developed by the Working Group, was revised by the SPA Steering Committee and circulated to SPA member associations last year for comment; delegates at the Kuala Lumpur Congress also received copies. The document was approved at the ICA Executive Board meeting held in Vienna in October 2008. SPA was asked by the Board to develop a promotion program for presentation in Malta. Early in 2009 a PCOM application was approved for funds to produce a UDA brochure/poster.

- ▶ Meets ICA Strategic Objectives 1.

#### *Competencies Project*

A resolution at the 2006 European Conference held in Warsaw encouraged EURBICA and SPA to carry out a feasibility study for a project to develop a European competency framework for the archival profession. As an initial step a report was prepared listing references to all known competency frameworks that had been developed around the world. A Working Group was formed in 2008 and met for the first time in Kuala Lumpur and again in Paris in June 2009. Members of the group are - Caroline Brown (Scotland), Patricia Whatley (Scotland), Josep Conejo Mounted (AAC), Carmen Cuevas Blanco (Spain, Ministry of Culture), Berndt Frederikson (Sweden – SPA Steering Committee member), Thijs Laeven (Netherlands), Agnes Dejob (France), Jari Lybeck (Finland) and Christine Martinez (France – Working Group Coordinator).

The project is now focusing on establishing a methodology for developing a European competency model which can be used as a basis by professional associations and archival institutions to develop their own competency set. The methodology will be presented in a manual with chapters covering professional and competency profiles, competency assessment, communicating competencies and reviewing competencies. There will also be a list of resources.

- ▶ Meets ICA Strategic Objectives 1 and 3.

#### *SPA Survey*

SPA is currently undertaking a survey of member associations. The aim of the survey is to develop a membership profile, to seek feedback on the work carried out by SPA and to obtain guidance on useful projects that SPA could undertake. The survey was distributed to all Category B members in January 2009 and a reminder sent in September. Returns received to date indicate that associations would like SPA to focus on facilitating international contacts and exchanges, to continue hosting and supporting international conferences and provide implementation advice on applying SPA guidelines. Responses received to date to questions regarding the Archival Solidity Project indicate that the initiative is well known. A full report will be presented by the end of 2009.

- ▶ Meets ICA Strategic Objectives 4 and 5.

#### *Development of a SPA Manual*

The SPA Steering Committee has worked steadily over several years to produce guidelines to assist associations manage and improve their administration and the services and products they provide to their members. All of these documents are currently on the ICA Resources Centre. To increase their visibility and usefulness the Steering Committee is undertaking a project to present the publications in a virtual manual available on the ICA website, providing paper copies to those associations unable to access the web. All of the documents are currently available in English and the Committee aims to organize French and Spanish translations.

The manual will consist of the following guidelines:

- Organising a conference
- Organising regional meetings
- Organising elections
- Lobbying and public campaigns
- Advocacy and promotion strategies
- Mentoring guidelines
- Methodologies for developing a set of competency guidelines (in development)
- Records management guidelines for associations
- Retention schedule for associations

Annexes:

- Archival Solidarity
- Code of Ethics
- Universal Declaration
- How to write a grant proposal
- List of Category B association publications.

► Meets ICA Strategic Objectives 1, 3 and 4.

*Guidelines/resources for associations*

The following projects have currently being developed by the Steering Committee:

- A World Wide Open House policy for traveling archivists
- Guidelines for developing training programs
- Guidelines for organizing ‘Archives Day’ celebrations
- Guidelines to assist associations share information.

► Meets ICA Strategic Objectives 1, 3 and 4.

*Archival Solidarity Project*

The work of the Archival Solidarity Project, which aims to coordinate efforts of the international community to carry out foreign assistance projects to help developing archival communities in crisis, has continued in 2008/09. New entries on a database of current and recent international outreach archival and records management projects were encouraged and the database continues to be updated. In 2008 a new database was created to collect information about funding agencies that might be appropriate sources for supporting international archival outreach projects. Populating the database has begun and there are plans underway to greatly increase the entries over the next year. The Projects Database is available at <http://archives3.concordia.ca/solidarity/projects.html>, the Funding Database at [http://archives3.concordia.ca/solidarity/as\\_projects/as\\_projects.php](http://archives3.concordia.ca/solidarity/as_projects/as_projects.php).

► Meets ICA Strategic Objectives 1, 3 and 4.

*Code of Ethics Project*

The Steering Committee is currently considering how to respond to the recommendations made by the Working Group, lead by Margaret Turner, that undertook a review of general awareness and usefulness of the ICA Code of Ethics in 2007/08.

- ▶ Meets ICA Strategic Objectives 1.