0 Name of Section
Section of Professional Associations (SPA)

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1. Administration

1.1 Change of Section Name
The Management Commission approved a name change for the Section from the Section of Records Management and Archival Professional Associations to the Section of Professional Associations at their May meeting held in Seoul.

1.2 Membership changes
The Section has 72 members. There has been two new Category B members since Malta – the Bundeskonferenz der Kirchlichen Archive in Deutschland and the Archival Association of Bosnia and Herzegovina.

1.3 Steering Committee changes
Bernard Post joined the SPA Steering Committee replacing Michael Diefenbacher as the representative of the Verband deutscher Archivarinne und Archivare.

1.4 Steering Committee Meetings
The Steering Committee has met twice during the reporting period: first in Malta during the 2009 CITRA meeting and then in Pully, Switzerland for its annual planning meeting held on 25 and 26 April 2010, hosted by the Association of Swiss Archivists and the City of Pully.

1.5 Guidelines for managing SPA projects
During 2009/10 guidelines have been developed to assist Steering Committee members manage SPA projects. The guidelines set out steps for preparing a project proposal, developing a project plan, obtaining funding, reporting on the progress of the project, publishing and promoting outcomes and winding up the project. The guidelines have been included in the Steering Committee Members’ Handbook.
2. Programme

2.1 Seminars and conferences
- The 8th European Conference took place in Geneva from 28 to 30 April 2010 with the theme *Digital Archiving*. The Conference was co-organised by the Swiss Federal Archives, EURBICA and SPA. SPA provided financial support to the Conference and the SPA President, Henri Zuber, and Steering Committee Member, Christine Bianchi, were members of the Scientific Committee. A number of Steering Committee members chaired Conference sessions.

- In August 2010 the Dutch and Belgium archives associations will host a conference in The Hague, with the theme *Archives without Borders*. The Congress will focus on the importance of archives for good governance in an international context. Sessions will be organised around four themes – archival solidarity; human rights and archives; cross border archives, and archives and national identity. SPA supported the organisation of the conference during 2009/10 by providing translation assistance. Two Steering Committee members, Gabriela Salazar and Trudy Huskamp Peterson will be keynote speakers.

- Following the success of the first SPA Conference held in Madrid in 2007, the 2nd SPA International Conference of Associations will be held in 2011 in Edinburgh hosted by the Archives and Records Association (ARA) of the UK and Ireland. The Conference will be conducted as a separate stream to the ARA Conference and a program has been developed by the Steering Committee.

  ► Meets ICA Strategic Objectives 1, 3 and 4.

2.2 Publications and communications

*SPA Newsletter*
During 2009/10 SPA produced two Newsletters. 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 for the Section and includes updates on SPA activities, information on new guidelines and news about member associations. In an effort to publicise SPA the Newsletter is now sent to member association editors inviting them to include information on Section activities in their publications. To encourage new Section membership the Newsletter is also sent to associations who are not SPA members with the aim of encouraging them to join.

  ► Meets ICA Strategic Objectives 4.

*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. During 2009/10 the Joint Secretaries have worked
closely with the coordinator of the new ICA website supplying content. There are plans to use the site’s Wiki to facilitate communication between Steering Committee members.

► Meets ICA Strategic Objectives 4 and 5.

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

New guideline
During 2009/10 a Guideline on Organising Training Workshops was produced to assist member associations plan activities that will ensure the organisation of a successful training event. The new guidelines are available on the website.

► Meets ICA Strategic Objectives 3 and 4.

Updating the SPA paper on Archives days, weeks and month celebrations
The SPA report identifying archives days, weeks and month celebrations around the world has been updated and placed on the website.

► Meets ICA Strategic Objectives 1 and 4.

SPA Survey
SPA undertook a survey of member associations with the aim of developing a membership profile; seeking feedback on work carried out by SPA and obtaining guidance on useful projects that SPA could undertake. Twenty members responded. Results were presented to the SPA Spring Planning Meeting in April 2009 and will guide future activities of the Section.

► Meets ICA Strategic Objectives 4.

The following projects are in progress.

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 Whately (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). A draft was presented to the SPA Steering Committee and comments provided back to the Working Group.

► Meets ICA Strategic Objectives 1 and 3.

Development of a SPA Manual
In 2008/09 the SPA Steering Committee started a project to develop a virtual manual, accessible via the ICA website, of all the guidelines produced to assist member associations manage and improve their administration, services and products provided to their members. All guidelines are currently available in English and work in 2009/10 has focused on developing French and Spanish translations. Translations are being carried out by Steering Committee members, members of SPA associations’, and by translators funded by the Association de Archivistes Francais.

► Meets ICA Strategic Objectives 1, 3 and 4.

Guidelines on producing an association newsletter
Guidelines are currently being developed to assist associations develop an association newsletter. Assistance is being provided by the editors of the Archives and Records Association of the UK and Ireland monthly magazine.

► Meets ICA Strategic Objectives 3 and 4.

ICA services in lieu of fees pilot
In order to assist associations from developing countries become Category B members SPA proposed the introduction of an alternate fees system whereby services could be provided in lieu of membership fees. The proposal was accepted by the Executive Board and is currently being piloted with several associations expressing interest.

► Meets ICA Strategic Objectives 4 and 5.

Support information sharing between SPA member associations
The Steering Committee is exploring new ways to facilitate information sharing between Category B members including developing a Facebook page, introducing a SPA listserv and developing a network linking the international committees of member associations.

► Meets ICA Strategic Objectives 4.

Universal Declaration on Archives
The draft Universal Declaration on Archives was presented to the CITRA Malta AGM for endorsement. The meeting adopted the document in principle and it was referred to
the Executive Board for further consultation and review. When the document receives final approval of the ICA membership SPA will take on the role of assisting associations with promotion activities.

► Meets ICA Strategic Objectives 1 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 assisted projects to help developing archival communities has continued in 2009/10. PCOM funding was received in early 2010 to increase the number of entries on the funding database and a student employed to identify funding sources from the Directory of Development Organisations. This work is being carried out at Concordia University under the guidance of Project Director Nancy Marrelli. The Projects Database is available at [http://archives3.concordia.ca/solidarity/projects.html](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**
In 2009/10 the Steering Committee identified a number of SPA activities to promote the ICA Code of Ethics. These included presenting case studies in the SPA Newsletter and presenting papers on the topic at the SPA meeting at the Oslo CITRA and at the 2nd SPA Conference in 2011. Work is continuing to identify further strategies.

► Meets ICA Strategic Objectives 1 and 3.