



FAN priorities and action plan 2018

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This action plan sets out the priorities and actions the Forum of National Archivists aims to deliver in 2018-19. It is arranged in order of the three key areas of focus: **Administration, Activity and Advocacy**, which were agreed at the FAN Reboot meeting at the ALA-ICA Conference in Mexico City, 2017. FAN Members will be asked for their views on progress in December 2018.

Administration: ways to improve the governance, efficiency and communications approaches of FAN

Priority	Action	How	Timescale	Lead	Stakeholders
Digital readiness	Develop and implement ways for FAN to operate and facilitate / action priorities online	FAN website	Jan to Mar	TNA UK, ICA	TNA UK, ICA, FAN
	Explore FAN's role as facilitators of exchange, advice and information on key issues through new online mechanisms and/or roundtable discussions	FAN website	Apr to Nov	TNA UK, ICA	TNA UK, ICA, FAN
FAN Reboot	Discuss ways to improve connections and value add between FAN and ICA regional branches	PCOM / EB / FAN meeting, Paris	Apr to Nov	Interim FAN President	ICA, FAN Steering Committee
	Put forward proposals re: governance of FAN Steering Committee, constitutional changes and a democratic model for electing FAN President and Officials – ready to be ratified in time for ICA Yaoundé 2018	PCOM / EB / FAN meeting, Paris	Apr to Nov	Interim FAN President	ICA, FAN Steering Committee
	Discuss future FAN meetings as part of ICA annual conference programme	PCOM / EB / FAN meeting, Paris	Apr to Nov	Interim FAN President	ICA, FAN Steering Committee

Priority	Action	How	Timescale	Lead	Stakeholders
	FAN Bureau / Steering Committee and Reboot meetings to be added to main ICA annual conference programme	PCOM / EB / FAN meeting, Paris	Apr to Nov	ICA Secretariat / TNA UK	ICA, FAN members, TNA UK

Activity: priority areas in which FAN ought to make an active contribution

Priority	Action	How	Timescale	Lead	Stakeholders
Digital readiness	Publish and share a suite of digital resources in collaboration with other national archives via a new digital resources section, translated into official ICA languages	FAN website	Jan to Mar	TNA UK, ICA	FAN, ICA
	Make 'housekeeping' improvements to FAN website	FAN website	Jan to Mar	TNA UK, ICA	FAN, ICA
	Explore ways to improve how FAN Members update contact details, and to add a second named contact for better skills and knowledge exchange	FAN website	Jan to Mar	TNA UK, ICA	FAN, ICA
	Explore creating a FAN Skills directory: including categories for easy searching/reference – that is password protected	FAN website	April to Nov	TNA UK, ICA	FAN, ICA
	Discuss the potential of a digital symposium hosted by TNA UK	TNA UK	April to Nov 2018	TNA UK, ICA	FAN, ICA
Communications and engagement	Explore a FAN Comms Steering Group – to comprise expert volunteers from other national archives or institutions	PCOM / EB / FAN meeting, Paris	Apr to Nov	TNA UK	FAN, ICA

Advocacy: how FAN can work better to advocate on behalf of national archives within and outside ICA

Priority	Action	How	Timescale	Lead member	Stakeholders
FAN Reboot	Discuss how FAN can make active contributions in tackling other issues common to national archivists i.e. legislative issues, influencing government, physical infrastructures	PCOM / EB / FAN meeting, Paris	April to Nov	TNA UK, ICA	FAN, ICA
	Discuss the principle of 'advocacy' both internally within the ICA and externally with governments – including legislative matters, bodies such as UNESCO	PCOM / EB / FAN meeting, Paris; ICA Yaoundé	April to Nov	TNA UK, ICA	FAN, ICA
	Take forward FAN recommendation re: development of a programme of work, to be drawn up in conjunction with the expert group on advocacy (AEG)	PCOM / EB / FAN meeting, Paris; ICA Yaoundé	April to Nov	TNA UK, ICA	FAN, ICA
	Prepare a draft FAN statement of support for developing the Safe Havens work, in a similar way to the HRWG options paper	FAN, ICA Yaoundé	April to Nov	ICA	FAN, ICA