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2019 was a busy year for the ICA. I’m pleased to say that the efforts have been worthwhile and we can look back over the last 12 months and see a strong record of innovation and achievements, that have delivered new capabilities resources and benefits for our members.

Under the leadership of PCOM, Expert Groups and Sections have taken on emerging and urgent issues around theft, trafficking, legal frameworks and human rights. ICA has responded to the devastating effects of natural disasters for the protection of documentary heritage, and has advocated for the proper recognition of Archives within national jurisdictions as well as in international fora such as WIPO.

Looking within the profession, ICA launched an on-line learning platform, providing cost-effective and readily accessible resources for development of records management and good governance skills. This initiative combined with other activities delivered in African nations as part of ICA’s continued commitment to the Africa Programme. ICA is also investing in the future with the continued growth of the New Professionals Programme, giving encouragement and invaluable experience to the next generation of leaders.

Our annual conference held in Adelaide in October was a great success – delivering a strong programme as well as a positive financial result. A very special outcome of the conference was the ‘Tandanya Adelaide Declaration’, produced by the newly formed ICA Expert Group on Indigenous Matters. The Declaration has set the agenda for all Archives that hold the recorded memory of Indigenous communities, to “re-imagine the meaning of archives as an engaging model of social memory; to embrace Indigenous worldviews and methods of creating, sharing and preserving valued knowledge.”

Supported by a hard-working team in the Secretariat, our Vice Presidents and Secretary General continue to review and strengthen ICA’s governance and management procedures. ICA has benefitted immensely from their prudent financial management, continuous improvement of systems, and oversight of the review of the 2012 Constitution. We are also very grateful for the extraordinary contributions made by ICA’s network of members and volunteers.

I am pleased to say that ICA has finished the year in good shape, serving its members well and with every prospect of further improvements for the year ahead.
Overview ICA Structure
Our Members

Build and develop an international professional network

The ICA would not exist without the diversity of its members. Today we are proud to be able to connect more than 1,800 professionals, individual members (Cat. D) or working for member institutions (Cat. A, B, C), in more than 170 countries and territories, on 5 continents.
Our Members

A network today with:

353
Central archive directorates or national archival institutions (Category A)

91
National or international professional associations (Category B)

761
Institutions concerned with the administration or preservation of records and archives or in archival training and education (Category C)

615
Individual members - Archivists or professionals in the archival sector (Category D)

Click here to check the highlights of the ICA AGA 2019

General Assembly, ICA Adelaide Conference. Adelaide, Australia. 22/10/2019
ICA By its members For Its Members

*ICA for its members, by its members,* that was the theme of the ICA strategic review, which has been carried out over 2019-2020. The goal of this strategic review was to try and make the process more inclusive of the ICA membership by gathering feedback via surveys, focus groups and interviews to create a strategy that was driven by member needs, rather than simply a top-down approach. A draft of the strategy will be presented to the Executive Board in 2020 with a finalised version for approval by the membership at the next ICA General Assembly.

We’ve received a huge amount of feedback from individuals, organisations, professional associations and national archives. All the contributions have been incredibly helpful and informative, and we were especially pleased with the 30% survey response rate. It may not seem like a lot but on average surveys only receive about a 15% response rate. The survey queried members about what they felt ICA did well, where it could improve and what it should stop doing and below are two figures that show the response rates by membership category and then by geographic region.

It was very encouraging to see such a representative sample of the membership engaging in the survey, it helped me, as Secretary General, and the members of the Secretariat better understand membership expectations and needs. We’ve tried to collate the responses we received from the different membership categories according to the three big questions we asked:

1. **What does ICA do well?**

2. **Where does ICA need to improve?**

3. **What should ICA stop doing?**
1. What does ICA do well?

- Networking, offering a space for information exchange
- Publications, standards and communications
- Advocacy and lobbying

2. Where does ICA need to improve?

- Become an organisation that is driven by member needs
- Be more transparent about decision-making processes, finances and selection of governance, committee members
- Make it easier to participate/volunteer in ICA, but also be clear about volunteer expectations

3. What should ICA stop doing?

- Stop trying to do and be everything
- Rethink annual conference format
- Rethink publications

“This was the section most members in the survey either did not answer or asked ICA to do more.”
ICA is a digital and diverse organisation that empowers archives and records professionals to sustain their relevance.

FAN Focus Group (April 2019)
Constitutional Review

As ICA has considered its strategic direction, it has also evaluated the constitution and whether this document in its current form was still capable of enabling the organisation’s operations. The Elected Officers and Secretary General prepared for Executive Board a discussion paper examining different parts of the constitution as well the structure of the Executive Board, which was presented during the Executive Board meeting in Adelaide, Australia (October 2019). The proposed constitutional changes were examined in greater detail during a workshop which brought together PCOM and Executive Board members along with former New Professionals. There were some proposals which have been accepted by Executive Board and workshop attendees and others which will be reviewed again during the Executive Board meetings.

After the London meetings, an Extraordinary General Assembly will be called for Abu Dhabi in 2021 where the membership will be able vote on the constitutional amendments. In the intervening period, ICA will welcome member feedback ahead of that meeting.

A much more detailed document will be shared with the membership explaining the proposed amendments. We look forward to hearing from ICA members.
This year was an active year for ICA on the copyright front with WIPO. ICA has been represented on WIPO committee SCCR advocating with partners such as IFLA and ICOM on the importance of exceptions for libraries, archives and museums. In 2019, WIPO commissioned a study to look at the question of archives and copyright and then engaged in regional consultations in Singapore, Kenya and Dominican Republic to examine copyright exceptions for Library, Archives and Museums (LAM) and Educational and Research Institutions. ICA was represented at each of the regional meetings to ensure that archival concerns and needs on copyright issues were taken into account. The organisation, thanks to the efforts of the WIPO ICA representative continues to ensure an ongoing presence at the bi-annual meetings. A special thanks to the members that represented us at WIPO international and regional events.

ICA at the IGF

In November 2019, ICA sent Maria Paula Garcia Mosquera (ICA Programme Officer) to represent the association at the Internet Governance Forum (IGF). The IGF was created by the World Summit on the Information Society (WSIS) and provides a platform for exchanging information as well as share good policies and practices related to the Internet and technologies.

It was important for ICA to be present (and to continue to be present) at this event to ensure that the preservation and sustainability of the internet remains a core consideration when looking at governance and stewardship of this medium. Next year’s meeting will take place in Katowice, Poland from 2-6 November 2020.
The ICA’s Professional Programme represents the combined efforts of ICA’s network of volunteers to meet the organisation’s fundamental aims and objectives. The programme is designed and managed to generate as many relevant products as possible, in accordance with ICA’s values of professional solidarity and international cooperation. At the heart of this endeavour is the Programme Commission (PCOM), which comprises senior professionals representing many cultural traditions and areas of expertise around the world.

PCOM currently is responsible for three themed programme activities: the Africa Programme, the New Professionals Programme, and the Training Programme, as well as the selection of projects (PCOM Projects) related to archival professional activities submitted to ICA by members or non-members.

For 2019, these programmes delivered the following outcomes based on the priorities set in the PCOM Strategic Plan 2018-2020.
ICA’s Africa Strategy, delivered by the Africa Programme, responds to calls from African members of the ICA asking for coordinated support to build capacity and resources for managing records through their lifecycle and in preserving archives for future generations. A key deliverable is the creation of a digital curation curriculum to support academics teaching digital archives and records management to new professionals. With respect to capacity building, one of the work streams is the development of a project to introduce this curriculum to mid-career archival and record-keeping educators in Africa.

In 2019, the ICA Africa Programme delivered two study schools with professionals and trainers from the anglophone and francophone archival communities in Africa. The first training session was hosted in Gaborone, Botswana in early August, and the second in Dakar, Senegal in late October.
The purpose of the study schools in both Botswana and Senegal was to introduce participants to new educational materials created by the ICA Africa Programme to support the development of digital records curation knowledge in new generations of archivists and records managers. The study schools focused on providing participants with up-to-date teaching resources for their digital record preservation courses, including a body of references and resources, a portfolio of lesson plans, teaching ideas, and strategies to facilitate practical exercises. In addition to expert advice from trainers on teaching techniques, and mentoring on their research agendas, participants shared their own expertise and developed a strong network of fellow archival educators.

The participants invited to the study school in Botswana came from universities in different anglophone countries in Africa, including Sierra Leone, Nigeria, Kenya, Namibia, South Africa, Eswatini, Tanzania, Zimbabwe, Botswana, and Zambia. For the francophone session in Dakar, participants came from universities and archival institutions from Tunisia, Cameroun, Democratic Republic of Congo, Senegal, and Ivory Coast. Participants in the schools are expected to deliver training to practicing archivists and records managers in their home countries, and institute new courses or revise their existing university courses on digital curation. Already, follow up from the Africa Programme team shows that workshops have been delivered in Sierra Leone and Kenya, that new university courses are being developed in Zambia and South Africa, and that a new course has been approved in Tanzania.

The study schools were possible thanks to the support of the Department of Library and Information Studies, Faculty of Humanities of the University of Botswana, and the School of Librarians, Archivists, and Documentalists (EBAD) of Dakar (Senegal).

“The training workshop is one of the best continuing development opportunities that has transformed my perspective as an information and records professional”. - Participants’ comment, Botswana study

Volunteer Team
James Lowry - Africa Programme Secretary
Alain Dubois - Facilitator Study School Senegal
Prof. Dr. Basma Makhlouf Shabou - Facilitator Study School Senegal

Collaborators
University of Botswana
Dr. Athulang Mutshewa
Prof. Nathan Mnjama

EBAD
Mustapha Mbengue
Moussa Samba
Mor Dieye

Supported by the ICA Training Officer, Margaret Crockett.
Professional Programmes

New Professionals Programme

The New Professionals Programme (NPP) aims to encourage future leaders in the archival profession to be active members of the ICA, as well as becoming committed professionals who will help to stimulate international engagement with professional communities in their own countries and around the world.

Specifically, the NPP identifies and designates an annual cohort of up to six ‘Active New Professionals’ and provides this team with support, advice and guidance throughout the year or so in which they are formally identified as active members of the Programme. This support includes providing bursary funding to support each of the six members to attend the ICA’s Annual Conference or Quadrennial Congress in the year in which they are considered Active NPs.

For 2019, the NPP call for applications received 52 applications from 25 countries, from which 42 were valid and were assessed by a group of PCOM members. The successful applicants for 2019 were:

- Forget Chaterera-Zambuko (Zimbabwe)
- Angela Kim Schilling, (Australia/Thailand)
- Laura Ioana Luca (Romania/United Kingdom)
- Maria Papanikolaou (Egypt/Greece)
- Anne-Flore Laloë (France/Germany)
- Priyanka Kaushik (India)

The 2019 cohort had the chance to meet each other in Adelaide where the ICA’s Annual Conference was hosted.

Volunteer Team
Sharon Smith - New Professionals Programme Coordinator
Laura Millar - Mentorship Programme Coordinator

New Professionals 2019. From left to right: Angela Kim Schilling, Forget Chaterera-Zambuko, Maria Papanikolaou, Anne-Flore Laloë, Laura Ioana Luca, Normand Charbonneau, Sharon Smith, Priyanka Kaushik. Photo taken by Christine Trembleau. Australia, 22/10/2019
The Training Programme aims to provide ICA members with high-quality training opportunities across the full scope of archive and recordkeeping competencies via a range of delivery methods including online learning, face-to-face training and training of trainers.

In 2019, this programme was one of the top priorities of PCOM with the launch of the International Council on Archives’ Learning Management System and its first online course, ‘Introduction to Records Management’. Additionally, in this year the Training Officer, Margaret Crockett, worked with volunteer authors to develop content for six more online courses, supported the delivery of the Africa Programme Study Schools, advised and provided liaison for the conference workshops, and provided advice and support to the Secretariat team and Elected Officers as needed.

The first online course, ‘Introduction to Records Management’, was launched in early May, and has been followed by fifty-five registered learners (35 ICA members and 20 non-members). The second course, ‘Understanding and Using the Universal Declaration on Archives’, was opened for registrations last September.

For 2020, the Training Programme will launch three courses on:
- Managing Digital Archives
- Collection Care for Physical Archives
- Emergency Management and Disaster Preparedness

Other resources that will be available in 2020 for the wider ICA membership and designed by the Training Programme will be:
- The Universal Declaration on Archives terminology
- The Universal Declaration on Archives translation guidance
- The Universal Declaration on Archives evaluation tool for assessing records and archives operations’ compliance with the Declaration with a ‘how to do it’ guide
- Conducting oral history interviews guidance and forms
- The Emergency Management and Disaster Recovery Workbook

Volunteer Team
Karen Anderson
Mélanie Couture
Céline Fernandez
Béatrice Lecomte
David Leitch
Nancy McGovern
Marta Reiss
Jonathan Rhys-Lewis
Claude Roberto
Anna Sobczak
Pauline Soum-Paris
Adrian Steel
Sian Wynn-Jones
The 2019 ICA’s Annual Conference theme was *Designing the Archives*. This event was held from the 21-25 October. The objective was to put people at the centre of what we do as archival and information professionals. It provided an opportunity to explore how data and information managers, records managers and archivists are using, or can use, human-centred design approaches to ensure we deliver benefits to citizens, customers, stakeholders and communities.

The conference program was also an opportunity for its attendees to become more open to Indigenous realities, in the light of the United Nations “International Year of Indigenous Languages” and the accelerated implementation of the United Nations Declaration on the Rights of Indigenous People in many countries.

The event had 528 attendees, with 149 speakers and facilitators from around the world. The Western European and Asia-Pacific region had the largest number of attendees. There were 32 concurrent sessions and 19 parallel sessions, with a total of 4 workshops, 8 interactive sessions, and 7 lighting talks.

ICA Fellows 2019

- Simon Chu  
  *Hong Kong - China*
- Adrian Cunningham  
  *Australia*
- Nolda Römer-Kenepa  
  *Curaçao*

Check out the recordings from the plenary room including keynotes and the slides from presentations.
Indigenous Summit

Following the annual conference, the last week of October was closed with the first Indigenous Summit, a parallel ICA/NAA event coordinated by the newly formed Expert Group on Indigenous Matters.

The Indigenous Summit brought together Indigenous communities, archivists, record-keepers, librarians, curators and community organisations to:

- identify key issues faced by Indigenous peoples and archives as they seek to work together in regions around the world
- examine options to develop a proactive international agenda for preserving Indigenous language and oral history
- explore the vital role of archives in supporting truth-telling and reconciliation
- consider approaches to redesigning archives to support decolonisation, led by Indigenous people

At its conclusion, the Summit delivered the Tandaya Adelaide Declaration to guide the ICA and its members to see, hear and walk with Indigenous peoples to challenge and decolonise the archive.
In 2019, thanks to its International Interactive Map, the ICA promoted 268 events around the world on the theme "Designing archives in the 21st century", with strong participation from France, Spain and China, where the 30 Chinese universities offering archival studies each produced a film with their students.

This international meeting represents the event generating the largest number of sessions on the ICA website.

The same theme *Designing Archives in the 21st Century* was taken up on the ICA blog which was launched on 3 June and 92 articles in French and English were published this year.

15,608

# OF SESSIONS

Largest number of sessions on the ICA website, an increase of +5.6% compared to 2018.

2,186

DOWNLOADS

Number of times that the communication kit was downloaded.

268

EVENTS AROUND THE WORLD

92

ARTICLES PUBLISHED IN THE ICA BLOG

Articles in English and French.
In 2020, the International Archives Week will have as its theme "Empowering Knowledge Societies" and will be celebrated from Monday 8 to Sunday 14 June 2020. Within your institution, company or department, take advantage of this global event to raise awareness of the role of archives and share your experience and the importance of your work.

Choose your project now: exhibition, slide show or film projection, and think about opening your service to the public, explain your work, raise the profile of your colleagues and explain how they can help other departments in your institution or company.

To facilitate your events, the ICA will provide customizable communication supports (posters, bookmarks, etc.) on its website.

You will be able to publicise your event by sending your programme so that it is on the International Interactive Map and thus benefit from visibility to the general public!

The events will be displayed on the ICA social media channels, using the hashtag #IAW2020, and in the ICAblog.

You can continue to celebrate this theme by registering for the ICA Abu Dhabi Congress, which will be held in the United Arab Emirates.
Note: 2019 budget reporting only covers the period to 31 August 2019, it does not cover the last quarter.

Please note that this document is an abbreviated version of the budget. The full version is available as an EB document.

### ICA Finances

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<th>Reporting as of 31/08/2019</th>
<th>Voted Budget 2020</th>
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<td>Category B</td>
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<td>Category C</td>
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<td>Category D</td>
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<td><strong>Sub-total</strong></td>
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<td><strong>OTHERS: Exchange loss, exchange gain &amp; interest</strong></td>
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<td><strong>FIDA - Donations from members</strong></td>
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### PROJECTED EXPENDITURE

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<td>General Projects</td>
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<td>Annual Conference Support/PCOM members support</td>
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<td>Training Programme</td>
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<td>Staff Salaries &amp; Support</td>
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<td><strong>Sub-total</strong></td>
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<td>French Subvention</td>
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<td><strong>BALANCE</strong></td>
<td>110,570.24 €</td>
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(2) French subvention + marketing/sponsorship
(3) Including Gamme and Flash
(4) Covers representation of ICA members at international events + branches & sections governance allowances
Team - Secretariat

Elected Officers
- David Fricker, President
- Normand Charbonneau, Vice-President (Programme)
- Henri Zuber, Vice-President (Finance)

Secretariat Permanent Team
- Anthea Seles, Secretary General
- Philippe Bruneau, Administration and Finance Manager
- Marianne Deraze, Website and Electronic Publications Officer
- Maria Paula Garcia Mosquera, Programme Officer
- Christine Trembleau, Marketing and Communications Manager
- Constance Vidon, Administrative Assistant

Extended Secretariat Team
- Margaret Crockett, Training Officer
- Didier Grange, Special Adviser
- Roman Lescano, Facebook/Twitter/Linkedin Community Manager
- Zilin Li, Wechat Community Manager
- James Lowry, Secretary of the Africa Programme
- Laura Millar, Coordinator Mentors-Buddies for the New Professionals Programme
- Tharshini Prabakaran, Intern
- Sharon Smith, New Professionals Coordinator
- Jessica Squires, Secretary of the FIDA
- Margaret Turner, Translations and Publications Adviser
- Yujue Wang, WeChat Community Manager
- Chenwen Zhang, Intern

Translators Volunteer Team
- Amany M. Abdelaziz
- Kolya Abramsky
- Eleonore Alquier
- Maud Boivin
- Agnès Broda
- Manon Colombé
- Simon Côté-Lapointe
- Anna Dysert
- Floriane François
- Abdel Kader Kpadonou
- Yves Lapointe
- Joy Leclerc
- Manon Lowry-Berthelet
- Deirdre O’Connell
- Marina Osekina
- Mélanie Schwob
- Pauline Soum-Paris
- Edouard Vasseur
- Margaret Weber

And our network of volunteers around the world!

13 branches
12 expert groups
13 sections
Team - Governance Committee Members

Executive Board
David Fricker - President
Henri Zuber - Vice President (Finance)
Normand Charbonneau - Vice President (Programme)
Emilie Gagnet Leumas - Chair of Sections and President, SAFT
Avril Belfont - Chair of Branches and President, CARBICA
Jeff James - President, FAN
Vilde Ronge - President, SPA
Dr Abdulla Alraisi HE - Congress Host
Franoise Banat-Berger - Secretariat Host Country

Programme Commission
Chair, VP Programme
Normand Charbonneau

Executive Members
Hamad Al Mutairi
Joan Boadas i Raset
Desi Pratiwi
Padre Lydie Gnessougou Baroan-Dioumency
Didier Grange
Mariella Guercio
Shuangcheng Liu
Basma Makhlouf Shabou
Laura Millar
Jiyoung Park
Meg Phillips
Yolia Tortolero
Odile Welfele

Branches
Emma de Ramon - President, ALA
Hamad bin Mohammed Al-Dhawyani - President, ARBICA
Jean-Paul Nenga - President, CENARBICA
Wang Shaozhong - President, EASTICA
Vacant - President, EURASICA
Peter Choto - President, ESARBICA
Charles Farrugia - President, EURFICA
Vacant - President, NAANICA
Noa Petueli Tapumanai - President, PARBICA
Azemi Abdul Aziz - President, SARBICA
Yonten Dargye - President, SWARBICA
Mathias Massode - President, WARBICA

Sections
Patricia Whatley - President, SAE
Antonio Quintana - President, SAHR
Yolanda Caigas Ocejo - President, SAR
Alexander Bieri - President, SBA
Gustavo Castaner - President, SIO
David Sutton - President, SLA
Tim Harris - President, SLMT
Fina Sola I Gasset - President, SPO
Paolo Massa - President, SPP
Caroline Brown - President, SUV

Ex-officio
Atakilty Assefa Asgedom - President, ECOM
Anthea Seles - Secretary General
Margaret Crockett - Training Officer
Maria Paula Garcia Mosquera - Programme Officer

Corresponding Members
Vitor Manoel Marques da Fonseca
Francis Mwangi
Michael Ngwang Ngwanyi

Ex-officio with voting
Emilie Gagnet Leumas
Jeff James
Vilde Ronge
Rita Tjien Fooh
Fred van Kan
Henri Zuber

Ex-officio with no voting
Margaret Crockett
Maria Paula Garcia Mosquera
James Lowry
Anthea Seles
Sharon Smith
Margaret Turner
Looking Ahead

2020

**JUNE**
- 8-14: International Archives Week 2020
- 9: International Archives Day and #UnArchivoEs/#AnArchivos/#UneArchiveCest
- 30: Deadline applications New Professionals Programme

**OCTOBER**
- 27-28: 2nd Global Policy Forum on Documentary Heritage and Disaster Risk Reduction

**NOVEMBER**
- 5: World Digital Preservation Day

**DECEMBER**
- TBA: Africa Programme Study Schools (Ghana and Morocco)
- 21-31: ICA Office Christmas Closure

**2021**

**JANUARY**
- 1: ICA Office Christmas Closure
- 4: ICA Office Open