Reviving ICA-SPP

Proceedings of the Annual Meeting of the ICA Section for Archives of Parliaments and Political Parties

Rome, 28 - 29 November 2019
Reviving SPP-ICA

Proceedings of the Annual Meeting
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Annibale Ferrari

Vice Secretary General of the Italian Chamber of Deputies
Ladies and Gentlemen,

I’m really delighted to welcome you all this morning for the opening session of the meeting of the Section for Archives of Parliaments and Political Parties of the International Council of Archives.

On behalf of our Secretary General, I wish to express you all our appreciation for your effort to re-activate this outstanding and valuable framework for professional cooperation and exchange of experiences.

Furthermore, we are particularly grateful and proud for the opportunity to organize here in Rome this meeting. The Italian Chamber of Deputies has a long lasting tradition of International and Inter-parliamentary relations, at a bilateral and multilateral level and of course within the framework of International Organizations.

The Archival dimension of these relations is for us one of the most important fields of mutual knowledge and cooperation between Parliaments, not only for concrete and crucial needs concerning the preservation of documents.

In our view, there is one more important target to achieve for Parliamentary and Political Parties Archives: this is the preservation and promotion of the political and institutional memory as a fundamental component of our national democratic heritage.

We live in a time where in many geopolitical areas of the world, democratic principles, civil rights and political freedoms seems to be put in jeopardy by most of their historical enemies like nationalism, intolerance and discrimination.
In this regard, a common effort to remind and highlight their precious value through archival work is for us one of the main missions for parliamentary administrations, institutional and political parties archives and international organizations.

So, we have great expectations about the outcomes of your proceedings and the future development of the Section’s activity.

In particular, we hope that the establishment of a web based network, connecting Parliamentary and Political Parties Archives could be taken into account during this meeting, so as to enhance mutual knowledge and cooperation and offer more powerful research tools to the research community at an international level.

You all know perfectly the impact of Information and Communication Technologies on archival procedures.

Further steps could be made in this field: first of all, connecting archival collections at an international level through a common hub or portal; secondly, filling the possible technological gap that some Parliamentary and Political Parties Archives may face and should be supported to overcome.

In this regard, I know that the Italian experience at a national level will be reported during this meeting. In particular, this experience includes the ongoing migration of archival records of both Chambers of Parliament on a same platform, in order to achieve a broad data interoperability and a common set of research tools for Parliamentary Historical Archives.

Moreover, a second pillar of this experience is the project of a “National Portal of Archival Sources for the History of the Italian Republic” that our National Research Council in developing in cooperation with the main Institutional and Political Parties Foundations Archives.

All these achievements will be based mainly on open-source technology that is already operating here in the Chamber of Deputies Technological System and that could be made available to boost the development of archival management of Parliamentary and Political Parties Memory or to promote the interconnection between existing archival databases.

These are the challenging perspectives we strongly hope that could arise the interest of the archival international community and encourage the active participation of Archivists from other Parliaments and Political Parties in the proceedings of the Section.
Looking at these ambitious targets, we are ready to welcome and support any suggestion coming from the experience of the International Council of Archives.

So, dear colleagues, there is a huge and challenging work to cope with in this sector of Parliaments and Political Parties activity and I’m sure that this Section of the International Council of Archive will be the best framework to promote it.

Today, we all are witnesses of a new beginning, that for the future, not only of our Archives but rather of democracy, we hope that will never come to an end.
Emilie G. LEUMAS

I.C.A. Representative
This is a good opportunity to reflect on the history of the Section for Archives of Parliaments and Political Parties and the International Council of Archives.

My role with ICA as a representative is to talk a little bit about ICA structure and where and how to restart and reinvigorate a section. I have been through this process once before with a section, about ten years ago. I am the Chair of the Section for Faith Traditions, and in 2009, we actually met here in Rome to bring together our colleagues, from different faith traditions and from different churches archives, to reinvigorate the section. I am now the Chair of chairs, so let me give just a brief overview of ICA.

The first International Congress of Archivists (and librarians) and took place in Brussels in 1910, as archivists from the international community met together more than 100 years ago. ICA was founded as an international NGO at UNESCO in Paris on the 9 June 1968. ICA was an organization for national archivists to come together to discuss important archival issues.

In the past ten years, two strategic plans have opened different avenues for more participation from individual membership, sections and branches. This allows for different ways for people to participate and to meet colleagues in the international community of archives. Today, there are more than 3000 individual members, so this is no longer just national archivists. Now, it is more open and much more welcoming for people that are new to the field of archives, as well as those working in different archives of the world. Currently, ICA is based in 182 countries or territories.
Emilie G. LEUMAS
I.C.A. Representative
ICA works in partnership with sister NGOs for libraries (IFLA), museums (ICOM), monuments (ICOMOS) and Blue Shield (protection of cultural property). I actually represent ICA at the Blue Shield meetings, in my role as chair of the Expert Group for Emergency Management and Disaster Preparedness.

The basic structure of ICA consists of an Executive Board, where currently each section chair holds a position on the Executive Board, as well as each chair of a branch, and the officers of ICA. There is a Secretariat, based in Paris. There is a Program Commission that supports the activities of ICA.

There are 13 regional branches, and 12 sections. The newest section is the Section for Human Rights, which used to be a working group. Today, there are so many people interested in how human rights and archives work together, that it became a section, approved at our last conference, in Adelaide, Australia.

There are expert groups, which provide expertise on targeted areas to the Programme Commission. There is a New Professionals group and that is important for ICA, as we have younger colleagues, newer professionals in the field. They are coming into the international world of ICA and each year, 6 to 12 new professionals receive funding to attend the International Congresses or Conferences. It is important to have younger colleagues involved.

ICA has FIDA, which helps under-resourced countries and smaller archives to be able to have funding for their projects. The African Strategy Programme provides support to countries on the African continent with training on archives management.

That is the basic structure of ICA.

I have had the opportunity to look at the former documents that are on the website for SPP. There are working papers and the 2009 documents. Part of this work today is to look at those documents and see how in the last ten years things have changed and what changes need to take place to restart SPP. I look forward to working with you in the next two days.
Günther SCHEFBECK

Austrian Parliament,
Former SPP Steering Committee Chairman
Preserving the Memory of Parliaments and Political Parties: SPP/ICA 1992-2016

Günther Schefbeck
SPP/ICA Meeting
Rome, 28 November 2019
Outline

• Origins
• Professional activities
• Organisational structures
• Select issues and experiences
• Challenges

It was here where it has all begun
Birth

- Section of Archives and Archivists of Parliaments and Political Parties (SPP/ICA) founded at XII International Congress on Archives, Montreal, 11 September 1992
- Formally accepted within the ICA structure at XIII International Congress on Archives, Beijing, 7 September 1996

Parents

Giuliana Limiti  
Günter Buchstab
Concept

- Joining two groups of archives and archivists in one section to constitute „critical mass“ for effective professional activities
- Thematic approach: both groups dealing with political decision-making processes
- Organisational differences

Mandate

- Promoting professional and scholarly co-operation and communication …
- Drawing attention to the existence …
- Achieve recognition of the professional status …
- … of archives/archivists of parliaments, political parties, and politicians
- Ensure the preservation of the historical heritage, and promoting knowledge of it and access to it
Professional activities

• Conferences and workshops
• Publications
• Projects
• Communication and networking

Conferences

• The Memory of the Parties. Prague, Czech Republic, 18-20 November 1994
Conferences

• Electronic Data Processing and the Access to the Archives of Parliaments and Political Parties. Warsaw, Poland, 1-3 May 1997
• Access to Parliamentary Records and Audiovisual Materials in Archives of Parliaments and Political Parties. Stockholm, Sweden, 4-6 September 1998

Conferences

• Statutes of Parliamentary and Political Archives. Rome, Italy, 13-15 February 2002
• Meeting of the SPP/ICA. Madrid, Spain, 11-13 September 2003
Conferences

- From Archives to Information Management. Vitoria-Gasteiz, Spain, 6-8 October 2005
- The WWW as a challenge and as a chance for Parliamentary and Party Archives. Bonn, Germany, 2-4 November 2006
- Parliamentary, party and politicians' archives and their neighbouring institutions. Corfu, Greece, 1-3 November 2007

Workshop

Conferences

• Archives and Democracy. Vienna, Austria, 29-30 October 2009
• Modernization and Sustainability: Law-making support in the 21st century. Dakar, Senegal, 20-22 October 2010
• Archives and Democracies in Transition. Vilnius, Lithuania, 6-7 October 2011

Conferences

• Web Archiving – Social Media – Communication Strategies. Berlin, Germany, 28-30 October 2015
Other activities

- Publications based on (some) conference proceedings
- Projects: e.g., „twinning project“ (twinning of parliamentary archives Senegal/Belgium, Burkina Faso/Canada; twinning handbook)
- Website as communication platform later integrated in ICA website

Organisational structures

- Laid down in SPP Regulations, in accordance with ICA Constitution
Membership

- Archives services of parliaments, political parties, and politicians, category "C" members of the ICA
- Archives services of organizations such as foundations, associations and others, category "C" members of the ICA, working with similar records
- Category "D" members of the ICA working or having worked as archivists for above-mentioned institutions

Organs

- Plenary Assembly (PA/SPP)
- Steering Committee (SC/SPP)
- President
- Secretary
- Treasurer
- Auditor
- Standing Working Groups of archives of parliaments, political parties, and politicians
- Ad-hoc working groups
Presidents

- 2000-2004 María Angeles Valle de Juan
- 2004-2008 Günther Schefbeck
- 2008-2012 Marietta Minotos
- 2012-2016 Günther Schefbeck

Issues and experiences

- Members’ engagement in concentric circles: core group required to prepare professional activities (SC), wider group to attend and contribute
- Membership structure requires well balanced representation of member groups in SC, additionally geographic representation required
Karin
SCHNEIDER

Austrian Parliamentary Archives
1. Personal background
- Works for the Austrian Parliament since May 2019 – responsible for the archives, which are a part of the Parliamentary Library since 2016
- Until the end of April 2019 head of a project funded by the Austrian Science Fund FWF about the Congresses of Troppau and Laibach (1820/21).

2. Current projects in the Austrian Parliamentary Archives
- Importance of making records visible and to disseminate them – records should be easy accessible to scholars and the public.
- One of many possible ways: online-editions
- Advantages: worldwide available, full-text searchable, all functionalities of a traditional edition, use of original records not necessary anymore, several gadgets like timelines, graphics etc.
- Cooperation with scholars and scholarly institutions like universities, academies etc. especially from the field of digital humanities necessary
- First ongoing project: Edition of handwritten CVs of deputies to the Austrian imperial council (predecessor of Austrian Parliament): About 700 CVs from the first decade of the twentieth century. Most of them in German, some of them in Czech, Polish and Italian. But even the German CVs include passages or proper names, names of villages, associations, publications etc. in other languages. Two different forms with the same questions: name; place and date of birth; member of the imperial council since when; member of a diet in one of the crownlands of the monarchy; other public functions; CV and publications.
Here an example:

Personal experience with online-Editions on: https://maechtekongresse.acdh.oeaw.ac.at/pages/index.html, together with my colleague Stephan Kurz from the Austrian Academy of Sciences. Originally planned as a printed edition.

2016 decision to publish the text online. Final version went online in spring 2019.

The edition of the above mentioned CVs will be more elaborated, as we will also add facsimiles of the original papers, comparable to the “humboldt edition digital” on: https://editionhumboldt.de/briefe/detail.xql?id=H0002656&view=fl=de&page=1r

First steps for online-editions: produce xml-documents of the relevant texts and to mark them according to the guidelines of the Text Encoding Initiative (TEI) – online on https://www.teic.org/release/doc/tei-p5-doc/en/html/index.html

*Important technological developments*: OCR also for handwritten texts, e. g. the platform transkribus at the University of Innsbruck (https://transkribus.eu/Transkribus/ homepage in English). Transkribus recognizes 95 percent of the characters and is a self-learning program. Moreover, it provides basic tools for preparing online-editions (markup-automatism).
- Second ongoing project: Conference in cooperation with the Austrian Academy of Sciences, which will take place in autumn 2020. Title of the conference: What was the Habsburg Monarchy?
In spite of the many innovative studies that have appeared in recent years, there is no consensus about the type of political entity associated with the name “Habsburg Monarchy.” In order to test the various narratives in light of the current historical discourse, a critical appraisal of the various methods of interpretation, terms, and research concepts that have defined approaches to the Habsburg Monarchy as a political-social order between the 16th and 20th centuries is proposed. In this context, parliamentarianism in a multinational empire is an important factor.
REVIVING ICA-SPP

Ewald GROTHE

Friedrich-Naumann-Stiftung für die Freiheit
Archiv des Liberalismus, Germany
The archives of the political foundations and the Archive of Liberalism

Prof. Dr. Ewald Grothe

Rome, 28 - 29 November 2019
The political foundations in the Federal Republic of Germany

Tasks of the political foundations

- civic education
- scholarships
- international cooperation
- scientific research
- archives of the political parties and party parliamentary groups
Financing of the political foundations

- taxes:
  - Ministry of the interior
  - Ministry of education and science
  - Foreign Ministry
  - Ministry of Economic Cooperation and development

- distribution of the funds according to the results of the affiliated party in the last four elections

- no financing by the parties (judgement of the federal supreme court in 1986)

The Friedrich Naumann Foundation

Founded in Bonn on 19th May 1958 by liberal politicians and intellectuals

Theodor Heuss: „Naumann‘s heritage“
The Archives of the political foundations

- meetings of the heads of the archives
- membership in the German Archival Association (section of archives of parliaments, political parties, foundations and associations)
  „Verband deutscher Archivarinnen und Archivare e.V.“ (VdA)
- membership in the „International Council on Archives“ (ICA)
The Archives of the political foundations

Archiv für Christlich-Demokratische Politik (ACDP) der Konrad-Adenauer-Stiftung (KAS), St. Augustin – CDU
Archiv für Christlich-Soziale Politik (ACSP) der Hanns-Seidel-Stiftung (HSS), Munich – CSU
Archiv Demokratischer Sozialismus (ADS) der Rosa-Luxemburg-Stiftung (RLS), Berlin – Die Linke
Archiv Grünes Gedächtnis (AGG) der Heinrich-Böll-Stiftung (HBS), Berlin – Bündnis 90/Die Grünen
Archiv des Liberalismus (ADL) der Friedrich-Naumann-Stiftung für die Freiheit (FNF), Gummersbach – FDP
Archiv der sozialen Demokratie (AdSD) der Friedrich-Ebert-Stiftung (FES), Bonn – SPD
History of the Archive

1949 start of the archive as part of the party FDP in Bonn
1961 recruiting of the first archivist
1968 political archive of the Friedrich Naumann Foundation
1976 transfer of the archive to the Thomas Dehler building in Bonn

History of the Archive

1983 transfer of the archive to Gummersbach as an annex building to the Theodor Heuss Academy
1991 acquisition of the archive of the liberal-democratic party (LDPD) of the former GDR
2001 renaming from „Archiv des Deutschen Liberalismus“ in „Archiv des Liberalismus“ (ADL)
2009 opening of the new annex building
Theodor Heuss Academy in Gummersbach

1967
Opening of the liberal education center
Theodor Heuss Academy (THA)
in Gummersbach (NRW)

Home of
• Archive of Liberalism (ADL)
• International Academy for Leadership (IAF)
• Regional Office NRW

Tasks of the Archive of Liberalism
„Memory“ of German and European Liberalism

archive
collecting, indexing, making accessible

civic education
cooperation with schools and universities, lectures

historical research
conferences, lectures, publications
Collection Profile of the Archive

**International affairs and Europe**
- Liberal International (LI), EU-faction (ALDE)

**FDP**
- federal republic (party, parliamentary groups)
- countries (parties, parliamentary groups)
- regions (only in exceptional cases)
- local communities (only in exceptional cases)

**Deposits and estates**
- politicians (e.g. H.-D. Genscher, Westerwelle)
- foundation staff

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Record groups in the Archive of Liberalism

- personal records (deposits and estates)
- liberal parties
  - Freie Demokratische Partei (FDP)
  - Liberal-Demokratische Partei Deutschlands (LDPD)
  - European Liberal Democrat and Reform party (ELDR)
    Alliance of Liberal and Democrats for Europe (ALDE)
- liberal organizations (Young Liberals, Liberal Women)
- Friedrich Naumann Foundation
 Records in the Archive

scope of collections (2018)

- 4,900 m files
- 7,000 leaflets
- 9,500 posters
- 21,000 photos
- 2,200 tapes
- 900 microfilms
- 1,000 video tapes
- 200 compact discs
- 80 films
- 6,5 m advertising material

storage area / storeroom

 Records overview

last printed edition 2006 and online 2018
Filming and digitizing records

Database FAUST
Collections in the Archive
audiovisual records

- 21,000 photos
- 2,200 tapes
- 900 microfilms
- 1,000 video tapes
- 80 films

photos, tapes, posters, advertising material

9,500 posters
8.5 m advertising material

The records in the Archive
library

publications about the history of liberalism
38,000 books, periodicals, articles, brochures, newspapers
Collections in the Archive
archiving of websites / internet resources

Using the records

User groups

- students and scholars (historians, political scientists)
- journalists
- members of the Naumann Foundation and the FDP
- other interested people

retention period: 30 years (with exceptions)
Using the records

research objects
(via questions and/or visits)

- political history
- party history
- biographies of liberals
- history of parliaments

Using the records

conferences

exhibitions

guided tours through the archive
Using the records
cooperations with universities and schools

University of Aachen

Presentation of the records
documents on the website of
the archive of liberalism

• party programs
• election programs
• important documents of liberal
  history and party history
Use of the records for own research

publications

- scientific periodical: „Jahrbuch zur Liberalismus-Forschung“ (since 1989)
- editions
- conference proceedings

Public relations of the archive
Thank you!
KNESSET ARCHIVES: LOOKING TO THE FUTURE
About the Knesset Archives

Yosef Halevi
First commander of the Knesset Guard

29/10/1957

About the Knesset Archives

Administrative Archive

Historical Archive
The Historical Archive

- Plenary Proceedings
- Committee Proceedings
- Legislative Portfolio

The Historical Archive

- Thematic Files: Motions for the Agenda, Initiated debates, No-confidence Motions, Questions to the Ministers, Electronic Voting
- Audio and Video recordings from the sessions in the Plenum and the Committees
- Publications
- Photo Collection
- Special Documents Collection
Cooperation with other departments

- Knesset Museum
- Knesset Art Department
- Knesset Media and Public Relation division
- International Affairs Division
- Legal Department – Israel National Legislation Database

Israel National Legislation Database
Knesset Digitization Project

A long term project started over a decade ago

All the main parliamentary documents from 1948 had been scanned and are searchable in digital assets

Knesset Digitization Project

• Priority to main parliamentary documents
• Priority to material that doesn’t exist in any digital form
• Full meta data for each document
• Full OCR with proofreading
Knesset Digitization Project

- Plenary Proceedings
- Committee Proceedings
- Legislative Portfolio
- Photo Collection
- Knesset Publications

Knesset Digitization Project

- Committees of the Provisional Council of State
- Bequests of former Knesset Speakers
- Video Records of Knesset TV Channel
Purpose of a Digitization project

Accessibility

Transparency

Smart Information Retrieval:
NLP and Digital Humanities
Data Visualization
Smart Information Retrieval

People’s Council:
- 4 sittings

Provisional State Council:
- 40 sittings

- Date
- Session number
- General Agenda
Smart Information Retrieval

- 638,952 words
- 42,000 sentences
- The most frequent word: Committee – 4945
- The most frequent speaker: Joseph Shprinzak

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Smart Information Retrieval

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<td>Information</td>
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Data Visualization
Data Visualization

Example: Topic Modeling

Examining the Representation of the Ultra-Orthodox Faction in the Knesset using Topic Modeling of Divrei Haknesset

7,584 sessions from 1948 until 2015

343,000 pages, 1,040,080,118 words

355,834 text documents
Implications for Archival Theory and Practice

- If it’s not digital it does not exist
- Provenance and original order
- Out of context
- The relationship between archivists and researchers

Thank you for your attention!!

Inda Novominsky
Director
Knesset Archives
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Inda@knesset.gov.il
Giampiero BUONOMO

Archivio storico del Senato della Repubblica, Italy
Today the program for the migration of the database of the historical archive of the Senate to the Chamber’s informatic platform has been completed. The access offered by the Historical Archive, on the occasion of the opening of the new portal, will comply with lessened restrictions to the materials in our possession.

In particular, having passed the legal term of non-consultation of 50 years from their creation, the dossier of the bills and the personal files of the senators, formed in the I, II, III and IV Republican legislatures, scholars will be able to freely consult what does not contain very sensitive data, screened exclusively for privacy reasons.

For all that is more recent than 50 years it is not possible for the Archive to act by itself. The Library and Historical Archive Commission of the Senate has already proposed an extensive modification of the rules governing the access to the documents, but it is from June 19, 2019 to the attention of the Senate Presidency Council, which must approve it. The problem is related with the matter of our conference, especially as far as the papers conferred were given by the Inquiry Committee presided by a senator.

These organs were in fact depositories of documents covered by secret fixed by an organ, external to the Senate: for them
we can just address requests of declassification to the administrative authority of the Government. However, the answers, so far, are not comforting. Since twelve years, the Office of the Historical Archive has requested the declassification of about 3700 documents with about 90 letters of request, some replicated over the years in the form of a reminder.

Taking the Terrorism Commission as an example (who worked from 1987 to 2001, leaving over a million pages at the end of its work), the ratio between “free” acts and “secret” acts was 9 to 1 in 2015 (when the “reserved” occupied a total of 125,839 pages); today, the “secret” ones still consist of 125,116 pages, so in 4 years only the 2,958 pages were declassified.

The system of “requests” has failed because they often receive limited, or even absent, feedback from the government authorities. But we need also to help scholars in requesting the act of their interest, because the “fishing expeditions” (generic list of acts, without a definite object) produce the inevitable denial by the government authority.

More detailed requests can be produced making the repertoire of each Inquiry sub-committee accessible freely on the Internet: it can bring significant clues to the researcher to identify, in the references made by the senators present at the sitting, documents on which to make the request.

The other secretariat acts of these Committees may also be useful to the scholar, especially with regard to the correspondence protocol: in this case, however, the proposal is not to proceed with networking on the Internet, but just to make them available for consultation in the study room of our Archive. So, we’ll be able to screen the very sensitive data (health, family or gender) that may be present in the document.

The future declassifications, obtained with hopefully more frequent and precise requests, may then also be transferred on the website of the Historical Archive of the Senate (i.e. on the would-be common site of the two Historical Archives).
In the future, under the new Rules, the Library and Historical Archive Commission itself will arrange periodic declassification plans for the documents under functional secrecy, relieving the Presidency Council from the burden of meeting on a case-by-case basis.
Ilaria BARBANTI

Digital Archivist, Regesta.exe
THE ITALIAN CHAMBER OF DEPUTIES AND SENATE OF REPUBLIC HISTORICAL ARCHIVES SHARING PROJECT: AN IT OVERVIEW

PARLIAMENTARY ARCHIVES A Sharing Project
Historical Archives of Chamber of deputies and Senate of Republic have specific rules of management and collecting resources.

Starting from ’90’s, the responsibilities of their preservation and valorisation exploit IT opportunities in order to organise all the data information, and to share and access the resources through the web.

Historical Archives of Chamber of deputies and Senate of Republic use a web-based platform, which is an Open Source software solution, also used by Different bodies (Central State Archives, Politic Party Archives, Sturzo Institute, Gramsci Institute, and so on).

Thanks to specific modules and application profiles, it is possible to manage different types of archival witnesses: photo material, technical drawings, parliamentary documentation, private and personal fonds.

Shared tools are available for finding aids management, archival description and access to digital assets and attachments, and within a common infrastructure, Chamber of deputies’ and Senate of Republic’s archivists to work in autonomous environments, and publish the archival material within their proper separate websites.
As you can see in the previous slide, this software solution collects native XML databases. The advantages to have XML data are two:

1. The data are immediately interoperable with other harvesting systems;
2. It is more easily importing data from other information systems and platforms, such as Access, Excel, Word, CSV, or any other type of database.

Furthermore, the XML metadata collecting adopts:

- EAD, to encode the description of the archival resources
- EAC-CPF, to encode the description of the archival authority records.

The inclusion of the data structure standard EAD and EAC-CPF is a strategic choice, making possible:

- To comply with ICA standards (ISAD(G), for describing the historical archives, ISAAR(CPF) and ISDIAH, for describing archival authority records)
- To realise a common data structure, that is helpful to all the archival resources, belonging to different genres or forms (such as paper resources, photos, audio-visual material, and so on), in order to merge, within the same elements of description, the same kind of information, even if defined in data content standards of different cultural sectors.

In addition to it, IIIF standard - International Image Interoperability Framework (https://iiif.io/) has been experimented for the management of digital images of the Basile’s drawings Collection, the architectural designer of Montecitorio Palace, the place where the Chamber of Deputies is located. IIIF offers methods of uniform access to images and a set of APIs supporting interoperability between different repositories, and allowing management and presentation of images, and authentication and research.

During publication, digital reproductions are provided with all the information, which is relevant to make them available and share them on the web, for any kind of linking purpose, as resources with unique identifier.

Therefore, in the future the use of this standard will be extended to the entire photographic heritage of the Chamber of Deputies.
Chamber of deputies and Senate of Republic have long chosen LODs to guarantee the full interoperability of the published information.

Chamber of deputies already publishes archival data related to its OCD ontology. The Open Data Portal of the Chamber of Deputies periodically publishes and updates information, in particular by alignment procedures with the Parliamentary Commissions.

Therefore, it is possible to retrieve information about the composition of the Commissions across the Legislature, improving and enriching data with external authoritative sources, for example with the data exposed by the Archives of the Presidency of the Italian Republic.

During the makeover of the website of the Chamber of Deputies’ archival documentation, the possibility of accessing the data of the documentary heritage as LOD was added, which improved and integrated the datasets already published by the Chamber itself.

In fact, also the Senate of the Republic had chosen the LOD format to publish its archival assets with the aim of preserving, enhancing and sharing its memory.
The institutions that publish LOD data acquire several benefits such as usability, searchability, discoverability and interoperability of their information as well as the possibility to become an authoritative source of data that the community can reuse.

Through LOD it is possible to improve the data sharing with the Historical Archive of the Presidency of the Republic, which has adopted the same infrastructure through an agreement with the Chamber of deputies.

Advantages:

- to build and spread an updating and increasing network, enabling interconnections, linking autonomous repositories of archival information (XML and / or LOD).
- this network can supply a plurality of browsing interfaces of all data shared in this way.
Paolo MASSA

Archivio storico della Camera dei Deputati, Italy
TURNING ON THE TIME MACHINE: PRESERVATION AND MANAGEMENT OF THE CHAMBER OF DEPUTIES ARCHIVAL PATRIMONY
THE MISSION OF THE CD HISTORICAL ARCHIVES

Preserving, managing and promoting
the archival patrimony
of the Chamber of Deputies

PRESERVING DOCUMENTS

- Parliamentary Archives
  - The Chamber of Deputies under the Monarchy, 1848-1943
  - The Representative Assemblies of the Constitutional Transition Period, 1944-1948
  - The Chamber of Deputies under the Republic, 1948-
- Personal Archives, 1895 -
- Visual Archives
  - Ceremonial Office Photographic Archive, 1948-
  - Architectural Archives (Ernesto Basile, 1908-1918; New CD Building National Contest, 1967)
- Audiovisual recordings of Assembly Debates: 1989-
PARLIAMENTARY ARCHIVAL HOLDINGS

- Electoral Archive, 1848-1924
- Minutes of procedure of the Assembly, Committees and House Ruling Bodies
- Legislative Bundles (Bills Approval Papers)
- Petitions to Parliament
- Inquiry Committees Papers
- General Secretary Records

LIVING ARCHIVES

- Document transfer at the end of each legislature (art. 8 Reg. ARS)
  - *What do we mean by “document”?* (art. 6 Reg. ARS)
- Personal archives donation (artt. 10-11 Reg. ARS)
  - MPs
  - Parliamentary Groups
  - Clerks of Parliament
  - Other archival sources of political and institutional interest
MANAGING DOCUMENTS

Archival databases implementation: the xFEA Software

ARCHIVAL RECORDS STATISTICS

- Monarchy period, 1848-1943
  - Legislative Bundles, (30.767)
  - Petitions to Parliament (14.871)
  - Inquiry Committees Papers (1.878)
  - General Secretary Records (2.206)

- Constitutional Transition Period, 1944-1948
  - National Advisory Assembly (249 schedule)
  - Constituent Assembly (1.665)

- Republic period, 1948-
  - Standing Committees Papers, I-IX legislatures (4.460)
  - Inquiry Committees Papers (9.678)
  - Petitions to Parliament (4.931) and Popular Legislative Initiative (254) – (Project under way)
  - Ceremonial Office Photo-Archive, 1948- (>30,000 indexed photo services)
  - Architectural Archives (2571)

- Personal Archives (25.850)
RULES ON ACCESSIBILITY

- Documents transferred to the CDHA are freely available for reference
- Documents acquired from government or administrative authorities shall retain the classification of confidentiality or secrecy originally assigned to them by the issuing party, until the classification has been lawfully removed, or after they have been legally disclosed
- Documents acquired from judicial authorities shall be subject to the disclosure rules established by law
- Presidential Authorisation (before the expiry of the non-accessibility period) and Declassification Procedures

PROMOTING RESEARCH AND KNOWLEDGE

- Spreading and enhancing information about parliamentary archives
  - Research activity
  - Study visits and Seminars
  - Publications (Quaderni; Fonti di storia parlamentare; Fascicoli di documentazione)
http://archivio.camerait

DIGITAL ARCHIVES

Italian Parliament
and the First World War

Ernesto Basile Papers
for Palazzo Montecitorio
http://storia.camera.it

Portal of Archival Sources for the History of the Republic
THE TIME MACHINE:
ARCHIVAL SOFTWARE INTEROPERABILITY

Palazzo Montecitorio
and the Chamber of Deputies

1708
The proclamation of electoral results

*Palazzo Montecitorio, Sala della Lupa, June 10, 1946*
Ana Margarida RODRIGUES

Arquivo Histórico Parlamentar, Portugal
THE HISTORICAL PARLIAMENTARY ARCHIVE
OF THE ASSEMBLY OF THE REPUBLIC

Historical–Parliamentary Archive (AHP)
Brief History

- In 1821, with the first Constituent Cortes, which were settled at the Convento das Necessidades, for the first time the archive of the commissions and of the services of the Cortes' were constituted, according to the regime.
- In 1826, with the granting of the Constitutional Chart and the beginning of the bicameral regime, two archives were created: the Chamber of Commons, which was installed in the “Terreiro do Paço”, and the Chamber of Peers, in the “Paço do Rossio”.
- In 1834 the two Chambers and the respective archives were installed in the “Palácio de São Bento”.

Brief History

- The turn of the century and the implementation of the Republic (1910) will bring a novelty: the constitution of a single archive for the two Chambers – Chamber of Commons and Senate.
- Through a new archival vision, in the “Estado Novo” period (the dictatorship regime from 1935–1974), the Archive service implemented some processes of organization, registration, description and conservation, which are still used today.
- The designation of Historical Archive was given by Decree Law nº 32/77 of May 25, 1977.
Assignments

According to the Resolution of the Assembly of the Republic No. 20/2004, of February 16:

Article 16

Historical-Parliamentary Archive

a) Assure the management of the registry service of the Assembly of the Republic;
b) To support the organization of the current archives of the services of the Assembly of the Republic;
c) To define methodologies that optimize the record management of the Assembly of the Republic, elaborating the necessary instruments for its implementation and the methodologies that increase the efficiency of the production, processing and archiving of documents;
d) Incorporate the documents produced by the services at the end of each legislature or after the administrative, legal or probative deadlines stipulated in the records management regulations and respective documents selection table;
e) To promote the organization and description of the documents in its custody;
f) Ensure the preservation of all documents in all formats, avoiding their physical degradation, loss and unavailability, namely by the implementation of preservation plans;
g) Manage the photographic archive, cataloging the images and their formats;
h) Manage access to documents on any medium and the communication of the information conveyed by them, which are in its custody;
i) To promote and collaborate in activities of dissemination of the archival heritage;
j) To promote donations of documents related to parliamentary activity;
k) Ensure, as a result of the policy defined by the Assembly of the Republic and of the applicable legislation, the security of the documents in its custody and of the information contained therein.

Current Missions and Activities
Archival description of any type of document: paper, electronic, photographic, audiovisual:

- Registration of information in databases;

- Promote access to and dissemination of documents, taking into account the laws, rules and regulations.

AHP Databases Maintenance

- **Debates Database** – The Parliamentary Debates provide the Diaries of the four historical periods: the Constitutional Monarchy (1821–1910), the First Republic (1910–1926), the “Estado Novo” (1935–1974) and the Third Republic (1974–).

- **Historical Archive Database** – It contains information structured in accordance with the international norms of archival description, relative to all the documents produced and received by the Parliamentary institution in the course of its activity, since 1821, when the Cortes Gerais met for the first time, until today.

- **Photo Archive Database** – It has photographs organized by collections and reports, integrating diverse political, cultural and patrimonial themes.

- **Audiovisual Archive Database** – As a producer of its own television broadcast – the Parliament channel – the Parliament of the Republic issues live and deferred parliamentary sessions that take place in the Plenary, the meetings of the Parliamentary Committees and some events, such as conferences, colloquia and others. These audiovisual records, which have existed since 1997, constitute the archives of the Audiovisual Archive. The recordings of plenary sessions as of the 10th Legislature are indexed and accessible through the database query.
### Communication

- Providing retrievable information in the databases;
- Attendance at the Reading Room;
- Response to requests for information;
- Providing general information in the website;
- Promoting the Archive work and holdings through the website (videos, virtual exhibitions).
- Group Visits and Temporary exhibitions in the archive reading room.
Support to the administrative services of the Parliament:

- Creation/organization of their archives (active phase);
- Creation and use of management tools such as the Classification Plan and the Document Selection Table;
- Transfer and storage of their archives, while passing from active to semi-active stage, ensuring the correct incorporation of the documents, its archiving and promotes procedures of preservation and access.

**Classification Plan**

<table>
<thead>
<tr>
<th>R.F</th>
<th>Referência</th>
<th>Código</th>
<th>Designação e descrição da classe</th>
<th>Código</th>
<th>Designação e descrição da subclasse</th>
<th>Código da série</th>
<th>Título e conteúdo das séries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>006</td>
<td>000.01</td>
<td>Desenvolvimento organizacional</td>
<td>006.01</td>
<td>Classificação organizacional</td>
<td>006.01.01</td>
<td>Estudos, projetos, programas e planos de ação de melhoria dos processos organizacionais.</td>
</tr>
<tr>
<td>2</td>
<td>006</td>
<td>006.02</td>
<td>Planejamento estrutural e financeiro</td>
<td>006.02</td>
<td>Plano de implementação de medidas e políticas</td>
<td>006.02.01</td>
<td>Plano de implementação de medidas e políticas.</td>
</tr>
<tr>
<td>3</td>
<td>006</td>
<td>006.03</td>
<td>Estrutura organizacional</td>
<td>006.03</td>
<td>Classificação organizacional</td>
<td>006.03.01</td>
<td>Estudos, projetos, programas e planos de ação de melhoria dos processos organizacionais.</td>
</tr>
<tr>
<td>4</td>
<td>006</td>
<td>006.04</td>
<td>Estrutura organizacional</td>
<td>006.04</td>
<td>Classificação organizacional</td>
<td>006.04.01</td>
<td>Estudos, projetos, programas e planos de ação de melhoria dos processos organizacionais.</td>
</tr>
</tbody>
</table>
The Correspondence Register is done through a centralized electronic system, which was designed under the coordination of the AHP;

The Register is based on the Classification Plan and it is used by all the Parliament Services.
Correspondence Register
Ongoing projects

Renewal of the Audiovisual Database

- The existing Audiovisual Database depends on Windows Media Video (.wmv) format. This format is an obsolete format and the Parliament TV no longer uses this format (the videos are produced in MP4). For the Indexation of the current Database to be done, the MP4 original files need to be converted into .wmv files. This causes delays in the indexation process and problems while accessing the videos, since most browsers cannot reproduce them any longer;
- Besides, this Database back office requires installation on each workstation and does not allow remote access through username and password;
- The new Database requirements target these main problems.
Implementation of an Electronic Document Management System, with the following requirements:

1. Dematerialize and manage all official documents (proposals, internal service notes, orders, notices, circulars and dispatches) that are produced, received and dispatched by the Parliament services, regardless of the subject and the producing service;
2. Record, classify and implement flows that allow documents to be processed and authorized according with the implemented authorization chain;
3. Allow the implementation of the rules established by the Classification Plan and the respective Document Selection Table, with automatic management of the conservation periods and final destinations (conservation / elimination);
4. Allow digital signature of processes / documents and the establishment of security rules and access to documents;
5. Manage and enable the integrated recovery of the electronic processes, associating all the metadata of their production and their life cycle;
6. Allow integration (interoperability) with already dematerialized processes, and future dematerialization of other processes (namely the legislative process);
7. Migrate existing information in the already existent system “Correspondence Register”.

Digital Preservation Plan

- Joint work of the IT department and the AHP;
- Mapping and identification of all the Information Systems (and workflows) used in the Parliament (55 total);
- 36 Systems were selected to be Preserved, based on the following criteria (among them are the AHP databases):
  - producing information with a retention period exceeding 7 years, with legal, administrative or informative value;
- 3 recommended Digital Preservation Systems (RODA; Archivematica; Preservica Cloud Edition);
- Identification of metadata schemes applicable to the Digital Preservation Plan, namely: for the purposes of description, the Dublin Core (DC) and the Encoded Archival Description (EAD), for contextual and structural purposes, the Metadata Encoding and Transmission Standard (METS) and for preservation purposes, the Preservation Metadata Implementation Strategies (In PREMIS).
Digital Preservation Plan
Preferable preservation formats

<table>
<thead>
<tr>
<th>Documents</th>
<th>PDF/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Images</td>
<td>TIFF</td>
</tr>
<tr>
<td>Videos</td>
<td>MXV</td>
</tr>
<tr>
<td>Audio</td>
<td>WAVE, WAV</td>
</tr>
<tr>
<td>Data Bases</td>
<td>SQL, SIARD, ODB</td>
</tr>
<tr>
<td>Web pages</td>
<td>WARC</td>
</tr>
<tr>
<td>E-mail</td>
<td>EML</td>
</tr>
</tbody>
</table>

Digitizing Audio Files

- The AHP received a total of 1754 magnetic tape reels and also a total of 967 cassettes and 4304 mini cassettes. These analogic audio files contain sound recordings of plenary and committee meetings going from 1984 to 2009;

- These files will be digitized to .wav formats (uncompressed preservation format) and to .mp3 format (compressed format for common access).
Preservation of the Historical Archive Documents

- Our most ancient holdings date back to the beginning of the 19th Century and are mainly classified into Section I/II;
- These documents are undergoing an extensive process of archival description. A more detailed description is being made available at the Historical Archive Database (to improve information retrieval; to reduce manual search and document handling);
- At the same time, these documents are being reconditioned in new and appropriate boxes and with appropriate materials;
- The documents are also undergoing a deep process of cleaning and restoration (done by 2 specialized techniques);
- Repository Environment is controlled at all times.

Storage for long time preservation
Preservation Treatment of the Historical Archive Documents

- For all services (since 1935 to the present, and to be extended back to the 19th century producers);
- Authority Records and Organizational Charts for each producer;
- To be made available in a specific database, which connects to the Historical archive database (temporary solution).
Inventory of the Historical Archive

- Mapping the 19th and the early 20th century fonds and collections;

- E-book and limited paper edition;

- It will be based on the description made while creating the Archival Authority Records and on the selection of the most important and emblematic documents.
Thank you!

Ana.margaridarodrigues@ar.parlamento.pt
Sandra RODRIGUEZ BERMEJO

Archivo de las Cortes Generales, Spain
THE HISTORICAL PARLIAMENTARY ARCHIVE
OF THE CONGRESS OF DEPUTIES

Reviving ICA – SPP

Italian Chamber of Deputies Historical Archives

28-29 November 2019, Rome

Sandra Rodríguez Bermejo
Archives of the Spanish Parliament
The Members of the Parliament taking an oath in Cádiz in 1810
Painted by José Casado del Alisal (1863)

Signature of Antonio Monro de Galan
(first Archivist of the Spanish Parliament)

CONTACT DETAILS
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Fax: +34 913 966 381
E-mail: archivo.congreso@congreso.es
Website: https://www.congreso.es/portal/congreso/portal/Congreso/congreso/Archivos/ArchCon

Archives code: ES. 38079. ACD
Archives name: Archivo del Congreso de los Diputados
Owner: Public/Legislative Power
Geographic scope: Nation-wide
Country: Spain
Region: Region of Madrid
Province: Madrid
Town: Madrid
Street: Calle de San Jerónimo s/n
Post Code: 28071
ARCHIVAL HOLDINGS – ACD

- PARLIAMENT OF CASTILE/CORTES DE CASTILLA (1020-1834)
- ARCHIVES OF THE PARLIAMENT OF SARDINIA/ARCHIVO DE CORTES DE CERDEÑA (1327-1720)
- PRIVATE PAPERS OF FERNANDO VII/PAPELES RESERVADOS DE FERNANDO VII (1808-1823)
- CROWN COUNCIL/CONSEJO DEL REINO (1967-1978)
- PARLIAMENTARY COLLECTION/FONDO PARLAMENTARIO (1809-nowadays)
- PARLIAMENTARY ADMINISTRATION COLLECTION/FONDO DE ADMINISTRACIÓN PARLAMENTARIA (1810-nowadays)
- ICONOGRAPHIC ARCHIVES/ARCHIVO ICONOGRAFICO
- AUDIOVISUAL ARCHIVES/ARCHIVO AUDIOVISUAL
VISITS OF HEADS OF STATE

Visit of Carlo Azeglio Ciampi (1999)

Visit del Presidente de la República italiana, Carlo Azeglio Ciampi
30 de noviembre de 1999
Congreso de los Diputados
Ideas and proposals for the near future

• Updating the website

SPP I CA
Section for Archives of Parliaments and Political Parties
Section des Archives des Parlements et Partis Politiques

Ideas and proposals for the near future

• Annual meetings
Ideas and proposals for the near future

- Forum for discussion
Ideas and proposals for the near future

Forum for discussion

1. En honor a todos los trabajadores档案 para la documentación presidencial y el archivo:
   - El archivo de los documentos que proceden de la Oficina de la Presidencia de la Cámara de Representantes.
   - La cartilla que se encuentra actualmente en el archivo
   - Las que se produzcan en el futuro

2. Bienes para propósitos a que nunca fueron concedidos: Archivo, por ejemplo Agenda del Presidente, Libros de Resolución, etc.

3. Problemas para la conservación de la memoria propia. En el caso de archivar, se ha establecido el cambio de la conservación para que el archivo sea utilizado en el futuro. Se han identificado los problemas de adquisición y archivo que se requieren para futuros eventos. Se ha establecido un calendario de conservación que se ha aplicado.

4. Así mismo quisiéramos aclarar que en el caso de la documentación de las páginas de la Cámara, el libro de Registro, la Oficina de la Presidencia y la sede de la Secretaría, se han establecido criterios para su conservación y administración.

Kudos a todos por hacerlo bien!
Thanks for your attention!
Molte grazie!
SPP Regulations

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In the interest of good governance and in accordance with chapter XIX, art. 61 of the ICA CONSTITUTION as adopted in 2004, the present regulations codify comprehensively the fundamental principles and rules governing the functions and work of the SPP/ICA and its organs.

I - AUTHORITY AND MANDATE OF SPP/ICA

1. (1) Being a section of the International Council on Archives (ICA) under chapter XIX of its CONSTITUTION, the section is officially named: Section of Archives and Archivists of Parliaments and Political Parties (SPP/ICA).

(2) Within the general objectives of ICA as set out in chapter III of the CONSTITUTION, the SPP/ICA at the international level aims to:

   a. promote professional and scholarly co-operation and communication between archives and archivists of parliaments, political parties, and politicians;
   b. draw attention to the existence of archives of parliaments, political parties, and politicians and to promote their interests;
   c. achieve recognition of the professional status of archivists in charge of the archives of parliaments, political parties, and politicians;
   d. ensure the preservation of the historical heritage, and promote knowledge of it, and allow access to it and use of it in as equitable and co-operative a manner as possible.

II - MEMBERSHIP OF SPP/ICA

2. The Section comprises:

   a. the archives services of parliaments, political parties, and politicians, category “C” members of the ICA;
   b. the archives services of organizations such as foundations, associations and others, category “C” members of the ICA, working with records similar to those referred to in a. above;
   c. category “D” members of the ICA working or having worked as archivists for institutions similar to those referred to in a. and b. above.

3. Joining and resigning are via the Secretariat of ICA (ICA CONSTITUTION, 2004, chapter IV, art. 11).

III - ORGANS OF SPP/ICA

4. The organs of SPP/ICA are:

   a. the Plenary Assembly (PA/SPP);
   b. the Steering Committee (SC/SPP);
   c. the President;
   d. the Secretary;
   e. the Treasurer;
   f. the Auditor;
   g. Standing Working Groups of archives of parliaments, political parties, and politicians;
   h. Ad-hoc Working Groups.
IV - THE PLENARY ASSEMBLY

5. The members of SPP/ICA shall meet preferably once a year, but at least every two years, and have the right to speak and to vote at these meetings (ICA, CONSTITUTION 2004, chapter XIX, art. 60 para. 2).

6. (1) At the meetings of the PA/SPP every category "C" member of the Section may be represented by one representative exercising the right to speak and to vote for the respective member.
(2) At the meetings of the PA/SPP every category "D" member of the Section has the right to speak and to vote.
(3) Archivists of parliaments, political parties, and politicians not being members or representing a member of the SPP/ICA are free to attend the meetings of the PA/SPP as observers with the right to speak.

7. (1) A preliminary agenda including the location, the date(s) and the envisaged time of the meeting will be distributed to the members by the Secretary or the President at least eight weeks prior to the meeting.
(2) The final agenda will be sent out at least 14 days before the meeting. The period of time between distributing the preliminary Agenda and the final Agenda is to be six weeks at least.

8. The meeting will be chaired by the President of the Section:

9. (1) Motions may be submitted in writing by any member of the Section 21 days by the latest before a meeting of the PA/SPP; such motions are to be tabled to the Secretary and the president.
(2) In the course of a meeting procedural motions may be submitted in writing or orally by any member present or represented.

10. (1) The PA/SPP decides by the majority of the votes cast.
(2) If the result of the vote is equal, the question is deemed to be in the negative.

11. (1) The PA/SPP, on the proposal of the SC/SPP, establishes and updates the SPP/ICA Regulations.
(2) The Regulations come into force after the approval by the ICA Executive Board.

12. (1) The official record of the meetings and decisions of the PA/SPP is the Minutes of Proceedings. Prepared by the Secretary, it shall include information about the members present and decisions taken.
(2) The Minutes of Proceedings shall be sent to the SPP/ICA members having been present to the meeting within six weeks after a meeting.
(3) Upon reception of Minutes of Proceedings, the SPP/ICA members having been present to the meeting shall have three weeks to send to the Secretary their approval or any corrections. This final decisions on correction is incumbent on the President.
(4) The Minutes of Proceedings are public documents. For the interest of SPP/ICA members, the community of archivists and of the general public, the Secretary shall make every effort to post the final version of the Minutes of Proceedings in the SPP/ICA website as soon as possible.

V - STEERING COMMITTEE

13. The SPP/ICA shall elect a bureau [Steering Committee] and the auditor at the meeting of its members held in association with the International Con-
gress on Archives (ICA CONSTITUTION, 2004, chapter XIX, art. 60 para.3).

14. (1) The membership of the SC/SPP shall consist of the President, Vice-Presidents, up to two Secretaries, the Treasurer and at least three other members, who must be working in the field of administration or preservation of records and archives, or of archival training and education and who may serve no more than two consecutive terms in the same position (ICA, CONSTITUTION 2004, chapter XIX, art. 60 para.4).

(2) One Vice-President is to be elected out of the members representing archives services of Parliaments. One Vice-president is to be elected out of the members representing archives services of political parties or politicians.

(3) If the President or a Vice-president resigns in the course of the electoral term, the Plenary Assembly at its next meeting elects a successor for the remaining part of the electoral term.

15. (1) The SC/SPP shall meet at least once a year and whenever convened by the President or upon the request of one-third of its members (ICA CONSTITUTION, 2004, chapter XIX, art. 60 para.5).

(2) The members of the SC/SPP shall be notified of the location, date(s) and time of a meeting at least eight weeks in advance.

(3) 14 days before a meeting, the members shall receive by e-mail the agenda and, when necessary, the documents to be discussed at the meeting.

16. (1) One third of SC/SPP members, including the President, shall constitute a quorum.

(2) When necessary, formal decisions made by the SC/SPP shall be reached by a vote of its members. The SC/SPP decides by the majority of the votes cast.

(3) If the result of the vote is equal, the question is deemed to be in the negative.

17. If deemed useful, the SC/SPP may co-opt additional members for the term to be completed.

18. (1) The official record of the meetings and decisions of the SC/SPP is the Minutes of Proceedings. Prepared by the Secretary, it shall include information about the members present and decisions taken.

(2) The Minutes of Proceedings shall be sent to the SC/SPP members having been present to the meeting within six weeks after the meeting.

(3) Upon reception of Minutes of Proceedings, the SC/SPP members having been present shall have three weeks to send the Secretary their approval or any corrections. The final decision on correction is incumbent on the President.

(4) The Minutes of Proceedings are public documents. For the interest of the SPP/ICA members, the community of archivists and of the general public, the Secretary shall make every effort to post the final version of the Minutes of proceedings in the SPP/ICA website as soon as possible.

VI - PRESIDENT AND THE VICE-PRESIDENT(S)

19. The President
a. Represents the SPP/ICA in the Annual General Meeting, CITRA, Executive Board, and Programme Commission of the ICA;
b. Convenes and presides over the meeting of the PA/SPP and of the SC/SPP;
c. Is responsible for SPP/ICA programme activities (schedule of meetings, professional themes) with attention to the overall priorities of the ICA;
d. Draws up professional programmes of SPP/ICA;
e. Communicates internally with members of SPP/ICA and with the rest of the ICA;
f. Takes action to increase the membership of SPP/ICA particularly at the institutional level and especially in regions under-represented in the Section;
g. Takes action to find funds available for SPP/ICA.

20. The Vice-President

a. Assist the President in internal communication and in managing the SPP/ICA programmes;
b. In the absence of the President, a Vice-President legally represents the SPP/ICA;
c. The Vice-President elected out of the members representing archives services of Parliament chairs the meetings of the Standing Working Group of Parliamentary Archives;
d. The Vice-President elected out of the members representing archives services of political parties or politicians chairs the meeting of the Standing Working Groups of Political Party Archives and of Archives of Politicians.

VII - THE SECRETARY

21. The Secretary

a. Helps in organising meetings (conferences) and keeps the Minutes of Proceedings of the PA/SPP and SC/SPP;
b. Is responsible for the internal administration and communication in co-operation with the President;
c. Manages the campaign directed to increase of membership especially from underdeveloped regions.

VIII - THE TREASURER

22. The Treasurer

a. Is responsible for the management of the budget at the disposal of the section (under the supervision of the ICA Treasurer);
b. Reports to the PA/SPP;
c. Submits the accounts of the SPP for annual audit to the Auditor.

IX - THE AUDITOR

23. The Auditor

a. Reviews the accounts submitted by the treasurer;
b. Reports to the PA/SPP;
c. Applies to the PA/SPP for exoneration of the Treasurer.
X - WORKING GROUPS
24. Standing Working Groups
   (1) In accordance with the composition of the Section comprising the archives services of parliaments, political parties and politicians (para.2 subpara.a), the Standing Working Groups consist of:
      a. a Working Group of Parliamentary Archives;
      b. a Working Group of Political Party Archives;
      c. a Working Group of Archives of Politicians.
   (2) The function of the Standing Working Groups is to carry out tasks specific to the particular kind of archival services they represent.

25. Ad hoc Working Groups The SC/SPP may set up Ad hoc Working Groups to carry out specific tasks of the Section.

XI - HONOURS
26. The PA/SPP may on proposal of the SC/SPP and by unanimous decision confer:
   a. the status of Honorary President to one member of the SPP/ICA not being in active service and having rendered eminent service to the Section and/or the profession;
   b. the status of Honorary Member to up to four members of the SPP/ICA not being in active service and having rendered excellent service to the Section and/or the profession.

XII - OFFICIAL LANGUAGES OF SPP/ICA
27. (1) The working languages of SPP/ICA shall be English and French (ICA CONSTITUTION, 2004, chapter XXIII, art. 74 para.1).
   (2) The official communication and correspondence of SPP/ICA shall be in English and/or French (ICA CONSTITUTION, 2004, chapter XXIII, art. 74 para.1).

XIII - DATE OF EFFECTIVENESS
28. These Regulations shall come into force immediately following its adoptions by the Executive Board of the ICA on June 2009.
Règlement de la SPP/CIA

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Dans l’intérêt d’une saine gestion, et conformément au chapitre XIX, art. 61 des STATUTS du CIA tels qu’approuvés en 2004, le présent Règlement codifie de façon détaillée les principes et les règles de base qui régissent le fonctionnement et le travail de la SPP/CIA et ses composantes.

I - POUVOIR ET MANDAT

1. (1) Section du Conseil international des archives (CIA), la Section, conformément au chapitre XIX des Statuts du CIA, est officiellement appelée : Section des archives des parlements et partis politiques (SPP/CIA)

(2) Dans le cadre des objectifs généraux du CIA tels que formulés au chapitre III de ses Statuts, la SPP/CIA, au niveau international, vise à

a. promouvoir la coopération professionnelle et scientifique et les relations entre archives et archivistes des parlements, des partis politiques, et des politiciens;

b. faire reconnaître au plan international l’existence des archives des parlements, des partis politiques, et des politiciens, et en promouvoir l’intérêt;

c. obtenir la reconnaissance du caractère professionnel du statut d’archiviste pour les personnes en charge des archives des parlements, des partis politiques, et des politiciens;

d. assurer la conservation et la connaissance du patrimoine historique de celles-ci et en permettre l’exploitation, l’accès et la communication de façon aussi équitable et conviviale que possible.

II - COMPOSITION

2. La Section comprend

a. les services d’archives des parlements, des partis politiques, et des politiciens, membres de la catégorie “C” du CIA;

b. les services d’archives d’organisations telles les fondations, associations et autres, membres de la catégorie “C” du CIA, transigeant avec des documents similaires à ceux sous-entendus en a. ci-dessus;

c. les membres de la catégorie “D” du CIA travaillant ou ayant travaillé à titre d’archivistes pour des institutions similaires à celles mentionnées en a. ci-dessus.


III - COMPOSANTES

4. Les composantes de la SPP/CIA sont

a. l’assemblée plénière (AP/SPP);

b. le comité directeur (CD/SPP);

c. le Président;

d. le Secrétaire;

e. le trésorier

f. le vérificateur;
g. les groupes de travail permanents des archives parlementaires, archives des partis politiques et archives des politiciens;
h. les groupes de travail ad hoc.

IV - L’ASSEMBLÉE PLÉNIÈRE

5. Les membres de la SPP/CIA se réunissent préférablement une fois par année, mais au moins tous les deux ans, et ont les droits de parole et de vote à ces réunions (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 2)

6. (1) Aux réunions de l’AP/SPP, tout membre de la catégorie "C" de la Section peut être représenté par un membre en règle qui peut exercer ses droits de parole et de vote pour le membre qu’il représente.
   (2) Aux réunions de l’AP/SPP, tout membre de la catégorie "D" de la Section a droits de parole et de vote.
   (3) Les archivistes des parlements, des partis politiques, et des politiciens non-membres ou représentant un membre de la SPP/CIA peuvent assister aux réunions de l’AP/SPP à titre d’observateurs et n’ont que le droit de parole.

7. (1) Un projet d’ordre du jour incluant le lieu, la(les) date(s) et l’heure d’une réunion est distribué aux membres par le secrétaire ou le président au moins huit semaines avant la réunion.
   (2) L’ordre du jour final est envoyé au moins quatorze jours avant la réunion. Le délai entre la distribution du projet d’ordre du jour et l’ordre du jour final est au moins de six semaines.

8. Les réunions sont présidées par le président de la Section.

9. (1) Les motions peuvent être soumises par écrit par tout membre de la Section au plus tard vingt-et-un jours avant une réunion d’une AP/SPP; ces motions doivent être déposées auprès du secrétaire et du président.
   (2) Au cours d’une réunion, des motions de procédure peuvent être soumises par écrit ou oralement par tout membre présent ou représenté.

10. (1) L’AP/SPP prend ses décisions au moyen de votes majoritaires
    (2) S’il y a parité des voix, la question est réputée rejetée.

11. (1) L’AP/SPP, sur proposition du CD/SPP, établit et met à jour le Règlement de la SPP/CIA.
    (2) Le Règlement entre en vigueur dès son adoption par le Comité exécutif du CIA.

12. (1) Le procès-verbal constitue le compte rendu officiel des réunions et des décisions de l’AP/SPP.
    Préparé par le secrétaire, le procès-verbal contient des indications sur les membres présents et les décisions prises.
    (2) Le procès-verbal est envoyé aux membres de la SPP/CIA ayant été présents à la réunion dans les six semaines suivant la réunion.
    (3) Sur réception du procès-verbal, les membres de la SPP/CIA ayant été présents à la réunion ont trois semaines pour envoyer au secrétaire leur approbation ou toute correction. La décision finale des corrections incombe au président.
    (4) Les procès-verbaux sont des documents publics. Pour l’intérêt des
membres de la SPP/CIA, la communauté d’archivistes et le public en général, le secrétaire veille à publier le plus rapidement possible la version finale des procès-verbaux dans le site internet de la SPP/CIA.

V - LE COMITÉ DIRECTEUR

13. La SPP/CIA élit son bureau (comité directeur) ainsi qu’un vérificateur à la réunion de ses membres tenue à l’occasion du Congrès international des archives (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 3).

14. (1) Le CD/SPP est composé d’un président, de deux vice-présidents, de deux secrétaires au maximum, d’un trésorier et au moins trois autres membres, qui doivent travailler dans le domaine de l’administration ou de la conservation des documents et des archives ou de la formation initiale et continue des archivistes et qui ne peuvent pas exercer la même fonction pendant plus de deux mandats consécutifs (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 4).

(2) Un premier vice-président doit être élu par les membres représentant les services d’archives des parlements. Un second vice-président doit être élu par les membres représentant les services d’archives des partis politiques et des politiciens.

(3) Si le président ou un vice-président démissionne au cours d’un mandat, l’AP/SPP, à sa subséquente réunion, élit le successeur pour le restant de la durée du mandat.

15. (1) Le CD/SPP se réunit au moins une fois par an et chaque fois qu’il est convoqué par le président, ou à la demande d’un tiers de ses membres (Statuts du CIA, 2004, chapitre XIX, art. 60 para. 5).

(2) Les membres du CD/SPP sont informés du lieu, de la(des) date(s) et de l’heure d’une réunion au moins huit semaines à l’avance.

(3) Quatorze jours avant une réunion, les membres reçoivent par courriel l’ordre du jour et, si nécessaire, les documents qui seront discutés lors de la réunion.

16. (1) Un tiers des membres du CD/SPP, incluant le président, constitue le quorum.

(2) Si nécessaire, les décisions formelles du CD/SPP sont prises au moyen de votes de ses membres. Le CD/SPP prend ses décisions au moyen de votes majoritaires.

(3) S’il y a parité des voix, la question est réputée rejetée.

17. Si jugé utile, le CD/SPP peut admettre par cooptation des membres additionnels pour le terme devant être complété.

18. (1) Le procès-verbal constitue le compte rendu officiel des réunions et des décisions du CD/SPP.

Préparé par le secrétaire, le procès-verbal contient des indications sur les membres présents et les décisions prises.

(2) Le procès-verbal est envoyé aux membres du CD/SPP ayant été présents à la réunion dans les six semaines suivant la réunion.

(3) Sur réception du procès-verbal, les membres du CD/SPP ayant été présents à la réunion ont trois semaines pour envoyer au secrétaire leur approbation ou toute correction. La décision finale des corrections incombe au président.
(4) Les procès-verbaux sont des documents publics. Pour l’intérêt des membres de la SPP/CIA, la communauté d’archivistes et le public en général, le secrétaire veille à publier le plus rapidement possible la version finale des procès-verbaux dans le site internet de la SPP/CIA.

VI - LE PRÉSIDENT ET LE(S) VICE-PRÉSIDENT(S)

19. Le Président
   a. représente la SPP/CIA à l’Assemblée générale, au CITRA, au Comité exécutif, et à la Commission de programme du CIA;
   b. convoque et préside les réunions de l’AP/SPP et du CD/SPP;
   c. est responsable du programme de travail de la SPP/CIA (horaire des réunions, thèmes professionnels) en tenant compte des priorités d’ensemble du CIA;
   d. établit les programmes professionnels de la SPP/CIA;
   e. communique avec les membres de la SPP/CIA ainsi qu’avec le CIA;
   f. prend les mesures pour augmenter les adhésions de la SPP/CIA, particulièrement au niveau institutionnel et spécialement dans les régions sous-représentées de la Section;
   g. est responsable d’administrer le budget mis à la disposition de la SPP/CIA (sous le contrôle du trésorier du CIA);
   h. Prend les mesures pour trouver des fonds spéciaux disponibles pour la SPP/CIA.

20. Le vice-président
   a. Assiste le président dans les communications internes et dans la gestion des programmes de la SPP/CIA;
   b. en l’absence du président, lui représente légalement la SPP/CIA.
   c. Le vice-président élu par les membres représentant les services d’archives des parlements préside les réunions du groupe de travail permanent des archives parlementaires.
   d. Le vice-président élu par les membres représentant les services d’archives des partis politiques et politiciens préside les réunions des groupes de travail permanents des archives des partis politiques et des archives des politiciens.

VII - LE SECRÉTAIRE

21. Le secrétaire
   a. aide à l’organisation des réunions (conférences) et garde les procès-verbaux de l’AP/SPP et du CD/SPP;
   b. est responsable de l’administration et des communications internes, en collaboration avec le président;
   c. gère les campagnes visant à augmenter les adhésions, plus particulièrement dans les régions sous-développées.

VIII - LE TRÉSORIER

22. Le trésorier
   a. Est responsable de la gestion du budget mis à la disposition de la Section (sous la supervision du trésorier du CIA).
b. Fait rapport à l’AP/SPP.
c. Soumet les comptes de la SPP/CIA au vérificateur pour la vérification annuelle.

IX - LE VÉRIFICATEUR

23. Le vérificateur
   a. Revoit les comptes soumis par le trésorier.
   b. Fait rapport à l’AP/SPP.
   c. Se conforme à l’AP/SPP pour l’exonération du trésorier.

X - GROUPES DE TRAVAIL

24. Groupes de travail permanents
   (1) En conformité avec la composition de la Section qui regroupe les services d’archives des parlements, des partis politiques, et des politiciens (para. 2, alinéa a), les groupes de travail permanents sont
      a. un Groupe de travail des archives parlementaires;
      b. un Groupe de travail des archives des partis politiques;
      c. un Groupe de travail des archives des politiciens.
   (2) La fonction des groupes de travail permanents consiste à effectuer des tâches spécifiques au domaine spécialisé des services d’archives qu’ils représentent.

XI - DISTINCTIONS

26. L’AP/SPP, sur proposition du CD/SPP et par décision unanime, peut accorder
   a. la qualité de président d’honneur à un membre de la SPP/CIA qui n’est pas en fonction et qui a rendu des services éminents à la Section et/ou à la profession;
   b. la qualité de membre d’honneur à quatre membres au maximum de la SPP/CIA qui ne sont pas en fonction et qui ont rendu des services excellents à la Section et/ou à la profession.

XII - LANGUES OFFICIELLES

27. (1) Les langues de travail de la SPP/CIA sont l’anglais et le français (Statuts du CIA, 2004, chapitre XXIII, art. 74 para. 1)
(2) Les communications et la correspondance officielles de la SPP/CIA se font en anglais et/ou en français (Statuts du CIA, 2004, chapitre XXIII, art. 74 para. 1)

XIII - DATE D’ENTRÉE EN VIGUEUR

28. Ce Règlement entre en vigueur dès son adoption par le Comité exécutif Juin 2009
The Members of the I.C.A. Section for Archives of Parliaments and Political Parties, convened in Rome for the 2019 Annual Meeting,

Recalling the invitation by I.C.A. Secretary General on February 20, 2019 to volunteer to revive the Section and propose a plan of action for its revival;

Reaffirming the importance of fostering the archival dimension of preserving and disseminating knowledge on the history of national Parliaments and Political Parties;

Reiterating their determination to enhance the traditional role of the Section as a valuable framework for professional exchange and cooperation;

Stating their expectation that Archivists from other Parliaments and Political Parties may actively participate in the proceedings of the Section;

Agreed the following plan of action for the future development of the Section’s activities:

(a) To undertake strong efforts to establish a network of Parliaments and Political Parties Archives so as to enhance mutual knowledge and cooperation through direct exchange of professional experiences and web-based information tools;

(b) To encourage the active participation of Archivists from other Parliaments and Political Parties in the proceedings of the Section through direct professional contacts and by announcing the re-establishment of the SPP Section on the I.C.A. website;

(c) To welcome and support I.C.A. initiatives aimed at promoting national parliamentary and political parties’ Archives as well as the professional skills and culture of archivists engaged in their preservation and development;
(d) In the absence of organs legitimized to act on behalf of the Section in accordance with section 13 of the SPP Regulations, to establish a provisional governance body based on the unanimous decision of the members convened in Rome on 28 and 29 November 2019;
(e) To request the Secretary General of ICA to arrange for a meeting of the Plenary Assembly of SPP to be held in association with the ICA Congress in Abu Dhabi in 2020, to perform the electoral procedure foreseen in the above-mentioned provision.

Made in Rome, 29th November 2019

Dr. Karin Schneider, Austrian Parliamentary Archives
Prof. Dr. Ewald Grothe, Friedrich-Naumann-Stiftung für die Freiheit - Archiv des Liberalismus
Dr. Inda Novominsky, Israeli Knesset Archives
Dr. Giampiero Buonomo, Italian Parliamentary Historical Archives
Dr. Paolo Massa, Italian Parliamentary Historical Archives
Dr. Ana Margarida Rodrigues, Portuguese Parliamentary Historical Archives
Dr. Sandra Rodriguez Bermejo, Spanish Congress of Deputies Archives
Dr. Günther Schefbeck, Former SPP Steering Committee Chairman
Dr. Emilie Gagné Leumas, The I.C.A. Representativein the Section Meeting
Résolution finale

Les Membres de la Section des Archives des Parlements et des Partis politiques de l’ICAréunis à Rome à l’occasion de la Conférence annuelle 2019,

Rappelant l’invitation formulée par le Secrétaire général de l’ICA le 20 février 2019 de s’engager à relancer la Section et de proposer un plan d’action pour sa relance;

Réaffirmant l’importance de favoriser la fonction des archives de conservation et divulgaion des connaissances concernant l’histoire des Parlements nationaux et des Partis politiques;

Réitérant leur détermination de mettre en valeur le rôle traditionnel de la Section en tant que cadre précieux pour les échanges professionnels et la coopération;

Affirmant leur souhait que les archivistes des autres Parlements et des Partis politiques participent activement aux travaux de la Section;

ont convenu du plan d’action qui suit pour le développement futur des activités de la Section:

(a) Accomplir des efforts soutenus en vue d’établir un réseau des archives des Parlements et des Partis politiques de manière à améliorer la connaissance et la coopération réciproques à travers l’échange direct d’expériences professionnelles et d’outils d’information par Internet;

(b) Encourager la participation active des archivistes d’autres Parlements et de Partis politiques aux travaux de la Section à travers des contacts professionnels directs et en annonçant la reconstitution de la Section des Archives des Parlements et des Partis politiques (SPP) sur le site web de l’ICA;

(c) Accueillir et soutenir les initiatives de l’ICA visant à promouvoir les archives nationales des parlements et des partis politiques, ainsi que les compétences professionnelles et la culture des archivistes engagés dans la conservation et le développement des archives;
(d) En l’absence d’organes habilités à agir au nom de la Section conformément à l’article 13 du Règlement de la SPP, établir un organe de gouvernance provisoire par décision unanime des membres réunis à Rome les 28 et 29 novembre 2019;
(e) Demander au Secrétaire Général de l’ICA d’organiser une réunion de l’Assemblée plénière de la SPP en association avec le Congrès de l’ICA à Abu Dhabi en 2020, afin d’effectuer la procédure électorale prévue dans la disposition susmentionnée.

Fait à Rome, le 29 novembre 2019

Dr. Karin SCHNEIDER, 
*Austrian Parliamentary Archives*

Prof. Dr. Ewald GROTHE, 
*Friedrich-Naumann-Stiftung für die Freiheit - Archiv des Liberalismus*

Dr. Inda NOVOMINSKY, 
*Israeli Knesset Archives*

Dr. Giampiero BUONOMO, 
*Italian Parliamentary Historical Archives*

Dr. Paolo MASSA, 
*Italian Parliamentary Historical Archives*

Dr. Ana Margarida RODRIGUES, 
*Portuguese Parliamentary Historical Archives*

Dr. Sandra RODRIGUEZ BERMEJO, 
*Spanish Congress of Deputies Archives*

Dr. Günther SCHEFBECK, 
*Former SPP Steering Committee Chairman*

Dr. Emilie GAGNET LEUMAS, 
*The I.C.A. Representative in the Section Meeting*