INTERNATIONAL COUNCIL ON ARCHIVES  
SECTION ON ARCHIVES AND HUMAN RIGHTS  
MINUTES FOR THE EXECUTIVE MEETING SAHR19  

9 March 2023 AT 17:00 CET/Paris time By Zoom video conference

Present:
Vitor Fonseca (chair); Trudy Peterson (vice chair); Kate Blalack (minutes); Antonio González Quintana; Perrine Canavaggio; Katja Hering; Deborah Jenkins; Romain Ledauphin; Dagmar Hovestadt, Blanca Bazaco, Andreas Nef; Christine Martinez; David Sutton

Apologies:
Jens Boel who submitted comments in writing instead

1. Discussion Summary:
We currently do not have a defined target audience for our newsletter. The Executive Committee (EC) will continue to work together to identify new possible channels for multinational newsletter circulation. This includes list-servs, organizations, and individuals. EC will consider recruiting from the general ICA-SAHR membership for this task. We will also consider cross disciplinary fields such as law, journalism, political science and any human rights groups.

A core team/task force has been identified to proceed forward with clarifying newsletter roles and needs. This group will meet independently and follow-up with ED. This core group is currently: Jens Boel; Kate Blalack; Romain Ledauphin, Andrea Nef, Dagmar Hovestadt, Normand Charbonneau and Trudy Peterson. Giulia Barrera and the translators needs to be kept informed. We agree we need to have a senior editor who will be responsible for the overall coordination and management of the newsletter but must refine tasks of this, and other roles, including copy editing, data gathering, etc. Roman Ledauphin suggested considering Zotero software to help with the management of the data https://www.zotero.org/

Another task is to streamline the translation process by coordinating with Katja Hering.

2. Discussion Comments
Questions: Whom do we write for? Who is the current audience and whom would we like to reach? How is the newsletter being used – and by whom? How would we like to see it being used? Should we identify key target groups – for example human rights documentation centres and relevant networks, associations and institutions within the professions of human rights professionals, lawyers and journalists – and
Trudy comments: there is no current specific target audience. Trudy sends to SAA listserv, Italian colleagues (Giulia), Trudy sends out to specific people and it is often reposted to the Canadian listserv.

Romain comments: we should send to section members as a key audience. This will perhaps motivate participation.

Deb comments: there are 165 people in the SAHR circulation list of whom 135 are ICA members, the 40 additional members are not necessarily archivists but are interested in the work of the section. So we have a large section of “friends.” We need to be clear in our strategy – where we will circulate our information? We need to be more systematic in our procedures for circulation. We should also look at legal and historical professions. Once we establish the strategy group, an early task will be to ask all of us to make suggestions and build upon our current circulation list. We need to work from our current network and connections to build a large audience base. There is a mix of archivists, activists and academics.

Dagmar comments: is this an internal circulation or is the goal to connect to cross-disciplinary fields. What is the goal? How does this support the section? We want to address the archival community and also anyone in the human rights field to further the visibility of the section. At this point we need to just solidify who we send it to and why?

Vitor comments: We have a lot of work on our plate and so would like to make the process simplified. We should be open to feedback and increasing our audience, but do we have enough help to do this kind of outreach and survey members and readers. We should get a list of specific institutions that we should send the announcements to. We should also use this time to think about what kinds of articles and proposals we would like to include.

Perrine comments: current sends to French archivist’s association, (AAF) Association of French Archivists

Christine comments: we should also send to political sciences professionals, including, for instance, transnational justice (eg Rwanda genocide). It is necessary to edit and select articles that specifically fall within the scope of archives and human rights.

Questions: Which scenarios for the contents and structure of the Newsletter can we choose between? Which technical/technological solutions can help us facilitate the work of collecting and editing, reaching out, developing and maintaining useful indexes and keeping information available in spite of “link rot”, i.e. broken links and similar problems? Should we identify key target groups – for example human rights documentation centres and relevant networks, associations and institutions within the professions of human rights professionals, lawyers and journalists – and ask for feedback on the Newsletter?
Deb comments: we should continue with the current process until December 2023. We should use the time between now and then to review processes and content.

Dagmar comments: we need to make sure that we select articles and inclusions carefully to make sure they fit the specific scope of archives and human rights.

Vitor comments: We need to organize the individuals who are interested in managing the newsletter. We need to have an editorial committee made up with more membership, not only the executive committee. The editorial group will need to meet to discuss roles and propose back to the EC the structure of the newsletter team. He will coordinate date for editorial team meeting.

Deb comments: We are stretched but there are many new people willing to participate. Who is currently willing? Hands: Normand, Andreas, Kate, Dagmar, Romain, with Giulia on a need to know basis. This group will develop a list of action items and develop roles.

Andreas comments: We need to have written procedures, so that we are not duplicating work. He is also happy to help with the technical aspects of the newsletter.

Deb comments: We might have individuals identified who will focus on specific aspects of human rights (eg. Indigenous communities reporting, human rights violations in business, etc) Is there a need for an overarching editor? We need to make sure we have people on board with specific subject expertise to build a strategy for the newsletter down the line. The commentaries are very important. As Antonio mentioned at last meeting that this is one of the few places we provide our political viewpoint in particular issues. We will need to have a minute taker (Kate will take minutes). We need to have a senior editor who will have the role of ensuring that all the information is presented according to our scope.

Romain comments: Zotero might be a good software to use.
https://www.zotero.org/ During our first meeting we can develop roles and describe and clarify the components of the newsletter. Perhaps Trudy can stay on board for the next few issues for the transition

Kate comments: We should put a call out for new professionals to help with newsletter.

Trudy comments: We don’t have to do thematic or geographic. We can do both. Business and humans rights is one of the most difficult subjects to cover because it is layered. We will need to find someone or several people to write the commentaries. I am happy to provide backup on any issues.

Antonio comments: Editorial commentaries are very important for the newsletters and must cover critical issues in human rights in the current climate. The working group must meet every month and vote on what we will comment about and what is most pertinent. We also should have a senior editor leading the group.
Christine comments: Giulia Barrera might be a good person to consider, although she might be very busy

Question: How shall we organize the workflow with available resources in a way that is both inclusive and effective?

Dagmar comments: we need to make sure that we select articles and inclusions carefully to make sure they fit the specific scope of archives and human rights.

3. Decisions:
   a. To continue with the current process until December 2023. We should use the time between now and then to review processes and content.
   b. To consider the use of the Zotero software for the management of the data
   c. To set up a Newsletter Strategy Group, as follows:
      1. Vitor will chair the group, at least initially
      2. Kate will act as Secretary
      3. Andreas and Romain will provide technical backup and advice
      4. Katja will be the link with the translation programme group of SAHR
      5. Other members of the group to include: Dagmar, Jens, Trudy, Normand, Katja, with Giulia, Paloma and Deb on a need to know basis

4. Actions:
   a. Vitor will coordinate a meeting date for the Newsletter Strategy Group.
   b. EC to work on identifying newsletter dissemination scope.

5. Any Other Business:
   • The book Archives and Human Rights is now available in Spanish. Book launch is March 28th.
   • Perrine has received the proofs for the French version and she and Christine worked on this translation
   • Christine will continue to work with Katja Hering on the coordination and streamlining of the translation processes.

18:10 CET meeting close.

Respectfully submitted, Kate L. Blalack