



MINUTES of the SPA PLANNING AND STEERING COMMITTEE MEETING held in Arnhem, Gelders Archief, 22-23 April 2013, 10:00 to 18:00

This meeting took place during two days and was followed on April 23 by a conference call with David Leitch, the ICA Secretary General, to discuss further matters which were raised during the meeting of the SPA Planning and Steering Committee.

MINUTES of ICA SPA PLANNING AND STEERING COMMITTEE MEETING held in Arnhem, Gelders Archief, 22 April 2013, 10:00 to 18:00

1. Administrative matters

1.1 Present

Fred van Kan (Koninklijke Vereniging van Archivarissen in Nederland (KVAN))

Bernhard Post (VdA - Verband Deutscher Archivarinnen und Archivare)

Claude Roberto (Association des Archivistes du Québec)

Cristina Bianchi (Association des Archivistes Suisses (AAS-VSA))

Vilde Ronge (Norsk Arkivråd)

Gregor Trinkaus-Randall (Society of American Archivists (SAA) & Academy of Certified Archivists (ACA))

Sangmin Lee (Korean Association of Records Managers and Archivists (KARMA))

Piotr Zawilski (Stowarzyszenie Archiwistów Polskich)

Charlotte Maday to replace Ousmane M'Baye (Association des Archivistes Français (AAF))

1.2 Apologies

Galia Duvidzon (Israeli Archives and Information Association)

Maria Celina Soares de Mello e Silva (Associação dos Arquivistas Brasileiros (AAB))

Dario Martinez (Sociedad Para el Desarrollo Científico de la Archivística (SDCA))

Joan Antoni Jimenez (Associació d'Arxivers-Gestors de Documents de Catalunya (AAC))

1.3 Approval of the agenda

The agenda was approved. SPA members introduced themselves and gave a few comments on the 2012 Brisbane ICA Congress.

1.4 SPA budget

Remaining 2012 funds (3,618 euros), which had been committed for translations, will be carried over to current year. In 2013, SPA will have an additional 5,000 euros. Half of the total amount can be used for translations. The other half will be used at a later date in case of a financial crisis.

Action:

- *The amount of 6,118 euros will be set aside from the SPA annual budget for translations.*

1.5 News from ICA

▪ **Executive Board**

The Executive Board met in March 2013. Christine Martinez left the ICA team located in Paris. The French Archives administration will sponsor the new employee to replace her. It would be good to have information on the structure of the ICA Secretariat and information on the responsibilities of each staff member to facilitate communication between the ICA bodies and the Secretariat. David Leitch is working on this.

Action:

- *The ICA Secretariat and David Leitch will work on better communication with ICA bodies (including SPA).*
- **Section Chairs**

It was noted that the SPA section is different from other sections which are based on themes and look more like interest groups.

- **PCOM (Programme Commission)**

SPA works with PCOM which is responsible for coordinating ICA projects. There will be a new perspective and direction for PCOM. The Executive Board wants PCOM to become a greater force in moving forward in the areas of digitization, preservation, good governance and open government. The aim is to get all professional initiatives under PCOM. We agreed that it would be useful if PCOM could provide information on the current projects. It was also suggested that SPA should participate more in PCOM projects. There should be also greater liaison between PCOM and ARMA as well as PCOM and IFLA, which is more present than ICA on the international scene. There is no need for PCOM to duplicate activities and projects taking place throughout the world. PCOM should be responsible for ICA projects but also publicize other projects developed by archivists all over the world. PCOM should also develop links with all other ICA sections.

1.6 New administrative business, ICA Membership

ICA needs to provide increased benefits to increase our membership. Some ideas that could increase the ICA membership were mentorship, programs, grants, publications, developing blogs and tweets for main meetings, having membership fees based of personal revenues.

SPA had 78 members in February 2013, included some arrears, such as for Chad, Senegal, China, Croatia. Associations in arrears should be removed from the membership list. We have new members from Togo and the Cité des mémoires étudiantes (France). It was mentioned that the ICA Secretariat should send an invoice with a specific payable amount to the association members and to the archives because some association representatives work for an archives. SPA will ask the ICA Secretariat to send these invoices with payable amounts.

It was suggested to network with ex-Russian countries. The Trieste conference could be a good place for advocacy with the Eastern archivists. SPA members attending this yearly conference will connect with them.

It was decided to discuss with David Leitch how to increase the membership and enhance benefits from membership.

1.7 IFLA

It was suggested that IFLA and ICA should cooperate. IFLA has a more visible presence internationally and has more members. Gregor Trinkaus-Randall will be our contact for IFLA and will advise on potential collaboration.

1.8 Translations: Call for help from ICA

Margaret Turner (who is coordinating ICA translations) sent a letter to SPA members to get volunteers to translate ICA documents. SPA will hire translators for its own translations with

the remaining 2012 SPA funds and part of its allocation for 2013. The SPA Steering Committee is also encouraged to concentrate on and to help with translations and editing of SPA translated documents. We will use SPA funding to hire a translator to finish the translation into French of the SPA Retention Schedule. This translation will be edited by the SPA Steering Committee before distribution to SPA members. Sangmin Lee volunteered to translate SPA documents into Korean for his association and Charlotte Maday volunteered to translate short documents into French. SPA has now a translator from French and English to Spanish, but we don't have a translator from Spanish into French and English. Fred van Kan will make arrangements with the ICA Secretariat to contract a translator in Paris for the translation into French of the SPA Retention Schedule. It was decided to review this matter with David Leitch.

Action:

- ***Fred van Kan will make arrangements with the ICA Secretariat to contract a translator in Paris.***

1.9 Access best practices

SPA members are working on distributing the Principles of Access to their members. Trudy Peterson sent a letter to SPA members and asked them to review the practices during their meetings.

1.10 SPA web page

Improvements are needed because it is difficult to find information on the ICA website. In addition, the site could be more attractive. The SPA Newsletters are not made available on the SPA web page because they are found under ICA Newsletters. It was suggested to have links to the websites of SPA members on the SPA web page. Links might exist and we will ask Colleen McEwen if there is a hyperlink and where it is.

In addition, it would be useful to have information on SPA projects on the SPA web page and to give more importance to SPA on the ICA website. SPA would like to be involved in the development of a new SPA web page.

Action:

- ***The SPA Steering Committee will discuss the present website with David Leitch.***

2. SPA projects

2.1 2012-2016 Strategic Objectives and Business Plan

Promotion and advocacy: Vilde Ronge suggested developing a promotion campaign around the UDA. We all agreed we should be practical, achieve several objectives with little time, and start with small projects in our region. An example of a practical project would be to discuss the UDA in LIS Schools. Gregor Trinkaus-Randall and Claude Roberto could be a link between SPA and the UDA Working Group. We should use the UDA in the advocacy activities. However, it was noted that the UDA was an ICA project and no longer a SPA project. Having examples of promotional activities conducted by SPA members on the ICA website would also be a good idea. The SAA has a program about voting on the best research project in an archives in its “I Found It In The Archives” project, and we should consider doing a similar project for our advocacy campaign. The current issue with the European parliament making rules on personal data without discussion with national archives shows the need for advocacy and promotion. The SPA Steering Committee members should provide examples of their association’s advocacy plans. It was decided to work on promotional and advocacy projects by exchanging emails and presenting results at meetings. Vilde Ronge proposed to write an advocacy plan. She mentioned that we would benefit from having a n advocacy professional at our meeting in Brussels. In addition, in several countries records managers and archivists are closely connected. It was agreed it would be necessary to build advocacy from the creation of the records to their preservation and access, and to include records management and archives in the advocacy activities.

Action:

- *Vilde Ronge will write a draft for an advocacy plan that she will then send to the others who are working on this issue: Jean-Philippe Legois, Piotr Zawilski, Fred van Kan and Simon Chu*

2.2 Principles on the Role of Archivists

Action:

- *Fred van Kan will email Trudy Peterson, as suggested by Vilde Ronge, to make sure the principles include archives and records managers.*

2.3 Directory of associations

Bernhard Post is our contact for the Directory, and he will update it as needed. Addresses for websites and emails will need ongoing updates.

Action:

- *Bernhard Post will ask Colleen McEwen where the link for the database is.*

2.4 Newsletter

Articles on matters of interest to archivists, such as advocacy or new trends in various countries or relationships between archivists and librarians, as well as a section “Word from the President” on SPA projects could be added. We could also give some practical information on how to use the ICA website. The *Newsletter* should be between 6 and 8 pages in length.

2.5 Erfurt Conference on Business and Ethics

Bernhard Post reported it was not easy to find support from sponsors. So far collaboration with partners has not yet been found. We should be able to get some funding from local organizations and from PCOM. The theme of the conference could include themes such as open data and good governance, or management of secret documents. The conference should be a collaboration with SPA/ICA, the ICA Business Section, and other experts such as economic historians.

Action:

- *Bernhard Post will ask PCOM for money.*

2.6 Twinning/sisterhood arrangement between SPA members

The Israel Association proposed this project to SPA, but it can be extended to other associations. The project would be a mutual sharing program rather than a mentorship where parties are not on the same level. Sangmin Lee asked for such a sharing arrangement between the Korean and the Dutch associations. This would be good for the preparation of the upcoming congress in Seoul; standards between Korea and the Netherlands could be compared and this might improve preparation for the 2016 Seoul Congress.

Action:

- *Sangmin Lee and Fred van Kan will discuss the possibilities of a Korean Dutch sharing program.*

2.7 New guidelines

In Brisbane, Andrew Nicoll reported that a draft of the guidelines for producing an association newsletter had been developed by the ARA editors and that Colleen McEwen had provided comments. We did not receive any additional news.

Actions:

- *Fred van Kan will contact Andrew Nicoll to get his ideas on the new guidelines he proposed during past SPA meetings.*
- *For all guidelines: Ousmane M'Baye and Celina Soares de Mello e Silva will check with established associations regarding which guidelines they have.*

- *Charlotte Maday will ask Ousmane to contact Celina and Fred van Kan will ask Celina to discuss with Ousmane.*
- *Sangmin Lee will work on connection with high and poor income countries. Sangmin's name will be added to the preparation of new guidelines. The SPA Manual will be updated as needed.*

2.7 Relationship between national archives and national archival associations and between national associations

In a number of countries there is a serious gap between these organizations. It was felt that some of the more well-established national associations could potentially serve as mentors to some other less defined associations and provide assistance in their educational programs, in designing archives buildings, etc. Sangmin Lee's name will be added to the group working on this relationship project.

MINUTES of ICA SPA PLANNING AND STEERING COMMITTEE MEETING held in Arnhem, Gelders Archief, 23 April 2013, 10:00 to 18:00

Present

Same members as on April 22 with the addition of Simon Fook Keung Chu (Hong Kong Archives Society) and Sarah Choy (guest).

3. Members' projects of interest to SPA

3.1 Support of Malian archivists (AAQ)

The Association des Archivistes du Québec recently passed a resolution regarding the Malian armed conflict having destroyed in Mali a large quantity of archives. In addition to offering its expertise and willingness to participate in a collective and vital effort to safeguard Malian heritage, the AAQ asked the ICA, the UNESCO and the International Committee of the Blue Shield (ICBS) to get involved, if this has not yet been done, to preserve Malian heritage by assisting the Malian authorities and Malian archivists, librarians and curators in protecting each element of Malian heritage. It was decided to review this resolution with David Leitch. The representatives from the AAF and Claude Roberto from the AAQ agreed to discuss later how to work together on the preservation of Malian heritage. The AAQ resolution will be made available on the ICA/SPA website.

Action:

- *Claude Roberto will review the resolution on the Malian heritage with David Leitch.*

3.2 UNESCO International Day on Archives, June 9th, (AAQ)

International Archives Day, June 9th, has been adopted by a number of countries. The AAQ contacted the Canadian ambassador at the UNESCO to get this day approved by UNESCO but the AAQ did not get approval for this request. A discussion followed on the way each country celebrates June 9th. In Hong Kong, this day serves as an opportunity to bring archivists together for seminars and exhibits. In France, archivists use the day to promote archives – similar to SAA's Archives Month in October. Northern European countries celebrate archives in November. One suggestion was to produce newspaper articles to promote the Universal Declaration on Archives and the ICA Principles of Access. The AAQ's idea of having June 9th recognized by the UNESCO was discussed, and it was decided to review this matter with David Leitch. If June 9th was recognized by the UNESCO, we could use the UNESCO logo on the June 9th promotional material.

Action:

- ***Claude Roberto will review UNESCO recognition of the International Archives Day with David Leitch.***

3.3 AAF petition

The petition was organized by the AAF to oppose proposed legislation in the European Commission to destroy personal data after a very short period of time. Apparently, this legislation was originally aimed at commercial entities to fight commercial reuse of these data, but its implications for long-term research and for information being gathered in archives are significant. The AAF has taken the lead on protesting this action. It was emphasized that the committee that will be examining this regulation will be meeting on May 29th, so gathering as many petition signatures as possible is of the utmost urgency.

4. Working Groups

4.1 ICA Human Rights Working Group

Trudy Peterson writes the Human Rights *Newsletter* which is later translated into French by Cristina Bianchi. Trudy Peterson publishes each month a principle of access in this *Newsletter*.

4.2 ICA Photographic and Audiovisual Working Group

Nothing to report. However, audiovisual archives are a matter of high interest because of the fragility of audiovisual material.

4.3 ICA Universal Declaration on Archives Working Group

Now that the UDA has been approved by ICA and adopted by UNESCO, we have to publicize it throughout the world. A working group including members from Australia, Canada, the United States, and a few others has been approved by the ICA Executive Board and will be developing ideas on how to proceed. Two ideas that were brought forward were to make presentations at national associations' annual meetings (note: a session was scheduled for SAA 2013 but because of medical issues with one of the key presenters it had to be cancelled) and to give it to instructors in archival education programs. The principles elucidated in the UDA are excellent for promoting archives.

The UDA Working Group would like to include two other Spanish and French speaking members.

Actions:

- ***Cristina will ask Dario Martinez from Mexico if he could join the UDA Working Group; Claude will ask the AAF to find a member for this Working Group.***
- ***Claude will communicate to Colleen McEwen (Vice-Chair of the UDA Working Group) the name of the Spanish and French speaking representatives when the names of these two persons are confirmed.***

4.4 Ethical and Legal Matters Working Group

It was agreed it was a bad idea for the ICA to abolish this working group of high interest to archivists and records managers. The Hong Kong representatives believed strongly this working group should be restored.

Action:

- ***Simon Chu will review the abolition of the Ethical and Legal Matters Working Group with David Leitch.***

4.5 Personal Data Working Group

Such a working group would be a good way for the ICA to raise awareness on the importance of, and to set basic principles on, the management of personal data. The European Commission wants to destroy data because it does not know how to regulate management of personal information. An ICA Personal Data Working Group would be able to influence governments and suggest guidelines to the European Commission. It would allow archivists and records managers to voice their professional concerns.

Action:

- *Simon Chu will review the possibility of creating a Personal Data Working Group with David Leitch.*

4.6 Intellectual Property Working Group

The Hong Kong representatives asked why this working group was inactive. All agreed that intellectual property and copyright are major issues for archivists and records managers.

Action:

- *Simon Chu will review the status of the Intellectual Property Working Group with David Leitch.*

5. Next SPA meetings

The next SPA meetings will take place during the ICA Annual Conference (theme: Access and Transparency) in Brussels, Belgium:

November 22, 2013 from 9:00 am to 12:30 pm, SPA Steering Committee Meeting

November 22, 2013 from 2:00 pm to 4 pm, SPA Plenary Assembly. We could have a speaker on advocacy or a speaker on the history of archival associations during this Assembly.

SPA Steering Committee members can organize meetings of sub-groups, if they wished to work, as an example, on their Strategic Plan responsibilities.

The Spring 2014 SPA Planning and Steering Committee Meeting will tentatively take place in Boston, Massachusetts, USA. A final decision will be forthcoming once SAA Council has met in August 2013.

The 2014 SPA Steering Committee Meeting will take place in Girona, Spain from October 13 to 15, and the Spring 2015 SPA Planning and Steering Committee Meetings will take place in Hong Kong (details to be confirmed).

6. Other business

Fred van Kan mentioned that the Bangladesh Friends of Archives would like to join SPA but this association is unable to pay the membership fees. Claude Roberto suggested asking them to translate the UDA and/or the SPA Guidelines into Bengali as their contribution to membership.

Fred also mentioned that Didier Grange had a book of about 200 pages on the history of archival associations to be translated into English and edited. Didier Grange is looking for a

translator, for an editor and for funding to publish the book. All SPA Steering Committee members were encouraged to see if help could come from their countries.

The SPA Planning and Steering Committee meeting was adjourned and was followed by the conference call with David Leitch, ICA Secretary General.

MINUTES of ICA SPA PLANNING AND STEERING COMMITTEE MEETING with David Leitch, ICA Secretary General, conference call between Paris and Arnhem, Gelders Archief, 23 April 2013,

1. ICA Secretariat

David Leitch explained ICA had a real and sincere push to look outward and become less bureaucratic and much more responsive to its members. It was mentioned that the ICA Secretariat was bulked down with administrative tasks. However the new constitution will help ICA change and be less administrative.

The Secretariat is examining how to streamline activities to be much more responsive to member organizations and individual members. It was suggested to outsource some services, such as providing services to members, recruiting new members, sending invoices and translating. David Leitch asked which services were outsourced by the SAA. He will discuss at a later date outsourcing with Gregor Trinkaus-Randall.

David Leitch explained that Christine Martinez had not been replaced, and he was not sure if she would be replaced. Fred van Kan heard that there would be someone to replace her, but David Leitch confirmed this would depend on getting money and good applications from candidates interested in her vacant position.

2. Translation

The ICA policy on translation is to have the main governance documents translated into the six UNESCO languages (English, French, Spanish, Russian, Arabic, and Chinese). However, the two official languages for the ICA are French and English. Several governance documents have not yet been translated into French. It was agreed that long ICA documents required outsourcing translation services. Fred van Kan explained he wanted to make arrangements with the Secretariat to get a contractor for translating -at a low cost, if possible- SPA documents from English to French. The SPA Steering Committee had agreed to spend SPA money on translations. David Leitch confirmed he would help Fred van Kan find a translator.

3. Increasing membership

The SPA Steering Committee would like to read the new ICA business plan, including benefits to members. David Leitch explained the ICA was trying to be more democratic. The SPA Steering

Committee members very strongly suggested to increase concrete benefits to ICA members and to make ICA better known to archivists around the world. One suggestion was for ICA to have a booth during annual conferences and meetings in respective countries. The ICA booth could circulate between countries and be manned by local ICA members. Since David Leitch is currently planning to attend the SAA conference in New Orleans, Gregor Trinkaus-Randall made the suggestion that ICA exhibit there. David Leitch agreed to talk to the SAA staff working on the SAA conference and to have a booth at New Orleans during the upcoming 2013 SAA conference.

Much work has to be done for individuals to join ICA. Henri Zuber has negotiated digital access to ICA with the AAF members for the amount of 15 euros per person. This is an interesting idea.

It was also mentioned that ICA needed to develop much more publicity regarding publications (such as *Flash*, *Comma*, and monthly newsletters), preferential rates for conferences, access to ICA projects and the *Annual reports* to be sent to members.

One concern was raised about a non-archival association in Korea that became an ICA category B member and is using this ICA membership position to increase sales by promoting products as being supported by ICA. There should be an ICA control and screening process for new members. Full ICA membership is not appropriate for a vendor or a commercial organization. The goals and activities of a new applicant could be assembled to ensure that the application is legitimate. Fred van Kan will ask Korea if the new B applicant is legitimate.

David Leitch agreed to send to members invoices with specific amounts to pay for membership renewals. These invoices with a clear amount due are necessary if we want them to be paid quickly by members.

It was mentioned that network and mentoring opportunities could also bring new ICA members; this means that members could find mentors within the ICA membership.

Claude Roberto agreed to send to SPA and to David Leitch information on Canadian mentoring programs. Sangmin Lee suggested a membership discount for members registering for conferences and an additional registration discount for members speaking during conferences. David Leitch noted these points.

Action:

- ***Claude Roberto will send information on Canadian mentorship programs to SPA and David Leitch.***

4. ICA website

The SPA Steering Committee agreed that it was very difficult to find information on the website. David Leitch noted that a substantial amount of work has been done recently to make it much more user-friendly. The SPA Steering Committee agreed that significant steps have been taken, even if much more work should be done. David Leitch asked for ideas to reduce unfriendliness; the SPA Steering Committee members suggested, for example, replacing section acronyms by full names of sections followed by abbreviations or having the SPA *Newsletters* on the SPA page. In addition, SPA should be more prominent and have more space on the site. David Leitch thanked SPA for being faithful to the ICA website and for contributing to the site when many other sections had decided to have their own content. He agreed the site, which was developed in 2009, had many limitations and should be redone no later than 2014 if funding allows it. The new site will focus seriously on user friendliness and will make information easy to find. SPA will be involved with the development of the new site and the SPA members will test the proposed site to provide their input.

5. International Day of Archives recognized by the UNESCO

David Leitch said he would ask Jens Boel if it was a good time for the UNESCO to recognize June 9 as the International Day of Archives. He added there was no harm in asking. If the moment is favorable, David Leitch will tell the SPA Steering Committee to ask the SPA members to contact their UNESCO country representatives (as already done by the AAQ) and to ask these ambassadors for an International Day of Archives recognized by the UNESCO.

6. AAQ resolution regarding the armed conflict in Mali

David Leitch asked Claude Roberto to send him back a copy of the resolution. He also asked if AAQ and SPA wanted the resolution to become an ICA statement and to be made available on the ICA website. The answer was yes to both questions. David Leitch also said a recovery plan had been prepared by the UNESCO for Mali, but it was unknown if the AAQ resolution was part of the recovery plan. Claude Roberto will contact the UNESCO to be able to access the resolution for a follow up at the Brussels ICA/SPA meeting. David Leitch also asked if the AAQ wanted a reply from the Blueshield, and Claude Roberto mentioned the AAQ hoped to get a reply from the Blueshield.

Action:

- *Claude Roberto will contact UNESCO to be able to access the Mali recovery plan and to make sure the AAQ resolution (supported by SPA and ICA) is included in this plan*

7. French petition developed by the AAF

Charlotte Maday asked David Leitch if the ICA would endorse the French petition against destruction of personal data by the European Commission. David Leitch reminded SPA that so

far there had been no compromise by the European Commission. However the petition is on the ICA website. Jean-Philippe Legois will contact David Leitch to discuss distribution of the petition. Several associations have been encouraged to make the petition available on their website but we still need additional signatures from the European countries for a better impact on the European Commission meeting at the end of May 2013.

8. Ethical and Legal Matters Working Group and Intellectual Property Working Group

All recognized it was a mistake to have abolished both working groups. SPA would like to have them back because archivists and their associations are all exposed by not having ethical, legal and intellectual property experts.

9. Seoul congress in 2016

All agreed that PCOM members should work more closely with SPA and the Korean organizations for a more professional program at the Congress in 2016. It was noted that there was no trace of progress on the program. David Leitch believed there was a communication issue: there seemed to be a desire from Korea to decide the program first of all when the ICA Secretariat wanted finances to be organized now before discussing the program. ICA practice is to decide the size and finances of a conference/ congress before working on the program.

Action:

- ***Fred van Kan will send to David Leitch the SPA Steering Committee comments on the Brisbane congress.***

10. The **SPA Steering Committee thanked David Leitch** for joining the meeting and discussing the above matters of high interest to SPA.