



International  
Council on Archives

## SPA - Section of Professional Associations

# NEWSLETTER

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Welcome to the December 2011 edition of the SPA Newsletter. The purpose of the Newsletter is to keep SPA members up-to-date with news on Section activities and projects and to strengthen international cooperation and collaboration between professional records management and archival associations.

## **Universal Declaration on Archives**

The Universal Declaration on Archives, endorsed at the Oslo CITRA AGM in October 2010 was approved by the 36<sup>th</sup> Session of the General Conference of UNESCO, after presentation by Omar Papa Diop, the Ambassador from Senegal who was the former National Archivist.

The Declaration was inspired by the Quebec Declaration on Archives. It is a powerful succinct statement on the relevance of archives in today's modern world emphasizing the key role of archives in providing administrative transparency and democratic accountability, as well as preserving collective social memory. While not neglecting the traditional concerns of meeting the needs of historical research, the Declaration repositions effective archival management as an essential function which underpins modern public administration, good practice in private business, and ready access to information by all citizens. The landmark decision by UNESCO to adopt the Declaration is an important step in improving world wide public understanding about archives and provides a significant opportunity to raise awareness among citizens and key decision-makers.

In early October, Henri Zuber, the President of SPA, wrote to all Category B members asking them to write to their UNESCO representative seeking their support for the passage of the document. We were very pleased to receive 17 emails from members advising that letters had been sent.

A pdf of the graphic web version and a pdf of the print/reproduction version of the Declaration in English, French and Spanish are now available on the ICA website at <http://www.ica.org/6573/reference-documents/universal-declaration-on-archives.htm> .

Associations can use the web version to place a copy of the Declaration on their websites and use the print/ reproduction version to print paper copies for distribution. A template has been created that can be used to insert translated text into for printing purposes. A copy of the template, which is best used with Adobe Photoshop, is available from Colleen McEwen at [tcmcewen@gmail.com](mailto:tcmcewen@gmail.com) for associations who have translated the text and sent it to the ICA.

The Declaration has now been translated into 19 languages with Finnish being the most recent. If you wish to translate the Declaration into a language not already available, please contact the ICA office first at [secretariat@ica.org](mailto:secretariat@ica.org).

For additional background information on the Universal Declaration on Archives see an article written by Kim Eberhard and Colleen McEwen, "Development and Implementation of the International Council on Archives' *Universal declaration on archives 2007-2011*", in *Archives and Manuscripts*, Vol.39 No.1, p. 196-213.

## **2011 SPA World Conference**

The second ICA Section of Professional Associations (SPA) World Conference was held in Edinburgh between 31 August and 2 September 2011. The Conference included the 2011 SPA Annual General Meeting on 2 September and the SPA Steering Committee met on 30 August at the Scottish Catholic Archives.



The SPA Steering Committee, Edinburgh, Scottish Catholic Archives, 30 August 2011.  
Photo taken by Dr Caroline Cradock, Assistant Archivist, Scottish Catholic Archives  
in Edinburgh

The Conference was hosted by the Archives and Records Association (UK and Ireland) (ARA) as a separate stream at their first annual conference. The event provided a forum where representatives of professional archives and records management associations were able to discuss issues and common concerns and share experiences. The SPA members came from several countries outside Europe including Australia, Canada, Chile and Japan.

The joint conference was an excellent opportunity for member associations to review common issues and activities, such as seeking society support for archives and records, facing challenges such as managing association budgets, merging records and archives associations and managing government and archives politics. There was a session on the draft competency handbook, *Shape your own Archivists: Developing a Competency Model: A Guide*, and a presentation on the Archival Solidarity project. Papers were presented on how the Déclaration québécoise is used to promote archives and start a massive movement to recognize the importance of archives in French Canadian society, and on the development of the ICA International Declaration on Archives and how it can be used by associations. The SPA Manual (see article below) was launched at the event and participants were provided with an overview of the ICA/SPA website. Papers presented at the Conference by SPA speakers are available on the ARA website at <http://www.archives.org.uk/ara-conference/conference-2011.html>

At the SPA Association Fair twelve associations displayed and promoted publications and products they had developed and shared information on projects, successes, best practices and solutions applied to solving particular issues. At the Fair, Chiyoko Ogawa from the Japanese Society of Archivists explained using a laptop presentation how archivists managed to save records after the recent massive destruction caused by the earthquake and tsunami.

### **35th SPA Anniversary**

The 35<sup>th</sup> Anniversary of the Section was celebrated at a session entitled “Here’s SPA: Looking Back, Looking Ahead” on 2 September during the SPA World Conference in Edinburgh. Henri Zuber, the current SPA President, chaired a panel of Past SPA Presidents: Yvonne Bos-Rops, The Netherlands, President 1996-2000; Margaret Turner, United Kingdom, President 2000-2004; Didier Grange, Switzerland, President 2004-2008, and Christine Martinez, France, President 2008-2009.

The session reflected on SPA’s achievements as well as discussing the future of the Section. The following are some highlights:

- Yvonne Bos-Rops commented on the development of the ICA Code of Ethics by the Section and recalled challenges associated with getting agreement for its adoption which occurred at the General Assembly held in Beijing in 1996. She also noted changes in the modes of communication from faxes to emails and the use of the website to disseminate information which has impacted on the work of the Section and its interaction with member associations.
- Margaret Turner commented on the commencement of the Archives Solidarity Project during her Presidency and its importance in coordinating efforts of the international archives community to carry out archival assistance projects. She also highlighted the importance of the decision to give Sections a position on the ICA Executive which meant that SPA was able to participate directly in the management of the organization.
- Didier Grange spoke about the introduced the SPA Newsletter in 2007 and the important role it plays in communicating with members. For him a highlight of his Presidency was his work in the initial stages of the development of the Universal Declaration on Archives. He established an international committee to oversee the work and communicated with Quebec colleagues on their experience in developing and using the La declaration quebecoise sur les on which the Universal Declaration was modeled. He recalled past challenges faced by SPA over the last three decades documented in his history of SPA.
- Christine Martinez commented on the important work undertaken by professional associations in preserving and promoting archival expertise. She spoke about how associations can support young professionals through mentoring programs and by facilitating development opportunities.

In reflecting on the future Yvonne Bos-Rops believes that associations have a role to play in protecting the core values of archival work and in supporting the interests of the profession. She suggested that while archivists needed to understand and use modern technology they also needed to retain and foster the old and valued parts of the profession. Margaret Turner highlighted advocacy as an essential activity for SPA and its member associations to pursue because of the expected impact of current budgetary cuts on the profession. She considered that the profession will be sustained and become more powerful as users demand more information.

In conclusion Henri Zuber commented on how important it was for SPA to continue its work representing professional associations around the world who in turn support the essential role played by archivists in society.

The SPA was created on 29 September 1976, at a special meeting of the ICA International Congress held in Washington, with the following objectives:

- promote cooperation between all associations;
- collect and disseminate information on activities of all archival associations;
- carry out projects of professional interest; and
- represent and strengthen personal and, in particular, the non-governmental elements of the ICA.

### **SPA Spring 2012 Steering Committee Meeting**

The 2012 SPA Spring Steering Committee meeting will be held in Weimar (Germany) between 23 and 29 March 2012.

### **ICA 2012 Congress**

The 2012 ICA Congress will be held in Brisbane (Australia) between 20 and 25 August. It will feature keynote speakers: David Ferriero, Archivist for the United States of America and Judge Baltazar Garzón, Spanish jurist, specializing, among other things, in terrorism, organized crime, extraditions, crimes under universal jurisdiction (genocide, crimes against humanity).

The congress will examine our 'climate of change' through the themes:

- ***Sustainability***: Archives recognizing archival and information management challenges and working together on strategies to ensure access, preservation, security, and longevity of evidence and information.
- ***Trust***: Archives supporting good governance and accountability, advocating ethical and professional processes, developing standards and gaining international acceptance.
- ***Identity***: Archives helping the community to connect with their heritage, discover their individual stories and protect their rights; strengthening the value, impact and influence of archivists and information managers.

Early bird Congress registrations are now opened. The call for abstracts has been extended until 31 January 2012. For further information on the 2012 Congress in Brisbane visit the Conference website at <http://www.ica2012.com/index.php>.

### **SPA Manual**

SPA aims to strengthen and unite the archival profession globally and help its member associations develop their organizations and increase their influence. To assist associations establish sound administrative structures and effective programs the Section has produced over a number of years a set of guidelines based on the experiences of its members. These guidelines, available as individual documents on the ICA/SPA website, have now been brought together in the form of an online Manual able to be downloaded, copied and used as a easy to use guide and reference tool.

The idea for a manual was proposed at the 2009 annual planning meeting of the SPA Steering Committee. At this time guidelines were available in at least one language and over the next 2 years a major program was undertaken to translate all guidelines into English, French and Spanish. This work was undertaken through the volunteer services of French and Spanish speaking members of the Steering Committee, by member associations and supported by generous financial contributions from the Association des archivistes français (AAF) and the SNCF.

As well as assisting new or developing associations, established associations can use the guidelines to assess or improve their current activities and administrative practices.

The manual has a number of themes:

- good governance, with guidelines on developing a constitution and conducting elections, and advice on setting up a records management program and developing an association retention schedule;
- education and professional development, with guidelines on organizing conferences, training workshops and seminars and on establishing a mentoring program; and
- advocacy and promotion, with guidelines on developing promotion strategies and on conducting lobbying and public campaigns.

The Manual is available on the ICA/SPA website at – <http://www.ica.org/9217/professional-resources/manual-for-association-management.html>

### **SPA Website**

The SPA pages on the ICA website, located at <http://www.ica.org/730/about-section-of-professional-associations-spa/about-spa.html>, provide up-to-date information on Section activities and links to resources developed to assist associations. Resource documents are provided in English, French and Spanish. While access is open to most of the site, member login access is required for governance documents. The following content can be found on the SPA pages:

- **News and Events** - provides information about forthcoming conferences, seminars and events and news relevant to Category B members. Member associations can use this part of the site to post news and details about events they would like to publicize.
- **Professional Resources** - is where the guidelines developed by the Section to support associations are located. Also located in this area is a History of SPA, back issues of the SPA Newsletter and information and links to the Archival Solidarity Project.
- **Next meeting** - provides details about forthcoming SPA meetings. (Members' login is required to access this part of the site).
- **Governance** - includes minutes of SPA Annual General Meeting and Steering Committee meetings and Annual Reports since 2001. (Members' login is required to access this part of the site).
- **Activities and Projects** - provides details of current SPA projects and activities.
- **Useful links** - has links to the websites of SPA member associations.
- **Photo Galleries** - has links to photographs taken at SPA Committee Meetings, and at Section and member events.
- **Members** - provides contact details for SPA members.
- **Steering Committee** - provides a photograph, biographical and contact details about SPA Steering Committee members.

## **ICA Principles of Access to Archives**

A draft of the Principles of Access to Archives, developed by a working group of the ICA Committee on Best Practice, has been released for general comment. There are 10 principles with a commentary explaining each principle: the principles and the commentary taken together constitute the state of professional practice. The principles are accompanied by a brief glossary and a technical report. The draft is available in English, French, Spanish and Portuguese at <http://www.ica.org/?lid=9400>

Comments on the draft should be sent to [access@ica.org](mailto:access@ica.org) and the deadline for comments is January 31, 2012. The aim is to have the final text approved by ICA's voting members at the Annual General Meeting in Brisbane in August 2012.

## **News from member associations**

*Association des archivistes du Québec (AAQ)* - The Association wishes to congratulate the ICA and SPA for all the work done to get the Universal Declaration on Archives endorsed by the UNESCO. Because Quebec is the birth place of the Universal Declaration on Archives, the Association wishes to share with colleagues throughout the world strategies used to promote the Quebec declaration in French-Canada and is currently working on identifying ways this can be done.

The Association has been working on activities to achieve its strategic goals for 2010-2015 which are: the promotion of the archival profession within the information sector and with the general public; supporting increased communications between archivists both within and outside Quebec; training and continuing education; using digitization to connect archivists and information specialists as well as developing an awareness about the role of archivists in a digitized environment. The Association is also committed to having archives valued by society and is promoting the management of archives as a collective responsibility to be carried out competently by archival institutions in providing access to support and maintain democracy. The 41<sup>st</sup> annual congress of the AAQ to be held from 30 May to 1 June 2012 will include presentations on archives in a digitized world and on the changing role of archivists in the new digitized environment. For more information on the AAQ upcoming activities see [www.archivistes.qc.ca](http://www.archivistes.qc.ca)

*Association of Brazilian Archivists* - The call for papers for the 17th Brazilian Congress on Archival Science is now open. The theme is: *Preservation, access, dissemination: challenges for archival institutions in the XXI century*. The Association invites archivists and records professionals to come to the Congress next year from 18-22 June, in Rio de Janeiro. The conference will be simultaneously translated into English and overseas colleagues are invited to participate in the event either as presenters or delegates. Please submit abstracts to the email address: [aabcongresso@gmail.com](mailto:aabcongresso@gmail.com) by 30 January 2012 and include a brief CV of the author(s), maximum 150 words. See more details on the website: <http://www.aab.org.br/xviicba/en/>

*Association of Chilean Archivists* – One of the main objectives of the Association of Chilean Archivists (ASOCARCHI) is to organize congresses, conferences, seminars and events aimed at delivering archival science training. In support of this objective the Association, together with the Municipality of San Bernardo (Metropolitan region) and its Office of Technical Training, successfully conducted a course on organizing and managing municipal archives from 26 to 30 September 2011. Its aim was to train officials in the importance of managing municipal records in accordance with legislative requirements in order to support administrative transparency and provide citizens with access to information created by state organizations. The course was taught by professionals from ANABAD (Spain) and ASOCARCHI (Chile) and



participants included archivists, directors, managers of municipal archives, and city officials from municipalities throughout the country all associated with document management, as well as related professionals such as librarians, historians and other people interested in municipal archives. This was the first course of this kind organized in Chile.



Meeting of Archivists, September 2011. **From left to right:** Angel Gacho (Presidente ANABAD), Nuria Sesmero (España), Nora Cuevas (Alcaldesa Municipalidad de San Bernardo), Rodolfo Muñoz (Secretario Municipal), Eugenio Bustos (Presidente ASOCARCHI), Julia María Rodríguez (ANABAD), Pamela Gonzalez (Archivo Municipalidad San Bernardo).

**Association of Francophone Belgian Archivists (AAFB)** - The Association is pleased to announce the release of the most recent issue of Info-AAFD which is available at: [http://www.archivistes.be/PDF/Info-AAFB\\_13.pdf](http://www.archivistes.be/PDF/Info-AAFB_13.pdf)

**Association of French Archivists** - The Association is organizing several conferences to take place in 2012. The main events are: ● 2-3 February in Bordeaux, conference entitled « *Nouveaux usages, nouveaux usagers* » (for the departmental archives section) ● A June conference in Villeurbanne entitled « *Les entreprises ont-elles besoin d'une mémoire ?* » (for the business archives section) ● 2-4 October in Béthune a conference entitled « *Partenariat, échange, mutualisation, territorialité dans le secteur des archives : bilan et enjeux* » (for the local government archives section). Association representatives will attend a symposium on the Alps in Chambéry in June 2012 as well as the ICA international conference in Brisbane in August 2012. For more information: [www.archivistes.org/-Agenda-](http://www.archivistes.org/-Agenda-). The Association is also working on developing records management standards.

**Association of Italian Archivists** - The Association organized forty one demonstrations throughout the country from 12 to 15 October aimed at making decision makers aware of the deep crises cause by cuts made to the budgets of archival institutions. The events were called “*Then There Were None*” using the title of the detective novel by Agatha Christie. More demonstrations are planned in the upcoming months. The Association is concerned about the possibility of archivists having to retire quickly from public service without passing their experience onto young archivists, and about the dramatic decrease in working opportunities for consulting archivists caused by budget cuts. While the Association is not planning to merge with allied associations it is attempting to develop alliances with librarians, curators and other associated professions to present a united front during the current crisis.



*Association of Polish Archivists* - The Association is preparing for its 6th General Congress entitled *Stop the past, catch up with the future. Archives, the modern state and society* to be held in Wrocław from 5 to 7 September 2012. The General Congress will present an opportunity to reflect on the current Polish archival scene where huge changes have taken place through the ongoing digitization of government and business archives resulting in the democratization of archives and the advancement of the global information society.

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