

Draft

MINUTES OF EURBICA'S GENERAL ASSEMBLY HELD IN WARSAW ON 19 MAY 2006

PRESENT: 53 attendants of whom 35 were voting members (25 category A members, 10 category B member)

1 Adoption and addition to the agenda

The agenda was adopted. with the addition of European Digital Libraries Project (new item 5)

2 Adoption of the minutes of the General Assembly held in Abu Dhabi on 28 November 2005

The minutes were adopted.

3. EURBICA projects

Legal Database Project

Mrs Christine Martinez (Direction des archives de France) gave a short summary of the present state of the project. which is an official ICA project. The intellectual elaboration of the database concept goes on despite problems in funding. The project working group had a meeting in Paris in May. The main subject of the meeting was the guidelines that are being produced to help people provide contextual information about national legislations for the database. There are plans to open a special space on the project on EURBICA's website in September. The database will have two sections, one for the national legislations and one for the EU legislation and regulations.

Raising funds for the project remains a problem. Mr Frank Brady from the Commission tries to identify possible sources for funding .Besides the EU there is an American foundation that might provide a solution. Mrs Martinez emphasised that work on the project can still continue. It is good to have the intellectual work completed when the funding problem is solved. All partners (EURBICA's members) are welcome to participate in this work.

Training records management trainers

Mr Jari Lybeck (the National Archives of Finland) reported on this project which is also endorsed by the ICA. Besides EURBICA also ICA/SAE, the National Archives of Finland and (unofficially) the Dutch Archives School are taking part in the project. The project is about training records management trainers. The aim of the project is to develop a tool, which helps

- to spread the expertise of records management specialists to a larger segment of the profession, and

- to train this larger segment as effective trainers for others.

Due to various delays, the project plan is not yet formally approved. It will be done by the so called Strategic Group. A kind of outer circle of the project called Network will provide ideas and comments. The actual Working Group is still under formation (besides Peter Horsman from the Dutch Archives School at least two other members are required). The time frame of the project is such that the 'package' should be completed and tested by the International Archives Congress of 2008.

4. Electronic records and archives

US ERA-project

Mr Hubert Wajs (Central Archives of Historical Records, Warsaw) gave a report on the ERA-project (<http://www.archives.gov/era>) which is underway in the United States. After some preparatory stages the Electronic Records Archives Project was officially launched in 2002. The ERA vision is: "The Electronic Records Archives will authentically preserve and provide access to any kind of electronic records, free from dependency on any specific hardware or software, enabling NARA to carry out its mission into the future."

In 2005 NARA (National Archives and Records Administration) selected Lockheed Martin Corporation to realize the system. Initial operation capability should be there in 2007/2008 and full operating capability in 2011. When completed, ERA-system will take care of transfers (to NARA), preservation and reader service connected with electronic records.

In 2005 the Congress allocated 308 million \$ to NARA (up till 2012). There are many partners in ERA, besides NARA e.g. NASA, San Diego Supercomputer Center and the Library of Congress.

The President thanked Mr Wajs for his interesting presentation and informed the assembly about the plans to arrange a workshop on electronic records in the autumn in Brussels. The specific theme would be the French proposal for a new data exchange standard for archiving. Besides that the programme would consist of the participants' reports on the situation of the electronic records field in their countries. It is possible that this two-day workshop would get some funding from the Commission.

Mrs Angelika Menne-Haritz commented Mr Wajs' presentation by saying that the US approach is a new one in that it does not rely on any specific format. All kinds of material can be transferred; the ERA-system will take care of its right treatment. According to Mrs Menne-Haritz this would affect the policies of the vendors.

Mr David Leitch asked how the French data exchange standard related to DLM. The President answered that it was about a more practical thing compared with DLM projects and that it was developed in the framework of EURBICA. There was, however, no contradiction between them.

SÄHKE-project

Jari Lybeck told the assembly about the Finnish SÄHKE-project (2001-2005) which was about defining metadata requirements for workflow systems the information of which is intended to be transferred to the National Archives Service in electronic form (and in electronic form only). The requirements resemble MoReq with one notable exception. In Finnish records management tradition registration plays an important role (including not just registration of records but transactions as well) and that is why specifications concerning registration are important in SÄHKE. The National Archives of Finland have issued a binding regulation to administrative agencies concerning the workflow systems of the aforesaid nature.

5. The European Digital Libraries Project

Mrs Daria Nałecz (State Archives of Poland) briefed the assembly about the European Digital Libraries Project. Since March 2006 Mrs Nałecz is a member of the High Level Experts Group which gives strategic advice to the Commission with regard to the project. The project was launched by the Commission in September 2005 and the initiative was approved by the Ministers of Culture in November 2005. European Digital Libraries Project is a EU project but the idea is to have other European countries onboard as well.

The concept 'digital libraries' means in this connection organised collections of digital content (both digitised and born digital material). The focus of the project has been on libraries but archives and other actors (e.g. publishers) are becoming recognised partners in the project. The project aims at making European information resources (cultural and scientific) easier and more interesting to use in an online environment. It combines multicultural and multilingual approaches with technological advances and new business models. Difficulties of the project include, besides technical ones, e.g. issues connected with intellectual property rights, not so much in the archives field though, where data protection, for example, is a more acute issue. The organisation of access is an open question. Should archives be part of the library portal? Mrs Nałecz concluded that from the users' point of view that might be a good thing. A decentralised portal is one solution. In that concept there is a "market place" containing several individual portals.

6. Members activities

International evaluation of the Finnish National Archives Service by Jussi Nuorteva.

Mr Jussi Nuorteva (The Finnish National Archives Service) had another engagement at the same time, so this item was left out of the agenda. The report of the evaluation done by Sarah Tyacke, Eric Ketelaar and John Herstad is available in English on the Web:

(http://www.minedu.fi/export/sites/default/OPM/Julkaisut/2006/liitteet/opm_12_opm05.pdf?lang=en).

7. Relations between EURBICA, the European Union and the Council of Europe

The President said a few words about the European Archives Group, the new body within the EU which follows how the priorities mentioned in the *Report on Archives in the enlarged European Union* are realised. The relations between EAG and EBNA

(European Bureau of National Archivists) are still undefined. In any case EBNA's role would be more strategic than EAG's. The relations of EBNA and EAG will be a main theme during the next EBNA that will be held in Helsinki in November.

Ian Macfarlane (The National Archives, UK) told about the recent developments of DLM Forum. The main focus of DLM's interest is on the updating of the metadata specification MoReq which will hopefully get funding from the EU. The goal is that MoReq2 will be published in 2007. Besides the MoReq, digital preservation is a priority area, reflected by the fact that the Digital Preservation Working Group has been re-established. It is working on a process model. It would be important that EURBICA and DLM shared information since both are active in the electronic field.

As regards the Council of Europe, there has been no major archival development since the two recommendations on access to archives and access to government documents.

8. Other business

The Israel Archives Association had applied for a membership in EURBICA. The President recommended, according to the previous Board decision, that the association be approved as a member. The assembly approved unanimously the recommendation and the association thus became a member.

The President raised the question of the next European Archives Conference. Where should it be organised? It was decided that the President (Martine de Boisdeffre) and the Vice-President (Daria Nałęcz) will discuss the matter with the representatives of ICA/SPA.

The last issue that was dealt with was the venue of the next General Assembly. The CITRA of 2007 will be arranged in Quebec. The President asked if the assembly wanted, however, to have the meeting in Europe. The President of the German Federal Archives, Prof. Hartmut Weber had kindly offered to host the assembly in Berlin in connection with the Conference on International Standards for Digital Archives in April 2007. A vast majority of the attendants voted for Berlin as the meeting venue. The General Assembly will be held there on 25 April 2007.