



ICA

12

JULY
2007

Flash

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CITRA logo 2007

COOPERATION TO PRESERVE DIVERSITY

This stimulating theme will attract all the members of the International Conference of the Round Table on Archives to Québec City from 11 to 17 November 2007. This 40th CITRA will be the last conference of a three-year cycle dedicated to Archives, Diversity and Globalization. The two previous conferences confirmed our certain conviction that well managed records and archives are strategic assets for good governance and development both in public and private sectors (Abu Dhabi 2005) and that globalization offers archival professionals as well as the general public many opportunities for sharing memory through diversified perspectives (Curacao 2006).

Cooperation is necessary as it is no longer possible to work in isolation. Convergence of the media and growing demand for access to information require collaboration with other professions :

- professions of information and heritage sectors, librarians, information providers, museum curators ;
- record creators, lawyers, auditors, as the modernization of administration and accountability presuppose good management of records and archives.

From experience in Canada and Québec, we will look into the new forms of building partnerships with other heritage - related professions in order to get the best from our respective competencies and means. We also aim to associate archives with the large global or regional projects of digitization which are flourishing in the world. We will continue the successful conference format in Curacao, plenary sessions alternating with discussion groups, and will have sufficient time for discussions. We hope that many of you will be able to attend the CITRA in Québec and look forward to your active participation.

Mitsuoki Kikuchi

Vice-President of the ICA in charge of CITRA

More information on CITRA in Québec
at www.ica.org and www.citraquebec2007.org

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International Committee of the Blue Shield (ICBS) :

Helping to Protect Cultural Property

The Secretary-General of ICA is the current President of ICBS, a committee comprising five international non-governmental organisations concerned to protect the cultural heritage during natural disasters and armed conflicts. On 22 May ICBS met to consider how to influence constructively the debate on 11 June by Member States at UNESCO on the implementation of The Hague Convention (1954) and its Second Protocol (1999). It was the unanimous view of ICBS members that the draft guidance circulated by UNESCO in October 2006 was rather legalistic and for the most part focused rather narrowly on the protection of immovable property. It was agreed to emphasise the importance of protecting moveable property as well, to urge UNESCO to allocate sufficient resources for the effective monitoring of the Convention, and to argue that the role of ICBS, as a source of independent professional advice in armed conflicts, needs more explicit recognition. The meeting was also updated on the development of statutes for the proposed Association of National Blue Shield Committees (of which there are about 30 in existence or under construction), which will be based in The Hague. The applications for the establishment of National Committees in Israel and the United States were approved.
<http://www.ifla.org/blueshield.htm>

The Coordinating Council of Audiovisual Archives Associations (CCAAA) has met in Paris

On 30 March 2007 ICA hosted the meeting of the Coordinating Council of Audiovisual Archives Associations (CCAAA) in Paris. Chaired by Richard Green (IASA), this meeting provided an opportunity, among other matters, to take stock of the organisation of the International Day for the Audiovisual Heritage (27 October) and the preparation of the forthcoming meeting of the Joint Technical Symposium (JTS), which will take place in Toronto from 28 to 30 June on the theme of 'Audiovisual Heritage and the Digital World'. Members of the Council reaffirmed the importance of co-ordinated action in the area of audiovisual archives : it facilitates the definition of strategic and political positions, the promotion of the visibility of audiovisual archives and the raising of awareness in institutions and organisations, whose activities are only partly dedicated to the preservation of these archives. The meeting concluded with a presentation of the website 'Moving Images Collection', which provides in particular a directory of experts and services, and which we invite you to join or consult.

People

New national Archivists have been appointed in :

Argentina

JOSE LUIS MORENO

China, Macau

MARIE IMELDA MACLEOD

Gambia

ELIZABETH BAHOM

Acting Director

India

SHITLA PRASAD

Republic of Korea

YOON-MYONG CHO

In Memoriam

M. Hans Booms

(1925-2007)

Former President

Bundesarchiv, Germany

Former ICA Vice-President

Former ICA President

Honorary ICA President

M. Eberhard Schetelich

(1927-2006),

Germany

ICA Honorary Member

The International Council on Archives (ICA)

is dedicated to the advancement of archives through international collaboration. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and states, and are fundamental to democracy and good governance. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world.

Flash

communicates news on ICA activities and highlights current issues in archives. It is the complement to the in-depth professional reflection, reports and debate in *Comma*.

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EXECUTIVE BOARD MEETING IN REYKJAVIK : KEY POINTS

The Executive Board of ICA met in Reykjavik, Iceland, between 31 March and 2 April 2007 and took the following decisions :

Governance

The terms of office of ICA's senior office-holders (the President and Vice-Presidents) will be shortened to two years, with the possibility of renewal. There will be a new post of Vice-President (Programme) from 2008 and the existing post of Treasurer will be changed to Vice-President (Finance). The Auditor and Vice-President of CITRA will be elected for four years because of the need to have a high degree of continuity in carrying out these functions. These and other changes will require modification of some articles of the Constitution, which will be submitted for the approval of the AGM in Québec in November 2007.

Elections

A timetable for the election of these posts, on the assumption that the AGM will approve the necessary constitutional changes in order to maintain the dynamic of the Curaçao Consensus, was agreed. The first call for candidates would be issued on 1 September 2007, with a final deadline of 1 December. Completed ballot papers would have to be returned by 1 February 2008, with results declared on 1 March. This timetable would give new office-holders time to prepare for their new ICA responsibilities, which they would start to exercise after the AGM in Kuala Lumpur on 26 July 2008.

Recruitment of New Secretary General

Some final adjustments were made to the existing job description and the composition of a Search Committee, truly representative of ICA's members in many parts of the world, was agreed. It was also decided that the Interview Committee will comprise members of the Management Commission, with



The Executive Board in Reykjavik

the additions of the Chair of the Programme Commission and the Director of the Archives of France, as the host country. The notice for the vacancy will be published on 1 May and applications will be accepted until 31 August.

Finance

It was agreed that the task of submitting final audit accounts for the year 2006 must be completed in a timely manner.

New Website

The Executive Board clearly stated its wish to see the new website launched as quickly as possible.

Strategy & Communications

The Executive Board approved the papers presented by the Secretariat on these subjects as a sound initial response to the requirements of the Curaçao Consensus. These papers would provide the basis for further work by a Strategic Working Group, which would include some members of the Executive Board and meet in Paris 16-18 June. The target would be to submit revised papers for the consideration of the Management Commission in St. Petersburg at the end of June.

60th Anniversary Celebrations

It was agreed that there should be a celebration of ICA's 60th Anniversary at the Kuala Lumpur Congress in July 2008. In addition, a small working group would explore the possibilities for making a short film about archives and ICA.

Last minute

ICA's Accounts for 2006 now ready :
ICA restored to financial health

Just before going to press with Flash 12, Deloitte, ICA's external auditor, has finished the audit of the general accounts of 2006. The results show a net surplus of a little more than 280,000 Euros. They are in complete accordance with the decision of the Annual General Meeting of 2005 to put ICA's finances on a solid footing.

The excess is partly explained by the fact that no money has been transferred to Regional Branches, Sections, or used to fund projects in the reporting period.

The Treasurer and the Management Commission have decided to set some money aside for the ICA Congress in Kuala Lumpur in next 2008 as well as to add to the contingency sum set aside to cover unexpected costs. The remainder will be invested in professional activities the purpose of ICA's existence.

The full version of the approved audited accounts for 2006 will be made available to members with the AGM 2007 documents and beforehand on request.

DEBATES ON ARCHIVES AND HUMAN RIGHTS IN GENEVA

Two events took place in Geneva on 19 March 2007 on the theme 'Archives and Human Rights : dealing with the past and preparing the future'

1. A Round Table was proposed on the fringes of the 4th session of the Council on Human Rights. Organised jointly by the Swiss Federal Archives and Permanent Mission to the United Nations, the Permanent Mission of Guatemala to the United Nations and the International Council on Archives, the event had the objective of raising the awareness of the new UN body of the importance of preserving archives for the defence of victims of human rights violations and the struggle against impunity.

This meeting, which was accessible only to Council delegates and accredited non-governmental organisations (NGOs), attracted about fifty participants, mainly from NGOs. Led by the ambassadors of Switzerland and Guatemala, the event enabled comparisons between the points of view of the lawyer Louis Joinet and the archivist Antonio Gonzalez Quintana. Their two reports, written without any consultation between them, reached very similar conclusions and underlined the importance of preserving archives as underpinning the right to the truth, justice and reparations.

A case study of the police archives of Guatemala, rediscovered by chance in 2005, then provided a concrete illustration of the debate. Finally, the point of view of ICA and the presentation of its activities in this area showed the vulnerability of this type of document and the need to adopt a professional approach towards them.

2. A debate was then organised with the same speakers at the University Institute for International Studies in order to open the discussion to a wider public. Several eminent representatives of international organisations participated in these events, but also archivists, students and the representatives of non governmental organisations. In both cases the discussions facilitated an enrichment of the presentations and the clarification of certain points. The key role of archives during periods of transition and reconstruction clearly emerged, and the participants appreciated the extent and the complexity of the question. The Swiss Ambassador considered that this was a first approach and wished, at the conclusion of the first round table, that an event of the same type should be organised again on the occasion of the session of the Council on Human Rights at the end of the year.

After the international conference organised with lawyers in Lyon on 11 December 2006, the events in Geneva were new actions in raising awareness of these issues. They form part of the implementation of one of the CITRA resolutions of Capetown 2003 and come within the scope of projects in the priority area Advocacy and Promotion, for which Andreas Kellerhals is responsible. The proceedings of the two conferences will be published as soon as possible. In the first quarter of 2008 an international Forum will be organised in Mexico on the theme Archives and Human Rights by the National Commission for Human Rights, the Sociedad para el Desarrollo Científico de la Archivística and the ICA. A call for papers will be issued in due course. It goes without saying that the International Congress 2008 will also provide a forum for sessions on this subject.

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Programme

Programme commission updates

In the last five months, the Programme Commission has met three times :

In Curaçao, the PCOM reviewed progress being made on previously endorsed projects submitted to it since the Vienna Congress in 2004. Many of these projects have made significant progress and will be completed prior to the end of 2008. New projects were also reviewed and endorsed. The Commission was informed that limited funding was now available for projects which requested funding from ICA. In light of this news, funding criteria were developed. Funding will be limited to a maximum of 5000 Euros for any one project and is not to be used for normal operating expenses of any archival or archival educational institution.

The second Curaçao meeting was with 23 representatives of various ICA Sections and Branches. Each representative informed the meeting about their organization's activities and projects. Olafur Asgeirsson, PCOM Chair, reported on recent PCOM activities. Attendees learned activities of the International Committee of the Blue Shield. Attendees were also informed of the availability of limited PCOM funding possibilities and the PCOM funding criterion.

In Paris, in March, Olafur Asgeirsson welcomed Ivan Murambiwa, National Archivist of Zimbabwe, as the new Priority Team Leader for Preservation and Protection. PCOM reviewed project progress to date. It also received an oral report on the successful pre-CITRA training workshops in Curaçao . Projects which requested funding were reviewed and approved. They have been accepted by the Management Commission at its spring meeting in Reykjavik, Iceland. Where funding could not be provided projects were endorsed.

In order to assist ICA members to submit projects, PCOM is developing a one page "Guide to Submitting an ICA Project" as a complement to the PCOM Project Manual and Project Application Form. PCOM will also sponsor several activities at the 2008 Kuala Lumpur Conference and plans on hosting an open house detailing its role and activities in ICA. In addition, it plans on sponsoring a Project Management Workshop. In the meantime, PCOM invites ICA members to submit project proposals including those which request ICA funding. The application form can be found at www.ica.org.

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New Guidelines on Exhibiting Archival Materials

The Programme Commission's team on Preservation and Disaster Preparedness has seen through to completion new guidelines on exhibiting archival materials, which were compiled by the former Committee on Preservation of Archives in Temperature Climates. Drawing on existing national and international standards, the guidelines aim to provide a general reference source that will facilitate sound management of exhibitions at a national and international level and will provide help at all stages of the exhibition process. The Guidelines offer a comprehensive set of measures that are intended to minimise the risk of damage to, and deterioration of, original documents. There are chapters on selecting and lending items for exhibition, transportation and packaging, environmental recommendations, framing and display cases, and safety precautions and security. The Guidelines also include appendices that offer detailed instructions on transportation, display and mounting, as well as sample forms for loans and condition reports. It will soon be possible to download a copy of the guidelines from the ICA website. www.ica.org

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Programme

Committee on Best Practices and Standards

The Saxon State Archives hosted the annual meeting of the Committee on Best Practices and Standards (ICA/CBPS) at Dresden on 2-4 May. The meeting provided a forum for discussion of projects underway and for developing an action plan for 2008-2012.

International Standard For Describing Functions (ICA-ISDF)

The ICA/CBPS working group developing the International Standard for Describing Functions (note this new name for "International Standard for Activities/Functions of corporate bodies") reported on progress and considered how to take into account comments submitted to in the recent round of consultations. These comments related primarily to terminology, the levels of the functional classification scheme and the definitions of "function", "activity" and "transaction" that came from multiple sources, each with its own intellectual underpinnings. There were also several suggestions related to the relationships between ICA-ISAD, ICA-ISAAR and ICA-ISDF and several proposals for changing the names of some elements ("Other name(s)", "Description", "History", etc.) that were not explicit or redundant with the name of the area in which they were included. Many comments pointed out that for better understanding the most important part of ICA-ISDF was the appendix with examples. The agenda for finalizing the standard for presentation at ICA Congress in 2008 was set.

International Standard on Archival Institutions

The working group for the new standard for describing archival institutions also reported. DTD EAG and other models of archival institutions description being applied in different countries were collected to provide a basis of best practice prior to a meeting at the State Archives of Milan. The objective was to determine

the scope, the structure and the relevant descriptive elements of the new standard. A draft prepared by Claire Sibille, working group secretary, will be considered at a meeting being organized by the Spanish Ministry of Culture, General Sub-direction of the State Archives, at Madrid, 28-30 May 2007. After revision it will be submitted to the international community for comments and feedback. The strategic role of this standard in boosting the UNESCO portal was underlined an international directory based on the new standard and structured in XML could give visibility to archival institutions that do not have the means to develop their own websites.

Guidelines on appraisal

Guidelines have been drafted that contain five chapters (different approaches for evaluation in the world ; criteria for selection; sampling ; process on appraisal ; electronic records and examples from the countries represented in the WG). They will be published on the ICA website, with an invitation for submission of comments from the professional community. The need was identified for a process of harmonization with the new International Standard for Describing Functions. Plans will be put in place to develop best practices on sampling of case files.

Electronic records Area and Exchange Standard

A report was received from Olivier de Solan, Direction des archives de France olivier.de-solan@culture.gouv.fr in regard to a data exchange standard for archiving to permit inter-connectivity of the various computerized information systems increasingly used to record, store and deliver information. A project to develop a data exchange standard for archiving has been proposed to UN/CEFACT (United Nations Centre for Trade Facilitation and Electronic Business), a body of the United Nations dealing with the standardization of electronic data interchange. It was officially approved to be included in the work programme in October 2006 and it is supported by ICA on recommendation of the priority

area "Electronic Archives and Automation." The following steps have been carried out : gathering of contributions ; discussion of the scope of the standard ; dissemination of a questionnaire to define the detailed scope; synthesis of the responses to the questionnaire ; final discussion about the scope of the standard. The standard will address the transfer of custody of records, either from an agency to an archive, from an archive to another archive, or from an archive back to an agency and will describe the submission process (messages related to the transfer proposal and to the transfer as such) as well as the structure of submitted data and metadata (submission information package). The standard will rely on the open archival information system model (OAIS - ISO 14721). There will be a call for comments on the first draft of the business requirements specification (BRS) to be completed in September 2007 with a final draft projected for the end of the year.

Archival terminology

The planned archival terminology database "Babel" now called "Archipaedia", which will provide a multilingual thesaurus with related terms, was discussed. Information was presented on the terminology database previously developed under an ICA contract. CBPS adopted a resolution that this database should be made available to the archival community in an appropriate way and linked to the ICA web site to serve as an interim document for archival terminology. Also, the terminology database should serve as a basis for input, addition, modification, amendment with other language versions and development both conceptual and technical within the ICA Babel project.

Preservation Area

A report was provided on work underway by those responsible for preservation and electronic records to identify for the Database on Archival Best Practices and Standards work in the area of digital preservation. In the area of traditional preservation Guidelines on the Exhibition of Archival Materials have been developed by the former preservation committee.

Programme

Database

Progress was reported on the development by the Standards Committee of the Canadian Council of Archives (CCA) to create a Database of Archival Best Practices and Standards in order to provide an easy and efficient means of accessing archival standards and best practices from around the world. The database is searchable by archival functions, by bodies that endorse standards, and by key word. Information on how a standard can be obtained and brief explanations of the standards is also included. A link from ICA/CBPS webpage to the CCA database will be provided as soon as it is ready. Volunteers are being sought to assist in the identification of standards particularly in languages other than English and French and to help in translating the abstracts.

International Archival Congress 2008

Suggestions for ICA/CBPS participation in the Congress included a presentation on standards, including the history and role of the various bodies in charge of standardization and the mandates and activities of CBPS, a basic workshop on descriptive standards for Malaysian archivists, presentations on the new International Standards (Describing Functions and Describing Archival Institutions), a presentation of the Appraisal Guidelines, a forum on ICA-ISAD(G) and ICA-ISAAR(CPF) review and revision, and a working session on EAD, EAC and EAG, including the presentation of examples and a discussion. The feasibility of operating a stand/kiosk on ICA/CBPS and standards was considered for providing documentation, a printed version of the new international standards, etc. to the attendees of the Congress. The Committee will have its annual meeting during the Congress.

Action Plan 2008-2012

Actions and projects for 2008-2012 were planned for ICA/CBPS. These include on-going tasks related to the monitoring of standards development, etc. for all archival functions ; maintaining the Database on Archival Best Practices and Standards ; maintaining and enhancing the promotion of standards, communication through web site ; consulting on and identifying needed standards, best practices ; implementation guidelines for ICA Descriptive Standards (illustrating how all four are used with each other) ; reviewing ICA-ISAD(G) and ICA-ISAAR(CPF) and, in respect of recent developments in EAD and EAC, recommendations for harmonization ; development of a strategy to establish effective relations/interaction with ISO ; cooperative projects with ICA/SAE to develop an e-learning instrument on description that is compliant with ICA standards and an e-learning instrument on appraisal that follows ICA guidelines ; developing guidelines for sampling of case files and a tool for the users of OAIS.

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Access to Memory (AtOM)

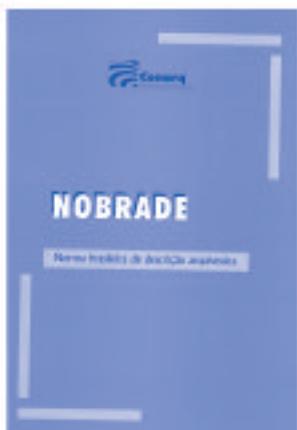
Good progress is being made on the project to develop a freely available and multilingual software package for the management of archival fonds, in accordance with ICA's international standards. Between June and September 2007 four working groups of English, French, Spanish and Dutch speakers will test the functionalities for description and access to the prototype by entering real data. The software will then be reviewed by the developer, Peter van Garderen, and submitted for a second phase of testing by the same four groups in December 2007 and January 2008. The first version will be presented and made available to the international archival community in July 2008, at the International Archives Congress in Kuala Lumpur.

Initially financed by UNESCO, the project has received backing from the World Bank and is currently strongly supported by the Archives School in the Netherlands. The French Archives Directorate has also just made a substantial financial contribution. Progress can be tracked from the project website : <http://ica-atom.org>

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A PRACTICAL APPLICATION OF INTERNATIONAL STANDARDS

NOBRADE : BRAZILIAN STANDARD OF ARCHIVAL DESCRIPTION



In 2001, the Conselho Nacional de Arquivos – CONARQ (National Council of Archives) set up the Câmara Técnica de Descrição Arquivística – CTNDA (Technical Chamber of Archival Description Standardization), with members from various parts of Brazil and the mandate to create standards instituting common procedures for Brazilian archival institutions. The CTNDA held various meetings and mail exchanges ; and it got professionals involved through publicity, participation in events and its web pages.

The NOBRADE is based on the international standards of the International Council of Archives : ISAD(G) and ISAAR(CPF). It is innovative at various points, such as the incorporation of the Brazilian professionals' preoccupations and the establishment of solutions to issues that the international standards had left open to national decisions.

Its basic principles are : multilevel description, flexible standards for use both in automated systems and in manual ones, and format freedom for finding aids. It has a structure similar to the international standards, with an introduction, a glossary, a presentation of the areas and their elements of description and a bibliography. It also has an index, enabling access to the desired information.

The NOBRADE has 28 elements of description arranged in eight areas. One of these elements is for the recording of the conservation state of the described unit and another is for an indication of the chosen access points and the index terms chosen. It has three appendices : the first has a model of levels of description ; the second comprises the appendix A-2 of ISAD(G), showing the possible relations between documents' descriptions and archival authority records; and the third has full examples of descriptions in the same hierarchical chain.

Besides debates at technical events, the text of the NOBRADE was presented on the website of the Arquivo Nacional. A training and discussion workshop model was created, with media presentations and exercises, to be implemented in the leading cities of the country in partnership with local institutions. In 2006 workshops were held in six cities, reaching about 800 people.

After receiving comments and suggestions from archival professionals and institutions, the CTNDA finished work on the NOBRADE, which was approved by a plenary session of the CONARQ as a national application standard in august of 2006. Once more the NOBRADE was presented at various places in Brazil, with about 700 people participating in workshops.

On 13 March 2007, the publication of NOBRADE was released in Rio de Janeiro, after a presentation by Michael Fox, a North American specialist and member of the ICA/CBPS. The event attracted more than 200 participants. Other release events are being held in cities around the country and the publication is being distributed to archives, in Brazil and abroad, libraries, research and documentation centers and university schools of Archival and Library Science. At the same time, the CTNDA is beginning, after requests by professionals, to reflect upon other standards.

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News from Regional Branches

CARBICA

The Executive Council of CARBICA held its first meeting in Suriname from April 26-28, 2007. The discussions focused on Education and Constitutional Reform. Following talks held at CARBICA VIII, 2006, a report of the Education Working Group was presented, outlining the progress made towards setting up regular training in Conservation and Records Management for the Caribbean Region.

As a result of the Caribbean Ministers' meeting that was convened on November 20, 2006 in Curacao, it was agreed that :

- Provision must be put in place for adequate resources, namely human, infrastructural and financial, to ensure the effective functioning of National Archives in the Caribbean.
- Efforts must be made to reposition the National Archivist and the National Archives at a senior management level that would allow the professional archivist to be effective.
- Without succession planning, the National Archives and governance structures based on records are at risk.
- National Archives must operate within adequate and appropriate legal and other regulatory environments.

It is now up to National Archivists and the relevant Ministers to use this consensus in order to advocate action by their governments in these areas.

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EASTICA

Archival Education Program in Hong Kong : May 14 – June 2007



EASTICA's session 2007

As a result of a feasibility study by a working group within EASTICA, it was recognized that formal training in modern archival administration was not common and widespread in many of the East Asian countries. To address this problem, EASTICA proposed to enhance the professional knowledge and skills of in-service Asian Archivists and to improve their professional identity and status by organizing a practical and custom-made training program on archival theories and practices adaptable to the Asian environment. This program would lead to some professionally and academically recognized qualifications.

The proposal had received strong support from national archivists of the region and subsequently the first course was organized in Hong Kong in January 2003. Encouraged by the success of the program and the enthusiastic support from archivists of the region, EASTICA has decided to organize a similar program of studies on a yearly basis, if resources permit. The program for this year commenced on May 14.

The program is jointly organized with the School of Professional and Continuing Education (SPACE) of the University of Hong Kong. The program was custom-made for archivists and records managers who wished to update their professional knowledge and skills,

widen their international exposure and obtain a recognized academic qualification for the archival profession.

This is a 3-week full time program comprising over 100 hours of lecturing, seminars, and workshops. All lectures, seminars and workshops are conducted by members of the academic community and archivists who are specialists in the fields they teach. This year we had the honour of inviting Trudy Peterson, John McDonald, Didier Grange, Don Brech and others to Hong Kong. EASTICA is very grateful for their generous support.

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Some of the damage to National Archives of Congo caused by shelling

Democratic Republic of Congo (DRC) : the documentary heritage in danger

The documentary heritage of the National Archives of the Congo (ARNACO) at Kinshasa has been put at risk. During the confrontations there on 22 and 23 March 2007, shrapnel from shelling hit National Archives facilities, damaging the roof. The gaping hole caused by the shelling has resulted in a huge inflow of water whenever it rains, thereby endangering the documentary heritage brought together over many years.

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ESARBICA

ICA's branch in Eastern and Southern Africa (ESARBICA) has been busy in the past year. The meeting of the Executive Board in Nairobi in late July 2006 was preceded by a two day workshop for Board members on e-governance. Key issues covered at the workshop included the pitfalls of Electronic Document Management, relations with commercial suppliers, and possible improvements to work processes.

The Executive Board also established a Committee under the chairmanship of Namibia to consider how the inconsistent placement of archival institutions within government structures in the region impacts on regional and bilateral cooperation in the archives sector. The Committee, meeting in Windhoek between 31 October and 2 November 2006, made the following recommendations :

- Governments should consider placing their National Archives in a government office which has a central co-ordinating role.
- Governments should accord the National Archives Directorate status as a minimum.
- National Archives, wherever they are placed, should maintain a strong relationship with other heritage institutions.
- An inter-governmental forum, comprising Ministers and Permanent Secretaries responsible for archives, should be established and maintain a formal relationship with ESARBICA.

ESARBICA also continues to work with the International Records Management Trust (IRMT) in a major project to assess readiness for e-government, funded by the UK Department for International Development (DfID). The focus is on payroll and finance records, with three case studies in Lesotho, Malawi and Zambia being completed in 2006. In 2007 two further case studies are planned for Ghana and the Gambia, in order to enable comparisons between Southern and West Africa.

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EURBICA

The European Branch of ICA held its most recent Annual General Meeting in Berlin on 25 April, at the invitation of Professor Hartmut Weber, President of the Bundesarchiv. It provided the opportunity to explain to the members present the latest developments in the projects being undertaken by EURBICA. One of these projects has enabled the setting up of a topic area devoted to electronic archives on the branch's web site, the content for which will be provided by the members. The idea is to put at their disposal a space for the exchange of information on electronic archives, including legal texts, strategic documents, records of experiences, and of course presentations of technical studies on electronic archival systems, storage, tools etc. EURBICA members have been invited to send their contributions, and some of them have already done so.

One of EURBICA's priority projects, approved by ICA's Programme Commission, is intended to develop a methodology for the training of trainers in the area of records management. The working group was able to meet for the first time between 30 May and 2 June thanks to the hospitality of Olafur Asgeirsson, Director of the National Archives of Iceland, and the support of the Archives School in Amsterdam. It was in a natural and isolated setting conducive to concentration, and near a magnificent waterfall, that the participants in the workshop organised and animated by Peter Horsman and Thijs Laeven reflected on the methodology and teaching approach which will be developed in the manual, the plan of which has been defined. Test workshops will be organised in different settings between now and July 2008 in order to improve the product, which will be the subject of a presentation and workshops at the next international congress in Kuala Lumpur.

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READ ALL ABOUT THE INTERNATIONAL CONGRESS ON ARCHIVES IN KUALA LUMPUR JULY 2008 IN THE NEXT FLASH 13

News from sections

International Conference of Professional Archival Associations, Madrid



Meeting of SPA in Kyoto

In collaboration with the ICA Section on Professional Associations (SPA) and the Co-ordinating Committee of the Spanish Archivists' Associations, the State Archives section of the Spanish Ministry of Culture is organising an International Conference of Professional Archival Associations with the title "Archivists together : challenges and opportunities". The Conference aims to analyse the role of associations when faced with new professional challenges : these challenges are about training but also their role at the heart of society. The conference will take place in Madrid between 18 and 20 October 2007 and will address the following four themes :

1. the role of professional associations
2. associations' Fair
3. the status of professional associations
4. the future of professional associations

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Meeting of the SPO bureau in Turin

Sporting activities by SPO

ICA's section on sport archives (SPO) has been working since the congress in Vienna 2004. The section bureau has met in Turin (2005), Abu Dhabi (2005) and Barcelona (2006), preparing for its formal establishment, planning various activities to promote awareness on sport archives, and outlining the future strategy of the section. The section has already been active in different projects, such as co-organising a seminar in France (June 2005) and arranging sessions on sport archives during a European sport history congress in Seville (November 2005).

The most recent major event was the co-organising of the conference "Winter Sports and Mountain – A memory in risk", held in Turin and the surrounding area 16-19 May. The papers from the conference will soon be published electronically on the website of ANAI, the Association of Italian Archivists www.anai.org, and later also as a separate publication. The conference dealt with important questions related to documentation of winter and mountain sports. The bureau of SPO also held a meeting in Turin.

SPO is also responsible for initiating and organising a session on sport archives during the international congress of sport historians and sport sociologists in Copenhagen, July 31-August 5.

In connection with the ICA congress in Kuala Lumpur 2008, SPO will hold its first general meeting, electing the first official bureau according to the statutes. SPO will also arrange other programmes during the congress.

We invite all who are interested in questions related to sport archives to join as section members, by joining ICA as individual or institutional members. Those who are already members of ICA in other sections, branches, committees or working groups can also sign up as members of SPO.

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Round Table on seal conservation research

A Round Table on seal conservation research was held in Oxford from 19th to 24th March. The congress was organised by Oxford University Library Services (OULS) Conservation Department and the Society of Archivists, and hosted jointly by the provincial Section on Sigillography (SSG) and Merton College. The programme was led by Chris Woods, formerly Head of Conservation at OULS, now a Director at the Tate, London, and was the third Round Table on conservation to be held by the SSG and the earlier Committee (CSG). It was as successful as its predecessors (Madrid 1995 ; Paris 2003). Sixteen specialists from nine countries took part, presenting papers on new techniques for conservation and storage of these ultra-fragile objects, on the practices followed in different countries, and on relevant national and international projects. The scientific papers will be published on paper by the Society of Archivists and any of the contributing countries' relevant journals, and electronically online, probably on an interactive site so as to continue the contacts, dialogue and exchange of information that were so valuable a part of the days at Oxford. SSG's Steering Committee is most grateful to OULS, the Society of Archivists and Merton College for their generous financial support, to Chris Woods, and to all who took part. The work of collating and translating the papers and the agreed recommendations arising from the research discussions will continue as planned and it is hoped these will be ready for dissemination in the Autumn of this year. The Round Table was part of SSG's programme of continuing and completing the work of CSG, in practice focused on European seals, while looking ahead to its new work as a Section. We are continuing the bibliography of new publications and our guide to describing seal designs, long in preparation, is about to be published. We have much to do and the future holds many challenges.

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PUBLICATIONS



PARBICA Panorama Newsletter

Journal of the Pacific
Regional Branch of the ICA
Special issue 2006/3&4 & 2007/1

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ICA Study 16 : Electronic Records: A Workbook for Archivists is now available in German, Chinese, French, Spanish and Slovenian.

This eagerly awaited manual on records in electronic systems, including networked environments, is available free of charge for download from ICA's Web site (Download Center). It is the work of the ICA Committee on Current Records in an Electronic Environment (CER, 2000-2004) and addresses the consequences of the fact that, throughout the world, records of all sorts are increasingly produced in electronic form. This ICA Study no°16 takes a practical approach to managing and preserving electronic records throughout their lifecycle.

Committee on Current Records in an Electronic Environment

Authors : ANDREW MCDONALD, KIMBERLY BARATA,
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KEVIN ASHLEY, IVAR FONNES

Available online at : <http://www.ica.org/biblio.php>



Archive Buildings in the United Kingdom 1993-2005, Christopher Kitching Phillimore, 2007, Price £17.95
ISBN 978-1-86077-443-0

This volume is a sequel to the author's Archive buildings in the United Kingdom 1977-1992, which quickly established itself as an indispensable text in this field.

It is in two parts, both extensively illustrated with photographs and plans. The first part is a guide to good practice in the design and construction of archive buildings in accordance with national and international standards. The second part comprises more than thirty new case studies of individual buildings. Its is based on a nationwide survey of over one hundred archive buildings newly built or newly converted in the years 1993 to 2005.

It will be of considerable interest to archivists and librarians, as well as that growing band of architects, engineers, planners and governing bodies actively involved in archive building projects.



ICA Study 19 : Committee on Archival Legal Matters, ICA/CLM 1996-2004

Following the reorganisation of ICA decided at the Vienna Congress in 2004, the Committee on Archival Legal Matters was abolished. The Committee then decided to collect and publish - with the assistance of ICA's secretariat - the lectures given between 1996 and 2004 by its members in Budapest, Brussels, Macao, Elblåg, Kiev and at the Congress in Vienna 2004. The papers deal both with general legal questions, such as Principles for Archives and Records Legislation and Access and Data Protection, and with more specific topics such as Authenticity in an Electronic Environment, New Technology and Copyright, Settlement of International Archival Claims and the Reconstruction of Palestinian Archives.

Available online at : <http://www.ica.org/biblio.php>