

NEWSLETTER
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Universal Declaration on Archives adopted by UNESCO

Declaration, adopted unanimously by Annual General Meeting in Oslo (on 17 September 2010) by the ICA delegates officially become one of the core pillars in ICA's advocacy policy. This year the Declaration was officially endorsed also by the UNESCO in the plenary session on 10 November 2011. The Universal Declaration on Archives is currently available in 20 languages on ICA web page (Arabic, Catalan, Chinese, Croatian, Dutch, English, Finnish, French, German, Greek, Hebrew, Hungarian, Icelandic, Italian, Japanese, Maltese, Polish, Portuguese, Romanian, Slovenian, Spanish, Welsh) and was developed by ICA/SPA ([Section of Professional Associations](#)) on the model of the "[Déclaration québécoise des Archives](#)". This is an important step in improving public understanding of archives, since it provides a splendid opportunity to raise still further awareness of archives among the general public and key decision-makers. The Declaration is a powerful succinct statement of the relevance of archives in modern society. It emphasizes the key role of archives in administrative transparency and democratic accountability, as well as the preservation of collective social memory. The Declaration repositions effective archives management as an essential function which underpins modern public administration, good practice in private business, and ready access to information by citizens. The first version of the Declaration was written by archivists in Québec in 2007. The ICA Section of Professional Associations (SPA), together with an international working group, developed the text for a universal audience, taking into differences in language, culture and archival tradition. The challenge now is to use the Declaration to maximum effect, so that archives take their rightful place as a major player at heart of public administration and the center of social memory.

More information on ICA web: [UNESCO officially endorses the UDA !](#)

APEnet Liaison group of EURBICA: new content providers for the Archives Portal Europe

In 2011 EURBICA got especially involved in the APEnet Liaison Group of EURBICA – funded by PCOM. This group had been initiated in order to inform and integrate more European archives, especially the ones from non-EU Member States.

The first meeting took place in Bern on April 12th 2011. 15 participants from eight countries attended the meeting: Albania, Austria, Croatia, Liechtenstein, Luxembourg, Norway, Serbia and Switzerland. Seven of these countries have already declared their interest to be content

providers for the Archives Portal Europe and two of them (Croatia and Norway) are going to work as project partners in APEX, the follow-up project of APENet.

The second APENet Liaison Group meeting was a hands-on workshop on the APENet tools taking place during the CITRA conference at Toledo on 25th October 2011. About twenty archivists from seven European countries representing twelve different institutions attended the workshop. Divided in a morning and an afternoon session, the workshop showed the functionalities and the tools designed to pool the descriptive resources of the partners associated in the APENet project.

Some participants used their own data (online finding aids), converted them into APENetEAD and became acquainted with the dashboard. By using the testinstance of Archives Portal Europe they got an impression of how easy it is to get data into the portal and how their data could be published and presented at www.archivesportaleurope.eu.

In the meantime the APENet project has come to a successful conclusion and the main goal of the project – the Archives Portal Europe – is a fully functional portal now up and running at www.archivesportaleurope.eu. At the moment the portal contains more than 14 million descriptive units linked to approximately 64 million digitised pages of archival material. Currently featuring the materials of 62 institutions from 14 European countries, the portal is now a major actor on the European cultural heritage scene.

The APEX project will continue the work of the APENet project but will also focus on expanding the Archives Portal Europe network by getting more partners/countries on board, helping regional and local institutions holding archival content to publish their data via the Archives Portal Europe and thus forwarding more archival data towards Europeana. The first stated objective has already been reached (more or less) because the APEX consortium will consist of the national archival institutions of 28 European countries, plus ICARUS.

For details see [the 5th newsletter APENet](#) .



The building of the Swiss Federal Archives in Bern.

EURBICA activities

The SPA-EURBICA handbook on competences



SPA and EURBICA issued handbook on competencies titled "Shape your own archivist". The proposal for such a model started at the European conference in 2006 (Warsaw) where a resolution was adopted encourage to carry out a feasibility study for a project to develop a European competency framework for the archival profession. This handbook presents a methodology to develop a framework for a competency model project. The handbook produced by the working group presents the steps of a reflection which would enable any institution, organization, or association to develop its own competency model. The handbook was presented at the 2nd International Conference of Professional Associations organized by the Archives and Records Association of United Kingdom (ARA) in Edinburgh on 31st August-2nd September 2011.

The handbook is available on [ICA/EURBICA web page](#).

Changes of EURBICA Constitution

EURBICA prepared a draft of new proposal of its constitution (a more concise and reworked text, proposed by Karel Velle). General Assembly of EURBICA will discuss and decide on the proposal. The draft of new proposal has already been sent to all EURBICA members. It is expected that the General Assembly will take place during the Danish presidency on 31st May 2012 in Denmark. However, several questions arose in this discussion, such as at the moment EURBICA is also open for non-ICA members, etc. If we sum up the most important changes to the constitution:

- The General Assembly can take decisions in writing or via an electronic procedure,
- The Executive Board shall be elected, [option n°. 1] for four years, by the General Assembly from among the delegates appointed by the voting members. It shall consist of a President, a Vice-President, a Secretary General and a Treasurer, [option n°. 2] for four years, and as many other members as considered necessary.
- The Secretariat ensures the necessary administrative support, among others, for organizing meetings, summons, written and electronic voting procedures.
- The Secretariat shall administer and be the custodian of all the archives and properties of EURBICA.

Other EURBICA news:

For preparing the next elections for the President of EURBICA and the Executive Board in spring 2012 a “Nomination Committee” was installed (with members Angelika Menne-Haritz, Ivar Fonnes, Joan Boadas i Raset). This issue was discussed at its meeting during the CITRA conference in Toledo.

EURONOMOS

There is a new proposal to continue the project as combination with the APEX project, which is the follow-up-project of APEnet. The idea is to integrate the maintenance of EURONOMOS in the APEX project – to have a link at the portal of APEX website to EURONOMOS, so that the participants of Archives Portal Europe and EURONOMOS can renew their information on legal data. However, APEX cannot run the whole EURONOMOS website, so it will be the responsibility of members of SPA and EURBICA.

ECA in Gerona 2014

There is a proposal for organising the next European Conference of Archives to be held in 2014 in Gerona in Catalonia (Spain) with the theme “Archives and cultural industry”; it will be hosted by the Municipal Archives of Gerona.

The Hungarian Presidency of the EU



During the Presidency of EU Hungary organised several important meetings: 23th meeting of EBNA, the 10th EAG meeting, the DLM Forum meeting and the Meeting of European Heads of Conservation.

The EBNA meeting took place on 10 and 11 May 2011 in Budapest chaired by Mr. Reisz T. Csaba (director of the National Archives of Hungary) and opened by Dr. Réthelyi Miklós (Minister of the Ministry of National Resources). Program of EBNA included impressive number of Hungarian and European speakers divided into the following thematic seasons:

1) National Portfolio: The Hungarian Archives' Network (by HAMMERSTEIN Judit), The Digital Transition of the NAH (by NAH SZATUCSEK Zoltán), Quality Assurance (by BREINICH Gábor),

2) Communicating Archives: Communicating Archives (by Björn JORDELL), Stay-home archives in Estonia: the interim results and the future prospects (by Priit PIRSKO), Building

of integrated national archival network in Croatia: connecting administration, archives and public in practice (by Stjepan ČOSIĆ and Vlatka LEMIĆ), APEnet v2.0 project and Europeana (by Martin BERENDSE),



The EBNA session on May 10, 2011.

3) Rethinking access: Access to and re-use of archives' information - the French experience (by Hervé LEMOINE), The fourth paradigm of archival history: The promise of eternal, universal access (by SZÉKELY Iván), Controlling the access to documents in Romania prior and after 1989 (by Dorin DOBRINCU), Cooperation instead of Competition – The International Centre for Archival Research as a model for meeting archives' challenges in the digital era (by Thomas AIGNER),

4) Preservation: Building Repositories: The Passive House – Presentation (by Angelika MENNE-HARITZ), Repository Survey (by Jussi NUORTEVA and István KECSKEMÉTI), Electronic Repository Assessment and Risk Management (by Lajos KÖRMENDY). DLM Forum and MoReq2010: Update on the DLM Forum (by Lucie VERACHTEN), MoReq2010: what's new? (by Jon GARDE), MoReq2010: relation to other records management standards and its value for archives - Questions (by Richard BLAKE).

On the New Renaissance report – EBNA adopted the reply from the archives (prepared by Martin BERENDSE, Karel VELLE and Angelika MENNE-HARITZ).

Important decision was also on the conclusion of APEnet projects (which ends in January 2012) and its continuation as the **APEX project**. Martin Berendse presented the whole idea of the project including the setting up of the APEX foundation. EBNA decided to support the new APEX project.

The minutes of EBNA and individual presentations of speakers (in several languages) are available on the web site of the [National Archives of Hungary](#) .



Participants of 23th meting of EBNA in Budapest.

The EAG meeting on May 11, 2011 was chaired by Lajos K'ormendy (Hungary) and Peter Handley (EC). It discussed the progress of its working groups [and the New Renaissance: report on digitisation of Europe's Cultural Heritage](#) (in ENG, FRA, DE) – which is the Report of Reflection Group on bringing Europe's cultural heritage on-line. The **Archives of EU presented their reply to the Report of the Reflection group** (proposal by Mr. Martin Berendse, the Netherlands), in which the common goals with Europeana were stressed and the follow up of the APENet (APEX) was announced. Mr. L. E. Calderon reported on the progress of APENet, which was already linked with Europeana, the project is to be concluded in January 2012. The report of the group on 'Re-use of public sector information' (led by Mr. George MacKenzie, Great Britain) drew main conclusions that majority of archives in EU are aware of the Directive, the majority of national archives are in favour of the spirit of Directive and see the benefits and opportunities in information re-use – however, they favour maintaining the exemption of cultural organisation from the range of Directive.

The working group for 'Relationship between on-site and on-line access' reported on the survey results (group led by Anna-Karin Hermodsson, Sweden): in spite of the fact that access to archives is for a large part still conventional (on-site), the balance is inclining more towards on-line use. It is recommended that standards of description and metadata should be shared as well as for capture and delivery. Also, the funding of digitisation programs of

EU archives should be discussed (including the question of free access versus charging for archival information). However, attention should be given also to legal restrictions, copyright and data protection.

The last working group led by the Netherlands (Yvonne Bos-Rops) 'Digital record keeping and the changing role of archives' stressed that more attention should be given to formal aspects of the work of national archives and also to use existing legislative provisions to widen their role (specially in the area of e-records and records management). Due to complexity of managing digital repositories the exchange of experiences and best practices between member states is desired as well as to benefit from Archives which have expertise in this area. The EAG could also propose the format for this exchange of information. Since it is essential that governments take responsibilities for the whole life-cycle of e-archives by setting rules, it is also crucial that national archives act as coordinating partners.

Preservation and disaster prevention was presented by Barbara Berska (Poland) – noting the web site of European Archival Network for Disaster Management (EURANET): <http://www.euraned.eu> (hosted by Bundesarchiv Deutschland) and also inviting Heads of conservation of EU national archives to Poland for training session.

The state of [Euronomos](#) project was presented by Mr. Herve Lemoine (France). Since the same information could be found in legal data bases the usefulness of its maintenance (due to lack of inserted information by national archives) was questioned. As an alternative for further maintenance more resources should be mobilized (a new summary on situation with proposals will be send to MS).

The individual presentations of EAG reporters are available on the web site of [National Archives of Hungary](#).

"The European national archives' heads of conservation also met in the framework of the Hungarian EU presidency, and the theme of the meeting was 'Archival repositories'".



Meeting of European Heads of

Conservation, 11 and 12 May, 2011.

DLM Forum meeting in Budapest

From 12th-13th May 2011 the DLM Forum members meeting took place in Budapest under the title „Content: Don't miss the target.” The presentations of the various fields of IT professionals included the following:

- Alex Thirifays (Danish National Archives) – Big migration project evaluated
- Anastasia Dikopoulou, Eleni Mamma (Association of Archivists and Librarians in Greece) – The role of records management as a component of efficient e-government
- Antal Apro (Montana Knowledge Management Ltd.) Infohunter – text mining solutions in specialized areas
- Berthold Konrath (Austrian State Archives) – The digital archive in the Austrian State Archives: Best practice in digital records keeping and long-term preservation
- Bogdan-Florin Popovici (National Archives of Romania, Braşov County Service), Lucia Stefan (Credit Suisse, Switzerland) – E-government: is there room for records professionals? A Romanian experience
- Gábor Hornyák (MATRIX Auditing Evaluating and Certification Ltd.) – Presentation from an experienced Test Centre
- Jacqueline Slaats (The National Archive of The Netherlands) – Digital Depot Service in The Netherlands
- Joachim Rausch (Federal Archives. Germany) BET – The preservation-planning tool of the Federal Archives, Germany aim of the project and status
- Jon Garde (MGB) – MoReq 2010 Update



Jon Garde, during his presentation of

update on Moreq 2010.

- Kirsten Villadsen Kristmar, Jan Dalsten Sorensen (Danish National Archives) – Regulating digital records and archives management: the Danish experience
- Lucie Verachten (DLM Chair) – The DLM Forum Foundation

- Markus Merenmies (National Archives of Finland) – National Archives long-term preservation permission procedure for governmental agencies and development of national auditing and certification system
- Martin Waldron (MGB Chair) – Training
- Martin Waldron - Secretariat Report 2010 – 2011
- Mirten Stenius, Markus Merenmies (National Archives of Finland) – Digital long-term preservation service in Finland
- Philip Lord (The Digital Archiving Consultancy Ltd.) – Digital Archiving Practice: Where we are now and what needs to be done



Participants at the DLM Forum meeting in Budapest

- Richard Blake (DLM EC), Mark O’Conor (DLA Piper, Partner Technology, Media & Commercial group), Christine Blake (UK Government Procurement Expert) – Testing MoReq
- Robert Sharpe (Tessella) – Digital Preservation: From craft to production
- Szatucsek Zoltán Content – Don’t miss the target
- Zoltán Lux (National Archives of Hungary) – The OAIS-compliant ingest of digital records, a case study

The individual presentations of speakers are available on [DLM web site](#) and on the web of [the Hungarian National archives](#).

The Polish Presidency of the EU



The European Board of National Archivists (EBNA)

As part of the first Polish presidency in the Council of the European Union a meeting of heads of national archives of the EU countries, associated countries and candidate countries was organized on 6-7 October 2011 in Cracow. It was attended by 67 delegates representing 24 countries, and also ICA, EU, DLM Forum and APEX programme.



Dr. Wladyslaw Stepniak, leading the EBNA meeting in Warsaw, beside Asbjørn Hellum, Head of the Danish National Archives

The meeting created an opportunity to participate in presentations and discuss the most current issues in the field of archiving activity. One of them was participation of archives in the development of e-administration, and another was the subject of open access to public archives and its limitations. In the speeches particular attention was given to selected areas of sensitivity of data stored in public archives. The speakers shared good practices of their national archives in the process of education of the open society. On the second day, the participants had an opportunity to familiarize themselves with the issue of protection of scattered archival heritage. With an exhibition accompanying the event, special attention was devoted to achievements of Polish archivists in this area. The participants also listened to a report on the progress of Archive Portal of Europe (APEnet), a joint project of several EU countries, and on principles and plans related to another project named APEX that is supposed to be some kind of continuation of the project mentioned above.



Participants of the EBNA in

Warsaw.

The European Archival Group (EAG)

On 7 October 2011 the members of the European Archival Group took part in a meeting dedicated to some current issues, on which the Group has been working for a long time, such as Euronomos or conservation and protection against disasters. The matters of DLM Forum conference in Brussels, DLM Forum training conference in Warsaw, as well as MoReq2010 standard were discussed individually. Members of the Group were also informed about the European Commission's plans for the amendment to the Council Regulation concerning the opening of the historical archives of the European Union to the public.

DLM Forum

A conference of DLM Forum organization took place on 7 and 8 November 2011 in Warsaw. It started with a meeting of representatives of the European countries engaged in translation of MoReq2010 standard (Model Requirements for the Management of Electronic Records) into national languages. The second day was addressed mainly to representatives of Polish state central and local administration offices, Marshall offices, municipal offices, state archives and IT companies. At the conference, the speakers described MoReq2010 standard, as well as activities of DLM Forum. Presentations were accompanied by discussion. Later on, representatives of offices and IT companies presented Polish experiences regarding implementation of electronic document management systems. The conference was attended by 130 participants.

More information: <http://eu2011.archiwa.gov.pl/>



DLM Forum members meeting on 7 and 8 November 2011 in Warsaw.

IV International Conference of the Memory of the World Programme of UNESCO

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On 18-21 May 2011 in Warsaw, the IV International Conference of the Memory of the World Programme of UNESCO was held under the banner Culture – Memory – Identity. The honorary patronage for the conference was provided by the Minister of Culture and National Heritage.

The Warsaw conference aimed at setting guidelines for the Programme and possibilities for its existence in the context of other international initiatives on documentary heritage and in the broad context of social processes in today's world, with consideration of the diversity of traditions and methods of transmission and also various functions served by the collective memory in different cultures.

A circle of speakers included intellectuals and leading experts, not only in the field of documentary heritage, but also cultural dialogue and intangible heritage. The conference was attended by participants from over 70 countries, representing institutions dealing with the Memory of the World Programme and documentary heritage issues.

The conference was accompanied by exhibitions and other events presenting inter alia Polish items entered on the international list, which is maintained as part of the Programme, and which embraces documentary heritage of particular, global significance.



One of essential results of the conference is its outcome document on the role of documentary heritage in social processes in today's world, its preservation for the next generations, making it available and its place in this area of the Memory of the World Programme of UNESCO. The participant discussed a draft programming document named "Warsaw Declaration", due to its importance for further international cooperation on protection of that part of cultural heritage of mankind that is maintained by archives, libraries and museums. Having established all substantive principles of this document, the conference mandated the International Advisory Committee of the "Memory of the World", which assembled for its 10th meeting in Manchester on 22–25 May 2011, to adopt the document's final version. The adoption took place on 25 May 2011 and since then the "Warsaw Declaration" has been an official document setting guidelines for international activity in this respect, including the question of adoption of international convention on protection of documentary heritage of mankind.



IV. International Conference of the Memory of the World Programme of UNESCO, Warsaw, 18-21 May 2011

DLM Forum Triennial Conference in Brussels

The first DLM Forum conference was organised in Brussels in 1996 (December, 18 - 20). Since then triennial DLM Conference has regularly been taking place (1999 in Brussels, 2002 in Barcelona, 2005 in Budapest, 2008 in Toulouse and 2011 in Brussels). Description of these events is available on [DLM Forum web page](#).

The conference in 2011 in Brussels took place from December 12 to 14, 2011 under the title "Interoperability & MoReq2010: Making intelligent information control a reality in Europe".

The Triennial DLM Forum Conference is Europe's leading event for archive, records and information management. The educational program covers all the latest developments in the industry, plus expert advice, real-life case studies, interactive discussions and the inside track on MoReq2010®, presented by expert speakers from all over Europe. The last conference in Brussels included key areas for discussion such as MoReq2010® & Standards, Archiving & Long-Term Preservation, Interoperability & Data Sharing, Managing Information Assets, Data Protection & Re-Use, Cloud & SharePoint 2010 and the Future of Records Management. This was an important event for all government and commercial organisations that need to work together across European and international borders.

[DLM Forum triennial conference in Brussels in December 2011](#) presented also a paper edition of the new version 1.1 of MoReq2010, which had previously been available only as a PDF download ([MoReq2010 downloads page](#)), and which is now generally and freely available to the public. The commission published the MoReq2010 specification in book form, free paper edition can also be ordered at [EU Bookshop](#).

More on [DLM Forum Triennial Conference](#).

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