



International
Council on Archives

**SPA - Section of Records Management and Archival
Professional Associations**

**NEWSLETTER
July 2010**

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Welcome to the July 2010 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.

SPA Steering Committee meeting, Pully Switzerland

The SPA Steering Committee met in Pully, Switzerland on 25 and 26 April as guests of the Association of Swiss Archivists and the City of Pully. The meeting was attended by association representatives from Switzerland, Sweden, Germany, France, the United Kingdom and Ireland, Israel, The Netherlands, Mexico, Catalonia, Australia and the United States.

Topics on the agenda included progress on SPA projects such as the development of a set of European competencies, the development of an online Manual of SPA guidelines and a proposal for a new project to develop guideline on how to start an association newsletter. Other topics discussed included suggestions for promoting awareness and the use of the ICA Code of Ethics and ideas on how SPA could further support information sharing among members. Minutes of this meeting, along with all other Steering Committee meeting minutes, are placed on the ICA website for members to consult.



SPA Committee, Switzerland, April 2010



SPA Steering Committee at work, Switzerland, April 2010

New SPA members

We are very pleased to welcome the Bundeskonferenz der Kirchlichen Archive in Deutschland and the Archival Association of Bosnia and Herzegovina as SPA members. A list of all Section members with contact details, including links to association websites, is available on the ICA website at <http://www.ica.org/en/members>

Archives without Borders Congress, The Hague, 30-31 August 2010

On 30 and 31 August 2010 a conference titled *Archives without Borders* will be held at the Peace Palace in The Hague. The event is being hosted by the Dutch archives association and one of the Belgian professional associations and is supported by SPA. The congress celebrates the 100th anniversary of the first international conference of archivists and focuses on the importance of archives for good governance in the international context. Sessions will be organised around four themes – human rights and archives, archives of international tribunals, the role archives play in the development of a national identity, and archival solidarity and how professionals support their colleagues. For further details on the congress see <http://www.archiveswithoutborders.org/?pid=186>

Results of SPA survey

A survey was carried out by the Steering Committee in 2009/10 aimed at developing a membership profile, to seek feedback from members on the work carried out by the Section and to obtain guidance on useful projects that SPA could undertake. Twenty associations responded.

The following is a summary of association membership information:

- 3 were established before 1945 and 17 between 1945 and 1980
- most covered archivists working in government, schools, universities, businesses and religious organisations,
- 19 include in their membership individual professional members, 12 institutional members, 12 non-professionals and 13 students,
- 19 include archivists, 13 records managers, 11 technicians,
- 9 had up to 500 members with 3 having over 1500 members,
- 18 were active in education activities (courses, conferences, workshops),
- 9 had developed competency standards,
- 2 accredited courses and 1 had a certification program,
- 18 published a newsletter/journal,
- 19 had a website,
- 14 were active in lobbying and advocacy,
- 14 had adopted the ICA code of ethics, and 4 had their own code of ethics.

The following is a summary of questions relating to SPA activities:

- On the question assessing the work of SPA – 9 thought the Section did a “good job”.

- On the question relating to future SPA activities, high on the list was the development of competencies for the profession and certification and accreditation criteria. Other suggestions included more activities focusing on supporting networking between member associations, more information on how to actually apply SPA guidelines and greater emphasis on education and training, particularly focusing on Africa.
- On the question relating to what topics should be covered in the SPA newsletter, responses included exchange of information and experiences about member association activities and publications, guidance on applying the ICA code of ethics and more details about Archival Solidarity.
- The most popular SPA guidelines were the *Sources relating to Archives and Recordkeeping Competency, Certification and Accreditation Programs* and *Guidelines for developing a retention schedule for records management and archival professional associations*.
- Responses regarding the Archival Solidarity Project indicated that 15 out of the 20 respondents had consulted the Archival Solidarity website.

The results of the survey will be used to support SPA planning activities.

New SPA guideline now available

A new SPA guideline on *Organising Training Workshops and Seminars: Guidelines for Professional Associations* is currently available in English on the ICA website at <http://www.ica.org/en/node/39576>. Spanish and French translations will be available shortly. The guideline covers planning activities that will ensure the organisation of a successful training event and includes suggestions on establishing an organising committee, developing a program, drawing up a budget, seeking sponsorship, selecting a venue, developing a registration brochure, managing a promotion campaign, organising volunteers, setting up on the day and wrap-up activities.

Archival Solidarity Project

Archival Solidarity is an ICA project that aims to co-ordinate efforts in the international archives community to carry out foreign assistance projects to develop tools and expertise for developing communities and communities in transition. SPA serves as the ICA liaison and Nancy Marrelli at Concordia University in Canada directs the project.

Early in 2010 the ICA Programme Commission (PCOM) provided funding to update and add new entries to the Archival Solidarity Funding Database, thus creating a much needed, rich and comprehensive resource of appropriate sources of funding for archives-related foreign assistance projects in developing countries and communities in transition. By mid-June research had been conducted on 114 countries, leading to the creation of 635 entries in the database – with more to come!

The database has been created mainly in English but it is available in English and French, facilitated by the use of Google Translate on the web site. Some entries include links to web sites in other languages. To ensure consistency and facilitate searches, standard conventions for the database are the use of ISO (International Organization for Standardization) country names and currency codes, and Oxford English Dictionary (OED) standard spelling.

The Archival Solidarity web site is available in English, French and Spanish at: <http://archives3.concordia.ca/solidarity/default.html>

The Archival Solidarity Funding Database is available at: <http://archives3.concordia.ca/solidarity/funding.html>

Schedule of dues for Category B members

Following a decision of the ICA Management Committee last year the dues scale for Category B members is no longer based on membership numbers but rather income received. The following is the current dues scale:

<i>Income</i>	<i>Fees</i>
0 to 2000 euros	50 euros or service
2000 to 10,000 euros	100 euros
10,00 to 30,000 euros	200 euros
30,000 to 70,000 euros	350 euros
70,000 + euros	400 euros
International associations	600 euros

The approach allows for the possibility of associations with an income of less than 2000 Euros to either pay 50 Euros, or make a non-financial contribution by providing a service to the profession. The new system is currently being piloted. If any existing association fits the criterion, or knows of an association who is not a Category B member but is interested in joining and meets the criterion, please contact the ICA Secretariat. A list of services that would be accepted in lieu of paying dues has been developed.

2nd SPA Conference, Edinburgh, 2011

Plans are progressing for the 2nd SPA Conference to be held in Edinburgh in September 2011. The aim of this conference is to provide a forum for professional archival and records management associations to meet and discuss issues of common concern and share experience. The conference will be hosted by the Archives and Records Association (UK and Ireland) and held as a separate stream at their annual conference. To date topics identified for the programme include competencies, archives promotion, the ICA Code of Ethics, managing an association in times of financial crisis and attracting members.

News from member associations

Archives and Records Association, United Kingdom and Ireland – A new body, the Archives and Records Association (ARA), was established on 1 June as a result of a merger of the Society of Archivists, the National Council on Archives and the Association of Chief Archivists in Local Government. The association will cover the United Kingdom and the Republic of Ireland, providing support to archivists, records managers, conservators, advice to users and the views of the sector as a whole to government and the wider society.

The Archival Science and Records Management Manual of the Archivists Association of Catalonia – The Archivists Association of Catalonia has recently published the *Archival Science and Records Management Manual* for practicing archivists and students. This is the first archival science manual produced by Catalan archivists and aims to standardise work practices by bringing together in one publication information about the principles and methods of archival science followed in Catalonia since the 1980s. As the profession is in a constant state of development the manual also seeks to foster critical debate on archival practices to ensure that they, along with the tools available to archivists, are complete and comprehensive.

The publication has eleven chapters with an extensive bibliography and index. The text was written by twenty-five well recognised professionals working in the archives and records management sector in leading Catalan archival institutions. Content covers archives theory, how to control and managing records in all formats (including electronic records) and examines the role of records management in the information society. It also covers such issues as the right of access.

For further information contact - Archivists Association of Catalonia, C/ Rocafort, 242 bis, 3r, 08029 – Barcelona, Tel./Fax: 93.419.89.55, associacio@arxiviers.com
www.arxiviers.com

Image and Research Conference, Girona (Catalonia, Spain) 16-19 November 2010 – The 11th Image and Research Conference organised by the Centre for Image Research and Diffusion (CRDI) and the Association of Archivists of Catalonia (AAC) will be held in Girona in November and will be of interest to archivists, museologists, researchers, photographic conservators and photographers. Speakers will come from around the world and include: James Reilly, Lukas Rosenthaler, Bernardino Castro, Carlos J. Moreira, David Leitch, Joan Boadas, David Balsells, Johan Oomen, Ramon Alberch, Joan Fontcuberta and Severiano Hernández. A workshop will be held in conjunction with the Conference on Preventive Measures in the Conservation of Photographic Collections conducted by Rosina Herrera, Photograph Conservator at the Department of Museum of Modern Art (New York). http://www.girona.cat/sgdap/cat/jornades_presentacio_english.php

Australian Society of Archivists on Twitter – The Australian Society of Archivists now has a Twitter account - twitter.com/ausarchivists, which allows participants to share views and get up-to-date details on matters of archival interest.

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