

## Modernizing the profession : a question of survival

The 41<sup>st</sup> CITRA will take place between 17 and 21 November 2009 in Malta and will revolve around the theme "Imagining the 21<sup>st</sup> Century Archivist: New Strategies for Education and Training".

As the keeper of accessible and authentic records, the challenge for today's archivist is how to acquire the necessary skills and knowledge to meet the demands of the 21<sup>st</sup> century Information Society.

Through the use of the internet one stop shopping for information has become characteristic of our century. The public demands an interdependent linking of all sources of information in one place with the application of multimedia and interactive use of information. This so-called "Google Generation" completely separates form from content and is less concerned with whether the information originates from a book or a thousand year old manuscript; all that they are interested in is the information contained within these two forms. In the end, not only will the uniqueness, value and relevance of archival information go by unnoticed but people will also ignore the value of specialized skills, essential for preservation and managing of records, the main sources of information. If we do not act soon, these developments will have negative consequences for the image of the archivist in 21<sup>st</sup> century society. We do not want to run the risk that in the public view the archivist will become some sort of an assistant, a mere provider of content to an e-technician

who is responsible for the creation of electronic information.



**Nolda Römer-Kenepa**  
ICA Vice-President CITRA  
nrom@cura.net

The CITRA 2009, a combination of plenary sessions and parallel sessions favouring debate, will present existing training programs within organizations, universities and archival institutions. The question of what the present day employer expects from the archivist will be answered. Young archivists will tell us how they envision their future career. They will be able to discuss the need for new skills, knowledge and expertise. Attention will be paid to the need for training in developing countries and the relevance of archival education and training for indigenous and marginalized communities. The issue of continuing professional development will also be tackled.

In order to take full account of present day developments in the archival profession, ICA has chosen to prioritize education and professional training as one of the main areas of its program in the upcoming years. The general theme for CITRA 2009 has a direct link with the activities of PCOM and the ICA section on Archival Education (SAE); both are involved in the preparation of the 2009 CITRA program. The outcome will be important to enable PCOM to respond to the needs of ICA members by stimulating and encouraging them to develop professional standards, educational programs, training packages and distance education.

The conclusions of the upcoming CITRA will help us to define the challenges that we must face together and to find the opportunities that the Information Society offers us all to upgrade and keep upgrading our profession.

## International Archives Day



### Archives and Human Rights: Confronting the Demons of the Past



3 Staff changes at the ICA Secretariat

6 Executive Board in Tamanrasset, Algeria



8 PARBICA Recordkeeping Toolkit Creating Strategic Allies



8 Towards a conceptual model for archival description

9 News on the Programme

10 News from SARBICA

11 Architecture et environnement

12 ICA Emergency management: meeting the Blue Shield volunteers



13 Reactivation of SLA

## Flash

Editor: International Council on Archives (ICA)

Publication Director:  
David A. Leitch

**The International Council on Archives (ICA)** is dedicated to the advancement of archives through international co-operation. 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*.

*Flash* is published three times a year as a membership benefit by ICA. Contents may be reproduced and translated in part or in whole, provided that credit is given. Information in this issue of *Flash* was current at the closing date for production, 6 July 2009.

Translation is assured by volunteers alone: please think of offering your help for just a few hours every four months!

**ICA**  
**60, rue des Francs-Bourgeois**  
**75003 Paris, France**  
**T : +33 14027 6306**  
**F : +33 14272 2065**  
**E : [ica@ica.org](mailto:ica@ica.org)**  
**I : [www.ica.org](http://www.ica.org)**

Graphic design:  
Raphaël Meyssan  
[raphael@meyssan.net](mailto:raphael@meyssan.net)  
T : +33 6 20 49 12 15

Impression: DEJA-GLMC  
Garges-lès-Gonesse, France

Photos copyright: National Archives of Algeria, National Archives of the Democratic Republic of Congo, National Archives of Japan, National Archives of Senegal, ICA Secretariat, PARBICA, Robert Kretzschmar, SARBICA, SAR, SLA, CBPS, HRG, Blue Shield, IRMT.

ISSN : 1728-533X.

## People

New national Archivists have been appointed:

Canada

→ Mr Daniel J. CARON

CONGO (R. OF)

→ Mr Basile NGOLI

## Andorra: An Archivist Nominated Minister

The 9<sup>th</sup> June, International Archives Day, was marked in a very particular way in Andorra: Susana Vela, National Archivist, was nominated as Minister for Education and Culture for her country on this day. ICA warmly congratulates Susana, who we have no doubt will continue in her role as Minister to support and promote the archives for which she has worked for over 20 years. Susana thus joins the ranks of our colleagues who, as distinguished archivists, have been promoted to positions of even higher responsibility.

# Staff changes at the ICA Secretariat

On 30 April Perrine Canavaggio stepped down as Deputy General of ICA, after many years of distinguished service to the organisation.

Perrine acted as CITRA Secretary for two consecutive cycles, from Reykjavik (2001) to Quebec (2007). In that capacity she played a major role in producing six stimulating programmes and many influential resolutions. She has provided superb leadership in advancing the Archives and Human Rights agenda after the Capetown CITRA in 2003. She has also displayed considerable commitment to deepening ICA's engagement with UNESCO.

Soon after we said good-bye to Perrine, we welcomed Christophe Jacobs as the latest recruit to the Secretariat on 4 May. Christophe will be working part-time in the Secretariat until at least the end of December 2009, while continuing his research into French Archive Policy between 1852 and 1945. In the light of the recent disasters in Cologne and Aquila, he has been asked to take the lead in



developing an Emergency Response Management Programme for ICA. As a member of the Committee of the Association of National Blue Shield Committees (ANCBS) and of the French National Blue Shield Committee, he is admirably qualified for this task.

Finally, when the ICA Executive Board met in Tamanrasset on 28 May, it unanimously approved the appointment of Christine Martinez as Deputy Secretary General. Christine had joined the Secretariat on 1 February 2009 as Executive Director for the Programme, and she will continue to have the lead responsibility in this crucial area.



Christine possesses a powerful combination of wide-ranging professional knowledge, an ability to work in three languages, and excellent inter-personal skills. She is particularly effective in motivating younger colleagues to become more involved in ICA and the organization is very fortunate indeed to have secured her services. After the Executive Board had made its decision, Christine said that she was very pleased that her work for ICA had been recognized in this way. Her distinguished predecessor Perrine Canavaggio had set a very high standard of performance, which she will do her best to match.

## ICA Website: Update

**The Secretariat is pleased to announce that, following negotiations, it has signed a contract with Tincan Ltd. Tincan will work with ICA to take forward the development of a new and effective ICA website.**

Following the interviews, the Secretariat decided to open final negotiations with UK-based Tincan Ltd as the first choice of provider. Tincan gave an excellent proposal and presentation offering a high-quality service and solution. With more than 10 years' successful experience in building information-rich, membership-based sites for international and multilingual audiences they are well-qualified to deliver a new website to ICA's international

user base. In addition, they demonstrated a keen understanding of international-level advocacy, communications and community-building and applied this experience relevantly to ICA's website development project. ICA will become part of a valued community of Tincan clients that comprises primarily of charities, NGOs and Not-for-profits. Tincan also has strong and convincing project management, team structure and communications skills. They responded very well to some tricky questions from the interview panel and posed some thoughtful questions to the panel in turn, demonstrating a real interest in the activity and operation of ICA.

Tincan has already finished the initial 'Discovery' phase of the project, the aims of which were to establish our

members' requirements, to draw up a highly detailed project specification and to finalize the project plan. They have interviewed several ICA members face-to-face and by telephone. An internet survey was also released on the current website and on the ICA listserv. The ICA Secretariat thanks all of you who responded so quickly to this survey. Following the 'Discovery' phase, the 'Design and Technical Build' phases are being carried out, eventually bringing together the finished product, set to launch before the CITRA in November 2009.



**Naomi Setchell**

ICA Project officer  
(webmaster)  
setchell@ica.org

# International Archives Day

9 June was celebrated in a variety of ways around the world. Local institutions, as well as national archives, and associations, marked international archives day in their own way. Whether it was the National Archives of Senegal or the municipal archives of Lloret de Mar (Catalonia), archivists organized events intended to promote archives to decision-makers and to the general public.

*If you have also contributed to celebrating this event in your country, please let us know the results (contact : [secretariat@ica.org](mailto:secretariat@ica.org)).*

## Senegal

The Directorate of the Archives of Senegal celebrated International Archives Day for the third time, on the theme of 'Administrative information and the protection of information about personnel'.

Apart from Dakar with the National Archives and the deposits of public and private archives, this celebration concerned the regions of the country with regional archives.

The celebration, organized by the National Archives in the large conference room of the Chamber of commerce and industry in Dakar, was marked by three major activities: a presentation ceremony of the 'Honorary diploma of the Archives of Senegal', a panel on the theme and the taking of the oath by archivists and employees of the public archives services (ministries and public establishments, conforming to the law of the 19<sup>th</sup> to the 30<sup>th</sup> June 2006, regarding archives and administrative documents).

The public and private media (newspaper, television, radio) covered these activities. Interviews and reports were done at the National Archives but also at the Audiovisual Archives of Senegalese television and radio (la Radiodiffusion Télévision Sénégalaise).

In his speech, Mr. Babacar Ndiaye, Director of the Archives of Senegal, welcomed the participants and the invited parties. The theme 'Administrative information and the protection of information about personnel', he said was truly current in the context of the new citizenship born in the wake of democratic progress in our country in the last decades. In addition to introducing the subject, he spoke of the innovation of this year's celebration in the presentation of the 'Honorary diploma of the Archives of Senegal' for services rendered



Mr Babacar Ndiaye, Director of the National Archives of Senegal, Mr Papa Ousmane Gueye, Government Secretary General, Mr Seydou Madani Sy, Archivist Paleographer, Honorary Rector, Former Minister.

to the Archives of Senegal. It was given to Mr Seydou Madani Sy, archivist-paleographer, former Rector, former minister, Amadou Alassane Bousso, first Director of the School of Librarians (Ecole de Bibliothécaires), Archivists et Documentalists (EBAD/UCAD) of Dakar, Oumar Ba, former archivist and Saliou Mbaye, former Director of the Archives of Senegal. It was a moving and inspiring ceremony.

After the official opening ceremony by Mr Papa Ousmane Gueye, Secretary General of the Government, who assured the audience of the interest that the President of the Republic shows towards archives in personally investing himself in their modernization, but also to give Senegal an archival establishment worthy of our country, a conference on the theme was led by a panel composed of experts in the management of administrative information but also in the protection of information on personnel. Mr Seydou Madani Sy, Archivist-paleographer, Professor, former Rector, former Minister, former President of the State Council, former Mediator of the Republic, President of the National Commission on Access to Administrative information and the Protection of Information on Personnel, Honorary Rector, chaired the conference.

In his turn, Mr Ahmeth Ndiaye, Professor at EBAD, Mr Abdou Latif Coulibaly, journalist-writer, Director of the Institute for Information Science and Communication, Mr Amadou Diallo,

Magistrate, lawyer, Delegate of the Supreme Court, and Dr Mouhamadou Lo, ICT lawyer, legal consultant to the State Information Agency, presented their points of view on the question. This was a true cross-section of expert opinions evolving in their different sectors.

These proceedings evoked rich debate. Finally, because of the abundant sittings of the Regional Tribunal of Dakar on the 9<sup>th</sup> of June, the ceremony of the taking of the oath by archivists and employees of the public archives services at the Regional Tribunal of Dakar took place on Tuesday the 16<sup>th</sup> June 2009 at 10 am.

### Babacar Ndiaye

WARBICA President,  
Director of the Archives of Senegal  
[pmarchi@primature.sn](mailto:pmarchi@primature.sn)

## Congo (R. D. of)

Under the gracious patronage of the President of the Democratic Republic of Congo, the National Archives of Congo celebrated, for the first time, International Archives Day on Tuesday 9 June 2009, in the presence of the minister responsible, His Excellence Mr Esdras Kambale, and other invited guests.

From now on, this day will no longer pass without being marked; the media has increased public awareness of it. The programme of events included: a message to the nation from the Minister of Culture and Arts, and Mr Antoine

## Algeria

An exhibition on archives, and the work of the National Archives of Algeria, envisaged for International Archives Day, was organized in Tamanrasset on 28 May 2009, as soon as the ICA Executive Board meeting had finished.

Wanting to take advantage of the presence of the President and the Secretary General of ICA, as well as the majority of members of the Executive Board, the National Archives of Algeria brought forward some of the events, which had been planned for the celebration of archives on 9 June. According to Mr. Chikhi, Director General of the National Archives of Algeria, 'archives deserve to be celebrated every day of the year'. The Wali (Provincial Governor) of Tamanrasset was the special guest at this exhibition.



After a guided visit in the company of the ICA President and the Director General of the National Archives of Algeria, he presided over a convivial ceremony, which marked the conclusion of the Executive Board's work, with an exchange of gifts between himself and the ICA President.

All members of the Executive Board present were impressed by the timely and well planned exhibition, which will help to raise the profile of archives in Algeria.

Lumenganeso Kiobe, Keeper and Director General of the National Archives of Congo, and President of CENARBICA, about the importance of archives to a nation in the course of reconstruction, and an exhibition of bank notes along with geo-historical maps, flags and emblems of our beautiful and beloved country.

**Antoine Lumenganeso Kiobe**  
CENARBICA President, Director-general of the National Archives of the Democratic Republic of Congo  
alumenganeso@yahoo.fr

## United Kingdom

To celebrate International Archives Day, University of Glasgow Archive Services has launched a new online resource highlighting the international scope and reputation of the University and its archive collections.

Through the collections map, users can gain an appreciation of the impact of Scottish businesses on the development of the world economy and the influence that University of Glasgow, its staff and students have had on the history and development of many countries.

Archive Services staff have selected a number of highlights from the collections for the launch on International Archives Day. The digitised archives give a fascinating insight into a broad range of activities, from geological surveys in Antarctica and Iran to zoological expeditions in South America and medical service in Nigeria; the building of ships and locomotives for service in China, Japan and New Zealand and management of international shipping; the export of sugar machinery to Mauritius and Java, and of beer to Burma, Malta and Australia; and the running of branches and mills in India, Romania, Malawi and Canada.

Each entry gives a tantalizing taste of what is available in the wider collection, into which users are welcome to delve.

The collections map can be found at: [www.gla.ac.uk/services/archives/collections/internationalarchiveday](http://www.gla.ac.uk/services/archives/collections/internationalarchiveday). Please do have a look!

**Clare Paterson**  
Assistant Archivist,  
Scottish Business Archive,  
Tel: +44 (0)141 330 4159



The Deputy Director of the National Archives of the Democratic Republic of Congo, His excellence, the Minister of Culture and Arts, The Director of the National Archives of the Democratic Republic of Congo.

## Japan



Japanese archivists celebrated the second International Archives Day (IAD) on June 9th, 2009. This year, we held the commemorative lecture at Yamaguchi Prefectural Archives (YPA) which is located on the westernmost part of the main island of Japan. YPA marked the 50th anniversary of its foundation this year. It is the first public archives, established in Japan in 1959 even before the opening of the National Archives of Japan in 1971. This year's IAD event coincided with the celebration of the opening of the first public archives in Japan half a century ago.

President Kikuchi made an opening address, and two prominent keynote speakers gave lectures on the records management legislation for the state organizations and its impact on the local governments. More than 100 archivists, including the Directors of most local public archives, joined the event. In Japan, the public records management bill passed the House of Representatives and it was sent to the Upper House on June 11th, two days after the IAD event. Records management law has been a long-awaited legislation for the Japanese archival community and if the bill becomes a law, 2009 will be the epoch-making year for Japanese archivists.

**Yumiko Ohara**  
National Archives of Japan  
yumiohara@archives.go.jp

# Executive Board in Tamanrasset, Algeria



Ian Wilson, ICA President, Abderahmane Boubaker, Governor (Wali) of Tamanrasset and Abdelmajid Chikhi, Director General of the National Archives of Algeria.

The Executive Board was delighted to accept the invitation from the National Archives of Algeria to hold its meeting from 26 to 28 May in the truly exotic location of Tamanrasset, under the patronage of the President of Algeria. After three days of intensive debates, many members chose to stay on for the two-day excursion, which included spotting camels in the desert, admiring the sunrise from a mountain-top chapel erected in memory of the priest Charles de Foucauld, and enjoying a hospitable lunch in a Toureg village. None of us who were there will ever forget the breathtaking beauty of the desert scenery.

ICA is deeply grateful to Director-General Abdelmajid Chikhi and his staff at the National Archives, who worked tirelessly to ensure that our stay in their country was both enjoyable and productive, and for the co-operation of the civilian and military authorities in the Tamanrasset region.

Apart from considering the development of ICA of ICA revenue raising activities, the Executive Board determined that the proposed Working Group on Displaced Archives should move forward under the presidency of Algeria. Representatives of the former colonial powers would also be invited to take part in the Working Group.

Much of the Board's time was taken up with finances and proposed reforms to the current system of levying membership dues.

## ICA Maintains Financial Stability

The Executive Board was very pleased to learn that ICA had managed to achieve a surplus of over 77,000 euros in the final accounts for 2008, in spite of all the additional expenses of a Congress year and the beginning of the global recession. It decided that the surplus should be distributed as follows: an extra 30,000 euros would be allocated to PCOM (giving it a total budget of 120,000 euros in 2009), an extra 30,000 euros would go to the development of the new website (giving it a total fund of 100,000 euros in 2009); and the remaining 11,000 euros would be used to fund a special project for an up to date multi-lingual dictionary of archival terminology. The auditors, Deloitte, have confirmed that ICA's financial reporting for 2008 is in order.

The continuing stability in ICA's finances is particularly good news for ICA's branches and sections. The unspent amounts in the budget for 2008 have been carried forward, so that there are now 100,000 euros in the branches fund and over 99,000 in the sections fund. The Secretariat was invited to a meeting of

the branch presidents in Tamanrasset, at which considerable progress was made in defining criteria and procedures for the allocation of branch funds. By the end of June a final document was ready for circulation to all the branch presidents. It is hoped to issue similar guidance to the sections as soon as possible.

## Sub-Committee on ICA's Revenue-Raising Activities

In February 2009, during its meeting in Abu Dhabi, the Management Commission (MCOM) considered several options for increasing revenue-raising activity within ICA, including a proposed Foundation in the United Arab Emirates, which would in effect market and sell the organisation's products and services, including consultancy and training. MCOM recommended that a Sub-Committee of the Executive Board should be set up to examine in detail the business case for the various options, as well as the possible, legal, constitutional and fiscal implications for ICA.

The Sub-Committee met for the first time in Paris on 22 May, just before the Executive Board in Algeria the following week. It was assisted in its deliberations by independent legal experts. The main conclusions were that the term 'Foundation' should be avoided in discussions about revenue-raising stra-



EB Tamanrasset 2009, the desert.

tegy because it had very different meanings in different countries; that a revenue-generating entity could derive its status from the ICA constitution, rather than operating as a legal body in its own right; that changes to the constitution, which would clarify the organization's remit in the area of revenue-raising, would be proposed to the AGM in Malta in November 2009; and that expert legal advice would be sought on how far existing ICA structures could provide a basis for revenue-generating activities.

The Executive Board was briefed about these conclusions when it met in Tamanrasset on 27 May. It confirmed the existence of the Sub-Committee and decided that henceforth all members of MCOM would have the right to attend. It was also agreed that the Sub-Committee would have the remit of examining all the revenue-generating options open to the organization. The

Sub-Committee will meet again in Paris on 7-8 September, when it will address the following issues:-

- ▶ The opportunities for ICA to raise revenue and the advantages/disadvantages of various models for this activity
- ▶ Other sources of funding for ICA (grants, sponsorships, partnerships)
- ▶ Changes to the ICA constitution to enable commercial activity

Since the Executive Board meeting, it has become clear it is not possible to establish a revenue-generating operation, based in the National Center for Documentation and Research (NCDR) in the United Arab Emirates. Nevertheless, ICA wishes to thank most warmly Dr. Abdulla El-Reyes, the Director-General of the NCDR and ICA Vice-President for Marketing and Promotion, for his innovative proposal, which has acted as a major catalyst for constructive thinking about obtaining new sources of revenue for ICA.

Abdelmajid Chikhi, Director General of the National Archives of Algeria, Abderahmane Boubaker, Governor (Wali) of Tamanrasset and Ian Wilson, ICA President.



## Proposed Reforms to Membership Dues

The Executive Board endorsed the conclusions of the Working Group on this subject, to the effect that dues for all institutional members, including national archives in category A, should be based on the size of the institution's budget. In principle, the practice of asking national archives to pay their dues on the basis of their country's gross national income should not be continued. If national archives are in future to pay less, then other institutions will have to pay more. As part of this reform, more institutions will be encouraged to become members in category C through the development of a more attractive membership package. This will include access to the new 'members-only' section of the website, voting rights at the AGM, and the right to stand for election as an office-bearer. However, the important place of national archives in ICA would be safeguarded, as they would collectively possess 50% of the votes in an electoral college.

The Executive Board voted to maintain the membership categories as they currently are but also agreed to the principle of a new system, based on institutional budgets and enabling all fully paid up members to vote, in accordance with their representative weight. It noted that the results of the pilot project for associations in category B currently underway will be important. It also authorized a sampling exercise among category A and C members to inform the development of a system founded on institutional budgets.



**David A. Leitch**  
ICA Secretary General  
leitch@ica.org

# PARBICA Recordkeeping Toolkit Creating Strategic Allies



**The Recordkeeping for Good Governance Toolkit (the toolkit) being developed by the Pacific Regional Branch (PARBICA) has resulted in a suite of tools that promote and assist with best practice recordkeeping in government administrations throughout the Pacific, and the creation of important strategic relationships for the Branch.**

**T**he toolkit was born out of a declaration, adopted by 13 countries and territories during the

PARBICA conference in Fiji in 2005, which recognised the importance of well-managed recordkeeping systems as a fundamental pillar for accountability, transparency and efficiency, and the role played by archival and records authorities in leading and supporting effective recordkeeping systems across their respective governments.

Since that declaration, there have been three distinct phases of the toolkit developed. Phase one was launched at the PARBICA conference in Noumea, New Caledonia in 2007. It consisted of aware-

ness-raising information as well as some diagnostic guides, including a recordkeeping capacity checklist and guidelines for understanding recordkeeping requirements.

Since then phase two has been developed, focussing on guidelines for good recordkeeping frameworks and records creation. Specifically, these are a model recordkeeping policy and a model file plan for the common functions of government agencies - asset and resource management, external relations, financial management, information management, personnel and establishment, and strategic management. Phase three guidelines have also been developed, focussing on records disposal. Specifically, these are a disposal schedule and implementation guidelines for the common functions mentioned above, and guidance around starting an appraisal programme.

All guidelines are developed through working parties representing the broad experience of the PARBICA membership, which meet to discuss and create

## Towards a conceptual model

**The Committee on Best Practices and Standards (CBPS) has just held its annual meeting in Marburg (Germany). Participants discussed the existing and future structure of ICA descriptive standards, their present and future focus, their needs for harmonization and their relationships to other existing and forthcoming standards.**

**T**he Archives school of Marburg (Germany) hosted the annual meeting of the CBPS sub-committee on archival description, 2009, 25<sup>th</sup>-27<sup>th</sup> May. As had been stated during the last international congress on archives in Kuala Lumpur (Malaysia), 2008, 21<sup>st</sup>-27<sup>th</sup> July, the main purpose of the meeting was to identify the needs for harmonizing the four ICA descriptive standards and to look at the possibility of developing a compendium explaining the

relationships between ICA standards and existing or forthcoming standards such as Encoded Archival Description (EAD), Encoded Archival Context (EAC), Encoded Archival Guide (EAG).

The sub-committee identified different levels in the necessary changes: harmonization of the four ICA standards, of the content of the rules and of the application of the standards. However, it was decided that the more substantial changes would be considered later. ICA standards are not used at the same level. ISAD(G) is recognized as the basis for archival description and it is very common in many countries, but we cannot say the same thing for the three others. The main priority of CBPS is to explain to the international community how descriptive standards relate to each other.

So, it was decided to develop a general declaration for a data model and different modules that could be modified at

different times according to the practice and requirements. CBPS will prepare a unique document in a modular way. This compendium will be made up of different self-contained parts which will describe records, records creators, functions of creators and institutions with archival holdings. The document will contain a general introduction including a history of activities related to ICA standards, a data model and a section explaining the relationships between the different archival entities (archival material, creators, functions of creators and archival institutions), a set of elements of description for each type of entity and appendices for cross-reference and references to articles in different languages about conceptual modeling. This document, which would be released in 2012, is to be considered as an intermediate step before a call for comments and a full revision of the

the content - and have lots of fun! Phases one and two were coordinated by the National Archives of Australia and funded by AusAID. Phase three was coordinated by Archives New Zealand and funded by NZAID.

Further phases are planned. Phase four will consist of some train-the-trainer tools and has already received funding approval. PARBICA is currently seeking funding approval for phase five, which will address electronic recordkeeping issues in the Pacific.

The toolkit project has resulted in some valuable strategic alliances being developed within the Pacific region, including Public Service Commissioners, Ombudsmen, and a regional freedom of information programme, who share our understanding that good recordkeeping is essential for good governance.

For more information, visit:  
[www.parbica.org](http://www.parbica.org).

### Mark Crookston

Assistant to the  
Secretary General,  
PARBICA, Senior Advisor,  
Digital Continuity,  
Archives New Zealand  
[mark.crookston@  
archives.govt.nz](mailto:mark.crookston@archives.govt.nz)



standards for the 2012-2014 term of office.

The meeting was followed by a seminar on archival description with Archives School students. Three CBPS members, Michael Fox (United States), Amy Warner (UK) and Vitor da Fonseca (Brazil) gave presentations on EAD, databases of the National Archives in the United Kingdom and archives in Brazil respectively.

For further information, please contact: Marion Beyea, CBPS chair ([marion.beyea@gnb.ca](mailto:marion.beyea@gnb.ca)), or Claire Sibille-de Grimouard, CBPS secretary ([claire.sibille@culture.gouv.fr](mailto:claire.sibille@culture.gouv.fr)).

### Claire Sibille-de Grimouard

CBPS Secretary  
[claire.sibille@  
culture.gouv.fr](mailto:claire.sibille@culture.gouv.fr)



## News on the Programme

A number of projects financed by PCOM are now well underway.

Thus, the project aiming to develop a study on evaluation in Latin America will launch in August with an international seminar in Córdoba, in Argentina. Similarly, our colleague from the Ivory Coast, Lydie Padré Baroan is preparing a promotional film on archives as a tool for good governance which will be offered to countries in French-speaking Africa, while ANCBS (Association of national committees of the Blue Shield) is working to expand a training module on reacting in emergency situations (focusing on water damage). These are only a few examples. The Programme Commission is closely following the progress of the project teams, thanks to the mentors it assigned to each project. The Secretary General has also seen for himself the efforts made to help realize the objectives that are assigned to us in the ICA Strategic Direction.



Project team for "Training the Trainers in Records Management", Paris 2009.

Paris was the backdrop for a meeting of the working groups of two different projects, the week of the 8th June. Piloted by SPA and EURBICA, the 'competencies' project will enable the publication of guidelines on building a model for professional competencies. For two days, the members of the working group, with representatives from archival institutions and professional associations, worked to develop the detailed structure of the manual, presented case studies, and thought about the dissemination of the future product. The results of their work will be presented at the CITRA in Malta, and they will announce the first definitive version of the methodology for the end of January 2010.

The two previous days, the 8th and 9th of June, the team of the project 'Training the trainers in records management' held its third meeting in the Department of Training in the Directorate of the Archives of France. Based on the presentation made at the international Congress in Kuala Lumpur, the members of the working group worked on the content for the collaborative platform that will be made available to ICA members in 2010. A new presentation on the progress of the project will also be made at the CITRA in Malta.

All our members can look at the new call for projects published on the ICA website, and are asked to carefully read the eligibility criteria to apply. Christine Martinez, Deputy Secretary General (Programme) will respond to all your questions on the programme and the opportunities it offers.

Christine Martinez  
ICA Deputy Secretary General  
[Programme]  
[martinez@ica.org](mailto:martinez@ica.org)



# News from SARBICA



SARBICA, Singapore 2009.

## One-off SARBICA Executive Board Meeting - 13 May 2009

The Southeast Asia Regional Branch of ICA (SARBICA) organised the above meeting at the National Archives of Singapore. The meeting was attended by 10 SARBICA Executive Board members (the Directors of National Archives) and 9 observers including from the National Archives of Australia. The meeting was held particularly for the approval and adoption of the amended SARBICA Constitution. Regarding the change in Article 3, the membership categories paved a way for SARBICA to expand its membership. This change also enabled the inclusion of archivists from the Far

East and Pacific, particularly Australia, in SARBICA. Besides the constitution, various other matters were also discussed during the meeting, which included the Publication on Exclusive Heritage of iconic records from SARBICA member countries; a project recently endorsed by ICA. A welcome dinner was organised by the National Archives of Singapore, the host country, at the Reflections of Bukit Chandu (RBC), Singapore.

## Seminar on The Role of Archives in Documenting a Shared Memory of the Cold War: Asia-Pacific Perspective, 13 - 14 May 2009

In conjunction with the one-off

SARBICA Executive Board meeting, the National Archives of Singapore, in partnership with the S. Rajaratnam School of the International Studies (RSIS) organized a one and a half day open-air seminar on The Role of Archives in Documenting a Shared Memory of the Cold War: Asia-Pacific Perspective at the RBC. The purpose of the seminar was to start reversing the trend of looking at contemporary Southeast Asian diplomatic/international history exclusively through Western eyes, which has often come at the expense of a vital indigenous perspective.

The seminar saw the meeting of regional archivists and scholars seeking a better understanding of the history of the Cold War from an Asian perspective through the surfacing of archival materials pertaining to key events such as the Malayan Emergency, the founding of the PRC (1949), the 1954 Geneva Agreement, the formation of ASEAN, the Vietnam War and the end of the Cold War (1989).

The seminar was attended mainly by archivists from SARBICA member countries. Country reports were presented by representatives of SARBICA member countries on the first day of the seminar. Papers and views were also presented by renowned

# Publications



## “Flash” in Arabic and Spanish

The International Council on Archives is pleased to announce the launch of its newsletter, *Flash*, in Arabic and Spanish. This bilingual edition was realised by the National Archives of Algeria. It is as identical as possible to the English-French version. Please accept our apologies, in the meantime, while we iron out any small mistakes that could appear in one or the other of the two versions, and hope to improve on forthcoming issues. We are happy to hear your feedback. We wish our Arabic-speaking and

Spanish-speaking members happy reading, and are pleased to have been able to help move our organization forward, in publishing this communications tool in these new languages, which will be appreciated by archivists throughout the world.

The two versions are available on the ICA website: [www.ica.org](http://www.ica.org)

**Mr Abdelmajid Chikhi**  
ARBICA President, Director of the National Archives of Algeria  
[bouarifali@hotmail.com](mailto:bouarifali@hotmail.com)

scholars, namely Professor Tan Tai Yong, Professor Prasenjit Duara, Professor Anthony Reid from National University of Singapore, Dr. Michael Montesano (ISEAS), Dr. Christian Ostermann from the Woodrow Wilson International Center for Scholars and Mr. Malcolm Byrne from National Security Archive, George Washington University.

### SARBICA Executive Board Meeting and Seminar on "The Digitisation of Archival Records - Sharing Experiences", 30 Sept. - 4 Oct. 2009

The above meeting and seminar will be organized with the co-operation of the State Records and Archives Department of Vietnam from 30<sup>th</sup> September - 4<sup>th</sup> October 2009. The seminar is expected to be attended by participants of the SARBICA member countries and other regions. Well known experts in the field of digitization of archival records are also expected to present papers during the seminar.

For further information please visit the SARBICA website:  
[www.arkib.gov.my/sarbica](http://www.arkib.gov.my/sarbica)



**Gowri P.S. Thangaya**  
SARBICA Treasurer  
[gowri@arkib.gov.my](mailto:gowri@arkib.gov.my)

## ESARBICA journal



Journal of the Eastern and Southern Africa Regional Branch of the ICA  
Volume 27, 2008,  
ISSN 0376-4753  
Contact : Ms Kelebogile KGABI,  
ESARBICA  
Treasurer,  
[kkgabi@gov.bw](mailto:kkgabi@gov.bw)

# Architecture and environment

Architecture has been a necessary advance for humanity: houses and urbanism have contributed to improving daily life.

**T**amanrasset was a good example. This kind of work, whatever its origins, must be archived. The ICA Executive Board held in Tamanrasset from the 27 to the 28 May allowed the Section Chairs to meet on the 26<sup>th</sup> and hold a short working session on the 28<sup>th</sup>.

There will probably be many very interesting articles in this issue of *Flash* on the subject, as well as in other ICA minutes. Nevertheless, the representation of the Section on Architectural Records of ICA (SAR) would first like to express some thoughts on the view and structure of the city of Tamanrasset, its architecture and the surrounding landscape.

Cities are spaces of thought and custom, made by humanity; and archives, archaeological, textual, graphic and photographic, give us reason to believe so.

But when someone who is used to living by the sea or a river goes into the vastness of the landscapes of Tamanrasset, they could easily believe this environment might devour them. But Man knows how to tame nature through houses, urban structures, the exploitation of water sources, etc. The city of Tamanrasset shows the iron will of its inhabitants, the spirit of their work and their capacity to create an inhabitable space where everything seems to be uninhabitable.

Building on these realities that are numerous and diverse throughout the different regions of the world, the next activities of SAR will analyse, through archives and records, the capacity of humankind to make an environment habitable through cities and villages. In October, we will meet to work on Architectural archives and their care.

Also during our time in Algeria, where our hosts were always friendly and hospitable, we consolidated the position of our Section: an approach that is both technical and theoretical, working to integrate more frequently the needs, perspectives and propositions of archivists, archives and other institutions that have architectural records. This work is necessary to put the spotlight on geographical areas such as the Mediterranean, including of course North African countries; and also to highlight other perspectives, such as the architectural trends, both past and present, that occur throughout Latin America. A meeting dedicated to this theme will be held in Seville in November 2010.



**Esther Cruces Blanco**  
SAR Secretary  
[mariae.cruces@juntadeandalucia.es](mailto:mariae.cruces@juntadeandalucia.es)

# Memory, Archives and Human Rights: Confronting the Demons of the Past



About 100 participants met on 4 June in the Danish Parliament in Copenhagen and on 5 June in the Malmö Museum at an International Conference on the theme **Memory, Archives and Human Rights - Confronting the Demons of the Past**.

The Conference was jointly organized by the Danish Archival Association, the City Archives of Malmö and the ICA Working Group on Archives and Human Rights (HRG), in partnership with the Malmö Museum, the Danish and Swedish National Commissions for UNESCO, the Open

Society Archives in Budapest, the Raoul Wallenberg Institute of Lund University and the Archival Associations of Sweden, Norway and Finland.

The Danish Minister of Education opened the Conference together with the National Archivist and the representative of the Office of the United Nations High Commissioner for Human Rights. The latter outlined the growing attention paid by the UN to the issue of records and archives relating to the fight against impunity and expressed his satisfaction about the establishment of a new partnership with archivists. In his keynote speech, Ian Wilson, the President of the International Council on Archives, highlighted the essential importance of archives for the defense of Human Rights and invited "the archivists worldwide to remain vigilant" on this issue.

17 speakers and moderators made presentations at four thematic sessions, focusing not only on Nordic, but also European and Global case studies. Forced deportations in Finland during

the Second World War, the fate of Jewish child refugees in Sweden from Nazi-Germany, the identity of the Sami, the difficult emergence of historical memory in Spain, the politics of memory in Argentina, the patient acquisition of records by the Russian Memorial Association, the links to reunite families separated by conflicts and the fate of the disappeared in Bosnia, the memory of genocide in Rwanda, Liberation struggles and the end of apartheid in South Africa; in all these cases, the issue of records and archives is central and their preservation, crucial. It is especially the case in post conflict societies and those in democratic transition, to repair the harm done to victims, to rebuild the state of law, to reeducate the people and to prevent a reversion to barbarity. Best practices in archives may then be challenged and everyday administrative records will take on a profound importance.

The right of people to know their history and the necessity of historical research to put the facts in perspective and to

## ICA Emergency management

Our Secretary General went to Cologne Wednesday 29<sup>th</sup> April to meet the Blue Shield volunteers. The mission of 80 volunteers of different nationalities was organized by the Association of national committees of the Blue Shield. Colleagues from Cologne thus benefited from this invaluable help: in four days around 2 linear km of documents were treated.



David Leitch and Marjan Otter (ANCBS) with volunteers treating damaged archives in Cologne.

In light of this experience and the necessity to develop disaster response capacities within archival institutions, ICA decided to create a programme entitled "Emergency Management = Gestion des situations d'urgence". This is the first of the specialized programmes put in place in the framework of ICA's professional projects. It concerns prevention, thus

taking on the works of former committees in the field of preservation and disaster preparedness, but also the management of rescue operations as much as defining business continuity plans in affected institutions.

This programme has some very solid objectives to develop the capacity of archival institutions for emergency management but also to raise the aware-

ness of professionals to the need to fit their own plans into wider disaster management plans already in existence. The experience of the Blue Shield demonstrates that inter-professional solidarity is fundamental and enriching. We hope to be able to develop a network of competencies in disaster prevention, the mitigation of risks and disaster management affecting cultural heritage in general, in coordination with our regional branches.

From now until the publication of the next issue of Flash, we will make available a compilation of resources to help you in disaster management. You will also be able to get advice from us directly. So that this endeavor is a success, you will be regularly asked to let us know your current capacity and practices. From now until 2010, there will be no shortage of opportunities, as we

take account of the memories of all players were affirmed during the debates. As for access to the documents, the dilemma is as always how to balance the right to know with the protection of individuals. The fate of the archives of Truth Commissions and International Criminal Courts was discussed and the necessity of preserving digitized copies elsewhere was emphasized.

The Conference, under the banner of the 60th anniversary of the Universal Declaration of 1948, was held on the occasion of the opening of the exhibition The Life of Nelson Mandela at the Malmö Museum, coming from the Apartheid Museum in Johannesburg. Given the passionate debates inspired by the Conference, it is clear that, five years after the CITRA 2003, the spirit of Cape Town is still active.

The programme of the Conference is available at [www.landsarkivetkbh.dk/arkivforeningen/text/MAHRprogram2009\\_06\\_02.pdf](http://www.landsarkivetkbh.dk/arkivforeningen/text/MAHRprogram2009_06_02.pdf) and a manuscript based on the papers presented at the conference will soon be published in English, with the support of the Danish National Commission for UNESCO.



**Anna Svenson**  
HRG Chair  
[svenson@malmö.se](mailto:svenson@malmö.se)

will start web pages bringing together information from within the domain of emergency management, and we will organize two workshops:

the first dedicated to prioritizing which collections to evacuate (the protection of vital records), the second to post-disaster management and formulating a recovery plan. Finally, in the instance that you become a victim of a disaster, we will be at your side and will mobilize our networks (Blue Shield) to help you in your endeavors.

For more information, do not hesitate to contact me.



**Christophe Jacobs**  
Project Officer  
[Programme  
for emergency  
management]  
[jacobs@ica.org](mailto:jacobs@ica.org)

## Reactivation of SLA

There is much useful collaborative work which could be undertaken by an active ICA Section on Literary Archives (SLA), and a new initiative has been announced to try to attract new members and to revitalise the Section.

**I**n the UK, GLAM (the Group for Literary Archives & Manuscripts - see [archives.li.man.ac.uk/glam](http://archives.li.man.ac.uk/glam)) has been working since 2005 to establish a programme of activities and information-sharing amongst British and Irish literary archivists and keepers of special collections.

GLAM has now offered to bring some of its knowledge and enthusiasm to ICA, to create a work-programme and to use the ICA website for sharing experience, best practice and information internationally.

The proposal is to revive work already undertaken on two long-standing ICA/SLA commitments: to produce a directory of major repositories of literary and artistic archives (first proposed in the early 1990s as a joint IFLA-ICA project, but reported as faltering in the IFLA Annual Report 1994); and to study all the issues around correspondence within literary collections (the principal focus of SLA from 2000 to 2004).

In addition, it is suggested that SLA could begin projects to share information and best practice in the following areas:

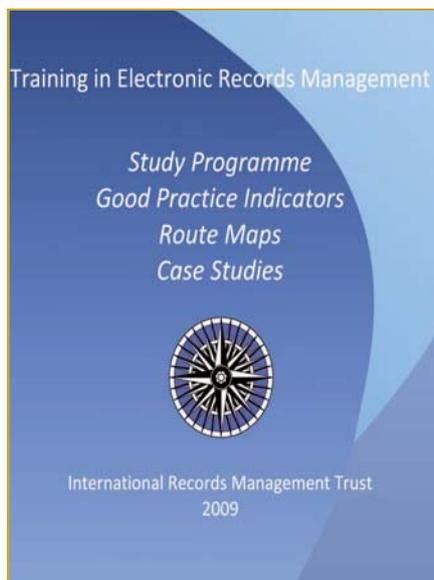
- ▶ collecting policies
- ▶ diverse international locations (especially of authors and artists whose papers are held outside their home country - the literary version of "displaced archives")
- ▶ "how to use" guidance for researchers using literary archives
- ▶ electronic media: the collection of literary and artistic material in the form of emails, electronic files, disks and diskettes.

Archivists and researchers - either already members of ICA or not yet members of ICA - who might be interested in this new initiative are invited to contact Dr David Sutton, editor of the Location register of English literary manuscripts and letters ([www.locationregister.com](http://www.locationregister.com)), and executive committee member of GLAM: [d.c.sutton@reading.ac.uk](mailto:d.c.sutton@reading.ac.uk).



**David Sutton**  
Director of Research Projects  
in Reading University Library  
[d.c.sutton@reading.ac.uk](mailto:d.c.sutton@reading.ac.uk)

# Training in Electronic Records Management



This package of training materials, **Training in Electronic Records Management or TERM**, was developed by the International Records Management Trust as part of a wider project to investigate issues associated with building integrity in public sector information systems.

B egun in 2006, the project was designed to address the crucial importance of managing records in the information technology environment. The focus of the study was pay and personnel records, since payroll control and procurement are the two major areas of government expenditure most vulnerable to misappropriation, and payroll control is, therefore, a highly significant issue for all governments. The project provided an opportunity to explore the management of paper records as inputs to financial and human resource management information systems, the management of electronic records as digital outputs and the links between them. It also involved examining the degree to which the controls and authorisations that operated in paper-

based systems in the past have been translated into the electronic working environment.

The primary geographical focus of the study was eastern and southern Africa, and two significant regional bodies participated: the Eastern and Southern Africa Regional Branch of the International Council on Archives (ESARBICA) and the Eastern and Southern African Association of Accountants General (ESAAG).

The products of the project, are intended to provide both a conceptual framework and practical guidance about important issues related to electronic records management that can be used for self study, for in-house training, as a resource for university or college courses, as supporting information for distance education courses. They include:

- ▶ Module 1: *Understanding the Context of Electronic Records Management*
- ▶ Module 2: *Planning and Managing an Electronic Records Management Programme*
- ▶ Module 3: *Managing the Creation, Use and Disposal of Electronic Records*
- ▶ Module 4: *Preserving Electronic Records*
- ▶ Module 5: *Managing Personnel Records in an Electronic Environment.*

*Additional Resources:* a bibliography of key resources related to the management of electronic records

*Glossary of Terms:* a consolidated glossary of relevant records management, electronic records management, information technology and computer terms.  
*Performance Indicators* to help define the strength of records control systems  
*Route Maps* for moving from a paper-based to an electronic information environment.

The project deliverables also include a series of case studies conducted in Botswana, Ghana, India, Sierra Leone, Tanzania and Zambia, and focused primarily on issues related to the management of human resources and payroll functions in governments and involved research into paper-based and computerised personnel management systems. The case studies are most relevant to those readers focusing on personnel and payroll management. However, the general findings of the studies also offer valuable insights into issues of automation, the selection of electronic records management software systems and the issues involved with making the transition from paper-based to electronic records and information management.

A number of records and information professionals contributed to the development of the training materials, including representatives from Australia, Botswana, Canada, Kenya, Singapore, South Africa, the United Kingdom and the United States. The reviewers included professionals from the Fiji, Kenya, Malaysia, South Africa, Trinidad and Tobago, the United Kingdom and the United States.

For more information or to download a copy of these resource materials free of charge, go to the IRMT website at [www.irmt.org](http://www.irmt.org). The IRMT can be reached as follows:



## International Records Management Trust

2<sup>nd</sup> Floor, Suite 14 & 15  
88/90 Hatton Garden  
London EC1N 8PN  
Royaume-Uni  
phone +44 (0) 20 7831 4101  
fax +44 (0) 20 7831 6303  
email [info@irmt.org](mailto:info@irmt.org)  
site [www.irmt.org](http://www.irmt.org)