

Flash

05
DECEMBER
2004What's
new ?

The President of Austria, Heinz Fischer, the President of ICA, Lorenz Mikoletzky and ICA's former President, Elisa de Santos Canalejo, at the opening of the ICA Congress in Vienna, August 2004.

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ICA wishes records and archives professionals around the world every success for 2005!

NEW ERA FOR ICA

August 2004 saw an innovative Congress and a new era for the organisation of ICA. The 15th International Congress on Archives in Vienna abandoned the structure of plenary addresses for a more supple format of sessions running parallel, focused around the theme of "Archives, Memory and Knowledge", but allowing a wealth of different topics to be presented in a vast variety of forms: workshops, seminars, case studies, demonstrations, etc. This special expanded issue of Flash gives a flavour of the diversity of work presented and discussed at Vienna, including archives days, international archival statistics, the launch of a new edition of ISAAR (CPF) Standards, the French archives portal, new ICA sections, events in other cities around the world and much more.

The Vienna Congress was also a particularly exciting time to be part of ICA because of the ground-breaking changes voted at its General Assembly. With the approval of the 2004 Constitution come elections for key positions in ICA (see page 3) and the recasting of ICA programmes around four strategic priority areas (see pages 8-10). It is expected that these changes will make ICA an organisation more responsive to the needs and interests of its members. Your participation, ideas and energy are vital to turning these major changes into a reality.



IN BRIEF

New Websites for CARBICA & EURBICA – ICA's regional branches for the Caribbean and for Europe have new websites. Have a look at: www.carbica.com and www.eurbica.org

Comintern Archives Online – The Archives of the Communist International are now available online at www.comintern-online.com

Iraq Rejoins ICA – The new Director General of the National Library and Archives of Iraq, Dr Saad Eskander, met with Joan van Albada, ICA Secretary General, at ICA's offices on 7 October 2004, and renewed his institution's membership in ICA.

UNESCO/Jikji Memory of the World Prize: Applications are open until 31 December for this new prize, worth US\$30000, for significant contributions to the preservation and accessibility of documentary heritage. For more information: www.unesco.org/webworld/mow

People

New national archivists have been appointed in:

Barbados – Maria ROACH; Central African Republic – Zanaba DIABAGATE (Acting Director); Iraq – Saad ESKANDER; Pakistan – Raja Muhammad IKRAM UL HAQ; Sri Lanka – Saroja WETTASINGHE; and Switzerland – Andreas KELLERHALS.

Newcomers in the ICA Secretariat: Mahfuzah YUSUF (Malaysia) has been appointed Deputy Secretary General of ICA, and Bjami THORDARSON (Iceland) is joining the extended Secretariat as Finance Officer. Saskia BROWN is the new Communications and Publications Officer in Paris.

Departures: Leopold KAMMERHOFER (Austria) is stepping down as ICA Treasurer from December 2004 – the ICA President will hold executive responsibility for finances until a new Treasurer is elected in 2005. Evelyn WAREHAM (Programme Officer) and Thorsten HARMS (Congress Officer) have left the ICA Secretariat to return to New Zealand after more than two years in Paris.

ICA AGENDA

Meetings

24 FEBRUARY 2005
CITRA Bureau
Paris, France
Contact: Perrine CANAVAGGIO, canavaggio@ica.org

MARCH 2005
ICA Provisional Section on Professional Standards and Best Practices (ICA/SPS)
Zürich, Switzerland
Contact: Per-Gunnar OTTOSSON, per-gunnar.ottosson@riksarkivet.ra.se

11–16 APRIL 2005
Bureau of the ICA Section of Professional Associations (ICA/SPA)
Girona, Spain
Contact: Didier GRANGE, didier.grange@seg.ville-gq.ch

27–30 APRIL 2005
ICA Executive Board
Washington, DC, United States
Contact: ICA Secretariat, ica@ica.org

MAY 2005
Board of the ICA Arab Regional Branch (ARBICA)
Algiers, Algeria
Contact: Rabii BANNOURI, rab_ban@yahoo.fr

Conferences

JULY 2005
18th General Conference of the ICA Eastern and Southern Africa Regional Branch (ESARBICA)
"ARCHIVES AND RECORDS IN THE

INFORMATION SOCIETY" Gaborone, Botswana
Contact: Patrick NGULUBE, ngulubep@ukzn.ac.za

6–9 SEPTEMBER 2005
Seminar of the ICA Section on University and Research Institution Archives (ICA/SUV)
"COMPARISON OF CENTRAL, NORTH AND SOUTH AMERICAN COLLEGE AND UNIVERSITY ARCHIVES WITH OTHER UNIVERSITY ARCHIVES AROUND THE WORLD"
East Lansing, MI, United States
Contact: Fred HONHART, honhart@msu.edu

SEPTEMBER OR OCTOBER 2005
6th General Conference of the Eurasian Regional Branch of ICA (EURASICA)
AND INTERNATIONAL PROFESSIONAL CONFERENCE ON "DEVELOPMENT OF THE NORMATIVE AND LEGAL BASIS OF ARCHIVAL AND DOCUMENTATION SYSTEMS"
Kiev, Ukraine
Contact: Kirill CHERNENKOV, interdept@rusarchives.ru

25 NOVEMBER – 1 DECEMBER 2005
38th International Conference of the Round Table on Archives (CITRA)
"BUILDING MEMORY IN THE GLOBAL AGE"
Abu Dhabi, United Arab Emirates
CONTACT: PERRINE CANAVAGGIO, canavaggio@ica.org

The International Council on Archives (ICA)

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

Flash

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

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, 15 November 2004.

Flash is looking for contributions!

If you have a newflash for the archives world, send it to ICA. The closing date for the next issue is 15 February 2004.

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Elections 2005

« Dear ICA Members,

As you know, ICA is approaching elections for the key positions in this body. A new constitution was decided in the sessions of the General Assembly during the 15th International Congress on Archives in Vienna on 27-28 August 2004, which has given the entire organisation a more democratic structure than was the case previously.

In order to enable the widest possible participation, the election will take place by correspondence. In future, all members of the Executive Board will be appointed either through general elections or through the elections of regional branches (branch presidents) or sections (section chairs).

As the President of the International Council on Archives, I ask all voting members of ICA to make use of their right to vote, and thus to prove their belief in transparency and democracy for the global professional association for archives.»

Lorenz Mikoletzky
ICA President

Key Dates

- Closing date for arrival of nominations at ICA Secretariat: **15 February 2005**
- Ballot papers circulated to voting members by e-mail or fax: by **28 February 2005**
- Closing date for arrival of ballot forms at the Secretariat: **31 March 2005** – 24:00 Paris time
- Vote count conducted by scrutineers appointed by Election Officer: **1 April 2005**
- Candidates informed of the outcomes: **4 April 2005**
- Results posted on the ICA Website: **15 April 2005**
- Successful candidates will take up position by **27 April 2005**

Election Procedures and Call for Nominations

In accordance with article 26 of the ICA Constitution 2004, elections will be held for the following posts (all for a term of four years, terminating at the 2008 Annual General Meeting):

- On the Executive Board: the President, a person representing a category A member institution and the Treasurer
- On the Audit Commission: the Internal Auditor (as chair), a vice-chair and three members.
- On the CITRA Bureau: four members representing respectively
 - (A) Africa and the Arab countries (ARBICA, CENARBICA, ESARBICA, WARBICA)
 - (B) Asia and Oceania (EASTICA, PARBICA, SARBICA, SWARBICA),
 - (C) Europe and North America, (EURASICA, EURBICA, NAANICA),
 - (D) Latin American and the Caribbean (ALA, CARBICA);and one additional member from any of the four regions.

The following members can run and vote for the above offices:

- official representatives of central archives directorates or national archival institutions, and equivalent bodies of member states of federal or similar countries (category A members), that have paid their membership fees up to and including those for 2004;
- official representatives of associations composed of persons or corporate bodies, interested professionally in the administration or preservation of records and archives or in archival training and education (category B members), that have paid their membership fees up to and including those for 2004.

It would be advisable for countries having multiple memberships under categories A or B to agree among their members to set up a procedure for exercising their votes (see C. 2004 article 21.1).

Elected and professional officers (C. 2004 article 15c and 15e), if not already entitled to vote as members under articles 4.a and 4.b, can also vote, and shall have one vote each (see article 19b, Constitution 2004); however, they cannot stand for election unless they represent a member under category A or B.

The full text of the Constitution, the Rules of Procedures for Elections and the timetable, carrying further details, are available on the ICA website. Please do not hesitate to contact me if this announcement or related texts are not clear.



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The International Council on Archives Calls for Greater Action to Protect the World's Memory

The city of Vienna was the backdrop for the 15th Congress of the International Council on Archives (ICA) from 23-28 August 2004. 2000 delegates from 116 countries joined together to create new synergies in their work and share their professional experience of a huge range of subjects relating to the world's documentary heritage.

During the Congress, the ICA hotly debated the destruction that both man-made and natural disasters have wrought on the world's archival heritage. War, floods and looting are just some of the ways in which archives have been destroyed and with them the identity of individuals and nations, the cultural life of communities and the core elements of democratic accountability. At the Congress, the ICA therefore took measures to counteract these destructive forces including urging governments that have not already done so to sign up to the 1954 "Hague Convention on the Protection of Cultural Heritage in the Event of Armed Conflict". It also urged the United Nations and other international organisations to include protection of vital records in their humanitarian and peace operations.

The computer is now a bedrock of modern life. Caring in the long-term for the multiplicity of records produced by computers is an enormous and complicated task. Can you find an email you sent 5 years ago? Probably not. Just imagine the task of the archivist who has to archive all the electronic records of a large organisation. It's a vital but challenging task. But for some countries this task is made even more difficult due to very restricted resources. At the Congress, the ICA called on governments at the next World Summit on the Information Society to demand a reduction in access costs to the Internet for less developed countries and to permit national archive services to connect to the Internet, which will contribute to reducing the digital divide between countries.

Destruction can also be deliberate. Archives play a pivotal role in providing irrefutable evidence of human rights violations and empower victims to bring perpetrators to justice. Archives are also the memory of such violations so that the world can find out what really happened and individuals can remember. Archives are fundamental to ensuring the survival of truth, memory and



The devastated reading room of the Iraqi National Archives in Baghdad, June 2003 © JM Arnoult

justice. The archives of public bodies and non-governmental organisations that document violations of human rights can face serious threats to their survival, both through intentional destruction and lack of resources and knowledge. ICA called on the UN to take action to safeguard these archives, and thus enable victims and societies to exercise their rights.

But ICA is not solely concerned with the threats to the world's documentary heritage. It also celebrates humankind's success. Thus, in the Olympic week, it was fitting that ICA called on the Olympic Committee to support ICA projects intended to safeguard and promote archives of sport and of the Olympic movement.

ICA had a very successful Conference in Vienna. It was honoured to be addressed by Austria's Federal President, Heinz Fischer, at the opening ceremony. Furthermore, throughout the Congress, highly respected speakers gave keynote addresses including Hans Tuppy, the internationally renowned biochemist, Ferdinand Lacina, the dynamic leader of the Austrian League for Human Rights, Gerhard Roth, the prize-winning novelist and Ivan Ivanji, concentration camp survivor and internationally renowned journalist and author. The delegates greatly enjoyed Austrian culture and hospitality and ICA looks forward to returning to the historic city of Vienna in the future.

ICA Press Release, August 2004

The Congress beyond Vienna

The online presence of the Vienna Congress allowed for a widening of its impact, as did the invitation to colleagues not able to come to Austria to organise an event in their own country. The idea was for everyone to benefit regardless of location and, at the same time, to experience the professional momentum that this congress generated. Promoted as the first "Extended Congress", ICA received some fascinating responses.



Archives directors from Africa and the Pacific meet in Regensburg with German colleagues as part of the "Extended Congress" © Evelyn Wareham

VIENNA PRESENTATIONS ONLINE!

Some 300 Congress papers and PowerPoints are now accessible on the congress website at www.wien2004.ica.org

To access them, go to "Speakers" and simply click on "Presentations". All material has been converted to PDF files, so you will need to have Acrobat Reader installed on your computer.

For those of you who prefer "offline technologies", look out for forthcoming **Comma** issues. The **Comma** Editorial Board is currently reviewing all material and selected congress papers will be published over the coming months!

In Regensburg, Germany...

The Federal Archives of Germany arranged for a pre-congress meeting of archives directors from seven countries in Africa and the Pacific together with German colleagues on 20 August, to negotiate the return of full microfilm of the archives of German colonial governance to all successor countries of the former colonies. The German philosophy of comprehensive copying of all records of former colonial governance was strongly endorsed by the archivists of successor countries, as was the ongoing relationship between archival professionals and institutions with an interest in this shared heritage.

In Porto-Novo, Benin...

Archivists, librarians, documentalists and information management specialists and members of the Association for the Development of Documentary Activities in Benin (ADADB) held a meeting on 28 August 2004. The goal was to reflect on current archival issues within the framework of the congress. The resulting declaration called attention to the vital role of records and archives in sustainable development and good governance and recognised progress made in Benin, while recommending several areas for further development. It emphasized that participation of countries in ICA's various programmes remained inadequate and called on ICA to develop practical and low-cost projects and methods, and on the regional branches in Africa to cooperate and become more dynamic and efficient.

You can find the text of the declaration on the Congress Web site under "Associated Events": www.wien2004.ica.org

In Tokyo, Japan...

The Records Management Society of Japan organised a professional gathering on 19 August as an associated event of the Vienna Congress, on the topic "A Better System for Management, Preservation, and Use of Archives and Records of the Government". Masaya Takayama of Keio Gijuku University presented his official report from the review on improving and consolidating Japan's public archival systems.

Although this was the first "Extended Congress", the events were of a high calibre and given the rapid development of digital technology and the enthusiasm for ICA to expand the reach of its activities, the future should have interesting potential.

Resolutions of the 2004 International

Adopted by the 15th Session of the General Assembly, Vienna, 28 August 2004

The 2000 participants from 116 countries, meeting at the 15th International Congress on Archives in Vienna (Austria) from 23 to 28 August,

I *Concerned at the grave consequences of man-made and natural disasters for archival and documentary heritage, both public and private,*

recommend to governments that have not already done so, to sign and to ratify the 1954 Hague Convention on the Protection of Cultural Heritage in the Event of Armed Conflict and its two Protocols of 1954 and 1999, the second of which came into force on 9 March 2004;

recommend to the United Nations and other international organisations and to national governments:

- to include the protection of moveable and immovable cultural heritage and of vital records in the mandate of their peace support and humanitarian operations,
- to act to prevent looting and destruction of records and archives, and
- to put in place measures to stop illicit trade in archival documents;

recommend to cultural heritage professionals to integrate risk preparedness, response and recovery into their programmes;

recommend that, where they do not already exist, ICA members should work with the International Council of Museums (ICOM), the International Council on Monuments and Sites (ICOMOS) and the International Federation of Library Associations and Institutions (IFLA) to create national committees of the Blue Shield, to protect cultural heritage in case of conflict or natural disaster, and to urge their governments to support them.

2 *Recalling the right and responsibility of each country to protect its cultural heritage; referring to the*

Universal Declaration on Cultural Diversity unanimously adopted by UNESCO in 2001,

welcome the proposal to develop an International Convention on Cultural Diversity as recommended by the 32nd General Conference of UNESCO; and

call on the intergovernmental meeting of experts preparing the draft convention to take account of the essential importance of archives for maintaining diversity.

3 *Recalling that archives are at the heart of the information society, concerned at their vulnerability, particularly in the electronic environment, wishing to assure their preservation for future generations, and concerned to reduce the digital divide between rich and poor countries and within societies,*

call on their governments to mandate their delegates to the World Summit on the Information Society to be held in Tunis in November 2005, to support measures for preservation and free accessibility of archives, as stated in the action plan adopted by the Geneva Summit in December 2003;

invite public authorities in their respective countries and the leaders of their institutions or organisations to mandate their delegates to the World Summit on the Information Society to demand a reduction in access costs to the Internet for low-income countries and to permit all

national archive services to connect to the Internet, thus helping to reduce the digital divide between countries.

4 *Conscious of the importance of archives as a fundamental constituent of collective and of individual memory,*

recommend to governments and international organisations to develop strategies for the preservation of the memories of nations as well as to encourage the sharing of the common heritage of countries and communities, at the intellectual level.

5 *Considering the fundamental importance of archives in all states, as a means of determining responsibility for human rights violations and helping reconciliation and the promotion of universal justice,*

greatly concerned by the threat of destruction which, in certain countries, faces the archives of public bodies and international organisations that document violations of human rights,

call on the appropriate UN authorities to adopt the final report on the question of the impunity of perpetrators of human rights violations, drawn up by Louis Joinet in 1997 (E/CN.4/Sub.2/1997/20/Rev.1), so that it can be submitted to the General Assembly of the UN;

Congress on Archives

call on the relevant authorities of the UN to facilitate the exercise of the rights mentioned in the report above, by studying means of preserving these archives and developing an action plan to this effect;

call on UNESCO to give its support to the projects of the International Council on Archives which aim to improve the preservation and accessibility of archives relating to defence of human rights.

6

Considering the growing importance of sport and the Olympic movement in contemporary societies and the necessity of preserving and promoting its archival and documentary heritage,

call on the International Olympic Committee, governments and civil society to support ICA projects intended to safeguard and promote the preservation and accessibility of archives of sport and of the Olympic movement.

7

Considering the need to promote the image of archival services in public opinion,

call on the appropriate authorities of the United Nations to organize an International Archives Day.

Key Decisions of the Executive Board

EISENSTADT, AUSTRIA, 30 AUGUST – 1 SEPTEMBER 2004



The ICA Executive Board © Thorsten Harms

The Executive Board met in Eisenstadt. In accordance with the constitution adopted on 28 August, it now includes chairs of all sections that have members in at least three regions. The main decisions taken were as follows:

Implementation of Constitution

The Constitution Committee responsible for the revision will serve the Board as an advisory committee for all matters that concern interpretation of the constitution.

Elections

- Confirmation of Nolda Römer-Kenepa as Election Officer for the 2005 elections
- Administration of the elections by the ICA Secretariat
- Adoption of Rules of Procedure, pending a vote on Election By-Laws by the AGM in 2005
- Adoption of the election timetable

Treasurer and Budget

The Treasurer will finish his current duties by the end of 2004. Responsibility for financial decisions will be held by the ICA President during the transition period. A working group will look into the budget reform.

Programme Commission 2004-2008

The proposed composition was confirmed, with Ólafur Asgeirsson as chair. (For full composition see www.ica.org/pcom)

International Archival Development Fund (FIDA)

A working group comprising people with experience in this area will endeavour to make FIDA into a real fund.

Congress 2004, and 2008

Taking into account the success of the 2004 Congress, the format of parallel sessions will be kept in 2008 in Kuala Lumpur, with some modifications.

In relation to the 2008 Congress, Mahfuzah Yusuf of the National Archives of Malaysia has been appointed Deputy Secretary General.

The next meeting of the Executive Board will take place in Washington DC (USA) on 27-30 April 2005.

The Congress is Over – Long Live the Congress!

“ **This was a ‘peoples’ congress; it offered the opportunity for so much participation of the ordinary man and woman, not only the ‘professionals or officials’ as was the case in the past.** (BELIZE)

“ **A well-run event, and very worthwhile attending. I felt I learned a great deal from it.** (SOUTH AFRICA)

“ **Fachlich gut, menschlich angenehm, kulturell ausgezeichnet.** (GERMANY)

“ **Well worth the effort to attend despite the difficulty and expense to those persons attending from developing countries.** (JAMAICA)

“ **It was more than what we have expected. It included some of the important archival issues in a simple way. It was easy to get the information we need.** (YEMEN)

“ **On-site technical support was the best I have ever seen.** (CANADA)

“ **The congress had a broad participation, but my impression is that archivists do not work as a real community, as librarians do. We must find instruments to override the gap** (ITALY)

“ **Excellent. I can’t wait for Kuala Lumpur!** (AUSTRALIA)

Shortly after the close of the Congress, an evaluation survey was set up on the Congress Web site to collect participants’ views. A total of 439 colleagues from 77 countries gave their suggestions, critiques and insights. This amounts to one quarter of all participants, and is certainly an indication of the high degree of interest and involvement at the Vienna Congress.

The Programme Committee had decided at an early stage to change the congress format to multiple parallel sessions over the course of three days, and to present the professional content in different styles. This new approach was very positively received, with 74% of respondents seeing it as a step forward. As one colleague remarked, it ‘was simply more dynamic’. The Congress was clearly a new experience, and not only for the 48% of participants for whom this was their first International Congress on Archives.

Participants’ expectations fell into three main areas: to gain up-to-date, professional knowledge in order to enrich their performance in a current position, to meet colleagues from around the world in order to network and to share knowledge, and to discover a global dimension to their archival work. Were these expectations met? A resounding ‘yes’ from 87% of participants.

The professional programme was the big draw-card for most. Of the 435 responses, 37% found it ‘excellent’ and an additional 50% said it was ‘good’. Equally high was the level of satisfaction among speakers and session chairs. Almost a quarter of the participants were actively involved in the programme: a total of 443 colleagues presented a paper, chaired a session, organised a workshop or spoke in the numerous round tables and open sessions. So it is no surprise that for many participants, the congress was ‘owned’ by them. In their comments, most participants preferred interactive and smaller sessions to formal addresses. The main concern raised was that there was too much choice, as one said: ‘Huge - the size of it was overwhelming - but what an opportunity it represents to engage with a world-wide audience.’

The aim of the Programme Committee was to organise an ‘open congress’, and it is fair to say that thanks to the energy and enthusiasm of so many colleagues this was accomplished. The 2008 hosts in Malaysia will be pleased to hear that 95% of the Vienna participants would recommend to their staff, colleagues or students to attend the next International Congress on Archives.

Thorsten HARMS
ICA Congress Officer

Start Planning for Kuala Lumpur!

A LETTER FROM THE PRESIDENT: MOVING ICA INTO THE FUTURE

Dear archivists, dear colleagues, dear members and friends of ICA,

The 15th International Congress on Archives, Vienna 2004, came to its end some month ago, and from scores of reactions both during and after the event one can say that it was a complete success. The new structure of the programme met with great interest and gives the International Council on Archives the certainty that it has started down the correct path and should continue in this direction. I would like to thank all those involved in the implementation of this programme once more here. An event of this type is only as good as those who work on it – and in the case of Vienna this included hundreds of archivists from all over the world.

In this letter to you as the new ICA President, I would also like to give a word of thanks to all those who were involved in the preparation and running of the Congress. I owe a great debt of gratitude to the organising committee in Vienna and the ICA Secretariat, to the organisers of sessions, as well as to the many helpers, who made this congress into a significant event in the “life” of archives internationally. Every four years, the Congress should generate the widest possible exposure and greatest acceptance of the work of our profession.

A special thanks to my predecessor in this office, Elisa de Santos Canalejo, for her administration in the past four years and especially for her commitment to the Spanish-speaking world. If the path of archives internationally into the 21st century began in Seville in 2000, the new directions set in movement there were put into practice in Vienna in 2004. I can assure you that ICA will continue in this direction under my leadership, without looking right and left, in order to integrate all of the ideas that you are warmly invited to bring to ICA into our programme planning.

With best wishes for your activities in the New Year, and my warmest greetings,

Yours truly,

Lorenz Mikoletzky
ICA President

AN INVITATION TO THE 2008 CONGRESS

The National Archives of Malaysia are honoured to invite all ICA member countries, archival institutions and archivists from all parts of the world to attend the 16th International Congress on Archives in Kuala Lumpur in 2008. Kuala Lumpur is proud to host this prestigious event and hopes to offer the best services and facilities available to ensure a comfortable and pleasant stay for all participants.

Aside from the serious part of the congress, Malaysia awaits you with its wealth of attractions, rich natural heritage and traditionally acclaimed spirit of hospitality that will remain with you long after you have left our shores. Please take this opportunity to see more of Malaysia, while gaining the professional benefits from experienced and knowledgeable speakers giving presentations in numerous parallel sessions, seminars and workshops.

With the support of the government, the National Archives of Malaysia are enthusiastic to take advantage of the privilege of hosting the International Congress on Archives in 2008, in order to continue expanding our professional ties of cooperation and solidarity with the rest of the world. Kuala Lumpur hopes to excel as the second Asian host after Beijing. Needless to say, the spirit of Vienna will continue to stimulate Malaysian archivists to prepare and provide the best for the forthcoming congress in Kuala Lumpur.

Do not miss this unique and influential quadrennial event. Interested presenters and all other participants are kindly urged to plan ahead to be in Kuala Lumpur in 2008. It is hoped that the challenging theme of the congress, combined with the memorable Malaysian ambience will contribute towards making this an unforgettable experience.

See you in 2008!

Datuk Hajah RAHANI JAMIL

ICA Senior Vice President and
2008 Congress Host

Director General, National Archives of Malaysia

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A Dynamic Reinvention of ICA's

At the International Congress on Archives in August, members of ICA opted for a new project-based approach to the professional work of the organisation. In the following pages, you will find a brief introduction to the four new priority areas for 2004-2008.

The main objectives of this new approach and corresponding structure are to

- **Encourage a greater number and wider variety of types of project**
- **Increase coherence of activities across branches, sections and committees**
- **Be proactive in meeting the evolving needs of members and the international archival community**
- **Broaden the work of the ICA to include more of its constituencies**
- **Involve larger numbers of people from different fields in the projects**

The new programme structure is based upon members' needs and priorities identified in the recent membership survey. These are:

- 1. Advocacy and Promotion**
- 2. Electronic Records and Automation**
- 3. Preservation and Disaster Preparedness**
- 4. Education and Training**

HOW TO PROPOSE A PROJECT

To propose an ICA project, complete the form available on the ICA website at www.ica.org and return to ica@ica.org or by mail or fax to
INTERNATIONAL COUNCIL ON ARCHIVES
60 rue des Francs-Bourgeois, 75003 Paris, France
Fax: + 33 (0) 1 42 72 20 65

All proposals will be considered by the Programme Commission.
In order for your project proposal to be discussed at the March 2005 meeting, kindly send in your form not later than **1 February 2005**.

The work of each programme priority area will be driven primarily by projects suggested by the membership itself either individually, in a group or through ICA sections or branches.

One of the first tasks for each priority area will be the identification of viable projects and the people interested in being actively involved. Projects can be of various sizes and duration - from proposals from one member, needing little if any financial resources and only a few months to complete, to projects involving substantial resources and many people, taking several years. Variety is the word - projects can be worked out in various languages, be multi-disciplinary, and cross many borders. A Programme Commission will coordinate the projects. The strategic priority areas will be represented on the Programme Commission by four prominent leaders in the international archival community, namely

Andreas Kellerhals, for Advocacy and Promotion
George MacKenzie for Electronic Records and Automation
Graham Dominy for Preservation and Protection
Nolda Römer-Kenepa for Education and Training

It must be emphasised that this is a new venture for us all and no one is an old hand in this game. That is the exciting part of the new structure and project-based approach, where everyone involved will be finding new ways of meeting the needs of the international archival community. We therefore invite you to come forward with projects relevant to one or more priority areas, and we welcome in particular projects from the committees which have served ICA so successfully over the period 2000-2004. Please bear in mind that input from members is vital!

Should you have any questions or concerns about this new approach and structure, please do not hesitate to contact either of us.

Contacts:

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Programme

1

ADVOCACY AND PROMOTION

How do our societies view archives and records? What image is conveyed by the media? What do our decision-makers think of archives? It is clear that people generally do not know what archivists do and misunderstand the role of records and archives in society, regardless of the geographical zone or type of institution concerned. In order to address this situation, the ICA strategic priority area "Advocacy and Promotion" aims to give records and archives a better image both with decision makers and with the general public; to work towards better access and greater visibility for the public; to raise awareness with decision-makers and the public of the issues at stake with respect to records and archives, their role in constructing a collective and individual memory and as a tool in the service of democracy and good governance.

There are three missions to be accomplished. The first is to develop a coherent key message; the difficulty here is to reconcile the sometimes conflicting interests of different types of archives. The second is to identify the target audience(s), for our lobbying and awareness-raising activities. Lastly, communication strategies need to be developed which are relevant in different economic and socio-political contexts. For example, the ICA should make its voice heard at international meetings where standards are being developed and legislation is being formulated. The aim is not to centralise ICA communications but to ensure that all ICA's communications follow a coherent policy.

Probable themes:

- Archives and human rights
- Promotion of archives and visibility of ICA
- Issuing declarations and taking a position on problems of particular significance
- Promotion of archives and records management with governmental, intergovernmental and private sector organisations
- World Summit on the Information Society, Tunis 2005
- Building and maintaining relationships at the regional branch and section levels
- International statistics on archives ('ICA World Report')
- International archives day

Andreas KELLERHALS,
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2

ELECTRONIC RECORDS AND AUTOMATION

Electronic records and automation is the newest and the fastest changing of the priority areas in the ICA portfolio. Although a technology gap remains across the world, there are no archive organisations anywhere that have not already felt the influence of automation or that have not been faced with records in electronic form.

The challenge for us in ICA is to devise projects to share knowledge, expertise and techniques among our diverse global membership. We need to translate these into practical products and to do it quickly. As we face a world society more conscious of its rights than ever before, demanding more and better services, preferably at nil or low cost, and experiencing unprecedented technological change, we need to re-position archive services to meet these challenges.

Technology gives us the opportunity to reach more people than ever before. Networking of archive catalogues, knowledge management techniques that translate the expertise of archivists into on-line reference services, and increasing use of digital imaging that can deliver archive documents to anyone, anywhere, anytime, are all part of this. Technology also brings challenges. The digital divide is one of these, and we need to devise strategies for technology transfer, on a regional as well as an international basis. Electronic records, which are unstable, unforgiving and which may become ultimately unreadable, are another huge challenge, and a major need is for practical guidance that can be readily translated and applied in new contexts, perhaps based on the experience of national institutions.

Probable themes:

- Networking and integration of catalogue and reference information, drawing on the ICA descriptive standards
- Exploring the use of digital imaging techniques
- The creation of virtual archives to reconstruct the history of the world
- Practical guidance for managing electronic records, including e-mail
- Managing archives and records to support good governance
- Technology monitoring, in conjunction with existing initiatives.

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3

PRESERVATION AND PROTECTION AGAINST DISASTER

One of the most significant challenges that all archivists face is the long-term preservation of their records collections. Threats to collections may involve the lack of a suitable building, inability to maintain appropriate environmental conditions, or the inability to obtain suitable fire and security systems. Many archives also face external threats to their collections in the form of civil unrest or natural disasters, such as earthquakes and floods.

Most archives only have limited funding for the preservation of their collections. What they require is simple advice coupled with practical solutions that can be readily and cheaply implemented. In this context, it is important that all archives pool their experience, together with the solutions that have been successful for them.

ICA members recognised this in setting 'Preservation and Disaster Protection' as one of the four strategic priority areas. Preservation was especially important to archival institutions in tropical and low-income countries. Cooperation with partners such as ICCROM will be of great importance.

Probable themes:

- Developing a range of low-cost preservation methods and preparing guidelines for archival exhibitions
- A preventive preservation and disaster preparedness training workshop
- Disaster preparedness guidelines
- Preparation of guidelines and tools for damage assessment of archival materials
- Guidelines for the preservation, digitisation and access to photographic materials
- Continuing the series of Frequently Asked Questions, for example, on fire suppression systems and on issues to consider when refurbishing an existing building for use as a future archives repository.

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4

EDUCATION AND TRAINING

The need to develop well-trained personnel in all archival fields and across the globe remains one of the major challenges of the archival community. There is a constant demand for professionals and skilled staff and there is a permanent need for continuing training of employees in new skills. It is, therefore, little wonder that 'Education and Training' was designated as one of the priority areas of the ICA programme.

Close cooperation between training institutions and employers of records and archives professionals is necessary for ICA's success in implementing this priority. The valuable expertise of the members



Workshop on preservation of archives at Curaçao
© National Archives of the Dutch West Indies

of its Section for Archival Educators and Trainers (ICA/SAE) will be used extensively. But ideas and projects are also sought from all members, especially in countries and regions where no archives school exists yet.

Probable themes:

- Supporting low-cost, accessible training solutions
- Education and training in standards and guidelines
- Creating and making accessible training material
- Developing and offering workshops, seminars in priority areas, such as electronic records, outreach, advocacy and promotion, standardization, preservation, conservation and disaster preparedness.

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AFRICAN PRIORITIES FOR AFRICA

The Vienna Congress official programme included three working sessions to discuss the priorities of African archivists to promote the development of archives in Africa. This initiative built on the impetus gained during the Round Table of Archives (CITRA) held in Cape Town in 2003. One session in English and one in French were held, followed by a bilingual session to draw conclusions. African archives leaders did not limit themselves to these, however, as they took advantage of the opportunities offered by the congress to hold other informal meetings. The results of the Vienna meetings therefore go beyond the framework of reports on the official sessions.

The final session was held with approximately forty archivists coming from twenty countries all over Africa to discuss the challenges ahead in translating the diagnoses and proposals into concrete projects. The chair of the Eastern and Southern Africa Regional Branch (ESARBICA), Joel Tembe from Mozambique, presented the results of a number of meetings of archivists from his region; the chair of the Central Africa Branch (CENARBICA), Antoine Lumenga Neso from the Democratic Republic of the Congo reported briefly on the French African archivists' session. All expressed their satisfaction about the Declaration on Archives in Africa by the Ministers responsible for the archival heritage of the states of Eastern and Southern Africa. Yet everyone shared the general feeling that it should lead all to come up with concrete initiatives. Most speakers agreed that the priorities should be aligned along the following four main areas:

- Education and training
- Technologies
- Awareness
- Preservation

On the one hand, all agreed to act within the vision and priorities of the New Partnership for Africa's Development (NEPAD) concerning good governance and new technologies. On the other hand, it was emphasised that NEPAD was not a grant-giving body, but rather a coordinating tool and that the budgeting of all proposed solutions should be examined simultaneously. A consensus emerged to try to abstain as far as possible from creating additional structures; consequently it was decided to ask the presidents of the ICA regional branches for Africa (CENARBICA, ESARBICA, WAR-BICA and ARBICA) to create a steering committee to continue preparing and initiating projects. Graham Dominy, the National Archivist of South Africa, was asked to chair the committee.

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DOWNLOAD CENTER FOR ICA PROFESSIONAL RESOURCES ONLINE

ICA's professional studies, guides, bibliographies, standards, journal articles and newsletter are being progressively made available online in the new 'download centre' on the ICA website, launched just in time for the Vienna Congress.

When members were asked their priorities for development of ICA's websites in mid 2004, best practices, studies and articles came top of the list. Other popular suggestions included:

- More information on current activities of ICA bodies
- Links to professional resources and archives institutions
- Training opportunities
- Funding prospects
- Global bibliography of professional literature and e-resources
- Information promoting archives around the world

The main ICA website has seen rapidly rising visitor numbers over the past eighteen months, from 12184 visits in May 2003 to almost 30000 in October 2004. Members were generally pleased with the improvements made in the past two years, and especially with online publications, news, the calendar, the congress website and directories of contacts.

The new 'download center' enables ICA to make its publications and other useful resources available simply, quickly and in multiple languages.

There are already documents in 22 languages on the website.

The ICA Top 10

Most Popular Documents (October 2004)

1. ISAAR (CPF) 2004 (ENGLISH)
3774 hits
2. Practical Guide for NGOs (ENGLISH)
2552 hits
3. ISAD (G) 2000 (ENGLISH)
2395 hits
4. Study 12: Survey of Archival Software (ENGLISH)
2092 hits
5. Practical Guide for NGOs (FRENCH)
1903 hits
6. Guide for Care of Architectural Records (ENGLISH)
1188 hits
7. ISAAR (CPF) 2004 (FRENCH)
1123 hits
8. ISAAR (CPF) 2004 (SPANISH)
1020 hits
9. ISAD (G) 2000 (FRENCH)
996 hits
10. Draft Electronic Records Workbook (ENGLISH)
909 hits

Calling All Volunteer Translators!

Interested to help make professional resources available to your language community? Offers to assist with translation of ICA publications into further languages are welcome. Please contact: ica@ica.org



Christer Bogefeldt (Sweden), Mao Fumin (China), Moncef Fakhfakh (Tunisia) and Olafur Asgeirsson (Iceland) discuss their experience of International Archives Day

© Guðmundsson

TOWARDS AN INTERNATIONAL ARCHIVES DAY

How does society perceive archives? Despite archivists' efforts, it could be argued that we have not really been successful in informing citizens about how to access their memory. Archives are respected and honoured but the use of archives remains a mystery for all but a very few.

The idea of an International Archives Day has been on the ICA agenda for some time, to promote the image of archives in the public mind. A session at the Vienna Congress was devoted to the topic and a presentation of the national events from Tunisia, China and the Nordic countries led to a discussion of the feasibility, benefits and challenges of establishing a shared international archives day. The idea was widely endorsed and as a result the 15th session of the ICA General Assembly passed a Resolution "calling on the appropriate authorities of the United Nations to organize an International Archives Day." Among other things this would mean that the Archives Day would be included in the list of international days observed by the United Nations system.

The objectives of an International Archives Day would be to raise the profile of archives amongst the general public, politicians, decision makers and funding bodies, to encourage new users and a wider user base, to change the image of the domain and the archive profession and to involve the archival community in its broadest sense in developing a greater sense of confidence and initiatives for mutual support.

The task ahead for the global archival community is to formulate the concept and the framework content of an International Archives Day. Archives days, weeks and months already exist in many countries and regions and there is substantial experience to be gathered and applied to an internationally shared day.

We now urgently call for expressions of interest from ICA members who would like to be involved in launching this project.

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Are you interested in being involved in this project?

If so, please contact:
Andreas KELLERHALS
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Congress presentations online at www.wien2004.ica.org

Christer BOGEFELDT
« Archives Days – the Nordic Experience »

Fumin MAO
« Archives Day and Archives Week in China »

BEING COUNTED: INTERNATIONAL ARCHIVAL STATISTICS

A round table on international archival statistics at the International Congress on Archives in Vienna addressed the objectives and evaluation of archival statistics, with an eye to kick-starting an ICA initiative in this area.

Dianne Macaskill (New Zealand) stressed the importance of clear objectives for an international archival statistics system. She raised the complexity of developing an internationally comparable system and identified issues such as the need to use terms understood internationally and to ensure that statistics were useful at both the national and international level. This was complemented by the presentation by Johanne Pelletier (Canada) of an evaluation framework covering compliance with legislation, the impact of archives and records management services on business efficiency, the securing of records that are essential to business, population awareness of archives and cost efficiency.

Speakers from the floor suggested that, when developed, an international system should ensure that archival statistics could be presented together with those from libraries, film archives and museums. Other speakers identified research being undertaken on evaluating the performance of archival institutions, lessons learnt from statistical collections from the museum sector and provided suggestions for developing stories that demonstrated the value of archives. It was recommended that a small pilot study should be undertaken prior to a full survey.

This would be a significant project for the ICA. The next steps are to define the scope of the project, identify lessons from international archival statistical work and to work with others to progress the development of an international system.

Are you interested in being involved in this project?

If so, please contact:
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Congress presentation online at www.wien2004.ica.org

Dianne MACASKILL
'Being Counted: International Archival Statistics'
Johanne PELLETIER
'Institutional Evaluation Tools'

NEW ICA STANDARD ISAAR (CPF) 2004

One of the many highlights of the Vienna Congress was the launch of the 2nd edition of the International Standard Archival Authority Record for Corporate Bodies, Persons and Families – ISAAR (CPF) for short. ISAAR (CPF) is the second of the ICA's two standards for archival description – the other being ISAD (G) – the International Standard for Archival Description (General), the 2nd edition of which was launched at the Seville Congress in 2000.

Development and finalisation of the 2nd edition of ISAAR (CPF) was the major project of the ICA Committee on Descriptive Standards during 2001-2004. ISAAR (CPF) provides a standardised means of describing the corporate bodies, persons and families that create archives. The creation of separate but linked descriptions of the creators of archives in descriptive systems provides an efficient and dynamic means of capturing and managing the contextual information that is vital to the discovery, use and understanding of archives. The number of comments received by the CDS during the revision cycle for ISAAR (CPF) indicates a growing professional awareness of the benefits of using both ISAD (G) and ISAAR (CPF) as companion standards in the design and implementation of archival systems, especially those systems that are automated and linked to the internet.

A number of sessions at the Vienna Congress focused on the changes that have been made to ISAAR (CPF) in the 2nd edition and on the implementation of the two ICA descriptive standards in various international online archival initiatives. Archivists who are familiar with the 1996 1st edition of ISAAR (CPF) will notice that the 2nd edition is greatly modified, featuring a new more logical structure, numerous examples and increased consistency with related international standards such as the IFLA standard for authority records, ISAD (G) and the recently released Encoded Archival Context (EAC) standard for machine readable interchange of ISAAR-compliant data.

All ICA members are encouraged to familiarise themselves with the new ISAAR (CPF) and to consider how their archives may be able to implement it. The standard is available in various languages on the ICA website. Offers of translation into further languages are welcome.

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For further information:
www.ica.org/cds

INTERNATIONAL FRENCH LANGUAGE ARCHIVE PORTAL (PIAF)

The International French language archive portal (“Portail international archivistique francophone”, or PIAF), was launched in 2002 by the International Association of French speaking archivists (AIAF), with financial support from the French Institute for new technology and training (INTIF), from the International Agency of the French speaking world (AIF), and from UNESCO, France, Switzerland, Canada and Quebec. Its role is to serve as a forum for training, research and the exchange of ideas for the benefit of French speaking archivists.

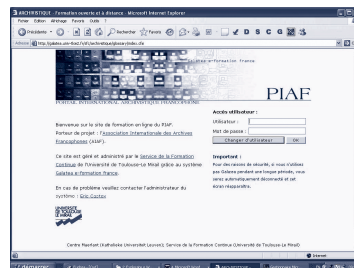
PIAF is made up of three sections, which are separate but constitute a coherent whole: a professional training section, a teaching and research section, and an exchange forum for French speaking archivists. A committee has been established for each of these sections, along with a technical committee responsible for everything to do with the techniques and technology of the portal.

Since its beginnings in February 2002, PIAF has gone through several important stages. The sixteen modules of the professional training section, which amount to 165 hours of training in all aspects of archive work, are practically all finished and undergoing revision by an assessment panel. They should come on line in the course of 2005. The teaching and research section, which plans six modules, has started work on four pilot ones. An extranet for the use of all those working on the portal has been set up. A prototype of PIAF was presented to the archival community at the International Congress on Archives in Vienna in 2004. In addition the official launch of the first part of the portal is scheduled for February 2005 at the second preparatory meeting, Précom II, of the World Summit of the Information Society. For an international project on this scale, progress has been considerable.

So the work of PIAF is advancing steadily, and the portal should be completed and operational by the end of 2006. AIAF is convinced that this project will not only be advantageous to the archive profession and to French speaking archivists, but will also promote good governance in all countries of the French speaking world.

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For further information:
www.aiaf.org



Reinvigorated CENARBICA to Lead ICA Actions in Central Africa



Antoine LUMENGA NESO Kiobe © CIA
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Kiobe Antoine Lumenga Neso, Director of the National Archives of the Democratic Republic of the Congo, undertook a vast operation, supported by the ICA Secretariat, to resuscitate the Regional Branch for Central Africa (CENARBICA), which was successfully reinstated in 2004

CENARBICA, created in 1982 in Bangui (Central African Republic), was suspended from ICA in 2000 due to unrest in most of the member countries and financial problems. The project of reviving CENARBICA was completed in several stages, firstly at the 37th CITRA in Cape Town (November 2003), then at the International Conference on "Legal Archives" held in Dakar (December 2003), alongside which a provisional committee was established by consensus, presided over by myself. The work of the committee was crowned with success at the Vienna Congress where the General Assembly voted to reestablish the Branch.

The remit of CENARBICA is to implement ICA's programmes and policies in Central Africa, namely promoting, organising and coordinating all the archival activities of the region and publishing a periodical at least annually.

The rebirth of the branch opens up many perspectives. It has undertaken to do the following work:

- Help in acquiring new technologies
- Support on-going development
- Organise regional meetings
- Seek ICA support for funding requests to international organisations such as UNESCO, the United Nations Development Programme, the European Union and espe-

cially the "Agence internationale de la francophonie" for new information technologies and training, which contributed substantially to getting the branch back on its feet.

The Action Plan approved unanimously at Vienna set out the following priorities:

- A regional conference on archives and new technologies
- An international workshop on archives, democracy, human rights and good governance
- An international seminar on archives of liberation struggles
- A regional training session on managing current and semi-current records for municipal archives
- Identifying, recovering and microfilming the archives of former colonial powers

For more information:
www.ica.org/cenarbica

NAANICA Connects ICA to North America

The establishment of the North American Archival Network of the ICA was ratified by ICA's General Assembly in Vienna, completing the global reach of ICA's regional groupings.

Composed of North American national archives and national and international professional associations based in North America that are members of ICA, NAANICA will serve as the equivalent of an ICA branch for this region.

NAANICA's objectives are:

- To be a central clearinghouse of ICA information and issues to the North American archival and information management communities
- To encourage NAANICA members to respond to ICA requests for input

- To make ICA aware of North American professional information and issues
- To represent North America in the ICA governing structure

The idea of establishing a North American presence for ICA as a network as opposed to a full-blown branch was discussed by representatives of six North American archival organizations and institutions meeting in Los Angeles, California, in August 2003. These individuals felt that an informal association would best serve the needs of both the ICA internationally and ICA members working in the USA and Canada.

To date NAANICA members include the Canadian Council of Archives, the Bureau of Canadian Archivists, ARMA International, Library and Archives Canada, the Association of Moving Image Archivists, the Council of State Historical Records Coordinators, the USA National Archives and Records Administration, the Association of Canadian Archivists, the "Association des archivists du Québec", the Academy of Certified Archivists, the Society of American Archivists, the National Association of Government Archivists and Records Administrators, and the Genealogical Society of Utah (GSU).

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For more information:
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Five New Sections Join ICA

Olympic Games
archive material
© CIO/Collections
Musée Olympique

The General Assembly in Vienna established five new provisional sections. The first two were the result of initiatives launched in recent years (see **Flash 03**).

Both organised round tables at the Vienna Congress and started to prepare their work programmes. The three other sections are the consolidation of existing committees in ICA. They will continue the work of the previous committees and expand their activities.

In addition, the General Assembly approved a major change to section membership under the 2004 Constitution.

All categories of the ICA membership, including national archives and associations can now join sections. Moreover, members can join as many sections as they wish. With this change, both new and old sections will be looking for potential members.

1 SECTION ON NOTARIAL RECORDS (SAN)

The first priority of this section, which is open not only to archivists but also to notarial professionals and researchers, is to develop a list of resources on notarial recordkeeping and archival practice internationally.

The establishment committee, chaired by Françoise Mosser (France) has now been replaced by a new bureau, led by Paola Caroli (Italy). Marie-Françoise Limon-Bonnet (France) is secretary.

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www.ica.org/san

2 SECTION ON SPORTS ARCHIVES (SPO)

The work undertaken since 1996 to promote sports archives has at last succeeded.

The new section will start by launching a survey of all archives services, libraries and museums, both public and private, to identify and assess archival fonds and documentary collections relating to sports and the Olympics. Abdulla El Reyes (United Arab Emirates) is keeping on as chair

of the bureau with Françoise Bosman (France) as secretary.

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3 SECTION ON LITERATURE AND ART ARCHIVES (SLA)

This section will replace the Committee of Literature Archives (ICA/CLA) and expand its scope to art archives. The question of the scope of its mandate will soon be the subject of an open discussion. The chair of the committee, Ulrich Ott (Germany), has passed the provisional leadership of the section to Olivier Corpet (France).

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www.ica.org/sla

4 SECTION ON SIGILLOGRAPHY (SSG)

The longevity of the Committee on Sigillography (ICA/CSG), established in 1950, is the proof that it responds to a permanent need for a number of professionals. The section will continue the work started by the

committee. Its bureau will include most members of the committee and continues to be chaired by Paul Harvey, with Stefan Jäggi as secretary.

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5 SECTION ON PROFESSIONAL STANDARDS AND BEST PRACTICES (SPS)

This new section will coordinate the maintenance of existing standards and the development of new standards and best practices. Its activities are likely to cover the areas of the previous committees on descriptive standards, appraisal, archival legal matters and electronic records. It will also be interested in other issues responding to the needs of the international professional community. Per-Gunnar Ottosson is chair of the provisional bureau.

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NEW PROGRAMME TO SUPPORT IDENTIFICATION AND PRESERVATION OF ENDANGERED ARCHIVES



Present Raja Jigme inspecting the Royal Library of Lo in Lomanthang, Nepal
© Lisbet Rausing Charitable Fund

ICA is pleased to announce the launch of a substantial new programme to assist the preservation of 'at risk' documentary heritage.

In pursuit of their general aim to support fundamental research into important issues in the humanities and social sciences, the Trustees of the United Kingdom's Lisbet Rausing Charitable Fund have decided to sponsor a programme focusing on the preservation and copying of important but vulnerable archives throughout the world.

The aim is to safeguard archival material relating to societies usually at an early stage of 'development'. Its normal focus will be on the period of a society's history before 'modernisation' or 'industrialisation' had generated institutional and record-keeping structures for the systematic preservation of historical records, very broadly defined. The relevant time period will, therefore, vary according to the society with which it deals. The programme will be completely open as to theme and regional interest, although it will normally, but not invariably, be concerned with 'non-western' societies – in Asia, Africa, the Middle East, Latin America, etc.

The programme is administered by the British Library and applications

will be considered annually by an International panel of historians and archivists. It will achieve its objectives principally by making grants to individual researchers to locate relevant collections, wherever possible to arrange their transfer to a suitable local archival home, and to deliver copies into the international research domain via the British Library. Pilot projects may also be funded. It will also make available bursaries for professional attachments at the British Library, for overseas archivists and librarians, to foster better archival standards in description and cataloguing, preservation, and other areas, and thereby to assist the process of safeguarding collections locally in the future.

For the purposes of the programme, 'archives' will be interpreted widely to embrace not only manuscripts in any language, but also visual materials (drawings, paintings, prints, posters, photographs, etc.), audio or video recordings, digital data, rare printed sources (books, serials, newspapers, ephemera, etc.) and even other objects and artefacts – but normally only where they are found in association with a documentary archive. In all cases, the validity of materials for inclusion in the pro-

gramme will be assessed by their relevance as source materials for the pre-industrial stage of a society's history.

It should be noted that the Fund does not offer grants to support the 'normal' activities of an archive, although the programme may offer support for such items as costs directly related to the acceptance of relocated material.

The first call for proposals was launched on 22 October 2004. Detailed information about the timetable, criteria, eligibility and procedures for applying is now available on the programme's web-pages.

For more information:
endangeredarchives@bl.uk
www.bl.uk/endangeredarchives

Comma Receives Award for Contribution to Archives in Australia

The "Archives and Indigenous Peoples" special issue of ICA's journal *Comma* (2003.1) was recently awarded the Australian Society of Archivists 2003 Mander Jones Award.

Honorary Members

Congratulations to eight new honorary members, distinguished for eminent service to the profession by the ICA General Assembly in 2004!

Leopold AUER (AUSTRIA)

Leopold Auer has been working in the National Archives of Austria for more than 30 years, as well as being very involved in archival education at Vienna University for over 20 years. He has been very active in ICA as Chair of the Committee of Publications, a member of the Editorial Board of *Archivum* and the author of several RAMP studies.

Patrick CADELL (SCOTLAND)

Patrick Cadell has taken a prominent role in the archival profession, nationally and internationally. He has chaired the Society of Archivists (1996-1999), participated on the Bureau of the International Conference of the Round Table on Archives (CITRA) (1992-1996) and was Secretary of the ICA European Board (1996-2000), hosting CITRA in Edinburgh in 1997. Cadell continues his European work in retirement, representing the archivists of the EU countries at the Commission and the Council of Europe.

Christoph GRAF (SWITZERLAND)

Christoph Graf has worked for almost 20 years in the Federal Archives of Switzerland, where he was Director General from 1991 to 2004. He was President of CITRA from 1996 to 2000 and a member of the ICA Executive Committee. Graf led a number of projects to help the development of archives in Central and Eastern Europe.

Musila MUSEMBI (KENYA)

Musila Musembi worked for almost 30 years in the National Archives of Kenya and has been its Director for 24 years. In 1979, he initiated the first training programme concerning archives in Kenya. He is a key figure in the Regional Branch of Eastern and Southern Africa of ICA of which he was Secretary General and Chair. He also chaired ACARM and the Joint ICA/IFLA Committee for Preservation in Africa, as well as participating in the Regional Committee for UNESCO's Memory of the World programme.

Klaus OLDENHAGE (GERMANY)

Klaus Oldenhage has worked for many years in the Federal Archives of Germany. He is a leading expert in legal matters and was instrumental in the preparation of the Federal Archives law. Oldenhage had a leading role in the integration of archives from the West and the East after the reunification of Germany. He is now Vice-President of the German Federal Archives. He organized the International Congress on Archives in Bonn in 1984, and was ICA Treasurer from 1984 to 2000.

Abdeljelil TEMIMI (TUNISIA)

Historian Abdeljelil Temimi was Director of the "Institut supérieur de Documentation" of Tunis, a Professor in History, and the Founding President of the Temimi Foundation, a private foundation for research. He was one of the founders of the Arab Regional Branch (ARBICA) and was very involved in the activities of the Branch from 1982 to 1988. He was Chair of ARBICA from 1985 to 1988 and a member of the ICA Executive Committee.

John Cotton WRIGHT (HAWAII)

John Cotton Wright was one of the forces behind the foundation of the Pacific Regional Branch of ICA, established in 1981. He is known to many in ICA as the editor of the newsletter *PARBICA*, "Panorama". Wright works as a freelance consultant based in Hawaii, and has contributed to archival development in American Samoa, Palau and many other countries.

Habibah ZON (MALAYSIA)

Dato Habibah Zon joined the National Archives in the seventies. She was Director General of the National Archives of Malaysia from 1995 until 2003. She was very much involved in the activities of the Southeast Asian Regional Branch of ICA and chaired the Regional Branch for one term. She also chaired the Regional Committee for UNESCO's Memory of the World programme. Dato Habibah the CITRA conference organised in Kuala Lumpur in 1982, and was instrumental in the invitation to hold an International Congress of Archives in Malaysia in 2008.

NEW ICA PUBLICATIONS

THE RECORDS OF NGOS, MEMORY...
TO BE SHARED.



**A PRACTICAL GUIDE
IN 60 QUESTIONS,**
Armelle Le Goff
(editor), ICA, Paris,
2004. English and
French (Spanish
and Russian coming
soon). 36 pages.

This manual is a practical guide, which draws the attention of officials, staff and volunteers of non-governmental organizations (NGOs) to the value of their records and offers advice on their management and preservation. Some of these records are of crucial importance for the history of both the organizations themselves and the societies concerned.

Available online:
www.ica.org/biblio.php



**ISAAR (CPF): INTER-
NATIONAL STANDARD
ARCHIVAL AUTHORITY
RECORD FOR CORPO-
RATE BODIES, PER-
SONS, AND FAMILIES,
SECOND EDITION**
ICA Committee
on Descriptive

Standards, ICA, Paris, 2004. English,
French, Italian, Portuguese, and
Spanish. 70 pages.

This standard provides guidance for preparing archival authority records which provide descriptions of entities (corporate bodies, persons and families) associated with the creation and maintenance of archives.

Available online:
www.ica.org/biblio.php

**GENERAL GUIDELINES FOR REGULATIONS
ON PARLIAMENTARY ARCHIVES
(ICA STUDY 14)**

ICA Section for Archives of Parliaments
and Political Parties, 2004.
English and Spanish.

The guidelines present model regulations that cover general conditions, archives and records management systems, and access and use.

They define the parliamentary archive as an administrative unit responsible for document management, as well as part of parliamentary and administrative processes. They also establish an archives commission with authority for appraisal and destruction and organisation of the records management system.

Available online:
www.ica.org/biblio.php

**PARLIAMENTARY INSTITUTIONS:
THE CRITERIA FOR APPRAISING AND
SELECTING DOCUMENTS (ICA STUDY 15)**
ICA Section for Archives of Parliaments
and Political Parties, 2004.
English and Spanish.

This study aims to establish criteria and regulations, as well as to create common tools of use to all archivists working with documentary collections of similar types. It reviews recent developments in appraisal theory, presents considerations to be taken into account in appraisal of parliamentary archives, and provides model appraisal forms and schedules.

Available online:
www.ica.org/biblio.php

**EXHIBITING ARCHIVAL AND LIBRARY
MATERIAL AND WORKS OF ART ON PAPER:
STANDARDS IN PRESERVATION**



Proceedings of the
ICA International
Symposium, Ljubl-
jana, 5-6 June 2003.
Jedert Vodopivec
(editor), Archives
of the Republic of
Slovenia, Ljubljana,
2004. English and
Slovenian.
224 pages.

The proceedings comprise papers discussing old and new issues connected with exhibiting archival documents. At a time when initiatives for displaying sensitive archival, library and museum materials are becoming increasingly frequent and demanding, the profession is attempting to define recommendations and standards for such exhibitions. This is followed by an even more demanding task: the introduction of professional recommendations and standards into practice.

For further information and orders:
www.gov.si/ars

**BUSINESS ARCHIVES IN INTERNATIONAL
COMPARISON**
Report to the 15th International
Congress on Archives, Vienna,
Austria, 23-28 August 2004,
ICA Section on Business and Labour
Archives, 2004. English. 90 pages.

In the world of business, efforts at collecting and storing archives are restricted to what can be achieved by persuasion and negotiation; they must find a balance between the right of access to information and the right to have and control private property. This report is an attempt to define the task, explore the issues and suggest paths and approaches that might lead business archivists to workable solutions. It presents synopses of the current situation of business archives in a number of countries, and then considers globalisation through selected approaches to situations involving international mergers or company takeovers. An appendix provides a detailed analysis of the effects of legislation on private and business archives in various countries.

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What's new in **COMMA** ?

A New Editor-in-Chief

Rosana de Andrés Díaz, who has a PhD in Mediaeval History and has been a Fellow of the Professional Body of State Archivists of Spain since 1985, is the new editor-in-chief of *Comma*, ICA's professional journal. Since 1995, she has been the Head of the Archives of Spain's Ministry of the Interior.

Previously, she worked in Directorate of State Archives. She has extensive experience of ICA, as a member of the editorial boards of *Archivum*, *Janus* and *Comma*, and an active participant in other ICA activities. She is the author of several books and papers related to archival studies and mediaeval history.

COMMA, THE PAUSE IN THE CONTINUUM, THE REALIZATION OF CHANGE