EURBICA –European branch of the International Council on Archives

WORK PLAN 2008-2010

CONTRIBUTION TO ICA BUSINESS PLAN

As an introduction, EURBICA would like to remind the last section of its quadriennal report « what we would like for the future » :

> "ICA priorities should be defined in close relationship with the strategic plan developed by the organisation, and **correspond to concrete objectives and concrete activities**. We consider that the 4 priorities which are now the basis of ICA programme will still remain priorities, whatever the objectives of the plan are.
>
> It is very difficult to develop successfully an international project especially when it involves several countries or institutions on a voluntary basis. ICA should think about **setting up an experts network** (to replace the former committees), who could support the programme commission and help to implement the projects in their field of expertise.
>
> A **close co-operation should be developed between ICA bodies** (branches, sections and projects groups). For instance, a representative of SPA should be appointed in each branch executive board, as it is the case for EURBICA. The European Conference is organised both by EURBICA and SPA (European associations). The programme commission should comprise members from branches and sections not in its permanent composition, but according to the specific objectives it wants to achieve.
>
> A specific attention should be paid by ICA to the **functioning of branches** and the way they could be involved more effectively and efficiently in the implementation of ICA strategic plan, not only by having a representative in the Executive committee."

EURBICA is pleased that these points have been taken into account in the strategic directions of ICA, and thanks the vice-President for the programme to launch a call for contribution to sections and branches to develop the business plan.

The EURBICA working plan 2008-2010 relies on 3 major axes :

1. **Following up of the projects developed during the 2004-2008 period, implementing phase 2 . Three main projects are concerned :**

- **EURONOMOS** : the European archival legislation online. The first phase (development of the database funded by the European Union, contribution for content from EU member states) will be completed by November 2008. The second phase aims at two objectives : ensuring the interoperbility of the database with ICA system and server (and therefore, be available for other branches) ; promoting the database in the European countries which are not members of the EU and provide the relevant training.

  ► Activities :
  - transfer of the database to ICA system
  - series of 2 days workshops throughout Europe to provide training to contribute to the database (target : correspondent for the database in the country, from the staff of the national institution). Part of these workshops could be organized in the framework of the next CITRAs, which will take place in Europe, and the European Conference, but we will probably need to organize one more in 2009 and 2011, with partially funding support of PCOM.

  ► Meets objectives 1, 2, 3 of strategic directions

- **Train the trainers in records management**
This project, developed in partnership with the Archiefschool in Amsterdam, ICA/SAE and the former Committee on Professional Training, has been successfully presented in KL. Its first phase aimed at developing a methodology to train the trainers in records management. A handbook has been conceived by the working group, and a draft website being developed using the Moodle software (open source). Second phase will permit to disseminate the methodology and complete the website with content.

  ► Activities :
  - A last workshop for the working group, if possible by the end of 2008 (funding partly provided from the French subvention to ICA).
  - 3 days workshops in other regions than Europe, to be planned by the working group according to opportunities in the framework of other professional conferences.

  ► Meets objectives 3 and 4

- European competency model
EURBICA was given the responsability by a resolution of the last European conference (2006) to conduct a study for developing a European competency model. This responsability is shared with SPA. The project aims at developing a methodology enabling any institution, organization, or association to build its own competency model. The first phase consisted in establishing a state of the art, and was lead by SPA. The second phase will aim at developing the methodology, using the case studies and existing models. Though it is developed for Europe, the methodology will be available for other regions.

► Activities : developing the methodology (working plan set up in KL). The working group will exchange by mail and meet during CITRA.

► Meets objectives 1, 3, and 4.

2. New directions

- EURBICA accompanies and supports the work on the gateway to archives in Europe, initiated by EBNA (European Board of National Archivists –EU) and mainly funded by the European commission by starting to create a Ressource Center on the web on European approaches to archival description (ResCAD). It should give central access to information on the use of standards in European archives including guidelines from members and especially support the building of interfaces between ISAD(G) and EAD.

  The target group are professionals from the different European countries and the outcomes would support their network of cooperation in the field of description. It will give information also to professionals outside the EU. Funds will be needed for translations and for the publications of broshures and flyers in different languages.

  ► Meets objectives 2,3, 4 and 6

2) A second project might be a printed manual on archivistics in Europe, a sort of reader with reprinted classical archival acticles, one from each country, forming together a systematic guide to the archival unity of Europe in all its diversity. The first step would be to draft a structure for the manual. The second step is the choice of one text by each country concerning one of the subject fields of the structure after a common debate on their distribution. The last step would be to translate the arcticles into English and French. This would need financial support, as well as the publication in print.

► Meets objectives 1, 3, and 4

Both projects might present their first outcomes on the occasion of the 8th European Conference on Digital Archiving in Geneva in April 2010.

3. European Conference

The European Conference is organized each fourth year. The next one will take place in Geneva (Switzerland) in April 2010. It is organized by EURBICA and SPA, in partnership with the National Archives and the national professional association of the host country. The conference has three main objectives :
- offering high level professional content (about electronic records and archives in 2010)
- connecting generations and attracting young professionals and students. To prepare the conference, the Swiss federal archives organise a meeting in September with a reduced group of young promising professionals in order

to get their views on the programme of the conference, and on the future of the profession.
- Establishing partnership (for instance in Geneva, taking opportunity of UN agencies being there ; with science experts…)

► Meets objectives 1, 2, 3, and 4

4. Communication and publication

- Improve and update the EURBICA website
- Publish a newsletter